



CONFIRMED MINUTES

Shire of West Arthur
Ordinary Council Meeting
Thursday 21 March 2024

These Minutes were confirmed at the Ordinary council meeting on: 18 April 2024

Signed:

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

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**MINUTES OF SHIRE OF WEST ARTHUR
ORDINARY COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
ON THURSDAY, 21 MARCH 2024 AT 7.00PM**

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 7.05pm.

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	
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Melinda King	(Manager Financial Reporting)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)
	Kerryn Chia	(Projects Officer)
APOLOGIES:	Rajinder Sunner	(Manager Corporate Services)
ON LEAVE OF ABSENCE:	Nil	
ABSENT:	Cr Lucy Hall - Resigned	
MEMBER OF THE PUBLIC:	David Warren	Peta Whitaker
	Marg Scott	Phil Scott
	Scott McEwing	Lian Yeap
	Geoff Whitaker	Jenny Elst
	Barry Miller	Debra Carroll

3 ANNOUNCEMENTS OF THE PRESIDING MEMBER

Cr Hall submitted her resignation yesterday Wednesday 20th March 2024, effective immediately.

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

Nil

6 PETITIONS, DEPUTATIONS, PRESENTATIONS, SUBMISSIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 DISCLOSURES OF INTEREST

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD**9.1 ORDINARY MEETING OF COUNCIL 22 FEBRUARY 2024****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-2024-024

Moved: Cr Adam Squires

Seconded: Cr Graeme Peirce

That the Minutes of the Ordinary Meeting of Council held in Council Chambers on 22 February 2024 be confirmed as true and correct.

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

Against: Nil

CARRIED 6/0

10 REPORTS FROM COUNCILLORS**Cr Neil Morrell (Shire President)**

Nil

Cr Karen Harrington (Deputy Shire President)

Attended the Business Sundowner on 11th March, the Alinta Energy Carbon Offsets Meeting on 12th March and the Risk Management Workshop on 19th March.

Cr Graeme Peirce

Attended the Business Sundowner on 11th March, the 4WDL Meeting on 15th March and the Risk Management Workshop on 19th March.

Cr Robyn Lubcke

Attended the West Arthur CRC Committee Meeting on 21st March.

Cr Duncan South

Attended the Business Sundowner on 11th March, the Alinta Energy Carbon Offsets Meeting on 12th March, the Regional Road Group Narrogin Subgroup Meeting on 15th March and the Risk Management Workshop on 19th March.

Cr Adam Squires

Nil

Cr Lucy Hall

Absent.

PROCEDURAL MOTION**RESOLUTION CO-2024-025**

Moved: Cr Karen Harrington

Seconded: Cr Robyn Lubcke

That Council suspend Standing Orders to bring forward Item 14.2 Development Application – Stewart Road Composting Facility in the agenda.

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

Against: Nil

CARRIED 6/0

14.2 DEVELOPMENT APPLICATION - STEWART ROAD COMPOSTING FACILITY

File Reference:	A401
Location:	Lots 4 & 5 Stewart Road, Moodiarrup
Applicant:	Agri Corp Australia Pty Ltd trading as VMS Contractors
Author:	Geoffrey Lush, Planning Consultant
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	13/03/2024
Disclosure of Interest:	Nil
Attachments:	1. Site Plan ↓ 2. Submissions Schedule ↓ 3. Legal Advice - Confidential ↓

SUMMARY:

Council is requested to consider an application for a composting facility to be located on Lot 5 Stewart Road, Moodiarrup, with access to Boyup Brook – Arthur Road via Lot 4. The original application was lodged with Council in May 2023. This was then deferred as the Department of Water and Environmental Regulation required it be modified to address the Guideline: Better Practice Organics Recycling (2022). The revised application was received in January 2024.

The application is not supported on the grounds that the use is defined as ‘Industry – general’ in Local Planning Scheme No 2 which is a prohibited use in the Rural zone.

BACKGROUND:

The subject land for the application is primarily Lot 5 DP5898 (Vol 1565; Folio 497) Stewart Road Moodiarrup. It is located approximately 34 kms south of Darkan townsite. It has an area of 462 hectares with a frontage of approximately 800m to Stewart Road and a depth of 3.2kms. The site is situated approximately 1.9kms from the intersection of Stewart Road and Boyup Brook – Arthur Road.

The subject land is vacant land being predominantly cleared farming land with some scattered areas of bushland. Eulin Brook traverses the eastern portion of the site with its confluence with the Blackwood River being approximately 5kms south east of the development site. The surrounding lots vary in size from 64 to 578 hectares. Lot 100 on the western boundary is subject to a conservation covenant.

The subject property is located within a ‘non-proclaimed’ area for both surface water and for ground water under the Rights in Water and Irrigation Act 1914.

The proposed development site is shown in Attachment 1 and is located approximately 630m from the western boundary, 680m from the northern boundary and 700m from the southern boundary. Access to the development site will be via the adjacent Lot 4 to the Boyup Brook – Arthur Road.

The facility is currently located in Busselton and is proposed to be relocated to Moodiarrup to allow for an expansion of its operations.

It is proposed that the facility will process up to 48,000 tonnes per annum comprising of:

- 35,000 tonnes of “biosolids” per annum, being sludge from the Water Corporation treatment works;
- 5,000 tonnes of pig manure; and
- 8,000 tonnes of green waste comprising of:
 - Saw dust;
 - Straw;
 - Oat husks;

- Pine shavings; and
- Green waste.

Biosolids is sludge from a wastewater treatment plant that has undergone further treatment to reduce disease-causing pathogens and volatile organic matter significantly, resulting in a stabilised material suitable for beneficial use. It does not include industrial and food processing sludges.

The facility will comprise of a Composting Pad being 3.0 hectares in size (150m x 200m) with an associated drainage pond (35m x 35m). Compost production occurs over a 4 – 8-week time cycle, with the material generally breaking down to about one third of the input materials. The end product will not be sold; and it will be used as a soil conditioner for properties owned by VMS and or its subsidiaries for soil rehabilitation.

The manufacturing of the compost comprises of the following steps:

1. All feedstock material is delivered directly to the Composting Pad.
2. Biosolids are delivered on a regular basis to prevent stockpiling.
3. Biosolids are processed within 24hrs of delivery.
4. Front end loader is used to spread material into a row to a max 2m x 2 m.
5. Green waste/straw and manure are spread over biosolids to form windrows.
6. Windrow turner is used to blend material every 2 – 3 days.
7. Quality Control monitoring is undertaken at every turn event.
8. At completion of a 28-day composting cycle, material is sampled and sent to a NATA accredited laboratory for analysis of P1 (pathogens 1) C1 (contaminants 1)

There will be one staff member on site weekdays (no weekend work) and the only building will be a sea container on site which operates as a lunchroom and a site office.

There will be an average of 4 truck deliveries to the site per day (Monday – Friday).

COMMENT:

The application was originally received in May 2023. In July 2023 DWER advised that the application for the Works Approval for this proposal had been withdrawn and that the applicant was working with DWER to refine the scope of the works approval application and to address the Better Practice Organics Recycling Guidelines (2022), prior to DWER formally accepting the application.

The revised application was received in January 2024.

Land Use Definition

The following comments focus on the legal advice contained in Attachment 3 (Confidential). This is a procedural issue, which must be addressed before the application and associated development issues can be considered.

The proposed composting facility is subject to three principal approvals under different Acts and each Act or associated Regulations contain their own individual definitions:

- A development approval under Local Planning Scheme No 2 (Town Planning and Development Act 2005);
- A works approval and possible registrations under the Environmental Protection Act; and
- Approval under the Health Act as an Offensive Trade.

The development application, including the land use classification, will be considered under the Statutory Planning Framework which includes:

- The Act and the Planning and Development (Local Planning Schemes) Regulations 2015;
- The Deemed Provisions (Schedule 2 of the Regulations);

- State Planning Policies;
- Local Planning Scheme No 2;
- Local Planning Policies; and
- Relevant case law (State Appeals Tribunal).

While Environmental Protection Act and Health Act have a definition for “industry – noxious” there is no such definition in the Planning Scheme or Deemed Provisions. Noxious Industry was a defined land use contained in Appendix D (Interpretations) of the Town Planning and Development Act 1928. It was described as a “process which constitutes an Offensive Trade under the Health Act.”

State Planning Policy 2.5 Rural Planning (December 2016) (SPP2.5) discusses the use of the terms ‘noxious’ and ‘hazardous’ in Section 6.3.1 and:

- Notes that it is WAPC policy is that the terms ‘noxious’ and ‘hazardous’ should not be used in local planning schemes and should be removed. This is because these terms imply that, when developed, the land uses will be noxious and hazardous. However, environmental, health and planning controls may have the combined effect of managing impacts to acceptable levels.
- Directs that any such applications should be dealt with as a ‘use not listed’ and assessed under the zone objectives.

The application was originally accepted on the basis that it was an unspecified land use which has been a common practice for land uses in rural areas which require buffers that may extend over other properties.

The legal advice in summary is that:

1. The provisions of the Local Planning Scheme are the primary consideration;
2. As the facility will be manufacturing compost, it conforms with the definition of ‘industry’ in the Scheme’s General Definitions;
3. As it doesn’t comply with the definitions Industry cottage, extractive, light, mining, rural or service, then by default it is defined as Industry – general.
4. As Industry – general is a prohibited (X) use in the Rural zone, the application cannot be considered.

The applicant has a right of appeal against any refusal based upon this legal advice.

Development Issues

If Council does not accept the Officer’s recommendation, consideration of the application would have to be deferred to allow for a number of development issues to be clarified and in particular those relating to the approval under the Environmental Protection Act. These issues include:

- Confirmation of the required buffer separation distance to dwellings. The application has referenced a distance of 500m for biosolids as contained in the Environmental Protection Authority’s (EPA’s) Guidance Statement No. 3 – Separation Distances between Industrial and Sensitive Land Uses (2005). However, the Guidance Statement also recommends a distance of 1,000m for manure.
- Revised draft Environmental Assessment Guidelines were published by the EPA in 2015 with increased separation distances, but the status of these is unknown.
- The proposed access to Boyup Brook – Arthur Road is not considered suitable because of the restricted sight distances and would have to be moved further east. It also currently traverses a small portion of Lot 102 that is located on the northern side of the road which would need agreement from that landowner.
- The need to consider potential future dwellings on existing vacant lots as the current assessment only considers existing dwellings. This is especially relevant to the adjacent Lot 100 which was subdivided with a conservation covenant and designated building envelope.

- Review of the environmental assessment. This is beyond the resources of Council to undertake and so would be reliant upon DWER's advice. Alternatively, Council would have to engage its own environmental consultant to provide advice.
- Assessment of the biosolids as part of the application for an Offensive Trade under the Health Act which requires referral to the Health Department. This is usually done following the determination of the development application.
- Reviewing the issues raised in the submissions.
- Seeking corrections to factual errors in the supporting documentation.

CONSULTATION:

- Department of Environment and Water Regulation;
- Council's Manager Environmental Health Services; Manager of Works and Services; and Town Planning Consultant (J Douglas).

The application was advertised from the 2nd February to the 1st March by:

- Notice to the adjoining landowners;
- Referral to DWER and the Shire of Boyup Brook; and
- Publication on the Council's web page.

As a result, nineteen (19) submissions were received. A summary of the submissions is contained as Attachment 2 and the names of private parties have been removed in accordance with advice from WALGA that:

There are no specified requirements included in the Planning and Development Act or other legislation that affects the information included in meeting agenda or minutes (...yet).

State Government is currently working with State Government agencies and with Local Governments to prepare for the Privacy and Responsible Sharing of Information legislation proposed to be introduced in early 2025. This legislation is proposed to align with the Commonwealth Privacy Principles and therefore it may be prudent to begin implementing practices consistent with these principles.

In which case, publishing a person's identifying information in the publicly accessible agenda / minutes can be avoided, for example, by identifying submitters in the public attachment as "Submission 1", "Submission 2", etc.

A full copy of the submissions is available for Councillors.

STATUTORY ENVIRONMENT:Local Planning Strategy

The Local Planning Strategy (2006) has been acknowledged by Council and the Western Australian Planning Commission as being outdated and is now subject to a formal review.

It contains Guidelines for Development and for proposed land uses and it states that:

This will include larger or significant land uses that may potentially impact on adjoining residents or land. The land uses that will require assessment might be plantations, intensive live stocking, intensive agriculture, large-scale aquaculture, large-scale orchards etc. Generally, only the more significant land uses will need to be assessed and not all to the same level depending on their nature and size. But for each development all aspects should at least be considered even if it is simply to say there is no, or an insignificant, potential impact, or not applicable.

It contains a series of questions as a checklist but it is noted that these have now effectively been replaced by the provisions of Clause 67 of the Deemed Provisions that were introduced in 2015 documenting what matters Council is to have due regard to when considering an application.

Local Planning Scheme No 2

The subject land is included in the 'Rural' zone under Local Planning Scheme No 2 (LPS2).

The Objectives for the Rural zones are:

- to ensure the continuation of broad-hectare agriculture as the principal land use in the district, encouraging where appropriate the retention and expansion of agricultural activities.
- to provide for intensive agricultural uses and diversified farming which retain the rural character and amenity of the locality, and which are consistent with land suitability.
- to help protect rural land from land degradation and further loss of biodiversity by:
 - minimising clearing of remnant vegetation
 - encouraging retention and protection of remnant vegetation
 - encouraging development and protection of vegetation corridors
 - encouraging development of sustainable surface and sub-surface drainage works
 - encouraging rehabilitation of salt-affected land
 - encouraging soil conservation through land management measures
 - encouraging identification and protection of wetlands
- to consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.
- to allow for facilities for tourists and travellers, and for recreation uses.
- to have regard to use of adjoining land at the interface of the Rural Zone with other zones to avoid adverse effects on local amenities.

The Scheme contains definitions in Schedule 1 which are categorised as:

- General Definitions; and
- Land Use Definitions.

Under the General Definitions "industry" means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes premises on the same land used for:

- (a) the storage of goods;
- (b) the work of administration or accounting;
- (c) the selling of goods by wholesale or retail; or
- (d) the provision of amenities for employees, incidental to any of those industrial operations.

Under the Land Use Definitions "industry - general" means an industry other than a cottage, extractive, light, mining, rural or service industry.

Table 1 Zoning Table of the Scheme has the following permissibility classes for industry in the Rural zone and Industry – general is a prohibited use.

• Uses		• Permissibility
• 40	• Industry - cottage	• D
• 41	• Industry - extractive	• D
• 42	• Industry - general	• X
• 43	• Industry - light	• X
• 44	• Industry - mining	• D
• 45	• Industry - rural	• D
• 46	• Industry - service	• X

Clause 4.4.2 of the Scheme relates to unspecific land uses that are not included in the Zoning Table. Council has discretion to consider such uses where it cannot reasonably be determined as falling within the “any other” type or class of activity and the local government may:

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

Bushfire Prone Land

Portions of the subject land are designated as being bushfire prone while the proposed development site is not. The need for a Bushfire Attack Level (BAL) Assessment or Bushfire Management Plan under the Deemed Provisions and/or State Planning Policy SPP3.7 Planning in Bushfire Prone Areas do not apply when the development site is not bushfire prone. However, bushfire management is a general matter to have regard to when considering an application.

POLICY IMPLICATIONS:

Based upon the current Scheme provisions, the legal advice which has been received potentially has significant implications for development within the Shire. This will require further consideration both in the current Scheme and the review of the Local Planning Strategy.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

The Shire’s Strategic Community Plan Towards 2031 and Corporate Business Plan 2021 – 2025 contains the following general outcomes that could be relevant are:

Outcome 2.1 – Improved employment through diversification in agricultural

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

Outcome 2.2 – A growing, diverse business community

- Promote and consider opportunities to develop industrial sites to attract new businesses to the Shire.

Outcome 3.1 – Maintain and improve our key natural assets

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

Outcome 4.4 – Appropriate planning and development

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

Consequence		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 complying with relevant legislation.
Risk Likelihood (based on history and with existing controls)	(4) Likely
Risk Consequence	(4) Major
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(16) High
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with any planning approval.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2024-026

Moved: Cr Robyn Lubcke

Seconded: Cr Duncan South

A. That Council refuse the application for the use and development of Lot 5 DP5898 (Vol 1565; Folio 497) Stewart Road Moodiarrup, for the purpose of a compost manufacturing and soil blending facility on the following grounds:

- 1) The proposal is classified as ‘Industry – general’ in Local Planning Scheme No 2 which is a prohibited (X) use in the Rural zone.

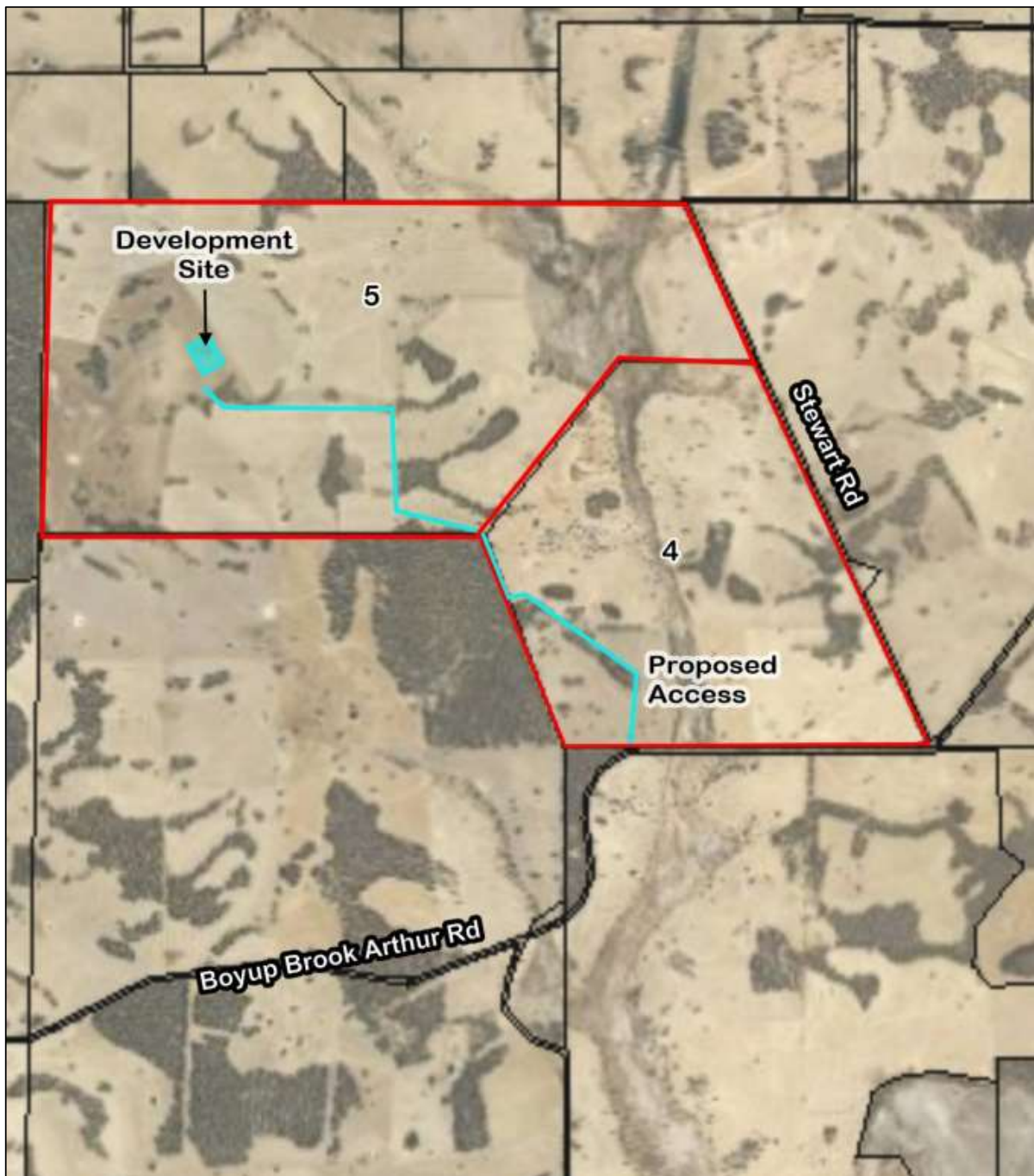
B. That parties who made a submission in relation to this application be advised of the above.

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

Against: Nil

CARRIED 6/0

Attachment 1 – Site Plan



Attachment 2 – Submissions Schedule

No	Summary
1	No environmental assessment
2	<p>Potential odours and air pollution Increased traffic and noise Negative impact on property values No consultation Site is too close to the Blackwood River The impact assessment does not comply with the relevant standards. Open windrow composting is a low cost option and difficult to manage.</p>
3	<p>Potential odours and air pollution Increased traffic and noise Negative impact on property values No consultation Site is too close to the Blackwood River The impact assessment does not comply with the relevant standards. Open windrow composting is a low cost option and difficult to manage.</p>
4	<p>Potential odours and air pollution Increased traffic and noise Negative impact on property values No consultation Site is too close to the Blackwood River The impact assessment does not comply with the relevant standards. Open windrow composting is a low cost option and difficult to manage.</p>
5	<p>Untreated pig effluent will produce such continuous and excessive stench as to make the amenity of our home untenable. Information provided by the proponent VMS Contracting, is not accurate. Of particular concern to us is the proponent's reference only to east-west wind flows. Winds regularly blow strongly from the south from winter storms and summer sea breezes – directly from the proposed facility site towards our property. Has 18 queries regarding the application and supporting documents. Shire should establish better communication procedures.</p>
6	<p>The proposal will have a negative impact on Lake Towerrinning Potential contamination of the Blackwood River (Eulin Crossing) is a popular camp site and water skiing area. Leptospirosis is transmitted in the urine of pigs and is transferred to humans via infected water, soil, air and objects. Leptospirosis causes kidney, liver and respiratory failure. The local waterways are used in the area for farming and watering stock which means that farm produce will also become infected. The odour and smell from this type of plant is abhorrent, disgusting and will prevent me from my right smell and breathe clean fresh air. Pig manure and effluents are well known to be spontaneously flammable and the Shire does not have a permanent and fully functioning Fire Department. The amount of damage that 3 trucks per day plus administrative and support vehicles will do to the local roads is unimaginable.</p>
7	<p>House is 3km south of the proposed site. There will be an increase in odours with the final product being used for soil conditioning within the premises or at other farming land owned by the proprietors. contamination of the waterways. The odour from this site will affect our value of life.</p>
8	<p>The scale of this project is of a commercial scale and should be under light industry zoning and regulation.</p>

No	Summary
	<p>The risk of heavy metal in human bi-product Increased fly numbers. Smell control (could smell the spreading of pig bi-product last year) Increased vehicle movements (road trains) Risk to the water ways in overflow (heavy rainfall events) Why are they moving from there current site? Not a rural farming project</p>
9	<p>Composting on an industrial scale (as proposed) is a scheduled activity under Noxious Industry and Offensive Trade – under the Planning and Development (LPS) Regulations 2015 The proposed facility is industrial and is not consistent with usage allowed in rural zoning. The proponent’s business model is based on low capital cost bio waste disposal. The primary feedstock is large quantities of high risk, problematic, sewage sludge (biosolids) and piggery waste. The submission provided by VMS is materially flawed and does not align with the relevant Department of Water, Energy and Regulations (DWER) guidelines. Odours generated from composting facilities using predominately pig and human waste as the feedstock are noted as highly offensive over long distances (kilometres) from their source. Negative impact on property values. The facility will create traffic, traffic hazards, odour, dust, noise and industrial activity that decrease the amenity of the area. Contrary to Local Planning Scheme No.2 – Local Planning Strategy7, which states “To preserve and enhance the lifestyle of West Arthur Shire residents”. The current regulations for composting operations rely on self-assessment and reporting back to the regulators. Regulators are slow to respond. The proponent has not undertaken any environmental impact assessments. Open windrow composting is a low-cost method of composting that creates difficult to manage Environmental, Social and Governance (ESG) issues.</p>
10	<p>Very strongly against it on the grounds of bio security</p>
11	<p>Odour from the manures & biosolids, we already get a terrible smell from the current pig manure. Biosecurity Risk from the feed matter and green waste being used, stored and transported. Close proximity to the river inconsistency in the report published on your Shire website. It seems that dwelling 2 on the map is in actual fact not leased by the applicants or their family members but used by the land owner</p>
12	<p>1. The amount of traffic proposed is unacceptable on the Boyup Brook Arthur rd. 2. Odours concern me and more so my son who has just taken up residence at our farm. 3. Foreign weeds are also a concern.</p>
13	<p>Primarily concern is odour from the facility from their property, particularly with the inclusion of pig manure in the mix. What’s the usual process for gaining approval for developments that are identified by the EP regulations as prescribed premises. How does the Shire assess the various potential impacts of the application and whether the applicant has sufficiently addressed these in the risk matrix. In particular, how is the buffer / screening distance to be decided?</p>
14	<p>The human waste and pig manure at the open composting facility would produce a putrid smell that would drift and not only affect the direct neighbours but other surrounding property owners. The impact that this facility could have on local water courses may be irreversible.</p>

No	Summary
	<p>Is a biosecurity risk. Local roads in this area are unsuitable for any additional traffic.</p>
15	<p>Odours generated from composting facilities using predominately pig and human waste as the feedstock are noted as highly offensive large distances (kilometers) from their source. The Trigwell area is one of natural beauty, The addition of large-scale composting facility will create traffic, traffic hazards, odour, dust, noise and industrial activity that decreases the amenity of the area. Negative impact on property values. Proposal is not compatible with the rural zoning. The proponent's business model appears to be based on a low-cost collection, disposal and recycling of large quantities of high risk, problematic piggery waste and partially treated sewage waste. Open windrow composting is a low-cost method of composting that creates difficult to manage Environmental, Social and Governance (ESG) issues.</p>
16	<p>The smell of the compost is foul and is unbearable to work in will affect myself and my families quality of living. The proposed site is cheaply done and the proposal has a lot of incorrect information in it.</p>
17	<p>Incorrect statements that have been made referencing House 2 in Figure 1 as leased or owned by Glenwood Farm. House 2 is not owned or leased by Glenwood Farms. House 2 is where I live, on my brother's property, Geoffrey Whitaker, in The Lakeside Trust. Open windrow composting facility is a low cost operation with minimal options to control the consequential odour. Glenwood Farm add pig manure to their paddocks which causes an extremely strong stench that can last for weeks. Last year I could smell the extra strong odour from at least 12 km away. The Blackwood River is closer than the Balgarup River and Eulin Brook flows through the site. An environmental impact assessment has not been conducted. The driveway entrance is shared with the neighbour. Negative traffic impact especially on driveway. No consultation from Agri Corp Australia Pty Ltd with the neighbouring landowners.</p>
18	<p>Should truck movements, associated with the composting facility, be located on any Shire of Boyup Brook LG roads, an approval notice should be on the condition that:</p> <ul style="list-style-type: none"> • The owner / operator shall be responsible for the repair of any undue damage to public roads caused by operations associated with the composting facility, to the satisfaction of the Shire of Boyup Brook Chief Executive Officer. <p>An approval notice should include the following advice:</p> <ul style="list-style-type: none"> • Should the amount of truck movements associated with the composting facility, occurring on any Shire of BB roads, increase to a volume that has the potential to impact on the amenity of an area (noise and dust) and the safety of movement, a management plan should be submitted in consultation with the Shire to address any issues, which may include financial contributions to address road safety and amenity measures.
19	<ul style="list-style-type: none"> • The applicant is currently working with DWER to refine the scope of the works approval application and address the Guideline: Better practice organics recycling (2022), prior to DWER formally accepting the application. • The purpose of a works approval, and subsequent licence, is to allow DWER to assess the environmental acceptability of a proposal's potential to cause emissions and discharges during operation. • The subject property is located within a 'non-proclaimed' area for surface water under the Rights in Water and Irrigation Act 1914, where the taking of surface water for purposes other than domestic and non-intensive stock watering purposes cannot, in the

No	Summary
	<p>department's determination, sensibly diminish stream flows or impact on the riparian rights of downstream users.</p> <ul style="list-style-type: none"> • The site is in a 'non-proclaimed' area under the RIWI Act, there are no regulatory requirements under this Act by DWER for the take of groundwater as long as there is no abstraction of artesian water. • It is not the departments intention to provide further advice to the Shire on buffer requirements. • Where the Department has a statutory role, planning applications should be considered prior to the Department issuing any relevant permits, licenses and/or approvals. This relates to DWER only, and not the EPA which isa separate entity to DWER.

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11 OFFICE OF THE CHIEF EXECUTIVE OFFICER**11.1 COMPLIANCE AUDIT RETURN FOR 2023**

File Reference:	ADM044
Location:	Nil
Applicant:	Nil
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	6/03/2024
Disclosure of Interest:	Nil
Attachments:	1. Compliance Audit Return for 2023 ↓

SUMMARY:

Council is requested to consider adopting the attached Compliance Audit Return (CAR) for 2023, as recommended by the Audit and Risk Committee at its meeting of 22 February 2024.

BACKGROUND:

The requirement for local governments to complete a CAR was introduced in 1999 and has therefore changed and developed throughout its years of implementation.

In recent years, the CAR serves three main purposes:

- It acts as a self-assessment tool that informs a local government's Audit & Risk Committee and Council of any compliance issues so that action can be taken to rectify any issues by the local government itself.
- It informs a local government's community of their local government's ability to comply with their legislative requirements, enabling the community to hold their local government to account.
- It informs the regulator (DLGSC) of any compliance issues and provides insight into whether a local government is at risk of not providing good government for its district, through its inability to meet its legislative requirements.

COMMENT:

Each year, the local government is required to carry out a compliance audit for the period 1 January to 31 December of the previous year. The Shire's Audit & Risk Committee is required to review the compliance audit return and report the results of that review to Council.

The Audit & Risk Committee reviewed the CAR at its meeting of 22 February 2024 and recommended that Council adopt it as presented.

The Shire appears to be compliant with its legislative requirements. There are no abnormalities in the 2023 Compliance Audit Return.

CONSULTATION:

Audit and Risk Committee
Various Shire Officers

STATUTORY ENVIRONMENT:

Local Government Act 1995 – section 7.13(1)(i) – Regulations as to audits

Local Government (Audit) Regulations 1996 – reg. 14 - Compliance audits by local governments

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

West Arthur Community Strategic Plan

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Failing to comply with legislation, resulting in financial loss, reputational damage, etc
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)	Complete the annual compliance audit return and take note of non-compliance issues to ensure mistakes are not repeated

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2024-027

Moved: Cr Graeme Peirce

Seconded: Cr Adam Squires

That Council adopt the attached Compliance Audit Return (CAR) for 2023, as recommended by the Audit and Risk Committee at its meeting of 22 February 2024.

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

Against: Nil

CARRIED 6/0



West Arthur – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	No major trading undertakings in 2023.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	No major land transactions in 2023.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	No major land transactions in 2023.
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	No major land transactions in 2023.
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No major land transactions or trading undertakings in 2023.

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to committees in 2023.
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	No delegations to committees in 2023.
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	No delegations to committees in 2023.
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No delegations to committees in 2023.
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A	No delegations to committees in 2023.
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	



6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	



16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	No applications to Minister in 2023.
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	No applications to Minister in 2023.
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	No property disposals in
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	No electoral gifts disclosed in 2023.
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	No electoral gifts disclosed in 2023.
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	No electoral gifts disclosed in 2023.

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	No delegations to the audit committee.
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	



4	s7.12A(3)	Where the local government determined that matters raised in the auditor’s report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor’s report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No significant findings in audit report.
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government’s official website?	Yes	
7	Audit Reg 10(1)	Was the auditor’s report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	No relevant vacancies in 2023.
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	No relevant vacancies in 2023.
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	No relevant vacancies in 2023.
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No changes to senior employees in 2023.
5	s5.37(2)	Where council rejected a CEO’s recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	No changes to senior employees in 2023.



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	CEO is complaints officer.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	No tenders required in 2023.
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	N/A	No tenders issued in 2023.



4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	No multiple contracts entered into rather than a single contract in 2023.
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	No tenders issued in 2023.
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	N/A	No tenders issued in 2023.
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	No tenders issued in 2023.
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	No tenders issued in 2023.
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N/A	No tenders issued in 2023.
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	No EOIs issued in 2023.
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No EOIs issued in 2023.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	No EOIs issued in 2023.



14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	No EOIs issued in 2023.
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	No local panels created in 2023.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	No local panels created in 2023.
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	No local panels created in 2023.
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	No local panels created in 2023.
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	No local panels created in 2023.
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	No local panels created in 2023.
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	No local panels created in 2023.
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	27/07/2021
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	21/12/2023
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	9/03/2022
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	9/03/2022
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	N/A	No gifts received.



		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government’s official website by 31 July 2023?	Yes	
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date



11.2	4WDL KEY WORKER HOUSING PROJECT UPDATE
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File Reference:	ADM398
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	6/03/2024
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"> 4WDL Business Case - 4WDL Investment in Key Worker Housing Draft for Comment (under separate cover) ⇒ 4WDL Econisis Report - KWH Investment Cost Benefit Analysis (under separate cover) ⇒ 4WDL Housing Plans and Selected Key Worker Housing Sites Report - Shire Version for Comment (under separate cover) ⇒ 4WDL Key Worker Housing Final Draft Combined Appendices (under separate cover) ⇒

SUMMARY:

Council is requested to review these draft Key Worker Housing Business Case related reports and provide feedback to the CEO to pass on to the Shire of Dumbleyung CEO for collation and onforwarding to the consultants (to finalise all reports). Feedback is due by COB Friday 29th March 2024.

BACKGROUND:

The following (shown in *italics*) are agenda extracts (recap) from previous 4WDL meetings:

4WDL partnered with the Wheatbelt Development Commission (WDC) to undertake a comprehensive key worker housing study across the 4WDL LGAs. Each of the six participating LGAs contributed \$2,180 towards this activity (total \$13,080) and the WDC committed \$18,000; total project value \$31,080. A joint consultancy was let to JEPS (planning consultant) and Econisis (economic consultant). A final consolidated 4WDL Key Worker Housing Report was completed and adopted at the last 4WDL meeting (copy attached).

The 4WDL Key Worker Housing Report provided a comprehensive analysis of the situation across the 4WDL region. The main report takeaways were as follows:

- 1. Confirmation that there are significant supply/demand gaps in key worker housing right across our entire region (in all key townsites).*
- 2. Key worker housing demand is estimated to be circa 2.5 times greater than current building activity.*
- 3. There are opportunities (in most towns) to leverage existing vacant and Shire owned freehold (& Crown) land to develop new housing product, based on conservative demand estimates.*
- 4. Most of our towns currently experience 'failed market' conditions, where there is a 'negative equity' situation stifling private sector investment (i.e. cost of a new dwelling is higher than the resulting market value of the final built product).*
- 5. The average market failure (negative equity) gap inhibiting private sector investment has been assessed at circa \$120,000 per dwelling across our key towns (\$54,000-\$198,000 for single 3-bedroom dwellings & up to \$250,000 for group dwellings).*
- 6. The opportunity cost of not investing in key worker housing ranges from a loss of economic contribution of \$126,000 to \$265,000 per worker per year.*

7. *Failed housing market conditions can only be resolved by Government (Federal and/or State) funding to support intervention, potentially via a grants assistance program to 'fill the gap' (shortfall).*
8. *Traditional Government 'headworks' related funding interventions will not be enough to resolve failed market conditions across our 4WDL region as the negative equity situation (investment gap) for us is higher (requires additional funding) compared with regional centres (where stronger housing markets exist).*
9. *The most cost effective housing product recommended for development is through small housing via infill grouped dwellings (including duplexes) to maximise available vacant land footprint together with potential subdivision.*
10. *Any proposed key worker housing investment solution would likely require LGA's gifting the land as part of a final construction arrangement (deal).*

JEPS and Econisis were then invited to prepare and submit a Reverse Brief to move this work into project readiness. A proposal (with quote) was provided for this purpose which included the following scope of works:

1. *Validate (by site visits and assessment) all existing vacant land holdings in each key 4WDL town (six main townsites).*
2. *Determine planning and land development considerations including subdivision potential (aimed at maximising yield).*
3. *Prepare 'Housing Plans' for each key town confirming location of potential development sites, yield and timeframe for key worker housing delivery.*
4. *Prepare preliminary concept designs for new key worker housing product including cost estimates for development.*
5. *Undertake WA Treasury compliant Cost Benefit Analysis of proposed key worker housing development.*
6. *Complete high level financial analysis and risk assessments of proposed development(s).*
7. *Establish a 'project (concept) ready' Preliminary Business Case for 4WDL use to engage with and seek funds from State & Federal Government(s).*
8. *Summarise Business Case findings and highlights into a glossy (up to 4 page) pitch type document for 4WDL advocacy and lobbying access use.*

The total consulting fee for this activity was circa \$39K (ex GST). Following a similar approach to fund the initial investigation study, it was agreed that each 4WDL LGA would contribute \$6,500 towards this project.

COMMENT:

JEPS and Econisis have now completed their draft Business Case (project ready) assignment. The following key docs are attached for 4WDL consider:-

1. Preliminary Business Case (Investment in 33 Key Worker Dwellings in the 4WDL VROC Region of Western Australia)
2. 4WDL Local Housing Plans and Key Worker Housing Investment Concepts (Technical Appendix)
3. 4WDL Shortlisted Key Worker Housing Investment Cost Benefit Analysis

Also attached, for reference purposes, is a copy of the final 2023 4WDL Housing Plans and Key Worker Housing Development Concepts Report, with Appendices.

The key takeaway highlights from this Business Case report include the following:

1. Reinstatement of previous 2023 analysis (report) of the requirement (need) for between 158 and 254 key worker dwellings across the 4WDL region over the next decade (confirmed through multiple modelling techniques and scenarios and significant key stakeholder engagement).

2. Current widespread market failure conditions means that it is almost impossible for this demand to be met without a reasonable level of government intervention (at least to cover the market failure gap).
3. This market failure condition means the region and State are experiencing significant economic opportunity cost (loss) due to the lack of suitable housing to accommodate productive and essential workers in the region.
4. Commercial lending institutions are also an inhibitor against regional housing investment as their borrowing assessment criteria includes algorithms negating positive loan approvals based on pre-determined postcode locations, impacting many regional areas across Australia.
5. Vacant residential land supplies are constrained by servicing, tenure, ownership, environmental overlays and suitability for investment. The number of lots across the region meeting shortlisting criteria are limited to 19. Of these 33 potential dwellings were identified for development over 8 sites across each of the LGAs, including 2 sites in Wagin and 2 sites in Lake Grace (refer to below table for shortlisted sites and estimated development costs).

4WDL Shortlisted Sites for Housing Investment Concepts

Site	Address	Average Development Cost per dwelling	Number of Dwellings	Total Cost
1	8-10 (Lot 6 and 7) Harvey Street, Dumbleyung	\$ 534,304	6	\$ 3,205,825
2	25-29 (Lots 72,73 and 74) Hynes Court, Williams	\$ 533,233	4	\$ 2,132,933
3	8-10 (Lots 19 and 18) Khedive Street, Wagin	\$ 532,512	3	\$ 1,597,535
4	Portion of Lot 500 Wattle Road, Lake Grace	\$ 533,162	6	\$ 3,198,972
5	Portion of Lot 309 Burrowes Street West, Darkan	\$ 542,762	4	\$ 2,171,050
6	13 (Lot 129) Cardigan Street, Woodanilling	\$ 474,292	2	\$ 948,585
7	Portion of Lot 9002 Griffin Road, Lake Grace	\$ 533,258	2	\$ 1,066,515
8	3 (Lot 19) Omdurman Street, Wagin	\$ 524,242	6	\$ 3,145,454
TOTAL		\$ 525,971	33	\$ 17,466,869

6. Local Government Development & Ownership is identified as the preferred delivery model due to the scale of feasibility gaps rendering more incremental funding or market-led incentives unsuitable. The exception is the potential for a development financial subsidy (of approximately \$350,000 per dwelling) to market, employer and community-led housing projects under a co-investment model. However the depth of market and capacity of private partners to deliver this likely impedes its short-term take up.
7. Cost estimates from Chadwick Consulting identified an average development cost per dwelling requirement of \$525,971. This represents a total cost, excluding land value of \$17,466,869 for the servicing of sites and the construction of the 33 dwellings.
8. Dwelling construction costs include the pad and house, carport (1 carport for 2-bedroom, 2 carports for 3-bedroom) and driveways. Dwellings have also been costed to a 'medium' specification, to reflect quality requirement for long-term habitation. Additionally, dwelling footprints are relatively small to enable modular/flat pack construction methods.
9. A completed Cost Benefit Analysis (CBA) indicates significant economic benefits that outweigh project costs, using different discount rates (refer to below table). Benefit Cost Ratios and Net

Present Values are positive for the 33 dwelling project at all discount rates, with BCRs exceeding 2.0 at 4% and 7% discount rates.

Summary of Cost Benefit Analysis Results

Summary	4%	7%	10%
Total Costs	-\$19.3	-\$18.6	-\$18.0
<i>Capital Costs</i>	<i>-\$17.1</i>	<i>-\$16.9</i>	<i>-\$16.7</i>
<i>Maintenance</i>	<i>-\$2.2</i>	<i>-\$1.7</i>	<i>-\$1.3</i>
Benefits	\$49.9	\$38.1	\$30.0
<i>Construction Supply Chain Benefits</i>	<i>\$1.2</i>	<i>\$1.2</i>	<i>\$1.2</i>
<i>Economic Contribution of Key Workers</i>	<i>\$33.0</i>	<i>\$25.3</i>	<i>\$19.9</i>
<i>Household Expenditure-Based Economic Impacts</i>	<i>\$6.9</i>	<i>\$5.3</i>	<i>\$4.1</i>
<i>Social Benefit of Housing Access</i>	<i>\$5.0</i>	<i>\$3.8</i>	<i>\$3.0</i>
<i>Housing Market Normalisation</i>	<i>\$2.2</i>	<i>\$1.7</i>	<i>\$1.3</i>
<i>Residual Asset Value</i>	<i>\$1.6</i>	<i>\$0.9</i>	<i>\$0.5</i>
NPV	\$30.5	\$19.5	\$12.0
BCR	2.58	2.05	1.67

10. The project has the capacity to delivery \$30.4m in economic output to the WA economy over the construction phase (assuming 3 years). This includes \$5.1m in direct and indirect economic incomes and \$9.5m over 3 years of Gross Value Added to the regional economy. Approximately 16.5 construction job years will be supported during the construction phase (refer to below summary of economic impacts).

Summary of Economic Impact, Construction Phase, Total Impact

Summary	Initial Impact	First Round Impact	Industry Support Impact	Total Impact (Simple Multipliers)
Output (\$m)	\$17.5	\$8.5	\$4.4	\$30.3
Income (\$m)	\$2.4	\$1.8	\$0.9	\$5.1
Employment (FTEs)	8.5	5.0	3.1	16.6
Gross Value Added (\$m)	\$4.6	\$3.1	\$1.8	\$9.5

This preliminary Business Case and associated analysis and evidence confirms the recommendation that:

- ***State and/or Federal Government investment be provided to enable the delivery of 33 dwellings across the 4WDL Councils for the purposes of providing accommodation and housing for key workers in the region.***

Consideration should also be given to the establishment of a ***Key Worker Housing Subsidy Fund*** to supplement the market failure gap by providing financial support and capital subsidies to market, employer and community-led key worker housing projects in the region based on a co-investment model. This program

is aimed to incentivise private sector investment targeting privately owned land sites in townships or on rural farming properties (for farm workers).

The Business Case recommends the following next steps:-

- I. Engage with State Government agencies to secure in-principle support for the projects and confirm appropriateness of governance and delivery models.
- II. Seek a design partner on the market to secure designs and costings for the project and/ or test the market using already prepared concept designs via a public tender process.
- III. Provide these details as part of a targeted investment application and funding submission to the State and/or Federal Government (or the relevant identified agencies).

Upon successfully securing funding, it is then recommended that a procurement and project management plan (unless already tendered) be established to guide further steps in the delivery and implementation of the project.

The completion of all this investigative work places 4WDL in a strong position to commence engagement and advocacy activities to seek State and/or Federal Government grant and program funding support. Some preliminary market testing on potential LGA partnership opportunities with the building sector could also be explored through an Expression of Interest process. For discussion.

CONSULTATION:

JEPS
Econisis
Other 4WDL members

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Costs associated with the development of this plan were already budgeted for.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan

Theme: Leadership and Management

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

Strategy: Continue to collaborate with other regional shires to achieve maximum benefits for the region

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Not sourcing housing options to address the current shortage could increase the loss of population and number of businesses in the Shire.
Risk Likelihood (based on history and with existing controls)	(4) Likely
Risk Consequence	(3) Moderate
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(12) High
Principal Risk Theme	Community Disruption
Risk Action Plan (Controls or Treatment Proposed)	Consider the draft documents and suggest appropriate amendments.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2024-028

Moved: Cr Robyn Lubcke

Seconded: Cr Graeme Peirce

That Council review the draft Key Worker Housing Business Case related reports and provide feedback to the CEO to pass on to the Shire of Dumbleyung CEO for collation and onforwarding to the consultants (to finalise all reports) by COB Friday 29th March 2024.

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

Against: Nil

CARRIED 6/0

11.3 MOU WITH MAIN ROADS WA - TRAFFIC MANAGEMENT ASSISTANCE IN EMERGENCIES

File Reference:	ADM849
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	7/03/2024
Disclosure of Interest:	Nil
Attachments:	1. Memorandum of Understanding - Prepared by Main Roads WA ↓

SUMMARY:

Council is requested to consider supporting the attached Memorandum of Understanding (MoU) between the Shire of West Arthur and Main Roads WA which seeks to provide a framework to enable the Shire to provide traffic control on State Roads in emergencies until the arrival onsite of Main Roads response teams.

BACKGROUND:

In the last couple of years, particularly, there have been a number of accidents on State Roads in the Shire, including Coalfields Road and Albany Highway. Shire staff are not generally authorised to provide emergency traffic control on State Roads and, unfortunately, Main Roads' response teams have sometimes taken more than four hours to attend. Locals have often been the first on the scene at these accidents, and have then taken it upon themselves to informally provide traffic control. Notwithstanding the simple, human desire to help others in times of need, the locals are not qualified or authorised to provide such assistance. Indeed, they are also not insured to do so.

COMMENT:

After being approached by local community members and asked to find a solution to this issue, we contacted Main Roads last year. We were advised that Main Roads was working on an MoU for "certain" local governments that it had problems getting response teams to in a timely manner. After some delay, we have received the attached MoU which is hoped will enable appropriately trained Shire crew members to "fill in" for Main Roads and provide traffic control until emergency response crews arrive.

It is important to note that under State Emergency Management legislation, WA Police is the Hazard Management Agency responsible for road accidents. The senior attending Police Officer becomes the Incident Controller for the duration of the emergency.

CONSULTATION:

Main Roads WA
WALGA
Manager Works and Services
LGIS

STATUTORY ENVIRONMENT:

Emergency Management Act 2005
Emergency Management Regulations 2006

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil – the cost of any support provided by Shire crew members will be reimbursed by Main Roads WA.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan

Theme: Community – Safe, Friendly and Inclusive

Outcome: A safe place to work, live and visit

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

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	Untrained, unauthorised, uninsured members of the community are injured or killed while providing traffic control.
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(5) Catastrophic
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(25) Extreme
Principal Risk Theme	Inadequate safety or security practices
Risk Action Plan (Controls or Treatment Proposed)	CEO to sign MoU as presented

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2024-029

Moved: Cr Adam Squires

Seconded: Cr Duncan South

That Council approve the execution of the attached Memorandum of Understanding for Emergency Traffic Control on State Roads between the Shire of West Arthur and Main Roads Western Australia.

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

Against: Nil

CARRIED 6/0



*We're working for
Western Australia.*

MEMORANDUM OF UNDERSTANDING

Main Roads Western Australia and Shire of West Arthur

Incident Management Support

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MEMORANDUM OF UNDERSTANDING

1. PARTIES

This MoU is made between:

1. Shire of West Arthur

(ABN 96912320795) 31 Burrowes Street, Darkan Western Australia 6392

And

2. Commissioner of Main Roads (Main Roads)

(ABN 50 860 676 021) Don Aitkin Centre, Waterloo Crescent, East Perth Western Australia 6004.

3. INTERPRETATION

Definitions

In this MoU, unless contrary intention appears:

Main Roads means Main Roads Western Australia Wheatbelt Region

MoU means Memorandum of Understanding

Commencement of this MoU

This MoU will commence on the date of the last party to sign.

Term of this MoU

This MoU is for an initial term of five (5) years beginning on the commencement date.

The Parties may agree to an extension of the term of this MoU.

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4. INTRODUCTION

Purpose

The Purpose of this MoU is to set out the roles and responsibilities of both Parties (Shire of West Arthur and Main Roads) to enable emergency incidents to be responded to in a timely, collaborative and cooperative manner.

This MoU documents that

- Incidents that occur on the state road network within the confines of the geographic area contained in the Shire of West Arthur are subject of this MoU. These roads are Albany Hwy (H001) and Collie Lake King Road (M037).
- Typically, the incidents would be (but not limited to) bushfire, road crash and flood.
- There is an expectation that the Shire of West Arthur's response will focus on traffic management, such as road closure and detours.
- There is an expectation that the Shire of West Arthur will only take action in accordance with Main Roads instructions and authority communicated via phone call or email, in accordance with the Incident Management Procedures D17#819751 as shared and updated by Main Roads from time to time. There may be times where Shire of West Arthur is aware of an incident before Main Roads and in these instances should contact Main Roads for permission to act.
- Where the Shire of West Arthur responds on behalf of Main Roads, Wheatbelt Region will, on Shire request, attempt to provide the earliest crew change out replacement.

Under this MoU both parties agree to use their best endeavours to:

- Work collaboratively and cooperatively to respond to incidents where personnel are available. The focus of such response is to manage traffic through mechanisms such as detour and road closure.

The parties have an understanding that the following policies and standards are relevant to their relationship:

- (a) Incident Management Procedures – Wheatbelt Region 2023-2024 (or most recent version of document ref D17#819751 as shared and updated by Main Roads from time to time).

- (b) Main Roads Western Australia Wheatbelt Region Incident Management Contacts Oct 2023 (or most recent version of document ref D22#876044 as shared and updated by Main Roads from time to time).
- (c) *Emergency Management Act 2005 (WA)* and *Emergency Management Regulations 2006 (WA)*.

Background

Main Roads has identified Shire of West Arthur as a strategic location, able to assist with early incident response. This Shire is geographically remote from Main Roads operational centres. The intent of this MOU is to provide earliest on-site assistance to a Hazard Management Agency (HMA) tasked with Incident Management.

5. STATEMENT OF UNDERSTANDING

Shire of West Arthur and Main Roads acknowledge that the purpose of this MoU is to set out the understanding on their respective roles for the management of traffic on state roads in the Shire of West Arthur required as a result of an emergency incident. Main Roads understand that the Shire of West Arthur will only be able to provide assistance if appropriate staff members happen to be available.

Further, Shire of West Arthur and Main Roads acknowledge and agree that there is no intention to create legal relations, and that this MoU does not create a contractual or other legal relationship between Shire of West Arthur and Main Roads.

6. ROLES AND RESPONSIBILITIES

Roles and Responsibilities of both parties

Communicate openly and collaboratively to optimise the traffic management response to incidents on state roads. Both parties are road managers and are responsible for the safety and welfare of their employees and contractors. Both parties are responsible for holding relevant insurances including workers compensation and Public Liability.

Roles and Responsibilities of Shire of West Arthur

- Store and maintain equipment.
- Make Traffic Guidance Schemes (TGS), provided by Main Roads, accessible to staff implementing a response to an emergency incident.
- Implement and remove traffic management devices on state roads, in accordance (as close as reasonably practical) with provided Traffic Guidance

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Schemes (TGS), and the direction provided by Wheatbelt Region’s Incident Manager.

Roles and Responsibilities of Main Roads

- The Incident Manager will provide instruction for required incident response actions on state roads communicating and collaborating with the Shire of West Arthur in accordance with the Incident Management Procedures D17#819751 as shared and updated by Main Roads from time to time.
- Provide TGS’s that outline traffic management arrangements at strategic road closure and / or detour points.
- Provide traffic management devices such as a trailer, signs, sign frames, legs and cones to enable TGS’s to be implemented.
- Replace traffic management devices such as a trailer (at the end of its serviceable life), signs, sign frames, legs and cones.

7. ADMINISTRATION

Both Shire of West Arthur and Main Roads will bear its own costs of administration and management activities undertaken in support of this MoU, apart from:

- Costs incurred by the Shire of West Arthur (typically wages and overheads) to deploy a traffic management response to specific incidents at Main Roads direction, can be reimbursed from Main Roads.
- Reasonable costs incurred by Shire of West Arthur (typically wheel bearing, trailer wiring or tyres) associated with the maintenance of the trailer provided, can be reimbursed from Main Roads.

8. CONTACT OFFICERS

Nominated Contact Officers for this MoU are as listed in the following table, however are also amended from time to time in the Incident Management Procedures Wheatbelt Region document referenced in section 4 above. Changes to nominated Contact Officers must be notified within 5 days of the change and adhere to clause 9 of this MoU.

Shire of West Arthur Contact Officer	Main Roads Contact Officer
Vin Fordham Lamont	Mohammad Siddiqui

<p>CHIEF EXECUTIVE OFFICER</p> <p>Phone: 97362222</p> <p>Email: ceo@westarthur.wa.gov.au</p>	<p>DIRECTOR WHEATBELT REGION</p> <p>Phone: 0893234500 / 0428919737</p> <p>Email: mohammad.siddiqui@mainroads.wa.gov.au</p>
<p>Gary Rasmussen</p> <p>WORKS MANAGER / SUPERVISOR</p> <p>Phone: 0427362214</p> <p>Email: worksmanager@westarthur.wa.gov.au</p>	<p>Gren Putland</p> <p>INCIDENT MANAGER</p> <p>Phone: 0409113011</p> <p>Relief and after hours: 0428664120</p> <p>Email: gren.putland@mainroads.wa.gov.au</p>

9. NOTICES

Formal notices under this MoU will be served on Shire of West Arthur and Main Roads at the following addresses:

Shire of West Arthur	Main Roads
<p>Shire of West Arthur</p> <p>31 Burrowes Street</p> <p>Darkan Western Australia 6392</p>	<p>Wheatbelt Region Main Roads Western Australia</p> <p>126 Peel Terrace</p> <p>Northam WA 6401</p>
<p>Contact: Vin Fordham Lamont</p>	<p>Contact: Mohammad Siddiqui</p>

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10. REVIEW AND VARIATION OF THIS MoU

Shire of West Arthur and Main Roads may review this MoU at any time to determine whether it remains relevant to their respective roles and needs.

This MoU may be varied at the request of either party by mutual understanding of all parties. Any variation must be in writing.

11. DISPUTE RESOLUTION

Shire of West Arthur and Main Roads commit to working together in good faith to implement this MoU.

Shire of West Arthur and Main Roads agree that any operational issues will be resolved by negotiation.

Shire of West Arthur and Main Roads acknowledge and agree there is no dispute until a matter is formally identified as such by one of the parties.

Where a dispute cannot be resolved despite reasonable efforts, Shire of West Arthur and Main Roads agree to escalate the dispute to the respective officers signing this memorandum of understanding for resolution.

12. WITHDRAWAL FROM THIS MoU

Shire of West Arthur and Main Roads acknowledge that one party may, by written notice to the other party, withdraw from this MoU and such notice will take effect one (1) month from the date of that notice, unless the Parties determine an alternative date in writing, or the notice to withdraw has been cancelled by the originating party.

On withdrawal of a party from this MoU, Shire of West Arthur and Main Roads agree and acknowledge that the withdrawing party will have no right to claim compensation or any repayment in respect of any monies the withdrawing party has contributed.

13. ENDORSEMENT (Recommendation and Approval)

OFFICIAL

This document is signed as a MoU by the following signatories on behalf of their agencies.

SIGNED

Signed: _____

Vin Fordham Lamont
Chief Executive Officer

Shire of West Arthur

Date:

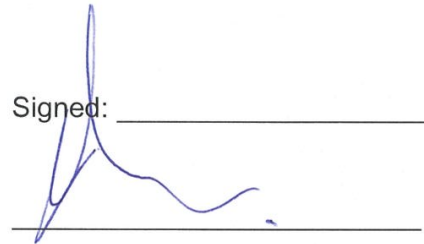
Witness (Sign):

(Print Full Name)
[role title]

Shire of West Arthur

Date:

Signed: _____



Domenic Palumbo
General Manager Network
Management and Delivery
Regional Management & Operations

Main Roads Western Australia

Date: 29/2/2024.

Witness (Sign):



Brendon Wiseman
A / Rural Network Operations
Management Manager
Regional Management & Operations

Main Roads Western Australia

Date: 29/2/2024

11.4 OUTBUILDINGS LOCAL PLANNING POLICY

File Reference:	ADM206
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	13/03/2024
Disclosure of Interest:	Nil
Attachments:	1. Outbuildings Local Planning Policy No. 6 - Amended ↓

SUMMARY:

Council is requested to consider a minor modification to Local Planning Policy No 6 Outbuildings for the residential and rural residential zones.

BACKGROUND:

Council, at its Meeting on the 23 February 2024, adopted Local Planning Policy No 6 Outbuildings.

The objectives of the Policy are:

- To ensure that oversized outbuildings do not detract from the streetscape or the visual amenity of residents or neighbouring properties;
- To accommodate outbuildings that meet the needs of the residents whilst being appropriate for the zone and land use; and
- To provide guidance for the consideration of Development Applications.

Where an outbuilding does not comply with the deemed-to-comply provisions of the R-Codes, then it requires a planning approval from Council. Outbuildings which do not comply with the height and area provisions are often referred to as 'oversized outbuildings.'

Local Planning Policy No 6 provides guidance in the exercise of discretion when considering a planning application. Non-compliance with the proposed local planning policy does not in itself justify an application being refused as each proposal must be considered on its merits.

COMMENT:

Clause 6.8 of the Policy requires that oversized outbuildings shall be constructed of non-reflective material.

Following the preparation of the Agenda report a query was raised regarding this provision, especially where there might be other external features of components of an outbuilding that should not be included in this provision. It was intended to alter Clause 6.8 to read as follows:

"Oversized outbuildings should not have a negative impact on the surrounding area in terms of their size, appearance or due to sun glare. They should preferably be constructed with colorbond cladding in natural tones. Zinalume cladding is not to be used unless it is painted. Features such as solar panels, glazed areas, timber, stone, rammed earth, or brick surfaces are not included."

Due to an oversight the Council was not advised of this. The revised Policy is contained as Attachment 1.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

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

Regulation 5(2) states that the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

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

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

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

VOTING REQUIREMENTS:

Absolute Majority

RESOLUTION CO-2024-030

Moved: Cr Adam Squires

Seconded: Cr Robyn Lubcke

1 That pursuant to Schedule 2 Clause 4(3) of the Planning and Development (Local Planning Scheme) Regulations 2015 Council amend Clause 6.8 of Local Planning Policy No 6 Outbuildings to read as follows:

Oversized outbuildings should not have a negative impact on the surrounding area in terms of their size, appearance or due to sun glare. They should preferably be constructed with colorbond cladding in natural tones. Zinalume cladding is not to be used unless it is painted. Features such as solar panels, glazed areas, timber, stone, rammed earth, or brick surfaces are not included.

2 That Notice of the adoption be published in the Local Newspaper pursuant to Clause 4(4).

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

Against: Nil

CARRIED 6/0 BY ABSOLUTE MAJORITY

Shire of West Arthur

LOCAL PLANNING POLICY NO 6

OUTBUILDINGS

1.0 Background

Outbuildings are recognised as an important component of residential development. Domestic outbuildings in the residential zone are subject to the provisions of the R-Codes. Residential lots within the Darkan and Duranillin townsites are generally 1,012sqm in size with an R12.5 or R10 Coding.

The design objective in the R-Codes is that outbuildings do not detract from the streetscape or the visual amenity of residents or neighbouring properties. The R-Codes also distinguish between:

- a) Small outbuilding which does not exceed 10m² in area; and
- b) Large / multiple outbuildings.

The deemed-to-comply requirements for large / multiple outbuildings are:

- (i) individually or collectively does not exceed 60m² in area or 10 per cent in aggregate of the site area, whichever is the lesser;
- (ii) set back in accordance with Table 2a. This is a 1m setback for a wall height of less than 3.5m and length of 14m.
- (iii) does not exceed a wall height of 2.4m;
- (iv) does not exceed a ridge height of 4.2m;
- (v) is not located within the primary or secondary street setback area. This 7.5m for the Residential R12.5 and R10 codes.
- (vi) does not reduce the open space and outdoor living area requirements in Table 1 being a minimum of 55% of the site area.

2.0 Objectives

- ❖ To ensure that oversized outbuildings do not detract from the streetscape or the visual amenity of residents or neighbouring properties;
- ❖ To accommodate outbuildings that meet the needs of the residents whilst being appropriate for the zone and land use; and
- ❖ To provide guidance for the consideration of Development Applications.

3.0 Definitions

An “outbuilding” is an enclosed non-habitable structure that is detached from any dwelling.

An “oversized outbuilding” in an outbuilding that does not comply with the area or height components of the deemed-to-comply requirements of the R-Codes.

4.0 Policy Application

This Policy applies to:

- 1) Land within the Residential and Rural Residential zones in Local Planning Scheme No 2.
- 2) Outbuildings which are not exempt developments including sea containers.

This Policy applies does not apply to Rural Sheds as provided for in Local Planning Policy No 2.

5.0 Exempt Developments

Clause 61 of the deemed provisions of the Regulations, provide that an outbuilding is exempt from development approval where:

- the R-Codes apply, and the outbuilding satisfies the deemed-to-comply requirements;
- the outbuilding is on the same lot as a single house or a grouped dwelling; and
- the outbuilding is not located in a place that is the subject of an order, a heritage agreement, or in the Register of Heritage Places under the *Heritage Act 2018*, or in a heritage area or on a heritage list under a local planning scheme.

The above exemption does not apply to:

- Bowelling townsite being located within Special Control Area 6 Wellington Catchment noting that this is subject to Local Planning Policy No 4.
- Land abutting an unconstructed road or a lot which does not have frontage to a constructed road (Clause 5.7 of the Scheme).
- Relocated structures including sea containers.
- Outbuildings situated less than 6m from a dwelling on bushfire prone land with a BAL-40 or BAL-FZ rating.

6.0 Policy Statement

- 6.1 All outbuildings require a development approval unless they are exempt developments as provided for in Section 5.0.
- 6.2 Applications are expected to comply with the development provisions in Table 1.
- 6.3 Outbuildings are to be ancillary to the residential dwelling including in terms of their size and characteristics and shall not be the predominant use or development of the property.
- 6.4 Outbuildings are not permitted on vacant lots unless a Building Application for a Class 1a dwelling has been granted and it is not proposed that the outbuilding will be used for habitable purposes unless approved for temporary accommodation under the Health Act.
- 6.5 Outbuildings for rural pursuit purposes such as animal shelters or three sided hay sheds may be approved on vacant lots in the rural residential zone.
- 6.6 Applications for oversized outbuildings in the residential zone will be advertised to neighbours.
- 6.7 In considering an application, Council will have regard to the size of an outbuilding in relation to the dwelling. Oversized outbuildings are to be setback behind the existing building line so as to minimise any impact on the streetscape.
- 6.8 Oversized outbuildings should not have a negative impact on the surrounding area in terms of their size, appearance or due to sun glare. They should preferably be constructed with colorbond cladding in natural tones. Zinalume cladding is not to be used unless it is painted. Features such as solar panels, glazed areas, timber, stone, rammed earth, or brick surfaces are not included.
- 6.9 Outbuildings may not be used for industrial or commercial purposes. They may be used for home occupation, home business etc with Council approval.
- 6.10 Sea containers are required to have:
 - A personal access door using a mechanical device (door handle/lock mechanism) whereby persons can exit the sea container from inside; and
 - Adequate ventilation.

Table 1 Development Standards

Development Provisions	Residential < 1,200m²	Residential > 1,200m²	Rural Residential
Max Aggregate Floor Area	100m ²	150m ²	300m ²
Max Wall Height	3.2m	3.2m	5.0m
Max Ridge Height	4.5m	4.5m	7.0m
Setbacks	As per Scheme and/or R-Codes		
Non reflective material including roof	Yes	Yes	Yes

Adoption

Adopted by Council at its meeting of the 23rd February 2024

Modified by Council at its meeting of the 23rd March 2024

11.5 COMMON SEAL - TRANSFER OF LAND - LOT 6329 ON DP145648

File Reference:	A921
Location:	N/A
Applicant:	McWilliams Davis Lawyers
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	15/03/2024
Disclosure of Interest:	Nil
Attachments:	1. Transfer of Land - Lot 6329 on Deposited Plan 145468 - Confidential ↓

SUMMARY

Council is required to authorise by Council Resolution, the affixation of the Common Seal to execute the Transfer of Land for Lot 6329 on Deposited Plan 145648.

BACKGROUND:

The attached Transfer of Land was approved for signing by the Chief Executive Officer and Shire President by Council Resolution at the February 2024 Ordinary Meeting of Council.

According to the s9.49A Execution of documents, Local Government Act 1995 and Shire of West Arthur's Policy C19 - Execution of Documents and Use of Common Seal, category 1(A) documents require a specific resolution of Council to enter into an agreement as well as an authority to affix the seal.

It is now proposed that the Council authorise the signing and sealing of this document.

RESOLUTION CO-2024-031

Moved: Cr Adam Squires

Seconded: Cr Graeme Peirce

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

1. PMW:23819 Landgate Transfer of Land (Sale for Rates) titled 790-3
Lot 6329 on Deposited Plan 145468

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

Against: Nil

CARRIED 6/0

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12 CORPORATE SERVICES**12.1 FINANCIAL REPORTS - FEBRUARY 2024**

File Reference:	ADM339
Location:	N/A
Applicant:	N/A
Author:	Melinda King, Manager Financial Reporting
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	14/03/2024
Disclosure of Interest:	Nil
Attachments:	1. Monthly Financial Report February 2024 ↓

SUMMARY:

Council is requested to consider the financial reports for the periods ending 29 February 2024.

BACKGROUND:

The financial reports for the period ending 29 February 2024 are attached.

COMMENT:

If you have any questions regarding details in the financial reports, please contact the office before 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 existing 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 statements for the Council.

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2024-032

Moved: Cr Karen Harrington

Seconded: Cr Duncan South

That Council accepts the financial reports for the period ending 29 February 2024 as presented.

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

Against: Nil

CARRIED 6/0

SHIRE OF WEST ARTHUR
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 29 February 2024

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

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**SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

	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	1,998,223	67	0.00%	
Grants, subsidies and contributions	13	417,215	273,550	287,320	13,770	5.03%	▲
Fees and charges		336,840	252,430	234,607	(17,823)	(7.06%)	▼
Interest revenue		201,900	121,102	124,335	3,233	2.67%	
Other revenue		109,470	39,180	67,713	28,533	72.83%	▲
Profit on asset disposals	6	11,124	2,534	0	(2,534)	(100.00%)	▼
		3,074,705	2,686,952	2,712,198	25,246	0.94%	
Expenditure from operating activities							
Employee costs		(2,169,272)	(1,466,431)	(1,439,869)	26,562	1.81%	▲
Materials and contracts		(1,416,780)	(926,616)	(905,938)	20,678	2.23%	▲
Utility charges		(118,152)	(78,768)	(75,685)	3,083	3.91%	
Depreciation		(2,269,487)	(419,028)	(451,367)	(32,339)	(7.72%)	▼
Finance costs		(27,016)	(13,446)	(13,446)	0	0.00%	
Insurance		(130,039)	(130,039)	(122,840)	7,199	5.54%	
Other expenditure		(65,800)	(17,900)	(21,183)	(3,283)	(18.34%)	▼
Loss on asset disposals	6	(5,034)	0	(3,516)	(3,516)	0.00%	
		(6,201,580)	(3,052,228)	(3,033,844)	18,384	0.60%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,635,656	361,080	399,469	38,389	10.63%	▲
Amount attributable to operating activities		(491,219)	(4,196)	77,823	82,019	1954.69%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	1,310,628	432,916	434,198	1,282	0.30%	
Proceeds from disposal of assets	6	125,000	35,000	29,091	(5,909)	(16.88%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		30,007	14,880	14,880	0	0.00%	
		1,465,635	482,796	478,169	(4,627)	(0.96%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,419,371)	(839,316)	(794,831)	44,485	5.30%	▲
Payments for construction of infrastructure	5	(1,564,245)	(790,077)	(738,872)	51,205	6.48%	▲
		(2,983,616)	(1,629,393)	(1,533,703)	95,690	5.87%	
Amount attributable to investing activities		(1,517,981)	(1,146,597)	(1,055,534)	91,063	7.94%	
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)	(58,446)	(58,446)	0	0.00%	
Transfer to reserves	4	(478,654)	(84,652)	(85,793)	(1,141)	(1.35%)	
		(603,773)	(143,098)	(144,239)	(1,141)	(0.80%)	
Amount attributable to financing activities		692,773	(143,098)	(144,239)	(1,141)	(0.80%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,688,686	1,688,686	1,753,939	65,253	3.86%	▲
Amount attributable to operating activities		(491,219)	(4,196)	77,823	82,019	1954.69%	▲
Amount attributable to investing activities		(1,517,981)	(1,146,597)	(1,055,534)	91,063	7.94%	▲
Amount attributable to financing activities		692,773	(143,098)	(144,239)	(1,141)	(0.80%)	▲
Surplus or deficit after imposition of general rates		372,259	394,795	631,989	237,194	60.08%	

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 29 FEBRUARY 2024**

	Supplementary Information	30 June 2024	29 February 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	4,257,269	3,817,799
Trade and other receivables		358,547	290,194
Other financial assets		30,007	15,127
Inventories	8	84,985	84,985
Assets classified as held for sale		65,107	65,107
TOTAL CURRENT ASSETS		4,795,915	4,273,212
NON-CURRENT ASSETS			
Other financial assets		340,484	340,484
Property, plant and equipment		19,680,290	19,991,147
Infrastructure		115,289,607	116,028,479
TOTAL NON-CURRENT ASSETS		135,310,381	136,360,110
TOTAL ASSETS		140,106,296	140,633,322
CURRENT LIABILITIES			
Trade and other payables	9	235,168	383,810
Other liabilities	12	7,336	331,614
Borrowings	11	125,119	66,673
Employee related provisions	12	310,426	310,426
TOTAL CURRENT LIABILITIES		678,049	1,092,523
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	1,665,601
NET ASSETS		138,855,169	138,967,721
EQUITY			
Retained surplus		10,500,426	10,527,185
Reserve accounts	4	2,754,878	2,840,671
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		138,855,169	138,967,721

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

<p>BASIS OF PREPARATION</p> <p>This prescribed financial report has been prepared in accordance with the <i>Local Government Act 1995</i> and accompanying regulations.</p> <p>Local Government Act 1995 requirements <i>Section 6.4(2) of the Local Government Act 1995</i> read with the <i>Local Government (Financial Management) Regulations 1996</i>, prescribe that the financial report be prepared in accordance with the <i>Local Government Act 1995</i> 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.</p> <p>The <i>Local Government (Financial Management) Regulations 1996</i> 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.</p> <p><i>Local Government (Financial Management) Regulations 1996</i>, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.</p> <p>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.</p>	<p>THE LOCAL GOVERNMENT REPORTING ENTITY</p> <p>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.</p> <p>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.</p> <p>Judgements and estimates</p> <p>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.</p> <p>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.</p> <p>The balances, transactions and disclosures impacted by accounting estimates are as follows:</p> <ul style="list-style-type: none"> • 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 <p>SIGNIFICANT ACCOUNTING POLICES</p> <p>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.</p> <p>PREPARATION TIMING AND REVIEW</p> <p>Date prepared: All known transactions up to 15 March 2024</p>
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**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

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	29 February 2024
Current assets		\$	\$	\$
Cash and cash equivalents	3	4,257,269	4,257,269	3,817,799
Trade and other receivables		358,809	358,547	290,194
Other financial assets		30,007	30,007	15,127
Inventories	8	14,985	84,985	84,985
Assets classified as held for sale		0	65,107	65,107
		4,661,070	4,795,915	4,273,212
Less: current liabilities				
Trade and other payables	9	(236,163)	(235,168)	(383,810)
Other liabilities	12	(6,750)	(7,336)	(331,614)
Borrowings	11	(125,119)	(125,119)	(66,673)
Employee related provisions	12	(316,845)	(310,426)	(310,426)
		(684,877)	(678,049)	(1,092,523)
Net current assets		3,976,193	4,117,866	3,180,689
Less: Total adjustments to net current assets	Note 2(c)	(2,287,507)	(2,363,927)	(2,548,700)
Closing funding surplus / (deficit)		1,688,686	1,753,939	631,989

(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)	(2,534)
Add: Loss on asset disposals	6	5,034	0
Add: Depreciation		2,269,487	419,028
Movement in current employee provisions associated with restricted cash		0	(55,414)
- Employee provisions		372,259	0
Total non-cash amounts excluded from operating activities		2,635,656	361,080
			399,469

(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.

	Adopted Budget	Last Year	Year to Date
	Opening 30 June 2023	Closing 30 June 2023	29 February 2024
	\$	\$	\$
Adjustments to net current assets			
Less: Reserve accounts	4	(2,754,878)	(2,754,878)
Less: Financial assets at amortised cost - self supporting loans	8	(30,007)	(30,007)
- Land held for resale			(70,000)
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)	(2,363,927)
			(2,548,700)

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 29 FEBRUARY 2024**

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. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	13,770	5.03%	▲
Australia Day grant funding greater than budget. \$9,000			
DFES ESL funding greater than budget. \$6,000			
Fees and charges	(17,823)	(7.06%)	▼
Caravan Park income is below budget		Permanent	
Other revenue	28,533	72.83%	▲
Reimbursements of employee costs above budget \$11,148		Permanent	
Reimbursement of legal costs above budget \$12,327			
Profit on asset disposals	(2,534)	(100.00%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)			
Expenditure from operating activities			
Employee costs	26,562	1.81%	▲
Employee costs below budget year to date.		Timing	
Materials and contracts	20,678	2.23%	▲
Fire brigade expenditure is greater than budget. \$23,990	(23,990)	Permanent	
Plant operation costs are greater than year to date budget. \$29,667	(29,667)	Permanent	
Bridge maintenance greater due to reallocation of project LRCI 4. \$49,493	(49,493)	Permanent	
Rates collection expenditure is greater than budget. Offset by income. \$15,387	(15,387)	Permanent	
Several accounts are below budget year to date. Non reportable variances. \$139,215	139,215	Timing	
Depreciation	(32,339)	(7.72%)	▼
Depreciation will be above budget this year due to greater plant depreciation and revaluation of assets.		Permanent	
Other expenditure	(3,283)	(18.34%)	▼
Minor variances			
Non-cash amounts excluded from operating activities	38,389	10.63%	▲
Due to depreciation variance		Permanent	
Inflows from investing activities			
Proceeds from disposal of assets	(5,909)	(16.88%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	44,485	5.30%	▲
Purchase of works manager vehicle below budget \$8,699.		Permanent	
Kubota skid steer purchase below budget. Plant not traded. \$29,875			
Payments for construction of infrastructure	51,205	6.48%	▲
Reallocation of LRCI 4 funds to bridge maintenance.		Permanent	
Surplus or deficit at the start of the financial year	65,253	3.86%	▲
Surplus or deficit after imposition of general rates	237,194	60.08%	▲
Due to variances described above			

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION

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**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

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	\$1.75 M	\$0.07 M
Closing	\$0.37 M	\$0.39 M	\$0.63 M	\$0.24 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$3.82 M	% of total
Unrestricted Cash	\$0.98 M	25.6%
Restricted Cash	\$2.84 M	74.4%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.38 M
	% Outstanding
Trade Payables	\$0.28 M
0 to 30 Days	94.8%
Over 30 Days	5.2%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$0.06 M	% Collected
Rates Receivable	\$0.23 M	85.7%
Trade Receivable	\$0.06 M	% Outstanding
Over 30 Days		99.2%
Over 90 Days		95.7%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.49 M)	(\$0.00 M)	\$0.08 M	\$0.08 M

Refer to Statement of Financial Activity

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

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$0.29 M	% Variance
YTD Budget	\$0.27 M	5.0%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.23 M	% Variance
YTD Budget	\$0.25 M	(7.1%)

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)	(\$1.15 M)	(\$1.06 M)	\$0.09 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.03 M	%
Adopted Budget	\$0.13 M	23.3%

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.74 M	% Spent
Adopted Budget	\$1.56 M	47.2%

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.43 M	% Received
Adopted Budget	\$1.31 M	33.1%

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	(\$0.14 M)	(\$0.14 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.06 M)
Interest expense	(\$0.01 M)
Principal due	\$0.63 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$2.84 M
Interest earned	\$0.09 M

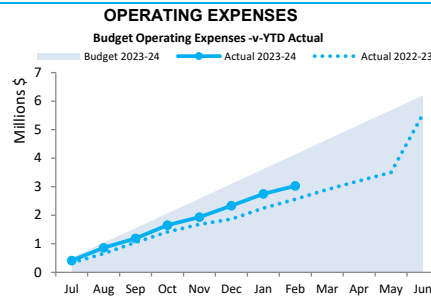
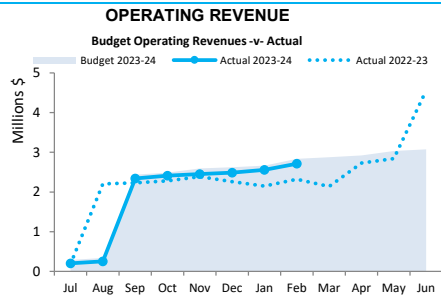
Refer to 4 - Cash Reserves

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

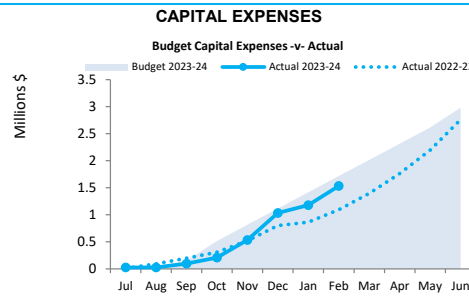
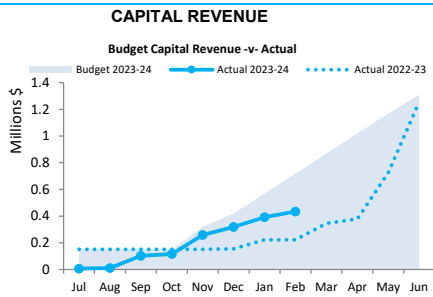
SHIRE OF WEST ARTHUR
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

2 KEY INFORMATION - GRAPHICAL

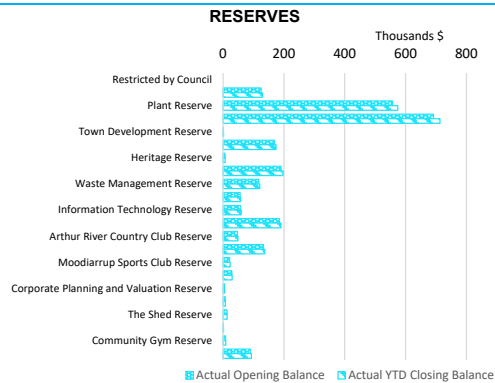
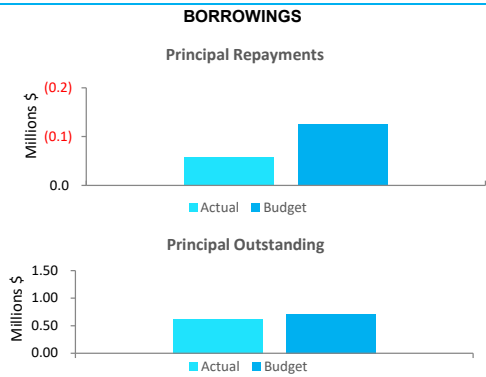
OPERATING ACTIVITIES



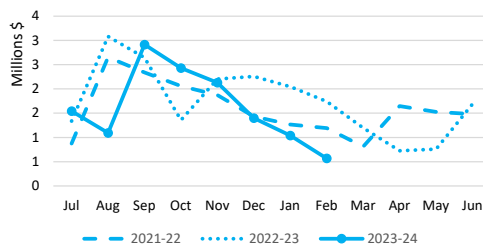
INVESTING ACTIVITIES



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 29 FEBRUARY 2024**

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	177,028	0	177,028	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	400,000	0	400,000	0	NAB	2.55%	N/A
Reserve - CM	Cash and cash equivalents	0	18,717	18,717	0	NAB	2.55%	N/A
Trust	Cash and cash equivalents	0	0	0	179	NAB	1.00%	N/A
Trust - CM	Cash and cash equivalents	0	0	0	5,519	NAB	2.55%	N/A
Cash on hand		100	0	100	0	CASH	0.01%	N/A
Municipal	Cash and cash equivalents	400,000	0	400,000	0	NAB	4.25%	18/3/2024
Reserve	Cash and cash equivalents	0	600,000	600,000	0	NAB	5.05%	17/5/2024
Reserve	Cash and cash equivalents	0	2,065,992	2,065,992	0	BOQ	5.00%	28/6/2024
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		977,128	2,840,671	3,817,799	73,698			
Comprising								
Cash and cash equivalents		977,128	2,840,671	3,817,799	73,698			
		977,128	2,840,671	3,817,799	73,698			

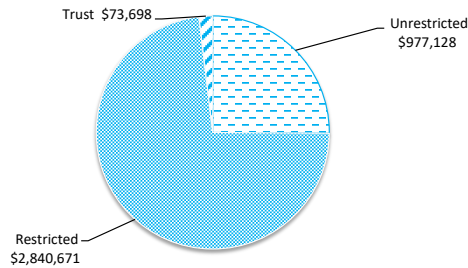
KEY INFORMATION

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 29 FEBRUARY 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfers	Transfers	Closing	Opening	Interest	Transfers In	Transfer	YTD
	Balance	Earned	In (+)	Out (-)	Balance	Balance	Earned	(+)	s Out (-)	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave Reserve	125,105	5,972	0	0	131,077	125,105	3,896	0	0	129,001
Plant Reserve	556,751	26,577	300,000	(376,926)	506,402	556,751	17,338	0	0	574,089
Building Reserve	691,759	33,021	0	(694,620)	30,160	691,759	21,543	0	0	713,302
Town Development Reserve	1,578	75	0	0	1,653	1,578	49	0	0	1,627
Recreation Reserve	168,617	8,049	0	0	176,666	168,617	5,251	0	0	173,868
Heritage Reserve	6,563	313	150	0	7,026	6,563	204	0	0	6,767
Community Housing Reserve	191,208	9,127	1,000	(1,000)	200,335	191,208	5,955	0	0	197,163
Waste Management Reserve	117,002	5,585	0	(35,000)	87,587	117,002	3,644	0	0	120,646
Darkan Swimming Pool Reserve	55,826	2,665	5,000	0	63,491	55,826	1,739	0	0	57,565
Information Technology Reserve	57,723	2,755	0	(25,000)	35,478	57,723	1,798	0	0	59,521
Darkan Sport and Community Centre Reserve	184,875	8,825	30,000	0	223,700	184,875	5,757	0	0	190,632
Arthur River Country Club Reserve	47,461	2,266	0	0	49,727	47,461	1,478	0	0	48,939
Museum Reserve	132,904	6,344	6,000	(5,000)	140,248	132,904	4,139	0	0	137,043
Moodiarrup Sports Club Reserve	22,156	1,058	5,000	0	28,214	22,156	690	0	0	22,846
Landcare Reserve	29,067	1,388	0	(5,000)	25,455	29,067	905	0	0	29,972
Corporate Planning and Valuation Reserve	4,596	219	0	0	4,815	4,596	143	0	0	4,739
Kids Central Reserve	7,088	338	0	(2,000)	5,426	7,088	221	0	0	7,309
The Shed Reserve	13,103	625	0	0	13,728	13,103	408	0	0	13,511
Recreation Trails Reserve	1,258	60	0	0	1,318	1,258	39	0	0	1,297
Community Gym Reserve	8,558	409	0	(2,000)	6,967	8,558	267	0	0	8,825
Economic Development Reserve	89,885	4,291	0	0	94,176	89,885	2,799	0	0	92,684
Road Reserve	241,795	11,542	0	0	253,337	241,795	7,530	0	0	249,325
	2,754,878	131,504	347,150	(1,146,546)	2,086,986	2,754,878	85,793	0	0	2,840,671

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	120,620	33,250	33,256	6
Buildings - non-specialised	606,000	411,500	409,530	(1,970)
Buildings - specialised	25,000	7,300	7,305	5
Furniture and equipment	188,000	27,000	27,601	601
Plant and equipment	479,751	360,266	317,139	(43,127)
Acquisition of property, plant and equipment	1,419,371	839,316	794,831	(44,485)
Infrastructure - roads	1,153,551	714,800	712,049	(2,751)
Infrastructure - Other	410,694	75,277	26,823	(48,454)
Acquisition of infrastructure	1,564,245	790,077	738,872	(140,175)
Total capital acquisitions	2,983,616	1,629,393	1,533,703	(184,660)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,310,628	432,916	434,198	1,282
Borrowings	150,000	0	0	0
Other (disposals & C/Fwd)	125,000	35,000	29,091	(5,909)
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	1,161,477	1,070,414	(91,063)
Capital funding total	2,983,616	1,629,393	1,533,703	(95,690)

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.

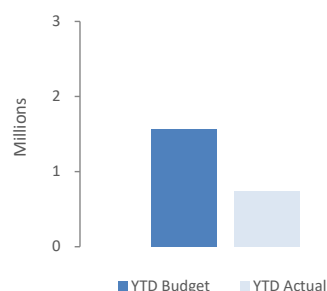
Initial recognition and measurement for assets held at cost

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



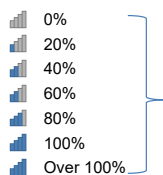
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

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.

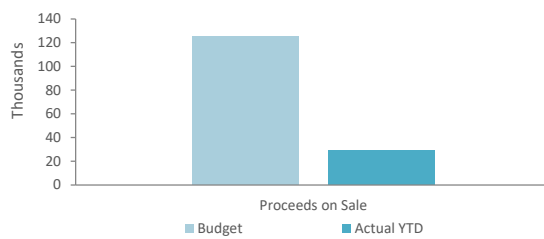
		Adopted			Variance	
		Budget	YTD Budget	YTD Actual	(Under)/Over	
	E168822	New ERP and EDRMS	(175,000)	(27,000)	(27,601)	601
	E168823	CCTV System - Railway Reserve	(13,000)	0	0	0
	E168522	Burrows Street West - subdivision	(43,500)	(21,750)	(21,913)	163
	E168523	Land Acquisition and Development	(41,120)	(4,000)	(3,880)	-120
	E168524	4WDL Key worker housing	(6,500)	(6,500)	(6,500)	0
	E168525	Industrial Land Growden Place headworks, elec, survey	(36,000)	(7,500)	(7,464)	-36
	E168519	Staff housing improvements/renovations	(90,000)	0	0	0
	E168520	New staff house	(509,500)	(405,000)	(403,030)	-1970
	E168521	Record Storage - Shire Depot	(25,000)	(7,300)	(7,305)	5
	E167940	Hillman Reserve Walk trail	(13,517)	(10,500)	(10,358)	-142
	E167941	New playground equipment	(140,000)	(1,000)	(681)	-319
	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)	(15,500)	(15,585)	85
	E167835	Kubota Skid Steer	(160,000)	(160,000)	(130,125)	-29875
	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)	(53,000)	(44,301)	-8699
	E167840	New compressor for workshop	(11,379)	0	0	0
	E167841	Workshop Mobile Column Hoist	(43,900)	(43,900)	(39,991)	-3909
	E167842	Workshop Scan Tools	(14,541)	(14,541)	(13,068)	-1473
	E167843	Oil Reels, Pumps and Bulk Waste Oil	(23,106)	(20,000)	(19,704)	-296
	E167844	Depot Oil Storage	(13,000)	(13,000)	(11,625)	-1375
	E167845	3 x Fast Fill Trailer for Bush Fire Brigades	(27,825)	(27,825)	(27,825)	0
	E168908	Boyup Brook Arthur Road	(406,062)	(405,000)	(401,283)	-3717
	E168909	Darkan Williams Road	(147,930)	(95,000)	(95,656)	656
	E168910	Cordering North Road	(245,997)	(153,000)	(152,810)	-190
	E168911	Beaufort road	(74,903)	(5,000)	(4,303)	-697
	E168912	Clarke Road	(153,329)	(8,500)	(8,655)	155
	E168913	Darkan South	(43,500)	(35,000)	(35,609)	
		Infrastructure - Other				
	E168914	Old tennis court - removal	(20,839)	(13,000)	(13,448)	448
	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)	(1,629,393)	(1,533,704)	(96,298)

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

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	32,607	29,091	0	(3,516)
		118,910	125,000	11,124	(5,034)	32,607	29,091	0	(3,516)



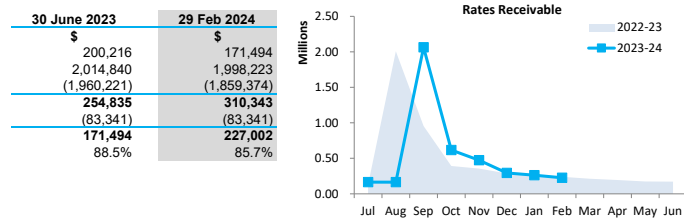
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2023	29 Feb 2024
Opening arrears previous years	200,216	171,494
Levied this year	2,014,840	1,998,223
Less - collections to date	(1,960,221)	(1,859,374)
Gross rates collectable	254,835	310,343
Allowance for impairment of rates receivable	(83,341)	(83,341)
Net rates collectable	171,494	227,002
% Collected	88.5%	85.7%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	\$ 0	\$ 292	\$ 1,064	\$ 435	\$ 40,200	\$ 41,991
Percentage	0.0%	0.7%	2.5%	1.0%	95.7%	
Balance per trial balance						
Trade receivables						41,991
GST receivable						21,201
Total receivables general outstanding						63,192

Amounts shown above include GST (where applicable)

KEY INFORMATION

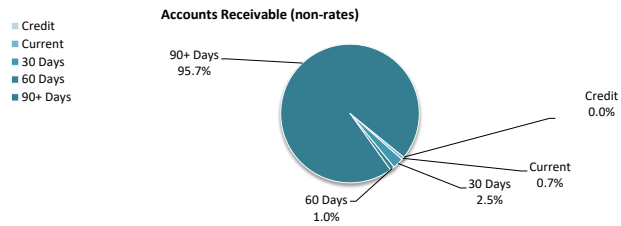
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 29 FEBRUARY 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 29 February 2024
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	30,007		(14,880)	15,127
Inventory				
Fuel and materials	14,985		0	14,985
Land held for resale	70,000			70,000
Total other current assets	114,992	0	(14,880)	100,112

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 29 FEBRUARY 2024**

OPERATING ACTIVITIES

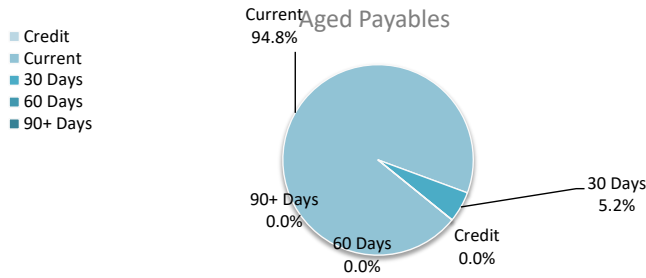
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	363,810	20,000	0	0	383,810
Percentage	0.0%	94.8%	5.2%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						275,038
Other payables						17,801
Accrued expenditure						20,000
Payroll deductions						60,273
Collections						10,698
Total payables general outstanding						383,810

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 29 FEBRUARY 2024**

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	(127)	49,424
Sub-total		161	7,324,016	92,697	0	92,697	92,697	(127)	92,570
Amount from general rates						1,994,382			1,994,293
Ex-gratia rates						3,774			3,930
Total general rates						1,998,156			1,998,223

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

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	(26,344)	(53,558)	69,734	42,520	(2,937)	(5,003)
Industrial Land	72	28,058	0	0	(5,430)	(10,950)	22,628	17,108	(437)	(784)
ERP	75	0	0	150,000	0	(6,781)	0	143,219	0	(1,571)
Loader	74	252,745	0	0	(11,792)	(23,823)	240,953	228,922	(4,998)	(9,758)
		376,881	0	150,000	(43,566)	(95,112)	333,315	431,769	(8,372)	(17,116)
Self supporting loans										
WA Cottage Homes		309,375	0	0	(14,880)	(30,007)	294,495	279,368	(5,074)	(9,900)
		309,375	0	0	(14,880)	(30,007)	294,495	279,368	(5,074)	(9,900)
Total		686,256	0	150,000	(58,446)	(125,119)	627,810	711,137	(13,446)	(27,016)
Current borrowings		125,119					66,673			
Non-current borrowings		561,137					561,137			
		686,256					627,810			

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 29 FEBRUARY 2024**

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 29 February 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		586	0	159,868	(79,822)	80,632
Capital grant/contributions liabilities		6,750	0	678,430	(434,198)	250,982
Total other liabilities		7,336	0	838,298	(514,020)	331,614
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	838,298	(514,020)	642,040

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 29 FEBRUARY 2024

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 29 Feb 2024	Current Liability 29 Feb 2024	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
Grants Commission - General (WALGGC)	0	0	0	0	0	30,911	23,184	30,911	0	30,911	23,183
Grants Commission - Roads (WALGGC)	0	0	0	0	0	32,595	24,447	32,595	0	32,595	24,446
Governance											
National Australia Day Grant	0	8,000	(8,000)	0	0	0	0	0	8,000	8,000	8,000
DFES Grant - Operating	0	44,334	(44,334)	0	0	51,112	38,334	51,112	0	51,112	44,334
Education & Welfare											
Council on the Ageing	0	1,000	(1,000)	0	0	0	0	0	1,000	1,000	1,000
Health											
Disability Grant	0	1,000	(1,000)	0	0	0	0	0	1,000	1,000	1,000
Community Amenities											
Protection of the Environment	0	15,727	0	15,727	15,727	0	0	0	20,400	20,400	0
Recreation & Culture Grants	0	465	(465)	0	0	1,000	1,000	1,000	0	1,000	465
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	1,000	(1,000)	0	0	1,600	1,600	1,600	0	1,600	1,000
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	(23,437)	64,905	64,905	106,437	26,609	106,437	0	106,437	23,437
	586	159,868	(79,822)	80,632	80,632	416,675	273,550	416,675	30,400	447,075	285,827
Contributions											
Contributions Minor	0	0	0	0	0	540	0	540	0	540	1,493
	0	0	0	0	0	540	0	540	0	540	1,493
TOTALS	586	159,868	(79,822)	80,632	80,632	417,215	273,550	417,215	30,400	447,615	287,320

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

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	Annual Budget	Budget Variations	Expected	YTD Revenue
	1 July 2023			29 Feb 2024	29 Feb 2024	Revenue	Budget	Budget			Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies											
DFES Grant	0	27,825	(27,825)	0	0	27,825	27,825			0	27,825
LRICIP Phase 4 - CCTV	0	0	0	0	0	10,000	0			0	0
DLGSC - Hillman Reserve Walk Trail	6,750	0	(6,750)	0	0	6,750	6,750			0	6,750
Heritage Grant - Darkan townsite	0	8,414	0	8,414	8,414	0	0	8,414	8,414	0	0
LRICIP Phase 4 Playground	0	680	(680)	0	0	140,000	1,000			0	680
LRICIP Phase 4 Hillman Reserve Access	0	100,359	(10,357)	90,002	90,002	170,000	10,000			0	10,357
LRICIP Phase 4 Dump Point	0	0	0	0	0	13,305	0			0	0
LRICIP - to be allocated	0	49,059	(49,059)	0	0	48,077	48,077			0	49,059
Dump point grant	0	0	0	0	0	1,695	0			0	0
Roads to Recovery	0	0	0	0	0	320,264	0			0	0
Regional Road Group	0	295,264	(295,264)	0	0	368,788	295,264			0	295,264
LRICIP Phase 4	0	196,829	(44,263)	152,566	152,566	196,829	44,000			0	44,263
EV Charging	0	0	0	0	0	7,095	0			0	0
	6,750	678,430	(434,198)	250,982.00	250,982.00	1,310,628	432,916	0	8,414	8,414	434,198

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

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			29 Feb 2024
	\$	\$	\$	\$
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	250	0	3,090
Arthur River Restoration	10,622	0	0	10,622
Trust Fund Interest	0	149	0	149
	73,710	399	(411)	73,698

SHIRE OF WEST ARTHUR
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

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						372,259
Allocation of LRCI funds to be used for Glenorchy Bridge repair - Sep 23	CO-2023-116		0	48,077	(48,077)	372,259
Bike Month grant - August 23	CO-2023-101	Operating revenue	0	2,000	0	374,259
Bike month expenditure - august 23	CO-2023-101	Operating expenses	0	0	(2,000)	372,259
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating revenue		1,000		373,259
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating expenses			(1,000)	372,259
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating revenue		1,000		373,259
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating expenses			(1,000)	372,259
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating revenue		1,000		373,259
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating expenses			(1,000)	372,259
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating revenue		10,000		382,259
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating expenses			(10,000)	372,259
WALGA local biodiversity strategy	CO-2023-159	Operating revenue		23,000		395,259
WALGA local biodiversity strategy	CO-2023-159	Operating expenses			(23,000)	372,259
State National Resource Management Program - Regenerative and sustainable farming p	CO-2023-159	Operating revenue		20,400		392,659
State National Resource Management Program - Regenerative and sustainable farming	CO-2023-159	Operating expenses			(20,400)	372,259
Heritage council - Heritage trail project	CO-2024-011	Capital revenue		19,123		391,382
				125,600	(106,477)	19,123

12.2 ACCOUNTS FOR PAYMENT LISTING - FEBRUARY 2024

File Reference:	ADM338
Location:	N/A
Applicant:	N/A
Author:	Kylie Whitaker, Finance Officer
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	14/03/2024
Disclosure of Interest:	Nil
Attachments:	1. Accounts for Payment Listing - February 2024 ↓ 2. Corporate Card Summary - 29 December 2023 to 29 January 2024 ↓

SUMMARY:

Council is requested to endorse payments of accounts for February 2024 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, don't hesitate to contact the office before the Council meeting.

CONSULTATION:

No consultation is 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-2024-033

Moved: Cr Graeme Peirce

Seconded: Cr Karen Harrington

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 02022024.1-02022024.28, 13022024.1-13022024.38, 22022024.1-22022024.30, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$462,666.89 listed (attached) as approved for payment; and
2. note the attached Corporate Credit Card facility transaction summary from 29 December 2023 to 29 January 2024.

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

Against: Nil

CARRIED 6/0

**Shire of West Arthur
Cheque Detail
February 2024**

Num	Date	Name	Original Amount
BPAY	22/02/2024	NAB CREDIT CARD	1,679.07
		STARLINK, ICE BAGS, FUEL, PLANT LICENSING, HOSE HANGER, PARKING, NEW CAR MATS, HOUSING SUMMIT, GRAMMARLY SUBSCRIPTION	
BPAY	27/02/2024	ATO	8,748.00
		JAN 2024 - GST AND PAYG BAS	
DIRECTDEBIT	13/02/2024	SYNERGY	4,060.57
		SERVICE CHARGE AND USAGE FOR SHIRE PROPERTIES	
DIRECTDEBIT	13/02/2024	TELSTRA	2,604.45
		CALLS AND CHARGES FOR SHIRE SERVICES MOBILES, LAND LINES AND DATA	
DIRECTDEBIT	13/02/2024	WATER CORPORATION	8,353.08
		SERVICE CHARGE AND USAGE FOR SHIRE PROPERTIES	
DIRECTDEBIT	15/02/2024	ASGARD SUPER	327.17
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	15/02/2024	AUSTRALIAN ETHICAL SUPER FUND	142.51
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	15/02/2024	AUSTRALIAN RETIREMENT TRUST	284.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	15/02/2024	AUSTRALIAN SUPER	2,567.61
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	15/02/2024	AWARE SUPER	7,673.17
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	15/02/2024	COLONIAL FIRST STATE	865.61
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	15/02/2024	D AND K MELBOURNE SUPERANNUATION FUND	303.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	15/02/2024	HOSTPLUS	8.01
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	15/02/2024	PRIME SUPER	319.92
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	22/02/2024	MOTORPASS	103.32
		MANAGEMENT FEES AND OTHER CHARGES	
DIRECTDEBIT	22/02/2024	RETFIND TECHNOLOGIES PTY LTD	22.00
		2023/2024 FEBRUARY HOUSE MANAGEMENT SOFTWARE	
DIRECTDEBIT	22/02/2024	TELSTRA	195.57
		USAGE AND SERVICE CHARGES FOR SHIRE LAND LINES, MOBILES AND DATA	
DIRECTDEBIT	29/02/2024	ASGARD SUPER	322.60
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	29/02/2024	AUSTRALIAN ETHICAL SUPER FUND	144.36
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	29/02/2024	AUSTRALIAN RETIREMENT TRUST	284.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	29/02/2024	AUSTRALIAN SUPER	2,655.20
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	29/02/2024	AWARE SUPER	7,702.84
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	29/02/2024	COLONIAL FIRST STATE	865.97
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	29/02/2024	D AND K MELBOURNE SUPERANNUATION FUND	303.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	29/02/2024	HOSTPLUS	24.03
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	29/02/2024	PRIME SUPER	266.20
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
DIRECTDEBIT	28/02/2024	NATIONAL AUSTRALIA BANK	45.24
		NAB CONNECT FEES AND USAGE	
DIRECTDEBIT	29/02/2024	NATIONAL AUSTRALIA BANK	238.51
		MERCHANT FEE	
DIRECTDEBIT	29/02/2024	NATIONAL AUSTRALIA BANK	33.40
		ACCOUNT FEE	
DIRECTDEBIT	29/02/2024	NATIONAL AUSTRALIA BANK	10.00
		ACCOUNT FEE	
EFT	15/02/2024	SALARIES AND WAGES	67,201.47
		PAYROLL	
EFT	29/02/2024	SALARIES AND WAGES	68,846.32
		PAYROLL	

**Shire of West Arthur
Cheque Detail
February 2024**

Num	Date	Name	Original Amount
02022024.1	02/02/2024	AUSTRALIA POST	120.00
		BOX OF STAMPS	
02022024.2	02/02/2024	BELL, SHARON LEIGH	407.30
		REIMBURSEMENT FOR GROCERS FOR AUSTRALIA DAY AND SENIORS MEALS	
02022024.3	02/02/2024	BLACKWOOD BASIN GROUP (INC)	4,410.40
		LANDCARE SUPPORT FOR THE PERIOD OCTOBER, NOVEMBER AND DECEMBER 2023	
02022024.4	02/02/2024	CIVIL AND STRUCTURAL ENGINEERS	1,881.00
		ATTEND SITE, ASSESS BUILDING AND PROVIDE CONDITIONAL CDC	
02022024.5	02/02/2024	COHESIS PTY LTD	11,000.00
		ERP REQUIREMENTS GATHERING, EO/RFT PROCESS AND SELECTION (50%).	
02022024.6	02/02/2024	CR LUCY HALL	1,139.52
		SITTING FEES, TRAVEL FEES AND COMMUNICATIONS ALLOWANCE FOR 2ND QUARTER 23/24	
02022024.7	02/02/2024	DARKAN AGRI SERVICES	1,783.85
		CONCRETE, SILICONE, ROOF VENTS, INSECT SCREEN, METAL CLIPS, GAS, CAMLOCK, SPRAY AND WIPE, BROOM, RAT BAIL, DRILL AND POP RIVETS	
02022024.8	02/02/2024	DAVID WILLS AND ASSOCIATES	9,105.80
		ENGAGEMENT OF ENGINEERING SERVICES FOR SUBDIVISION OF LOT 309 BURROWES ST, DARKAN	
02022024.9	02/02/2024	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	1,318.99
		SALARY SACRIFICE PAYMENTS BUNCE - MONTH TO 1/2/24	
02022024.10	02/02/2024	FLEAYS STORE	60.40
		OFFICE MILK, SUGAR AND BISCUITS	
02022024.11	02/02/2024	HINDLE, KATE	550.00
		MUSIC FOR AUSTRALIA DAY	
02022024.12	02/02/2024	ITR PACIFIC PTY LTD	3,000.45
		D3 - PARTS AND REPAIRS	
02022024.14	02/02/2024	LOCAL GOVERNMENT PROFESSIONALS AUS WA	495.00
		FINANCE FOR NON-FINANCIAL PEOPLE - 16 FEBRUARY 2024	
02022024.15	02/02/2024	LUSH FIRE & PLANNING	786.50
		WIND FARMS	
02022024.16	02/02/2024	MELBOURNE, DARYL	149.95
		REIMBURSEMENT FOR WORK BOOTS	
02022024.17	02/02/2024	MOTORPASS	631.17
		MANAGEMENT FEE, DIESEL, LATE FEE	
02022024.18	02/02/2024	P & S GRIGGS PLUMBING	358.05
		UNBLOCK KITCHEN SINK DRAIN - 10 GIBBS STREET	
02022024.19	02/02/2024	PHOENIX GLASS	40.00
		1 X WEATHER STRIP - 11 KING STREET	
02022024.20	02/02/2024	ROSLYN KING (CLEANING CONTRACTOR)	9,946.14
		CARAVAN PARK, CRC, OFFICE, TOILETS, HALL AND POOL CLEANING 20/12/23-24/1/24	
02022024.21	02/02/2024	SHIRE OF BRUCE ROCK	25,780.70
		FUTURE DROUGHTS FUNDS - SHIRE OF BRUCE ROCK'S PORTION	
02022024.22	02/02/2024	SPRYS MEAT MARKET	623.93
		MEAT FOR AUSTRALIA DAY AND SENIORS MEALS	
02022024.23	02/02/2024	TEAM GLOBAL EXPRESS	349.51
		FREIGHT FOR POOL AND LAKE WATER EXAM, CRENDON MACHINERY AND SW ISUZU	
02022024.24	02/02/2024	THOMSON'S AUTO PARTS	78.00
		PARTS AND REPAIRS - L1	
02022024.25	02/02/2024	TIMBER INSIGHT PTY LTD	6,514.20
		BRIDGES X16 LEVEL 1 INSPECTION INSPECTIONS AND REPORTS	
02022024.26	02/02/2024	TREDWELL MANAGEMENT SERVICES PTY LTD	2,717.00
		COMPLETING OF STAGES 1 AND 2 - HILLMAN RESERVE WALK TRAILS PROJECT	
02022024.27	02/02/2024	WA TREASURY CORPORATION	2,486.26
		GUARANTEE FEE ON SHIRE LOANS	
02022024.28	02/02/2024	WEST ARTHUR COMMUNITY RESOURCE CENTRE	556.73
		COLOUR PRINT KINGS PHOTO, A4 CARDSTOCK AND DRS HOURS	
13022024.1	13/02/2024	AIR LIQUIDE	49.28
		FACILITY FEE ON "G" AND "D" SIZE CYLINDERS	
13022024.2	13/02/2024	BELL, SHARON LEIGH	227.59
		REIMBURSE FOR GROCERIES FOR ELECTORS MEETING AND SENIORS MEALS	
13022024.3	13/02/2024	BUNBURY SURF SCHOOL	1,500.00
		STAND UP PADDLEBOARDING - AUSTRALIA DAY 2024	
13022024.4	13/02/2024	BURGESS RAWSON	501.44
		WATER CONSUMPTION FOR ROSE GARDEN - FOR THE PERIOD 30/11/23-31/1/24	
13022024.5	13/02/2024	CARRANO, FRANCIS	48.82
		REIMBURSE CANCELLED CARAVAN PARK BOOKING IN 9/2 OUT 11/2 ID 12613993	

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Num	Date	Name	Original Amount
13022024.6	13/02/2024	CJD EQUIPMENT PTY LTD	998.54
		PARTS AND REPAIRS - L1	
13022024.7	13/02/2024	COE, DENNIS	75.00
		REIMBURSEMENT OF CARAVAN PARK BOOKING IN 8/2/24-OUT 11/2/24	
13022024.8	13/02/2024	COLLIE BETTA HOME LIVING	754.95
		TV AND WALL MOUNT - FRONT OFFICE UPGRADE	
13022024.9	13/02/2024	COLLIE ELECTRICAL SERVICES	2,496.00
		AIR CONDITIONER - 1/10 HILLMAN STREET, DRKAN	
13022024.10	13/02/2024	COLLIE MOWERS & MORE	130.00
		WHIPPER SNIPPER MAGNETO COIL	
13022024.11	13/02/2024	COMFORTSTYLE COLLIE	1,098.00
		TUB CHAIRS - FRONT OFFICE UPGRADE	
13022024.12	13/02/2024	DEPARTMENT OF MINES, IND REG AND SAFETY	518.50
		BSL REMITTANCE 140 KNIGHT RD, DARKAN AND 10 NANGIP CR, DARKAN	
13022024.13	13/02/2024	DUFF ELECTRICAL CONTRACTING	2,532.60
		DARKAN HALL - LIGHTING	
13022024.14	13/02/2024	ECONISIS PTY LTD	5,500.00
		BURROWES ST WEST	
13022024.15	13/02/2024	EXURBAN RURAL AND REGIONAL PLANNING	1,337.95
		GENERAL TOWN PLANNING CONSULTANCY SERVICES DEC 23 AND JAN 24	
13022024.16	13/02/2024	GREAT SOUTHERN FUEL SUPPLIES	2.75
		DISTRIBUTOR CARD	
13022024.17	13/02/2024	HERSEY'S SAFETY PTY LTD	21,674.68
		ALEMLUBE PARTS WASHER AND OIL REELS, PUMPS AND BULK WASTE OIL	
13022024.18	13/02/2024	ISWEEP TOWN AND COUNTRY	2,464.00
		TOWNSITE ROADS SWEPT FOR THE DARKAN SHEEPFEST 16HRS	
13022024.19	13/02/2024	JASON SIGNMAKERS	503.60
		SIGNAGE - MOODI CHANGERUP ROAD	
13022024.20	13/02/2024	KENT, RAEMA	50.00
		REIMBURSE CANCELLATION OF CARAVAN PARK BOOKING IN 9/2 OUT 11/2	
13022024.21	13/02/2024	KESTREL AU PTY LTD	445.00
		KESTREL 3000 RH/WIND METER - REPLACE DAMAGED WEATHER INSTRUMENT	
13022024.22	13/02/2024	KING, MELINDA	16.50
		REIMBURSEMENT FOR 2024 DIARY	
13022024.23	13/02/2024	PIRTEK BUNBURY	250.90
		G11 - MAKE UP HOSE FOR COOLANT LINE TO COMPRESSOR	
13022024.24	13/02/2024	PROCARE LOCKSMITHS	8,190.00
		INITIAL SETUP OF SOFTWARE, HARDWARE FOR CODING AND TRAINING KEY	
13022024.25	13/02/2024	QHSE INTEGRATED SOLUTIONS PTY LTD T/AS SK	218.90
		SKYTRUST MONTHLY SUBSCRIPTION FEBRUARY 2024	
13022024.26	13/02/2024	ROSLYN KING (CLEANING CONTRACTOR)	974.60
		COUNCIL OFFICE MAINTENANCE CARPET CLEANING	
13022024.27	13/02/2024	SOS OFFICE EQUIPMENT	77.18
		XEROX APEOSPORT C4570 - PHOTOCOPIER BILING JAN 2024	
13022024.28	13/02/2024	SPRYS MEAT MARKET	49.97
		MEAT FOR SENIORS MEALS	
13022024.29	13/02/2024	ST JOHN AMBULANCE AUSTRALIA	1,530.00
		ST JOHN FIRST AID TRAINING BASIC X 9 STAFF MEMBERS	
13022024.30	13/02/2024	STATEWIDE BEARINGS	2,090.00
		PARTS AND REPAIRS - R12	
13022024.31	13/02/2024	STOKES, JENNIFER	48.82
		REIMBURSEMENT FOR CARAVAN PARK BOOKING IN 9/2/24-11/2/24	
13022024.32	13/02/2024	TEAM GLOBAL EXPRESS	222.08
		WESTRAC, JAS OCEANIA, WATER EXAM FREIGHT	
13022024.33	13/02/2024	VALLEY OF PLENTY.	360.00
		COUNCIL MEETING CATERING - DECEMBER 21ST 2023	
13022024.34	13/02/2024	WA CONTRACT RANGER SERVICES PTY LTD	1,567.50
		RANGER SERVICES 9/1, 16/1 AND 25/1/24 AND RANGER SERVICES 30/1 AND 6/2/24	
13022024.35	13/02/2024	WA COUNTRY HEALTH SERVICE	381.00
		ORTHOPAEDICS OUTPATIENT 5/1/24	
13022024.36	13/02/2024	WALGA BUSINESS SOLUTIONS	638.00
		MEETING PRACTICES FOR GOOD GOVERNANCE OUTCOMES - MON 5 FEB	
13022024.37	13/02/2024	WARREN BLACKWOOD WASTE	3,315.41
		DOMESTIC AND COMMERCIAL WASTE JANUARY 2024, RECYLING BINS JANUARY 2024	

**Shire of West Arthur
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Num	Date	Name	Original Amount
13022024.38	13/02/2024	WREN OIL	269.50
		COLLECT OIL IN DRUM 205L, EXCHANGE HYDROCARBON DRUM 205L, ADMIN AND COMPLIANCE FEES	
22022024.1	22/02/2024	AMPAC DEBT RECOVERY (WA)	14,957.47
		DEBT RECOVERY COSTS	
22022024.2	22/02/2024	APEX RADIOLOGY	408.05
		CT SCAN UPPER LIMB	
22022024.3	22/02/2024	BELL, SHARON LEIGH	244.17
		REIMBURSEMENT FOR SENIORS MEALS GROCERIES	
22022024.4	22/02/2024	BENARA NURSERIES	484.76
		POT PLANTS FOR CARAVAN PARK AND PARKS AND GARDENS	
22022024.5	22/02/2024	BUNBURY MACHINERY	554.53
		MULTI BELT AND FREIGHT	
22022024.6	22/02/2024	BUNCE, GEOFF	409.55
		REIMBURSEMENT FOR SUPERSEAL FORMSTRIPS CAMP KITCHEN	
22022024.7	22/02/2024	COALFIELDS DARKAN PTY LTD	3,310.56
		WEST ARTHUR INDUSTRY ATTRACTION AND BUSINESS DEVELOPMENT FUND	
22022024.8	22/02/2024	CORSIGN	1,349.70
		SWING STAND AND TRAFFIC CONES	
22022024.9	22/02/2024	DARKAN AGRI SERVICES	2,122.25
		SPRAY PAINT, 12V PUMP, GAS, WOMENS PANTS, POP RIVETS, SCREWS, FLOURO TUBE	
		DUCT TAPE, SCREEN DOOR CLOSER, TURBO VENT, SEAT WASHER, PLYWOOD, CAMLOCK	
22022024.10	22/02/2024	DUFF ELECTRICAL CONTRACTING	920.70
		DARKAN SWIMMING POOL - EXHAUST FANS X3	
22022024.11	22/02/2024	FLEAYS STORE	21.15
		MILK AND TEA BAGS FOR OFFICE	
22022024.12	22/02/2024	FORDHAM LAMONT, V	90.00
		REIMBURSEMENT FOR TELSTRA DATA PLAN 15/2-14/3/24	
22022024.13	22/02/2024	G & M DETERGENTS	336.00
		JUMBO TOILET ROLLS FOR LAKE, HALLS AND TOILETS	
22022024.14	22/02/2024	INFINITUM TECHNOLOGIES PTY LTD	3,559.90
		MANAGED SERVICE AGREEMENT GOLD - 1/2/24-29/2/24	
22022024.15	22/02/2024	JE PLANNING SERVICES	2,337.50
		BURROWES ST - WEST LAND RELEASE - PLANNING SERVICES	
22022024.16	22/02/2024	LANDGATE	207.80
		RURAL UV INTERIM VALUATION SHARED AND GEOSPATIAL DATA	
22022024.17	22/02/2024	LINEMARKING WA PTY LTD	35,090.00
		DARKAN SOUTH ROAD LRCIP 4 LINEMARKING	
22022024.18	22/02/2024	M & B SALES	260.13
		1 X 10L INTERGRAIN ULTRADECK WTAER BASED DECK OIL	
22022024.19	22/02/2024	O'BRIEN, BELINDA	198.54
		REIMBURSEMENT CATERING FOR PROJECT WORKING GROUP MEETING, MILK AND STATIONERY	
22022024.20	22/02/2024	PUTLAND MOTORS	5,911.26
		PARTS AND REPAIRS - OAW, C28, SP112, C4, C30, C26, C28, C22, C6, L15, C2	
22022024.21	22/02/2024	RESONLINE PTY LTD	220.00
		CARAVAN PARK ROOM MANAGER SUPPORT SERVICES 23/24	
22022024.22	22/02/2024	ROSLYN KING (CLEANING CONTRACTOR)	9,324.59
		CRC CLEAN CHAIRS AND CARPET, CARAVAN PARK, CRC, OFFICE, TOILETS, HALL AND POOL CLEANING	
22022024.23	22/02/2024	SIGMA CHEMICALS	1,535.67
		POOL CHEMICALS	
22022024.24	22/02/2024	SOUTH WEST ISUZU	8,698.33
		PARTS AND REPAIRS - T4, T22 AND T1	
22022024.25	22/02/2024	SPRYS MEAT MARKET	158.98
		MEAT ORDER FOR SENIORS MEALS	
22022024.26	22/02/2024	STATEWIDE BEARINGS	805.75
		PARTS AND REPAIRS - R12	
22022024.27	22/02/2024	SUPER COOL AUTO AIR	3,929.20
		PARTS AND REPAIRS - T12, G11, L16, L14	
22022024.28	22/02/2024	TEAM GLOBAL EXPRESS	197.01
		WATER EXAM, PATHWEST AND JASON SIGNS FREIGHT	
22022024.29	22/02/2024	WEST ARTHUR COMMUNITY RESOURCE CENTRE	10,272.14
		MEDICAL FUNDING AND LIBRARY FUNDING	

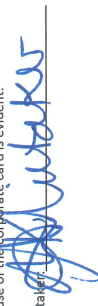
**Shire of West Arthur
Cheque Detail
February 2024**

Num	Date	Name	Original Amount
22022024.30	22/02/2024	WESTRAC BUNBURY	1,249.07
		PARTS AND REPAIRS - R12	
		VOUCHERS	AMOUNT
		MUNICIPAL FUND	
		BPAY	\$10,427.07
		CHQ	\$0.00
		DIRECT DEBIT	\$40,726.62
		SALARIES & WAGES	\$136,047.79
		02022024.1-02022024.28	\$86,290.85
		13022024.1-13022024.38	\$63,109.06
		222022024.22022024.30	\$109,164.76
		LICENSING FEBRUARY 2024 TRANSFERS	\$16,900.74
		TOTAL	\$462,666.89

SHIRE OF WEST ARTHUR PAYMENTS OF ACCOUNTS BY NAB VISA CARD FOR THE STATEMENT PERIOD: 29 December 2023 to 29 January 2024					
DATE	PAYEE	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	AMOUNT
1. CARD NUMBER 4336-XXXX-XXXX-8951					
10-Jan-24	Bunnings	Hose hanger	E143015	OTHER PROPERTY & SERVICES.:Works Overheads:Housing	\$25.80
15-Jan-24	Stralink	Depot Wifi	E142070	OTHER PROPERTY & SERVICES.:Administration Overheads:Other Admi	\$139.00
18-Jan-24	Grammarly	Grammar software	E142020	OTHER PROPERTY & SERVICES.:Administration Overheads:Computer A	\$27.84
18-Jan-24	Grammarly Credit	Grammar software	E142020	OTHER PROPERTY & SERVICES.:Administration Overheads:Computer A	\$97.83
18-Jan-24	QIS Packaging	Ice Bags and freight	E043003	GOVERNANCE.:Other Governance:Corporate Planning	\$210.78
29-Jan-24	Shire of West Arthur	Plant licensing	E144004	OTHER PROPERTY & SERVICES.:Plant Cost Overheads:Plant Licensing	\$21.30
CARD 1 PAYMENTS					
RAINDER SUNNER Cardholder Name VINCENT FORDHAM LAMONT Authorised By CEO Authorised By					
2. CARD NUMBER 4336-XXXX-XXXX-1064					
03-Jan-24	Supercheap	Mats for Garys new car	E144006	OTHER PROPERTY & SERVICES.:Plant Cost Overheads:Parts & Repairs	\$55.99
19-Jan-24	Parys Narragin	2 x jeans work	E143050	OTHER PROPERTY & SERVICES.:Works Overheads:Uniform/Clothing Al	\$280.35
22-Jan-24	United Mt Barker	Fuel	E144015	OTHER PROPERTY & SERVICES.:Plant Cost Overheads:Fuel & Oils	\$86.92
CARD 2 PAYMENTS					
GARY RASMUSSEN Cardholder Signed VINCENT FORDHAM LAMONT Authorised By CEO Authorised By					
3. CARD NUMBER 4336-XXXX-XXXX-2128					
11-Jan-24	EZI	National Rego Housing Summit 9/2/24	E193110	ECONOMIC SERVICES.:Economic Development:Sustainable Developme	\$20.00
22-Jan-24	City of Swan	Parking WSFN Meeting	E142070	OTHER PROPERTY & SERVICES.:Administration Overheads:Other Admi	\$14.50
CARD 3 PAYMENTS					
VINCENT FORDHAM LAMONT Cardholder Signed NEIL MORRELL SHIRE PRESIDENT Authorised By Shire President Authorised By					
INTEREST AND OTHER CHARGES					
18-Jan-24	International Transaction Fee		E142070	OTHER PROPERTY & SERVICES.:Administration Overheads:Other Admi	\$24.84
19-Jan-24	International Transaction Fee		E142070	OTHER PROPERTY & SERVICES.:Administration Overheads:Other Admi	\$2.93
29-Jan-24	Interest on purchases		E142070	OTHER PROPERTY & SERVICES.:Administration Overheads:Other Admi	\$68.51
INTEREST AND OTHER CHARGES					
TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507					\$1,679.07
Date Due For Payment					23-Feb-24

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: 23, 2, 24



12.3 2023/2024 HALF YEARLY BUDGET REVIEW

File Reference:	ADM131
Location:	N/A
Applicant:	N/A
Author:	Melinda King, Manager Financial Reporting
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	14/03/2024
Disclosure of Interest:	Nil
Attachments:	1. Budget Review February 2024 ↓

SUMMARY:

Council is requested to consider approving the attached budget review for the eight month period from 1 July 2023 to 29 February 2024 and consider adopting the budget amendments recommended in the attached 2023/2024 half yearly budget review.

BACKGROUND:

Local governments are required to conduct at least one budget review between six and nine months into a financial year.

The budget review is a comparison of the year to date actual results with the adopted budget.

The following reports are included for information:

- Budget Review
- Explanation of Variances

COMMENT:

Comments are provided in the Explanation of Variances.

CONSULTATION:

Chief Executive Officer
Manager Corporate Services
Manager Works and Services
Shire of West Arthur Audit & Risk Committee

STATUTORY ENVIRONMENT:

Local governments are required to conduct a budget review between 1 January and 31 March each financial year. This is a requirement covered by Regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

Regulation 33A(2) and (3) requires the results of the budget review to be submitted to Council within 30 days of the review. Council is then to consider the review and determine whether or not to adopt the review. Regulation 33A(4) states that within 14 days after Council has made a determination a copy of the review and determination is to be provided to the Department.

The *Local Government Act 1995* Part 6, Division 4, s6.8 requires any expenditure for an additional purpose that is not included in the annual budget to be authorised in advance by resolution (absolute majority required).

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Acceptance of the recommendations will alter the allocations of budgeted expenditure.

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Failing to undertake a legislated requirement to review the annual budget
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)	Ensure the budget review is included in the Compliance Calendar.

VOTING REQUIREMENTS:

Absolute Majority

RESOLUTION CO-2024-034

Moved: Cr Robyn Lubcke

Seconded: Cr Adam Squires

That Council adopts the following recommendations from the Audit & Risk Committee

1. That Council adopts the budget review for the 2023/2024 financial year, as presented.
2. That Council, in view of the calculated budget surplus shown in the budget review, approve the following budget amendments:
 - An additional \$5,000 to fund a Workforce Plan for the Shire of West Arthur.
 - An additional \$27,306 to fund the Heritage Trail project.

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

Against: Nil

CARRIED 6/0 BY ABSOLUTE MAJORITY

SHIRE OF WEST ARTHUR

BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 29 FEBRUARY 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WEST ARTHUR
STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 29 FEBRUARY 2024

Budget v Actual						
Note	Adopted Budget	Updated Budget Estimates (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)	
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Revenue from operating activities						
	1,998,156	1,998,156	1,998,223	1,998,156	0	
General rates						
Grants, subsidies and contributions	4.1	417,215	542,815	287,320	548,815	6,000 ▲
Fees and charges	4.2	336,840	336,840	234,607	321,840	(15,000) ▼
Interest revenue	4.3	201,900	201,900	124,335	208,900	7,000 ▲
Other revenue	4.4	109,470	109,470	67,713	140,470	31,000 ▲
Profit on asset disposals	4.5	11,124	11,124	0	4,640	(6,484) ▼
		3,074,705	3,200,305	2,712,198	3,222,821	22,516
Expenditure from operating activities						
Employee costs		(2,169,272)	(2,169,272)	(1,439,869)	(2,169,272)	0
Materials and contracts	4.6	(1,416,780)	(1,523,257)	(905,938)	(1,535,257)	(12,000) ▼
Utility charges		(118,152)	(118,152)	(75,685)	(118,152)	0
Depreciation	4.7	(2,269,487)	(2,269,487)	(451,367)	(3,077,886)	(808,399) ▼
Finance costs		(27,016)	(27,016)	(13,446)	(27,016)	0
Insurance		(130,039)	(130,039)	(122,840)	(130,039)	0
Other expenditure		(65,800)	(65,800)	(21,183)	(65,800)	0
Loss on asset disposals	4.8	(5,034)	(5,034)	(3,516)	(3,516)	1,518 ▲
		(6,201,580)	(6,308,057)	(3,033,844)	(7,126,938)	(818,881)
Non-cash amounts excluded from operating activities	4.9	2,263,397	2,263,397	399,469	3,076,762	813,365 ▲
Amount attributable to operating activities		(863,478)	(844,355)	77,823	(827,355)	17,000
INVESTING ACTIVITIES						
Inflows from investing activities						
Capital grants, subsidies and contributions		1,310,628	1,262,551	434,198	1,262,551	0
Proceeds from disposal of assets	4.10	125,000	125,000	29,091	84,091	(40,909) ▼
Proceeds from self supporting loans		30,007	30,007	14,880	30,007	
		1,465,635	1,417,558	478,169	1,376,649	(40,909)
Outflows from investing activities						
Purchase of land and buildings	4.1	(751,620)	(751,620)	(450,091)	(661,620)	90,000 ▲
Purchase of plant and equipment	4.2	(479,751)	(479,751)	(317,139)	(406,052)	73,699 ▲
Purchase of furniture and equipment	4.3	(188,000)	(188,000)	(27,601)	(191,000)	(3,000) ▼
Purchase and construction of infrastructure-roads		(1,153,551)	(1,105,474)	(712,049)	(1,105,474)	0
Purchase and construction of infrastructure-other	4.4	(410,694)	(410,694)	(26,823)	(438,000)	(27,306) ▼
		(2,983,616)	(2,935,539)	(1,533,703)	(2,802,146)	133,393
Amount attributable to investing activities		(1,517,981)	(1,517,981)	(1,055,534)	(1,425,497)	92,484
FINANCING ACTIVITIES						
Cash inflows from financing activities						
Proceeds from new borrowings		150,000	150,000	0	150,000	0
Transfers from reserve accounts	4.5	1,146,546	1,146,546	0	1,026,546	(120,000) ▼
		1,296,546	1,296,546	0	1,176,546	(120,000)
Cash outflows from financing activities						
Repayment of borrowings		(125,119)	(125,119)	(58,446)	(125,119)	0
Transfers to reserve accounts	4.6	(478,654)	(478,654)	(85,793)	(485,654)	(7,000) ▼
		(603,773)	(603,773)	(144,239)	(610,773)	(7,000)
Amount attributable to financing activities		692,773	692,773	(144,239)	565,773	(127,000)
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	4.7	1,688,686	1,753,939	1,753,939	1,688,832	(65,107) ▼
Amount attributable to operating activities		(863,478)	(844,355)	77,823	(827,355)	17,000
Amount attributable to investing activities		(1,517,981)	(1,517,981)	(1,055,534)	(1,425,497)	92,484
Amount attributable to financing activities		692,773	692,773	(144,239)	565,773	(127,000)
Surplus or deficit after imposition of general rates	3(a),4.8	0	84,376	631,989	1,753	(82,623) ▼

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

1. BASIS OF PREPARATION

This budget review 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 budget review 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 Leases which would have required the Shire of West Arthur to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 33A prescribes contents of the budget review.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for cash flow and statement of financial activity, the budget review 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 of West Arthur 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.

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:

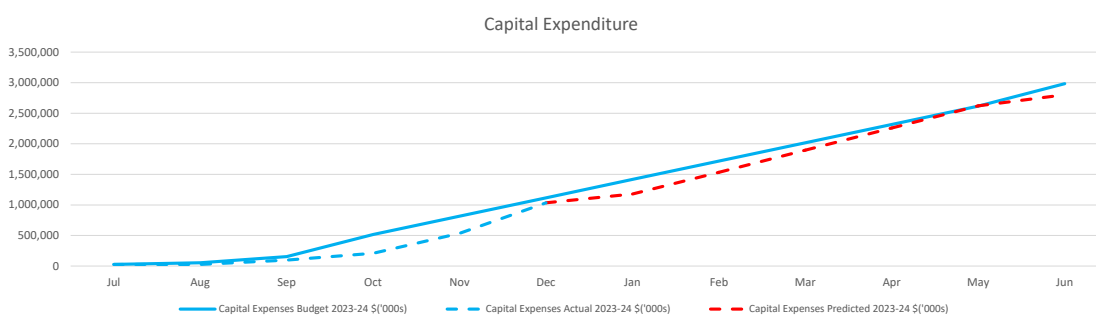
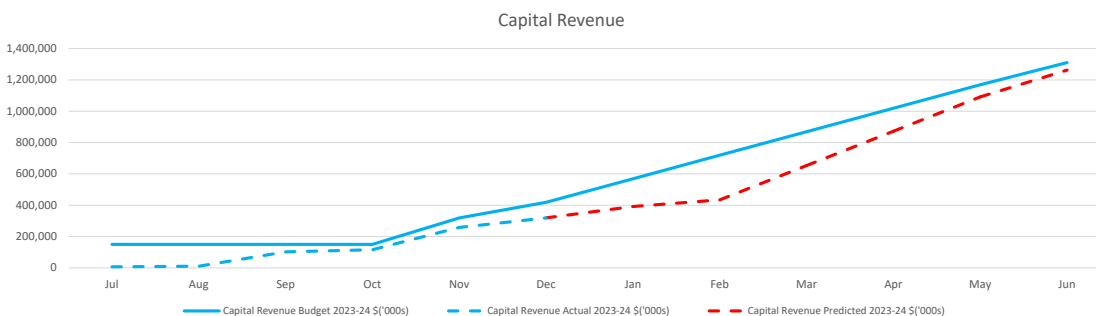
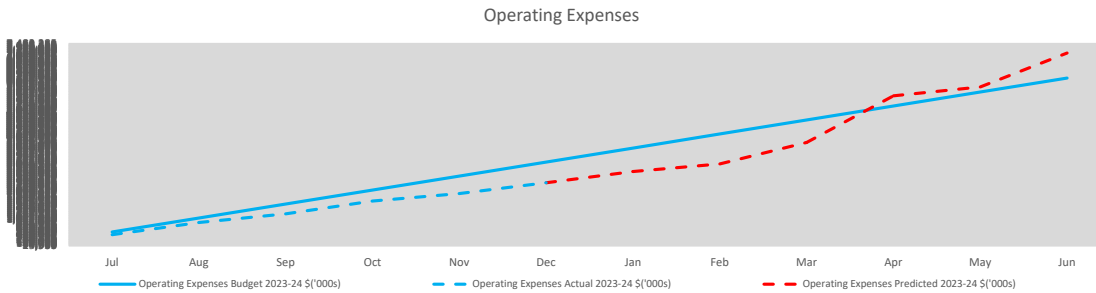
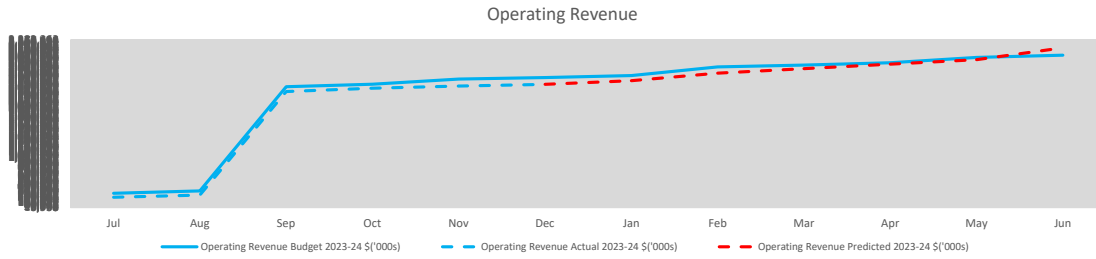
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

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.

SHIRE OF WEST ARTHUR
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED 29 FEBRUARY 2024

2. SUMMARY GRAPHS - BUDGET REVIEW



This information is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF WEST ARTHUR
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 29 FEBRUARY 2024

3 NET CURRENT FUNDING POSITION
EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
(a) Composition of estimated net current assets					
Current assets					
Cash and cash equivalents	4,257,269	2,099,372	2,099,372	3,817,799	2,228,125
Financial assets	30,007	31,016	31,016	15,127	31,016
Trade and other receivables	358,547	178,809	178,809	290,194	178,809
Inventories	84,985	13,485	13,485	84,985	13,485
Assets classified as held for sale	65,107	0	0	65,107	0
	4,795,915	2,322,682	2,322,682	4,273,212	2,451,435
Less: current liabilities					
Trade and other payables	(235,168)	(260,094)	(260,094)	(383,810)	(260,094)
Contract liabilities	(7,336)	0	0	0	0
Capital grant/contribution liability			0	(331,614)	0
Borrowings	(125,119)	(135,795)	(135,795)	(66,673)	(135,795)
Employee related provisions	(310,426)	(316,845)	(316,845)	(310,426)	(316,845)
	(678,049)	(712,734)	(712,734)	(1,092,523)	(712,734)
Net current assets	4,117,866	1,609,948	1,609,948	3,180,689	1,738,701
Less: Total adjustments to net current assets	(2,363,927)	(1,609,948)	(1,609,948)	(2,548,700)	(1,736,948)
Closing funding surplus / (deficit)	1,753,939	0	0	631,989	1,753

(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*.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	(81,548)	(11,124)	(11,124)	0	(4,640)
Add: Loss on disposal of assets	0	5,034	5,034	3,516	3,516
Add: Depreciation on assets	3,077,886	2,269,487	2,269,487	451,367	3,077,886
Non-cash movements in non-current assets and liabilities:					
Financial assets at amortised cost	(2,764)	0	0	0	0
Assets held for sale	65,107	0	0	0	0
Employee benefit provisions	12,295	0	0	(55,414)	0
Other provisions	16,608	0	0	0	0
Non-cash amounts excluded from operating activities	3,087,584	2,263,397	2,263,397	399,469	3,076,762

(b) Investing activities excluded from budgeted deficiency

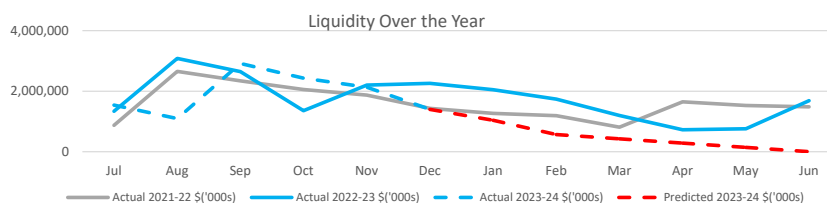
The following non-cash revenue and expenditure has been excluded from investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
Adjustments to investing activities					
Movement in non-current capital grant/contribution liability	0	0	0	(331,614)	0
Less: Movement in current unspent capital grants associated with restricted cash				331,614	
Non cash amounts excluded from investing activities	0	0	0	0	0

(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.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 29 February 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
Adjustments to net current assets					
Less: Reserve accounts	(2,754,878)	(2,086,986)	(2,086,986)	(2,840,671)	(2,213,986)
Less: Financial assets at amortised cost - self supporting loans	(30,007)	(31,016)	(31,016)	(15,127)	(31,016)
Less: Land held for resale	(70,000)	0	0	(70,000)	0
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	125,119	135,795	135,795	66,673	135,795
- Employee benefit provisions	365,839	372,259	372,259	310,425	372,259
Total adjustments to net current assets	(2,363,927)	(1,609,948)	(1,609,948)	(2,548,700)	(1,736,948)



**SHIRE OF WEST ARTHUR
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

**SIGNIFICANT ACCOUNTING POLICIES
CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities.

FINANCIAL ASSETS AT AMORTISED COST

The Shire of West Arthur 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.

TRADE AND OTHER RECEIVABLES

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

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

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

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of West Arthur applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

CONTRACT ASSETS

Contract assets primarily relate to the Shire of West Arthur's right to consideration for work completed but not billed at the end of the period.

CONTRACT LIABILITIES

Contract liabilities represent the Shire of West Arthur's obligation to transfer goods or services to a customer for which the Shire of West Arthur 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.

PROVISIONS

Provisions are recognised when the Shire of West Arthur 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.

CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of West Arthur's operational cycle. In the case of liabilities where the Shire of West Arthur 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 of West Arthur's intentions to release for sale.

TRADE AND OTHER PAYABLES

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

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of West Arthur recognises revenue for the prepaid rates that have not been refunded.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of West Arthur'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 of West Arthur'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 net current funding position. Shire of West Arthur's current obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the net current funding 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 of West Arthur's obligations for long-term employee benefits where the Shire of West Arthur does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, are presented as current provisions in the net current funding position.

**SHIRE OF WEST ARTHUR
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

4 PREDICTED VARIANCES	Variance
	\$
Revenue from operating activities	
4.1 Grants, subsidies and contributions Additional ESL funding received.	6,000 ▲
4.2 Fees and charges Caravan park fees expected to be below budget.	(15,000) ▼
4.3 Interest revenue Interest income expected to be greater than budget.	7,000 ▲
4.4 Other revenue Legal cost reimbursement greater than budget \$15,000 Staff cost reimbursement greater than budget \$12,000 Sale of scrap metal greater than budget \$4000	31,000 ▲
4.5 Profit on asset disposals Plant not expected to be traded this year.	(6,484) ▼
Expenditure from operating activities	
4.6 Materials and contracts \$15,000 additional rate recovery cost. Plant operation costs expected to be greater than budget. \$35,000 Election expenditure below budget. \$6,000 Road maintenance materials below budget \$20,000 Admin overheads below budget \$15,000 ESL expenditure will be greater than budget (partly offset by ESL grant) \$20,000 Additional expenditure for a Workforce Plan is included as an additional expense this year. \$5,000 to be funded by corporate planning expenditure below budget \$5,000. Lake Towerrinning signage will be below budget. \$4,000 Housing expenditure is expected to be below budget \$13,000	(12,000) ▼
4.7 Depreciation Increase in depreciation post increase in valuation of assets.	(808,399) ▼
4.8 Loss on asset disposals Plant not traded and lower trade value on works manager vehicle.	1,518 ▲
Non-cash amounts excluded from operating activities Increase in depreciation post revaluation of assets. Minor variations in profit/loss on sale of assets.	813,365 ▲
Inflows from investing activities	
4.10 Proceeds from disposal of assets Skid steer not traded \$30,000, ute not traded \$5,000, ute traded below budgeted revenue.	(40,909) ▼
Outflows from investing activities	
4.1 Purchase of land and buildings Renovation to existing home will not be completed this year	90,000 ▲
4.2 Purchase of plant and equipment Skid steer below budget (budgeted trade plant not traded), ute budgeted will not be purchased.	73,699 ▲
4.3 Purchase of furniture and equipment LRCI portion of CCTV project will be reallocated. ERP project will be greater in wage and overhead allocations offset by reduction in material cost.	(3,000) ▼
4.4 Purchase and construction of infrastructure-other Material contribution to Heritage Trail project \$27,306 (grant funding will fund \$19,123 of this expenditure). \$10,000 in kind to be allocated as wages & overheads. Dump point project will be reallocated.	(27,306) ▼

**SHIRE OF WEST ARTHUR
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

4 PREDICTED VARIANCES

	Variance
	\$
Cash inflows from financing activities	
4.5 Transfers from reserve accounts	(120,000) ▼
Renovation to existing house will not be completed this year	
Ute will not be purchased this year. \$30,000	
Cash outflows from financing activities	
4.6 Transfers to reserve accounts	(7,000) ▼
Additional interest expected on reserve investment.	
4.7 Surplus or deficit at the start of the financial year	(65,107) ▼
Land and buildings held for resale will not be sold.	
4.8 Surplus or deficit after imposition of general rates	(82,623) ▼
Explanations provided above.	

12.4 EH3 - ALCOHOL AND DRUG POLICY

File Reference:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Sharon Bell, Community Development Officer
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	12/03/2024
Disclosure of Interest:	Nil
Attachments:	1. EH3 - Alcohol and Drug Policy ↓

SUMMARY:

Council is requested to consider the adoption of EH3 – Alcohol and Drug Policy.

BACKGROUND:

As part of the Local Health Plan 2023-2028, it was stated that Council will provide leadership to improve public health outcomes by developing appropriate policies, including;

- Healthy Eating Policy
- Active West Arthur Policy
- Alcohol and Drug Policy
- Environmental Health Policy
- Health and Wellbeing Policy
- Mental Health Policy

COMMENT:

While public health is the responsibility of everyone within the community, the Local Health Plan 2023-2028 is focused on addressing the present shortcomings to improve the health of the community.

The Policy will guide the Shire of West Arthur in provision of advocacy and services to minimise harm from alcohol and drugs.

CONSULTATION:

Local Health Plan 2023-2028
Community engagement
Stakeholder engagement
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 the performance of the local government's functions.
2. Without limiting subsection (1), the council is to –
 - a. oversee the allocation of the local government's finances and resources; and
 - b. determine the local government's policies.

Public Health Act 2016

Division 2 – Functions of local governments

16. Functions of local governments

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

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

POLICY IMPLICATIONS:

Annual Review of Policy

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Community

Outcome: A safe place to work, live and visit Strategy: Communication of risks and hazards to the community and assistance with management of these.

Outcome: Support available for people of all ages and abilities Strategy: Maintain and support the growth of medical facilities, childcare and aged services in the district. Strategy: Provide services and infrastructure to meet the needs of the community.

Theme: Leadership And Management – Inspirational, Dynamic, Transparent

Outcome: Actively engage with community, business and other stakeholders to grow and develop the community. Strategy: Council will advocate on behalf of the community on issues that the community identifies as important.

RISK IMPLICATIONS:

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

Risk Themes:

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

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

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

Risk Matrix:

Consequence		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	Non-compliance with Local Health Plan
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 EH3- Alcohol and Drug Policy

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2024-035

Moved: Cr Adam Squires

Seconded: Cr Karen Harrington

That Council adopt EH3 – Alcohol and Drug Policy, as presented and approve its inclusion in the Policy Manual.

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

Against: Nil

CARRIED 6/0

Policy Title	EH3 – Alcohol and Drug Policy
Policy Type	Environmental Health
Responsible Officer	Environmental Health Officer



Purpose

- The Shire of West Arthur will encourage and promote alcohol and drug harm minimisation through:
- Accepting Council’s role in providing leadership and coordination in ensuring comprehensive and balanced responses to alcohol and drug issues.
- Acknowledging that Council is not a direct provider of alcohol and drug support programs/initiatives, but is a strong advocate for the provision of appropriate services in the Shire.
- Stimulating and progressing community discussion of issues related to alcohol and drugs, through Council and Shire representation on relevant committees and forums.
- Committing to the Shire providing public health and safety services (e.g. sharps containers) to minimise the impacts of syringe use in the Shire.
- Planning community events that are alcohol-free from time to time.
- Collaborating with all levels of government and community agencies to ensure effective, coordinated responses to alcohol and drug issues.
- Maintaining a commitment to addressing urban design and development assessment processes, which impact alcohol and drug availability, supply, and use.
- Providing a range of activities that foster skills through information, education, health promotion programs, community action, supportive environments, and diversionary activities for young and vulnerable populations.
- Building organisational capacity to incorporate harm minimisation principles in workplace systems, including a staff alcohol and drug policy.
- Developing and maintaining annual and ongoing calendars for residents indicating key activities, services, and information to support health and wellbeing initiatives.

Scope

The purpose of this Policy is to provide an overarching framework to guide thought and action in relation to alcohol and drug issues in the Shire.

Definitions

Nil

Policy Statement

The Alcohol and Drug Policy will guide Council’s provision of advocacy and services to minimise harm from alcohol and drugs. This Policy identifies the Shire’s role in minimising the negative impacts of alcohol and drug use on the local community. It formalises Council's agreement to a harm minimisation approach and demonstrates Council's commitment to create partnerships with other agencies to address community

concerns.

Whilst the Shire of West Arthur has an important role to play in addressing the harm associated with drug and alcohol use, effective efforts need to be community wide.

Other than having an advocacy role, the Shire of West Arthur will facilitate and coordinate key stakeholders within the local government area to address alcohol management relating to legislative and planning responsibilities in areas such as development approvals for liquor licence venues, interventions and objections to licence applications, event risk management processes, provision of Section 39 and Section 40 (Liquor Control Act) certificate approvals, sport and community club alcohol policies and public building approvals and conditions.

Policy Principles

The following guiding principles underpin this Policy. They are statements expressing Council’s shared values and serve to inform decision-making with partner agencies to address alcohol and drug use, and related issues.

Reducing Supply

The Shire commits to strategies designed to prevent the uptake of harmful alcohol and drug use, including prevention and early intervention, in discussion with partner agencies.

Health and Wellbeing for All

The Shire understands that drug and alcohol use are not just health issues but also impact on social and mental health. The Shire uses evidence-based information to provide a whole-of-community and population health approach to these important issues. Alcohol and drug strategies will target all residents, including culturally and linguistically diverse and Indigenous populations.

An Informed and Educated Community

Council communicates via a range of mediums to reach a broad cross-section of the community to ensure that people are fully aware of the negative effects of excessive alcohol and drug use. The Shire is aware that pursuing a healthy lifestyle includes understanding the short and long-term harm associated with alcohol consumption and drug use.

Working with Partners

The Shire forges strong and sustainable partnerships with other levels of government, agencies, and local Alcohol and Drug support agencies to ensure a comprehensive range of opportunities and services are available for people to minimise harm from alcohol and drug use.

History	Adopted 21/03/2024
Delegation	Nil
Relevant Legislation	<i>Public Health Act 2016, Section 16</i>
Related Documentation	Shire of West Arthur Local Health Plan 2023-2028

12.5 EH4 - ENVIRONMENTAL HEALTH POLICY

File Reference:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Sharon Bell, Community Development Officer
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	12/03/2024
Disclosure of Interest:	Nil
Attachments:	1. EH4 - Environmental Health Policy ↓

SUMMARY:

Council is requested to consider the adoption of EH4 – Environmental Health Policy.

BACKGROUND:

As part of the Local Health Plan 2023-2028, it was stated that Council will provide leadership to improve public health outcomes by developing appropriate policies, including;

- Healthy Eating Policy
- Active West Arthur Policy
- Alcohol and Drug Policy
- Environmental Health Policy
- Health and Wellbeing Policy
- Mental Health Policy

COMMENT:

While public health is the responsibility of everyone within the community, the Local Health Plan 2023-2028 is focused on addressing the present shortcomings to improve the health of the community.

The Policy will guide Council in managing environmental health matters in the Shire of West Arthur.

CONSULTATION:

Local Health Plan 2023-2028
Community engagement
Stakeholder engagement
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 the performance of the local government's functions.
2. Without limiting subsection (1), the council is to –
 - a. oversee the allocation of the local government's finances and resources; and
 - b. determine the local government's policies

Public Health Act 2016

Division 2 – Functions of local governments

16. Functions of local governments

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

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

POLICY IMPLICATIONS:

Annual Review of Policy

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Community

Outcome: A safe place to work, live and visit Strategy: Communication of risks and hazards to the community and assistance with management of these.

Outcome: Support available for people of all ages and abilities Strategy: Maintain and support the growth of medical facilities, childcare and aged services in the district. Strategy: Provide services and infrastructure to meet the needs of the community.

Theme: Leadership And Management – Inspirational, Dynamic, Transparent

Outcome: Actively engage with community, business and other stakeholders to grow and develop the community. Strategy: Council will advocate on behalf of the community on issues that the community identifies as important.

RISK IMPLICATIONS:

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

Risk Themes:

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

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

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

Risk Matrix:

Consequence		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	Non-compliance with Local Health Plan
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 EH4 – Environmental Health Policy

VOTING REQUIREMENTS:

Simple Majority

RESOLUTION CO-2024-036

Moved: Cr Robyn Lubcke

Seconded: Cr Adam Squires

That Council adopt EH4 – Environmental Health Policy, as presented and approve its inclusion in the Policy Manual

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

Against: Nil

CARRIED 6/0

Policy Title	EH4 – Environmental Health Policy
Policy Type	Environmental Health
Responsible Officer	Environmental Health Officer



Purpose

The Policy supplements the Shire of West Arthur Public Health Plan 2023-2028 and sets out:

- Environmental health responsibilities at Commonwealth, State, and Local Government level;
- Principles for environmental health in the Shire of West Arthur area; and
- Priorities for dealing with environmental health matters in the Shire of West Arthur area.

Scope

This Environmental Health Policy outlines the objectives, principles, and approach to managing environmental health matters in the Shire of West Arthur area.

Definitions

Nil

Policy Statement

Environmental health practice is about creating and maintaining environments that promote good public health outcomes within the community, including addressing behaviours that impact on these factors. Environmental health also includes environmental protection at the interface between people and the environment, including management of air quality, waste, waterways and noise.

Managing environmental health is the responsibility of all community members, businesses, and all tiers of government in Australia.

Federal

The National Environmental Health Council (enHealth) is the peak national environmental health advisory group. enHealth consists of members of relevant Commonwealth, State, and Territory health Departments, the New Zealand Ministry of Health, and the National Health and Medical Research Council. enHealth provides national leadership on environmental health issues and implements the Australian National Environmental Health Strategy.

State

The Environmental Health Directorate (the EHD) of the WA Department of Health, Public and Aboriginal Health Division, is the government sector responsible for maintaining public and environmental health standards across WA. EHD main role is to ensure appropriate management strategies, such as legislation, guidelines, surveillance, monitoring, and public education, are in place to prevent disease, illness, injury, disability and premature death arising from environmental exposures and other environmental health impacts.

Local

Local Governments have statutory responsibilities for promoting standards of environmental health within their area through the administration of legislation, provision of environmental health services and community education initiatives.

Principles

Shire of West Arthur works directly with our community to prevent and reduce incidences of disease, illness, and harm by undertaking activities that support a healthy environment for all community members. In dealing with environmental health matters, the Shire of West Arthur provides these services by:

- Undertaking activities and services using a risk-based approach.
- Balancing the needs of the built environment and economic development with the health of our community.
- Creating and maintaining an environment that promotes good public health outcomes by assessing and controlling factors that will prevent and reduce the incidence of disease, illness, or harm in our community.
- Working in collaboration with State Government and industry to create and implement initiatives that aim to improve levels of voluntary compliance with relevant legislative obligations.
- Providing access to educational materials for our community and industry to increase understanding of relevant legislative obligations.
- Developing and maintaining standard operating procedures that support consistent and effective routine monitoring, management of complaints, and identification of emerging issues.

History	Adopted 21 March 2024
Delegation	Nil
Relevant Legislation	<i>Public Health Act 2016, Section 16</i> <i>Food Act 2008</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Local Government Act 1995</i> <i>Tobacco Product Control Act 2006</i> <i>Environmental Protection Act 1985</i> <i>Liquor Control Act 1988</i> <i>Contaminated Sites Act 2003</i> <i>Animals, Environment and Nuisance Local Law 2024</i>
Related Documentation	Shire of West Arthur Local Health Plan 2023-2028

13 WORKS AND SERVICES

Nil

14 REGULATORY SERVICES**14.1 CONSULTATION ON ITEMS TO BE PRESCRIBED IN THE SHORT-TERM RENTAL ACCOMMODATION REGULATIONS 2024**

File Reference:	ADM800
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	12/03/2024
Disclosure of Interest:	Nil
Attachments:	1. Consultation Document ↓ 2. WAPC Planning Bulletin 115 Short Term Rental Accommodation ↓

SUMMARY:

Council is requested to consider supporting a submission by the Shire on the items to be prescribed in the Short-Term Rental Accommodation (STRA) Regulations.

BACKGROUND:

The Short-Term Rental Accommodation Bill (STRA Bill) was introduced into the Legislative Assembly of the WA Parliament on 21 February 2024.

Drafting of the STRA Regulations has commenced and the Consumer Protection Division of the Department of Energy, Mines, Industry Regulation and Safety is working with the Parliamentary Counsel's Office to ensure that the STRA Regulations are made in time for the proposed commencement of the STRA Register on 1 July 2024.

Submissions on the items to be prescribed in the STRA Regulations close at **5pm on 25 March 2024**.

COMMENT:

The attached documents were referred to the Shire's Planning Consultant for comment. The following feedback was received:

1. Generally speaking I don't see any major issues with what's proposed in terms of the regulations to be formulated in support of the new STRA Act. They make sense and are obviously required to support implementation of the Act moving forward once it is approved by Parliament.
2. The document attached does however state at the bottom of page 1 in relation to clause 6(k) of the proposed new STRA Act that the regulations will prescribe the following premises as premises to which the requirements of the STRA Bill **do not** apply:
 - *Premises provided by a state government agency;*
 - *Accommodation exclusively provided for use as emergency, crisis or respite accommodation;*
 - *Aboriginal short stay accommodation, whether owned or operated by the State Government or community support groups;*

- *Premises on a tourist complex as defined in amendments to the Planning and Development (Local Planning Scheme) Regulations 2015;*
- *Premises on a visitor complex as defined in amendments to the Planning and Development (Local Planning Scheme) Regulations 2015; and*
- *A caravan used for accommodation on private property.*

In my view any premises provided by a **local government authority** for short term rental accommodation purposes should **also** be included in the list of exclusions above. I'd argue the proposed regulations need to be formulated with very careful consideration of local government's needs, not just the State government's needs. I'd therefore respond to the Department's request for comment by recommending they consider doing all of this when formulating the new regulations.

3. Please note there are a **lot** of implications associated with this new Act and regulations for local governments across all of WA, particularly in terms of administration and compliance. This is going to come at a cost to local government that will need to be budgeted for, particularly the scheme amendment that will be required to each and every local planning scheme across WA once the Planning Regulations are amended to align with this new Act. The Shire of West Arthur should therefore consider making an allowance of \$5,000 (plus gst) for a scheme amendment in the budget for the 2024/25 financial year to align Local Planning Scheme No.2 with the new Act and regulations. The Planning Bulletin attached gives you some clear insight as to what the Department of Planning, Lands and Heritage and the Western Australian Planning Commission are going to expect and require from a town planning perspective moving forward.

CONSULTATION:

Planning Consultant

STATUTORY ENVIRONMENT:

Proposed Short-Term Rental Accommodation Regulations 2024

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil in terms of the submission.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Community Strategic Plan

Theme: Local Economy

Outcome: A growing, diverse business community

Strategy: Investigate tourism opportunities and support this growing sector

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	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-2024-037

Moved: Cr Karen Harrington

Seconded: Cr Robyn Lubcke

That Council authorise the CEO to make the following submission on the items to be prescribed in the Short-Term Rental Accommodation (STRA) Regulations:

1. In regards to the list of exclusions in section 6(k) of the Short-Term Rental Accommodation (STRA) Act, add “premises provided by a **local government authority** for short term rental accommodation purposes”.

That Council note the point 3 the Shire’s Planning Consultant’s advice above, and consider budgeting for the necessary amendment to Local Planning Scheme No. 2 in the 2024/2025 financial year.

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

Against: Nil

CARRIED 6/0

Proposed Short-Term Rental Accommodation Regulations 2024 - Consultation Document

Items proposed to be prescribed in the Short-Term Rental Accommodation Regulations (STRA Regulations)

This document should be read together with the [Short-Term Rental Accommodation Bill 2024](#) (STRA Bill) currently before the Parliament of Western Australia

Clause	Prescribed requirement	Detail of proposed regulation	Policy rationale/intent	Implementation information
5(2) – hosted accommodation	The regulations may – (a) prescribe additional short-term rental accommodation as hosted accommodation for the purposes of this Act.	It is proposed <i>ancillary dwellings</i> , as defined in the Residential Design Codes, when used for Short-Term Rental accommodation on premises on which a host resides, will be prescribed as hosted accommodation for the purposes of the STRA Bill.	<i>Ancillary dwellings</i> used to provide STRA on the same parcel of land on which the host ordinarily resides are to be treated as hosted accommodation. The presence of a host makes this a low-risk form of STRA. The Department of Planning, Lands and Heritage (DPLH) is proposing that hosted accommodation (including single ancillary dwellings in close proximity to the main dwelling occupied by the host) will be exempt from the development approval requirements on the same basis. This regulation ensures that there is consistency in the scope of the definition of hosted accommodation between the STRA Register and the planning law framework.	As part of completing the application for registration, accommodation providers will be required to provide information as to whether their STRA premises are hosted accommodation. The accommodation type will also identify whether they are providing STRA in an ancillary dwelling.
	The regulations may – (b) declare that specified short-term rental accommodation is not hosted accommodation for the purposes of this Act.	It is proposed that the following accommodation arrangements will be prescribed as not being hosted accommodation for the purposes of the STRA Register: <ul style="list-style-type: none"> premises used for STRA (e.g., an ancillary dwelling) on a different parcel of land to the parcel of the premises where the host ordinarily resides; individual units of accommodation, which are not part of a <i>visitor complex</i> or <i>tourist complex</i>, where onsite management or concierge services are provided. 	To limit the meaning of hosted accommodation to circumstances where a host is the primary occupier of the premises on which STRA is being provided and is in close proximity to the STRA property. The presence of a host in close proximity mitigates any amenity issues arising from the use of the residential premises for STRA is key to accommodation being deemed hosted. Once the STRA is no longer on the same parcel of land as the host it is considered unhosted.	As part of completing the application for registration, accommodation providers will be required to provide information as to whether their STRA premises are hosted accommodation. The accommodation type will also identify whether they are providing STRA in an ancillary dwelling.
6(k) – Premises to which this Act does not apply	This Act does not apply to the following premises – (k) prescribed premises or premises of prescribed class.	It is proposed that the STRA Regulations prescribe the following premises as premises to which the requirements of the STRA Bill do not apply: <ul style="list-style-type: none"> premises provided by a state government agency; accommodation exclusively provided for use as emergency, crisis or respite accommodation Aboriginal short stay accommodation, whether owned or operated by the State Government or community support groups 	It is not intended that the registration requirement will apply to temporary accommodation where: <ul style="list-style-type: none"> The accommodation is not provided on a commercial basis (with the intention of securing a profit) and any fee charged does not exceed cost recovery The accommodation is subject to development approval and/or regulation under another regulatory regime; or 	Guidelines will be provided to assist accommodation providers to determine whether they need to be registered.

Proposed Short-Term Rental Accommodation Regulations 2024 - Consultation Document

Clause	Prescribed requirement	Detail of proposed regulation	Policy rationale/intent	Implementation information
		<ul style="list-style-type: none"> • Premises on a <i>tourist complex</i> as defined in amendments to the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>. • Premises on a <i>visitor complex</i> as defined in amendments to the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>. • a caravan used for accommodation on private property. 	<ul style="list-style-type: none"> • The provision of the accommodation is incidental to another business or social welfare purpose of the provider. <p>These regulations will exclude premises used to accommodate persons on a short-term basis in those situations and ensure consistency with the treatment of specified type of accommodation under the planning scheme.</p>	
18(1)(c) – Applications	An application for registration must – (c) be accompanied by the prescribed fee.	Regulations will provide for a fee of \$250 for applications for registration and a fee of \$100 for renewal of registration.	<p>The registration and renewal of registration fees have been determined on the principle of the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) achieving close to full recovery of the costs associated with establishing and operating the STRA Register.</p> <p>The registration and renewal of registration fees to be prescribed in a schedule to the regulations will be subject to the usual agency review of schedule of fees.</p>	<p>The registration fees must be paid before completion of an application for registration or renewal of registration.</p> <p>To encourage early registration, and to mitigate the financial burden on small scale accommodation providers, registration fees will be waived for applications made within the first three months after the STRA Register commences. A regulation will be made under clause 50(3) to enable this waiver.</p>
18(2)(h) – Applications	The information that must be included in the application is - (h) any other prescribed information.	<p>In addition to the categories of information that must be provided in applications for registration in clause 18, it is proposed that the regulations will require applicants to provide the following information to apply for registration:</p> <ul style="list-style-type: none"> • whether an accommodation provider owns or leases the premises being provided as STRA; • whether or not the premises being provided for short-term rental accommodation are part of a strata scheme; • whether or not the premises being registered are part of a communities titles scheme; • information in respect to residual current devices installed on the premises being registered; • whether there are swimming pool or outdoor spa facilities on the premises being registered; • information in respect to fencing around swimming pool or outdoor spa facilities on the premises being registered; • information in respect to smoke detectors installed on the premises being registered; and 	<p>To enable collection of further information about the use of residential premises for STRA.</p> <p>LGAs and relevant state Government agencies have been consulted to determine what information should be collected and provided to them to assist them with their compliance and regulatory functions on the use of residential premises for STRA.</p>	<p>Applicants will only be required to answer questions about this information and will not be required to provide documentary evidence in support of the information they provide.</p> <p>Information collected in applications for registration and applications for renewal of registration will be subject to agency safeguards which include:</p> <ul style="list-style-type: none"> • the obligation on DEMIRS to take reasonable steps to protect personal information from loss, unauthorised access, use, modification or disclosure; • the obligation on DEMIRS to take reasonable steps to process requests for deletion of information within a reasonable time period, unless retention of the information is required by law.

Proposed Short-Term Rental Accommodation Regulations 2024 - Consultation Document

Clause	Prescribed requirement	Detail of proposed regulation	Policy rationale/intent	Implementation information
		<ul style="list-style-type: none"> information in respect to food provided on the premises being registered. 		
18(5) – Applications	The fee referred to in subsection 1(c) is not refundable except in the prescribed circumstances, if any.	<p>It is proposed that the regulations will provide a capacity for the Commissioner for Consumer Protection to refund all or part of the registration or renewal of registration fees, if:</p> <ul style="list-style-type: none"> there is a system fault that results in an unsuccessful registration; or a registration was granted in error; or the Commissioner deems a refund appropriate in the specific circumstances in the exercise of the functions of maintaining the register under the Act. 	While it is not intended or expected that refunds of registration fees will be routinely made, this proposed regulation ensures that there is scope to refund fees in circumstances where an application does not end up in registration.	Any refund approved will be processed manually by DEMIRS and money deposited in an account nominated by the party receiving the refund.
24(b) – Suspension or cancellation generally	<p>The Commissioner may, by written notice given to the accommodation provider of registered premises, cancel or suspend the registration of the premises on the following grounds —</p> <p>(b) the accommodation provider (including, if the accommodation provider is a body corporate, a director of the body corporate) has contravened this Act or a prescribed Act or prescribed local law, or a regulation made under this Act or another prescribed Act, whether or not the accommodation provider or director is prosecuted or convicted for the contravention;</p>	<p>Regulations will prescribe that the Commissioner for Consumer Protection (Commissioner) may suspend or cancel a registration on the grounds that an accommodation provider has contravened other laws applying to the use of residential premises for STRA. The other laws include:</p> <ul style="list-style-type: none"> <i>Work Health and Safety Act 2020 (WA)</i> <i>Swan Valley Planning Act 2020 (WA)</i> <i>Community Titles Act 2018 (WA)</i> <i>Public Health Act 2016 (WA)</i> <i>Strata Titles Act 1985 (WA)</i> <i>Bush Fires Act 1954 (WA)</i> <i>Health Act 1911 (WA)</i> <i>Health (Miscellaneous Provisions) Act 1911 (WA)</i> Public Health Regulations 2016 (WA). Food Regulations 2009 (WA). Bush Fires Regulations 1954 (WA). 	To ensure that the Commissioner has capacity to suspend or cancel a registration if it has been determined, based on conclusive evidence, that an accommodation provider has contravened these laws. The laws to be listed have been identified as relating to aspects of planning, health and safety requirements that may apply to the use of residential premises for STRA.	<p>The Commissioner may rely on a certificate issued by a designated officer of a public body or local government authority as conclusive evidence that an accommodation provider has contravened laws prescribed by this proposed regulation.</p> <p>Cancellation and suspension of registration on the STRA Register is not intended to replace other processes such as enforcement and prosecution also intended to deal with contravention of laws prescribed under this regulation. It will operate concurrently and could take effect before all other legal avenues of appeal are exhausted.</p>
28(f) – Accommodation provider to notify Commissioner of certain events	<p>An accommodation provider for registered premises must notify in writing of the following events within 30 days after the events occur –</p> <p>(f) a change in any prescribed particulars relating to the registered premises.</p>	<p>In addition to the categories of information specified in clause 28 of the STRA Bill, regulations will require that accommodation providers notify the Commissioner of the following events within 30 days of the event occurring:</p> <ul style="list-style-type: none"> there has been a change in the agent managing a registered premises; or 	<p>To ensure that the information kept on the register is up to date and accurately reflects nature of the accommodation being provided at a registered premises.</p> <p>This regulation supports the objective of the proposed STRA Register to provide state government agencies and local governments with regulatory responsibilities over the use of residential premises for STRA with information</p>	The STRA Register online portal will provide a mechanism for accommodation providers to seamlessly update information about their STRA premises.

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Clause	Prescribed requirement	Detail of proposed regulation	Policy rationale/intent	Implementation information
		<ul style="list-style-type: none"> • a premises registered as hosted STRA is subsequently provided as unhosted STRA during a registration term; or • a premises registered as unhosted is subsequently provided as hosted during a registration term; • information about residual current devices installed on a registered premises has changed; or • information about swimming pool or outdoor spa facilities on the registered premises has changed; or • information about smoke detectors installed on the registered premises has changed; or • information about food provided on the registered premises has changed; • information about the number of guests than can be accommodated on the registered premises has changed. <p>A maximum penalty of \$5,000 is proposed for contraventions of this regulation.</p>	<p>on whether premises are complaint with regulatory requirements.</p>	
31(3)(i) – Register of premises	<p>The Commissioner must include in the Register the following information in relation to registered premises –</p> <p>(i) any prescribed information</p>	<p>This regulation will require the Commissioner to include in the Register the same additional information required to be provided in applications through regulations provided under clause 18(2)(h) of the STRA Bill.</p>	<p>Ensures there is consistency between information collected through applications and information kept on the Register.</p>	<p>Information kept on the Register will be provided to relevant state government agencies and local government authorities.</p> <p>Local government authorities will only have access to information about premises in their area only.</p>
32(5) – Disclosure of Register information	<p>The Commissioner may disclose information kept in the Register in the circumstances, if any, prescribed by regulations.</p>	<p>Regulations will provide a capacity for the Commissioner to disclose information kept in the Register in the following circumstances:</p> <ul style="list-style-type: none"> • where the Commissioner considers it necessary to ensure the safety of persons occupying a registered premises. • where the disclosure is authorised by a public health direction. 	<p>Provides the Commissioner with the ability to disclose information kept on the register in limited circumstances where the health, safety and well-being is compromised or at risk.</p>	
50(1)(b) – Regulations	<p>The Governor may make regulations prescribing matters –</p> <p>(b) necessary or convenient to be prescribed for giving effect to the purpose of this Act.</p>	<p>It is proposed that regulations will prescribe offences created by the STRA Bill as offences for which infringement notices can be served under Part 2 of the <i>Criminal Procedure Act 2004</i> (WA).</p> <p>Regulations will provide for infringement notices to be served with a modified penalty of 10 per</p>	<p>Enables infringement notices to be served for contraventions of the penalty provisions in the STRA Bill by authorised officers from Consumer Protection.</p>	

Proposed Short-Term Rental Accommodation Regulations 2024 - Consultation Document

Clause	Prescribed requirement	Detail of proposed regulation	Policy rationale/intent	Implementation information
		<p>cent of the maximum penalty proposed in the STRA Bill.</p> <p>A schedule to the STRA Regulations will include a table of all offences for each an infringement notice may be served and the corresponding modified penalty to apply in respect of each of offence.</p> <p>Regulations will provide that the Commissioner may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of Part 2 of the <i>Criminal Procedure Act 2004 (WA)</i>.</p> <p>Regulations will provide that the Commissioner is to issue to each authorised officer a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices.</p> <p>Regulations will provide that an authorised officer may, for the purpose of showing that the authorised officer is authorised to issue an infringement notice, show a certificate, badge or identity card issued under these regulations to the alleged offender.</p> <p>Regulations will provide, in a schedule to the regulations, forms for service and withdrawal of infringement notices for the purposes of Part 2 of the <i>Criminal Procedure Act 2004</i> in relation to alleged offences under the STRA Act.</p>		
50(2)(a) – Regulations	<p>Without limiting subsection (1), regulations may be made about any of the following matters –</p> <p>(a) fees for the purposes of this Act, including registration fees;</p>	<p>Regulations will provide a capacity for the Commissioner to waive part or all the registration or renewal of registration fees in any circumstances the Commissioner considers appropriate in the exercise of functions under the Act in maintaining the register.</p> <p>Regulations will prescribe that the amount of any fees prescribed by these regulations is a debt due to the Crown in right of the State and may be sued for and recovered by the Commissioner on behalf of the State in any court of competent jurisdiction.</p>	<p>To provide the Commissioner with the ability to waive fees in the very limited circumstances. For example, it may be desirable for the Commissioner to have the capacity to waive registration fees or renewal of registration in circumstances where the Minister deems this appropriate.</p> <p>To enable the Commissioner to recover any amount of fees owed in the courts on behalf of the State of Western Australia.</p>	

Proposed Short-Term Rental Accommodation Regulations 2024 - Consultation Document

Clause	Prescribed requirement	Detail of proposed regulation	Policy rationale/intent	Implementation information
50(2)(d) – Regulations	Without limiting subsection (1), regulations may be made about any of the following matters – (d) requirements for evidence that residential premises may be lawfully used for short-term rental accommodation	Regulations will provide that the certificate of evidence of certain matters issued by a designated officer under clause 29 must be in a form approved by the Commissioner.	Enables the Commissioner to determine the form of the certificate through which designated officers may certify evidence of matters that can be relied on in determining whether or not to grant an application for registration under clause 20, or to cancel or suspend the registration of a premises.	The intention is to have a portal for designated officers to submit certificates to ensure details are not transmitted by email.
		Regulations will require the Chief Executive Officer of a local government to advise in writing the designated officer(s) for the purposes of the certificate referred to in clause 29 of the STRA Bill.	To designate the Chief Executive Officer of each local government authority as the responsible officer to sign-off on the designated officer(s) to issue the certificate for the purpose of clause 29 of the STRA Bill.	
50(2)(e) – Regulations	Without limiting subsection (1), regulations may be made about any of the following matters – (e) the provision of information to the Commissioner by accommodation providers, booking platform providers, owners of advertising publications or agents of owners or providers;	Regulations will define the phrase electronically integrated with the STRA Register .	To define situations where booking platform providers are connected to the Register through application programming interfaces (APIs), allowing for automatic exchanges of information between a booking platform provider and the Register.	
		Regulations will require booking platform providers electronically integrated with the STRA Register to confirm that a new booking has been successfully processed by the Register to confirm the validity of registration. A maximum penalty of \$5,000 will apply to contravention of this regulation.	Ensures that booking platform providers confirm that a premises is validly registered when a new booking is made and not just on the initial listing of the premises on a platform.	An API will be provided to facilitate this requirement.
		This regulation will require booking platforms electronically integrated with the Short-Term Rental Accommodation Register to provide the STRA Register with information about the following booking events within twenty-four hours of the booking event occurring: <ul style="list-style-type: none"> • check in and check out dates for each booking made for short-term rental accommodation at a registered premises or updates to this booking information; and • the number of guests to be accommodated at a registered premises for each booking made for STRA or updates to this booking information. A maximum penalty of \$5, 000 will apply to contraventions of this regulation	To require booking platform providers to routinely provide the Register with information about bookings that will assist the Commissioner exercise her functions in maintaining the STRA Register.	An API will be provided to facilitate this requirement.

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Clause	Prescribed requirement	Detail of proposed regulation	Policy rationale/intent	Implementation information
		<p>This regulation will provide that accommodation providers who take bookings for short-term rental accommodation through booking platforms providers or other means not electronically integrated with the Register must provide the Commissioner with the following information by the fifth day of each succeeding calendar month:</p> <ul style="list-style-type: none"> • all check in and check out dates for each booking made in the preceding calendar month for STRA at a registered premises or updates to this booking information; and • the number of guests to be accommodated at a registered premises for each booking made in the preceding calendar month for STRA or updates to this booking information. <p>A maximum penalty of \$5, 000 will apply to contraventions of this regulation.</p>	<p>To require accommodation providers who take bookings through platforms or means not integrated with the STRA Register to manually provide booking information to the Register.</p>	<p>The register will provide a dashboard to accommodation providers to facilitate this requirement.</p>
<p>50(3) – Transitional provision</p>	<p>The regulations may make provision for or with respect to the fees payable under this Act or by a person who applies for registration of residential premises during the transition period.</p>	<p>It is proposed that a regulation will be made to provide for waiver of fees during the first three months of the transition period.</p>	<p>To enable the Commissioner to waive registration fees during the first three months of the STRA Register's operations.</p> <p>To encourage accommodation providers to register early during the transition period. The proposed waiver will provide relief to small scale providers who may find the initial registration fees expensive. This proposed regulation will also have the added benefit of easing pressure on the new Register system when registration becomes mandatory on 1 January 2025.</p>	<p>The registration system will not require fees before registering a property in the three month period from commencement of the register, proposed to be from 1 July 2024 to 30 September 2024.</p>



Planning Bulletin 115/2023
Short-Term Rental Accommodation (STRA) –
Interim Guidance for local government



9 November 2023

1. Purpose

The Western Australian State Government has announced several new initiatives to improve regulation of the short-term rental accommodation (STRA) sector. From a land use planning perspective, these will result in amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) to introduce new land use classes and exemptions for STRA.

Local governments will play an important role in implementing these changes through their local planning frameworks. Most significantly, this will include amendments to local planning schemes to incorporate new land use classes for STRA, along with the deletion of any superseded land uses where relevant. Local planning policies may also be prepared to provide further guidance on various other matters.

This Planning Bulletin serves to provide an interim summary of the upcoming land use planning changes applicable to local government, as well as outline next steps for implementation. Further updates to this document will be made once the LPS Regulations are formally amended in 2024.

2. Background

For some time, there has been a lack of clarity on how STRA should be approached as a land use class. This has led to some inconsistency between local government areas and challenges in those areas where tourism accommodation and local housing issues require more strategic consideration.

The WAPC has released *Position Statement Planning for Tourism and Short-Term Rental Accommodation* (Position Statement). Along with associated Guidelines, it outlines the WAPC’s position for clearer, more consistent regulation of STRA in planning frameworks. The release of this

Position Statement complements other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary inquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*.

Importantly, these initiatives **do not** introduce a blanket ‘cap’ on the number of nights a property can be leased on the short-term rental market, as has been introduced in other jurisdictions in Australia and around the world.

3. Objectives

The Position Statement makes the following key statements and recommendations:

- STRA is considered to be a land use class for planning purposes and should be included in the Zoning Table of all local planning schemes. Model land use classes and definitions will be updated accordingly.
- STRA will be broadly classified as two types: **hosted** – where the host lives on site, or **unhosted** – where guests have exclusive use of an entire dwelling.
- Hosted STRA is considered an incidental land use and will not require development approval state-wide.

For the Perth Metropolitan Area (i.e., where the MRS applies), the following provisions will apply:

- STRA issues are similar across the metropolitan area. A clearer, more consistent regulatory environment is required, and the need to ensure appropriate planning oversight.
- Unhosted STRA operated on an ad-hoc basis is considered ancillary to a predominant residential use and accordingly will be exempt from development approval where operating for 90 nights or less in a 12-month period.

- Where not exempt, unhosted STRA should require development approval and be designated discretionary (D or A) or prohibited (X) in applicable local planning scheme zones.
- In Tourism zones, STRA may be designated permitted (P) if appropriate to the local setting.

For regional local planning schemes (including Peel), the following points are noted:

- Housing and STRA issues vary considerably across regional areas, as does the need to provide for local tourism markets.
- Regional local governments will have the flexibility to designate STRA as they see fit within each planning scheme zone, depending on local context.
- Notwithstanding, STRA should still be listed in the zoning table using applicable model use classes.

The above foreshadows changes to both Schedules 1 and 2 of the LPS Regulations to implement the various reforms, including new land use classes and exemptions.

4. Implementation

Timeframes

Amendments to the LPS Regulations are being prepared, to assist with implementing consistent regulatory changes. Changes will include modifications to land use definitions, with STRA definitions to be placed in the Deemed and Model Provisions.

The development approval exemption for hosted STRA (state-wide) and unhosted STRA operating 90 nights or less within the metropolitan area will also be included in the Deemed Provisions.

A separate consultation process with local government will occur on all proposed regulatory changes prior to

implementation, in accordance with s.256 of the *Planning and Development Act 2005*.

It is anticipated this consultation will occur in the first quarter of 2024.

Updating Local Planning Schemes

Amendments to local planning schemes will need to be implemented progressively in 2024, after the LPS Regulations are finalised.

Further direction and resources will be provided closer to this time; however, it is anticipated that all local governments will be required to amend their local planning scheme zoning tables to introduce new STRA land uses, delete superseded uses and assign an appropriate permissibility within each zone.

Metropolitan local governments will also need to ensure that any existing exemptions and planning provisions are amended to avoid conflict with the 'deemed provisions' exemptions.

To assist with this transition, the WAPC has formed a position that all scheme amendments which propose to replace superseded land uses with new STRA land uses, without changes to permissibility, can be processed as 'basic' amendments.

Changes to planning schemes may cause confusion for existing STRA operators who have not previously required development approval. The Department of Planning, Lands and Heritage (DPLH) will work with the WA Local Government Association (WALGA), the Department of Mines, Industry Regulation and Safety (DMIRS) and local government to manage these changes. Prior to the LPS Regulations changes coming into force, local governments should also consider how best to communicate relevant changes to their communities and/or existing STRA operators ahead of time.

Model scheme amendment documents will also be prepared by DPLH and can be used by local governments to progress amendments to align their local planning schemes with the LPS Regulations and the Position Statement.

Local Planning Policies

Existing local planning policies (LPPs) relating to STRA can continue to operate and be used for assessment purposes. The Position Statement

encourages the development of LPPs to provide further guidance on the consideration of STRA proposals. Local governments should update existing LPPs to ensure alignment with the relevant provisions of the Position Statement and subsequent updates to the LPS Regulations once operational.

A model LPP is also in development, which can be used to base future local policy provisions for STRA.

Appendix 1 provides an overview of planning framework modifications arising from the STRA regulatory changes, including indicative timeframes and contacts for further information.

5. State-wide STRA Register

The state-wide STRA Register will operate alongside the planning changes and will launch in mid-2024, with registration being mandatory by 1 January 2025.

All types of STRA are required to register prior to operation – regardless of whether they are 'hosted' or 'unhosted', or whether they qualify for a development approval exemption.

Importantly, STRA operators will need to ensure they are compliant with any planning requirements prior to registering.

The STRA Register will be administered by DMIRS, with its head of power being the *Short-Term Rental Accommodation Act*. This Act will also repeal any existing STRA local laws currently in effect, to ensure legal continuity across Western Australia.

Further Information

Further information on the Position Statement, LPS Regulations Changes and other land use planning matters set out in this Planning Bulletin can be obtained by emailing policy@dplh.wa.gov.au.

Appendix 1 – CHANGES TO PLANNING FRAMEWORKS – SHORT TERM RENTAL ACCOMMODATION (STRA)

INSTRUMENT	SUMMARY OF CHANGES	TIMEFRAME FOR CHANGES	CONTACT FOR FURTHER INFORMATION
LPS Regulations	<ul style="list-style-type: none"> New land use definitions for STRA. Development approval exemption for hosted STRA (state-wide). Development approval exemption for unhosted STRA operating 90 nights or less in a 12-month period (where MRS applies). 	In progress – anticipated consultation early - 2024	DPLH Tourism Team – tourism@dplh.wa.gov.au
Local Planning Strategies	<ul style="list-style-type: none"> Strategy to acknowledge the role and impacts of STRA in the local area (as appropriate), within tourism and housing sections. 	As required / during regular Strategy review process	DPLH area team or scheme team
Local Planning Schemes – All	<ul style="list-style-type: none"> Existing land uses e.g. ‘holiday house’, ‘bed and breakfast’, can be replaced with new STRA uses in the zoning table. This change can be undertaken as a basic amendment, where the permissibility is not being altered. Where STRA (or similar) is not currently included in the zoning table, an amendment to insert and the associated permissibility will be a standard amendment. 	Estimated to commence by mid-2024, once changes to LPS Regulations are progressed	DPLH area team or scheme team
Local Planning Schemes – Perth Metro (MRS Area)	<ul style="list-style-type: none"> Schemes in the MRS area shall designate unhosted STRA as D, A or X, having regard for local context. Unhosted STRA may be designated P in Tourism zones only. 	Estimated to commence by mid-2024, once changes to LPS Regulations are progressed	DPLH area team or scheme team
Local Planning Schemes – outside MRS Area	<ul style="list-style-type: none"> Aside from alignment with new model land use definitions, local governments to include provisions in schemes to reflect local housing and tourism conditions. 	Estimated to commence early 2024, once changes to LPS Regulations are progressed	DPLH area team or scheme team
Local Planning Policies and aligned local instruments	<ul style="list-style-type: none"> Local governments may develop local planning policies or additional scheme provisions to address specific STRA planning issues in their area provided these are consistent with the LPS Regulations and Position Statement. 	As required, or alongside Scheme amendments if risk of inconsistency	DPLH area team or scheme team
STRA Register	<ul style="list-style-type: none"> Will be established under dedicated legislation – not a planning instrument. Where development approval is required, this will need to be obtained prior to registration. <p><i>Note – All STRA required to Register prior to operation, in addition to any development approval requirements.</i></p>	Mid-2024	DMIRS Consumer Protection – stra.enquiries@dmirs.wa.gov.au

Disclaimer

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Published by the
Western Australian Planning Commission
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140 William Street
Perth WA 6000

Locked Bag 2506
Perth WA 6001

Published November 2023

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This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications Branch.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**MOTION****RESOLUTION CO-2024-038**

Moved: Cr Robyn Lubcke

Seconded: Cr Graeme Peirce

That Council accept the Late Item – 16.1 Extraordinary Election.

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

Against: Nil

CARRIED 6/0**16.1 EXTRAORDINARY ELECTION**

File Reference: ADM355
Location: N/A
Applicant: N/A
Author: Renee Schinzig, Administration Officer
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 21/03/2024
Disclosure of Interest: Nil
Attachments: Nil

SUMMARY:

Council is requested to consider providing in-principle support for the Western Australian Electoral Commission (WAEC) to conduct an Extraordinary Election, following the recent resignation of Cr Lucy Hall.

BACKGROUND:

On 20 March 2024, the Chief Executive Officer and President received in writing the resignation of Cr Lucy Hall as an elected member for the Shire of West Arthur.

As this resignation does not fall under the situations described in section 4.17(1) or (2) of the *Local Government Act 1995* (LGA), the Shire is required to conduct an extraordinary election to fill the vacancy left by Cr Hall.

COMMENT:

The CEO recommends that the WAEC conducts the extraordinary election on behalf of the Shire as a postal vote, in the same manner as the October 2023 election. The CEO is seeking from the WAEC:

- A quote for conducting the extraordinary election;
- Agreement to conduct the election; and
- Confirmation of a suitable election date.

The President will determine the election date, pursuant to section 4.9(1)(a) of the LGA.

CONSULTATION:

WALGA Governance Specialist
Chief Executive Officer

STATUTORY ENVIRONMENT:

Local Government Act 1995

s2.32(b) How extraordinary vacancies occur in offices elected by electors

s4.8 Extraordinary elections

s4.9 Election day for extraordinary election

s4.17 Cases in which vacant offices can remain unfilled

POLICY IMPLICATIONS:

C7 – Code of Conduct for Council Members, Committee Members & Candidates

FINANCIAL IMPLICATIONS:

Unknown – quote to be received from WAEC

STRATEGIC IMPLICATIONS:

West Arthur Community Strategic Plan

Theme: Leadership and Management

Outcome: Councillors represent the community and are well trained

Strategy: The Shire Council is representative of the community and collaborates with Shire staff to ensure the best outcomes for 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	Failure to undertake an extraordinary election as required by legislation
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(4) Major
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(20) Extreme
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Undertake election as required

VOTING REQUIREMENTS:

Absolute Majority

RESOLUTION CO-2024-039

Moved: Cr Karen Harrington

Seconded: Cr Duncan South

That Council, by absolute majority, provide in-principal support for the WA Electoral Commission to conduct the Extraordinary Election for the Shire of West Arthur, as a result of the recent resignation of Cr Lucy Hall

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

Against: Nil

CARRIED 6/0 BY ABSOLUTE MAJORITY**17 MATTERS BEHIND CLOSED DOORS**

Nil

18 CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 7.52pm.