



INCLUDES FULL CONFIDENTIAL ITEMS

CONFIRMED MINUTES

Shire of West Arthur
Ordinary Council Meeting
Thursday 21 December 2023

These Minutes were confirmed at the Ordinary council meeting on: 22 February 2024

Signed:

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

Forest to Wheatbelt

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.

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

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

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

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

Content

1	Declaration of Opening/Announcement of Visitors.....	4
2	Attendance/Apologies/Approved Leave of Absence	4
3	Announcements of the Presiding Member	4
4	Response to Previous Public Questions taken on Notice	4
5	Public Question Time	5
6	Petitions, Deputations, Presentations, Submissions	5
7	Applications for Leave of Absence.....	5
8	Disclosures of Interest	5
9	Confirmation of Minutes of Previous Meetings Held.....	6
9.1	Ordinary Meeting of Council 23 November 2023.....	6
10	Reports from Councillors	6
11	Office of the Chief Executive Officer	7
11.1	Appointment of Shire Representative to Attend Darkan & Districts Sports Club Inc Committee Meetings	7
11.2	Minor Strategic Review 2023.....	12
11.3	2023 Astrotourism WA Report for Councils	36
11.4	Request to Collect Plant Material for Non-Commercial Purposes from Shire Reserves	51
11.5	Budget Amendment - Landcare Grant Funding.....	58
11.6	Industry Attraction and Business Development Fund Allocation.....	101
12	Corporate Services.....	105
12.1	Financial Reports - November 2023	105
12.2	Accounts for Payment Listing - November 2023	132
12.3	Adoption of 2022-2023 Annual Report	140
12.4	Amendment of 2023-2024 Schedule of Fees and Charges.....	221
12.5	PC12 - Employee Code of Conduct Policy	233
13	Works and Services.....	250
14	Regulatory Services	250
15	Motions of which Previous Notice has been Given.....	250
16	New or Urgent Business Introduced by Decision of the Meeting	250
17	Matters Behind Closed Doors.....	250
17.1	CEO Annual Performance Review 2023.....	251
18	Closure of Meeting	253

**MINUTES OF SHIRE OF WEST ARTHUR
ORDINARY COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
ON THURSDAY, 21 DECEMBER 2023 AT 7.00PM**

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 7.03pm.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

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

3 ANNOUNCEMENTS OF THE PRESIDING MEMBER

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

Nil

6 PETITIONS, DEPUTATIONS, PRESENTATIONS, SUBMISSIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

An Application for Leave of Absence was requested by Cr Lubcke for any meetings for the duration of 13 to 29 February 2024 while away on holidays.

MOTION**RESOLUTION CO-2023-153**

Moved: Cr Duncan South

Seconded: Cr Graeme Peirce

That Council approve the request for Leave of Absence from Cr Lubcke from 13 to 29 February 2024.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0**8 DISCLOSURES OF INTEREST**

Cr Graeme Peirce declared an impartiality interest in relation to item 11.6 Industry Attraction and Business Development Fund Allocation for providing a letter of support for applicants.

Cr Duncan South declared a financial interest in relation to item 11.6 Industry Attraction and Business Development Fund Allocation – as a Unit holder in the Darkan Hotel.

Cr Lucy Hall declared an impartiality interest in relation to item 11.6 Industry Attraction and Business Development Fund Allocation – has a professional relationship with an applicant.

Cr Karen Harrington declared a financial interest in relation to item 11.6 Industry Attraction and Business Development Fund Allocation – as the Chairperson and an investor of the Darkan Hotel.

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD

9.1 ORDINARY MEETING OF COUNCIL 23 NOVEMBER 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

RESOLUTION CO-2023-154

Moved: Cr Karen Harrington

Seconded: Cr Adam Squires

That the Minutes of the Ordinary Meeting of Council held in Council Chambers on 23 November 2023 be confirmed as true and correct.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0

10 REPORTS FROM COUNCILLORS

Cr Neil Morrell (Shire President)

Cr Morrell attended the Audit Exit meeting on the 7th, Audit and Risk Committee meeting and Biodiversity Strategy Working Group meeting on the 12th, the 4WDL meeting on the 13th and the farewell of Dr Erasmus on the 19th December 2023.

Cr Graeme Peirce

Cr Peirce presented the Dux Award at the Darkan Primary School final assembly on 13th December 2023.

Cr Karen Harrington (Deputy Shire President)

Cr Harrington attended the Audit Exit meeting on the 7th, Audit and Risk Committee meeting on the 12th and the 4WDL meeting on the 13th December 2023

Cr Robyn Lubcke

Nil

Cr Duncan South

Cr South attended the Narrogin Sub-Regional Road Group meeting on 29th November 2023.

Cr Adam Squires

Nil

Cr Lucy Hall

Cr Hall attended the Audit Exit meeting on the 7th and the Audit and Risk Committee meeting on the 12th December 2023.

11 OFFICE OF THE CHIEF EXECUTIVE OFFICER**11.1 APPOINTMENT OF SHIRE REPRESENTATIVE TO ATTEND DARKAN & DISTRICTS SPORTS CLUB INC COMMITTEE MEETINGS**

File Reference:	ADM497
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	11/12/2023
Disclosure of Interest:	Nil
Attachments:	1. DDSC Committee Meeting Minutes 14 August 2023 - CONFIDENTIAL ↓

SUMMARY:

Council is requested to consider appointing a Shire representative to attend committee meetings of Darkan & Districts Sports Club Inc (DDSC).

BACKGROUND:

At the August 2023 committee meeting of DDSC (see attached minutes), it was resolved to approach the Shire to appoint a representative to attend DDSC committee meetings. Councillors have also previously discussed the benefits of such an arrangement.

COMMENT:

Given that the existing agreements between the Shire and DDSC, and DDSC and REED, both need to be updated, it would seem appropriate for an officer rather than a councillor to attend the DDSC committee meetings. Many of the items discussed at these meetings will be of an operational nature. The meetings are held on the second Monday of each month at 7.30pm and the CEO is willing to attend these meetings as an observer on behalf of the Shire.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021-2031

Theme: Leadership and Management

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Nil
Risk Likelihood (based on history and with existing controls)	N/A

Risk Consequence	N/A
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2023-155

Moved: Cr Robyn Lubcke

Seconded: Cr Lucy Hall

That Council appoint the Chief Executive Officer to attend committee meetings of Darkan & Districts Sports Club Inc as an observer on behalf of the Shire of West Arthur.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

11.2 MINOR STRATEGIC REVIEW 2023

File Reference:	ADM010
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	14/12/2023
Disclosure of Interest:	Nil
Attachments:	1. Updated Corporate Business Plan ↓

SUMMARY:

Council is requested to consider adopting the attached draft amended Corporate Business Plan for the period 2023/24 to 2026/27.

BACKGROUND:

The Shire's current Strategic Community Plan (SCP) was adopted on 27 July 2021. The Corporate Business Plan (CBP) 2021-2025 was also adopted at that time.

The Minor Strategic Review under Western Australia's Integrated Planning and Reporting (IPR) Framework is due, and as Council is aware, work has been progressed throughout the year.

COMMENT:

A minor review will generally not result in major changes of direction or the introduction of significant new projects and programs unless circumstances have changed significantly. The process adopted by the Shire has enabled the review of progress in implementing the Corporate Business Plan. The Council has worked with the CEO and senior staff to develop the four-year priorities and update the four-year program and budget.

While the new plan does not represent a significant change in direction the opportunity has been taken to develop the document to ensure clear alignment between the Shire's vision, strategic themes, services and projects guiding annual budgeting and resource planning. This is consistent with the direction of the State Government's anticipated reforms in this area.

The revised Corporate Business Plan is a product of this work and provides the framework and clear direction for continued delivery of services with some enhancements, key projects, and advocacy and partnerships with State and Federal Government, and the private and community sectors.

The Minor Strategic Review does not require community engagement, however the process adopted has enabled Councillors to draw on their knowledge of community priorities and aspirations to provide input to, and guidance of the review such that we have a high degree of confidence the plan is supportable and affordable.

The medium-term priorities identified and reflected in the plan are:

- Increase housing stock – including key worker housing, and working with the 4WDL Volunteer Regional Organisation of Councils (VROC)
- Increase in businesses – streamline development process, main street revitalisation, value adding to agriculture (partnerships e.g. water research with university, DPIRD)
- Tourism (inter-regional e.g. walk trail)
- Impacts of large-scale industry expansion – policy, planning, and funding partnerships (etc) to ensure the community benefits from future development

- Maintain and renew our assets

The review has also provided a significant opportunity for the Chief Executive Officer to update and realign the plans to current and medium-term priorities supported by work being piloted in the organisation to set up the plans in a streamlined software system for managing implementation and monitoring. Successful implementation of the pilot will reduce administrative requirements and provide a high degree of assurance that planned commitments are being undertaken.

CONSULTATION:

Senior Officers

Localise Consultants

STATUTORY ENVIRONMENT:

Section 5.56(1) of the Local Government Act 1995

Requires a local government to plan for the future of the district.

Regulation 19DA of the Local Government (Administration) Regulations 1996

Requires a local government to:

- Make a CBP covering at least 4 financial years
- Consistent with the Strategic Community Plan set out CBP priorities for dealing with the objectives and aspirations of the community
- govern the local government's internal business planning by expressing in the plan reference to operations that are within the capacity of the local government's resources
- develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- review the current CBP for its district every year.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The minor review of the CBP does not create significant new financial implications.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021-2031

Theme: Leadership and Management – inspirational, dynamic, transparent

Outcome: Establish and maintain sound business and governance structures

Strategy: Provide informed decision making based on our strategic directions and legal requirements and that these are open, transparent and adequately communicated with the community.

RISK IMPLICATIONS:

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

need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Adoption of the CBP is an effective tool in the management of Shire risks. Effective management of risks in implementing components of the plan is an ongoing process for Shire management.
Risk Likelihood (based on history and with existing controls)	N/A
Risk Consequence	N/A
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

VOTING REQUIREMENTS:

Absolute Majority

RESOLUTION CO-2023-156

Moved: Cr Graeme Peirce

Seconded: Cr Adam Squires

That Council:

1. Note and adopt the Shire of West Arthur Corporate Business Plan 2023/24 to 2026/27 as presented.
2. Authorise the CEO to make any final non-material revisions necessary prior to publication.
3. Direct the CEO to provide regular reports on the implementation of the Corporate Business Plan.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0 BY ABSOLUTE MAJORITY



Corporate Business Plan

2023/24 – 2026/27

Minor Review

Draft V5



Acknowledgement of Country

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



CONTENTS

Introduction	1
How the Planning Process Works	1
Key Issues for Our Shire	3
Our Medium Term Strategic Priorities.....	3
Service Delivery.....	4
Financial Profile.....	14
Success Measures	15
Strategic Risk Management	16
Appendix: Abbreviations.....	17



INTRODUCTION

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

The initial CBP that was put in place to deliver the SCP reached the halfway point in 2023. We have reviewed our progress and updated the actions that the Shire will undertake to meet the vision and aspirations of our community to make our Shire a better place to live, work and visit. The CBP also includes updated budget forecasting to ensure that ratepayers continue to get value for money.

The Corporate Business Plan will be revised in the next major strategic review, expected in 2025/26.

HOW THE PLANNING PROCESS WORKS

Our integrated planning and reporting process, which all local governments in WA follow, provides the Shire with a clear structure to guide a coordinated and collaborative approach to develop our strategic direction and activities.

Integrated Planning and Reporting Framework



The SCP set out the vision, aspirations and priorities according to themes as shown below. The CBP sets out how the Shire’s services and projects practically aim to deliver the SCP. The CBP guides the Shire’s annual budgeting and resource planning.



KEY ISSUES FOR OUR SHIRE

The SCP identified key trends and challenges for the community that remain relevant today. These include:

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

In the course of this minor review, Council reviewed the trends and challenges and added two more that have rising in prominence since the last CBP:

- How do we address the lack of available housing?
- How can we best utilise the impacts of large scale industry expansion to benefit the community?

OUR MEDIUM TERM STRATEGIC PRIORITIES

These priorities are reflected in the service delivery tables in the next section.

- Increase housing stock – including key worker housing, and working with the 4WDL Volunteer Regional Organisation of Councils (VROC)
- Increase in businesses – streamline development process, main street revitalisation, value adding to agriculture (partnerships eg water research with university, DPIRD)
- Tourism (inter-regional, eg walk trail)
- Impacts of large scale industry expansion – policy, planning, and funding partnerships (etc) to ensure the community benefits from future development
- Maintain and renew our assets



SERVICE DELIVERY

SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23	24	25	26
					/	/	/	/
					24	25	26	27
CORPORATE SERVICES								
Cemeteries	1.2 Support available for people of all ages and abilities	Provide cemeteries in Darkan and Arthur River.	Maintain					
Community Development	1.2 Support available for people of all ages and abilities	<p>Youth</p> <ul style="list-style-type: none"> Provision of facilities for youth activities e.g. Darkan Railway Reserve Activities for youth (including Youth Week) <p>Seniors</p> <ul style="list-style-type: none"> Ongoing liaison with the Community Resource Centre (CRC) Support social activities and learning programs for seniors Coordinate and facilitate weekly meals service Ageing in place initiatives (home care, transport, home maintenance) Independent Living Units management (partnership with West Arthur Cottage Homes) <p>Childcare</p> <ul style="list-style-type: none"> Liaison with provider REED to ensure ongoing high standard of childcare for the community <p>Whole community</p> <ul style="list-style-type: none"> Annual small grants program and other community funding support Support the CRC in the provision of the delivery of services, activities and events Collaborate with the Darkan Primary School, to develop opportunities for children and families. 	Maintain					



SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23 / 24	24 / 25	25 / 26	26 / 27
Community Events	1.3 A unique identity and a strong connection to our past	<ul style="list-style-type: none"> Annual Australia Day Breakfast at Lake Towerrinning. Events to recognise people within the community or to celebrate milestones and achievements. Support the annual Sheepfest event. 	Maintain					
Compliance and Governance	5.3 Establish and maintain sound business and governance structures	<ul style="list-style-type: none"> Internal Audit. Review of the appropriateness and effectiveness of the financial management systems and procedures [Reg 5(2)c of Financial Management Regulations]. Reviews of systems and procedures relating to legislative compliance, risk management and internal controls [Reg 17 of Local Government Audit Regulations]. 	Maintain					
Customer Services	5.2 Shire staff are well trained, motivated and customer focused	<ul style="list-style-type: none"> Transport Licensing Cat/Dog Registrations Facility Bookings Receipting Key Register Caravan Park Bookings 	Maintain					
External Housing	1.2 Support available for people of all ages and abilities	<ul style="list-style-type: none"> Houses leased to Government Regional Officers Housing (GROH) for teaching staff. Key worker housing. Respite care – encourage West Arthur CRC Year 4. Station Master's house – accommodation. 	Increase	<ul style="list-style-type: none"> Key worker housing (in collaboration with 4WDL VROC): <ul style="list-style-type: none"> – business case and QS estimation to support grant applications for residential development and land release – convert Crown Reserve lands to freehold – 4WDL assessment of vacant sites - seek grant funding \$1m (6 together) – Designs – connect possible investors 				



SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23 / 24	24 / 25	25 / 26	26 / 27
Freedom of Information	5.3 Establish and maintain sound business and governance structures	<ul style="list-style-type: none"> Administration of requests for information under the FOI Act. 	Maintain					
Finance Services	5.3 Establish and maintain sound business and governance structures	<ul style="list-style-type: none"> Finance Services <ul style="list-style-type: none"> - Payroll - Creditors - Debtors - Rates - Road Funding - BAS - Bank Reconciliations - Reporting 	Maintain					
Human Resources Management	5.2 Shire staff are well trained, motivated and customer focused	<ul style="list-style-type: none"> Strategic Workforce Plan. Personnel management (Records, appraisals, etc). HR and industrial advice. Staff training and development. 	Maintain					
Information Technology	5.3 Establish and maintain sound business and governance structures	<ul style="list-style-type: none"> Information technology operations. 	Maintain					
Procurement	5.3 Establish and maintain sound business and governance structures	<ul style="list-style-type: none"> Procurement of goods and services noting the Council's policy to ensure Shire is purchasing from local businesses where viable. 	Maintain					
Records Management	5.3 Establish and maintain sound business and governance structures	<ul style="list-style-type: none"> Maintenance and security of records. 	Maintain					



SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23 / 24	24 / 25	25 / 26	26 / 27
OFFICE OF THE CEO								
Art, Culture and Heritage	1.3 A unique identity and a strong connection to our past	<ul style="list-style-type: none"> Maintain the Local Heritage Survey and Heritage List. Maintain and preserve heritage buildings and places (with volunteer support). Maintain the Shire of West Arthur self-drive heritage Trail on the izi.travel app. Develop, maintain and promote Reconciliation Action Plan. Betty Brown Historical Centre – exhibitions. 	Increase	<ul style="list-style-type: none"> Reconciliation Action Plan. Review potential uses and funding for the Darkan Station, and Station Master's house (accommodation). 				
Building Control	4.4 Appropriate planning and development	<ul style="list-style-type: none"> Building advice and approvals. Maintain the integrity of our heritage buildings. 	Maintain					
Civic Leadership, Advocacy and Regional Cooperation	5.1 Councillors represent the community and well trained	<ul style="list-style-type: none"> Governance framework. Manage the Shire's Council and Committee meetings in accordance with legislative requirements. Councillor training and support. Advocacy for commercial services (food retail, banking etc) and social services to be available in the Shire. Maintain regional relationships and working arrangements. 	Maintain					
Community Information and Engagement	5.4 Actively engage with community, business and other stakeholders to grow and develop the community	<ul style="list-style-type: none"> Engagement with the community through the Shire website, social media and other appropriate digital means. Provide information through the Bleat Community Newsletter and Darkan Buy and Sell Facebook page. Facilitate meetings, functions and community forums as required. Administer style guide. Direction signage provision. "Welcome to West Arthur" information pack (in collaboration with CWA). 	Maintain					



SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23 / 24	24 / 25	25 / 26	26 / 27
Economic Development and Tourism	2.2 A growing, diverse business community	<ul style="list-style-type: none"> ▪ Implement Economic Development Strategy. ▪ Support and grow tourism in the Shire. ▪ Support regional Tourism: Australia's Golden Outback, Tourism South West, Oceans to Outback, Astrotowns network. 	Increase	<ul style="list-style-type: none"> ▪ Tourism <ul style="list-style-type: none"> - Trails: Darkan Heritage Trail, Hillman Walk Trail - Signage upgrade in Arthur River Info Bay - Maintain and upgrade visual amenity Darkan, Duranillin and Arthur River - Support astrotourism as part of the stargazing trail - Public art funding for a community art work - Composting toilet at the Bowelling Station - Manage and promote the Darkan Caravan Park and Chalets, RV self-contained site, RV friendly town - Develop farm stay, B&B and other short stay accommodation options (e.g. 'Hidden Cabins') ▪ Industry attraction <ul style="list-style-type: none"> - Update/promote business and residential prospectus - Continue industry and business attraction fund - Land release - Promotion of the Growden Place Light Industrial area - Wind farms development ▪ Agriculture <ul style="list-style-type: none"> - Support agricultural diversification opportunities - Drought resilience - Advocate for agricultural workforce development - Investigate research opportunities with universities ▪ Business environment <ul style="list-style-type: none"> - Support improved communication technology - Grant for business support and Town Centre - Enable business networking - Create user-friendly approval information for businesses - Improved promotion of the Shire as a Film Friendly Shire 				



SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23 / 24	24 / 25	25 / 26	26 / 27
Environmental Health	1.1 A safe place to work, live and visit	<ul style="list-style-type: none"> Environmental Health Service obtained from the Shire of Narrogin Education Monitoring Health and food inspections Noise control Pollution control Other regulatory 	Maintain					
Emergency Management	1.1 A safe place to work, live and visit	<ul style="list-style-type: none"> Bush Fire Management. Ongoing review and implementation of Local Emergency Management Plan Arrangements and Welfare and Recovery plans. CCTV maintenance and coverage extension (LRCI Stage 4 funding) Provision of information regarding pandemic, harvest and vehicle movement restrictions. Risk management planning for Shire events and review of risk management plans for other events. Community Emergency Services Manager shared with Shire of Collie. 	Increase	<ul style="list-style-type: none"> CCTV: Initial installation of CCTV at Darkan Playground and public toilets. To be expanded to other locations if the outcomes are positive. 				
Health Centre and Medical Services	1.2 Support available for people of all ages and abilities	<ul style="list-style-type: none"> Health and Resource Centre enables allied health professionals to provide services. Advocacy for medical services. Plan and facilitate doctor's appointment availability and promote the Patient Assisted Transport Scheme (PATS). 	Increase	<ul style="list-style-type: none"> Work with CRC to consider how respite care could be provided in the Shire. 				



SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23 / 24	24 / 25	25 / 26	26 / 27
Library	4.2 Our built infrastructure is well maintained, attractive and inviting	<ul style="list-style-type: none"> Provide library service in conjunction with the Community Resource Centre. Maintain and develop a diverse collection of historical books at the Darkan Town Library. 	Maintain					
Ranger Services	1.1 A safe place to work, live and visit	<ul style="list-style-type: none"> Ranger services under contract (one day per week) Education and compliance related to: <ul style="list-style-type: none"> Bush fire prevention Animal control Litter reduction Camping management Off road vehicle control Local Laws enforcement (eg parking, reserves) Regular communication with Police. 	Maintain					
Sport and Recreation Facilities	1.2 Support available for people of all ages and abilities	<ul style="list-style-type: none"> Maintenance of the cricket pitch covers and practice nets at the Darkan Town Oval. Maintain public facilities at Lake Towerrinning. Maintain and improve the playgrounds and public facilities throughout Shire. 	Maintain					
Staff Housing	5.2 Shire staff are well trained, motivated and customer focused	<ul style="list-style-type: none"> Staff housing administration. Refurbishment. 	Maintain					



SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23 / 24	24 / 25	25 / 26	26 / 27
Strategic and Corporate Planning	5.4 Actively engage with community, business and other stakeholders to grow and develop the community	<ul style="list-style-type: none"> Integrated Planning and reporting framework and suite of documents: <ul style="list-style-type: none"> - Strategic Community Plan - Corporate Business Plan - Long Term Financial Plan - Workforce Plan 	Maintain					
Town Planning	4.4 Appropriate planning and development	<ul style="list-style-type: none"> Advice to prospective proponents and the Council on town planning matters. Processing of Development Applications. 	Maintain					
WORKS AND SERVICES								
Asset Management	4.2 Our built infrastructure is well maintained, attractive and inviting	<ul style="list-style-type: none"> Asset Management Plans: <ul style="list-style-type: none"> - Roads, Footpaths, Drainage, and Street Lighting - Drainage - Civic buildings - Community Buildings - Swimming Pool - Houses 	Maintain					
Bridges	4.1 Our road network is well maintained	<ul style="list-style-type: none"> Maintain and renew 16 bridges on Shire roads in accordance with Main Roads WA requirements. 	Increase	<ul style="list-style-type: none"> Work with Main Roads to address bridge issues. One bridge solved. 				



SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23 / 24	24 / 25	25 / 26	26 / 27
Climate and Environment	3.1 Maintain and improve of key natural assets	<ul style="list-style-type: none"> ▪ Lake Towerrinning ongoing maintenance and improvements. ▪ Maintain existing walk trails such as the Collie-Darkan Rail Trail. ▪ Update the Darkan Heritage Trail. ▪ Develop access to the Hillman Trail (LRCI Stage 4 funding). ▪ Hillman Reserve Development. ▪ Stakeholder meeting (every 2 years). 	Increase	<ul style="list-style-type: none"> ▪ Improvements in accordance with the Lake Towerrinning Management Plan and the Trails Master Plan. ▪ Boardwalk to assist with access to the beach area now designed. ▪ Liaised with DBCA and DoT in preparation of Lake Management Plan. 				
Halls and Community Facilities	4.2 Our built infrastructure is well maintained, attractive and inviting	<ul style="list-style-type: none"> ▪ Maintain the Darkan Town Hall and make available to community groups for free use. 	Maintain					
Parks and Gardens, Playgrounds and Public Toilets	4.2 Our built infrastructure is well maintained, attractive and inviting	<ul style="list-style-type: none"> ▪ Maintain and continue to develop Darkan Railway Reserve. ▪ Maintenance of parks, playgrounds and open space: Darkan and Arthur River ▪ Maintenance of public toilets. ▪ Waterwise Gardens. 	Increase	<ul style="list-style-type: none"> ▪ New playground on Railway Reserve (LRCI Stage 4 funding). ▪ Protection of Privately owned high value remnants. 				
Plant, Equipment and Fleet	4.2 Our built infrastructure is well maintained, attractive and inviting	<ul style="list-style-type: none"> ▪ Plant and fleet management. 	Maintain					



SERVICE NAME	SCP OUTCOME LINK	DESCRIPTION	CHANGE OVER 4 YEARS?	DESCRIBE CHANGE (IF APPLICABLE)	23 / 24	24 / 25	25 / 26	26 / 27
Roads, Footpaths, Drainage and Street Lighting	4.1 Our road network is well maintained	<ul style="list-style-type: none"> Construction and maintenance of sealed and unsealed roads. Maintain and extend pathways in accordance with the program. Footpaths on Railway Reserves. Streetlighting in urban areas. 	Increase	<ul style="list-style-type: none"> Coalfields Highway to Main Street - footpath, art, heritage. 				
Swimming Pool	4.2 Our built infrastructure is well maintained, attractive and inviting	<ul style="list-style-type: none"> Maintenance of pool facilities on school site. Renew agreement with Education Department. 	Maintain					
Waste Management	3.4 Waste is minimised and environmentally sustainable practices are employed	<ul style="list-style-type: none"> Management of waste sites at Darkan and Duranillin. Waste and recycling collection service. Container Deposit Scheme. Drum muster program for chemical drums. Chemclear and Household Hazardous Waste collection site. Sustainable disposal of e-waste outside the Shire. 	Increase	<ul style="list-style-type: none"> Develop Waste Management Plan to guide landfill and collection services. (Year 1). Improve waste management operational practices, and public access to waste facilities. Stakeholder meeting (every 2 years) Possible closure of Duranillin Waste Site. 				
Water Management and Strategy	3.2 Our water resources are well defined and used sustainably	<ul style="list-style-type: none"> Potable water standpipes in Darkan. Reuse of scoured water from Water Corporation. Waterwise watering systems for Shire Parks and Gardens. 	Increase	<ul style="list-style-type: none"> Investigate funding opportunities to implement the Shire Water Management Strategy action plan and continue to develop water resources in a planned and staged manner. Repair town dam, investigate new dam to capture run-off from townsite (grant dependent). 				

FINANCIAL PROFILE

The following rates setting statement shows the financial forecasts and indicative rates profile for the life of the plan.

	2023-24	2024-25	2025-26	2026-27	2027-28
OPERATING REVENUE					
General Purpose Funding	1,561,969	1,611,505	1,603,567	1,646,189	1,684,928
Governance	505	510	515	525	536
Law, Order Public Safety	52,604	53,175	71,027	72,471	73,945
Health	7,167	7,254	7,341	7,495	7,653
Education and Welfare	20,984	21,513	39,329	40,285	41,264
Housing	93,757	96,522	99,369	102,326	105,371
Community Amenities	54,989	56,629	58,317	60,062	61,858
Recreation and Culture	39,937	40,557	58,464	59,750	61,066
Transport	145,699	147,156	148,627	151,600	154,632
Economic Services	108,043	111,284	114,623	118,061	121,603
Other Property and Services	59,973	61,126	62,307	63,846	65,426
TOTAL REVENUE	2,145,627	2,207,230	2,263,485	2,322,611	2,378,282
LESS OPERATING EXPENDITURE					
General Purpose Funding	(124,466)	(129,053)	(133,201)	(137,187)	(141,296)
Governance	(654,450)	(678,492)	(700,453)	(721,632)	(743,366)
Law, Order, Public Safety	(223,891)	(232,553)	(239,742)	(247,102)	(254,458)
Health	(116,839)	(121,207)	(124,722)	(128,334)	(132,078)
Education and Welfare	(77,142)	(79,941)	(82,499)	(84,968)	(87,511)
Housing	(95,775)	(94,129)	(94,263)	(95,807)	(97,390)
Community Amenities	(353,262)	(366,271)	(377,889)	(389,130)	(400,725)
Recreation and Culture	(955,223)	(995,241)	(1,020,080)	(1,049,889)	(1,080,718)
Transport	(2,410,850)	(2,489,104)	(2,547,325)	(2,853,108)	(2,956,236)
Economic Services	(288,522)	(298,309)	(307,175)	(316,227)	(325,734)
Other Property & Services	(67,550)	(77,159)	(82,357)	(85,358)	(88,199)
TOTAL EXPENSES	(5,367,970)	(5,561,459)	(5,709,707)	(6,108,742)	(6,307,712)
	<i>Increase(Decrease)</i>				
	(3,222,342)	(3,354,230)	(3,446,221)	(3,786,131)	(3,929,430)
ADD					
(Profit) on the disposal of assets	0	0	0	0	0
Loss on the disposal of assets	0	0	0	0	0
Depreciation Written Back	1,731,711	1,781,402	1,806,439	1,847,095	1,891,196
	<i>Sub Total</i>				
	1,731,711	1,781,402	1,806,439	1,847,095	1,891,196
INVESTING ACTIVITIES					
Purchase Buildings/Renewals	(191,800)	(96,250)	(294,250)	(77,250)	(141,250)
Purchase Plant and Equipment	(339,000)	(608,000)	(157,500)	(437,500)	(435,500)
Purchase Furniture and Equipment	0	0	(12,500)	0	0
Infrastructure Assets - Roads	(1,058,197)	(1,058,197)	(1,063,197)	(1,063,197)	(1,063,197)
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Parks & Ovals	(20,000)	0	(14,000)	0	0
Infrastructure Assets - Other	(20,000)	0	(36,350)	(1,350)	(1,350)
Proceeds from Sale of Assets	350,000	137,000	76,000	81,000	45,000
Contributions for the Development of Assets	1,199,602	1,221,038	1,238,985	1,255,398	1,272,301
Amount Attributable to Investing Activities	(79,395)	(404,409)	(262,812)	(242,899)	(323,996)
FINANCING ACTIVITIES					
Repayment of Debt - Loan Principal	(117,620)	(108,890)	(62,875)	(59,171)	(61,343)
Transfer to Reserves	(472,433)	(506,268)	(382,623)	(544,667)	(510,695)
Transfers From Reserves	253,000	471,000	81,500	356,500	344,650
Amount Attributable to Financing Activities	(337,053)	(144,158)	(363,998)	(247,338)	(227,388)
FUNDING SOURCES					
Loans	0	0	0	0	0
Opening Surplus/ (Deficit)	0	0	0	0	0
Closing (Surplus)/Deficit	0	0	0	0	0
TO BE MADE UP FROM GENERAL RATES	(1,907,079)	(2,121,394)	(2,266,593)	(2,429,273)	(2,589,618)



SUCCESS MEASURES

The Shire will monitor the following success measures to ensure the plan stays on track, especially in terms of the identified strategic priorities.

Area	Success Measure
Housing	<ul style="list-style-type: none"> ▪ Actions to increase housing stock implemented ▪ Increase in housing stock achieved
Economic Development	<ul style="list-style-type: none"> ▪ Actions to increase businesses implemented ▪ Increase in businesses achieved
Tourism	<ul style="list-style-type: none"> ▪ Trail development implemented <p>Note, while the Shire is clear that tourism is a very important sector for economic growth, there is no currently reliable method to measure the number of tourists in the area of the Shire, or their impact on the local economy.</p>
Community benefit from large scale industry expansion	<ul style="list-style-type: none"> ▪ Actions to ensure the community benefits from large scale industry expansion are implemented ▪ Industry investment in the community
Maintain and renew our assets	<ul style="list-style-type: none"> ▪ Asset renewal ratio

STRATEGIC RISK MANAGEMENT

The Shire ensures that it identifies and monitors strategic risks to the Corporate Business Plan.

Risk	Risk controls
Core changes to role of Local Government and/or funding	<ul style="list-style-type: none"> ▪ Long Term Financial Plan (LTFP) ▪ Lobbying and advocacy ▪ Community engagement
Breakdown in relationship between Shire President/Council and CEO	<ul style="list-style-type: none"> ▪ Code of Conduct and relevant policies ▪ Regular meetings CEO/Shire President ▪ CEO performance review process ▪ Councillor induction and training
Breakdown in relationships amongst Councillors	<ul style="list-style-type: none"> ▪ Code of Conduct and relevant policies ▪ Councillor induction and training ▪ Conflict resolution process
Lack of community awareness and engagement with Council’s direction	<ul style="list-style-type: none"> ▪ Communications and community engagement
Increased contractor and/or materials costs putting pressure on capital program	<ul style="list-style-type: none"> ▪ Long Term Financial Plan (LTFP) ▪ Asset Management Plans ▪ Budget process ▪ Rigor of project management
Employee cost rises above assumption	<ul style="list-style-type: none"> ▪ Long Term Financial Plan (LTFP) ▪ Workforce Plan (WFP) ▪ Budget process
Reduced external grants/funding	<ul style="list-style-type: none"> ▪ Long Term Financial Plan (LTFP) ▪ Budget process ▪ Lobbying and advocacy
Misappropriation of funds	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ Audit controls
Low business growth	<ul style="list-style-type: none"> ▪ Long Term Financial Plan (LTFP) ▪ Economic development facilitation
Lack of available skilled staff	<ul style="list-style-type: none"> ▪ Workforce Plan (WFP)
High staff turnover	<ul style="list-style-type: none"> ▪ Workforce Plan (WFP)
Lack of available skilled contractors/suppliers	<ul style="list-style-type: none"> ▪ Tender and Procurement Process ▪ Workforce Plan
Disasters i.e. COVID 19 re-emergence/other pandemic/bushfire/flood/storm	<ul style="list-style-type: none"> ▪ Council policies and management policies, Local Emergency Management Risk Mitigation, Planning, Response and Recovery Arrangements

APPENDIX: ABBREVIATIONS

4WDL VROC – Shires of Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace
Volunteer Regional Organisation of Councils

CCTV – Closed-circuit Television

CBP – Corporate Business Plan

CRC – Community Resource Centre

DBCA – Department of Biodiversity, Conservation and Attractions

DPLH – Department of Planning, Lands and Heritage

DoT – Department of Transport

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

QS – Quantity Surveyor

REED - [Regional Early Education & Development Inc](#) (Child care provider)

11.3 2023 ASTROTOURISM WA REPORT FOR COUNCILS

File Reference:	ADM107
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	13/12/2023
Disclosure of Interest:	Nil
Attachments:	1. 2023 Astrotourism WA Update for Councils ↓

SUMMARY:

Council is requested to consider noting and accepting the attached report from Astrotourism WA for the 2023 year.

BACKGROUND:

The Shire of West Arthur is a member of the Astrotourism Towns Network, having joined in 2019. The Astrotourism Towns Project is creating a stargazing trail through WA's regional communities and promoting the State's world-class dark night sky asset. Dark sky locations for stargazing are listed on the [Astrotourism Towns Map](#) which enables promotion and easy access for "Astrotourists".

The project aims to:

- increase overnight visitation;
- grow jobs;
- boost the regional tourism economy;
- expand regional business capacity;
- advance Aboriginal Astronomy; and
- bring more astronomy science to regional students.

Alongside the creation of the stargazing trail, regional communities and Astrotourism WA are also working together to facilitate the reduction of light pollution and protect WA's world-class dark night sky asset for decades to come. This is an important part of the Astrotourism Towns Project. WA is blessed with low levels of light pollution in regional areas and it's crucial that this is maintained to protect the dark night sky asset as it becomes a valuable mix of the Tourism Industry.

COMMENT:

Each year, Astrotourism WA provides a report which details all that towns in the network have been working on to develop dark sky tourism for our communities and includes:

- recent initiatives;
- promotion;
- website/social media data;
- light pollution advocacy; and
- dark sky tourism product and destination development.

There is now greater general understanding that our dark night sky is a valuable asset for tourism in WA. In a world where light pollution is increasingly blocking the view of the stars, we are taking the big steps to protect the night sky so that visitors from around the world have an ideal destination for dark sky tourism experiences in the decades ahead.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021-2031

Theme: Natural Environment

Outcome: Maintain and improve our key natural assets

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

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	Nil
Risk Likelihood (based on history and with existing controls)	N/A
Risk Consequence	N/A
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2023-157

Moved: Cr Karen Harrington

Seconded: Cr Duncan South

That Council

1. Note and accept the 2023 Astrotourism WA Update for Councils as presented in the attached report; and
2. Direct the CEO to post the report on the Shire website.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0



Astrotourism Towns Project

Update December 2023



Since the Total Solar Eclipse Discovery Tour events in April, several new projects have been initiated. These are assisting in the development and promotion of dark sky tourism in the Astrotourism Towns network and are summarised below.

Also included with this report is some data analysis from the Astrotourism WA website and social media Facebook platform.

North Metropolitan TAFE Project

Students studying Travel and Tourism at Perth's North Metropolitan TAFE worked with five Astrotourism Towns to develop innovative visitor dark sky tourism holiday packages. The Local Governments participating were:

- Shire of Dandaragan;
- Shire of Morawa;
- Shire of Shark Bay;
- Shire of Upper Gascoyne; and
- Shire of Wickiepin

This is the third year of this project which leverages WA's world-class dark night sky to grow local tourism economies, foster collaborative marketing, and develop new products to drive visitation to the regions.

A media statement was released on 16 November 2023. The story was picked up by Perth Now.

Astrofest 2023 Astrophotography Exhibition and Competition

The Astrofest Astrophotography Exhibition has a circular promotional effect. It encourages astrophotographers to travel to Astrotourism Town destinations to take images and enter the competition. This in turn, inspires other astrophotographers to travel to the same locations to take their own images.

The Astrotourism WA Best Nightscape Award of the Astrofest 2023 Astrophotography Exhibition and Competition was sponsored by the Shire of Upper Gascoyne and the Shire of Perenjori. A total of 37 images were entered into the Astrotourism WA Best Nightscape Award (approximately 19% of all nightscape images entered overall).

Carol Redford
Founder | CEO
0427 554 035

stars@astrotourismwa.com.au
www.astrotourismwa.com.au

The 2023 competition had entries from the following Astrotourism Towns:

Number of Entries 2023	Astrotourism Town
1	Shire of Ashburton
4	Shire of Carnarvon
4	Shire of Chittering
8	Shire of Dandaragan
7	Shire of Morawa
5	Shire of Northam
1	Shire of Perenjori
1	Shire of Three Springs
3	Shire of Upper Gascoyne
3	Shire of Wongan-Ballidu

The winner of the Best Astrotourism WA Nightscape Award was Virat Shah for his image entitled “Desert Dreams”. Trevor Dobson was runner up with “Sentinels of the Stars”. Both the winner and runner up images were taken in the Shire of Dandaragan.

The 2023 Best Astrotourism Towns Nightscape Award – Winner was sponsored by the Shire of Upper Gascoyne. The prize comprised:

- Two nights accommodation at the Gascoyne Junction Pub and Tourist Park in a 1 Bedroom Self Contained Unit plus a \$75 Gift Voucher to spend at the Gascoyne Junction Pub and Tourist Park Restaurant; and
- One night accommodation at the Mount Augustus Tourist Park in a Self Contained Unit plus a \$75 Gift Voucher at the Mount View Dining Room.
- Total value: \$628

The 2023 Best Astrotourism Towns Nightscape Award – Runner-up, was sponsored by the Shire of Perenjori. The prize comprised:

- Two nights accommodation at the Perenjori Caravan Park in a Chalet, plus a voucher of \$100 to spend at the Perenjori Hotel.
- Total value: \$370

The trophies for the winner and runner-up were sponsored by Astrotourism WA.

Dark Sky Friendlier LED Streetlight Project

Astrotourism WA is pursuing a better street light to protect WA’s dark night sky for the Tourism Industry and to unlock the opportunities for our towns to apply for International Dark Sky Accreditation.

Over the last six months Astrotourism WA has been meeting with Tristan Simpson, Senior Environmental Officer at the Department of Biodiversity, Conservation and Attractions (DBCA), who is also pursuing the same initiative for their North West Shelf Flatback Turtle Conservation Program.

If we prove demand for such a streetlight to Western Power, DBCA will fund the design of the streetlight that will meet Australian Standards, meet International Dark Sky Community accreditation criteria, fit with existing infrastructure, and have negligible impact on the street light tariffs paid by Local Government.

The list of support letters received so far are from:

- City of Cockburn
- Shire of Augusta Margaret River
- Shire of Chittering
- Shire of Dandaragan
- Shire of Menzies
- Shire of Mingenew
- Shire of Mundaring
- Shire of Perenjori
- Shire of Shark Bay
- Shire of Three Springs
- Shire of Upper Gascoyne
- Shire of West Arthur

The project flyer is attached as Appendix 1 at the end of this report and a template letter of support is available if required.

Western Power Streetlighting Public Consultation 2024

The Economic Regulation Authority (ERA) has asked Western Power to conduct a public consultation on street lighting in the first half of 2024. There will be an opportunity for the Astrotourism Towns to provide submissions. Astrotourism WA will alert the network when submissions open and will also supply template information to advocate for the right type of streetlight design that improves the night time environment and still preserves safety.

Dark Sky Tourism Experience Development

Astrotourism WA welcomes the opportunity to work with your tourism operators should they wish to provide dark sky experiences for guests and visitors. Please ask them to contact Carol Redford at carol@astrotourismwa.com.au or 0427 554 035 if you hear of any interest.

When required, Astrotourism WA continues to assist the following tourism operators to develop their skills and competency to provide stargazing and astronomy experiences for their clients and visitors:

- Jurien Bay Adventure Tours, Shire of Dandaragan
- Madeline Andreson, Yued Astrotourism Guide, Shire of Dandaragan and Shire of Chittering
- One Gate Farm, Shire of West Arthur
- Wooramulla Eco Cultural Journeys, Shire of Carnarvon and Shire of Upper Gascoyne
- Gwoonwardu Mia Gascoyne Aboriginal Heritage and Cultural Centre, Shire of Carnarvon
- Carnarvon Space and Technology Museum, Shire of Carnarvon

- Cheela Plains Station Stay, Shire of Ashburton
- Telescope for hire, Shire of Mingenew
- Barna Mia Nocturnal Wildlife Experience, Shire of Narrogin
- Hamlin Station Stay, Shire of Shark Bay

Dark Hotels

Accommodation providers that list properties on www.booking.com can now elect to be shown on the new Dark Hotels map, <https://darkhotels.co/>. This new map overlays light pollution with the location of accommodation which assists the dark sky traveller determine the best location for astronomy and stargazing activities.

Dark Sky Tourism Signage

The “Giant Planisphere” and “Stargazing for Beginners” signage continue to be installed in Astrotourism Towns. The “Giant Planisphere” sign is an interactive tool to assist visitors find out what’s up in the night sky and the “Stargazing for Beginners” sign gives tips on how to make the best of an astronomy experience. New signs are due to be installed in:

- Shire of Ashburton
- Shire of Shark Bay; and
- Shire of Upper Gascoyne

Signs are already located in the Shires of Lake Grace, Mingenew, Narembeen, Narrogin and Perenjori. Trail marker signage is also installed in the Shire of West Arthur.

National Sustainability Framework for the Visitor Economy

By being part of the Astrotourism Towns Project, you are meeting some of the goals of the recently released [National Sustainability Framework for the Visitor Economy](#).

Below are some brief outlines of how Astrotourism Towns are meeting these goals. These can be expanded with associated research to strengthen grant applications if required.

Pillar 2 Environmental and climate action:

- Goal 4: Conserving and contributing to biodiversity, including by protecting our World Heritage areas, and native fauna and flora.

By reducing artificial light pollution for dark sky tourism initiatives, you’re contributing to the protection of the night time environment which includes native fauna.

- Goal 5: Shaping responsible visitor behaviour through storytelling and education and, where appropriate, regenerative practices.

You’re engaging with dark sky tourism visitors to educate them about the night time environment and encouraging them to turn out lights for improved stargazing experiences.

Pillar 3 Respecting culture

- Goal 1: Protecting and preserving cultural assets consistent with principles of self-determination, values and traditions including World Heritage areas, natural sites of significance, buildings of cultural and historical importance, and traditions that make a community distinct.

The night sky is a valuable cultural asset. By being part of the Astrotourism towns Project, you're protecting and preserving values and traditions linked to the night sky stars.

- Goal 4: Embedding sustainable building design practices that are sensitive to cultural heritage and the local environment.

Communities on the Astrotourism Towns map have been using the Department of Planning's Dark Sky and Astrotourism Position Statement to guide lighting designs for new buildings and/or facilities.

Pillar 4 Creating positive social impact

- Goal 1: Creating economic opportunity through jobs and increased business for local communities.

One of the aims of the Astrotourism Towns Project is to encourage new or existing tourism operators to provide dark sky experiences for visitors and thereby increase revenue in our communities.

- Goal 2. Purchasing from and promoting local suppliers to support other businesses and grow regional economies.

As dark sky events and activities occur around meal time, we always encourage local suppliers to provide food and beverage which supports small business and/or not for profit organisations to grow the regional economy.

- Goal 5: Maintaining a social licence to operate through collaborative community engagement, and implementing visitor management strategies to reduce pressure on local communities.

Through community capacity building and STEM engagement with schools, regional students and residents are exposed to the science of astronomy and the awe-inspiring night sky. This has social benefits and demonstrates study and career pathways in science.

Recent Promotion

Astrotourism WA aims to release monthly media statements on various activities in the Astrotourism Towns. This assist with promotion and below are some recent stories and interviews picked up by a variety of media channels.

01-Dec-23	Australasian Dark Sky Alliance eNews	Perth TAFE students take starring role in developing astrotourism in WA
23-Nov-23	Perth Now	Perth TAFE students take starring role in developing astrotourism in WA
18-Nov-23	Weekend Australian Travel and Luxury Liftout	Star Struck, into the orbit of astrotourism enthusiasts
01-Nov-23	Astronomy Australia Almanac 2024	Advertisement for Astrotourism WA
24-Aug-23	Triple MMM	Shire of West Arthur/One Gate Farm Event (with Donna Vanzetti)
23-Aug-23	RDA Wheatbelt eNews	Astrotourism WA, Shire of West Arthur/One Gate Farm event, Shire of Chittering event, Shire of Northam event
09-Aug-23	Tourism WA Travel News	Spring Stargazing - West Arthur/One Gate Farm/Chittering Spring Fest events
20-Jul-23	Radio 6PR	Carmen Wilson, Gascoyne Junction Remote Community School interviewed on Kids in Space Win
20-Jul-23	ABC Radio Pilbara - Kelly Gudgeon, Breakfast Presenter	Kids in Space Win - Gascoyne Junction Remote Community School space project competition and light pollution
16-Jul-23	Triple MMM Todd Gray	Next steps for Dark Sky Tourism in Mid West, Community Builders Workshop
07-Jul-23	RAC Horizon Magazine	More than just wildflowers

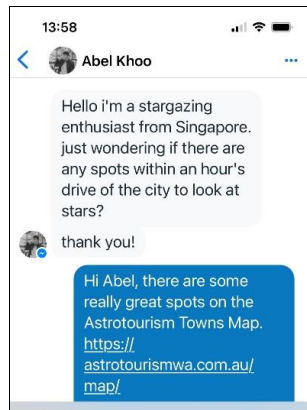
In addition to media releases, Astrotourism WA writes monthly stargazing columns for Have-A-Go-News, Northern Valleys Newspaper and the Astronomical Society of WA Sidereal Times. In addition, a quarterly column is written for the Western 4WDriver Magazine.

Carol Redford is interviewed every fortnight on Triple MMM Radio where she promotes the Astrotourism WA website, news and stargazing.

International Promotion

Astrotourism WA has been back in touch with 161 astronomy clubs in the UK to promote the Astrotourism Towns Map to their members. The aim is to provide information to potential dark sky travellers. These groups will be contacted again in June 2024 to provide them with any information regarding the 2028 Total Solar Eclipse visible from WA.

Enquiries like the one below from Singaporean visitor, Abel Khoo, are starting to pop up from time to time. These were regular prior to the Covid pandemic and it's exciting to see this type of engagement beginning again.



Facebook message to Astrotourism WA received on 11 December 2023

Dark Sky Tourism Events

Several events have been held recently in Astrotourism Towns. These include:

- 30 September, Onslow Staircase to the Moon Markets Stargazing, Shire of Ashburton
- 6-7 October: Narrogin Spring into Parks Wilman Country Stargazing Experience
- 4 November: Wongan Hills Stargazing and Ballardong Aboriginal Astronomy, (80 attendees)
- 23 September: One Gate Farm Stargazing & Aboriginal Astronomy (50 attendees)
- Private event, Shire of Northam

The theme of Aboriginal Astronomy resonates very strongly with audiences and is a highly sought after dark sky experience.

Upcoming events planned for 2024 include:

- 18 January: Northam School's Out Stargazing
- 22 March 2024: Three Springs Silo Movie Projection and Stargazing Night

Astrotourism WA Website Analytics (September to December 2023)

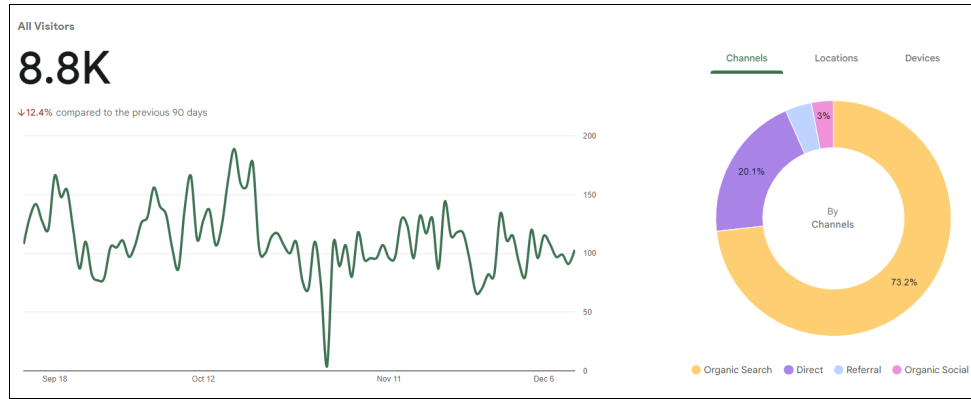
Visitors to the Astrotourism WA website by location of visitor

Please note the number of visitors from the USA and UK.



Visitors to the Astrotourism WA website by channels

The primary way visitors find the website is via organic searching. This reflects the fact that there is no budget for paid advertising campaigns. However, one out of five visitors key in the website directly, which indicates that 20% of visitors find the website through brochures, other websites or promotional articles.



Please note the drop in website traffic on 1 November 2023 was caused by a server host error that took the website off line for approximately 2 days.

Top search queries for Astrotourism WA

Top search queries for your site	Clicks	Impressions
1. emu in the sky	143	3,890
2. astrotourism wa	108	158
3. emu in the sky constellation	93	597
4. southern cross stars australia	90	471
5. astrofest	67	2,983

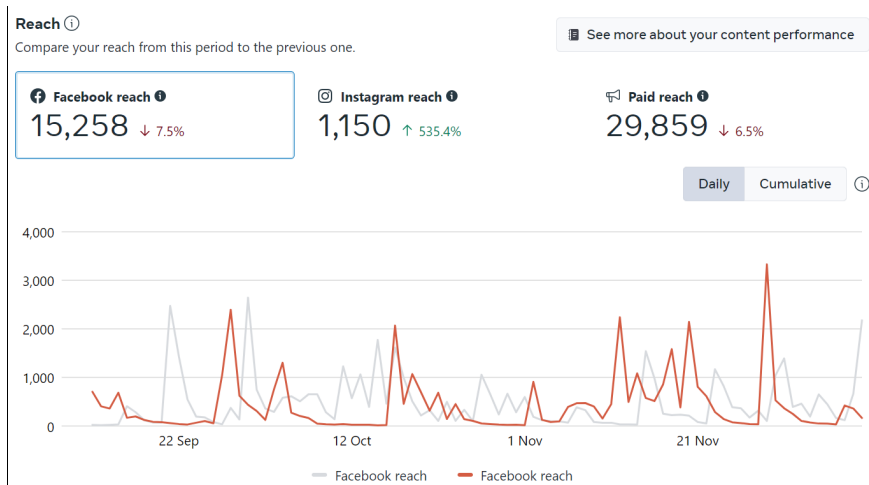
Top content on the Astrotourism WA website

Home is the most frequently visited page of the website. Seven of the top 10 pages visited are stargazing related information. The [Astrotourism Towns map](#) is 6th most visited page and the [Astrotourism Towns page](#) is 8th.

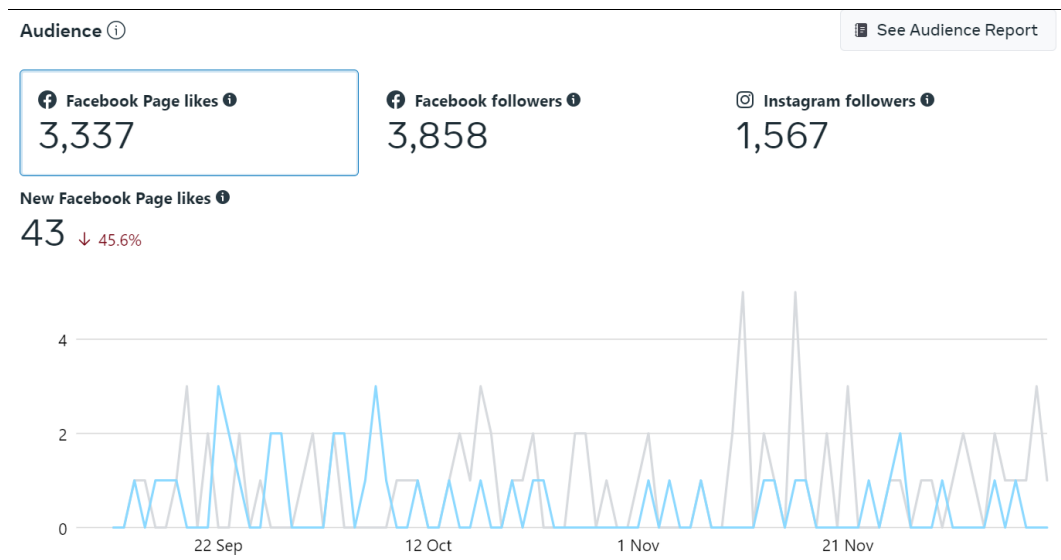
1. Stargazing in Western Australia Places for Astrophotography & Observing /	1,511	1,291	64.6%	1min. 11s.
2. Emu in the Sky June How to See it and Where to Look /emu-in-the-sky/	1,307	1,295	48.73%	1min. 45s.
3. Milky Way Galaxy April to October Have You Seen the Milky Way Under a Dark Sky? /milky-way-galaxy/	786	792	44.82%	1min. 25s.
4. Southern Cross April Australia's Favourite Constellation /southern-cross/	700	679	44.33%	1min. 17s.
5. Andromeda Galaxy October - December How to Find Our Largest Galactic Neighbour /andromeda/	673	654	54.28%	1min. 32s.
6. Astrotourism Towns Western Australia Sharing the night sky with you /map	618	563	72.11%	1min. 18s.
7. Sagittarius Can You Find the Teapot in the Sky? /sagittarius/	421	422	45.5%	1min. 58s.
8. Astrotourism Towns Where to go Stargazing in Western Australia /towns/	377	345	83.48%	1min. 43s.
9. What's Up in the Night Sky? Your Guide for Stargazing Western Australia /stargazing/	370	315	93.02%	31s.
10. International Space Station When and How to See the ISS /iss/	362	350	50.57%	51s.

Astrotourism WA Facebook Analytics (September to December 2023)

Reach (the number of people who saw posts at least once)



Audience (number of people liking and following)



Appendix 1



**Marine Turtles
Western Australia**

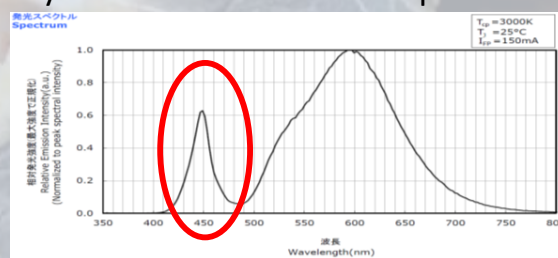
North West Shelf Flatback Turtle
Conservation Program

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>)



Marine Turtles Western Australia

North West Shelf Flatback Turtle
 Conservation Program

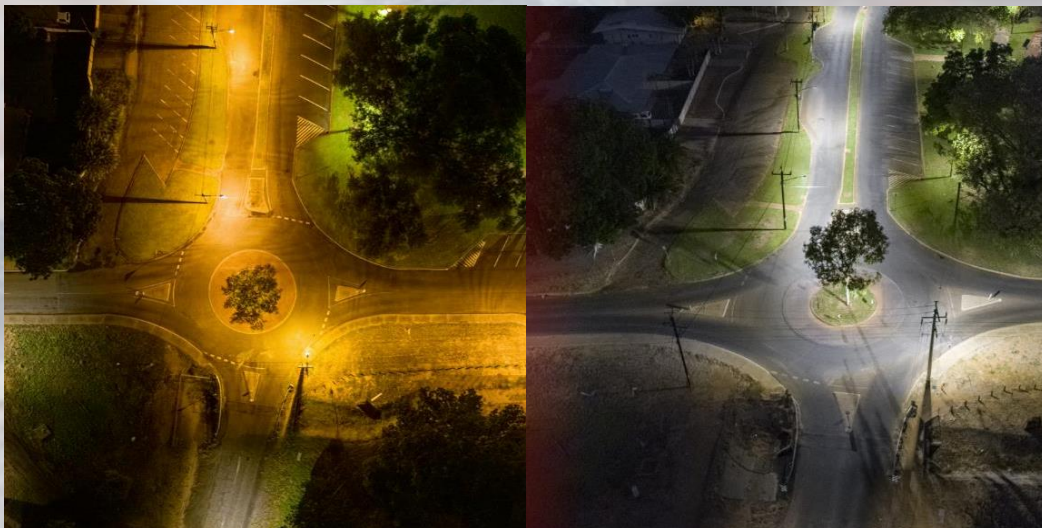
- Upon enough support being obtained, DBCA and Astrotourism WA will collaborate with Western Power to procure a qualified lighting designer to progress. Once developed, the final luminaire product design(s), specifications and costs will be shared with Local Governments who have registered their formal 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 or (08) 9219 9754
 Carol Redford, Astrotourism WA – carol@astrotourismwa.com.au or 0427 554 035

11.4 REQUEST TO COLLECT PLANT MATERIAL FOR NON-COMMERCIAL PURPOSES FROM SHIRE RESERVES

File Reference:	ADM291
Location:	District-wide
Applicant:	Katherine Walkerden
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	11/12/2023
Disclosure of Interest:	Nil
Attachments:	1. Request from Applicant ↓ 2. DBCA Flora Taking License - CONFIDENTIAL ↓

SUMMARY:

Council is requested to consider approving the attached request to collect plant material from shire reserves (including road reserves) for non-commercial purposes.

BACKGROUND:

Council has a policy for seed harvesting for commercial purposes but it does not include activities of a non-commercial matter. A request has been received from the applicant to harvest plant material for non-commercial purposes.

COMMENT:

Council is requested to consider approving this request, based on the same conditions as those contained in the existing policy relating to commercial seed harvesting. Management will, at a later date, amend the existing policy to include non-commercial activities. A delegation from Council to the CEO for non-commercial requests will also be developed.

CONSULTATION:

Shire of Narrogin CEO

STATUTORY ENVIRONMENT:

Biodiversity Conservation Regulations 2018
Regulation 61 Flora taking (other purposes) Crown land licence

POLICY IMPLICATIONS:

Policy W4 - Wildflower, Leaves and Branches, and seed Harvesting from Reserves

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021-2031
Theme: Natural Environment
Outcome: 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	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	Excessive and uncontrolled collection of plant material from Shire reserves in the District.
Risk Likelihood (based on history and with existing controls)	(4) Likely
Risk Consequence	(2) Minor
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(8) Moderate
Principal Risk Theme	Inadequate environmental management
Risk Action Plan (Controls or Treatment Proposed)	Develop and appropriate policy.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2023-158

Moved: Cr Robyn Lubcke

Seconded: Cr Lucy Hall

That Council:

1. Approve the attached request to collect plant material from shire reserves (including road reserves) for non-commercial purposes;
2. Include similar conditions in the approval to those provided for commercial activities in Policy W4 - Wildflower, Leaves and Branches, and seed Harvesting from Reserves;
3. Support the updating of Policy W4 - Wildflower, Leaves and Branches, and seed Harvesting from Reserves to include non-commercial activities; and
4. Support the development of a new delegation to the CEO to approve future requests for non-commercial activities relating to the collection of seeds and plant materials from Shire reserves.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0

From: katherine Walkerden
Sent: Saturday, December 2, 2023 4:16 PM
To: Shire of West Arthur <Shire@westarthur.wa.gov.au>
Subject: Flora collection permission

Hi,

I'm a practising botanist and was seeking permission to collect plant material from Reserves & road reserves vested with the Shire of West Arthur for a 12 month period (or longer if the shire is willing to provide it)

The material will only be collected for identification purposes and forwarded to the Western Australian Herbarium if of value (Range extensions, new priority flora populations, new populations of undescribed species etc.).

This would only be for non-commercial/ hobby collections during my personal adventures.

I've attached a copy of my Regulation 61 flora-taking license.

Regards,

Katherine Walkerden.

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

11.5 BUDGET AMENDMENT - LANDCARE GRANT FUNDING

File Reference:	ADM353
Location:	Shire of West Arthur
Applicant:	Belinda O'Brien, Landcare Officer
Author:	Kerryn Chia, Projects Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	11/12/2023
Disclosure of Interest:	Nil
Attachments:	1. NRM Grant Application 2. Biodiversity Strategy Grant Application

SUMMARY:

Council is requested to consider approving a budget amendment as a result of two successful grant applications being received:

1. WALGA Local Biodiversity and Natural Vegetation Management Project -\$23,000 (ex GST)
2. Community Stewardship – Sustainable Agriculture leading to adoption – \$20,400 (ex GST)

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.

COMMENT:

The Landcare Officer submitted a grant application to the WALGA Biodiversity and Natural Vegetation Management program for funding to develop a local Biodiversity Strategy which will outline priority areas of natural vegetation for protection including mapping these areas, and an action plan for the integration of biodiversity considerations into local government decision making.

The Landcare Officer submitted a grant application to the State Natural Resource Management (NRM) Program for funding to undertake consultation with landholders in the Shire of West Arthur over the next 12 months to identify areas suitable for revegetation, identify the sustainable or regenerative farming practices that could be implemented and to develop a plan for implementation. Note that the amount that was awarded to the Shire was significantly less than the amount requested (\$49,800) and the project will need to be modified to reflect this reduction in funding.

CONSULTATION:

CEO

Projects Officer

Blackwood Basin Group

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 income of \$43,400 with corresponding expenditure of \$43,400.

STRATEGIC IMPLICATIONS:

West Arthur: Towards 2031

Theme: Natural Environment

Outcome: Maintain and improve our key natural assets

Strategy: Protect and improve additional natural assets

Outcome: Our natural biodiversity is maintained

Strategy: protection of our unique flora and fauna

Strategy: Consideration of biodiversity in all land use applications and developments

STRATEGY: RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
------	---	---------	---------	---------	---------	------------

Description of Key Risk	Biodiversity will not be protected
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Inadequate environmental management
Risk Action Plan (Controls or Treatment Proposed)	Accept grant funding and implement projects

VOTING REQUIREMENTS:

Absolute Majority

RESOLUTION CO-2023-159

Moved: Cr Robyn Lubcke

Seconded: Cr Karen Harrington

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

1. \$23,000 grant funding from WALGA for the development of a local biodiversity strategy; and
2. \$20,400 grant funding from State Natural Resource Management Program for consultation with landowners and the development of an implementation plan for regenerative and sustainable farming practices.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0 BY ABSOLUTE MAJORITY

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
Form Submitted 18 Apr 2023, 3:29pm AWST

2023 Community Stewardship Grant - Large Application

* indicates a required field

1.1 Instructions

Please read the 2023 State NRM Program Community Stewardship Grant Guidelines provided at the link below before you complete this form.

The 2023 Guidelines have been updated from the previous grant round with a number of changes across eligibility, eligible activities, assessment criteria, continuing projects and Aboriginal engagement.

Download: [State NRM Program 2023 Community Stewardship Grant Guidelines \(9MB PDF\)](#)

Applications must be submitted no later than 12.00 noon AWST on Monday, 1 May 2023. Late applications will not be accepted.

- Unless specifically stated, all questions are compulsory.
- Please access and use the templates provided in each section - these have also been updated from the previous grant round, and some are compulsory.
- Complete each section as fully as possible and allow yourself time to review the application before the due date.

For your convenience, a Microsoft Word version of this application is available to download at the link below. This document may be used to prepare your answers which can then be pasted into the form.

Please note that formatting such as dot points will paste into the online form as Plain Text, so may not appear as expected.

Download: [2023 Community Stewardship Grants - Application preview](#)

For queries about the guidelines, deadlines, or questions in the form, please contact the State Natural Resource Management (NRM) Program Office on 6552 2158 during business hours or email snrmo@dpird.wa.gov.au.

1.2 Conflict of interest declaration

Applicants must declare and describe any conflict of interest (actual, perceived or potential).

A conflict of interest is a situation arising from a conflict between the performance of duties or activities as a member of an applicant organisation, sponsored organisation, or contractor, and an individual's private or personal interests, including financial gain. These interests can also be indirect such as those involving family, friends, or associates.

Declarations help to ensure conflict of interest can be managed openly and transparently. They do not rule out a project from consideration.

Please see Section 6.4 of the 2023 Community Stewardship Grant Guidelines for further information on conflicts of interest.

Is it possible that you, your organisation, a sponsored organisation or an affiliate have a conflict of interest in this application? *

- Yes
 No

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

Eligibility and applicant details

* indicates a required field

2.1 Previous recipients of State NRM Program grants

Applicants with existing State NRM grants must be up to date with all reporting and contractual requirements by the closing date of this grant round to be eligible to apply for new funds through the State NRM Program.

Applicants with outstanding progress reports, variations or final reports/financial acquittals at the closing date of this grant round WILL NOT be considered for funding.

Please see Section 3 of the 2023 Community Stewardship Grant Guidelines for further information on eligibility requirements.

Do you have any current State NRM Program grants? *

- Yes - please answer next question
 No - go to Section 2.2

2.2 Acknowledging the Western Australian Government's State NRM Program

All projects funded in full or in part by the State NRM Program must correctly acknowledge the funding provided by the Western Australian Government as outlined in the guide provided at the link below.

This also applies to recipients of devolved grant funding.

Download: [State NRM Program Funding Acknowledgement Guide](#)

Should my application be successful, I understand and agree to correctly acknowledge the State NRM Program in all instances including, but not limited to, the examples listed in the State NRM Program Funding Acknowledgement Guide.

*

- Yes - I agree. Please continue.
 No - I don't agree. You are ineligible to apply.

2.3 Type of organisation

If your organisation does not fit within one of the categories below, or **does not have an ABN**, you may be **ineligible** to apply for this funding, or may **require a sponsor**.

Please see Section 4 of the 2023 Community Stewardship Grant Guidelines for further information on sponsorship.

Which category best describes your organisation? *

- Aboriginal Organisation
 Company or Trust (not for profit)
 Co-operative or Production Group
 Incorporated Association (not for profit)
 Land Conservation District Committee
 Local Government Authority
 Primary or Secondary School
 Recognised Biosecurity Group

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

How many paid staff does your organisation employ on a full time equivalent (FTE) basis? *

- 0 (volunteers only)
- 1 - 5 FTE
- 6 - 20 FTE
- 20+ FTE

2.4 ABN and GST

Please verify your organisation's ABN.

96 912 320 795

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

Information retrieved at 10:54am today

Please confirm that your organisation is GST registered *

- Yes No

PLEASE NOTE that if your organisation is not GST registered, then GST is not able to be provided in addition to the grant funding.

2.5 Applicant contact details

- Organisation *** Shire of West Arthur
- Contact *** Ms Belinda O'Brien
- Position *** Landcare Officer
- Office address *** 31 Burrowes St W
Darkan WA 6392 Australia
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
- Phone number *** 0491 373 589
Must be an Australian phone number.
- Mobile number** Must be an Australian phone number

Community Stewardship Grants 2023 - Small

2023 Community Stewardship Grants - SMALL Application

Application No. CSGS23036 From Shire of West Arthur
Form Submitted 18 Apr 2023, 3:29pm AWST

E-mail * belinda@blackwoodbasingroup.com.au
Must be an email address.

Website address <http://www.westarthur.wa.gov.au>
Must be a URL.

2.6 Application and success rate

In order to keep improving the State NRM Program grant programs, we would like to collect some additional information. Please select one answer for each of the following questions:

When was the last time your organisation applied for a State NRM Program grant? *

- Never (this is the first time)
- Last year for the first time
- Once in the past 3 years
- Several times in the past 3 years
- More than 3 years' ago

When was the last time your organisation was successful when applying for a grant under the State NRM Program? *

- Never
- Last year for the first time
- Once during the past 3 years
- Several times during the past 3 years
- Over 3 years' ago

Sponsorship details

3.1 Sponsorship (applying on behalf of another organisation)

Unincorporated associations or incorporated groups without an ABN can seek to receive funding via a project Sponsor, which is an eligible organisation that applies on behalf of the unincorporated association (also known as auspicing). Sponsorship arrangements have specific conditions.

Please see Section 4 of the 2023 Community Stewardship Grant Guidelines for further information on sponsorship.

Are you applying as a Sponsor on behalf of another organisation?

- Yes
- No

Project description

*** indicates a required field**

4.1 Project number and title

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

Application/project number

CSGS23036

This field is read only.

The identification number or code for this submission.

Project title *

Sustainable Agriculture Leading to Adoption for Shire of West Arthur

Must be no more than 10 words

4.2 Project design

The merit of each application is assessed against the following criteria:

- **clear NRM outcomes that align with the Community Stewardship Grant Outcomes (30%)**
- **evidence of local community involvement in each phase of the project lifecycle at design, planning and implementation, including engagement with Aboriginal people (30%)**
- **a reasonable and well justified funding request that demonstrates value for money (30%)**
- **sound planning and ability to manage the project (10%).**

In the relevant boxes below, please provide more detail on the:

- background of the project and what specific issues or threats the project will address
- outcomes you aim to achieve by the end of the project
- activities you propose to undertake and methodology you will use
- reasons behind the site or locality selection for the project
- importance of the project to the local or broader community
- risk analysis for the project.

Please access the 2023 Community Stewardship Grant Guidelines at the link below.

Download: 2023 State NRM Program Community Stewardship Grant Guidelines (low res 3.0MB PDF)

Please see Section 5 of the 2023 Guidelines for further information on the assessment criteria and process as well as Section 3 and Appendix B for a guide to eligible activities.

Which of the Community Stewardship Grants Outcomes priorities does this project align with? *

- Priority 1: Sustainable management of land resources
- Priority 2: Maintain and enhance water assets
- Priority 3: Protect and enhance the marine and coastal environment
- Priority 4: Conserve and recover biodiversity
- Priority 5: Enhance skills, capacity, and engagement
- Priority 6: Deliver high quality planning that leads to effective action

Select all that apply.

Why is the project needed? Outline the background and context to the project, and describe the problem, threat or issue your project aims to address. What would happen if the funding was not available? *

Landholders in the Shire of West Arthur are facing significant and growing environmental threats and challenges. Some of these include salinity, declining water quality, declining soil biology, loss of remnant vegetation, loss of biodiversity and habitat, loss of farm productivity, to name some of the issues. However, there is resistance to landholders

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

adopting regenerative agricultural methods and over time barriers towards regenerative agriculture has grown.

This project involves working with landholders in the Shire of West Arthur over the next 12 months to identify areas suitable for revegetation, identify the sustainable or regenerative farming and changing behaviour that will lead to adoption. This plan is phase one which is developing a plan in moving forward and phase two post this project will lead to adoption of regenerative practices and behaviour change in the Shire of West Arthur.

Without a plan and a well guided process using to support landholders and to break down existing barriers to landholders in the Shire have no way of moving forward in terms of adopting sustainable agriculture. Without a plan individual farms will be working in silos trying to undertake large projects without support, leading to burn out and/or giving up. With a growing interest in regenerative farming and sustainable agriculture this project will help unlock ideas and turn them into on ground outcomes in the area of sustainable agriculture and regenerative agriculture.

Must be no more than 250 words.

What outcomes will be achieved by the project? Outline your objectives and describe what will have changed by the end of the project. *

Project Objective: Develop a Sustainable Agricultural Plan/Strategy for the Shire of West Arthur, that will lead to the adoption of on ground works.

Outcomes:

1. Run 6 x workshops over the course of 12 months, plus 2 x field trips as part of the development of a 12-month strategy.
2. Identify the agricultural issues in the Shire and barriers to adoption for each issue.
3. Provide educational workshops for landholders in the Shire of West Arthur to learn about relevant sustainable agricultural techniques with adoption of these techniques as the outcome.
4. Carry out community engagement activities to with people around sustainable agriculture in the Shire.
5. Develop a process for sustainable agriculture adoption for the shire of West Arthur.
6. Produce a Sustainable Agriculture Strategy that will lead to on ground sustainable agricultural works, a group of local landholders engaged, educated and motivated to implement the strategy.

By the end of the project the Shire will have a clear roadmap/plan to help them move forward and progress sustainable agriculture in the Shire, along with a group of people educated, engaged and enthusiastic to adopt the plan. Without a solid plan and group of people engaged in the process, the Shire of West Arthur has no way of moving forward in the area of sustainable agriculture and regenerative farming.

This project is a staged process with Phase 1 being completed through this application. Phase 2 will follow this project being the adoption and behaviour change leading to on ground works.

Must be no more than 250 words.

How will you achieve your outcomes? Outline the methodology to be used, the activities the project will undertake, and what you plan to deliver as outputs. *

Workshop 1: Identify key stakeholders and the introduce regenerative agriculture and the barriers to adoption with local landholders, with support by a guest speaker and workshop facilitator.

Workshop 2: Workshop 2: Identify key environmental issues and discuss solutions landholders would like to take and introduce the concepts of behaviour change that is

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

required for on ground adoption. Document these solutions at workshop 2 and further explore barriers to adoption.

Workshop 3: Workshop 3: Start to document the types of on ground works that regenerative agriculture involves and further explore the barriers to this. Guest speaker to help further explore landholder's barriers to adoption and introduce the concept of behaviour change at this workshop.

Workshop 4: Workshop 4: Begin to draft a plan that includes on ground works and begin to explore what is required for landholders to adopt on ground works.

Workshop 5: Workshop 5: Further explore regenerative agricultural practices with local landholders and begin to break down barriers identified in earlier workshops.

Workshop 6: Introduce Aboriginal Consultation at this workshop and invite an Aboriginal to consult with local landholders.

Field Trip 1: A site visit to a farm that can demonstrate regenerative agriculture and allow landholders the opportunity to talk to other farmers that are doing regenerative agriculture.

Field Trip 2: A site visit to a farm that can demonstrate sustainable agriculture. Celebrate the completion of the 12-month project. Discuss and plan the implementation phase of the plan.

Must be no more than 250 words.

Where will the project activities happen and why did you choose these sites? Outline the reasons for selecting the project's location/s, considering the local and regional landscape setting. *

Sites suitable for on ground works will be identified through the development of this plan, along with a group of local landholders that are engaged, educated and enthusiastic in adopting the practices identified over the next 12 months.

Information and planning sessions will be held within the Shire of West Arthur and will be targeted towards local landholder's in the shire. However, sites outside the Shire will be visited to show landholders examples of sustainable agricultural sites. Those areas will be selected depending on the outcomes of the initial community engagement sessions.

For example, once community engagement begins landholders may identify that they want to look at a trial to establish perennial pastures and in this case one of the two field trips could be to a farm that has established good perennial pastures.

Lake Towerinning is a significant site in the Shire of West Arthur and this is a good venue for holding planning sessions and community engagement workshops.

Must be no more than 250 words.

Outline why this project is important to the local and broader community and describe the community benefits from the project. *

This project will engage with many residents in the Shire of West Arthur, and will lead to behaviour change in the area of regenerative agriculture. This project is a staged project with stage 1 funded through application and stage 2 will be implementing the barriers to adoption of regenerative agriculture identified in this much needed planning stage.

This project will benefit the community by increasing the level of awareness of the regenerative and sustainable agricultural issues in the Shire, increasing the level of understanding about how to overcome those issues and will develop a plan for adoption with engaged landholders.

This project will create the foundation for a bigger project, the bigger project looking at implementing the plan. The community engagement sessions that lead to the development of a plan will engage landholders and bring them on a journey of understanding their

Community Stewardship Grants 2023 - Small

2023 Community Stewardship Grants - SMALL Application

Application No. CSGS23036 From Shire of West Arthur

Form Submitted 18 Apr 2023, 3:29pm AWST

catchment better and having a clear direction forward.

The indirect benefits could potentially include a sense of hope for farmers to overcome these big environmental challenges they are facing, restore landholders faith in the Landcare movement, and deliver a high quality plan to move the community forward.

Must be no more than 250 words.

Consider the risks to your project's success; what risks have you identified, and what steps will you take to manage these risks? *

Risk: The three pillars of community engagement are not achieved; collaboration; consultation and communication

Mitigation Strategies: Ensure workshops are facilitated by the right people to ensure these pillars are met. Ensure landholders are consulted thoroughly throughout the development of the plan and are committed to the plan that is developed.

Risk: Lack of trust by the landholders. Many landholders in the Shire of West Arthur are somewhat sceptical about the term regenerative farming. Therefore, pitching information and using language that build trust is important for this project.

Mitigation Strategy: Provide a space for people to talk about their issues and fears and scepticism around regenerative farming and have the right people there at community engagement sessions to alleviate those fears.

Risk: Lack of participation of workshops and field trips by landholders.

Mitigation Strategy: Ensure that a communication plan is developed early in the project to identify key stakeholders prior to the first community engagement session. Design community engagement sessions to be interactive, engaging and offer everyone an opportunity to participate and have input and ideas.

Must be no more than 250 words.

4.3 Project summary

Your summary should very briefly describe:

- **the problem the project aims to address and where the project is located**
- **the main objectives and outcomes of the project**
- **how the project will achieve the proposed outcomes.**

This summary will be used for various purposes including recommendations to Ministers and general promotion of your project.

Project summary *

The Shire of West Arthur is a local government area in the Wheatbelt region of Western Australia. Farmers are mostly broad acre farmers and agriculture is the life blood of the community. However, some of those practices have led to environmental issues with evidence of land degradation occurring. This project aims to address those issues and barriers to adoption through the development of a Sustainable Agriculture Plan for the Shire of West Arthur. This is a staged project, Stage 1 is this project which will identify the barriers to adoption, stage 2 (following this project) will lead to adoption.

Must be no more than 100 words.

4.4 Continuing projects

Community Stewardship Grants 2023 - Small 2023 Community Stewardship Grants - SMALL Application Application No. CSGS23036 From Shire of West Arthur Form Submitted 18 Apr 2023, 3:29pm AWST

Justification will need to be provided as to why the continuation or addition will significantly contribute to, or improve intended outcomes.

Evidence provided should include mapping and evaluation of past works showing why continued funding is required. Mapping should show change over time. How much impact have you had to date? How much impact do you intend to have this time?

Please refer to Section 6.6 of the 2023 Community Stewardship Grant Guidelines for more information on continuing projects.

Is this proposed project a continuation of any previously funded State NRM Program grant? *

- Yes
 No

4.5 Devolved grants (if applicable)

Devolved grants are a particular type of grant in which a lump sum of money is awarded to the applicant organisation, if successful. The applicant then runs their own Expression of Interest or Grant Application and assessment process prior to awarding funds/materials to private landholders to deliver the proposed works.

Please refer to Section 6.7 of the 2023 Community Stewardship Grant Guidelines for more information on devolved grants, including expectations of private landholders undertaking revegetation or fencing.

Are you requesting funds to run devolved grants? *

- Yes
 No

Please note: If the application for a devolved grant is successful, a condition of funding is that the applicant must provide a signed State NRM Program Landholder Agreement from each participating landholder using the **updated** template provided at the link below.

Download: [2023 State NRM Program Landholder Agreement template](#)

Project location and mapping

*** indicates a required field**

5.1 Primary project location

Please provide a street address or point which corresponds to the main location of the proposed activities. If there are a number of sites with similar activities, please choose a representative location.

If there is not a street address for your project location, you can use the map to select a point reference by positioning the pin.

Please see Section 6.8 of the 2023 Community Stewardship Grant Guidelines for more information on mapping.

Address Darkan WA 6392 Australia

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST



Latitude: -33.33518 | Longitude: 116.74019

5.2 On-ground activity mapping

Will your project involve on-ground activities? *

- Yes
- No

5.3 Project location within WA

What is the nearest town or suburb to the project's primary location? *

Darkan

Please select the Development Commission region/s covered by the project? *

- | | |
|---|--|
| <input type="checkbox"/> Gascoyne | <input type="checkbox"/> Peel |
| <input type="checkbox"/> Goldfields Esperance | <input type="checkbox"/> Pilbara |
| <input type="checkbox"/> Great Southern | <input checked="" type="checkbox"/> South West |
| <input type="checkbox"/> Kimberley | <input type="checkbox"/> Wheatbelt |
| <input type="checkbox"/> Mid West | <input type="checkbox"/> Perth metropolitan |

You may select more than one.

Please select Local Government areas covered by the project

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> State-wide (all LGA's) | <input type="checkbox"/> Cunderdin, Shire of | <input type="checkbox"/> Kwinana, City of | <input type="checkbox"/> Ravensthorpe, Shire of |
| <input type="checkbox"/> Albany, City of | <input type="checkbox"/> Dalwallinu, Shire of | <input type="checkbox"/> Lake Grace, Shire of | <input type="checkbox"/> Rockingham, City of |
| <input type="checkbox"/> Armadale, City of | <input type="checkbox"/> Dandaragan, Shire of | <input type="checkbox"/> Laverton, Shire of | <input type="checkbox"/> Sandstone, Shire of |
| <input type="checkbox"/> Ashburton, Shire of | <input type="checkbox"/> Dardanup, Shire of | <input type="checkbox"/> Leonora, Shire of | <input type="checkbox"/> Serpentine Jarrahdale, Shire of |
| <input type="checkbox"/> Augusta Margaret River, Shire of | <input type="checkbox"/> Denmark, Shire of | <input type="checkbox"/> Mandurah, City of | <input type="checkbox"/> Shark Bay, Shire of |

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Bassendean, Town of | <input type="checkbox"/> Derby-West Kimberley, Shire of | <input type="checkbox"/> Manjimup, Shire of | <input type="checkbox"/> South Perth, City of |
| <input type="checkbox"/> Bayswater, City of | <input type="checkbox"/> Donnybrook-Balingup, Shire of | <input type="checkbox"/> Meekatharra, Shire of | <input type="checkbox"/> Stirling, City of |
| <input type="checkbox"/> Belmont, City of | <input type="checkbox"/> Dowerin, Shire of | <input type="checkbox"/> Melville, City of | <input type="checkbox"/> Subiaco, City of |
| <input type="checkbox"/> Beverley, Shire of | <input type="checkbox"/> Dumbleyung, Shire of | <input type="checkbox"/> Menzies, Shire of | <input type="checkbox"/> Swan, City of |
| <input type="checkbox"/> Boddington, Shire of | <input type="checkbox"/> Dundas, Shire of | <input type="checkbox"/> Merredin, Shire of | <input type="checkbox"/> Tammin, Shire of |
| <input type="checkbox"/> Boyup Brook, Shire of | <input type="checkbox"/> East Fremantle, Town of | <input type="checkbox"/> Mingenew, Shire of | <input type="checkbox"/> Three Springs, Shire of |
| <input type="checkbox"/> Bridgetown-Greenbushes, Shire of | <input type="checkbox"/> East Pilbara, Shire of | <input type="checkbox"/> Moora, Shire of | <input type="checkbox"/> Toodyay, Shire of |
| <input type="checkbox"/> Brookton, Shire of | <input type="checkbox"/> Esperance, Shire of | <input type="checkbox"/> Morawa, Shire of | <input type="checkbox"/> Trayning, Shire of |
| <input type="checkbox"/> Broome, Shire of | <input type="checkbox"/> Exmouth, Shire of | <input type="checkbox"/> Mosman Park, Town of | <input type="checkbox"/> Upper Gascoyne, Shire of |
| <input type="checkbox"/> Broomehill-Tambellup, Shire of | <input type="checkbox"/> Fremantle, City of | <input type="checkbox"/> Mount Magnet, Shire of | <input type="checkbox"/> Victoria Park, Town of |
| <input type="checkbox"/> Bruce Rock, Shire of | <input type="checkbox"/> Gingin, Shire of | <input type="checkbox"/> Mt Marshall, Shire of | <input type="checkbox"/> Victoria Plains, Shire of |
| <input type="checkbox"/> Bunbury, City of | <input type="checkbox"/> Gnowangerup, Shire of | <input type="checkbox"/> Mukinbudin, Shire of | <input type="checkbox"/> Vincent, City of |
| <input type="checkbox"/> Busselton, City of | <input type="checkbox"/> Goomalling, Shire of | <input type="checkbox"/> Mundaring, Shire of | <input type="checkbox"/> Wagin, Shire of |
| <input type="checkbox"/> Cambridge, Town of | <input type="checkbox"/> Gosnells, City of | <input type="checkbox"/> Murchison, Shire of | <input type="checkbox"/> Wandering, Shire of |
| <input type="checkbox"/> Canning, City of | <input type="checkbox"/> Greater Geraldton, City of | <input type="checkbox"/> Murray, Shire of | <input type="checkbox"/> Wanneroo, City of |
| <input type="checkbox"/> Capel, Shire of | <input type="checkbox"/> Halls Creek, Shire of | <input type="checkbox"/> Nannup, Shire of | <input type="checkbox"/> Waroona, Shire of |
| <input type="checkbox"/> Carnamah, Shire of | <input type="checkbox"/> Harvey, Shire of | <input type="checkbox"/> Narembeen, Shire of | <input checked="" type="checkbox"/> West Arthur, Shire of |
| <input type="checkbox"/> Carnarvon, Shire of | <input type="checkbox"/> Irwin, Shire of | <input type="checkbox"/> Narrogin, Shire of | <input type="checkbox"/> Westonia, Shire of |

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

- Chapman Valley, Shire of
- Chittering, Shire of
- Claremont, Town of
- Cockburn, City of
- Collie, Shire of
- Coolgardie, Shire of
- Coorow, Shire of
- Corrigin, Shire of
- Cottesloe, Town of
- Cranbrook, Shire of
- Cuballing, Shire of
- Cue, Shire of
- Jerramungup, Shire of
- Joondalup, City of
- Kalamunda, City of
- Kalgoorlie-Boulder, City of
- Karratha, City of
- Katanning, Shire of
- Kellerberrin, Shire of
- Kent, Shire of
- Kojonup, Shire of
- Kondinin, Shire of
- Koorda, Shire of
- Kulin, Shire of
- Nedlands, City of
- Northam, Shire of
- Nungarin, Shire of
- Northampton, Shire of
- Nungarin, Shire of
- Peppermint Grove, Shire of
- Perenjori, Shire of
- Perth, City of
- Pingelly, Shire of
- Plantagenet, Shire of
- Port Hedland, Town of
- Quairading, Shire of
- Wickepin, Shire of
- Williams, Shire of
- Wiluna, Shire of
- Wongan - Ballidu, Shire of
- Woodanilling, Shire of
- Wyalkatchem, Shire of
- Wyndham-East Kimberley, Shire of
- Yalgoo, Shire of
- Yilgarn, Shire of
- York, Shire of
- Other:

You may select more than one Local Government area however, if the project covers all of WA, please select State-wide.

Stakeholder consultation

*** indicates a required field**

6.1 Consultation with stakeholders

One of the key assessment criteria is evidence of local community involvement in each phase of the project lifecycle at design, planning and implementation, including consultation with Aboriginal people. Including evidence of stakeholder engagement shows the assessment panel that the project is well planned and supported by the community.

Stakeholders are those people or groups who have an interest in, or may be affected by, your project. This may include people or groups who are neighbours, or use the area where you will be working. You may also need to consult others to gather specialist information on aspects of your project, or to gain approvals and permits.

Community Stewardship Grants 2023 - Small 2023 Community Stewardship Grants - SMALL Application Application No. CSGS23036 From Shire of West Arthur Form Submitted 18 Apr 2023, 3:29pm AWST

For smaller projects which address localised issues, it is recommended that applicants consult with catchment or regional NRM groups to recognise where the proposed project sits within a strategic context.

For larger projects which address issues at a landscape scale, it is essential that consultation occurs with other catchment or regional NRM groups in the proposed project area to ensure that the project is fully supported.

PLEASE NOTE that the State NRM Office may contact stakeholders to verify information as part of due diligence during the assessment process.

Please see Section 7 of the 2023 Community Stewardship Grant Guidelines for further information on stakeholder engagement, landholder permissions and consultation with Aboriginal people.

Have stakeholders been consulted or engaged with in preparation for this project? *

- Yes - complete relevant sections below
 No - complete section below

6.2 Landholder permissions

Applicants must obtain permission from the land owner and/or manager of each project site.

If there are multiple sites, then you must identify land tenure and management for each site.

Have you gained permission from all landholders, both public and private? *

- Yes - provide details below
 No

6.3 Consultation with Aboriginal people

The State NRM Program acknowledges the value of Traditional Knowledge of Country - the developed and sustained knowledge acquired by Aboriginal people over thousands of years of managing the land and sea country of Western Australia.

Early engagement with local Aboriginal groups during the development of your project is essential. It is required regardless of whether the land you are working on is privately owned or public land. The purpose of consulting with Aboriginal people is to:

- acknowledge Traditional Knowledge and expertise
- confirm the importance of the area to Aboriginal people including cultural heritage values
- protect cultural heritage and heritage sites
- ensure that **free, prior and informed consent** has been obtained from Aboriginal people
- promote awareness of Traditional Knowledge in NRM and explore opportunities for Aboriginal people to inform land management practices or to be involved in the planning and design of projects
- ensure compliance with the *Native Title Act 1993 (Cth)*
- ensure compliance with Western Australia's *Aboriginal Heritage Act 1972* and *Aboriginal Cultural Heritage Act 2021*.

Please begin by accessing the link below to search the Aboriginal Heritage Inquiry System. This is an online search tool which uses an ArcGIS platform.

Community Stewardship Grants 2023 - Small 2023 Community Stewardship Grants - SMALL Application Application No. CSGS23036 From Shire of West Arthur Form Submitted 18 Apr 2023, 3:29pm AWST

Link: <https://www.dplh.wa.gov.au/ahis>

Please see Appendix A in the 2023 Community Stewardship Grant Guidelines for more information on engaging with Aboriginal people.

Step 1: Aboriginal Heritage Inquiry System

Did the search for your project site in the the Aboriginal Heritage Inquiry System produce any results? *

- Yes - describe results below
 No

Describe the results of the inquiry. How do you believe your project may impact the heritage or cultural sites concerned?

The project sites are located within the Wagyl Kaip Southern Noongar peoples land and Gnaala

Karla Booja peoples land. There is a great need for Aboriginal consultation as part of this project. The first step required is to identify who the Aboriginal people are that we need to consult with as currently there is very little Aboriginal consultation being carried out in the Shire.

For example, Lake Towerinning is a significant place of water in the Shire of West Arthur and this would be a great location to carry out Aboriginal consultation with landholders. The second phase of this project, being the adoption of sustainable and regenerative practices, will involve disturbance of the ground in terms of planting crops and revegetating native vegetation. The workplan will include consultation between Aboriginal people and local landholders and looking at the barriers as to why landholders currently do not consult with aboriginal people.

Must be no more than 150 words.

Step 2: Contact representatives of the relevant Aboriginal community

All applicants are required to make contact with representatives of the Aboriginal community relevant to the Country on which you are working. It is essential to reach out to Traditional Owners and/or Native Title holders or claimants to engage with them about the project. This engagement should occur irrespective of land tenure (public or private).

Native Title is governed by the *Native Title Act 1993 (Cth)*. Any land that is a site of an approved or pending Native Title Claim, is bound by that law. It is important that you find out if there is a Native Title determination or claim for all project locations. You will then need to contact the Registered Native Title Body Corporate (RNTBC) (also known as a Prescribed Body Corporate) for that claim (there may be more than one) and receive their official support for the project to go ahead.

There is information to help navigate this process in Appendix A of the 2023 Community Stewardship Guidelines.

Is there a Native Title determination or claim for the area in which the project is proposed? *

- Yes - provide details below
 No

Community Stewardship Grants 2023 - Small

2023 Community Stewardship Grants - SMALL Application

Application No. CSGS23036 From Shire of West Arthur
Form Submitted 18 Apr 2023, 3:29pm AWST

Have you consulted with representatives of the Aboriginal community relevant to the Country on which you are working, such as an Aboriginal group or individual who can speak for Country for your project area? *

- Yes - provide details below
 No - complete question below

If no, please explain why you have not consulted.

Consultation will be carried out during the project as part of the project, this is clearly identified in the workplan. This project seeks to identify the relevant Aboriginal people in the Shire of West Arthur and to strengthen the level of community engagement with Aboriginal people in this Shire.

Must be no more than 150 words.

6.4 Biosecurity and animal welfare

Protecting areas from pest plants, animals and diseases is highly desirable. This program encourages groups to apply for these kinds of activities, however, it is also imperative that all appropriate licenses, permits, or permissions have been sought and appropriate consultation has been undertaken.

Please see Appendix B of the 2023 Community Stewardship Grant Guidelines for further information on the requirements of activities which relate to biosecurity or animal welfare, including research.

Invasive Species (pest plants, animals or diseases)

To ensure that funds requested through this program do not duplicate the work of Recognised Biosecurity Groups (RBGs), evidence of consultation with the relevant RBG must be included, including information regarding priority species, and how the project will complement or extend activities already being undertaken by the RBG.

Are invasive species being addressed by your project's activities? *

- Yes - provide details below
 No

Animal welfare

Animals are an integral part of natural resource management. At times we may wish to control some species, monitor animal behaviour, or record data about species interactions. This program encourages groups to apply for these kinds of activities, however, it is also imperative that animal welfare concerns are adhered to and all appropriate licenses, permits, or permissions have been sought.

It is the responsibility of the applicant to investigate what permits and licences are required for the project, to be compliant with the *Animal Welfare Act 2002*, and *Biodiversity Conservation Act 2016* and *Biodiversity Conservation Regulations 2018*. More information can be found at the links below:

- [Using animals for scientific purposes | Agriculture and Food](#)
- [Licences and permits | Department of Biodiversity, Conservation and Attractions.](#)

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

Please see Appendix B of the 2023 Community Stewardship Grant Guidelines for further information on the requirements of activities which relate to animal welfare.

Will animals be involved in or be affected by your project's activities? *

- Yes - provide details below
- No

6.5 Other stakeholders

Please list the other individuals and/or organisations not already mentioned above that were consulted as part of your planning process and describe the outcome.

PLEASE NOTE that if the outcome is a letter of commitment from a co-contributor, then this should be attached at Section 8.2.

Name	Organisation	Contact number	Briefly describe the outcome of consultation
Please add more rows below as required.		Must be an Australian phone number.	
Ms Kerryn Chia	Shire of west Arthur	0429 631 044	Kerryn is a local landholder providing guidance in the development of this project.
Mr Vin Forham Lamont	Shire of West Arthur	(08) 9736 2222	Vin is the Shire CEO and supports the development of this project.
Ms Trudy Phillips	Blackwood Basin Group	0438 929 905	Trudy is the Executive Officer and has provided a letter of support for this application

Project workplan

* indicates a required field

7.1 Workplan

The workplan is a Microsoft Excel spreadsheet. It is a valuable planning tool to set up what resources and budget will be required to undertake the project activities, and who will be funding those resources. It is a critical component of the application that helps determine if the project is properly planned and costed, and shows the project's overall value for money.

Applicants MUST use the updated Microsoft Excel template provided in the link below. The template includes instructions and a worked example, for reference. Without a completed workplan on the correct template, your application will not be considered. Attach the completed workplan below.

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

If you do not have access to Microsoft Excel, please contact the State NRM Program Office on (08) 6552 2158 or email snrmo@dpird.wa.gov.au.

In the workplan, applicants must:

- Provide detail on how each expense relates to activities and project delivery
- Show a cost for all expenses and resources EXCLUDING GST
- Consider the funding request limits for certain activities
- Limit the request for administration and overhead expenses to a maximum of 10% of the project’s total grant request for all *other* activities
- List all co-contributions of cash and other resources, including the source, quantity and estimated value (do not include GST)
- Include at least one measure for each activity (such as, hectares of weed control, kilometres of fencing, number of participants attending an event - please access the Activity Measures and Evidence guide at the link below for more information).

For large projects:

- Provide an annual calendar year breakdown (i.e. one year per page/tab)
- Check that the ‘TOTALS’ page/tab calculates correctly.

Download: [2023 Community Stewardship Grant Workplan template \(Excel\)](#)

Download: [State NRM Program Activities, Measures and Evidence Guide](#)

In the 2023 Community Stewardship Grant Guidelines, please see:

- Section 6.9 for information about the workplan
- Section 8 for information on value for money including expense limits
- Appendix B for a list of eligible activities including funding limits.

Attach (upload) your completed workplan here *

Filename: SNRMP Workplan template revised 20230221.xlsx
 File size: 58.2 kB
 A minimum of 1 file must be attached.

Budget and activities

*** indicates a required field**

8.1 Grant request

All amounts entered below must match the values in your attached workplan.

Please see Section 8 of the 2023 Community Stewardship Grant Guidelines for further information and guidance on value for money.

Total value of State NRM Program grant request excluding GST *	\$73,800.00 Must be a whole dollar amount (no cents) and between 50000 and 450000.
---	---

8.2 Co-contributions

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

Co-contributions are resources (such as money, labour, time, machinery, equipment, consumables or materials) donated to your project or provided through other individuals, organisations or funding sources, including volunteer time.

Applications that demonstrate a greater value of co-contributions are preferred because they:

- indicate the project has good support from stakeholders
- demonstrate that considerable planning and effort that has already gone into the project
- illustrate the leveraging power of each dollar of State NRM grant investment.

Total value of co-contributions as shown in the attached workplan, excluding GST

*
 \$24,000.00

Must be a whole dollar amount (no cents).

Co-contribution commitment

If your application involves co-contributions other than volunteer time, you must provide a letter of commitment from each organisation, group, or individual that contains details of their contributions, including the value and their contact details. This letter will be used to verify the information in your application and workplan.

Organisation and name of contact	Letter of commitment
Please add more rows as required.	To attach (upload) multiple files, add one at a time using 'Choose Files'
	Filename: Shire of West Arthur Support Letter.docx File size: 110.8 kB
	Filename: BBG Letter of Support for SoWA funding application.docx File size: 279.2 kB

Volunteer involvement

Estimated number of volunteers you expect to be involved in the project *

10

Must be a number (if not applicable insert '0')

Please tell us about any volunteers you expect to be involved in this project; who do they represent and how will they be involved?

The landholders will be the volunteers of the project. The project aims to identify at least 10 landholders that would like to be involved with sustainable agriculture. The benefit to these volunteers is that at the end of 12 months they will have a clear strategy to implement sustainable agricultural practices on their land and a solid foundation for obtaining funding to help them implement these on ground works on their land.

Must be no more than 150 words.

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

Total project value

Total value of project excluding GST

\$97,800.00

This number/amount is calculated.

8.3 Salaried activities

If you are applying for grant funds to undertake salaried activities such as coordination, facilitation, project management or communication, you will need to provide solid justification to support your request. Salaries and on-costs for already funded staff are ineligible to receive funding.

There are limitations on the funding that can be requested for salaried activities.

Please see section 8.3 of the 2023 Guidelines for further information on coordination, including limitations.

Are you requesting grant funds to pay salaries and on-costs?

- Yes - provide details below
- No

8.4 Purchase of materials

There are limitations on the funding that can be requested for certain activities.

If you plan to purchase materials, such as seedlings or fencing materials, quotes are not required unless you exceed the maximum allowable rates for specific activities.

If you exceed the maximum allowable rates for specific activities, including quotes in your application demonstrates value for money and sound project planning, which are assessment criteria. Quotes may be required as a condition of funding, should your application be successful.

Please see Section 8 and Appendix B of the 2023 Community Stewardship Grant Guidelines for more information on maximum allowable rates.

Materials suppliers

Attach supplier details and quotes or other evidence that you wish to include in your application.

Supplier details	Quotes or other evidence
Please add more rows as required.	
	<i>No files have been uploaded</i>
	<i>No files have been uploaded</i>

8.5 Contractors and consultants

Contractors and consultants are people or organisations that you plan to engage to deliver part of the project on your behalf (as a service), such as an expert presenter, fencing contractor, or weed control specialist.

Community Stewardship Grants 2023 - Small 2023 Community Stewardship Grants - SMALL Application Application No. CSGS23036 From Shire of West Arthur Form Submitted 18 Apr 2023, 3:29pm AWST

Grant funding can be used to engage consultants and contractors if it can be demonstrated that this is necessary for the project to achieve its NRM outcomes.

Please use the sections below to provide justification to support your funding request.

Please see Section 8.8 of the 2023 Community Stewardship Grant Guidelines for further information on contractors and consultants as well as Appendix B for a list of eligible activities.

Will grant funds be used to engage contractors or consultants? *

Yes - provide details below

No

Please describe why it is essential to the project to engage a contractor or consultant. *

It is critical that during the community engagement sessions to have experts in the following areas:

- Aboriginal Consultants
- Behaviour Change Consultants
- Mapping and GIS Technicians
- Regenerative Farmers
- Applying organic composts, fertilisers and bio-amendments
- Encouraging natural biological cycles and nutrient transfer
- Adopting holistic management
- Implementing time-controlled planned grazing
- Using grazing management and animal impact as farm and ecosystem development tools
- Retaining stubble or performing biological stubble breakdown
- Constructing interventions in the landscape or waterways to slow or capture water
- Fencing off waterways and implementing water reticulation for stock
- Investing in revegetation
- Pasture cropping
- Changing crop rotations
- Incorporating green manure or under-sowing of legumes
- Managing for increasing species diversity
- Reducing or ceasing synthetic chemical inputs
- Integrating enterprises

Must be no more than 150 words.

Contractor or consultant details

Please provide the contractor or consultant's name, organisation, qualifications or experience, and outline what services they will be providing. Attach any contractor or consulting quotes you wish to include in your application. Quotes from service providers demonstrate good planning and value for money. If not provided with the application, successful applicants will be required to provide formal written quotes, with a breakdown of costs, as a condition of funding.

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

PLEASE NOTE that if an applicant organisation, its members, staff, or an affiliate intend to provide consulting or contracting services to the project, this should be noted in the 'conflict of interest' at Section 1.2 of the application and the questions below should be completed.

Contractor or consultant's name, organisation, qualifications or experience Services to be provided Quote or other evidence

Please add more rows below as required.		
South West Catchment Council	Advice	<i>No files have been uploaded</i>
https://farmersfootprint.org.au/?gclid=EAlaIQobChMikZ_kvNqP_gIVIDUrCh21-w6QEAAAYAAAEgLthfD_BwE	Advice/Guest Speakers	<i>No files have been uploaded</i>
https://swccnrm.org.au/supporting-farmers-to-make-the-transition-to-regenerative-agriculture/	Advice/guest Speakers	<i>No files have been uploaded</i>

Applicant as a service provider/consultant

Is your organisation proposing to provide a service to this project?

- Yes - provide details below
- No

Aboriginal Rangers, Elders, and Traditional Owners

State NRM Program funding can be used to support projects that contract Aboriginal Ranger groups to deliver project activities. Applicants planning to work with Aboriginal Rangers must clearly outline how the services provided to the project consist of 'new' work outputs that are not funded through other means.

State NRM Program funding can be used to support Traditional Owners and Aboriginal Elders to participate in NRM events and work activities on Country that relate directly to an NRM outcome. Detail should be provided on their role in the project. Note that funding *excludes* sitting fees for boards or committees.

Please see Section 8.9 of the 2023 Community Stewardship Grant Guidelines for further information on including Aboriginal Rangers and Elders in your project.

Will you be contracting work to an Aboriginal Ranger group? *

- Yes - provide details below
- No

Will Traditional Owners or Aboriginal Elders be participating in your project? *

- Yes - provide details below
- No

Community Stewardship Grants 2023 - Small 2023 Community Stewardship Grants - SMALL Application Application No. CSGS23036 From Shire of West Arthur Form Submitted 18 Apr 2023, 3:29pm AWST

Please identify the Traditional Owners or Aboriginal Elders (individuals and/or groups) and how they will participate in your project.

Aboriginals will be invited as Guest Speakers at one of the workshops/Field Trips as identified in the workplan. Identification of these people will be sought once the project has commenced as part of the community engagement process of this project.

Participation of these groups or individuals will depend on the types of regenerative practices identified eg: fire management, revegetation , etc.

Must be no more than 150 words.

State or Federal government services

If you are requesting grant funds to purchase government services, then this must be fully justified. Expenses to cover salary or on-costs of Western Australian or Australian Government employees are ineligible for funding.

Are you requesting funds to purchase services provided by State or Federal government agencies? *

- Yes - provide details below
 No

8.6 Assets

An asset is any single item of a **transferrable** physical nature that, if approved, will cost \$2,500 or more. Examples include seeding machines, trailers, vehicles, drones or scientific equipment. Permanent infrastructure, seedlings and fencing are not considered assets.

If your application is successful you will be required to provide formal written quotes for any asset requests.

Please see Section 6.10 of the 2023 Community Stewardship Grant Guidelines for further information on purchasing assets with grant funding.

Will you be using grant funds to purchase assets over \$2,500? *

- Yes - provide details below
 No

Evaluation and maintenance of results

*** indicates a required field**

9.1 Monitoring, evaluation, reporting and evidence

Monitoring and evaluation activities are critical to being able to tell if your project's activities are addressing the goals of your project. The establishment of a monitoring and evaluation framework is an important first step in planning for and verifying if the project has been successful. Monitoring your project as it progresses also provides essential evidence that the activities of the project have been successfully undertaken. Evidence of achievement is a requirement of reporting under the State NRM Program.

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

There are many different ways of monitoring, however, the level of monitoring should be consistent with the size and scope of the project. Some important points to consider when preparing your application:

- basic monitoring activities (such as fixed-point photo monitoring, drone photography or photos and registrations) should be included in any project coordination and management expenses
- purchase of equipment for monitoring (such as remote sensing cameras) may be considered for funding
- monitoring programs involving citizen science will be highly regarded.

Please refer to the Photo Point Monitoring Factsheet which is available to download at the link below for more information on how to set up a fixed-point photo monitoring system. If you have developed a Monitoring and Evaluation Framework or Plan, please attach it below.

Download: [Photo Point Monitoring Factsheet](#)

Please see Appendix B of the 2023 Community Stewardship Grant Guidelines for further information on monitoring.

Monitoring and Evaluation Plan (if available)

No files have been uploaded

What changes will you need to monitor during your project to show that the activities have been successful? *

Monitoring and evaluating the behaviour changes of local landholders in the Shire of West Arthur is critical in measuring the success of this project and leads into the next phase of the project which is adopting and implementing the changes identified through this project.

To measure, monitor and evaluate this project successfully will require the help of a suitable consultant, this has been included in the work plan. For example, it would be good to compare and measure the barriers that landholders have in regard to regenerative and sustainable agriculture at the beginning of this project and then at the end of the project. This will provide a good indication if this project has indeed broken down barriers between the current situation in the Shire towards regenerative agriculture.

Having a consultant with experience in developing a monitoring and evaluation program will benefit this project greatly and coordination between the Project Officer and the Consultant will need to happen at the first workshop.

Must be no more than 250 words.

This could include ecological improvements, behaviour change, knowledge and awareness, etc.

How will you check that the project is progressing towards the expected change? (Please select all that apply) *

- | | |
|--|--|
| <input type="checkbox"/> Camera or video footage | <input type="checkbox"/> Photo point monitoring |
| <input checked="" type="checkbox"/> Data collection | <input type="checkbox"/> Site assessments |
| <input checked="" type="checkbox"/> Interviews | <input checked="" type="checkbox"/> Surveys or other assessments |
| <input type="checkbox"/> Mapping and imagery | <input type="checkbox"/> Other - complete section below. |
| <input checked="" type="checkbox"/> Meeting minutes or other records | |

9.2 Maintenance of project results

How will the changes achieved by this project be maintained in the future? *

The Sustainable Agricultural Plan developed as a result of this project will lead into implementation of on ground works, in the field of sustainable agriculture. It is anticipated that at the implementation stage of the project that on ground works will need to be

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

maintained. For this application and this project there will not be anything to maintain other than perhaps the plan itself and the relationships created as a result of this project. Must be no more than 150 words.

Promotion and additional information

10.1 Promotion and communications

Please list below how you plan to promote the work being done in this project and communicate with your community (including acknowledgement of State NRM Program funding as outlined in the guide provided at the link below).

Download: [State NRM Program Funding Acknowledgement Guide](#)

Describe the promotional opportunities identified **Number anticipated during project**

e.g. Newspaper article; Media release; Facebook posts. Please add more rows below as required.	Must be a number
Facebook Posts	12
Newspaper Articles in the local paper BLEAT	5
Media Release	1
Website Update (Shire of West Arthur website and Blackwood Basin Group)	4

10.3 Additional information

If there are other sources of information you have referred to in this application that are directly relevant, such as strategies, plans or reports, please attach them below. You may also attach additional project design information.

Attach any other documents here **Please describe how this document is relevant to your application**

Please add more rows below as required.	
<i>No files have been uploaded</i>	
<i>No files have been uploaded</i>	

Feedback

*** indicates a required field**

11.1 Feedback

Thank you for applying for a State NRM Program Community Stewardship Grant. Any feedback you can provide on our application process or how we promote these grants is

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
 Form Submitted 18 Apr 2023, 3:29pm AWST

greatly appreciated.

Where did you hear about this grant program? *

- Email from State NRM Office
- Facebook, Twitter or other social media platform
- Local landcare group
- Regional NRM body
- State NRM Program page on wa.gov.au website
- WA Landcare Network
- Word of mouth
- Other:

Please pick at least one response

How easy was this form to fill out? *

- Very easy
- Easy
- Neither easy nor difficult
- Difficult
- Very difficult

We are always trying to improve our application process, and genuinely appreciate your input. Do you have any feedback for us?

Feedback provided by State NRM has been very helpful in the development of this application. Thankyou!

We encourage you to be frank and fearless!

Declaration

*** indicates a required field**

Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify the Department of Primary Industries and Regional Development (State NRM Office) of any changes to this information and any circumstances that may affect this application.

I acknowledge that the Department of Primary Industries and Regional Development may refer this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.

I understand that the Department of Primary Industries and Regional Development is subject to the *Freedom of Information Act 1992 (WA)* and that if a Freedom of Information request is made, the Department of Primary Industries and Regional Development (State NRM Office) will consult with the applicant before any decision is made to release the application or supporting documentation.

I understand that this is an application only and may not necessarily result in funding approval.

I understand that if successful, I will be required to complete a Project schedule and sign a Funding agreement outlining the terms and conditions on which the grant will be provided.

Community Stewardship Grants 2023 - Small
2023 Community Stewardship Grants - SMALL Application
Application No. CSGS23036 From Shire of West Arthur
Form Submitted 18 Apr 2023, 3:29pm AWST

I have read and agree to the above *

Yes, I have read and agree

Authorised Representative *

Ms Belinda O'Brien

Position in organisation *

Landcare Officer

Phone number *

0491 373 589

Email *

belinda@blackwoodbasingroup.org.au



Local Biodiversity and Native Vegetation Management Project

Application Form



natural resource
management program



This Project is supported by funding from the Western Australian Government's State NRM Program

WALGA acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Nyoongar People, where WALGA is located and we acknowledge and pay respect to Elders past and present. WALGA is committed to supporting the efforts of WA Local Governments to foster respectful partnerships and strengthen relationships with local Aboriginal communities.

Introduction

Local Government has an important role in managing biodiversity due to their role as decision makers and land managers. WALGA applied for, and has received, funding from the State Natural Resource Management (NRM) Program for the Local Government Biodiversity and Native Vegetation Management Project (the Project).

The Project focuses on increasing the capacity of selected Local Governments in the Southwest Ecoregion to conserve biodiversity, by facilitating access to better information about native vegetation values on Local Government managed lands, the development of local biodiversity strategies and/or policies, and proven mechanisms for effective consideration of biodiversity in decision making.

Local Governments can apply for **one or two** of the following eligible activities:

1. Ecological assessments* of Local Government managed lands, up to \$10,000
2. Development of a Local Biodiversity Strategy, up to \$20,000
3. Development and adoption of local planning policy on native vegetation and biodiversity, up to \$10,000

*These types of assessments are not a full vegetation survey. Instead, these assessment will allow the Local Government to identify areas which will require further detailed surveying and inform prioritisation of areas for conservation.

Eligible activities and assessment conditions are outlined in the Funding Guidelines available [here](#).

This Application Form includes:

Part 1: Application Details – **all** applicants to complete

Part 2: Ecological assessments of Local Government managed lands – complete if undertaking

Part 3: Development of a Local Biodiversity Strategy – complete if undertaking

Part 4: Development and adoption of a local planning policy – complete if undertaking

Part 5: Project details (risk assessment, project plan and budget) – **all** applicants to complete (if undertaking more than one activity, complete these sections for each activity)

Part 6: Applicant check list – **all** applicants to complete.

In addressing the questions, please answer as succinctly as possible, dot points are acceptable.

Applications close at **5pm** on Friday, **21 July 2023**.

To apply, please fill out and submit this Application Form to environment@walga.asn.au.

For further information, please contact Renata Zelinova, Local Biodiversity and Native Vegetation Management Project Officer on 9213 2521 (Monday / Tuesday) or Rebecca Brown, Manager Waste and Environment on 9213 2063.

Part 1: Applicant Details

1. What is the name of your Local Government?

Note: Only Local Governments listed in the Grant Guidelines are eligible to apply.

Shire of West Arthur

2. Contact person (this is the lead applicant who will be contacted if further information is required)

Name Blackwood Basin Group
Position Title Landcare Officer
Email Address belinda@blackwoodbasingroup.com.au
Phone Number 0491373589
Postal Address PO Box 142, Boyup Brook WA 6244

3. Project has been approved by the CEO:

- Yes**
 No

If no, please specify when CEO approval will be provided.

4. Local Governments can apply for one or two of the following eligible activities. Select which activity or activities you are proposing to undertake:

- Ecological assessments of Local Government managed lands (Part 2)
 Development of a Local Biodiversity Strategy (Part 3)
 Development and adoption of local planning policy on native vegetation and biodiversity (Part 4).

Part 2: Ecological assessments of Local Government managed lands

Project Overview

6. Project title and overview [150 words]

Project Title:

Project overview:

This overview may be used to promote the project on WALGA's website and in media releases.

7. Project description [300 words]

Please briefly outline the alignment with the grant objectives, scope of works, and expected outcomes.

Assessment Criteria

Please address the assessment criteria, listing any attached supporting documentation.

8. Demonstrated needs and strategic benefits – 35% [500 words]

Why are the selected sites being prioritized? In your response note the criteria used to select the sites, what methods will be used to ensure consistency and to facilitate long term monitoring of changes in condition. Please attach a list or map of sites to be assessed.

9. Increase skills and capacity of Local Government - 20% [400 words]

List what activities that will be incorporated into the delivery of your project:

- *Increasing skills and capacity of staff within the Local Government*
- *Increasing awareness of Elected Members.*

10. Community and Aboriginal engagement Strategy – 15% [500 words]

List types of activities to involve community, including how were Aboriginal people consulted. List all identified groups that will be involved in the project and how.

11. Innovative approaches – 20% [400 words]

Include any examples of innovative approaches your Local Government will be using. Examples of innovative approaches include the use of new technologies to map and record vegetation condition, involvement of staff or groups that usually would not be engaged with vegetation assessments on Local Government lands.

12. Demonstrated feasibility and value for money – 10% [200 words]

These criteria are assessed by evaluating the budget and project plan. If applicable, please note here any aspects of your project that you would like to point out as evidence in support of this criteria.

Part 3: Development of a Local Biodiversity Strategy

Project Overview

13. Project title and overview [150 words]

Project Title:

Developing a Biodiversity Strategy for the Shire of West Arthur

Project overview:

This overview may be used to promote the project on WALGA's website and in media releases.

Landholders and the wider community in the Shire of West Arthur are facing significant and growing environmental threats and challenges, one of these being loss of biodiversity. A biodiversity strategy is important as it will provide a way forward for the Shire of West Arthur and the community to ensure that the diversity of endemic plants and animals are identified, safe and protected. The community of West Arthur value the natural diversity and want to protect, enhance and restore biodiversity, as per the Shire of West Arthur Community Strategy 2017-2027. Developing a biodiversity Strategy for the Shire of West Arthur will provide clear direction forward for staff, the community, the Landcare Officer and others in managing biodiversity values of the Shire. Without a plan such as this it is very difficult to monitor, evaluate and protect the biodiversity assets of the Shire of West Arthur. This is an exciting and important strategy for the community of West Arthur and will bring many benefits for local planning strategies.

14. Project description [300 words]

Please briefly outline the alignment with the grant objectives, scope of works, and expected outcomes.

The objectives of this project is to develop a Biodiversity Strategy for the Shire of West Arthur, with emphasis on embedding the outcomes of the strategy into local government decision making processes.

The expected outcomes of this project are:

1. Develop a map showing bushland areas that need to be protected due to biodiversity values, with assistance from WALGA. A priority ranking will be assigned to these bushland areas and embeded into local government planning.
2. Development of an Action Plan with a list of considerations to integrate biodiversity into all areas of decision making within the Shire of West Arthur.
3. Forming a working group to oversee and deliver the Biodiversity Strategy, embedding outcomes of the project into local government plans and procedures.
4. Work closely with WALGA in all aspects of the above outcomes and other stakeholders.
5. Good community consultation and community engagement to ensure everyone in the community is aware of the strategy, knows how to use the strategy and is using the strategy.

Assessment Criteria

Please address the assessment criteria, listing any attached supporting documentation.

15. Demonstrated needs and strategic benefits – 30% [500 words]

To demonstrate the strategic need for the proposal, applicants should provide links to relevant strategic documents such as a Local Government Strategic Community Plan, Corporate Business Plan or minutes of a Council Meeting.

The Shire of West Arthur through their Strategic Community Plan 2017-2027 have identified the following biodiversity characteristics to be managed as follows:

1. Elimination/management of weeds and pests will be supported within the community by collaborative partnerships with government departments, local organisations, and community groups.
2. The unique flora and fauna of the Shire will be protected and monitored/recorded.
3. Collaborative partnership with Government departments, friends of groups, and catchment land managers will be formed and supported to maintain natural bushland and waterways. Working with farmers and landholders will be a key outcome of this project and increasing local landholders understanding of biodiversity.
4. Biodiversity and protection of bushland will be considered with all land use applications and developments.

In addition to this the Shire of West Arthur have identified in their Current Community Strategy that: The natural biodiversity be maintained and responsible land and water use to preserve the environment for future generations. The Shire of West Arthur is committed in delivering these strategies through their Strategic Community Plan. This project fits very well with the desired outcomes of the Community Strategy.

As well as this the Blackwood Basin Group will share information to help in the development of this strategy including, fauna monitoring results using wildlife cameras and data from the many previous environmental projects carried out in the Shire by the Blackwood Basin Group.

16. Increase skills and capacity of Local Government - 30% [500 words]

List what activities that will be incorporated into the delivery of your project:

- *Increasing skills and capacity of staff within the Local Government*
- *Increasing awareness of Elected Members.*

The Shire of West Arthur in collaboration with the Blackwood Basin Group employ a Landcare Officer for one day per week, this person will be primarily responsible for ensuring the project is delivered along with the CEO of the Shire of West Arthur. This contribution of having a skilled NRM person already in place demonstrates the Shire's capacity for this application and the Shire's growing commitment towards environmental protection of natural assets. The Landcare Officer will form the Working Group which is one of the outcomes of this project along with the development of a bushland map that shows current and existing biodiversity hot spots along with a priority ranking of bushland for biodiversity. through the Working Group many other stakeholders will be involved in these two critical project outcomes.

The development of a priority area bushland map will require the Working Group to work in collaboration with WALGA, helping to increase the local capacity of staff within the Shire of West Arthur, It is anticipated that the Working Group will be made up of 8-10 people with at least 5 of those working in a local government capacity in the Shire of West Arthur. This will ensure that through this project local Shire of West Arthur staff learn about local biodiversity and increase their level of knowledge of the importance of biodiversity.

17. Community and Aboriginal engagement Strategy – 25% [400 words]

List types of activities to involve community, including how were Aboriginal people consulted. List all identified groups that will be involved in the project and how.

This project will provide the opportunity for a whole range of important community people and groups to connect and work together in the development of this strategy, including Aboriginal groups, Planning officers within the Shire of West Arthur, On- ground Shire staff, Blackwood Basin Group and a other regional NRM groups., to mention a few. There are a wide range of people that will come together to make decisions and agree on strategies that will achieve biodiversity outcomes. It is anticipated that over the course of the project many people will be involved in the development of this strategy from the CEO to school children to local businesses.

The Shire of West Arthur falls within the Wagyl Kaip Southern Noongar peoples land and Gnaarla Karla booja peoples land. We anticipate through this project to engage with a wide range of stakeholders including ensuring compliance with Western Australia's Aboriginal Heritage Act 1972 and the Aboriginal Cultural Heritage Act 2021. Relevent Aboriginal Groups will be consulted and engaged as part of this project as there is a strong link between a biodiversity strategy and traditional first nations people culture and heritage. The Shire is currently strengthening its relationship with local Noongar people in a range of other environmental projects and this project will also help to strengthen Noongar community involvement in on country decisions. This project will help to connect landholders to Aboriginal people and will help build the understanding and importance of traditional Aboriginal Landcare amongst landholders in the shire of west Arthur.

There will be 3 x community engagement public forums plus notifications in the local BLEAT newspaper about project updates.
there will be 2 x Aboriginal liaison Meetings plus many other forms of communication via emails through the Working group

18. Demonstrated feasibility and value for money – 10% [200 words]

These criteria are assessed by evaluating the budget and project plan. If applicable, please note here any aspects of your project that you would like to point out as evidence in support of this criteria.

The Shire of West Arthur will provide a Landcare Officer to deliver the project as part of their in kind contribution. The working hours required to deliver this project will be significant, this time is 100 per cent covered by the Shire of West Arthur as part of their in-kind contribution. This is a significant in -kind contribution.

The Shire of West Arthur will also be providing significant in kind contribution in the development of maps and four x Local Government Officers time as part of the Working Group. This is also a significant amount of time and commitment for staff and a significant in-kind contribution from the Shire of West Arthur.

Therefore it is anticipated that the in kind contribution will exceed that fifty per cent given the Landcare Officers time in delivering the project and the Local Government Officers time in attending meetings and preparing documentation. the Shire of West Arthur is committed to this project and sees great value in having a local biodiversity strategy.

Part 4 Development and adoption of a local planning policy on native vegetation and biodiversity

Project Overview

19. Project title and overview [150 words]

Project Title:

Project overview:

This overview may be used to promote the project on WALGA's website and in media releases.

20. Project description [300 words]

Please briefly outline the alignment with the grant objectives, scope of works, and expected outcomes.

Assessment Criteria

Please address the assessment criteria, listing any attached supporting documentation.

21. Demonstrated needs and strategic benefits – 40% [600 words]

To demonstrate the strategic need for the proposal, applicants should provide links to relevant documents such as a Local Biodiversity Strategy, Corporate Business Plan, minutes of a Council Meeting or Local Planning Strategy. Identify the specific provisions in the Local Planning Scheme linked to the matter to be addressed in the proposed policy.

22. Increase skills and capacity of Local Government - 40% [600 words]

List what activities that will be incorporated into the delivery of your project:

- *Increasing skills and capacity of staff within the Local Government*
- *Increasing awareness of Elected Members.*

23. Community and Aboriginal engagement Strategy – 10% [400 words]

List types of activities to involve community, including how were Aboriginal people consulted. List all identified groups that will be involved in the project and how.

24. Demonstrated feasibility and value for money – 10% [200 words]

These criteria are assessed by evaluating the budget and project plan. If applicable, please note here any aspects of your project that you would like to point out as evidence in support of this criteria.

Part 5: Project details

25. Risk assessment

Outline the top three risks and mitigation measures that have been identified as part of the project (s).

Identified Risk	Risk rating (low, medium, high)	Mitigation measures	Residual Risk (low, medium, high)
Community consultation not achieved to a satisfactory level	Low	1.The project plan spells out how and when community engagement will be carried out and the aims of that community engagement. 2.A Facilitator will be contracted	high
The Project is not delivered on time	medium	1.A Working group will ensure project milestones are met. 2. The Landcare Officer is responsible for ensuring the project is delivered on time.	high
Biodiversity strategies not implemented.	medium	1.The Working group is responsible to ensure that through local government planning the biodiversity strategies are put in place. 2.Community consultation will	high

26. Project Plan

Please attach a project plan identifying key milestones and delivery timelines.

27. Project budget

Please provide a breakdown of the project activities, budget allocation and funding request.

Project activity	Grant Program request	Local Government contribution		Volunteer Contribution In-kind	Other contributions (cash or in-kind)	Total cost (ex GST)
		Cash	In-kind			
3 x Community engagement Meetings	5k		3980k			
6 x Working Group Meetings	2.3k		31.6k			
3 x Aboriginal Group Meetings with the Working Group	5k		31.6k			
Project Reporting	0		1.9k			
Develop a Project Working Group	\$500		1.9k			
Develop a bushland map and surveys	4k		16.5k			
Develop the biodiversity strategy report	3k		16.5k			
See the project plan for budget item calculations						
Total	19.8k		103.9k			

Please attach any written quotations from suppliers for Grant Program funding requests.

At 7.27 pm, Cr Karen Harrington and Cr Duncan South left the meeting.

11.6 INDUSTRY ATTRACTION AND BUSINESS DEVELOPMENT FUND ALLOCATION

File Reference:	ADM106
Location:	Shire of West Arthur
Applicant:	Darkan Hotel, Olivia Day and Alysia Kepert
Author:	Kerryn Chia, Projects Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	5/12/2023
Disclosure of Interest:	Kerryn Chia
Attachments:	Nil

SUMMARY:

Council is requested to consider the recommendation from the assessment committee for the distribution of the Industry Attraction and Business Development Funds.

The committee have recommended that the following amounts be allocated to applicants:

- Alysia Kepert - \$4000
- Darkan Hotel - \$3342
- Olivia Day - \$2658

BACKGROUND:

Council allocated \$10,000 in the 2023/24 budget to a grant fund for local small businesses to apply for funding to assist with development of their business. Guidelines were prepared by Shire staff and Council reviewed and agreed upon these guidelines in July 2023.

The grant fund was advertised in October 2023 and applications closed 11th November. Three applications were received:

- Darkan Hotel requested \$3468.50 for the development of the Hotel website and brand
- Olivia Day requested \$2658 for signage for the new café, Valley of Plenty
- Alysia Kepert requested \$4000 for feasibility study and business plan for a new tourism venture

The applications were provided to the assessment committee who all undertook independent assessment based on the following criteria:

- Business readiness (25 points)
- Location (with businesses located in the Darkan Townsite given preference. Note that this does not preclude businesses outside the townsite from applying) (10 points)
- The potential of the businesses to be successful and benefit the community (20 points)
- The potential of the business to employ people (10 points)
- Ability of the business to provide a service or experience that is currently not available within the Shire (10 points)
- Completeness and comprehensiveness of the application (20 points)
- Procuring suppliers or services within the Shire of West Arthur where available (5 points)

The assessment committee then discussed the proposed applications as a group and recommended that the following amounts be allocated to applicants:

- Alysia Kepert - \$4000
- Darkan Hotel - \$3342 (amount requested reduced by \$126.50)
- Olivia Day - \$2658

COMMENT:

The amount applied for by the three applicants totalled \$10,126.50 and was \$126.50 over the budget allocation of \$10,000 for this program.

It has been suggested by the assessment panel that the amount provided to the Darkan Hotel be reduced by \$126.50, as a component of that application (website subscription) is considered to be an annual operating expense that was specifically excluded as per the IABD fund guidelines.

However, given it is the first year that the website is to be operated by the Darkan Hotel, the assessment panel considered that providing approximately half of the expenditure for the website hosting component of the application would be of a benefit to the business and the local community of Darkan.

CONSULTATION:

Shire of Pingelly (operates a similar program)
Assessment Panel
CEO
Manager Corporate Services

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Expenditure of \$10,000 as per 2023-24 budget allocations.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021-2031
Theme - Local Economy

Outcome 2.2 – A growing, diverse business community
Strategy - Investigate opportunities for growth within the local economy

Economic Development Strategy
Priority 3: Business Support
3.11 - Develop an Industry Attraction Program

RISK IMPLICATIONS

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

need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

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

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

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	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	Funds are not expended in the manner in which they are intended
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Inadequate project or change management
Risk Action Plan (Controls or Treatment Proposed)	Agreements to be signed by all recipients outlining the manner of expenditure. 10% of the funds retained by the Shire and only provided when proof of project completion is supplied.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council allocate the following funds from the Industry Attraction and Business Development Fund according to the recommendation of the Assessment Committee:

- Alysia Kepert - \$4000
- Darkan Hotel - \$3342
- Olivia Day - \$2658

RESOLUTION CO-2023-160

Moved: Cr Robyn Lubcke

Seconded: Cr Adam Squires

That Council allocate the following funds from the Industry Attraction and Business Development Fund according to the recommendation of the Assessment Committee:

- Alysia Kepert - \$4000
- Darkan Hotel - \$3344
- Olivia Day - \$2656

In Favour: Crs Neil Morrell, Graeme Peirce, Robyn Lubcke, Adam Squires and Lucy Hall

Against: Nil

CARRIED 5/0

Note: The Author made a change to the recommendation in the dollar amounts presented.

At 7.29 pm, Cr Duncan South and Cr Karen Harrington returned to the meeting.

12 CORPORATE SERVICES**12.1 FINANCIAL REPORTS - NOVEMBER 2023**

File Reference:	ADM339
Location:	N/A
Applicant:	N/A
Author:	Melinda King, Manager Financial Reporting
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	7/12/2023
Disclosure of Interest:	Nil
Attachments:	1. Monthly Financial Report November 2023 ↓

SUMMARY:

Council is requested to consider the financial reports for the period ending 30 November 2023.

BACKGROUND:

The financial reports for the period ending 30 November 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		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	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

RESOLUTION CO-2023-161

Moved: Cr Adam Squires

Seconded: Cr Karen Harrington

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

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0

SHIRE OF WEST ARTHUR
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 November 2023

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statements required by regulation

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

**SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	1,998,156	1,998,156	1,998,350	194	0.01%	
Grants, subsidies and contributions	13	417,215	217,286	219,603	2,317	1.07%	
Fees and charges		336,840	175,753	167,461	(8,292)	(4.72%)	
Interest revenue		201,900	17,925	19,595	1,670	9.32%	
Other revenue		109,470	45,613	47,202	1,589	3.48%	
Profit on asset disposals	6	11,124	0	0	0	0.00%	
		3,074,705	2,454,733	2,452,211	(2,522)	(0.10%)	
Expenditure from operating activities							
Employee costs		(2,169,272)	(963,665)	(928,382)	35,283	3.66%	▲
Materials and contracts		(1,416,780)	(581,973)	(545,269)	36,704	6.31%	▲
Utility charges		(118,152)	(49,230)	(42,990)	6,240	12.68%	▲
Depreciation		(2,269,487)	(261,893)	(280,912)	(19,019)	(7.26%)	▼
Finance costs		(27,016)	(6,901)	(6,901)	0	0.00%	
Insurance		(130,039)	(130,039)	(122,840)	7,199	5.54%	
Other expenditure		(65,800)	(8,950)	(9,525)	(575)	(6.42%)	
Loss on asset disposals	6	(5,034)	0	0	0	0.00%	
		(6,201,580)	(2,002,651)	(1,936,819)	65,832	3.29%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,263,397	206,479	225,498	19,019	9.21%	▲
Amount attributable to operating activities		(863,478)	658,561	740,890	82,329	12.50%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	1,310,628	257,901	257,901	0	0.00%	
Proceeds from disposal of assets	6	125,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		30,007	7,409	7,409	0	0.00%	
		1,465,635	265,310	265,310	0	0.00%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,419,371)	(160,266)	(157,664)	2,602	1.62%	
Payments for construction of infrastructure	5	(1,564,245)	(378,990)	(377,147)	1,843	0.49%	
		(2,983,616)	(539,256)	(534,811)	4,445	0.82%	
Amount attributable to investing activities		(1,517,981)	(273,946)	(269,501)	4,445	1.62%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	150,000	0	0	0	0.00%	
Transfer from reserves	4	1,146,546	0	0	0	0.00%	
		1,296,546	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(125,119)	(29,045)	(29,045)	0	0.00%	
Transfer to reserves	4	(478,654)	(1,100)	(1,119)	(19)	(1.73%)	
		(603,773)	(30,145)	(30,164)	(19)	(0.06%)	
Amount attributable to financing activities		692,773	(30,145)	(30,164)	(19)	(0.06%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities		1,688,686	1,688,686	1,688,832	146	0.01%	
Amount attributable to investing activities		(863,478)	658,561	740,890	82,329	12.50%	▲
Amount attributable to investing activities		(1,517,981)	(273,946)	(269,501)	4,445	1.62%	
Amount attributable to financing activities		692,773	(30,145)	(30,164)	(19)	(0.06%)	
Surplus or deficit after imposition of general rates		0	2,043,156	2,130,057	86,901	4.25%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 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
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

	Supplementary Information	30 June 2023	30 November 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	4,257,269	4,664,698
Trade and other receivables		358,547	523,992
Other financial assets		30,007	22,598
Inventories	8	14,985	14,985
TOTAL CURRENT ASSETS		4,660,808	5,226,273
NON-CURRENT ASSETS			
Other financial assets		340,484	340,484
Property, plant and equipment		19,815,397	19,692,151
Infrastructure		115,289,607	115,666,752
TOTAL NON-CURRENT ASSETS		135,445,488	135,699,387
TOTAL ASSETS		140,106,296	140,925,660
CURRENT LIABILITIES			
Trade and other payables	9	235,168	160,161
Other liabilities	12	7,336	157,459
Borrowings	11	125,119	96,074
Employee related provisions	12	310,426	310,426
TOTAL CURRENT LIABILITIES		678,049	724,120
NON-CURRENT LIABILITIES			
Borrowings	11	561,137	561,137
Employee related provisions		11,941	11,941
TOTAL NON-CURRENT LIABILITIES		573,078	573,078
TOTAL LIABILITIES		1,251,127	1,297,198
NET ASSETS		138,855,169	139,628,462
EQUITY			
Retained surplus		10,500,426	11,272,600
Reserve accounts	4	2,754,878	2,755,997
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		138,855,169	139,628,462

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 December 2023

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Last Year	Year to Date
		Opening 30 June 2023	Closing 30 June 2023	30 November 2023
Current assets		\$	\$	\$
Cash and cash equivalents	3	4,257,269	4,257,269	4,664,698
Trade and other receivables		358,809	358,547	523,992
Other financial assets		30,007	30,007	22,598
Inventories	8	14,985	14,985	14,985
		<u>4,661,070</u>	<u>4,660,808</u>	<u>5,226,273</u>
Less: current liabilities				
Trade and other payables	9	(236,163)	(235,168)	(160,161)
Other liabilities	12	(6,750)	(7,336)	(157,459)
Borrowings	11	(125,119)	(125,119)	(96,074)
Employee related provisions	12	(316,845)	(310,426)	(310,426)
		<u>(684,877)</u>	<u>(678,049)</u>	<u>(724,120)</u>
Net current assets		3,976,193	3,982,759	4,502,153
Less: Total adjustments to net current assets	Note 2(c)	(2,287,507)	(2,293,927)	(2,372,096)
Closing funding surplus / (deficit)		1,688,686	1,688,832	2,130,057

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(11,124)	0
Add: Loss on asset disposals	6	5,034	0
Add: Depreciation		2,269,487	261,893
Movement in current employee provisions associated with restricted cash		0	(55,414)
Total non-cash amounts excluded from operating activities		2,263,397	206,479

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets	Adopted Budget	Last Year	Year to Date
	Opening 30 June 2023	Closing 30 June 2023	30 November 2023
	\$	\$	\$
Less: Reserve accounts	4	(2,754,878)	(2,755,997)
Less: Financial assets at amortised cost - self supporting loans	8	(30,007)	(30,007)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	125,119	125,119
- Employee Benefit Provision		372,259	365,839
Total adjustments to net current assets	Note 2(a)	(2,287,507)	(2,293,927)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

3 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 actual materially.
The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Expenditure from operating activities			
Employee costs	35,283	3.66%	▲
Employee costs below budget year to date.		Timing	
Materials and contracts	36,704	6.31%	▲
Fire brigade expenditure is greater than budget.	(25,000)	Permanent	
Plant costs are greater than year to date budget.	(32,067)	Timing	
Several accounts are below budget year to date. Non reportable variance.	93,771	Timing	
Utility charges	6,240	12.68%	▲
Utilities are below budget year to date.		Timing	
Depreciation	(19,019)	(7.26%)	▼
Depreciation will be above budget this year due to greater plant depreciation and revaluation of assets.		Permanent	
Non-cash amounts excluded from operating activities	19,019	9.21%	▲
Due to depreciation variance		Permanent	
Surplus or deficit after imposition of general rates	86,901	4.25%	▲
Due to variances described above			

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS

1	Key Information	8
2	Key Information - Graphical	9
3	Cash and Financial Assets	10
4	Reserve Accounts	11
5	Capital Acquisitions	12
6	Disposal of Assets	14
7	Receivables	15
8	Other Current Assets	16
9	Payables	17
10	Rate Revenue	18
11	Borrowings	19
12	Other Current Liabilities	20
13	Grants and contributions	21
14	Capital grants and contributions	22
15	Trust Fund	23
16	Budget Amendments	24
17	wages ytd	25
18	materials	26

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.69 M	\$1.69 M	\$1.69 M	\$0.00 M
Closing	\$0.00 M	\$2.04 M	\$2.13 M	\$0.09 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Total	\$4.66 M	
Unrestricted Cash	\$1.91 M	40.9%
Restricted Cash	\$2.76 M	59.1%

Refer to 3 - Cash and Financial Assets

Payables	
	% Outstanding
Total	\$0.16 M
Trade Payables	\$0.05 M
0 to 30 Days	56.4%
Over 30 Days	43.6%
Over 90 Days	31.1%

Refer to 9 - Payables

Receivables		
	\$	% Collected
Total	\$0.05 M	
Rates Receivable	\$0.47 M	74.3%
Trade Receivable	\$0.05 M	% Outstanding
Over 30 Days		98.3%
Over 90 Days		94.7%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.86 M)	\$0.66 M	\$0.74 M	\$0.08 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.00 M	
YTD Budget	\$2.00 M	0.0%

Refer to 10 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.22 M	
YTD Budget	\$0.22 M	1.1%

Refer to 13 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.17 M	
YTD Budget	\$0.18 M	(4.7%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.52 M)	(\$0.27 M)	(\$0.27 M)	\$0.00 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.13 M	0.0%

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.38 M	
Adopted Budget	\$1.56 M	24.1%

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.26 M	
Adopted Budget	\$1.31 M	19.7%

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.69 M	(\$0.03 M)	(\$0.03 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	(\$0.03 M)
Interest expense	(\$0.01 M)
Principal due	\$0.66 M

Refer to 11 - Borrowings

Reserves	
	\$
Reserves balance	\$2.76 M
Interest earned	\$0.00 M

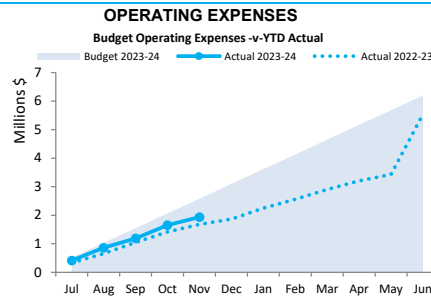
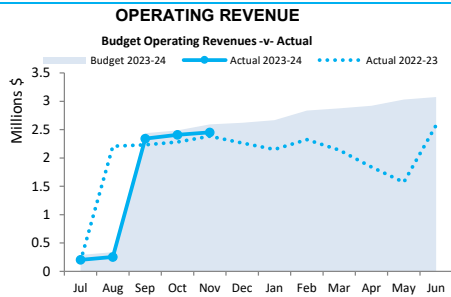
Refer to 4 - Cash Reserves

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

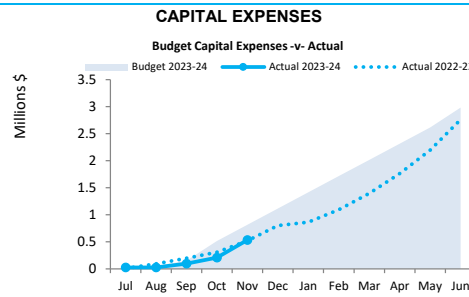
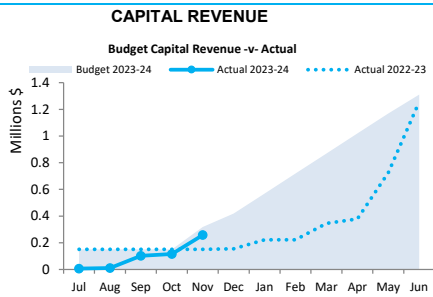
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

2 KEY INFORMATION - GRAPHICAL

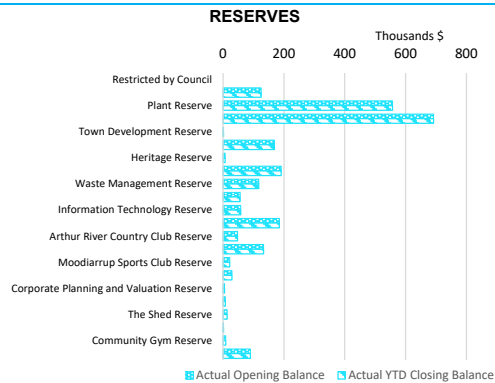
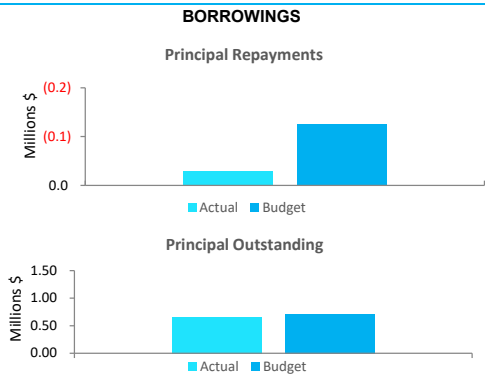
OPERATING ACTIVITIES



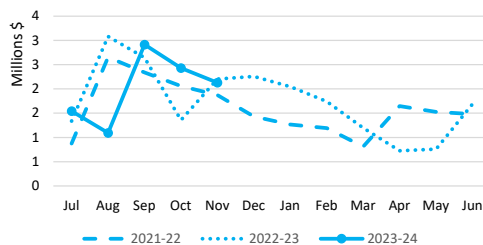
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal cash at bank	Cash and cash equivalents	258,601	0	258,601	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	750,000	0	750,000	0	NAB	2.55%	N/A
Reserve - CM	Cash and cash equivalents	0	35	35	0	NAB	2.55%	N/A
Trust	Cash and cash equivalents	0	0	0	162	NAB	1.00%	N/A
Trust - CM	Cash and cash equivalents	0	0	0	5,269	NAB	2.55%	N/A
Cash on hand		100	0	100	0	CASH	0.01%	N/A
Municipal	Cash and cash equivalents	500,000	0	500,000	0	NAB	4.85%	2/1/2024
Municipal	Cash and cash equivalents	400,000	0	400,000	0	NAB	5.00%	29/2/2024
Reserve	Cash and cash equivalents	0	600,000	600,000	0	NAB	5.38%	2/2/2024
Reserve	Cash and cash equivalents	0	2,000,000	2,000,000	0	BOQ	5.55%	12/2/2024
Reserve	Cash and cash equivalents	0	155,962	155,962	0	NAB	5.10%	2/4/2024
Trust	Cash and cash equivalents	0	0	0	68,000	NAB	5.10%	2/4/2024
Total		1,908,701	2,755,997	4,664,698	73,431			
Comprising								
Cash and cash equivalents		1,908,701	2,755,997	4,664,698	73,431			
		1,908,701	2,755,997	4,664,698	73,431			

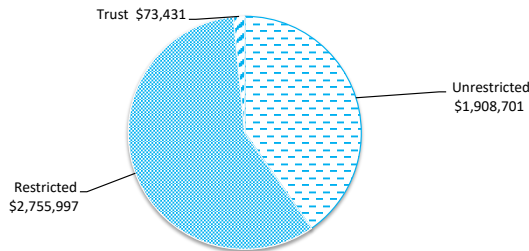
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other a



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfers	Transfers	Closing	Opening	Interest	Transfers	Transfers	Closing
	Balance	Earned	In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave Reserve	125,105	5,972	0	0	131,077	125,105	51	0	0	125,156
Plant Reserve	556,751	26,577	300,000	(376,926)	506,402	556,751	226	0	0	556,977
Building Reserve	691,759	33,021	0	(694,620)	30,160	691,759	281	0	0	692,040
Town Development Reserve	1,578	75	0	0	1,653	1,578	1	0	0	1,579
Recreation Reserve	168,617	8,049	0	0	176,666	168,617	68	0	0	168,685
Heritage Reserve	6,563	313	150	0	7,026	6,563	3	0	0	6,566
Community Housing Reserve	191,208	9,127	1,000	(1,000)	200,335	191,208	78	0	0	191,286
Waste Management Reserve	117,002	5,585	0	(35,000)	87,587	117,002	48	0	0	117,050
Darkan Swimming Pool Reserve	55,826	2,665	5,000	0	63,491	55,826	23	0	0	55,849
Information Technology Reserve	57,723	2,755	0	(25,000)	35,478	57,723	23	0	0	57,746
Darkan Sport and Community Centre Reserve	184,875	8,825	30,000	0	223,700	184,875	75	0	0	184,950
Arthur River Country Club Reserve	47,461	2,266	0	0	49,727	47,461	19	0	0	47,480
Museum Reserve	132,904	6,344	6,000	(5,000)	140,248	132,904	54	0	0	132,958
Moodiarrup Sports Club Reserve	22,156	1,058	5,000	0	28,214	22,156	9	0	0	22,165
Landcare Reserve	29,067	1,388	0	(5,000)	25,455	29,067	12	0	0	29,079
Corporate Planning and Valuation Reserve	4,596	219	0	0	4,815	4,596	2	0	0	4,598
Kids Central Reserve	7,088	338	0	(2,000)	5,426	7,088	3	0	0	7,091
The Shed Reserve	13,103	625	0	0	13,728	13,103	5	0	0	13,108
Recreation Trails Reserve	1,258	60	0	0	1,318	1,258	1	0	0	1,259
Community Gym Reserve	8,558	409	0	(2,000)	6,967	8,558	3	0	0	8,561
Economic Development Reserve	89,885	4,291	0	0	94,176	89,885	37	0	0	89,922
Road Reserve	241,795	11,542	0	0	253,337	241,795	98	0	0	241,893
	2,754,878	131,504	347,150	(1,146,546)	2,086,986	2,754,878	1,119	0	0	2,755,997

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	120,620	12,500	12,326	(174)
Buildings - non-specialised	606,000	33,500	33,572	72
Buildings - specialised	25,000	0	0	0
Furniture and equipment	188,000	0	382	382
Plant and equipment	479,751	114,266	111,384	(2,882)
Acquisition of property, plant and equipment	1,419,371	160,266	157,664	(2,602)
Infrastructure - roads	1,153,551	366,890	364,872	(2,018)
Infrastructure - Other	410,694	12,100	12,275	175
Acquisition of infrastructure	1,564,245	378,990	377,147	(7,047)
Total capital acquisitions	2,983,616	539,256	534,811	(9,649)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,310,628	257,901	257,901	0
Borrowings	150,000	0	0	0
Other (disposals & C/Fwd)	125,000	0	0	0
Reserve accounts				
Plant Reserve	376,926	0	0	0
Building Reserve	694,620	0	0	0
Community Housing Reserve	1,000	0	0	0
Waste Management Reserve	35,000	0	0	0
Information Technology Reserve	25,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	5,000	0	0	0
Kids Central Reserve	2,000	0	0	0
Community Gym Reserve	2,000	0	0	0
Contribution - operations	251,442	281,355	276,910	(4,445)
Capital funding total	2,983,616	539,256	534,811	(4,445)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

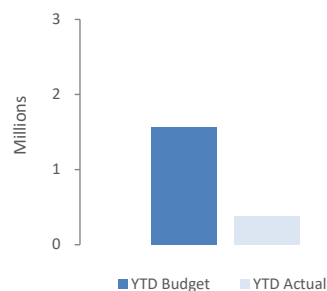
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



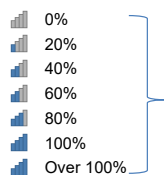
SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

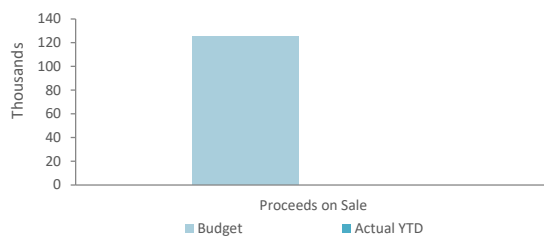
		Adopted			Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over	
	E168822	New ERP and EDRMS	(175,000)	(350)	(382)	32
	E168823	CCTV System - Railway Reserve	(13,000)	0	0	0
	E168522	Burrows Street West - subdivision	(43,500)	(5,000)	(5,025)	25
	E168523	Land Acquisition and Development	(41,120)	0	0	0
	E168524	4WDL Key worker housing	(6,500)	(6,500)	(6,500)	0
	E168525	Industrial Land Growden Place headworks, elec, survey	(36,000)	(7,500)	(7,301)	-199
	E168519	Staff housing improvements/renovations	(90,000)	0	0	0
	E168520	New staff house	(509,500)	(27,000)	(27,072)	72
	E168521	Record Storage - Shire Depot	(25,000)	0	0	0
	E167940	Hillman Reserve Walk trail	(13,517)	(7,800)	(7,888)	88
	E167941	New playground equipment	(140,000)	(1,000)	(655)	-345
	E167942	Lake Towerrinning easement	(22,800)	0	0	0
	E167943	Access track - Hillman Reserve	(170,000)	(200)	(199)	-1
	E167944	EV charging station	(16,300)	(3,100)	(3,533)	433
	E167835	Kubota Skid Steer	(160,000)	0	0	0
	E167836	Gardener's Truck	(70,000)	0	0	0
	E167837	Rotary Axe Slasher	(28,000)	(28,000)	(30,500)	2500
	E167838	2016 Holden Rodeo Grader Ute	(35,000)	0	0	0
	E167839	Works Manager Ute	(53,000)	0	0	0
	E167840	New compressor for workshop	(11,379)	0	0	0
	E167841	Workshop Mobile Column Hoist	(43,900)	(43,900)	(39,990)	-3910
	E167842	Workshop Scan Tools	(14,541)	(14,541)	(13,068)	-1473
	E167843	Oil Reels, Pumps and Bulk Waste Oil	(23,106)	0	0	0
	E167844	Depot Oil Storage	(13,000)	0	0	0
	E167845	3 x Fast Fill Trailer for Bush Fire Brigades	(27,825)	(27,825)	(27,825)	0
	E168908	Boyup Brook Arthur Road	(406,062)	(255,590)	(255,261)	-329
	E168909	Darkan Williams Road	(147,930)	(80,000)	(79,728)	-272
	E168910	Cordinger North Road	(245,997)	(19,000)	(19,013)	13
	E168911	Beaufort road	(74,903)	0	0	0
	E168912	Clarke Road	(153,329)	(10,000)	(8,655)	-1345
	E168913	Darkan South	(43,500)	(2,000)	(1,872)	-128
Infrastructure - Other						
	E168914	Old tennis court - removal	(20,839)	0	(57)	57
	E168915	Caravan park intersection	(10,991)	0	0	0
	E168916	Landfill management	(35,000)	0	0	0
	E168917	Dump point - information bay	(15,000)	(300)	(285)	-15
		(2,983,616)	(539,606)	(534,809)	(4,797)	

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land - freehold land								
	Industrial land Growden Place	46,000	50,000	4,000	0	0	0	0	0
	Plant and equipment								
	Kubota Skid Steer	35,034	30,000	0	(5,034)	0	0	0	0
	Gardeners Truck	4,360	5,000	640	0	0	0	0	0
	Holden Rodeo	1,050	5,000	3,950	0	0	0	0	0
	Works Manager Vehicle	32,466	35,000	2,534	0	0	0	0	0
		118,910	125,000	11,124	(5,034)	0	0	0	0



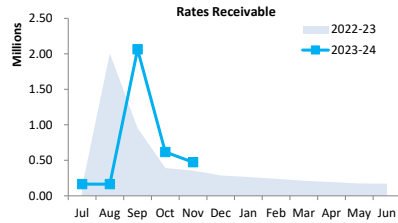
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 Jun 2023	30 Nov 2023
	\$	\$
Opening arrears previous years	200,216	171,494
Levied this year	2,014,840	1,998,350
Less - collections to date	(1,960,221)	(1,612,635)
Gross rates collectable	254,835	557,209
Allowance for impairment of rates receivable	(83,341)	(83,341)
Net rates collectable	171,494	473,868
% Collected	88.5%	74.3%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	730	0	1,538	40,496	42,764
Percentage	0.0%	1.7%	0.0%	3.6%	94.7%	
Balance per trial balance						
Trade receivables						42,764
GST receivable						7,360
Total receivables general outstanding						50,124

Amounts shown above include GST (where applicable)

KEY INFORMATION

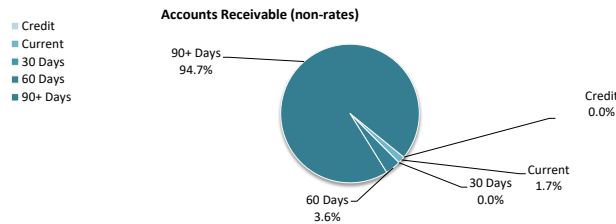
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 November 2023
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	30,007		(7,409)	22,598
Inventory				
Fuel and materials	14,985		0	14,985
Total other current assets	44,992	0	(7,409)	37,583

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

OPERATING ACTIVITIES

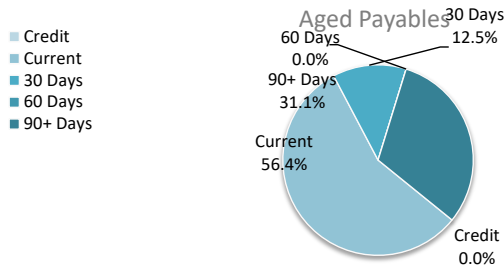
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	90,402	20,000	0	49,759	160,161
Percentage	0.0%	56.4%	12.5%	0.0%	31.1%	
Balance per trial balance						
Sundry creditors						49,432
Other payables						17,801
Income Received in Advance						1,313
Accrued expenditure						20,000
Payroll deductions						39,657
Collections						31,958
Total payables general outstanding						160,161

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Budget		YTD Actual		Total Revenue \$
					Interim Rate Revenue \$	Total Revenue \$	Rate Revenue \$	Interim Rate Revenue \$	
Gross rental value									
GRV Townsite	0.083280	85	744,156	61,973	0	61,973	61,973	0	61,973
GRV Commercial	0.083280	13	239,564	19,951	0	19,951	19,951	0	19,951
GRV Industrial	0.083280	7	112,580	9,376	0	9,376	9,376	0	9,376
GRV Other Townsite	0.083280	15	95,888	7,986	0	7,986	7,986	0	7,986
Unimproved value									
UV Rural	0.003954	371	455,842,000	1,802,399	0	1,802,399	1,802,399	38	1,802,437
Sub-Total		491	457,034,188	1,901,685	0	1,901,685	1,901,685	38	1,901,723
Minimum payment									
Gross rental value									
GRV Townsite	597	47	179,632	28,059	0	28,059	28,059	0	28,059
GRV Commercial	597	9	22,440	5,373	0	5,373	5,373	0	5,373
GRV Industrial	597	3	9,690	1,791	0	1,791	1,791	0	1,791
GRV Other Townsite	417	19	20,820	7,923	0	7,923	7,923	0	7,923
UV Rural	597	83	7,091,434	49,551	0	49,551	49,551	0	49,551
Sub-total		161	7,324,016	92,697	0	92,697	92,697	0	92,697
Amount from general rates						1,994,382			1,994,420
Ex-gratia rates						3,774			3,930
Total general rates						1,998,156			1,998,350

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	
GROH Housing	70	96,078	0	0	(13,065)	(53,558)	83,013	42,520	(1,576)	(5,003)
Industrial Land	72	28,058	0	0	(2,704)	(10,950)	25,354	17,108	(229)	(784)
ERP	75	0	0	150,000	0	(6,781)	0	143,219	0	(1,571)
Loader	74	252,745	0	0	(5,867)	(23,823)	246,878	228,922	(2,528)	(9,758)
		376,881	0	150,000	(21,636)	(95,112)	355,245	431,769	(4,333)	(17,116)
Self supporting loans										
WA Cottage Homes		309,375	0	0	(7,409)	(30,007)	301,966	279,368	(2,568)	(9,900)
		309,375	0	0	(7,409)	(30,007)	301,966	279,368	(2,568)	(9,900)
Total		686,256	0	150,000	(29,045)	(125,119)	657,211	711,137	(6,901)	(27,016)
Current borrowings		125,119					96,074			
Non-current borrowings		561,137					561,137			
		686,256					657,211			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
ERP and EDRMS Software	0	150,000	WATC	Fixed	5	17,042	4	0	0	0
	0	150,000				17,042		0	0	0

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2023
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		586	0	96,119	(586)	96,119
Capital grant/contributions liabilities		6,750	0	284,666	(230,076)	61,340
Total other liabilities		7,336	0	380,785	(230,662)	157,459
Employee Related Provisions						
Provision for annual leave		122,354	0	0	0	122,354
Provision for long service leave		188,072	0	0	0	188,072
Total Provisions		310,426	0	0	0	310,426
Total other current liabilities		317,762	0	380,785	(230,662)	467,885

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2023	Current Liability 30 Nov 2023	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
Grants Commission - General (WALGGC)	0	0	0	0	0	30,911	15,456	30,911	0	30,911	15,456
Grants Commission - Roads (WALGGC)	0	0	0	0	0	32,595	16,298	32,595	0	32,595	16,298
Governance											
National Australia Day Grant	0	8,000	(2,329)	5,671	5,671	0	0	0	8,000	8,000	2,329
DFES Grant - Operating	0	25,556	(25,556)	0	0	51,112	25,556	51,112	0	51,112	25,556
Education & Welfare											
Council on the Ageing	0	909	(600)	309	309	0	0	0	909	909	600
Recreation & Culture Grants	0	0	0	0	0	1,000	0	1,000	0	1,000	0
LRCI - Swimming Pool	0	0	0	0	0	34,644	0	34,644	0	34,644	0
Library Income	586	0	(586)	0	0	0	0	0	0	0	586
Community Events	0	1,100	(403)	697	697	1,600	1,600	1,600	0	1,600	403
Health											
Disability Grant	0	1,100	0	1,100	1,100	0	0	0	1,000	1,000	0
Direct Road Grant	0	0	0	0	0	158,376	158,376	158,376	0	158,376	158,376
FRRR Grant Income	0	88,342	0	88,342	88,342	106,437	0	106,437	0	106,437	0
	586	125,007	(29,474)	96,119	96,119	416,675	217,286	416,675	9,909	426,584	219,603
Contributions											
Contributions Minor	0	0	0	0	0	540	0	540	0	540	0
	0	0	0	0	0	540	0	540	0	540	0
TOTALS	586	125,007	(29,474)	96,119	96,119	417,215	217,286	417,215	9,909	427,124	219,603

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2023			30 Nov 2023	30 Nov 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
DFES Grant	0	0	0	0	0	27,825	27,825	27,825
LRCIP Phase 4 - CCTV	0	0	0	0	0	10,000	0	0
DLGSC - Hillman Reserve Walk Trail	6,750	0	(6,750)	0	0	6,750	6,750	6,750
LRCIP Phase 4 Playground	0	0	0	0	0	140,000	0	0
LRCIP Phase 4 Hillman Reserve Access	0	0	0	0	0	170,000	0	0
LRCIP Phase 4 Dump Point	0	0	0	0	0	13,305	0	0
LRCIP - to be allocated	0	0	0	0	0	48,077	0	0
Dump point grant	0	0	0	0	0	1,695	0	0
Roads to Recovery	0	0	0	0	0	320,264	0	0
Regional Road Group	0	284,666	(223,326)	61,340	61,340	368,788	223,326	223,326
LRCIP Phase 4	0	0	0	0	0	196,829	0	0
EV Charging	0	0	0	0	0	7,095	0	0
	6,750	284,666	(230,076)	61,340.00	61,340.00	1,310,628	257,901	257,901

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening	Amount	Amount	Closing
	Balance			Received
	1 July 2023			30 Nov 2023
	\$	\$	\$	\$
Westcare	43,822	0	0	43,822
Seniors Luncheon	1,512	0	(411)	1,101
Arthur River Development	2,769	0	0	2,769
RSL Trust Fund	4,141	0	0	4,141
Darkan Arts Council	8,004	0	0	8,004
Arthur River Hall	2,840	0	0	2,840
Arthur River Restoration	10,622	0	0	10,622
Trust Fund Interest	0	132	0	132
	73,710	132	(411)	73,431

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

16 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Budget adoption						0
Allocation of LRCI funds to be used for Glenorchy Bridge repair - Sep 23	CO-2023-116		0	48,077	(48,077)	0
Bike Month grant - August 23	CO-2023-101	Operating revenue	0	2,000	0	2,000
Bike month expenditure - august 23	CO-2023-101	Operating expenses	0	0	(2,000)	0
Thank a volunteer - \$1,000 to be approved Nov 23		Operating revenue		1,000		1,000
Thank a volunteer - \$1,000 to be approved Nov 23		Operating expenses			(1,000)	0
WA seniors week - \$1,000 to be approved Nov 23		Operating revenue		1,000		1,000
WA seniors week - \$1,000 to be approved Nov 23		Operating expenses			(1,000)	0
International Day of People with Disability \$1,000 Approved Nov 23		Operating revenue		1,000		1,000
International Day of People with Disability \$1,000 Approved Nov 24		Operating expenses			(1,000)	0
Australia Day - \$10,000 approved Nov 23		Operating revenue		10,000		10,000
Australia Day - \$10,000 approved Nov 23		Operating expenses			(10,000)	0
				63,077	(63,077)	0

12.2 ACCOUNTS FOR PAYMENT LISTING - NOVEMBER 2023

File Reference:	ADM338
Location:	N/A
Applicant:	N/A
Author:	Kylie Whitaker, Finance Officer
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	7/12/2023
Disclosure of Interest:	Nil
Attachments:	1. Accounts for Payment Listing - November 2023 2. Credit Card Payment Summary - 29 September to 27 October 2023

SUMMARY:

Council is requested to endorse payments of accounts for November 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 F29 – Purchasing 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		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (25)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	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

RESOLUTION CO-2023-162

Moved: Cr Graeme Peirce

Seconded: Cr Adam Squires

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 01112023.1-01112023.37, 08112023.1, 16112023.1-16112023.49, 21112023.1-21112023.14, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$669,363.44 listed (attached) as approved for payment; and
2. note the attached transaction summary of the Corporate Credit Card facility from 29 September to 27 October 2023.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0

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

Date	Num	Name	Original Amount
01/11/2023	01112023.1	AAQ AUSTRALIA (SWH PARTNERS PTY LTD) WORKSHOP MOBILE COLUMN HOIST	21,995.00
01/11/2023	01112023.2	AFGRI EQUIPMENT AUSTRALIA PTY LTD G12 - PARTS AND REPAIRS	1,664.11
01/11/2023	01112023.3	AIR LIQUIDE ARCAL FORCE (LA)	68.33
01/11/2023	01112023.4	ASSET VALUATION ADVISORY 2 DESKTOP VALUATION REPORTS FOR 25 NANGIP CRESENT & 18 GIBBS STREET	3,960.00
01/11/2023	01112023.5	BUNCE, GEOFF REIMBURSEMENT FOR DOOR SEALS AND SIGNS, MORTICE INDICATOR BOLT FOR NEW POOL ABLUTIONS WOOD HEATHER ROPE SEAL AND WOOD HEATER GASKET SEAL	119.33
01/11/2023	01112023.6	COLLIE MOWERS & MORE PARTS AND REPAIRS FOR WHIPPER SNIPPER AND FUEL TANK	1,244.00
01/11/2023	01112023.7	CR DUNCAN SOUTH COUNCILLOR SITTING FEES, TRAVEL AND COMMUNICATION ALLOWANCE 1ST QUARTER 23/24	765.98
01/11/2023	01112023.8	CR KAREN HARRINGTON COUNCILLOR SITTING FEES, TRAVEL AND COMMUNICATION ALLOWANCE 1ST QUARTER 23/24	1,381.75
01/11/2023	01112023.9	CR LUCY HALL COUNCILLOR SITTING FEES, TRAVEL AND COMMUNICATION ALLOWANCE 1ST QUARTER 23/24	100.00
01/11/2023	01112023.10	DARKAN AGRI SERVICES NEW POOL ABLUTIONS ITEMS, FIRE FLANGE CAM LOCK SEALS, GAS BOTTLES, CAPE TULIP SPRAY, ROSE FOOD, WEED CONTROL, BATTERIES, KEY CUT DURA STANDPIPE	2,621.33
01/11/2023	01112023.11	DIGGAWEST & EARTHPARTS WA ROTARY AXE SLASHER	33,550.00
01/11/2023	01112023.12	FUEL DISTRIBUTORS OF WA 14000L DIESEL DEPOT, FUEL ON RAJ'S CAR, SURCHARGE ON NON PUMA SERVICE STATION	28,825.37
01/11/2023	01112023.13	G & M DETERGENTS PUBLIC CONVENIENCES, LAKE AND PUBLIC HALLS JUMBO TOILET ROLL	336.00
01/11/2023	01112023.14	GRANTS EMPIRE BURROWES ST WEST LAND RELEASE - PREPARATION OF BUSINESS CASE SUBMISSION	2,640.00
01/11/2023	01112023.15	HERSEY'S SAFETY PTY LTD WORKSHOP SCAN TOOLS FOR TRUCK INCLUDES 20 MONTH SUBSCRIPTION	14,300.00
01/11/2023	01112023.16	INFINITUM TECHNOLOGIES PTY LTD EDRMS IMPLEMENTATION	143.00
01/11/2023	01112023.17	JE PLANNING SERVICES BURROWES ST WEST LAND RELEASE PLANNING SERVICES	2,887.50
01/11/2023	01112023.18	LANDGATE MINIMUM CHARGE 7/9/23 3/10/23	43.50
01/11/2023	01112023.19	LGISWA INSURANCE 2ND INSTALMENT 23/24	104,579.21
01/11/2023	01112023.20	MCPEST PEST CONTROL SHIRE PROPERTIES PEST SPRAY	5,060.00
01/11/2023	01112023.21	MM ELECTRICAL MERCHANDISING FLOURO TUBES AND STARTERS FOR PUBLIC CONVENIENCES	129.81
01/11/2023	01112023.22	MOTORPASS FUEL FOR 1ECE747, MANAGEMENT FEE AND TRANSACTION FEE	172.23
01/11/2023	01112023.23	OFFICEWORKS OFFICE STATIONERY SUPPLIES	1,135.52
01/11/2023	01112023.24	P & S GRIGGS PLUMBING POOL ABLUTIONS - SUPPLY AND INSTALL 270 ISTORE HWS	4,650.00
01/11/2023	01112023.25	PUTLAND MOTORS C28, L15, C30, C6, T5, L1, T22, B6, B3, G12, T12, T15, CHAINSAW, GEOFF'S VEHICLE, C2 - PARTS AND REPAIRS	23,205.34
01/11/2023	01112023.26	QUEST INNALOO 2 BEDROOM APARTMENT FOR DEBT RECOVERY TRAINING IN 12/10 OUT 13/10	344.00
01/11/2023	01112023.27	REINHOLD, DANIEL GUNNAR T/AS AW149 JCB2011 AIRCONDITIONING RECHARGE, AW3453 KUBOTA M70400 AIRCONDITONG RECHARGE	443.00
01/11/2023	01112023.28	ROSLYN KING (CLEANING CONTRACTOR) CLEANING SERVICES 20/9 - 25/10/23 CARAVAN PARK, CRC, OFFICE, PUBLIC CONVENIENCES AND HALL	8,847.90
01/11/2023	01112023.29	SMARTSHEET INC. BUSINESS PLAN PLUS PRO SUPPORT LICENSED USERS 20/10/2023 - 19/10/2024	2,580.00
01/11/2023	01112023.30	TEAM GLOBAL EXPRESS BUNBURY MACHINERY FREIGHT	77.83
01/11/2023	01112023.31	TIMBER INSIGHT PTY LTD BRIDGE 4020 GLENORCHY EMERGENCY STRUCTRAL REPAIRS	10,793.09
01/11/2023	01112023.32	WA CONTRACT RANGER SERVICES PTY LTD RANGER SERVICES INCLUDING TRAVEL 9/10, 16/10 AND 24/10/23	992.75
01/11/2023	01112023.33	WAGIN MECHANICAL REPAIRS T17 AND T18 - PARTS AND REPAIRS	3,217.20
01/11/2023	01112023.34	WCP CIVIL PTY LTD BOYUP BROOK ARTHUR ROAD MOBILISATION FULL CREW BOYUP BROOK ARTHUR ROAD WET MIXING 300MM DEPTH	15,358.99
01/11/2023	01112023.35	WESTRAC BUNBURY R12 PAD FOOT ROLLER	603.64
01/11/2023	01112023.36	WISNIEWSKI JAMES REIMBURSEMENT FOR TOILET ROLL HOLDER FOR NEW POOL ABLUTIONS	13.60
01/11/2023	01112023.37	ZONE 50 ENGINEERING SURVEYS PTY LTD BOYUP BROOK ARTHUR RIVER RD PEGGING CORDERING NORTH ROAD DESIGN	8,182.43
01/11/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK NAB CONNECT FEES SEPTEMBER 2023	37.49
03/11/2023	DIRECTDEBIT	WATER CORPORATION SERVICE CHARGE FOR 11 KING STREET (\$43.19 DIRECT DEBITED ON 19/10)	3.91
08/11/2023	08112023.1	LOCAL GOVERNMENT PROFESSIONALS AUS WA LG PROFESSIONALS STATE CONFERENCE REGISTRATION FEE AND ANNUAL AWARDS DINNER REGISTRATION FEE	1,500.00
09/11/2023	EFT	SALARIES AND WAGES PAYROLL	64,268.21

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

Date	Num	Name	Original Amount
10/11/2023	DIRECTDEBIT	ASGARD SUPER FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	321.86
10/11/2023	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	159.17
10/11/2023	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	276.32
10/11/2023	DIRECTDEBIT	AUSTRALIAN SUPER FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	2,546.61
10/11/2023	DIRECTDEBIT	AWARE SUPER FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	7,310.32
10/11/2023	DIRECTDEBIT	COLONIAL FIRST STATE FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	884.92
10/11/2023	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	199.11
10/11/2023	DIRECTDEBIT	HOSSTPLUS FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	16.02
10/11/2023	DIRECTDEBIT	PRIME SUPER FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	279.54
16/11/2023	DIRECTDEBIT	SYNERGY USAGE AND SUPPLY FOR VARIOUS SHIRE PROPERTIES	8,835.01
16/11/2023	DIRECTDEBIT	TELSTRA USAGE AND SERVICE CHARGE FOR CRC, WORKS MANAGER, DEPOT WIFI, CHALET/CPARK IPAD, MCS AND WORKS MANAGER NETGEAR NIGHTHAWK FOR HOME, OFFICE DATA PACKAGE, HOUSING IPAD, MECHANIC, SWIMMING POOL DATA, CASS SQUIRES MOBILE, ADMINE PHONE LINE, DEPOT AND POOL PHONE LINE	2,640.87
16/11/2023	16112023.1	3 MONKEYS AUDIOVISUAL AUSTRALIA DAY MIPRO MA708 PORTABLE PA	2,562.21
16/11/2023	16112023.2	AIR LIQUIDE FACILITY FEE ON "G" AND "D" SIZE CYLINDERS	49.28
16/11/2023	16112023.3	ARCHAE AUS PTY LTD PHASE 1 PROJECT MANAGEMENT HILLMAN NATURE RESERVE WALK TRAIL	1,120.63
16/11/2023	16112023.4	AUSTRALIA POST BULK LODGEMENT, BOX STAMPS, TRANSFER OF LAND EXPRESS POST	175.03
16/11/2023	16112023.5	BELL, SHARON LEIGH REIMBURSEMENT FOR SENIORS MEALS, TEABAGS FOR OFFICE, GROCERIES FOR MELBOURNE CUP	306.29
16/11/2023	16112023.6	BLACKWOOD BASIN GROUP (INC) LANDCARE SUPPORT FOR SEPT 2023 INCLUDING KM'S AND MILK AND BISCUITS PROVIDED FOR EVENT	1,672.38
16/11/2023	16112023.7	BODDINGTON MEDICAL CENTRE FUEL REIMBURSEMENT FOR DOCTOR FOR PERIOD: 5 AND 26 OCT 23	190.00
16/11/2023	16112023.8	BUNBURY MACHINERY BLADES AND SPRING CUPS FOR KUBOTA MOWER	208.00
16/11/2023	16112023.9	CENTRAL GARAGE PARTS AND REPAIRS - HINO TRUCK	495.00
16/11/2023	16112023.10	CGS TYRES R12 - PARTS AND REPAIRS	450.00
16/11/2023	16112023.11	CLOUD COLLECTIONS PTY LTD REIMBURSE INCORRECT TRANSFER TO OUR ACCOUNT	1,501.50
16/11/2023	16112023.12	COLLIE MOWERS & MORE PROTECTIVE HEAD COVER, WIP CORD, 2 STROKE OIL, WIP SPOOL	276.00
16/11/2023	16112023.13	CORUM HEALTH SERVICES LOTS DISPENSE 01/10/23 - 31/12/2023 AND PBS ONLINE ACCESS 01/10/23 - 31/12/23	700.59
16/11/2023	16112023.14	CR N M MANUEL COUNCILLOR SITTING FEES, TRAVEL AND COMMUNICATION ALLOWANCE 1ST QUARTER 23/24	615.64
16/11/2023	16112023.15	DARKAN PRIMARY SCHOOL YEAR 6 DUX AWARD 2023	50.00
16/11/2023	16112023.16	DATALINE VISUAL LINK PTY LTD DARKAN SWIMMING POOL FOB (EXPRESS FREIGHT INCLUDED) QUOTE NO: 12062	393.80
16/11/2023	16112023.17	DEPARTMENT OF MINES, IND REG AND SAFETY OCT23 REMITTANCE 140 KNIGHT RD, 10 KING STREET, 9889 COALFIELD RD, 1061 HOWIE (FLEAYS) RD	1,756.50
16/11/2023	16112023.18	EASFLEET MANAGEMENT MOUNTSVILLE PTY LTD SALARY SACRIFICE PAYMENTS BUNCE MONTH TO 1 NOV 2023	1,318.99
16/11/2023	16112023.19	EXURBAN RURAL AND REGIONAL PLANNING GENERAL TOWN PLANNING CONSULTANCY SERVICES DURING OCTOBER 2023	3,999.17
16/11/2023	16112023.20	FLEAYS STORE OFFICE REFRESHMENTS FOR OCTOBER 2023	118.40
16/11/2023	16112023.21	FUEL DISTRIBUTORS OF WA 11 000L DIESEL DEPOT, 1 500L ULP DEPOT AND FUELF OR RAJ'S CAR	21,794.82
16/11/2023	16112023.22	INFINITUM TECHNOLOGIES PTY LTD ADOPE ACROBAT PRO SUBSCRIPTION, COUNCILLOR IPADS	8,539.58
16/11/2023	16112023.23	INFO COUNCIL PTY LTD REBRANDING ENHANCEMENTS TO INFOCOUNCIL AGENDA AND MINUTES SOFTWARE	5,546.97
16/11/2023	16112023.24	KING, JANICE BOND REIMBURSEMENT FOR DARKAN HALL AND CHAIR REFUND (INVOICED FOR FULL PRICE CHAIRS, BUT SOME WERE THE OLD CHAIRS)	318.55
16/11/2023	16112023.25	LUSH FIRE & PLANNING PLANNING SERVICES	1,287.00
16/11/2023	16112023.26	MATTHEWS, OLIVIA REIMBURSEMENT OF 1 X NIGHT CHALET HIRE	140.00
16/11/2023	16112023.27	MCLEODS BARRISTERS AND SOLICITORS TOTAL PROFESSIONAL FEES, ADVICE OF SALE, EAS LANDGATE FEE, POSTAGE AND REQUISITION FEE 19 FARRELL ST, DURANILLIN PROPERTY SALE PART OF LOT 9001 GROWDEN PLACE, DARKAN	1,852.09
16/11/2023	16112023.28	NARROGIN PUMPS SOLAR AND SPRAYING 1TBM603 DURANILLIN FAST FILL TRAILER HONDA GX200 PUMP	1,228.70
16/11/2023	16112023.29	QHSE INTEGRATED SOLUTIONS PTY LTD TIAS SK SKYTRUST MONTHLY SUBSCRIPTION NOVEMBER 2023	218.90
16/11/2023	16112023.30	RESONLINE PTY LTD CARAVAN PARK ROOM MANAGER SUPPORT SERVICES 23/24	220.00

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

Date	Num	Name	Original Amount
16/11/2023	16112023.31	RJ SMITH ENGINEERING D6 AND D3 - PARTS AND REPAIRS	1,859.00
16/11/2023	16112023.32	SHIRE OF COLLIE REIMBURSEMENT OF COMMUNITY EMERGENCY SERVICES OFFICER	1,602.57
16/11/2023	16112023.33	SHIRE OF WOODANILLING AWDL DINNER LG WEEK 17/9/2023 3 PERSONS	189.63
16/11/2023	16112023.34	SOS OFFICE EQUIPMENT PHOTOCOPIER BILLING OCTOBER 2023 XEROX APEOSPORT C4570	260.02
16/11/2023	16112023.35	SOUTH WEST FIRE COLLIE SP111 VAVLE BUTTERFLY 80MM CWPA05 AIR ACTUATOR	419.52
16/11/2023	16112023.36	SOUTH WEST ISUZU T22, T5 - PARTS AND REPAIRS	1,795.38
16/11/2023	16112023.37	SPRYS MEAT MARKET SENIORS MEALS MEAT ORDER	572.89
16/11/2023	16112023.38	SQUIRES, CASSANDRA REIMBURSEMENT FOR 2024 DIARIES X 3	49.50
16/11/2023	16112023.39	STARTRACK EXPRESS PATHWEST FREIGHT	184.23
16/11/2023	16112023.40	STRETTLE PTY LTD DEVELOPMENT OF NEW ANIMALS, ENVIRONMENT & NUISANCE LOCAL LAW	1,980.00
16/11/2023	16112023.41	TEAM GLOBAL EXPRESS HERSEYS AND JASON SIGNS FREIGHT	190.41
16/11/2023	16112023.42	TUDOR HOUSE (W) PTY LTD 7.5M FLAGPOLES	5,398.00
16/11/2023	16112023.43	VALLEY OF PLENTY. CATERING FOR INFORMAL BUSH FIRE MEETING (31ST OCTOBER), COUNCIL MEETING CATERING OCTOBER MEETING	985.00
16/11/2023	16112023.44	WA CONTRACT RANGER SERVICES PTY LTD RANGER SERVICES 1 AND 8 NOV 23	654.50
16/11/2023	16112023.45	WALGA BUSINESS SOLUTIONS UNDERSTANDING FINANCIAL REPORTS AND BUDGETS ELEARNING RAJ SUNNER	385.00
16/11/2023	16112023.46	WAMERINOCO PTY LTD SHORT SLEEVE POLO AND EMBROIDERY - STAFF UNIFORM	917.80
16/11/2023	16112023.47	WARREN BLACKWOOD WASTE DOMESTIC AND COMMERCIAL WASTE AND RECYCLING BINS OCTOBER 2023	2,924.05
16/11/2023	16112023.48	WEST ARTHUR COMMUNITY RESOURCE CENTRE DOCTORS HOUR FOR 5 AND 26 OCT 2023	469.78
16/11/2023	16112023.49	WESTRAC BUNBURY R12 - PARTS AND REPAIRS	905.45
16/11/2023	BPAY	CR ADAM SQUIRES AUSTRALIANSUPER COUNCILLOR SITTING FEES, TRAVEL AND COMMUNICATION ALLOWANCE 1ST QUARTER 23/24	725.00
21/11/2023	DIRECTDEBIT	TELSTRA USAGE AND SERVICE CHARGES FOR DEPOT FUEL SYSTEM, LEADING HOME MOBILE, CARAVAN PARK MOBILE, OFFICE DONGLE, BUILDERS MOBILE AND OFFICE MOBILE.	178.30
21/11/2023	BPAY	NAB CREDIT CARD SHIRE DEPOT STARLINK MONTHLY SUBSCRIPTION OCTOBER 2023 LICENSING OF THREE FAST FILL TRAILER DARKAN, DURANILLIN, ARTHUR RIVER 52 HILLMAN STREET BELT SANDING WOOD/METAL 75X533MM 52 HILLMAN STREET SANDER BELT 18V 75MMX457MM BARE LRCI DARKAN SWIMMING POOL TOILET ROLL HOLDER PROJIX C/P 116012 LRCI DARKAN SWIMMING POOL HOLDER TOILET ROLL ESSENTIALS C/P 158695 LRCI DARKAN SWIMMING POOL TOILET ROLL ROLL ATLANTA C/P 093781 LRCI DARKAN SWIMMING POOL CREDIT CARD TRANSACTION FEE LRCI DARKAN SWIMMING POOL GRAB RAIL 450MM (BACKORDER) 167852 LRCI DARKAN SWIMMING POOL HYDRAULIC DOOR CLOSER RYOBI 65KG BLACK DBW1200BCUNIVB LRCI DARKAN SWIMMING POOL PULL PUSH PLATE LEMAAAR 150X16MM BLACK 54037BLK LRCI DARKAN SWIMMING POOL PULL ON PLATE LEMAAAR 250X65X2MM BLACK 54033BLK LRCI DARKAN SWIMMING POOL MIRROR DIAMOND EDGE ESTILO 600X450MM 349739 LRCI DARKAN SWIMMING POOL PUSH PLATE LEMAAAR 250X65X2MM BLACK 53233BLK CEO OFFICE SEAT DEVANTI COMMERCIAL ICE MAKER STAINLESS STEEL FREIGHT SENIOR MEALS ORDER (18 OCTOBER) WOOLWORTHS SENIORS MEALS ORDER (25 OCTOBER) WOOLWORTHS DISCREPANCY BETWEEN THE PRICE OF INCORRECT BELTS AND CORRECT BELTS HDMI ADAPTOR POST ITS AND BOOKENDS FOR FINANCE OFFICE 49x20MM POLYPROPYLENE LABELS DARKAN SWIMMING POOL METLAM SOAP BASKET BRIGHT CHROME TAC00074 CEO CAR DIESEL 53.73L PLANT:C1 2022 FORD EVEREST WHITE (CEO)0AW	4,345.09
21/11/2023	21112023.1	AAQ AUSTRALIA (SWH PARTNERS PTY LTD) WORKSHOP MOBILE COLUMN HOISE AC FC75W	21,995.00
21/11/2023	21112023.2	AMD AUDIT AND ASSURANCE 2023 LRCI AND ROADS TO RECOVERY ACQUITTAL AUDIT FOR YEAR ENDED 30/6/2023.	5,060.00
21/11/2023	21112023.3	COALFIELDS BUS SERVICE SENIORS WEEK EVENT BUS HIRE	660.00
21/11/2023	21112023.4	DKM WORKPLACE SOLUTIONS WORKPLACE POLICY UPDATES	1,512.50
21/11/2023	21112023.5	FULTON HOGAN BOYUP BROOK ARTHUR ROAD 2 COAT SEAL	70,088.85
21/11/2023	21112023.6	JASON SIGNMAKERS SIGNAGE COLLIE 0.3 DARKAN SOUTH ROAD SIGNAGE UNIDIRECTIONAL HAZARD MARKER SIGNAGE KOJONUP 0.3 BOYUP BROOK ARTHUR ROAD DARKAN REFUSE SITE DARKAN REFUSE SITE (NO DUMPING OF MATRESSES)	764.70

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

Date	Num	Name	Original Amount
21/11/2023	21112023.7	LANDGATE MINIMUM CHARGE DATED 12/5 8/6/2023	42.15
21/11/2023	21112023.8	P & S GRIGGS PLUMBING LRCJ DARKAN SWIMMING POOL - NEW POOL ABLUTIONS	6,232.82
21/11/2023	21112023.9	PFD FOOD SERVICES PTY LTD PRINTED LIDS AND CONTAINERS	199.75
21/11/2023	21112023.10	SIGNS PLUS NAME BADGES	136.00
21/11/2023	21112023.11	SPRYS MEAT MARKET SENIORS MEALS MEAT ORDER	105.55
21/11/2023	21112023.12	STATEWIDE BEARINGS T72630 1" DRIVE 30MM STD IMP 30MM	56.65
21/11/2023	21112023.13	TEAM GLOBAL EXPRESS FREIGHT FOR POOL_CRC (BILLED TO CRC 6/11), SOS	146.61
21/11/2023	21112023.14	TIMBER INSIGHT PTY LTD REIMBURSEMENT FOR CANCELLATION OF CARAVAN PARK BOOKING 12 - 15 NOVEMBER 2023	420.00
23/11/2023	EFT	SALARIES AND WAGES PAYROLL	64,961.11
23/11/2023	DIRECTDEBIT	ASGARD SUPER FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	391.09
23/11/2023	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	152.56
23/11/2023	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	284.32
23/11/2023	DIRECTDEBIT	AUSTRALIAN SUPER FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	2,565.99
23/11/2023	DIRECTDEBIT	AWARE SUPER FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	7,419.86
23/11/2023	DIRECTDEBIT	COLONIAL FIRST STATE FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	865.97
23/11/2023	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	287.47
23/11/2023	DIRECTDEBIT	HSTPLUS FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	8.01
23/11/2023	DIRECTDEBIT	PRIME SUPER FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	303.14
24/11/2023	BPAY	ATO GST OCT 23 BAS AND PAYG OCT 23	2,029.00
30/11/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK FEE ACCOUNT 086724 508314385 FEES	36.80
30/11/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK FEE ACCOUNT 086852 508314406 FEES	10.00
30/11/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK NAB CONNECT FEES	40.24
30/11/2023	DIRECTDEBIT	NATIONAL AUSTRALIA BANK MERCHANT FEE	157.06
30/11/2023	DIRECTDEBIT	RENTFIND TECHNOLOGIES PTY LTD 2023/2024 NOVEMBER STAFF HOUSING AND JOINT VENTURE HOUSING SOFTWARE	22.00
		VOUCHERS	AMOUNT
	MUNICIPAL FUND		
		01112023.1-01112023.37	307,031.74
		08112023.1	1,500.00
		16112023.1-16112023.49	80,848.75
		21112023.1-21112023.14	107,420.58
		DIRECT DEBIT	36,233.96
		BPAY	7,099.09
		SALARIES & WAGES	129,229.32
		LICENSING NOVEMBER 2023 TRANSFERS	7577.9
		TOTAL	669363.44



**SHIRE OF WEST ARTHUR
PAYMENTS OF ACCOUNTS BY NAB VISA CARD
FOR THE STATEMENT PERIOD: 29 September to 27 October 2023**

DATE	PAYEE	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	AMOUNT
1. CARD NUMBER 4336-XXXX-XXXX-8951					
04-Oct-23	Shire of West Arthur	Licensing of the fast-fill trailers	E051015	LAW ORDER & PUBLIC SAFETY - Fire Prevention: Fire Brigades	\$149.10
16-Oct-23	Starlink	Depot internet service	E142020	OTHER PROPERTY & SERVICES: Administration Overheads: Computer	\$139.00
19-Oct-23	Ergolink	New CEO office chair	E142070	OTHER PROPERTY & SERVICES: Administration Overheads: Other Adm	\$717.47
19-Oct-23	Woolworths	Seniors Meals Order	E061011	EDUCATION & WELFARE: Aged and Disabled: Senior Meals on Wheels	\$185.04
26-Oct-23	Online Asset Labels	Polypropylene labels	E142070	OTHER PROPERTY & SERVICES: Administration Overheads: Other Adm	\$847.00
26-Oct-23	Woolworths	Seniors Meals Order	E061011	EDUCATION & WELFARE: Aged and Disabled: Senior Meals on Wheels	\$201.18
CARD 1 PAYMENTS					\$2,238.49

RAJINDER SUNNER		VINCENT FORDHAM LAMONT		Authorised By	
Cardholder Name	Cardholder Signed	Cardholder Name	Cardholder Signed	Authorised By	
2. CARD NUMBER 4336-XXXX-XXXX-1064					
09-Oct-23	Total Tools	Belt sanding wood/metal and sander belt	E091060	HOUSING: Community Housing: Housing Other	\$467.80
10-Oct-23	Bunnings	Items for New pool ablutions	E112003	RECREATION & CULTURE: Swimming Areas: Darkan Swimming Pool - L	\$461.13
10-Oct-23	Tradelink	Toilet roll accessories for pool ablutions	E112003	RECREATION & CULTURE: Swimming Areas: Darkan Swimming Pool - L	\$154.15
16-Oct-23	Galvins Plumbing Supplies	Soap basket	E112003	RECREATION & CULTURE: Swimming Areas: Darkan Swimming Pool - L	\$176.00
25-Oct-23	Officeworks	HDMI adaptor, pots its and bookends for finance office	E142070	OTHER PROPERTY & SERVICES: Administration Overheads: Other Adm	\$46.52
25-Oct-23	Bunnings Group	Ice Maker	E122085	TRANSPORT: Maintenance Rural/Depot Maintenance	\$683.95
26-Oct-23	Total Tools	Discrepancy between the price of incorrect belts and correct belts	E143015	OTHER PROPERTY & SERVICES: Works Overheads: Housing	\$1.80
CARD 2 PAYMENTS					\$1,991.35

GARY RASMUSSEN		RAJINDER SUNNER		Authorised By	
Cardholder Name	Cardholder Signed	Cardholder Name	Cardholder Signed	Authorised By	
3. CARD NUMBER 4336-XXXX-XXXX-2128					
25-Oct-23	Eleven	Fuel 53.73L Diesel Vin's Car	E144015	OTHER PROPERTY & SERVICES: Plant Cost Overheads: Fuel & Oils	\$115.25
CARD 3 PAYMENTS					\$115.25

VINCENT FORDHAM LAMONT		NEIL MORRELL SHIRE PRESIDENT		Authorised By
Cardholder Name	Cardholder Signed	Cardholder Name	Cardholder Signed	Authorised By
TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507				
				\$4,345.09
Date Due for Payment				21-Nov-23

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

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

Kylie Whitaker:

DATE: 21.11.23



12.3 ADOPTION OF 2022-2023 ANNUAL REPORT

File Reference:	ADM133
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	12/12/2023
Disclosure of Interest:	Nil
Attachments:	1. Annual Report 2022-2023 ↓ 2. Confidential Management Letter (under separate cover)

SUMMARY:

Council is requested to consider adopting the Shire of West Arthur 2022-2023 Annual Report, which includes the Annual Financial Report and Independent Auditors Report, and to set the date for the corresponding Annual Electors Meeting.

BACKGROUND:

Section 5.54, "Acceptance of Annual Reports" of the *Local Government Act 1995* (LGA), requires an Annual Report to be accepted by the Council by 31 December each year unless the Auditor's Report is not available in time. Section 5.54(2) of the LGA requires that if the Annual Report is not accepted by the Local Government by 31 December then it must be presented within two (2) months of the Auditors Report becoming available.

Section 6.4 of the LGA states that, "A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed."

The annual financial report is incorporated into the Annual Report which is presented to Council for adoption.

COMMENT:

On 7 December 2023, AMD Chartered Accountants (the Shire's auditor), and the Office of the Auditor General conducted an audit exit meeting with Cr. Morrell (Shire President), Cr Harrington (Deputy Shire President), Cr. Hall, Chief Executive Officer, Manager Corporate Services and Manager Financial Reporting.

The auditor's report was received on 7 December 2023. The Audit and Risk Committee met on Tuesday, 12 December 2023, and has recommended Council accept the Annual Financial Report and Auditors Report.

Council is required to adopt the 2022-2023 Annual Report, which includes the Audit Report and Management Report and set the date for the Annual Electors Meeting.

CONSULTATION:

AMD
Office of Auditor General
Chief Executive Officer
Manager of Corporate Services
Manager of Financial Reporting

STATUTORY ENVIRONMENT:

Local Government Act 1995 sections 5.27 (2), 5.53 (1), 5.54, 5.55, 5.55A and 6.4

5.27. Electors' general meetings

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

6.4. Financial report

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

- (a) be prepared and presented in the manner and form prescribed; and
- (b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

- (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
- (b) the annual financial report of the local government for the preceding financial year.

Local Government (Financial Management) Regs 1996, regulation 51

51. Annual financial report to be signed etc. by the CEO and given to the Department.

(1) After the annual financial report has been audited in accordance with the Act, the CEO is to sign and append to the report a declaration in the form of Form 1.

(2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

Local Government Act 1995 Section 7.9(1)

"7.9. Audit to be conducted.

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
- (a) *the mayor or president; and*
 - (b) *the CEO of the local government; and*
 - (c) *the Minister.”*

Local Government Financial Management Regulation 1996 Part 2

Local Government (Audit) Regulations 1996 – Reg 10

10. Report by auditor

- (1) *An auditor’s report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.*
- (2) *The report is to give the auditor’s opinion on —*
 - (a) *the financial position of the local government; and*
 - (b) *the results of the operations of the local government.*
- (3) *The report must include a report on the conduct of the audit. [(4A) deleted]*
- (4) *Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor’s report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor’s report.”*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan 2021-2031

Theme: Leadership and Management – Inspirational, dynamic, transparent.

Outcome: Establish and maintain a sound business and governance structure.

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

Description of Key Risk	Failing to comply with legislation and regulations may result in penalties and reputational damages.
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)	Adopt Annual Report incorporating audited Annual Financial Report and Independent Auditors' Report.

VOTING REQUIREMENTS:

Absolute Majority

RESOLUTION CO-2023-163

Moved: Cr Graeme Peirce

Seconded: Cr Duncan South

SUMMARY:

That Council:

1. Endorse the action and strategies that management has provided in response to the matters raised in the Confidential Management Letter.
2. Accept the Annual report, including the Annual Financial Report and Audit report for the Financial year 2022-2023.
3. Hold the Annual Electors Meeting on Monday, 5 February 2024, commencing 7:00 p.m. at West Arthur Community Resource Centre (Hawthorn Room).
4. Publish the Annual Report, Independent Auditors Report and Notice of Meeting, and give public notice(s) to the above effect, pursuant to the Local Government Act 1995, sections 5.29, 5.55. 5.55A, on the Shire's Website and official notice boards, in the public library and community Newsletter (The "Bleat"), and on the Shire's Facebook page.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0 BY ABSOLUTE MAJORITY



Shire of West Arthur

Annual Report

2022 - 2023



Contents

Acknowledgement of Country	2
About the Annual Report	2
Shire President’s Report	3
Chief Executive Officer’s Report	4
Your Council	7
Portfolios and Roles	7
Executive Officers and Organisation Structure	10
Shire of West Arthur Quick Facts	11
Public Facilities	11
Community Strategic Plan / Corporate Business Plan Overview	11
The Year in Review	11
Community – Safe, Friendly, and Inclusive	11
Local Economy – Stable and Sustainable Agricultural Industry and a Dynamic and Growing Business Sector	15
Natural Environment – Our Natural Assets are Valued and meet the needs of the Community	18
Built Environment – well maintained roads and infrastructure which reflects our identity	20
Leadership and Management – inspirational, dynamic, transparent	23
Statutory Reporting Requirements	26
Disability Access and Inclusion Plan (DAIP)	26
Complaints Register	26
State Records Act	26
Public Interest Disclosure	26
Freedom of Information Statement	26
Employee Remuneration	27
Remuneration Provided to the CEO	27
Elected Member Demographics	27
Meeting Attendances	27
The Year Ahead 2023/2024	29
Annual Financial Report	31
Statement by Chief Executive Officer	32
Statement of Comprehensive Income	33
Statement of Financial Position	34
Statement of Changes in Equity	35
Statement of Cash Flows	36
Statement of Financial Activity	37

Index for Notes to the Financial Report..... 38
 Independent Auditor’s Report 71

Acknowledgement of Country

The Shire of West Arthur respectfully acknowledges that the land upon which we work and live, is the traditional land of the Wilman Noongar 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 Annual Report

The Shire of West Arthur’s Annual Report is an important part of the Integrated Strategic Planning and Reporting Framework. It details the Shire’s financial and operational performance in the 2022-2023 financial year and documents the Shire’s progress in line with the Strategic Community Plan.

The Strategic Community Plan ‘West Arthur: Towards 2031’ provides the Shire’s long-term strategic direction and guides the organisation’s decision-making, services, projects and financial commitments that will deliver a Shire that is safe, friendly and welcoming, with a dynamic and expanding local economy.

Our Community – we live in a safe, friendly and inclusive community.

Local Economy – we have a sustainable and stable agricultural industry, supported by a dynamic and growing business sector.

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

Built Environment – our roads, towns and facilities are well maintained and reflect our rural identity and heritage.

Leadership and Management – we have inspirational, dynamic leaders providing well-managed, transparent governance.

The Shire of West Arthur’s Annual Report includes a snapshot of the Shire’s performance and an overview of the outlook for the future.

Shire President's Report

I am honoured to present the 2022-2023 Annual Report to the residents and rate payers of the Shire of West Arthur in what has been another busy and progressive year.



The Shire has seen an influx of new staff this year including the appointment of Gary Rasmussen as Manager of Works and Services, James Ingarfield as mechanic, new crew in Parks and Gardens, a cleaner, as well as a plant operator. The Admin Office has seen the arrival of Sharon Bell as Community Development Officer, and Tahnee-Lee Montgomery as Customer Service Officer. This brings us up to being fully staffed, and it is pleasing to see strong bonds are developing within the team.

This year there was no local government election, which allowed Councillors to continue to develop their areas of interest. Each Councillor brings a defined skill set to the meetings and allows for good discussion in Council briefing sessions. All community members are welcome to attend the monthly Council meetings, along with the Annual Electors Meeting.

Council has been busy endorsing the Water Strategy Report, approving development applications, adopting budgets, reviewing master plans and local planning schemes, adopting the Policy Manual, approving the development of a Reconciliation Action Plan, looking at streetscaping, having discussions regarding the Darkan and Duranillin landfill sites, as well as planning for the 2023 local government elections.

Additionally, Councillors were on local, district and regional committees and boards, helping to deliver the best possible outcomes for our community. Councillors also completed training in areas such as Understanding Financial Reports and Budgets, Understanding Local Government, Conflicts of Interest, Meeting Procedures and Serving on Council.

Major projects were completed this year, including the BBQ/Shade Shelter in the Railway Reserve and the Boardwalk at Lake Towerrinning. A focus has been on the Shire's road network, including bridges, ensuring that our community has access to all areas of the Shire. As an agricultural area, the road network is of major importance to the Shire.

Council was pleased to partner with the West Arthur Community Resource Centre to bring a performance of Albert Facey's 'A Fortunate Life' to the community through Shows on the Go. The story resonated with the audience and provided a very entertaining evening out. We also partnered with One Gate Farm on the delivery of an Astrotourism event. Both events attracted people from outside of the Shire.

The Shire continues to support local community groups and volunteers and recognises the enormous benefits that they bring to the community. Without the dedication of the volunteers who selflessly give up their time, our community would be worse off.

The upcoming 2023/24 year will continue to see more projects carried out through the Local Roads and Community Infrastructure program, as well as events and other projects from a range of funding bodies. We continue to seek ways to enhance our community, and make West Arthur a great place to live, work and visit.

Neil Morrell
Shire President

Chief Executive Officer’s Report



I am honoured to present the CEO's Report for the 2022/2023 financial year, encapsulating the progress and achievements of the Shire of West Arthur. As we reflect on the past year, it is evident that our community's resilience and collaborative spirit have been the driving forces behind our success.

During the year we said farewell to the following staff members:

Jason King	(Plant Operator)
Beth Moses	(Customer Service Officer)
Janelle Webb	(Cleaner)
Kym Gibbs	(Manager of Community)
Colleen Treen	(Cleaner)

We welcomed the following new staff:

James Ingarfield	(Mechanic)
Roslyn King	(Parks & Gardens, Cleaner)
Glenn Merrett	(Plant Operator)
Kathleen Rasmussen	(Parks & Gardens)
Rebecca South	(Parks & Gardens)
Tanya Thaw	(Cleaner)
Sharon Bell	(Community Development Officer)
Tahnee-Lee Montgomery	(Customer Service Officer)
Gary Rasmussen	(Manager Works & Services)

Thank you to all the departing staff for their valuable contributions to the organisation and the community over many years. We wish them well in their future endeavours.

I am pleased to report that the Shire has maintained a strong financial position throughout the year. Our prudent financial management and strategic planning have allowed us to allocate resources efficiently, ensuring that essential services are delivered without compromising the Shire's fiscal health. We have continued to invest in infrastructure projects that contribute to the long-term prosperity of our community.

The Shire remains committed to fostering a vibrant and inclusive community. We have worked diligently to enhance community facilities, promote cultural events, and support local initiatives. Our efforts in community development have aimed at creating an environment where residents can thrive, and businesses can prosper. The successful completion of various community projects is a testament to our dedication to the well-being of our residents.

Substantial progress has been made in upgrading and maintaining our vital infrastructure. Roads, bridges, and recreational facilities have been a particular focus, ensuring that our community enjoys safe and accessible amenities. These upgrades not only contribute to the quality of life for residents but also attract visitors, bolstering our local economy.

Collaboration with stakeholders is paramount to our success. The Shire values the input and feedback received from residents, businesses, and community organisations. Where time constraints permitted and Council felt it necessary, we have actively sought to engage with stakeholders.

Notable Achievements

1. Local governments are required to develop a Recordkeeping Plan and review it every five years. Through the hard work of our Records Officer, Amy White, a new plan was completed in this reporting period, recognising the new records management process that we put into place.
2. In 2021, the Department of Water and Environmental Regulation (DWER) conducted a Waste Management audit of the Shire. One of the actions identified in the audit was to develop a closure management plan for each of our two landfill sites. The plan was completed and adopted by Council this financial year.
3. Management made the decision to create more office space in the Administration Office by moving the Manager Works and Services and the Works Administration Assistant to the Shire Depot. The move has been successful and has enabled those officers to have better access to the members of the Works crew.
4. Water security is a very important consideration for all of us. Council adopted the Shire's Water Strategy, its main objectives being:
 - An estimate of water demand for a 10-year planning horizon (to 2030).
 - An audit of current available water supplies including identification of known ground water and surface water supplies and the amount of water that could be drawn from these supplies.
 - Identification of areas where water supplies need to be developed.
 - Identification of alternate water supply options.
 - A proposed plan for development of additional water supplies.
5. Many thanks to Phil Harrington for his assistance with the development and construction of the Street library in the Darkan Rail Reserve.
6. We developed an IT Disaster Recovery Plan and Business Continuity Plan for the Shire to ensure compliance with legislation and arrangements are in place to deal with emergencies within the organisation.
7. As part of the State's Local Government Reforms, the Shire of West Arthur will shortly be required to maintain audio recordings of its Council meetings. Officers have purchased the necessary audio-visual equipment for the Council chambers to ensure we will be compliant when the legislation comes into effect.
8. An online booking system has been implemented for the Caravan Park to reduce the time spent by Shire office staff on attending to reservations.
9. The Shire upgraded its internet service from ADSL to optic fibre this financial year. Connections speeds and reliability have improved significantly as a result.
10. The Shire signed an agreement with the City of Kalamunda to provide Building Surveying services to us.
11. The Shire logo was modified, and a corporate style guide developed to ensure that a consistent, professional image is projected at all times.
12. Council endorsed an Economic Development Strategy. This document is designed to identify areas of most viable economic success, and support the Shire, industries, the business sector and the community to focus on the actions that will reap the most rewards, in the short, medium and longer term.
13. The Shire entered into an agreement with WA Contract Ranger Services to service the district. This supplier provides ranger services to a large number of local governments across the State.

14. A big thank you to Mr Geoffrey Lush who has been the Shire's Town Planning Consultant for a number of years. Geoffrey is moving towards a well-earned retirement and will be replaced by Mr Joe Douglas, another experienced local government planning consultant. Our best wishes to Geoffrey for the next stage of his life.

In conclusion, I extend my gratitude to the Shire's dedicated staff, the Council, and the entire community for their unwavering support and commitment. Together, we have achieved significant milestones, and I am confident that our collective efforts will continue to shape a prosperous and sustainable future for the Shire of West Arthur.

Vin Fordham Lamont
Chief Executive Officer



Your Council

Portfolios and Roles

The Shire of West Arthur has seven Elected Members representing the local community. The Councillors elect the President and Deputy President every two years. The following councillors represented the community in the 2022/23 financial year.

Cr Neil Morrell (President) – Elected to Office in 2019 Retiring 2023

- Audit Committee
- Executive Appraisal Committee
- Proxy to West Arthur Bushfire Advisory Committee
- Chair of the Lake Towerrinning Strategic Plan Reference Group
- Proxy to the Development Assessment Panel
- Central Country Zone of WALGA
- Proxy to the 4WDL VROC Committee
- Sub-group of the Regional Roads Group
- Local Emergency Management Committee

Cr Graeme Peirce (Deputy President) - Elected to Office in 2019 Retiring 2023

- Executive Appraisal Committee
- 4WDL VROC Committee
- Proxy to the Development Assessment Panel
- West Arthur-Collie Senior School Bus Working Group

Cr Neil Manuel - Elected to Office in 2009 Retiring 2023

- Audit Committee
- Executive Appraisal Committee
- Development Assessment Panel
- Proxy to the Regional Road Group
- Tidy Towns Committee
- Arthur River Development Group

Cr Adam Squires - Elected to Office in 2019 Retiring 2023

- Pool Committee
- Executive Appraisal Committee
- West Arthur Cottage Homes Committee

Cr Karen Harrington - Elected to Office in 2021 Retiring 2025

- Audit Committee
- Central Country Zone of WALGA
- Executive Appraisal Committee
- Local Emergency Management Committee
- Westcare Committee

Cr Robyn Lubcke - Elected to Office in 2021 Retiring 2025

- Executive Appraisal Committee
- Tidy Towns Committee
- Development Assessment Panel
- 4WDL VROC Committee
- Museum Reference Group
- West Arthur Community Resource Centre

Cr Duncan South - Elected to Office in 2021 Retiring 2025

- Executive Appraisal Committee
- West Arthur Bushfire Advisory Committee

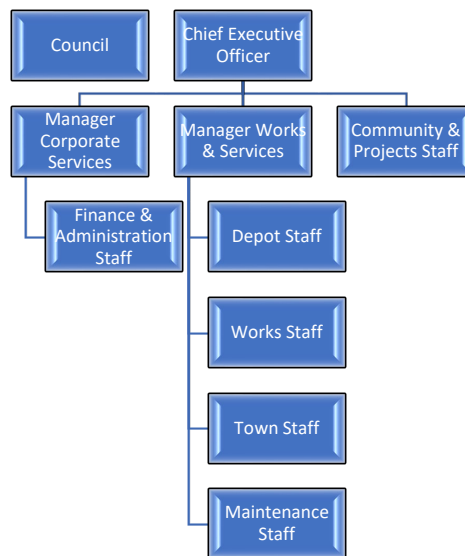


SoWA Councillors (L-R): Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Neil Manuel, Robyn Lubcke. Absent Adam Squires

Executive Officers and Organisation Structure

AS at June 30th 2023 our management team consisted of:

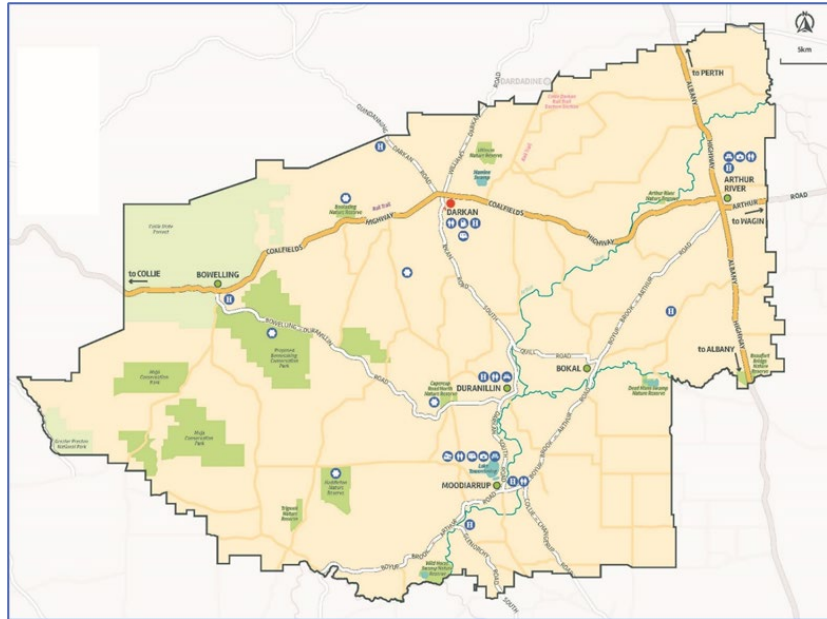
Chief Executive Officer	Vin Fordham Lamont
Manager Works & Services	Gary Rasmussen
Manager Financial Reporting	Melinda King
Manager Corporate Services	Rajinder Sunner



1: Organisational Structure

Shire of West Arthur Quick Facts

- Area: 283,182.7 hectares
- Road length: 208km sealed roads, 652km unsealed roads
- Population: 773 (ABS Census 2021)
- Number of Electors: 597
- Year Shire established: 1896



Map of Shire of West Arthur

Public Facilities

Arthur River Country Club
 Arthur River Hall
 Arthur River Historical Precinct
 Betty Brown Historical Centre
 Bowelling Railway Station
 Community Gym
 Darkan to Collie Rail Trail
 Darkan Pioneer Hall
 Darkan Railway Station
 Darkan Sports Complex
 Darkan Station Masters House

Darkan Swimming Pool
 Darkan Town Hall
 Duranillin School
 Duranillin Town Hall
 Glenorchy School
 Lake Towerrinning
 Moodiarrup Hall
 Moodiarrup Sports Complex
 Six Mile Cottage
 The Shed

Total Capital Works Value for 2022/23	\$2,761,086
Total Operational Revenue for 2022/23	\$5,821,137
Total Non-operational Revenue for 2022/23	\$1,257,166
Total Income from Rates for 2022/23	\$1,887,578

Community Strategic Plan / Corporate Business Plan Overview

This report is based on the Community Strategic Plan that was adopted in 2021 and the accompanying Corporate Business Plan that was adopted in 2021.

Section 5.53(e) of the Local Government Act 1995 states that in relation to the Annual Report “an overview of the Plan for the Future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year.”

Both the Community Strategic Plan and the Corporate Business Plan are broken down into five key themes of Community, Local Economy, Natural Environment, Built Environment and Leadership and Management.

The Corporate Business Plan expands on the community’s desired goals and outcomes with strategies and actions and supports the strategic direction with specific priorities and actions. It informs the annual planning and budgeting processes.

Many of the projects listed in this annual report have been made possible by Economic Stimulus funding provided by the Federal Government through the Local Roads and Community Infrastructure (LRCI) program.

The Year in Review

Community – Safe, Friendly, and Inclusive

Key Performance Measures

- We have a range of sporting, cultural and recreational activities and people from all walks of life are actively participating in the community
- We have developed Risk Management Plans, Disability Access & Inclusion Plan, and Reconciliation Action Plan
- We maintained our low crime rate
- People are able to access health facilities they require
- Increasing number of people are actively involved in volunteering within the community
- We have created a Heritage list to protect our heritage assets

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

Strategies and Plans

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

The Shire is actively involved in managing emergencies in our district. The Shire has attended several fires and one fatal traffic incident, as well as two truck incidents on Coalfields Highway during 2022/23. There were over 50 callouts in relation to trees down on roads in the Shire.

The Signal app is used by the Shire to communicate with local volunteers, while a SMS service is used to provide information, including harvest and vehicle movement bans, road closures and bushfire information, to local community members. Social media and the website are also used to provide public information.

The Community Emergency Services Manager (CESM) and CEO attended two Local Emergency Management Committee (LEMC) and two Bush Fire Advisory Committee (BFAC) meetings, as well as organised training for the volunteers. New Fire Control Officers (FCOs) attended training in Narrogin, while existing FCOs participated in the Rural Fire Awareness training.

The Shire works collaboratively with the local brigades, and we acknowledge the dedication of the volunteers, especially that of Chief Fire Control Officer Ben Robinson, and Deputy Graeme Peirce.

A generator and compound at the Sports Precinct were partially funded by the National Disaster Risk Reduction grant, as the Sports Precinct is the local evacuation centre. A mobile generator was also purchased through this funding, as the Shire office is the incident control centre in an emergency.

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

Strategies and Plans

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

Local Roads and Community Infrastructure funding from the Federal Government saw more projects completed around the Shire. The following projects have all been funded through LRCI.

Railway Reserve BBQ and Shade Shelter



The Darkan Railway Reserve continued to be upgraded, with a shade and BBQ shelter, complete with wheelchair accessible table and BBQ. This facility has enhanced the existing infrastructure and has seen greater use of the area by the community, including for the local Anzac Day service. The facility was officially opened by Mr Rick Wilson MP on 29 June 2023.

Lake Towerrinning had all-access ramps and a boardwalk installed, allowing people with mobility devices, including wheelchairs and prams, to access the beach area. The old changerooms at the lake have been turned into a picnic shelter. Moodiarrup Hall received a toilet upgrade, while the Darkan Sports Club had power upgrades, conversion of internal and external lights to LED, along with the installation of a generator and compound.

Darkan Swimming Pool received solar panels, an upgraded heating system and the installation of a new ablutions block. These improvements benefitted patrons involved in infant and toddler swimming lessons, along with the swimming club.



Over 1500 seniors' meals were prepared during 2022/2023 and were subsidised by the Shire. The Shire acknowledges the work of the volunteers who assist in this project. The Shire continues to manage the funds associated with the annual Seniors Christmas Lunch.

The Shire and the West Arthur Community Resource Centre co-hosted a performance of Albert Facey's 'A Fortunate Life'. The performance saw over 90 people attend. The Shire also assisted in an Astrotourism event on One Gate Farm, which saw over 50 people attend. The Shire also provided support to local community groups with events, including the RSL, CWA, and Act Belong Commit Darkan Sheepfest.

The medical services provided at the CRC are essential to the community and the Shire continues to subsidise the operational costs of the CRC to ensure these services are provided.

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

Strategies and Plans

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



West Arthur’s agricultural heritage was displayed throughout the new BBQ and shade shelter in the Railway Reserve in the form of shearing-related cutouts for screening of the shelter. This was funded through LRCI Phase 3.

The Betty Brown Historical Centre received a donated collection of historical books ‘*The Barry Strickland Book Collection*’, and funding from the State Library enabled the purchase of bookcases and conservation equipment. The book collection will be accessioned in 2023/2024 and available to the public to use as reference materials. Another grant from the State Library allowed the purchase of equipment to digitalise old movies and photos. This equipment is available for the community to use.

Conversations with the Aboriginal community are ongoing and are vital to building strong and positive relationships. The identification of the appropriate elders and families has commenced, utilising Gnaala Karla Booja Aboriginal Corporation.

Australia Day was again held at Lake Towerrinning and combined the annual Citizen of the Year Awards. The Anzac Day service was held at the war memorial and included both anthems of Australia and New Zealand, with a haka performed by members of the local Maori community.

Support was provided to the Act Belong Commit Darkan Sheepfest Committee for its annual event. The event attracted over 2000 people and featured on the ABC television show ‘*Back Roads*’. The CRC hosted a morning radio show with the ABC the week prior to Sheepfest. This was combined with a community breakfast, with the food provided by the Shire.

Local Economy – Stable and Sustainable Agricultural Industry and a Dynamic and Growing Business Sector

Key Performance Measures

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

Outcome 2.1 – Improved employment through diversification in Agriculture

Strategies and Plans

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

The Shire continues to partner with the Blackwood Basin Group (BBG) for delivery of landcare services in the Shire, with a new Landcare Officer appointed in early 2023. They have been applying for grant funding for various projects within the Shire, as well as developing a Weed Management Plan.

Local primary producers were approached by windfarm developers in the first half of 2023, seeking to identify sites that would be suitable for windfarms. This led to a windfarm forum being organised by the Shire, which was scheduled to be held early in the 2023/24 financial year.

Grants and training opportunities aimed at primary producers were communicated throughout the year via social media and email.

Liaison commenced with local farmers in regards to the development of small cabins for short stay accommodation. This was directed by the 4WDL study into short stay accommodation and the need for this.

Outcome 2.2 – A growing, diverse business community

Strategies and Plans

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



Astrotourism at One Gate Farm

Tourism is an emerging industry, and the Shire continues to be involved in the development of local tourism opportunities. This includes the continued membership with Astrotourism WA. The Shire assisted a local tourism business with an event in April 2023, which saw over 50 people attend.

The Shire started the process of becoming an RV Friendly Town, with the project continuing into the next financial year. The Camping and Motorhome Club of Australia (CMCA) subsidised a Dump Point and some signage towards the project.

A ten-year Economic Development Strategy was adopted by Council at the June Ordinary Council Meeting (OCM). The Strategy was developed in consultation with local businesses, the wider community, and other stakeholders. The Strategy will guide the Shire’s efforts in economic development.

The Shire has signed up to be Small Business Friendly through the Small Business Development Corporation. This initiative recognises and supports local governments and the small businesses in them through the provision of resources, tools and services. This included developing resources for the Shire website, as well as regular emails to regarding grants and support available.

A housing shortage continues to be an issue within the Shire, as with other surrounding Shires. A Key Worker Housing Analysis was undertaken through the 4WDL Volunteer Regional Organisation of Councils and Wheatbelt Development Commission (WDC) to identify the shortages, and what type of accommodation is required. A Short Stay Tourism Accommodation study was conducted with the same stakeholders.

Outcome 2.3 – Existing businesses develop and grow

Strategies and Plans

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

Shire staff continue to communicate opportunities, including available grant funding, to local businesses.

Shire hosted a whole of community workshop as part of the development of an Economic Development Strategy. With the adoption of the Strategy, Council has started to progress some of the recommendations.

Council adopted a new Policy Manual in May 2023, which saw the adoption of Policy F20 – Purchasing and Tenders.

Natural Environment – Our Natural Assets are Valued and meet the needs of the Community

Key Performance Measures

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

Outcome 3.1 – Maintain and improve our key natural assets

Strategies and Plans

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



Lake Towerrinning is the key natural asset within the Shire, drawing hundreds of visitors each year. The Shire continues to work with Department of Biodiversity, Conservation and Attractions (DBCA) in relation to the management of the lake. LRCI funding ensured that the upgrade of facilities at the lake continued through the year.

Shire staff liaised with DBCA for the upgrade of signage on the Collie-Darkan Rail Trail, with the installation of the signage delayed by DBCA until early in the 2023/24 financial year. The trail continues to attract visitors throughout the year.

The subdevelopment on King Street saw the closure of the Heritage Trail, however it is planned to realign the trail, and develop a new brochure.

Membership to Astrotourism WA’s Astro Towns was continued, along with the identification of additional astrophotography sites. Council also proclaimed the Shire of West Arthur as participants in International Dark Sky Week in April 2023. The Shire is working with Astrotourism WA to support the installation of special LED lighting through Western Power.

Grant funding from Department of Local Government, Sport and Cultural Industries (DLGSC) for the initial environmental and Aboriginal studies for the development of a walk trail to Hillman Nature Reserve was successful, with the project expected to be completed in the 2023/2024 financial year.

The Kylie Dam water project became operational, with the tank and pipe infrastructure installed. Channels will be cleared in 2023/24 to ensure that maximum water capture is achieved.

Outcome 3.3 – Our natural biodiversity is maintained and valued

Strategies and Plans

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

The Shire continues to partner with Blackwood Basin Group (BBG) for delivery of land care services in the Shire. Surveying the flora and fauna of several nature reserves in the Shire has been carried out, along with the development of a Weed Management Plan. The Plan is due to be released in early 2024.

The Shire’s Parks and Gardens crew continue to carry out weed management throughout the Shire, focusing on Lake Towerrinning, as well as local parks and road verges.

The Planning applications approved during 2022/2023 all had the environment and biodiversity issues considered as part of the approval process.

Council adopted W1 – Fence Line Clearing within Roads and other Reserves Policy and W4 – Wildflower, Leaves and Branches, and Seed Harvesting from Reserves Policy in May 2023.

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

Strategies and Plans

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

The Shire maintains two refuse sites; at Darkan and Duranillin. Refuse and recycling collection services are provided, along with DrumMuster.

There is a small recycling site next to the Shire Depot yard to enable residents to recycle items including waste oil.

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

Key Performance Measures

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

Outcome 4.1 – Our road network is well maintained

Strategies and Plans

- 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
- Enhance road safety strategies for road users

A new Manager Works and Services was appointed in 2022/2023, along with some new members of the outside crew, bringing the numbers up to a full crew. The Shire continues to maintain the road network, including completing the repairs to the roads and culverts that were damaged in the storm event in 2021/2022. Improved grading assists in reducing the impact of rain events. Changes to the structure and number of the crew is also assisting with the higher standards being achieved in road maintenance, culvert clearing, pothole patching, and bridge maintenance. Smaller work jobs which previously were done using contractors are now being undertaken in-house, with only the larger jobs going out to contract.

Road Name	Description of Works	Total Length	Total Cost
Darkan - Williams Road	Back slope clearing and re-sheet shoulders	6km	\$370,350
Boyup Brook – Arthur River Road	Back slope clearing and re-sheet shoulders; Bitumen reseal	10km / 7km	\$322,290
Trigwell Bridge Road	Gravel re-sheeting, dust suppression	14km	\$268,343
Howie Road	Gravel re-sheeting	8km	\$219,224

Plant replacement in 2022/23 included the following:

- Side tipper
- Loader
- Water Tanker

- Mower
- Trailer
- Generators
- Passenger vehicles

Other plant was ordered, but not delivered until after the end of the financial year.

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

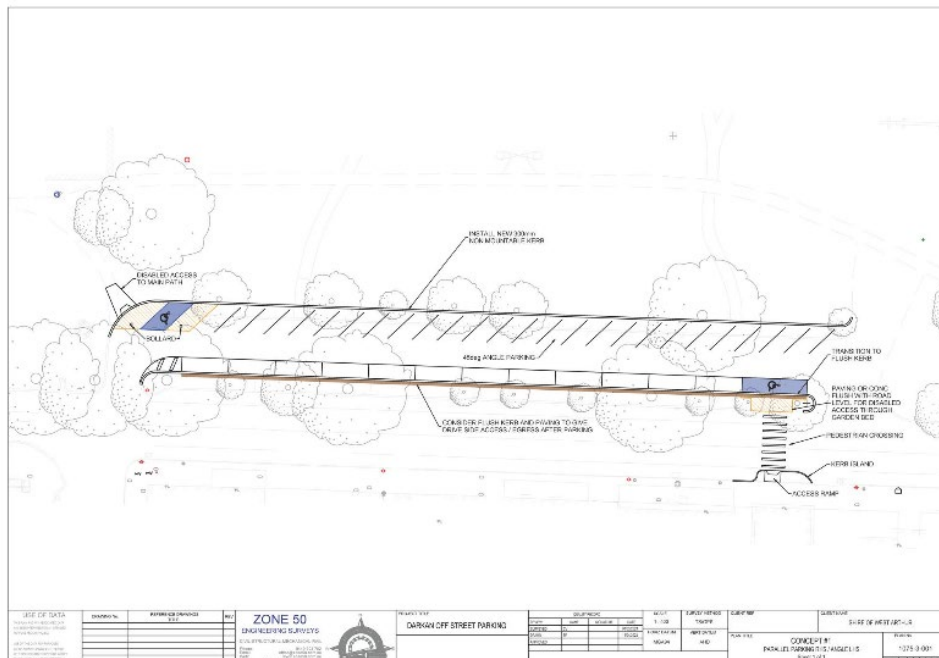
Strategies and Plans

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

The Shire recognises the work of the Parks and Gardens crew in maintaining the attractiveness of the facilities. Many compliments from the public, including visitors, show that their hard work is appreciated.

Projects were completed under the LRCI funding, including the BBQ and shade structure in the Railway Reserve and the boardwalk at Lake Towerrinning. Work commenced at the Swimming Pool and is due to be completed by early 2024.

An Off-Street Parking Concept Plan for Burrowes Street was released for public comment in June 2023.



Outcome 4.3 – Our cultural heritage is preserved and promoted

Strategies and Plans

- 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
- Enhance road safety strategies for road users

Council adopted PC5 – Betty Brown Historical Centre Management and Collection Policy and PC6 – Community Archives Policy in June 2023, providing guidance to Shire staff in the management of documents, objects and other items that document the cultural heritage of community groups or organisations. Also adopted was LP3 – Heritage Places Policy. This policy highlights the importance of heritage places to the Shire and its community.



Interior of Six Mile Cottage

Historical buildings provide opportunities for tourism, as well as establish the historical context of the district. The Shire maintains heritage buildings within its care.

Outcome 4.4 – Appropriate planning and development

Strategies and Plans

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

Council adopted local planning policies LP1 – Permitted Development, LP2 – Rural Sheds, and LP3 – Heritage Places in June 2023. Further policies are in development and will be adopted in the 2022/23 financial year.

Leadership and Management – inspirational, dynamic, transparent

Outcome 5.1 – Councillors represent the community and are well trained

Strategies and Plans

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

All Councillors undergo regular training with WA Local Government Association (WALGA), looking at topics such as serving on local government, understanding local government, meeting procedures, conflicts of interest, and understanding financial reports and budgets. Councillors are regularly updated about ongoing issues at closed briefing sessions held prior to Council meetings. Council meetings are open for the general public to attend.

Outcome 5.2 – Shire staff are well-trained, motivated and customer focused

Strategies and Plans

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

Staff continue to attend training face-to-face, via webinar or through online recordings. This assists in them being able to provide high services to customers. Office staff attended licencing training this year as an example of the courses being completed.

Office staff have flexibility in their working arrangements, with some team members job sharing, and others working from home. Communication via email, Teams and phone enable staff to ensure customer service is of the utmost importance and delivered appropriately.

Outcome 5.3 – Establish and maintain sound business and governance structures

Strategies and Plans

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

The Community Strategic Plan and the Corporate Business Plan provide guidance on the Shire’s day to day operations. Budget preparation commenced in March 2022. The budget for 2022/2023 was adopted by Council in September 2022. These processes are undertaken by the leadership team on an annual basis.

Council adopted a new Policy Manual in May 2023, rescinding all previous policies.

Grant funding assists in the delivery of projects and events, with Shire staff continually monitoring for grant opportunities that will provide additional opportunities to the community.



Outcome 5.4 – Actively engage with community, business and other stakeholders to grow and develop the community

Strategies and Plans

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

This year’s electors meeting was once again well attended by the general public who showed a keen interest in seeing that Council delivered an accountable service. The public are welcome to attend Council meetings at any time throughout the year. Councillors and staff represent the Shire on various committees and regularly meet with these committees to provide a conduit of information and support the community.

Attendance at 4WDL Voluntary Regional Organisation of Councils, Regional Road Group and the Central Zone of WALGA by Shire staff and Councillors ensures that the Shire is well represented regionally, remains up to date with current issues and can advocate in relation to those areas that impact the Shire.

The Shire continues to engage with the public through Council meetings and our website and Facebook pages. In addition, a fortnightly shire report is provided to the Bleat community newsletter for inclusion in the publication.



Statutory Reporting Requirements

Disability Access and Inclusion Plan (DAIP)

The DAIP Progress Report for 2022/2023 contained key highlights such as:

- Creation of an Accessible Events Checklist
- Accessible BBQ / Shade Shelter in the Railway Reserve
- Accessible boardwalk at Lake Towerrinning
- Online Disability Awareness Training
- Community Consultation
- Employee Engagement Survey

These highlights reflect some of the specific outcomes identified in the Shire's 2021/22 DAIP including:

- Access to the beach area at Lake Towerrinning and better access to the BBQ area
- All access toilet at the swimming pool (project to be completed in 2023/2024)
- Review of ACROD parking

Complaints Register

Section 5.121 of the Local Government Act 1995 requires the Annual Report to contain details of the entries made in the Complaints Register regarding complaints about elected members. There were no complaints that were referred to the Local Government Standards Panel.

State Records Act

The State Records Act 2000 requires that the Shire maintains and disposes of all records in the prescribed manner. The State Records Act 2000 also requires all local authorities to produce a Record Keeping Plan to be endorsed by the State Records Commission.

A Record Keeping Plan was submitted in May 2023. The Shire is progressing towards a dual electronic and hard copy record keeping system.

Public Interest Disclosure

In accordance with legislation, procedures have been implemented to facilitate reporting and action on public interest disclosures. During the 2022/2023 reporting period, no public interest disclosures were lodged.

Freedom of Information Statement

In complying with the Freedom of Information Act 1992, the Shire of West Arthur is required to prepare and publish an information statement. The Shire's Information Statement was updated in June 2023 and a copy is available from the Shire Office and on the Shire website at the following link: <https://www.westarthur.wa.gov.au/documents/698/freedom-of-information-statement-2023>

The information statement contains information on the type of documents available to the public and how to access those documents. During the 2022/2023 year the Shire had no Freedom of Information requests.

Employee Remuneration

Set out below in bands of \$10,000, is the number of employees of the Shire entitled to an annual salary of \$130,000 or more (regulation 19B(2)(a) and (b) Local Government (Administration) Regulations 1996.

Salary Range	2022/23
\$130,001 - \$140,000	0
\$140,001 - \$150,000	1

Remuneration Provided to the CEO

The total remuneration provided to the CEO during the financial year 2022/2023 pursuant to regulation 19B(2)(e) Local Government (Administration) Regulations 1996 including all benefits such as housing, vehicle provision and superannuation was \$198, 831 (IAW SAT BAND 4)

Elected Member Demographics

Elected member demographics of those elected in 2021 is detailed below (regulation 19B(2)(h) Local Government (Administration) Regulations 1996).

Gender	5 Males 2 Females
Linguistic Background	7 English
Country of Birth	9 Australian
Elected Members aged between 18-24 years old	Nil
Elected Members aged between 25-34 years old	Nil
Elected Members aged between 35-44 years old	2
Elected Members aged between 45-54 years old	3
Elected Members aged between 55-64 years old	2
Elected Members aged 65 and over	Nil
Aboriginal or Torres Strait Islander Elected Members	Nil

Table 1: Council Structure

Meeting Attendances

The Council of the Shire of West Arthur meets monthly for information sessions and workshops on a variety of topics. In the fourth week of the month, Council convenes an Ordinary Council Meeting, where decisions are made on all report items in the best interest of the community (regulation 19B(2)(f) Local Government (Administration) Regulations 1996).

Below is a table outlining individual Elected Members’s attendance, for the financial year, on various Council Committees as a member in their capacity as an Elected Member.

	ORDINARY MEETINGS	ANNUAL ELECTORS	SPECIAL MEETING OF COUNCIL	AUDIT ADVISORY COMMITTEE	LOCAL EMERGENCY MANAGEMENT COMMITTEE	BUSHFIRE ADVISORY COMMITTEE
No of meetings held	11	1	1	2	2	2
ELECTED MEMBER						
Cr Neil Morrell	11	1	1	2	2	2
Cr Graeme Peirce	11	1	1			
Cr Neil Manuel	7			1		
Cr Adam Squires	7	1	1			
Cr Karen Harrington	11	1	1	2		
Cr Robyn Lubcke	11	1	1			
Cr Duncan South	8	1				2

Table 2: Meeting Attendances



The Year Ahead 2023/2024

The year ahead looks very exciting with the continued investment of \$578,211 by the Federal Government in the Local Roads and Community Infrastructure program. These funds will be invested in:

- New playground equipment, fencing and footpaths in the Railway Reserve
- Access track for Hillman Reserve
- Re-sheeting of Clarke Road
- Centre line markings on Darkan South Road
- CCTV network
- Glenorchy Bridge

The Shire has budgeted to spend \$479,751 on plant and equipment replacement, including a skid steer, gardener's truck, rotary axe slasher, replacement of grader ute, replacement of Manager Works and Services ute, and a new compressor and mobile hoist for the workshop.

The Shire is utilising the old swimming pool building, converting it into an archives store, with a budget of \$25,000. A CCTV network is being installed in the Railway Reserve. The Shire is transitioning towards Enterprise Resource Planning and Electronic Document and Records Management Systems. We have also budgeted for the development of a Style Guide and an update to the Shire website. Community projects include the installation of two EV Charging stations, along with the development of a 24-hour RV site.

The Shire will continue to work with the 4WDL group to advocate for more rural and regional housing. The compilation of a key worker accommodation report outlining the gaps in accommodation in our area will be prepared to highlight the issue to State and Federal governments.

The Shire will continue to support local businesses and will continue to look for opportunities to diversify our economy and assist new businesses to establish in the shire. The implementation of an Industry Attraction and Business Development Fund will enable us to strengthen our economy over the coming years.

Support will be provided to the Community Builder program to bring together the community and to assist the community with its own development.

Major road works in the next financial year will include:

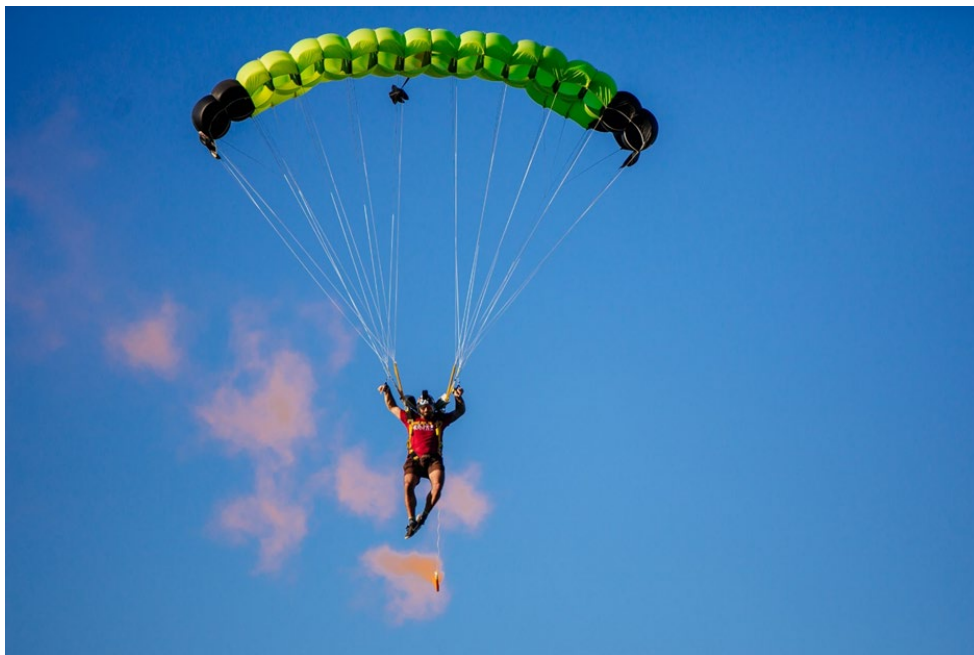
- Regional Road Group - \$368,788
 - Boyup Brook Arthur Road – gravel top up, sealing and drainage works
 - Darkan Williams Road - drainage works and vegetation removal
- Roads to Recovery - \$320,264
 - Cordering North Road – construct and seal, and gravel re-sheeting
 - Beaufort Road – drains and re-sheeting
- LRCI - \$196,829
 - Clarke Road – gravel re-sheeting
 - Darkan South Road – centre line markings

The Betty Brown Museum will see a new exhibition open in April 2024, which will draw visitors from a wide area.

Astrotourism continues to develop as part of the local tourism industry, along with the Collie-Darkan Rail Trail. The Shire will be redesigning the Darkan Caravan Park intersection, to ensure safer entry and exit to the park. A marketing strategy for the park will also be developed.

The delivery of health services continues to be a priority with the Shire and is reflected in the development of a Local Health Plan and Aged Friendly Plan, along with supporting policies.

The next year promises to be a busy one with lots of new and exciting developments around the Shire. We look forward to continuing to make the Shire of West Arthur a great place to work, live and play.



Annual Financial Report

**SHIRE OF WEST ARTHUR
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Statement of Financial Activity	7
Index of Notes to the Financial Report	8
Independent Auditor's Report	41

Principal place of business: 31 Burrowes Street
Darkan WA 6392

| 1

Statement by Chief Executive Officer

**SHIRE OF WEST ARTHUR
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

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

STATEMENT BY CEO

The accompanying financial report of the Shire of West Arthur has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2023 and the financial position as at 30 June 2023.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 7th day of December 2023



Vin Fordham Lamont
Chief Executive Officer



Statement of Comprehensive Income

**SHIRE OF WEST ARTHUR
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2023**

NOTE	2023 Actual	2023 Budget	2022 Actual	
	\$	\$	\$	
Revenue				
Rates	2(a),24	1,887,578	1,885,423	1,778,616
Grants, subsidies and contributions	2(a)	2,003,251	550,100	1,843,480
Fees and charges	2(a)	308,302	295,450	333,377
Interest revenue	2(a)	155,727	118,897	42,090
Other revenue	2(a)	127,565	68,353	120,016
		4,482,423	2,918,223	4,117,579
Expenses				
Employee costs	2(b)	(1,863,920)	(1,996,848)	(1,734,553)
Materials and contracts		(1,102,930)	(1,131,500)	(710,197)
Utility charges		(109,655)	(90,405)	(82,856)
Depreciation		(3,077,886)	(2,217,441)	(2,203,410)
Finance costs	2(b)	(26,499)	(25,062)	(25,232)
Insurance		(116,509)	(117,423)	(103,527)
Other expenditure	2(b)	(43,631)	(48,000)	(51,795)
		(6,341,030)	(5,626,679)	(4,911,570)
		(1,858,607)	(2,708,456)	(793,991)
Capital grants, subsidies and contributions	2(a)	1,257,166	1,200,962	1,630,953
Profit on asset disposals		81,548	20,676	43,505
Loss on asset disposals		0	(17,355)	(5,241)
		1,338,714	1,204,283	1,669,217
Net result for the period		(519,893)	(1,504,173)	875,226
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	16	10,023,205	0	24,796,610
Total other comprehensive income for the period	16	10,023,205	0	24,796,610
Total comprehensive income for the period		9,503,312	(1,504,173)	25,671,836

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



Statement of Financial Position

**SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2023**

NOTE	2023	2022
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3	4,257,269
Trade and other receivables	5	296,858
Other financial assets	4(a)	30,007
Inventories	6	84,985
Other assets	7	61,689
Assets classified as held for sale	7	65,107
TOTAL CURRENT ASSETS	4,795,915	5,048,742
NON-CURRENT ASSETS		
Other financial assets	4(b)	340,484
Property, plant and equipment	8	19,680,290
Infrastructure	9	115,289,607
TOTAL NON-CURRENT ASSETS	135,310,381	125,879,779
TOTAL ASSETS	140,106,296	130,928,521
CURRENT LIABILITIES		
Trade and other payables	12	235,168
Other liabilities	13	7,336
Borrowings	14	125,119
Employee related provisions	15	310,426
TOTAL CURRENT LIABILITIES	678,049	1,090,746
NON-CURRENT LIABILITIES		
Borrowings	14	561,137
Employee related provisions	15	11,941
TOTAL NON-CURRENT LIABILITIES	573,078	485,918
TOTAL LIABILITIES	1,251,127	1,576,664
NET ASSETS	138,855,169	129,351,857
EQUITY		
Retained surplus		10,500,426
Reserve accounts	27	2,754,878
Revaluation surplus	16	125,599,865
TOTAL EQUITY		138,855,169

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



Statement of Changes in Equity

**SHIRE OF WEST ARTHUR
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2023**

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2021		10,007,504	2,892,467	90,780,050	103,680,021
Comprehensive income for the period					
Net result for the period		875,226	0	0	875,226
Other comprehensive income for the period	16	0	0	24,796,610	24,796,610
Total comprehensive income for the period		875,226	0	24,796,610	25,671,836
Transfers from reserve accounts	27	644,367	(644,367)	0	0
Transfers to reserve accounts	27	(585,920)	585,920	0	0
Balance as at 30 June 2022		10,941,177	2,834,020	115,576,660	129,351,857
Comprehensive income for the period					
Net result for the period		(519,893)	0	0	(519,893)
Other comprehensive income for the period	16	0	0	10,023,205	10,023,205
Total comprehensive income for the period		(519,893)	0	10,023,205	9,503,312
Transfers from reserve accounts	27	574,523	(574,523)	0	0
Transfers to reserve accounts	27	(495,381)	495,381	0	0
Balance as at 30 June 2023		10,500,426	2,754,878	125,599,865	138,855,169

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



Statement of Cash Flows

**SHIRE OF WEST ARTHUR
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2023**

	NOTE	2023 Actual \$	2022 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		1,852,136	1,817,319
Grants, subsidies and contributions		2,039,860	1,858,262
Fees and charges		308,302	333,377
Interest revenue		155,727	42,090
Goods and services tax received		249,203	286,468
Other revenue		127,565	120,016
		<u>4,732,793</u>	<u>4,457,532</u>
Payments			
Employee costs		(1,835,017)	(1,861,680)
Materials and contracts		(1,116,712)	(1,005,256)
Utility charges		(109,655)	(82,856)
Finance costs		(26,499)	(25,232)
Insurance paid		(116,509)	(103,527)
Goods and services tax paid		(273,132)	(276,454)
Other expenditure		(43,631)	(51,795)
		<u>(3,521,155)</u>	<u>(3,406,800)</u>
Net cash provided by (used in) operating activities		1,211,638	1,050,732
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment	8(a)	(803,050)	(583,698)
Payments for construction of infrastructure	9(a)	(1,958,036)	(1,600,189)
Capital grants, subsidies and contributions		744,969	1,310,115
Proceeds from financial assets at amortised cost - self supporting loans		29,032	28,087
Proceeds from financial assets at fair values through profit and loss		(2,764)	(4,937)
Proceeds from sale of property, plant & equipment		195,000	124,062
		<u>(1,794,849)</u>	<u>(726,560)</u>
Net cash provided by (used in) investing activities		(1,794,849)	(726,560)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	26(a)	(107,070)	(96,883)
Proceeds from new borrowings	26(a)	270,000	0
		<u>162,930</u>	<u>(96,883)</u>
Net cash provided by (used in) financing activities		162,930	(96,883)
Net increase (decrease) in cash held		(420,281)	227,289
Cash at beginning of year		4,677,550	4,450,261
Cash and cash equivalents at the end of the year	3	<u>4,257,269</u>	<u>4,677,550</u>

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



Statement of Financial Activity

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2023

NOTE	2023 Actual \$	2023 Budget \$	2022 Actual \$
OPERATING ACTIVITIES			
Revenue from operating activities			
24	1,795,847	1,795,429	1,696,592
24	91,731	89,994	82,024
	2,003,251	550,100	1,843,480
	308,302	295,450	333,377
	155,727	118,897	42,090
	127,565	68,353	120,016
	81,548	20,676	43,505
	<u>4,563,971</u>	<u>2,938,899</u>	<u>4,161,084</u>
Expenditure from operating activities			
	(1,863,920)	(1,996,848)	(1,734,553)
	(1,102,930)	(1,131,500)	(710,197)
	(109,655)	(90,405)	(82,856)
	(3,077,886)	(2,217,441)	(2,203,410)
	(26,499)	(25,062)	(25,232)
	(116,509)	(117,423)	(103,527)
	(43,631)	(48,000)	(51,795)
	0	(17,355)	(5,241)
	<u>(6,341,030)</u>	<u>(5,644,034)</u>	<u>(4,916,811)</u>
	3,087,582	2,214,120	2,039,056
Amount attributable to operating activities	<u>1,310,523</u>	<u>(491,015)</u>	<u>1,283,329</u>
INVESTING ACTIVITIES			
Inflows from investing activities			
	1,257,166	1,200,962	1,630,953
	195,000	144,050	124,062
26(a)	29,032	29,031	28,087
	<u>1,481,198</u>	<u>1,374,043</u>	<u>1,783,102</u>
Outflows from investing activities			
8(a)	(803,050)	(1,370,445)	(1,109,058)
9(a)	(1,958,036)	(1,710,877)	(1,600,189)
	<u>(2,761,086)</u>	<u>(3,081,322)</u>	<u>(2,709,247)</u>
Amount attributable to investing activities	<u>(1,279,888)</u>	<u>(1,707,279)</u>	<u>(926,145)</u>
FINANCING ACTIVITIES			
Inflows from financing activities			
26(a)	270,000	270,000	0
27	574,523	993,650	644,367
	<u>844,523</u>	<u>1,263,650</u>	<u>644,367</u>
Outflows from financing activities			
26(a)	(107,070)	(101,198)	(96,883)
27	(495,381)	(445,499)	(585,920)
	<u>(602,451)</u>	<u>(546,697)</u>	<u>(682,803)</u>
Amount attributable to financing activities	<u>242,072</u>	<u>716,953</u>	<u>(38,436)</u>
MOVEMENT IN SURPLUS OR DEFICIT			
25(c)	1,481,232	1,481,341	1,162,484
	1,310,523	(491,015)	1,283,329
	(1,279,888)	(1,707,279)	(926,145)
	242,072	716,953	(38,436)
25(c)	<u>1,753,939</u>	<u>0</u>	<u>1,481,232</u>

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



Index for Notes to the Financial Report

**SHIRE OF WEST ARTHUR
FOR THE YEAR ENDED 30 JUNE 2023
INDEX OF NOTES TO THE FINANCIAL REPORT**

Note 1	Basis of Preparation	9
Note 2	Revenue and Expenses	10
Note 3	Cash and Cash Equivalents	12
Note 4	Other Financial Assets	12
Note 5	Trade and Other Receivables	13
Note 6	Inventories	14
Note 7	Other Assets	15
Note 8	Property, Plant and Equipment	16
Note 9	Infrastructure	18
Note 10	Fixed Assets	20
Note 11	Leases	22
Note 12	Trade and Other Payables	23
Note 13	Other Liabilities	24
Note 14	Borrowings	25
Note 15	Employee Related Provisions	26
Note 16	Revaluation Surplus	27
Note 17	Restrictions Over Financial Assets	28
Note 18	Undrawn Borrowing Facilities and Credit Standby Arrangements	28
Note 19	Contingent Liabilities	29
Note 20	Capital Commitments	29
Note 21	Related Party Transactions	30
Note 22	Joint Arrangements	32
Note 23	Other Significant Accounting Policies	33
Note 24	Rating Information	34
Note 25	Determination of Surplus or Deficit	35
Note 26	Borrowing and Lease Liability	36
Note 27	Reserve Accounts	38
Note 28	Trust Funds	40

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

1. BASIS OF PREPARATION

The financial report of the Shire of West Arthur which is a Class 4 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 64(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 28 of the financial report.

Judgements and estimates
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, and infrastructure.
- lease accounting.

Initial application of accounting standards

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2020-6 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current - Deferral of Effective Date
- AASB 2021-7a Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [general editorials]
- AASB 2022-3 Amendments to Australian Accounting Standards - Illustrative Examples for Not-for-Profit Entities accompanying AASB 15

These amendments have no material impact on the current annual financial report.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
This standard will result in a terminology change for significant accounting policies
- AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants
- AASB 2022-7 Editorial Corrections to Australian Accounting Standards and Repeal of Superseded and Redundant Standards
- AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

The amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified. Except as described above these amendments are not expected to have any material impact on the financial report on initial application.

SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependent on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contractual commitments	General appropriations and contributions with no specific contractual commitments	No obligations	Not applicable	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Output method based on regular weekly and fortnightly period as proportionate to collection service
Fees and charges for other goods and services	Cemetery services, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2023

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	1,887,431	147	1,887,578
Grants, subsidies and contributions	202,808	0	0	1,800,443	2,003,251
Fees and charges	298,432	0	9,870	0	308,302
Interest revenue	0	0	18,198	137,529	155,727
Other revenue	100,821	0	0	26,744	127,565
Capital grants, subsidies and contributions	0	1,257,166	0	0	1,257,166
Total	602,061	1,257,166	1,915,499	1,964,863	5,739,589

For the year ended 30 June 2022

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	1,778,616	0	1,778,616
Grants, subsidies and contributions	68,907	0	0	1,776,573	1,843,480
Fees and charges	324,362	0	9,015	0	333,377
Interest revenue	0	0	18,545	23,545	42,090
Other revenue	54,145	0	0	65,871	120,016
Capital grants, subsidies and contributions	0	1,630,953	0	0	1,630,953
Total	445,414	1,630,953	1,806,176	1,865,989	5,748,532

| 10

SHIRE OF WEST ARTHUR
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2023

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	Note	2023 Actual \$	2022 Actual \$
Assets and services acquired below fair value			
Contributed assets		0	525,360
		0	525,360
Interest revenue			
Financial assets at amortised cost - self supporting loans		10,876	11,820
Interest on reserve account funds		91,410	9,050
Trade and other receivables overdue interest		18,198	18,545
Other interest revenue		35,243	2,675
		155,727	42,090
The 2023 original budget estimate in relation to: Trade and other receivables overdue interest was \$18,800.			
Fees and charges relating to rates receivable			
Charges on instalment plan		724	835
The 2023 original budget estimate in relation to: Charges on instalment plan was \$800.			
(b) Expenses			
Auditors remuneration			
- Audit of the Annual Financial Report		30,500	29,900
- Other services – grant acquittals		1,600	2,100
		32,100	32,000
Employee Costs			
Employee benefit costs		1,863,920	1,734,553
		1,863,920	1,734,553
Finance costs			
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss		26,499	25,232
		26,499	25,232
Sundry expenses		43,631	51,795
		43,631	51,795

SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

3. CASH AND CASH EQUIVALENTS	Note	2023 \$	2022 \$
Cash at bank and on hand		4,257,269	4,677,550
Total cash and cash equivalents		4,257,269	4,677,550
Held as			
- Unrestricted cash and cash equivalents		1,495,055	1,331,333
- Restricted cash and cash equivalents	17	2,762,214	3,346,217
		4,257,269	4,677,550

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

4. OTHER FINANCIAL ASSETS		2023 \$	2022 \$
(a) Current assets			
Financial assets at amortised cost		30,007	29,031
		30,007	29,031
Other financial assets at amortised cost			
Self supporting loans receivable	25(c)	30,007	29,031
		30,007	29,031
Held as			
- Unrestricted other financial assets at amortised cost		30,007	29,031
		30,007	29,031
(b) Non-current assets			
Financial assets at amortised cost		279,368	309,376
Financial assets at fair value through profit or loss		61,116	58,352
		340,484	367,728
Financial assets at amortised cost			
Self supporting loans receivable		279,368	309,376
		279,368	309,376
Financial assets at fair value through profit or loss			
Units in Local Government House Trust - opening balance		58,352	53,415
Movement attributable to fair value increment		2,764	4,937
Units in Local Government House Trust - closing balance		61,116	58,352

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 26(a) as self supporting loans. Fair value of financial assets at fair value through profit or loss is determined from the net asset value of the units held in the Trust at balance date as compiled by WALGA.

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 23 (i)) due to the observable market rates).

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit or loss

The Shire has elected to classify the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

5. TRADE AND OTHER RECEIVABLES

Note	2023	2022	
	\$	\$	
Current			
Rates and statutory receivables	254,835	200,216	
Allowance for credit losses of rates receivables	(83,341)	(69,185)	
Trade receivables	81,912	111,185	
GST receivable	43,452	19,523	
	296,858	261,739	
Disclosure of opening and closing balances related to contracts with customers			
Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:			
	30 June 2023	30 June 2022	1 July 2021
	Actual	Actual	Actual
Note	\$	\$	\$
Contract assets	7	61,689	63,166
Total trade and other receivables from contracts with customers		61,689	63,166
			36,669
			36,669

SIGNIFICANT ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations as part of the ordinary course of business.

Other receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers including grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

6. INVENTORIES

Note	2023 \$	2022 \$
Current		
Fuel and materials	14,985	17,256
Land held for resale		
Cost of acquisition	70,000	0
	84,985	17,256
The following movements in inventories occurred during the year:		
Balance at beginning of year	17,256	23,433
Inventories expensed during the year	(263,191)	(223,909)
Additions to inventory	330,920	217,731
Balance at end of year	84,985	17,256

Land classified as held for sale

During the year council elected to dispose of industrial land on Growden Place. The land is currently being marketed for sale.

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Land held for resale (Continued)

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the council's intentions to release for sale.

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

7. OTHER ASSETS

	2023	2022
	\$	\$
Other assets - current		
Contract assets	61,689	63,166
	<u>61,689</u>	<u>63,166</u>
Non-current assets held for sale		
Land and buildings	65,107	0
	<u>65,107</u>	<u>0</u>

Land classified as held for sale

During the year council elected to dispose of joint properties held with the Department of Communities.

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Contract assets

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

Non-current assets held for sale (Continued)

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of land and buildings was determined using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value hierarchy set out in Note 23(i).

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings - non- specialised	Buildings - specialised	Total land and buildings not subject to operating lease	Land and buildings subject to operating lease	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2021	664,696	0	8,370,678	9,035,374	4,352,618	13,387,992	14,043	2,372,911	15,774,946
Additions	11,556	4,547	73,288	89,391	0	89,391	11,952	1,007,715	1,109,058
Disposals	0	0	0	0	0	0	0	(85,798)	(85,798)
Revaluation increments / (decrements) transferred to revaluation surplus	54,148	6,398	1,769,182	1,829,728	1,681,843	3,511,571	0	0	3,511,571
Depreciation	0	0	(130,548)	(130,548)	(76,961)	(207,509)	(4,803)	(326,088)	(538,400)
Transfers	0	0	0	0	0	0	0	(13,260)	(13,260)
Balance at 30 June 2022	730,400	10,945	10,082,600	10,823,945	5,957,500	16,781,445	21,192	2,955,480	19,758,117
Comprises:									
Gross balance amount at 30 June 2022	730,400	10,945	10,082,600	10,823,945	5,957,500	16,781,445	43,129	4,520,165	21,344,739
Accumulated depreciation at 30 June 2022	0	0	0	0	0	0	(21,937)	(1,564,685)	(1,586,622)
Balance at 30 June 2022	730,400	10,945	10,082,600	10,823,945	5,957,500	16,781,445	21,192	2,955,480	19,758,117
Additions	0	28,823	50,257	79,080	71,468	150,548	11,068	641,434	803,050
Disposals	0	0	0	0	0	0	0	(113,452)	(113,452)
Depreciation	0	(194)	(156,529)	(156,723)	(94,124)	(250,847)	(6,373)	(375,098)	(632,318)
Transfers	(70,000)	0	0	(70,000)	(65,107)	(135,107)	0	0	(135,107)
Balance at 30 June 2023	660,400	39,574	9,976,328	10,676,302	5,869,737	16,546,039	25,887	3,108,364	19,680,290
Comprises:									
Gross balance amount at 30 June 2023	660,400	39,768	10,132,857	10,833,025	5,962,968	16,795,993	54,198	4,993,041	21,843,232
Accumulated depreciation at 30 June 2023	0	(194)	(156,529)	(156,723)	(93,231)	(249,954)	(28,311)	(1,884,677)	(2,162,942)
Balance at 30 June 2023	660,400	39,574	9,976,328	10,676,302	5,869,737	16,546,039	25,887	3,108,364	19,680,290

SHIRE OF WEST ARTHUR
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2023

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	2	Market approach using recent observable market data for similar properties.	Registered Valuer	June 2022	Price per hectare or m2
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties.	Registered Valuer	June 2022	Market data/improvements to land using construction costs and current market conditions (Level 2)
Buildings - specialised	2 & 3	Cost approach using depreciated replacement cost	Registered Valuer	June 2022	Improvements to land using construction costs and current conditions (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<p>Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.</p> <p>During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.</p>					
(ii) Cost					
Furniture and equipment		N/A	Cost	NA	N/A
Plant and equipment		N/A	Cost	NA	N/A

| 17

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads \$	Infrastructure - Other \$	Infrastructure - bridges \$	Total Infrastructure \$
Balance at 1 July 2021	63,544,544	3,377,435	17,598,477	84,520,456
Additions	1,299,034	301,155	0	1,600,189
Revaluation increments / (decrements) transferred to revaluation surplus	21,276,371	8,668	0	21,285,039
Depreciation	(1,003,051)	(162,118)	(499,841)	(1,665,010)
Transfers		13,260		13,260
Balance at 30 June 2022	85,116,898	3,538,400	17,098,636	105,753,934
Comprises:				
Gross balance at 30 June 2022	85,116,898	3,538,400	19,098,000	107,753,298
Accumulated depreciation at 30 June 2022	0	0	(1,999,364)	(1,999,364)
Balance at 30 June 2022	85,116,898	3,538,400	17,098,636	105,753,934
Additions	1,180,207	777,829	0	1,958,036
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	10,023,205	10,023,205
Depreciation	(1,763,490)	(182,237)	(499,841)	(2,445,568)
Balance at 30 June 2023	84,533,615	4,133,992	26,622,000	115,289,607
Comprises:				
Gross balance at 30 June 2023	86,297,105	4,316,229	26,622,000	117,235,334
Accumulated depreciation at 30 June 2023	(1,763,490)	(182,237)	0	(1,945,727)
Balance at 30 June 2023	84,533,615	4,133,992	26,622,000	115,289,607

SHIRE OF WEST ARTHUR
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2023

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - roads	2 & 3	Cost approach using depreciated replacement cost	Registered Valuer	June 2022	Costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Other	2 & 3	Cost approach using depreciated replacement cost	Registered Valuer	June 2022	Costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - bridges	2 & 3	Cost approach using depreciated replacement cost	Registered Valuer	June 2023	Costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

10. FIXED ASSETS

(a) Depreciation

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below.

Asset Class	Useful life
Buildings	30 to 100 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	70 years
seal	
bituminous seals	15 to 25 years
asphalt surfaces	15 to 25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheeting	10 to 15 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years
Bridges	60 to 90 years

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

10. FIXED ASSETS (Continued)

<p>SIGNIFICANT ACCOUNTING POLICIES</p> <p>Fixed assets Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value (as indicated), less any accumulated depreciation and impairment losses.</p> <p>Initial recognition and measurement for assets held at cost Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with <i>Financial Management Regulation 17A</i>. Where acquired at no cost, the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.</p> <p>Initial recognition and measurement between mandatory revaluation dates for assets held at fair value Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with <i>Financial Management Regulation 17A (5)</i>. These assets are expensed immediately.</p> <p>Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.</p> <p>Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.</p> <p>Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date consistent with <i>Financial Management Regulation 17A(4)</i>.</p> <p>Revaluation The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.</p> <p>At the end of each period, the carrying amount for each asset class is reviewed and, where appropriate, the fair value is updated to reflect current market conditions consistent with <i>Financial Management Regulation 17A(2)</i> which requires land, buildings infrastructure, investment properties and vested improvements to be shown at fair value.</p>	<p>Revaluation (continued) For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.</p> <p>Depreciation The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.</p> <p>The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.</p> <p>Depreciation on revaluation When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:</p> <ul style="list-style-type: none"> (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset. <p>Amortisation All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.</p> <p>The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.</p> <p>Amortisation is included within depreciation in the Statement of Comprehensive Income and in Note 10(a).</p> <p>Impairment An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.</p> <p>Gains or losses on disposal Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Comprehensive Income in the period in which they arise.</p>
--	---

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

11 LEASES

(a) Lessor - Property, Plant and Equipment Subject to Lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

	2023 Actual	2022 Actual
	\$	\$
Less than 1 year	43,097	34,040
1 to 2 years	3,400	17,880
2 to 3 years	0	3,400
	46,497	55,120
Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease		
Rental income	92,475	110,744

The Shire leases houses to staff and community members with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets. The staff houses are not considered investment property as they are leased for use in the supply of services to the community. The community housing units are considered a joint operation and are not considered investment property as the primary purpose is provision of community housing.

Lease payments for some contracts include CPI increases, but there are no other variable lease payments that depend on an index or rate. Although the Shire is exposed to changes in the residual value at the end of the current leases, the Shire typically enters into new operating leases and therefore will not immediately realise any reduction in residual value at the end of these leases.

Expectations about the future residual values are reflected in the fair value of the properties.

SIGNIFICANT ACCOUNTING POLICIES

The Shire as Lessor

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 to allocate the consideration under the contract to each component.

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

12 TRADE AND OTHER PAYABLES

	2023	2022
	\$	\$
Current		
Sundry creditors	151,469	168,771
Prepaid rates	10,484	5,463
Accrued payroll liabilities	55,414	38,806
Bonds and deposits held	17,801	18,029
	235,168	231,069

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

13. OTHER LIABILITIES

	2023	2022
	\$	\$
Current		
Contract liabilities	7,336	0
Capital grant/contributions liabilities	0	512,197
	<u>7,336</u>	<u>512,197</u>
Reconciliation of changes in contract liabilities		
Additions	7,336	0
	<u>7,336</u>	<u>0</u>
<p>The aggregate amount of the performance obligations unsatisfied (or partially unsatisfied) in relation to these contract liabilities was \$7,336 (2022: \$NIL)</p> <p>The Shire expects to satisfy the performance obligations, from contracts with customers unsatisfied at the end of the reporting period, within the next 12 months.</p>		
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	512,197	307,675
Additions	0	512,197
Revenue from capital grant/contributions held as a liability at the start of the period	(512,197)	(307,675)
	<u>0</u>	<u>512,197</u>

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

14. BORROWINGS

	Note	2023			2022		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Debentures		125,119	561,137	686,256	89,815	433,511	523,326
Total secured borrowings	26(a)	125,119	561,137	686,256	89,815	433,511	523,326

Secured liabilities and assets pledged as security

Debentures, bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of West Arthur.

The Shire of West Arthur has complied with the financial covenants of its borrowing facilities during the 2023 and 2022 years.

SIGNIFICANT ACCOUNTING POLICIES

Borrowing costs

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

Details of individual borrowings required by regulations are provided at Note 26(a).

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions	2023	2022
	\$	\$
Current provisions		
Employee benefit provisions		
Annual leave	122,354	118,899
Long service leave	188,072	138,766
	310,426	257,665
Total current employee related provisions	310,426	257,665
Non-current provisions		
Employee benefit provisions		
Long service leave	11,941	52,407
	11,941	52,407
Total non-current employee related provisions	11,941	52,407
Total employee related provisions	322,367	310,072

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

16. REVALUATION SURPLUS

	2023 Opening Balance	Total Movement on Revaluation	2023 Closing Balance	2022 Opening Balance	Total Movement on Revaluation	2022 Closing Balance
	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	472,399	0	472,399	613,871	(141,472)	472,399
Revaluation surplus - Buildings - non-specialised	6,723,325	0	6,723,325	6,960,184	(236,859)	6,723,325
Revaluation surplus - Buildings - specialised	3,889,902	0	3,889,902	0	3,889,902	3,889,902
Revaluation surplus - Furniture and equipment	10,206	0	10,206	10,206	0	10,206
Revaluation surplus - Infrastructure - roads	82,924,457	0	82,924,457	61,648,086	21,276,371	82,924,457
Revaluation surplus - Infrastructure - Other	1,711,767	0	1,711,767	1,703,099	8,668	1,711,767
Revaluation surplus - Infrastructure - bridges	19,844,604	10,023,205	29,867,809	19,844,604	0	19,844,604
	115,576,660	10,023,205	125,599,865	90,780,050	24,796,610	115,576,660

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

17. RESTRICTIONS OVER FINANCIAL ASSETS

	Note	2023 Actual \$	2022 Actual \$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	2,762,214	3,346,217
		2,762,214	3,346,217
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	27	2,754,878	2,834,020
Contract liabilities	13	7,336	0
Capital grant liabilities	13	0	512,197
Total restricted financial assets		2,762,214	3,346,217
18. UNDRAWN BORROWING FACILITIES AND CREDIT STANDBY ARRANGEMENTS			
Bank overdraft limit		150,000	150,000
Bank overdraft at balance date		0	0
Credit card limit		15,000	5,000
Credit card balance at balance date		(6,089)	0
Total amount of credit unused		158,911	155,000
Loan facilities			
Loan facilities - current		125,119	89,815
Loan facilities - non-current		561,137	433,511
Total facilities in use at balance date		686,256	523,326
Unused loan facilities at balance date		0	0

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

19. CONTINGENT LIABILITIES

The Shire of West Arthur has identified the following site, after year end, in relation to land owned, vested or leased, that is possibly contaminated with investigation required.

Darkan Landfill Site - Reserve 31890 Coalfields Road, Darkan.

Until the Shire conducts an investigation to determine the presence and scope of contamination, assesses the risk, and agrees with the Department of Water and Environmental Regulation on the need and criteria for remediation of a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of this site. This approach is consistent with the Department of Water and Environmental Regulation Guidelines.

20. CAPITAL COMMITMENTS

	2023	2022
	\$	\$
Contracted for:		
- capital expenditure projects	453,575	165,195
	453,575	165,195
Payable:		
- not later than one year	453,575	165,195

The capital expenditure project outstanding at the end of the current reporting period represents the construction of a new staff house in King Street, Darkan (the prior year commitment was for the construction of a shade shelter in the Darkan Railway Reserve).

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

21. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

	2023 Actual	2023 Budget	2022 Actual
Note	\$	\$	\$
Fees, expenses and allowances to be paid or reimbursed to elected council members.			
President's annual allowance	4,000	4,000	3,977
President's meeting attendance fees	3,300	5,200	6,440
President's annual allowance for ICT expenses	500	500	500
President's travel and accommodation expenses	1,202	2,350	2,220
	9,002	12,050	13,137
Deputy President's annual allowance	1,000	1,000	1,000
Deputy President's meeting attendance fees	2,540	5,100	4,540
Deputy President's annual allowance for ICT expenses	500	500	500
Deputy President's travel and accommodation expenses	688	1,450	1,376
	4,728	8,050	7,416
All other council member's meeting attendance fees	11,490	18,200	17,310
All other council member's annual allowance for ICT expenses	2,500	2,500	2,491
All other council member's travel and accommodation expenses	1,518	4,200	3,436
	15,508	24,900	23,237
21(b)	29,238	45,000	43,790

(b) Key Management Personnel (KMP) Compensation

	2023 Actual	2022 Actual
Note	\$	\$
The total of compensation paid to KMP of the Shire during the year are as follows:		
Short-term employee benefits	377,259	337,509
Post-employment benefits	47,919	42,026
Employee - other long-term benefits	29,968	6,678
Employee - termination benefits	0	80,063
Council member costs	29,238	43,790
21(a)	484,384	510,066

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

21. RELATED PARTY TRANSACTIONS (continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2023 Actual \$	2022 Actual \$
Short term employee benefits - other related parties	275,655	161,379
Payment of council member costs (Refer to Note 21(a))	29,238	43,790

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 21(a) and 21(b)

ii. Other Related Parties

Short-term employee benefits related to associates of the Manager of Works and Services and Councillors and who were employed by the Shire under normal employment terms and conditions.

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

22 JOINT ARRANGEMENTS

Share of joint operations

The Shire has a joint arrangement with the Department of Communities which provides housing for the community. The only assets are land and housing units of which the Shire owns a percentage share.

Statement of Financial Position

	2023 Actual	2022 Actual
	\$	\$
Cash and cash equivalents	191,208	169,135
Land - 10 Hillman Street	5,400	5,400
Land - 12 Hillman Street	3,500	3,500
Land - 18 Gibbs St/25 Nangip Cres	2,200	2,200
Building - 10 Hillman Street	91,800	91,800
Building - 12 Hillman Street	59,500	59,500
Building - 18 Gibbs Street	31,900	31,900
Building - 25 Nangip Cres	31,900	31,900
(less accumulated depreciation)	(2,892)	0
Total assets	414,516	395,335
Reserve accounts	191,208	169,135
Total equity	191,208	169,135

Statement of Comprehensive Income

Rental Income	37,859	44,401
Depreciation	(2,892)	(2,895)
Other expense	(23,559)	(39,436)
Profit/(loss) for the period	11,408	2,070
Total comprehensive income for the period	11,408	2,070

Statement of Cash Flows

Rental Income	37,859	44,401
Other expense	(23,559)	(39,436)
Net cash provided by (used in) operating activities	14,300	4,965

SIGNIFICANT ACCOUNTING POLICIES

Joint operations

A joint operation is a joint arrangement where the Shire has joint control with two or more parties to the joint arrangement. All parties to joint arrangement have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standard.

SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

23. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures
All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation
The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue
Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy
AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets
In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

24. RATING INFORMATION

(a) General Rates

RATE TYPE	Basis of valuation	Rate in \$	Number of Properties	2022/23 Actual Rateable Value*	2022/23 Actual Rate Revenue	2022/23 Actual Interim Rates	2022/23 Actual Total Revenue	2022/23 Budget Rate Revenue	2022/23 Budget Interim Rate	2022/23 Budget Total Revenue	2021/22 Actual Total Revenue
GRV Townsite		0.07857	85	744,156	58,468	0	58,468	58,468		58,468	55,157
GRV Commercial		0.07857	13	239,564	18,823	0	18,823	18,823		18,823	17,757
GRV Industrial		0.07857	7	112,580	8,845	0	8,845	8,845		8,845	8,344
GRV Other Townsite		0.07857	15	95,888	7,534	0	7,534	7,534		7,534	6,637
UV Rural		0.004623	371	368,107,000	1,701,759	418	1,702,177	1,701,759		1,701,759	1,608,697
Total general rates			491	369,299,188	1,795,429	418	1,795,847	1,795,429	0	1,795,429	1,696,592
Minimum payment											
Minimum payment \$											
GRV Townsite		563	46	178,882	25,898	563	26,461	25,898		25,898	20,303
GRV Commercial		563	9	22,440	5,067	0	5,067	5,067		5,067	4,779
GRV Industrial		563	3	9,890	1,689	743	2,432	1,689		1,689	2,035
GRV Other Townsite		393	19	20,820	7,467	0	7,467	7,467		7,467	7,049
UV Rural, Industrial & Mining		563	82	5,738,018	46,166	430	46,596	46,166		46,166	44,360
Total minimum payments			159	5,969,850	86,287	1,736	88,023	86,287	0	86,287	78,526
Total general rates and minimum payments			650	375,269,038	1,881,716	2,154	1,883,870	1,881,716	0	1,881,716	1,775,118
Ex-gratia Rates											
Ex-gratia rates											
Total amount raised from rates (excluding general rates)											
		0	0	0	3,708	0	3,708	3,707		3,707	3,498
		0	0	0	3,708	0	3,708	3,707	0	3,707	3,498
Total Rates							1,887,578			1,885,423	1,778,616
Rate instalment interest							1,239			1,800	1,489
Rate overdue interest							16,959			16,200	17,056

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

*Rateable Value at time of raising of rate.

SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

25. DETERMINATION OF SURPLUS OR DEFICIT

Note	2022/23	2022/23	2021/22
	(30 June 2023)	Budget (30 June 2023)	(30 June 2022)
	Carried Forward	Carried Forward	Carried Forward
	\$	\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
Less: Profit on asset disposals	(81,548)	(20,676)	(43,505)
Add: Loss on disposal of assets	0	17,355	5,241
Add: Depreciation	3,077,886	2,217,441	2,203,410
Non-cash movements in non-current assets and liabilities:			
Financial assets at amortised cost	(2,764)	0	(4,937)
Assets held for sale	7 65,107	0	0
Employee benefit provisions	12,293	0	(127,127)
Movement in accrued wages	16,608	0	5,974
Non-cash amounts excluded from operating activities	3,087,582	2,214,120	2,039,056
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
(b) Adjustments to investing activities			
Property, plant and equipment received for substantially less than fair value	0	0	525,360
Non cash Capital grants, subsidies and contributions	0	0	(525,360)
Non-cash amounts excluded from investing activities	0	0	0
(c) Surplus or deficit after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserve accounts	27 (2,754,878)	(2,285,869)	(2,834,020)
Less: Financial assets at amortised cost - self supporting loans	4(a) (30,007)	(30,007)	(29,031)
Less: Current assets not expected to be received at end of year			
Less: Land held for resale	6 (70,000)	0	0
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	14 125,119	117,887	89,815
- Employee benefit provisions	365,839	244,682	296,472
Total adjustments to net current assets	(2,363,927)	(1,963,307)	(2,476,764)
Net current assets used in the Statement of Financial Activity			
Total current assets	4,795,915	2,513,029	5,048,742
Less: Total current liabilities	(678,049)	(559,722)	(1,090,746)
Less: Total adjustments to net current assets	(2,363,927)	(1,963,307)	(2,476,764)
Surplus or deficit after imposition of general rates	1,753,939	0	1,481,232

SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

26. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual							Budget			
		Principal		Principal at 30 June 2022	Principal		Principal at 30 June 2023	Principal at 1 July 2022	Principal		Principal at 30 June 2023	
		at 1 July 2021	New Loans During 2021-22		Repayments During 2021-22	New Loans During 2022-23			Repayments During 2022-23	New Loans During 2022-23		Repayments During 2022-23
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
GROH housing		193,286	0	(47,024)	146,262	0	(50,184)	96,078	146,263	0	(50,184)	96,079
Industrial land		48,917	0	(10,280)	38,637	0	(10,599)	28,038	38,658	0	(10,599)	28,059
Staff Housing - L30 Hillman Street		11,512	0	(11,512)	0	0	0	0	0	0	0	0
Loader		0				270,000	(17,255)	252,745	0	270,000	(11,384)	258,616
Total		253,715	0	(68,796)	184,919	270,000	(78,038)	376,881	184,921	270,000	(72,167)	382,754
Self Supporting Loans												
WA Cottage Homes		366,494	0	(28,087)	338,407	0	(29,032)	309,375	338,406	0	(29,031)	309,375
Total Self Supporting Loans		366,494	0	(28,087)	338,407	0	(29,032)	309,375	338,406	0	(29,031)	309,375
Total Borrowings	14	620,209	0	(96,883)	523,326	270,000	(107,070)	686,256	523,327	270,000	(101,198)	692,129

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

Borrowing Finance Cost Payments

Purpose	Note	Loan Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2023	Budget for year ending 30 June 2023	Actual for year ending 30 June 2022
						\$	\$	\$
GROH housing		70	WATC *	6.80%	31/03/2025	(8,377)	(8,377)	(11,539)
Industrial land		72	WATC *	3.30%	31/12/2025	(1,135)	(1,135)	(1,475)
Staff Housing - L30 Hillman Street		69	WATC *	6.80%	31/03/2022	0	0	(388)
Loader		74	WATC *	4.00%	30/09/2032	(6,111)	(4,674)	0
Total						(15,823)	(14,186)	(13,412)
Self Supporting Loans Finance Cost Payments								
WA Cottage Homes		73	WATC *	3.30%	30/06/2032	(10,876)	(10,876)	(11,820)
Total Self Supporting Loans Finance Cost Payments						(10,876)	(10,876)	(11,820)
Total Finance Cost Payments						(26,499)	(25,062)	(25,232)

* WA Treasury Corporation

SHIRE OF WEST ARTHUR
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2023

26. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2022/23

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2023 Actual	2023 Budget	2023 Actual	2023 Budget		
Loader	WATC *	Fixed	10	4.00%	\$ 270,000	\$ 270,000	\$ (270,000)	\$ (270,000)	\$ 57,119	\$ 0
					270,000	270,000	(270,000)	(270,000)	57,119	0

* WA Treasury Corporation

SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023

27. RESERVE ACCOUNTS	2023	2023	2023	2023	2023	2023	2023	2022	2022	2022	2022	
	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	Actual Closing Balance	Budget Opening Balance	Budget Transfer to	Budget Transfer (from)	Budget Closing Balance	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council												
(a) Leave Reserve	121,150	3,957	0	125,107	121,149	3,634	0	124,783	210,491	659	(90,000)	121,150
(b) Plant Reserve	454,017	351,723	(248,989)	556,751	454,017	303,798	(194,650)	563,165	522,877	311,636	(380,496)	454,017
(c) Building Reserve	734,309	23,982	(66,532)	691,759	734,309	22,029	(565,000)	191,338	677,641	87,770	(31,102)	734,309
(d) Town Development Reserve	1,529	50	0	1,579	1,528	46	0	1,574	71,306	223	(70,000)	1,529
(e) Recreation Reserve	163,285	5,333	0	168,618	163,285	4,899	0	168,184	162,776	509	0	163,285
(f) Heritage Reserve	6,091	472	0	6,563	6,091	483	0	6,574	5,755	336	0	6,091
(g) Community Housing Reserve	169,135	22,073	0	191,208	169,135	25,074	(50,000)	144,209	153,767	41,563	(26,195)	169,135
(h) Waste Management Reserve	122,753	4,009	(9,760)	117,002	122,753	3,683	(100,000)	26,436	122,370	383	0	122,753
(i) Darkan Swimming Pool Reserve	49,219	6,807	0	55,826	49,219	6,477	0	55,696	44,081	5,138	0	49,219
(j) Information Technology Reserve	66,548	5,173	(14,000)	57,721	66,549	4,996	(14,000)	57,545	50,305	42,657	(26,414)	66,548
(k) Darkan Sport and Community Centre Reserve	325,421	39,482	(180,028)	184,875	325,422	39,763	0	365,185	289,515	35,908	0	325,421
(l) Arthur River Country Club Reserve	40,151	7,311	0	47,462	40,150	7,205	0	47,355	34,044	6,107	0	40,151
(m) Museum Reserve	128,701	4,203	0	132,904	128,701	3,861	(5,000)	127,562	128,155	546	0	128,701
(n) Moodiarup Sports Club Reserve	17,581	4,574	0	22,155	17,581	5,527	0	23,108	13,539	4,042	0	17,581
(o) Landcare Reserve	32,987	1,077	(5,000)	29,064	32,989	990	(5,000)	28,979	37,869	118	(5,000)	32,987
(p) Corporate Planning and Valuation Reserve	19,945	651	(16,000)	4,596	19,945	598	(16,000)	4,543	34,836	109	(15,000)	19,945
(q) Kids Central Reserve	7,156	234	(302)	7,088	7,156	215	0	7,371	1,807	5,709	(160)	7,156
(r) The Shed Reserve	12,824	419	(140)	13,103	12,824	385	0	13,209	12,258	566	0	12,824
(s) Recreation Trails Reserve	1,218	40	0	1,258	1,217	37	0	1,254	1,214	4	0	1,218
(t) Community Gym Reserve	12,004	2,646	(6,092)	8,558	12,004	1,360	(9,000)	4,364	11,026	978	0	12,004
(u) Economic Development Reserve	113,847	3,718	(27,680)	89,885	113,847	3,415	(35,000)	82,262	73,617	40,230	0	113,847
(u) Road Reserve	234,149	7,647	0	241,796	234,149	7,024	0	241,173	233,418	731	0	234,149
	2,834,020	495,381	(574,523)	2,754,878	2,834,020	445,499	(993,650)	2,285,869	2,892,467	585,920	(644,367)	2,834,020

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

SHIRE OF WEST ARTHUR
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2023

27. RESERVE ACCOUNTS (continued)

Name of reserve account	Purpose of the reserve account
Restricted by council	
(a) Leave Reserve	To be used to fund long service leave and annual leave requirements
(b) Plant Reserve	To be used for the purchase of major plant
(c) Building Reserve	To be used for the construction and maintenance of Council buildings
(d) Town Development Reserve	To be used to enhance town infrastructure
(e) Recreation Reserve	To be used to enhance recreation infrastructure
(f) Heritage Reserve	To be used to maintain and improve the heritage buildings of the Shire
(g) Community Housing Reserve	To be used for the maintenance and provision of housing within the Shire
(h) Waste Management Reserve	To be used to assist with funding future infrastructure requirements for waste management
(i) Darkan Swimming Pool Reserve	To be used to assist with funding works at the Darkan swimming pool
(j) Information Technology Reserve	To be used for upgrades to computers and office equipment
(k) Darkan Sport and Community Centre Reserve	To be used to maintain and improve the Darkan Sport and Community Centre
(l) Arthur River Country Club Reserve	To be used to maintain and improve the Arthur River Country Club
(m) Museum Reserve	To be used to maintain and to provide new displays in the Museum
(n) Moodiarrup Sports Club Reserve	To be used to maintain and improve the Moodiarrup Sports Club Reserve
(o) Landcare Reserve	To be used to fund the landcare expenditure of the Shire
(p) Corporate Planning and Valuation Reserve	To be used to fund the corporate planning and valuation expenditure of the Shire
(q) Kids Central Reserve	To be used to fund the renewal of equipment and infrastructure
(r) The Shed Reserve	To be used to fund the renewal of equipment and infrastructure
(s) Recreation Trails Reserve	To be used for the construction and maintenance of recreation trails
(t) Community Gym Reserve	To be used for the renewal of gym equipment and activities
(u) Economic Development Reserve	To be used for economic development initiatives that benefit the Shire
(u) Road Reserve	To be used to fund road improvements or urgent repairs

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

28. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2022	Amounts Received	Amounts Paid	30 June 2023
	\$	\$	\$	\$
Westoacre	42,706	1,116	0	43,822
Seniors Luncheon	1,574	137	(199)	1,512
Arthur River Development	2,695	424	(350)	2,769
RSL Trust Fund	4,036	105	0	4,141
Darkan Arts Council	8,001	203	(200)	8,004
Arthur River Hall	2,417	423	0	2,840
Arthur River Restoration	10,352	270	0	10,622
	71,781	2,678	(749)	73,710

| 40

Independent Auditor's Report



Auditor General

INDEPENDENT AUDITOR'S REPORT 2023 Shire of West Arthur

To the Council of the Shire of West Arthur

Opinion

I have audited the financial report of the Shire of West Arthur (Shire) which comprises:

- the Statement of Financial Position as at 30 June 2023, and the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Activity for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2023 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2023, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report, or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to

Page 1 of 3

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with *ASQM 1 Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of West Arthur for the year ended 30 June 2023 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Nayna Raniga
Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
07 December 2023

12.4 AMENDMENT OF 2023-2024 SCHEDULE OF FEES AND CHARGES

File Reference:	ADM130
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	12/12/2023
Disclosure of Interest:	Nil
Attachments:	1. Updated 2023-2024 Schedule of Fees and Charges ↓

SUMMARY:

Council is requested to consider amending the 2023-2024 Schedule of Fees and Charges, which was adopted on 27 July 2023. It is proposed that new fees and charges will come into effect from 1 January 2024.

1. Printing, Binding and Postage of Council Documents	\$27.50
2. Commercial Waste per cubic meter	\$16.50
3. Replacement or new Key or Fob for Rubbish Tips	\$27.50
4. Unpowered Site (2 Persons) – per night	\$20.00
5. Unpowered Site (Extra Persons) – per night	\$5.00
6. Unpowered Site (2 Persons) – Weekly	\$120.00
7. Unpowered Site (Extra Persons) – Weekly	\$30.00

BACKGROUND:

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

COMMENT:

We don't have Fees and Charges set for items listed in the agenda in our current fees and Charges adopted on 27 July 2023. We had a few booking inquiries for the unpowered site at Darkan Caravan Park. We had a request from ratepayers for replacement keys for the Tips. A ratepayer request was received to post a printed copy of the council minutes and other documents. There was a need to introduce commercial waste fees for our tips because we are receiving commercial waste.

CONSULTATION:

Chief Executive Officer
Manager Works and Services
Manager Financial Reporting

STATUTORY ENVIRONMENT:

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

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

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Inability to charge fees that are used to provide additional services.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Business Disruption
Risk Action Plan (Controls or Treatment Proposed)	Adopt and charge fees in accordance with the updated fees and charges schedule.

VOTING REQUIREMENTS:

Absolute Majority

RESOLUTION CO-2023-164

Moved: Cr Lucy Hall

Seconded: Cr Duncan South

That Council by absolute majority, amend the 2023-2024 Schedule of Fees and Charges, which was adopted on 27 July 2023, to include the following new fees and charges which will come into effect from 1 January 2024, and direct the CEO to give public notice thereof:

- Printing, Binding and Postage of Council Documents \$27.50
- Commercial Waste per cubic meter \$16.50
- Replacement or new Key or Fob for Rubbish Tips \$27.50
- Unpowered Site (2 Persons) – per night \$20.00
- Unpowered Site (Extra Persons) – per night \$5.00
- Unpowered Site (2 Persons) – Weekly \$120.00
- Unpowered Site (Extra Persons) – Weekly \$30.00

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0 BY ABSOLUTE MAJORITY

Note: Cr Harrington requested the definition of ‘Commercial’ be added. The Manager Corporate services will add an explanatory note to the updated schedule.

Fees and Charges 2023-2024

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



Adopted OCM: 22 June 2023
 Update : OCM 21 Dec. 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
GENERAL PURPOSE FUNDING						
Rates						
I031714	Administration Fee - Rates Instalments per instalment (Per Notice, <i>Excluding first Notice</i>)	LG Act 1995 S6.45	Per Instalment	5.00	7.00	N
I031732	Rate Enquiry/Order and Requisition Fee Per Request	LG Act 1995 S6.16	Per Request	50.00	65.00	Y
I033020	Credit Card Surcharge for Payment of Rates, ESL or Rubbish charge			0.75%	0.75%	Y
	Penalty Interest			7%	7%	N
	Instalment Interest			3%	3%	N
GOVERNANCE						
Photocopying						
I043003	Photocopy (Black and White) A4	LG Act 1995 S6.16	Per Copy	0.50	0.75	Y
	Photocopy (Colour) A4		Per Copy	0.95	1.20	Y
	Photocopy (Black and White) A3		Per Copy	0.95	1.20	Y
	Photocopy (Colour) A3		Per Copy	1.90	2.00	Y
<i>(Copy of Shire documents only. General Photocopying Service Available at CRC)</i>						
	Postage			Actual Cost		
	Printing, Binding, Postage of Council Reports as per request (Agenda, Minutes, Annual Report, Strategic Documents)		Per Document	0.00	27.50	Y
Freedom of Information						
<i>Fees are Prescribed in the Freedom of Information Act Regulations 1993</i>						
	Application Fees Non Personal - Per enquiry		Per Enquiry	30.00	30.00	N
	Application Fees Personal - Per enquiry			no fees	no Fees	
	Charge for Time Dealing with the Application		Per Hour	30.00	30.00	N
	Access Time Supervised by Staff		Per Hour	0.00	30.00	N
	Photocopying Staff Time		Per Hour	0.00	30.00	N
	Per Photocopy - A4		Per Copy	0.20	0.20	N
	Transcribing from Tape, Film or Computer		Per Hour	0.00	30.00	N
	Duplicating a Tape, Film or Computer Information		Actual Cost		At Cost	
	Delivery, Packaging and Postage		Actual Cost		At Cost	
LAW, ORDER AND PUBLIC SAFETY						
I051115	Fire Maps	LG Act 1995 S6.16	Per Map	18.00	25.00	Y
Dog Registration - Per Dog						
<i>** Registration fees are Prescribed in the Dog Act Regulations 1976</i>						
<i>^^ Registration s after 31 May are only 50% of the fees below</i>						
<i>** Concession of 50% available to eligible PENSIONERS</i>						
<i>** Concession of 75% available for WORKING DOGS</i>						
I052120	Sterilised dog for 1 year	Dog Regs 213 R17	Per Dog	20.00	20.00	N
	Sterilised dog for 3 years		Per Dog	42.50	42.50	N
	Sterilised dog for Lifetime		Per Dog	100.00	100.00	N
	Unsterilised dog for 1 year		Per Dog	50.00	50.00	N
	Unsterilised dog for 3 years		Per Dog	120.00	120.00	N
	Unsterilised dog for Lifetime		Per Dog	250.00	250.00	N
Cat Registration - Per Cat						
<i>**Registration fees are prescribed in the Cat Act Regulations 2012</i>						
<i>^^ Registration s after 31 May are only 50% of the fees below</i>						
<i>** Concession of 50% available to eligible PENSIONERS</i>						



Fees and Charges 2023-2024

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



Adopted OCM: 22 June 2023
 Update : OCM 21 Dec. 2023

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



Fees and Charges 2023-2024

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



Adopted OCM: 22 June 2023
 Update : OCM 21 Dec. 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
	Offensive Trade Licences	<i>Refer to Health Department Scale of Fees</i>				
	Food Business					
	New Food Business Notification - Charitable				Nil	N
	New Food Business Notification/Registration Form				110.00	N
	Food Business Surveillance/Inspection Fee					
	Very Low risk or Charitable				Nil	
	Low risk - At least 1 Inspection Annually			60.00	110.00	N
	Medium risk - At least 2 Inspection Annually			195.00	195.00	N
	High risk - At least 3 Inspection Annually				295.00	N
	Temporary Food Stall/Vendor Permits					
	Annual Temporary Food Vendor/Stallholder				Nil	N
	Temporary Food Vendor/Stallholder per day				Nil	N
	Temporary Food Vendor/Stallholder Charitable				Nil	N
	Public Building					
	Public Building (License Permits) Annual fee				Nil	N
HOUSING						
	Community Housing	LG Act 1995 S6.16				
I091110	Unit 1/10 Hillman Street		Per Week	130.00	130.00	N
	Unit 3/12 Hillman Street		Per Week	145.00	145.00	N
	Unit 4/12 Hillman Street		Per Week	130.00	130.00	N
	25 Nangip Crescent		Per Week	150.00	150.00	N
	18 Gibbs Street		Per Week	150.00	150.00	N
	Shire Houses by Non-Staff	LG Act 1995 S6.16				
I091111	52 Hillman Street		Per Week	187.00	200.00	N
	10 Gibbs Street		Per Week	187.00	200.00	N
	31 Arthur Street		Per Week	153.00	163.00	N
	7 Hillman Street		Per Week	128.00	137.00	N
	8 Hillman Street		Per Week	163.00	175.00	N
	GROH Housing	LG Act 1995 S6.16				
	11 King Street	Lease	Per Week	560.00	590.00	N
	Unit 2/10 Hillman Street	Lease	Per Week	145.00	320.00	N
COMMUNITY AMENITIES						
I102160	Asbestos Disposal - (Include Cost of Staff Time and Equipment One Hour)	LG Act 1995 S6.16	Per Cubic Meter	55.00	100.00	Y
	Commercial Waste per cubic metre	LG Act 1995 S6.16	Per Cubic Meter	0.00	16.50	Y
	Replacement or anew key or Fob for rubbish Tips	LG Act 1995 S6.16	Per key or Fob	0.00	27.50	Y
	Rubbish Bins	LG Act 1995 S6.16				
I101110	Rubbish Collection		Per Service - refuse and Recycle	205.00	255.00	N
	NEW Replacement Bins - Recycle		240L		120.00	Y
	NEW Replacement Bins - Waste		240L		120.00	Y
	Bins Parts - New Wheels		Each		50.00	Y
	Bins Parts - New Lid		Each		50.00	Y



Fees and Charges 2023-2024

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



Adopted OCM: 22 June 2023
 Update : OCM 21 Dec. 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
	Cemetery Fees	LG Act 1995 S6.16				
I107140	Digging of Grave - Weekdays			570.00	610.00	Y
	Digging of Grave - Weekends				765.00	Y
	Re-opening of Grave Exhumation (Contractors used at Cost)			570.00	610.00	Y
	Permission to Erect a Headstone - Monument or Name Plate			30.00	35.00	N
	Removal and Replacement of Headstones, Kerbing or Monuments				at cost	Y
	Grave Reservation Fees			50.00	55.00	N
	Internment of Ashes in Niche Wall - Single			30.00	40.00	Y
	Internment of Ashes in Niche Wall - Double			60.00	80.00	Y
	Niche Wall Plaque - At Cost from Supplier			at cost	at cost	Y
	Town Planning					
	<i>** Fees are Prescribed in the Planning and Development Act Regulations 2009</i>					
I106390	Town Planning Scheme					
	Application for Town Planning Scheme Amendments				at cost	N
	Development Applications					
	a) No more than \$50,000			147.00	147.00	N
	b) More than \$50,000 but no more than \$500,000		0.32% of estimated development cost	as per schedule	as per schedule	N
	c) More than \$500,000 but no more than \$2.5m		\$1,700 PLUS 0.257% for every \$1 in excess of \$500,000	as per schedule	as per schedule	N
	d) More than \$2.5m but no more than \$5.0m		\$7,161 PLUS 0.206 % for every \$1 in excess of \$2.5m	as per schedule	as per schedule	N
	e) More than \$5.0m but no more than \$21.5m		\$12,633 PLUS 0.123 % for every \$1 in excess of \$5.0m	as per schedule	as per schedule	N
	f) More than \$21.5m			34,196.00	34,196.00	N
	<i>** If the development has commenced or been carried out, an addition of amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under items (a) (b) (c) (d) (e) or (f) above is payable. **</i>					
	Extractive Industry - Development Applications					
	# Not Commenced - Determining a development application fro an extractive industry where the development has Not Commenced or been carried out.		as per regs	739.00	739.00	N
	# Commenced - Determining a development application fro an extractive industry where the development has not commenced or been carried out.		as per regs		2217.00	N
	Extractive Industry License					
	Intial Application		per year		550.00	N
	Renewal Application - less than 5 Hectare		per year		350.00	N
	Renewal Application - More than 5 Hectare		per year		750.00	N
	<i>**This refers to the area under the extractive industry licence and not the planning consent which may cover a greater area. **</i>					
	Bond (Sand)		Per hectare	TBA	TBA	N
	Bond (Stone or Garvel)		Per hectare	TBA	TBA	N
	Road Contribution			TBA	TBA	N
	Transfer of license fee/per application				300.00	N



Fees and Charges 2023-2024

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



Adopted OCM: 22 June 2023
 Update : OCM 21 Dec. 2023

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



Fees and Charges 2023-2024

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



Adopted OCM: 22 June 2023
 Update : OGM 21 Dec. 2023

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



Fees and Charges 2023-2024

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



Adopted OCM: 22 June 2023
 Update : OCM 21 Dec. 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
I113140	Community Gym Membership					
	Gym Fees - 12 Months Adult		Per Person		90.00	Y
	Gym Fees - 6 Months Adult		Per Person		50.00	Y
	Gym Fees - 12 Months Student/Concession		Per Person		45.00	Y
	Gym Fees - 6 Months Student/Concession		Per Person		25.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 12 Months		2 Persons		150.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 6 Months		2 Persons		80.00	Y
	** No children under the age of 18 years are permitted to use Gym Equipment. **					
	**All NEW gym members are required to undertake a gym induction prior to first use of Gym. **					
I116110	History Books					
	Hard Cover			27.50	30.00	Y
	Paper Back			19.00	22.00	Y
	Postage			at cost	at cost	
I147120	The Shed					
	Membership - Yearly (Pro-rata below 6 months)		Per Person	60.00	60.00	Y
	Membership - Pensioner/Seniors Concession		Per Person	40.00	40.00	Y
	Locker Hire			10.00	10.00	Y
	Hourly Rate		Per Hour	30.00	30.00	Y
	Social Membership		Per Person	5.00	5.00	Y
ECONOMIC SERVICES						
	Scheme Standpipe Water					
I134130	Community Standpipe Water	LG Act S6.16	Per Kilolitre	2.50	2.50	N
	Commercial Standpipe Water	LG Act S6.16	Per Kilolitre	10.00	10.00	N
	Deposit Growden Place Standpipe Key (Held in Shire Account)			25.00	25.00	N
	Duranillin Water Supply					
I136110	Annual Service Charge		Per Annum	120.00	120.00	N
	Water Usage (First 100kl)		Per Kilolitre	3.50	3.50	N
	Water Usage (Next 300kl)		Per Kilolitre	5.00	5.00	N
	Water Usage (Above 400kl)		Per Kilolitre	8.00	8.00	N
	Building Control					
	** Fees are prescribed in the Building Act regulations 2012 - Schedule 2. **					
I133110	Application for Building Permits and Demolition Permits					
	<i>Certified Application for a building permit (Section 16(1)).</i>					
	a) For Building work for a Class 1 or Class 10 Building or Incidental structure		0.19% of the estimated value of the building work Minimum Fee \$110.00	as per schedule	as per schedule	N
	b) For Building work for a Class 2 to Class 9 Building or Incidental structure		0.09% of the estimated value of the building work Minimum Fee \$110.00	as per schedule	as per schedule	N
	Uncertified Application for a Building Permit for a Class 1A Only or Class 10 Building or Incidental structure		0.32% of the estimated value of the building work Minimum Fee \$110.00	as per schedule	as per schedule	
	<i>Application for a Demolition Permit</i>					
	a) For Building work for a Class 1 or Class 10 Building or Incidental structure				110.00	N
	b) For Building work for a Class 2 to Class 9 Building or Incidental structure		Per Storey of the Building		110.00	N
	<i>Application to extend the time during which a Building or Demolition Permit has effect (section 32 (3) (f))</i>					
					110.00	N



Fees and Charges 2023-2024

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



Adopted OCM: 22 June 2023
 Update : OCM 21 Dec. 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
	Application for an Occupancy Permit for a Completed Building (section 46)				110.00	N
	Application for a Temporary Occupancy Permit for an Incompleted Building (section 47)				110.00	N
	Application for Modification of an Occupancy Permit for additional use of a Building on a Temporary basis (section 48)				110.00	N
	Application for Replacement Occupancy Permit for Permanent change of the Building use or Classification (section 49)				110.00	N
	Application for an Occupancy Permit for a Building in respect of which Unauthorised work has been done (section 51 (2))		0.18% of the estimated value of the building work, but not less than \$110.00	as per schedule	as per schedule	
	Application for a Building Approval Certificate for a Building in respect of which Unauthorised work has been done (section 51 (3))		0.38% of the estimated value of the building work, but not less than \$110.00	as per schedule	as per schedule	
	Application to Replace Occupancy Permit for existing Building (section 52 (1))				110.00	N
	Application for a Building Approval Certificate for an existing Building where Unauthorised work has not been done (section 52 (2))				110.00	N
	Application to Extend the time during which an Occupancy Permit or Building Approval Certificate has effect (section 65 (3) (a))				110.00	N
	Application as Defined in Regulation 31 (For each building standard in respect of which a declaration is sought)				2160.15	N
	Application for approval of Battery powered smoke alarm as per Building Regulation 2012 - Reg 61				179.40	N
	Construction Training Fund Levy					
L01262	CTF Levy		0.2% of the estimated value of Construction if over \$20,000	as per schedule	as per schedule	N
I133130	CTF Commission				8.25	Y
	Building Service Levy					
L01265	BSL - Levy on Building or Demolition Permit		0.137% of the value of the Construction with minimum fee of \$61.65	as per schedule	as per schedule	N
I133120	BSL - Commission				5.00	N
L01265	Occupancy Permit or Building Approval Certificate for Approved Building work under sections 47, 49, 50 or 52 of the Building Act				61.65	N
L01265	Occupancy Permit or Building Approval Certificate for Unauthorised Building work under section 51 of the Building Act		0.274% of the value of the Construction with minimum fee of \$123.00	as per schedule	as per schedule	N
	Darkan Caravan Park					
I132040	Powered Site (2 persons)		Per Night	20.00	25.00	Y
	Powered Site Extra Person		Per Night	5.00	7.00	Y
	Un-Powered Site (2 persons)		Per Night	0.00	20.00	Y
	Un-Powered Site Extra Person		Per Night	0.00	5.00	Y
	Casual Shower - Daily per person		Per Day	5.00	7.00	Y
	Power Site (2 persons) - Weekly		Per Week	120.00	150.00	Y
	Power Site Extra Person - Weekly		Per Week	30.00	42.00	Y
	Un-Powered Site (2 persons) - WEEKLY		Per Week	0.00	120.00	Y
	Un-Powered Site Extra Person - Weekly		Per Week	0.00	30.00	Y
	Chalet (2 Persons) Staying one Night Only		Per Night	160.00	170.00	Y
	Chalet (2 Persons) two or more nights		Per Night	130.00	140.00	Y
	Chalet (2 Persons) - Weekly		Per Week		840.00	Y
	Chalet Extra person per night		Per Night	15.00	20.00	Y
	Chalet Extra person - Weekly		Per Week		120.00	Y
	Washing Machine		Per Cycle	3.00	4.00	Y
	Dryer		Per Cycle			

Forest to Wheatbelt

Fees and Charges 2023-2024

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



Adopted OCM: 22 June 2023
 Update : OCM 21 Dec. 2023

COA/T#	ITEM	Statutory Fees	Details	2022/23	2023/24	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
OTHER PROPERTY AND SERVICES						
	Private Works					
	<i>** Deposit of 50% to be paid prior to commencement of works. Hire time commence from mobilisation of plant item. Penalties rates will apply for Weekends and Public Holidays. **</i>					
I141110	Graders		Per Hour	217.00	250.00	Y
	Prime Mover only or Six Wheeler		Per Hour	155.00	185.00	Y
	Prime Mover with One Trailer		Per Hour	207.00	250.00	Y
	Truck - 5 Tonne		Per Hour	130.00	165.00	Y
	Truck - 10 Tonne		Per Hour	155.00	185.00	Y
	JCB Backhoe		Per Hour	161.00	190.00	Y
	Dozer		Per Hour	238.00	275.00	Y
	Loader		Per Hour	217.00	250.00	Y
	Rollers		Per Hour	166.00	190.00	Y
	Tractor		Per Hour	89.00	109.00	Y
	Tractor with Implement		Per Hour	119.00	140.00	Y
	Bobcat		Per Hour	119.00	140.00	Y
	Squirrel (One operator included)		Per Hour	89.00	109.00	Y
	Road Broom (Ute and one operator included)		Per Hour	114.00	145.00	Y
	Tree Saw (Includes loader and one operator)		Per Hour	259.00	290.00	Y
	<i>** All plant items above include operator. **</i>					
	Labour (Labourer/operator)		Per Hour	60.00	75.00	Y
	Works Manager		Per Hour	112.00	135.00	Y
	Labour (time & 1/2)		Per Hour	78.00	112.50	Y
	Labour (Double time)		Per Hour	95.00	150.00	Y
	Ute		Per km	0.93	1.25	Y
	Compactor		Per Day	64.00	75.00	Y
	<i>** Gravel or sand supplied to ratepayers will be at cost plus plant and labour Cartage to be charged at private works cost. **</i>					
				at cost Plus	at cost plus	
	Second Hand Grader Blades (or sold with scrap metal)			5.50	5.50	Y
	Staff Housing	<i>(Rental by Non Shire staff will be 200% of the applicable charge)</i>				
	15 Nangip Crescent		Per Week	as per Contract	as per Contract	N
	52 Hillman Street		Per Week	93.50	93.50	N
	10 Gibbs Street		Per Week	93.50	93.50	N
	22 Hillman Street		Per Week	as per Contract	as per Contract	N
	31 Arthur Street		Per Week	76.50	76.50	N
	6 Hillman Street		Per Week	as per Contract	as per Contract	N
	7 Hillman Street		Per Week	64.00	64.00	N
	8 Hillman Street		Per Week	81.50	81.50	N
I141035	Special Series - AW Number Plates					
	DPI Fee			at cost	at cost	N
	Shire additional fee			50.00	50.00	Y



12.5 PC12 - EMPLOYEE CODE OF CONDUCT POLICY

File Reference:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	12/12/2023
Disclosure of Interest:	Nil
Attachments:	1. PC12 - Employee Code of Conduct Policy ↓

SUMMARY:

That Council is requested to consider the adoption of PC12 – Employee Code of Conduct Policy.

BACKGROUND:

The Code encourages transparency and accountability and is complementary to the principles adopted in the Local Government Act 1995 (the Act) and associated Regulations, which incorporate four fundamental aims:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

COMMENT:

It is the Shire's expectation that the Code will be followed and respected by each employee, volunteer or contractor and that in fulfilling their roles, they have an inherent statutory duty to act honestly and openly and to exercise a reasonable degree of care and diligence that enhances public confidence in the integrity of local government.

This Policy applies to all employees of the Shire of West Arthur. The Shire's contractors and volunteers are also required to observe the Shire's Code of Conduct policy insofar as the provision relates to their operation.

CONSULTATION:

CEO
Manager Corporate Services
Manager Works and Services
Staff

STATUTORY ENVIRONMENT:

Local Government Act 1995

2.7. Role of Council

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

POLICY IMPLICATIONS:

Annual Review of Policies

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership

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

Strategy: Provide informed decision-making based on our strategic directions and legal requirements and ensure that these are open, transparent and adequately communicated with the community.

RISK IMPLICATIONS:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of the 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, finances, 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 should be 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	Lack of transparency, accountability and fairness in decision-making process.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Misconduct
Risk Action Plan (Controls or Treatment Proposed)	Adopt PC12 – Employee Code of Conduct Policy.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2023-165

Moved: Cr Lucy Hall

Seconded: Cr Adam Squires

That Council adopt PC12 – Employee Code of Conduct Policy and direct the CEO to include it in Council’s Policy Manual.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0

Policy Title	PC12 – Employee Code of Conduct
Policy Type	People and Culture
Responsible Officer	Chief Executive Officer



1	Introduction	2
1.1	<i>Statutory environment</i>	2
1.2	<i>Application</i>	2
2	Vision & Values	2
2.1	<i>Our vision</i>	2
2.2	<i>Our values (Accountability, Connection and Excellence - ACE)</i>	2
3	Code of Conduct	3
3.1	<i>Role of Employees</i>	3
3.2	<i>Principles Affecting Employment</i>	3
3.3	<i>Personal Behaviour</i>	4
3.4	<i>Honesty and Integrity</i>	4
3.5	<i>Performance of Duties</i>	4
3.6	<i>Compliance with Lawful and Reasonable Directions, Decisions and Policies</i>	4
3.7	<i>Administrative and Management Practices</i>	5
3.8	<i>Intellectual Property</i>	5
3.9	<i>Recordkeeping</i>	5
3.10	<i>Dealing with Other Employees</i>	5
3.11	<i>Dealing with community</i>	5
3.12	<i>Professional Communications</i>	5
3.13	<i>Personal Communications and Social Media</i>	5
3.14	<i>Personal Presentation</i>	6
3.15	<i>Electronic Surveillance</i>	
3.16	<i>Gifts</i>	6
3.17	<i>Conflict of Interest</i>	9
3.18	<i>Secondary Employment</i>	9
3.19	<i>Disclosure of Financial Interests</i>	9
3.20	<i>Disclosure of Interests Relating to Impartiality</i>	9
3.21	<i>Use and Disclosure of Information</i>	10
3.22	<i>Improper or Undue Influence</i>	11
3.23	<i>Use of Shire of West Arthur Resources</i>	11
3.24	<i>Use of Shire of West Arthur Finances</i>	11
3.25	<i>Reporting of Suspected Breaches of the Code of Conduct</i>	12
3.25	<i>Handling of Suspected Breaches of the Code of Conduct</i>	12

1 Introduction

This Code of Conduct (the Code) outlines the Shire of West Arthur's (the 'Shire') reasonable expectations with respect to the standard of professional conduct for all employees and, as applicable, volunteers and contractors when carrying out their functions and responsibilities.

It is the Shire's expectation that the Code will be followed and respected by each employee, volunteer or contractor and that in fulfilling their roles, they have an inherent statutory duty to act honestly, openly and to exercise a reasonable degree of care and diligence that enhances public confidence in the integrity of local government.

The Code encourages transparency and accountability and is complementary to the principles adopted in the Local Government Act 1995 (the Act) and associated Regulations, which incorporate four fundamental aims:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

1.1 Statutory environment

A Code of Conduct is a requirement of the Local Government Act 1995.

The Employee Code of Conduct addresses and reflects the statutory requirements of the Local Government Act 1995 (s5.51A – Code of conduct for employees) and Local Government (Administration) Regulations 1996 (Regulations Part 4A).

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Application

This Code applies to all employees of the Shire in work settings. Also, it includes events and activities that occur outside of business hours and/or away from the Shire premises but where there is a workplace connection. Note clause 3.15 of this Code (Gifts) does not apply to the Chief Executive Officer (CEO). Arrangements in relation to receiving gifts by the CEO are dealt with separately under the Local Government Act 1995.

The Shire's contractors and volunteers are also required to observe the Shire's Code of Conduct insofar as the provisions relate to their area of operation.

Whilst the Code of Conduct is designed to be practical and easy to apply, it cannot cover every possible set of circumstances; as such, employees are expected to understand and be able to apply their judgement to ensure they conduct themselves in a manner that is in keeping with the Code.

Where there is an inconsistency between the Code and an expressed term in a contract of employment, the expressed term will take precedence.

2 Vision & Values

2.1 Our vision

The Shire of West Arthur will be a sustainable local government supporting a vibrant community.

2.2 Our values (Accountability, Connection and Excellence - ACE)

Value 1 - Accountability

We Do.

- ✚ Set high Standards.
- ✚ Choose to take on challenges.
- ✚ Hold ourselves and others accountable.
- ✚ Identify and share learning opportunities.
- ✚ Take a risk management approach to ensure the health and safety of others.

Value 2 - Connection

We Do.

- ✚ Model the way to create a culture of warmth and belonging.
- ✚ Foster strong and positive relationships with stakeholders and colleagues.
- ✚ Identify and create opportunities to work across the organisation.
- ✚ Build trust and respect through transparent communication.

Value 3 - Excellence

We Do.

- ✚ Motivate ourselves and others when facing difficult challenges.
- ✚ Promote a positive culture that encourages initiative and continuous improvement.
- ✚ Challenge the status quo and are not constrained by the ways things have always been done.
- ✚ Complete projects within time and budget constraints and to the highest quality.

3 Code of Conduct

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO and this is outlined in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) advise Council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to Council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles affecting employment

The principles set out in section 5.40 of the Act apply to the employment of employees by the Shire of West Arthur:

5.40. Principles affecting employment by local governments.

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

3.3 Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all Council policies;
- (b) perform their duties impartially and in the best interests of the Council, uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Council and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act with loyalty and in a manner that supports the Council's objectives.

3.4 Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity and avoid conduct that might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with other staff and Council members; and
- (c) report any dishonesty or possible dishonesty by any staff member to their Manager or the CEO.

3.5 Performance of Duties

While on duty, employees will give their whole time and attention to Council's business and ensure that their work is carried out efficiently and effectively and that their standard of work reflects favourably both on them and on Council.

3.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Team Leader, Manager or CEO.
- (b) Employees will implement and/or comply with the lawful decisions and policies of the Council, whether or not they agree with or approve of them.

3.7 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

3.8 Intellectual Property

The title to Intellectual Property in contracts of employment will be assigned to the Council upon its creation unless otherwise agreed by a separate contract.

3.9 Record Keeping

Employees will ensure complete and accurate records are created and maintained in accordance with the Council's Record Keeping Plan.

3.10 Dealing with Other Employees

- (a) Employee must treat other staff with respect, courtesy and professionalism and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of, and comply with their obligations under relevant law and Council's policies regarding workplace behaviour and occupational safety and health, including:

Policy No	Policy Title
PC1	Work Health and Safety Policy
PC7	Discrimination, Harassment & Bullying Policy
PC9	Disciplinary Policy
PC10	Fitness for Work Policy

- (c) Employee behaviour should reflect the Council's values and contribute towards creating and maintaining a safe and supportive workplace.

3.11 Dealing with the community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Council services must be delivered in accordance with relevant policies and procedures, and any issues must be resolved promptly, fairly and equitably.

3.12 Professional Communications

- (a) All verbal, written and electronic communication by employees regarding the Council's activities should reflect the Council's values and objectives.
- (b) Communication should be accurate, polite and professional.

3.13 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted on personal social media have the potential to be made public, whether intended or not.
- (b) Employees must not disclose information, make comments or engage in communication activities about or on behalf of Council, our Councillors, employees or contractors, which breach this Code.
- (c) Employees' comments that become public and breach the Code of Conduct or breach any other operational policy or procedure are likely to constitute a disciplinary matter and may be determined as misconduct and require notification under the *Corruption, Crime and Misconduct Act 2003*.

3.14 Personal Presentation and Dress

- (a) Employees are expected to demonstrate courtesy towards others by exhibiting good hygiene practices and to comply with neat and responsible dress standards at all times; that would not and does not cause offence to colleagues or the public, and which ensures the image of the Shire is maintained (deemed to constitute a professional manner).
 - (b) The Shire reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees. Employees should dress in a professional manner and in full consideration of workplace health and safety requirements.
 - (c) For any employee undertaking a role requiring personal protective equipment (PPE), including compliance with requirements for wearing long and longs, the employee will ensure adequate PPE that has been provided is worn.
 - (d) It is important that employees demonstrate respect towards their workplace and courtesy towards others by exhibiting good hygiene practices and avoiding wearing clothing that is likely to be considered unprofessional, inappropriate or offensive.
-

3.15 Electronic Surveillance

The Shire reserves the right to use, continue using and extend the use of electronic surveillance in accordance with the Surveillance Devices Act 1998 (WA) and relevant auditing and security principles.

Individual employees must also protect other individual’s privacy by the correct application of workplace privacy principles. This includes no electronic recording to occur without advising the other participants and ensuring consent is obtained prior to the use of any surveillance device, including phone recordings. Significant records of this kind must be kept in accordance with legislative and record-keeping requirements.

3.16 Gifts

The CEO has the discretion [Admin.r.19AF] to determine the threshold amount for prohibited gifts. Under this Regulation, the CEO has set the threshold amount at \$200.

Gifts may therefore be accepted by staff, with the following conditions;

- *Gifts with a value of less than \$25 may be accepted without any need to report.*
- *Gifts with a value of between \$25 & \$200 may be accepted but must be reported.*
- *Gifts with a value of greater than \$200 must not be accepted.*

The requirements in the following subclauses 3.14(e) to (i), dealing with the disclosure, recording, storing and use of information relating to gifts are modelled on the requirements for CEOs and Elected Members under Part 5, Subdivision 6 of the Local Government Act 1995.

(a) Application

This clause does not apply to the CEO. CEO must disclose all gifts valued over \$300 in accordance with sections 5.87B and 597c of the Act. The threshold includes cumulative gifts over a 12-month period from one donor that add up to the value of \$300 or above.

(b) Definitions

In this clause –

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity –

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

Gift

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person.

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- (i) a gift worth more than \$25 but less than \$200; or
- (ii) a gift that is 1 of 2 or more gifts given to an employee by the same person within a period of 1 year that are in total worth more than \$25 but less than the \$200 threshold.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO’s determination under subclause (c);

threshold amount, for a prohibited gift, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996*, the CEO has determined \$200 as the threshold amount for prohibited gifts.

- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the employee and the person who gave the gift; and
 - (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;

- (2) the estimated value; and
 - (3) the date of acceptance,
- of each other gift accepted within the one year period.
- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
 - (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Council’s official website.
 - (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

3.17 Conflict of Interest

A good starting point in considering conflict of interest is to consider the following principles:

Principle	Consider
Public duty versus private interest	Do I have personal or private interests that may conflict, or be perceived to conflict with my public duty?
Potentialities	Should there be benefits for me now or in the future that could cast doubt on my objectivity?
Perception	Are there risks associated for me/my organisation?
Proportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
Presence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
Promises	Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with Council, without first disclosing the interest to the CEO. In this respect, it does not matter whether the advantage is, in fact, obtained, as any appearance that private dealings could conflict with the performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the West Arthur district, or which may otherwise be in conflict with the Local Government’s functions (other than purchasing the principal place of residence).

If an Employee exercises recruitment or any other discretionary function, they will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends, and they will be disqualified from dealing with those persons.

- (d) Employees will conduct themselves in an apolitical manner and refrain from political activities that could cast doubt on their neutrality and impartiality in acting in their professional capacity.

The Equal Opportunity Act 1984 provides that it is unlawful to discriminate against an employee or prospective employee on the ground of political conviction.

3.18 Secondary Employment

Employees must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

3.19 Disclosure of Financial Interests

- (a) Employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as a 'designated employee' or provide advice or reports to Council or Committees must be aware of and comply with their statutory obligations under the Act.

3.20 Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) Employees who have an interest in any matter scheduled for discussion at a Council or Committee meeting that they attend, are required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (c) If an employee has given, or will give, advice in respect of any matter scheduled for discussion at a Council or Committee meeting not attended by the employee, the employee is required to disclose the nature of their interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not know and could not reasonably be expected to know:
 - (i) that they had an interest in the matter; or
 - (ii) that the matter in which they have an interest would be discussed at the meeting, providing they disclose the nature of the interest as soon as possible after the discussion began.

- (f) If an employee makes a disclosure by a written notice given to the CEO before a meeting in compliance with the requirements of (b) or (c), then:
 - (i) before the meeting, the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting, the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
 - (i) to comply with a requirement made under item (b), the nature of their interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of their 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.

3.21 Use and Disclosure of Information

- (a) Employees must not access, use or disclose information held by Council except as directly required for, and in the course of, the performance of their duties.
- (b) Employees are to handle all information obtained, accessed or created in the course of their duties responsibly and in accordance with this Code and the Shire of West Arthur's policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways that are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of West Arthur.
- (d) Employees must exercise due discretion if they have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

3.22 Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or to gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their position to improperly disadvantage or cause detriment to the local government or any other person.

3.23 Use of Shire of West Arthur Resources

- (a) In this clause –
Shire of West Arthur resources include local government property and services provided or

paid for by the Shire of West Arthur.

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of the local government.

[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:
- (i) be honest in their use of Council's resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - (ii) use Council's resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
 - (iii) not use Council's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

3.24 Use of Shire of West Arthur Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Council's finances.
- (b) Employees will use Council finances only within the scope of their authority, as defined in their position description and policies & procedures.
- (c) If an employee has financial management responsibilities, they will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) When exercising purchasing authority, an employee will comply with the Council's Purchasing Policy and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees must act with care, skill, diligence, honesty and integrity when using local government finances.
- (f) Employees will ensure that any use of Council finances is appropriately documented in accordance with the relevant policy and procedure, including the Council's Recordkeeping Plan.

3.25 Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code or Fraud Control Plan to their supervisor, Manager or CEO in accordance with the Council's Grievance, Investigations & Resolution Policy.

Further, the Shire has implemented a Public Interest Disclosure process to provide a confidential mechanism for investigating misconduct allegations or improper conduct and other 'public interest information as defined in the Public Interest Disclosure Act 2003.

The Public Interest Disclosure Act 2003 (PID Act) facilitates the disclosure of public interest information

and provides protection for those making such disclosures and those who are the subject of disclosures. The PID Act provides a system for the matters disclosed to be investigated for appropriate action to be taken and protection for persons who make disclosures. The Manager of Corporate Services is the Principal PID Officer. The PID Officer can be contacted on 08 9736 2400 or at mcs@westarthur.wa.gov.au.

3.26 Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code, including suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, will be handled as follows:

- (a) Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour should be reported to your Manager or the CEO.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees or any person may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour using the Council’s Public Interest Disclosure Policy, published on the Council’s website.

History	21 December 2023 9 November 2022 12 July 2021
Delegation	Nil
Relevant Legislation	<i>Local Government Act 1995</i> <i>Local Government Regulations (Administration) 1996</i> <i>Industrial Relations Act 1979</i> <i>Public Interest Disclosure Act 2003</i> <i>Corruption and Crime Commission Act 2003</i> <i>Surveillance Devices Act 1988</i> <i>Work Health and Safety Act 2020</i> <i>Work Health and Safety Regulations 2022</i>
Related Documentation	<i>Policy PC1– Work Health & Safety Policy.</i> <i>Policy PC9– Disciplinary Policy.</i> <i>Fraud Control Plan</i>

13 WORKS AND SERVICES

Nil

14 REGULATORY SERVICES

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

Nil

17 MATTERS BEHIND CLOSED DOORS**RESOLUTION CO-2023-166**

Moved: Cr Adam Squires

Seconded: Cr Robyn Lubcke

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 CEO Annual Performance Review 2023

This matter is considered to be confidential under Section 5.23(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0

At 7.46pm all Staff, including the CEO, left the meeting.

At 7.55pm the CEO returned to the meeting.

17.1 CEO ANNUAL PERFORMANCE REVIEW 2023

File Reference:	PER220
Location:	N/A
Applicant:	N/A
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	23/11/2023
Disclosure of Interest:	The Authorising Officer is the subject of this report.
Attachments:	1. Consultant's Report of the CEO's Performance Review - 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:

- (a) a matter affecting an employee or employees.

OFFICER RECOMMENDATION:

That Council, by Absolute Majority:

1. Notes the Salaries and Allowances Tribunal Determination of 6 April 2023 (effective 1st of July 2023).
2. Notes the outcomes of the Elected Member Performance Survey undertaken in November 2023 with the Chief Executive Officer being assessed at 'Exceeds Expectations' in this year's performance appraisal.
3. Adopts the performance criteria metrics for the 2023-2024 performance period outlined in section 5.5 of this confidential report.
4. Notes that the Superannuation Guarantee Levy has increased from 10.5% to 11%, effective 1st July 2023.
5. Adopt option _____ outlined in section 4.5 of the report in setting the Chief Executive Officer's total remuneration package (TRP) to finalise the salary review process.
6. Schedules the next review of the Chief Executive Officer's performance and total remuneration package (TRP) for consideration by Council no later than November-December 2024.
7. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, by resolution of an absolute majority of the council, endorse this review.
8. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, by notifying the Chief Executive Officer of results of this performance review.

AMENDMENT TO RESOLUTION

Moved: Cr Graeme Peirce

Seconded: Cr Lucy Hall

That Council, by Absolute Majority:

Make a change to point 3 of the recommendation by removing the existing text and replacing it with “Defers the finalisation of the CEO 2023-2024 performance criteria until the Council Workshop on 5th February 2024 commencing at 6pm where the matter will be discussed”.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0

NEW SUBSTANTIVE RESOLUTION CO-2023-167

Moved: Cr Karen Harrington

Seconded: Cr Duncan South

That Council, by Absolute Majority:

1. Notes the Salaries and Allowances Tribunal Determination of 6 April 2023 (effective 1st of July 2023).
2. Notes the outcomes of the Elected Member Performance Survey undertaken in November 2023 with the Chief Executive Officer being assessed at ‘Exceeds Expectations’ in this year’s performance appraisal.
3. Defers the finalisation of the CEO 2023-2024 performance criteria until the Council Workshop on 5th February 2024 commencing at 6pm where the matter will be discussed.
4. Notes that the Superannuation Guarantee Levy has increased from 10.5% to 11%, effective 1st July 2023.
5. Adopt option 3 outlined in section 4.5 of the report in setting the Chief Executive Officer’s total remuneration package (TRP) to finalise the salary review process.
6. Schedules the next review of the Chief Executive Officer’s performance and total remuneration package (TRP) for consideration by Council no later than November-December 2024.
7. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, by resolution of an absolute majority of the council, endorse this review.
8. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, by notifying the Chief Executive Officer of results of this performance review.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0 BY ABSOLUTE MAJORITY

RESOLUTION CO-2023-168

Moved: Cr Robyn Lubcke

Seconded: Cr Adam Squires

That Council moves out of Closed Council into Open Council.

In Favour: Crs Neil Morrell, Graeme Peirce, Karen Harrington, Robyn Lubcke, Duncan South, Adam Squires and Lucy Hall

Against: Nil

CARRIED 7/0

At 8.00pm all staff returned to the meeting.

18 CLOSURE OF MEETING

The Presiding Member declared the Meeting closed at 8.02pm.