



## AGENDA

### Shire of West Arthur Ordinary Council Meeting Thursday 23 May 2024

#### NOTICE OF MEETING

Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Thursday 23 May 2024 in the Council Chambers commencing at 7.00pm.

Vin Fordham Lamont  
Chief Executive Officer

#### DISCLAIMER

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

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



**Shire of West Arthur**

**Notice of Ordinary Council Meeting**

In accordance with the Local Government Act 1995 and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2023 to December 2023, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
22 February 2024	Council Chambers	7.00pm
21 March 2024*	Council Chambers	7.00pm
18 April 2024*	Council Chambers	7.00pm
23 May 2024	Council Chambers	7.00pm
27 June 2024	Council Chambers	7.00pm
25 July 2024	Council Chambers	7.00pm
22 August 2024	Council Chambers	7.00pm
26 September 2024	Council Chambers	7.00pm
24 October 2024	Council Chambers	7.00pm
28 November 2024	Council Chambers	7.00pm
19 December 2024*	Council Chambers	7.00pm

- \* March meeting third Thursday to avoid Easter
- \* April meeting third Thursday to avoid Anzac Day
- \* December meeting third Thursday to avoid Christmas

## DISCLAIMER

### INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

#### Please Note:

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

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

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

#### Meeting Procedures:

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

#### Council Meeting Information:

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

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

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

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

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

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

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

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

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

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

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

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

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).

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

# Questions From The Public

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



Name			
Name of Organisation Representing <i>(if applicable)</i>			
Email Address			
Residential Address			
Postal Address(if different)			
Home Telephone No		Mobile No	
Agenda Item Number <i>(if applicable see below)</i>		Meeting Date	

Signature \_\_\_\_\_ Date \_\_\_\_\_

**QUESTION**

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

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

**Please see Notes on Public Question Time on Pages 4 and 5 above.**  
 \* **Council Meetings:** Questions are to relate to a matter affecting the Shire of West Arthur.



# Application For Leave of Absence

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

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



- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
  - (a) if no meeting of the Council at which a quorum is present is actually held on that day; or
  - (b) if the non-attendance occurs while –
    - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
    - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
    - (iii) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or
    - (iv) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
  - (c) If the non-attendance occurs during a period for which the member is entitled to parental leave under subsection (5B).

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

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Signature \_\_\_\_\_ Date \_\_\_\_\_



# Request to Attend Meeting by Electronic Means

*(Local Government Act 1995 – Section 5.25  
Local Government (Administration) Regulations 1996 –  
14C*

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



**Surname** \_\_\_\_\_ **Other Names** \_\_\_\_\_

**Date of Meeting** \_\_\_\_\_

- Type of Meeting**  
*(Please tick one)*
- Ordinary Council Meeting
  - Committee Meeting
  - Special Council Meeting

Consideration of Location and Equipment Available	
Regulation 14C(5) – In deciding whether to authorise a member to attend a meeting by electronic means, the Shire President or Council must have regard to whether the location from which the member intends to attend the meeting, and the equipment that the member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting.	
<b>Location Proposed</b>	_____
<b>Equipment Available</b>	_____

IMPORTANT NOTE
The Shire President or Council cannot authorise a member to attend a meeting if the member’s attendance at the proposed meeting would result in the member attending more than half of the meeting type in the 12 months prior to the requested meeting date by electronic means. <i>(Regulation 14C(3)).</i>

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please send this form to the Chief Executive Officer who will complete the member’s attendance section and forward to the Shire President or the Council for consideration.***

**OFFICE USE ONLY**

**MEMBERS ATTENDANCE**

**Number of Meetings Attended by Electronic Means in the 12 Months Prior to the Meeting Date**

Ordinary Council Meeting	
Special Council Meeting	
Committee Meeting	

**Number of Meetings Scheduled in the 12 Months Prior to the Meeting Date**

Ordinary Council Meeting	
Special Council Meeting	
Committee Meeting	

**Would Attending the Proposed Meeting Electronically Result in the Member Exceeding The 50% Requirement?**

Yes  No

**Council/Shire President’s Consideration**

The Shire President or Council should consider the following factors in determining whether the location and equipment is deemed suitable.

**LOCATION**

The location must be quiet and private. If there are other people at the location at the time of the meeting, you may require the person to be in a room that has a door that can be closed during the meeting, and request that the person wear headphones if appropriate.

**EQUIPMENT AND ELECTRONIC MEANS**

The equipment must support Council’s preferred electronic means for remote attendance, being Microsoft Teams.

**Is the Location and Equipment Deemed Suitable?**

Yes  No

**Is the Request to Attend the Proposed Meeting by Electronic Means Approved?**

Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Written Declaration of Interest in Matter Before Council

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



**NOTE: USE ONE FORM PER DECLARATION**

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

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

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

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

- Financial pursuant to Sections 5.60A of the Local Government Act 1995.
- Proximity pursuant to Section 5.60B of the Local Government Act 1995.
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995.
- Impartiality pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021

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

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

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

**DECLARATION BY**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RECEIVED BY**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

#### **5.60A – Financial Interest**

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

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

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

#### **5.60B – Proximity Interest**

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

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

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

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

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

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

#### **22 – Disclosure of interest**

- (1) In this clause –  
Interest –
  - 1) means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest and
  - 2) includes an interest arising from kinship friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the person did not know –
  - (a) That they had an interest in the matter; or
  - (b) That the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
  - (a) Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (b) At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6) Subclause (7) applies in relation to an interest if –
  - (a) Under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) Under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest is to be recorded in the minutes of the meeting.

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

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

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

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

The Presiding Member to declare the meeting open.

The Presiding Member advises all attendees that the meeting is being recorded as required by s5.23A of the Local Government Act 1995 and regulations 14F - 14I of the Local Government (Administration) Regulations 1996.

**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)
	Rajinder Sunner	(Manager Corporate Services)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)
	Kerryn Chia	(Projects Officer)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

**3 ANNOUNCEMENTS OF THE PRESIDING MEMBER**

Nil

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

Nil

**5 PUBLIC QUESTION TIME**

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 18 APRIL 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

**RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held in Council Chambers on 18 April 2024 be confirmed as true and correct.

**10      REPORTS FROM COUNCILLORS**

Cr Neil Morrell (Shire President)

Cr Karen Harrington (Deputy Shire President)

Cr Graeme Peirce

Cr Robyn Lubcke

Cr Duncan South

Cr Adam Squires

**11 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**11.1 AGE-FRIENDLY PLAN**

<b>File Reference:</b>	<b>ADM870</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Sharon Bell, Community Development Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>7/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Shire of West Arthur Age-Friendly Plan (under separate cover) <a href="#">⇨</a></b>

**SUMMARY:**

Council is requested to consider the adoption of the Shire of West Arthur Age-Friendly Community Plan 2024-2029.

**BACKGROUND:**

A joint plan between the Shires of Dumbleyung, Lake Grace, Wagin, West Arthur, Williams, and Woodanilling was developed in 2010. This Plan looked at the region but did include snapshots of information about West Arthur. The Shire participated in two projects: the Wheatbelt Development Commission’s Creating Age-Friendly Communities in Small Towns (2015) and Enterprising Communities in 2017.

A review was carried out in 2018 by the Shire of West Arthur staff, which saw the creation of an Addendum specifically for the Shire. However, the Addendum was not completed and did not go to the Council for endorsement.

**COMMENT:**

While Age-Friendly Plans are not a legislative requirement, they provide ‘best practice’ benchmarks for local governments, irrespective of population size or location. With an aging population, there is a greater need to ensure that communities are age-friendly, ensuring that residents have access to the activities and services required to live fulfilling lives. Being age-friendly is not about deciding what is needed for older people; rather, it recognises that older people know better than anyone about their own lives, including what they would like to continue to do.

An Age-Friendly Plan can add value to existing documents and recognise existing Plans and priorities within the Council. It can integrate a community model for older people by addressing social, environmental, health, housing, communication, and respect and inclusion issues. The aim of the Plan is to identify these factors and risks and develop objectives and strategies that will assist the older people in our community to age in place.

**CONSULTATION:**

- WA Country Health Services
- SoWA Staff
- Health Professionals
- Community Members

**STATUTORY ENVIRONMENT:**

Nil



**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Community

Outcome: A safe place to work, live, and visit

Strategy: Support for the provision of emergency services and volunteers

Strategy: Prevention of crime

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

Outcome: Support available for people of all ages and abilities

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

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: Built Environment

Outcome: Our built infrastructure is well-maintained, attractive, and inviting

Strategy: Community facilities are continually reviewed and upgraded as required through asset management plans

Strategy: Our townscapes are attractive and well-developed with consideration for current and future usage

Theme: Leadership

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

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

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

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

**Risk Matrix:**

Consequence		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	Loss of population
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(2) Medium
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(6) Medium
Principal Risk Theme	Community Disruption
Risk Action Plan (Controls or Treatment Proposed)	Adoption of Age-Friendly Plan

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council adopt the Age-Friendly Plan as presented and approve its publication on the Shire website.

**11.2 CUSTOMER SERVICE CHARTER**

<b>File Reference:</b>	<b>ADM015</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>9/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Customer Service Charter (under separate cover) <a href="#">⇨</a></b>

**SUMMARY:**

Council is requested to consider adopting the attached Customer Service Charter.

**BACKGROUND:**

In the CEO's most recent Annual Performance Review, a number of Key Performance Indicators were set. One of these was to develop/review a Community (Customer) Service Charter for the Shire's core products and services, and to present it to Council for adoption by May 2024.

**COMMENT:**

An existing Customer Service Charter already existed but Officers have taken the opportunity to update it and format it in terms of the Shire's new style guide. The updated document is attached for Council to review and adopt.

**CONSULTATION:**

Community Development Officer

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Policy F12 – Customer Service

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan

Theme: Leadership and Management

Outcome: Shire staff are well trained, motivated and customer focused

Strategy: Continuously strive to be customer focused and serve Council and 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	Nil
Risk Likelihood (based on history and with existing controls)	N/A
Risk Consequence	N/A
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council adopt the attached Customer Service Charter and direct the CEO to post it on the Shire website.

**11.3 REVIEW OF WHEATBELT SECONDARY FREIGHT NETWORK GOVERNANCE PLAN**

<b>File Reference:</b>	<b>ADM736</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>13/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Covering Letter from Wheatbelt Secondary Freight Network (under separate cover) <a href="#">⇒</a></b> <b>2. Review of WSFN Governance Plan (under separate cover) <a href="#">⇒</a></b>

**SUMMARY:**

Council is requested to consider supporting the proposed changes to the Wheatbelt Secondary Freight Network (WSFN) Government Plan as presented.

**BACKGROUND:**

At the WSFN Steering Committee held on Friday 3 May 2024, it was resolved to:

1. accept the proposed changes to the Governance Plan 'in principle'.
2. direct the Program Director to seek approval for the changes from the Wheatbelt North and Wheatbelt South Regional Road Groups.
3. present the draft Governance Plan and any resolutions/comments from the Regional Road Groups to the first Steering Committee Meeting following receipt of the same for adoption.
4. Technical Committee membership will no longer be automatically disbanded due to the election cycle but will move to 12 monthly SRRG endorsement.

To facilitate these actions, local governments are requested to seek feedback from their Council, and provide that feedback to their Regional Road Groups sub-groups.

**COMMENT:**

Having read through the proposed changes from WSFN described in attachment 2, Officers have no objection. The changes appear to clarify and formalise matters that needed updating, or include those that the plan had originally omitted.

**CONSULTATION:**

Manager Works and Services

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan

Theme: Built Environment – well maintained roads and infrastructure which reflects our identity

Outcome: Our road network is well maintained

Strategy: Collaborate with surrounding Shires and State government to ensure sound planning and resource utilization

**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

**OFFICER RECOMMENDATION:**

That Council:

1. support the proposed changes to the Wheatbelt Secondary Freight Network (WSFN) Government Plan as presented; and
2. direct its representative to convey this feedback to the Regional Road Group Narrogin Subgroup.



**11.4 COMMON SEAL - APPLICATION FOR NEW/BALANCE TITLES**

<b>File Reference:</b>	<b>ADM079</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>16/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Application for New/Balance Titles <a href="#">↓</a></b>

**SUMMARY**

Council is required to authorise by Council Resolution, the affixation of the Common Seal to execute the Application for New/Balance Titles in relation to Lot 9001 Growden Place Darkan .

**BACKGROUND:**

Council previously approved the subdivision of Lot 9001 Growden Place in order that a portion be sold for the purpose of establishing a new business there.

According to s9.49A Execution of documents of the 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 affix the Shire's common seal.

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

---

**OFFICER RECOMMENDATION**

That the following attached document be executed under the Common Seal of the Shire of West Arthur:

1. Application for New/Balance Titles in relation to the subdivision of Lot 9001 on Deposited Plan 409160.

FORM A6

WESTERN AUSTRALIA  
TRANSFER OF LAND ACT 1893 AS AMENDED

## APPLICATION for a NEW TITLE BALANCE

DESCRIPTION OF LAND (Note 1)	EXTENT	VOLUME	FOLIO
Lot 9001 on Deposited Plan 409160	Whole	2934	201

APPLICANT (Note 2)	NUMBER OF LOTS EXCLUDING VESTED LOTS (Note 3)
SHIRE OF WEST ARTHUR of 1 BURROWES STREET DARKAN WA 6392	2

The Applicant Hereby Applies for the creating and registering of a new Certificate of Title for the following reason (Note 4)

The Applicant applies for the issue of new titles the subject of Deposited Plan 406009

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

REQUEST FOR NON ISSUE (Instruction 4)

**BY SIGNING THIS PANEL, I / WE THE REGISTERED PROPRIETOR REQUEST THE NON - ISSUE OF A DUPLICATE CERTIFICATE(S) OF TITLE FOR THE LAND ABOVE DESCRIBED.**

Signed \_\_\_\_\_

Signed \_\_\_\_\_

APPLICANTS EXECUTION (Note 5)

**THE LODGING PARTY OF THIS DOCUMENT IS AUTHORISED BY THE ABOVE NAMED REGISTERED PROPRIETOR TO INSTRUCT ISSUING DETAILS FOR THE DUPLICATE CERTIFICATE(S) OF TITLE.**

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

\_\_\_\_\_  
SHIRE PRESIDENT

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)


shir0007\_50595\_013.doc

**INSTRUCTIONS**

1. If insufficient space in any section, additional Sheet Form B1, should be used with appropriate headings. The boxed sections should only contain the words "see page....."
2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by the parties.
3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialed by the persons signing this document and their witnesses.
4. Where a Duplicate Certificate of Title has issued, it is required to be produced, or if held by another party then arrangements must be made for its production. ***If a Duplicate Certificate(s) of Title is not required to be re-issued subsequent to this document, the written request of the Registered Proprietor is required by signing this panel.*** Written consent of the First Mortgagee is also required if applicable. A Duplicate Certificate(s) of Title will issue by default where no request to the contrary is received.

**NOTES**

1. **DESCRIPTION OF LAND**  
Lot and Diagram/Plan/Strata/Survey-Strata Plan number or Location name and number to be stated.  
Extent - Whole, part or balance of the land comprised in the Certificate of Title to be stated.  
The Volume and Folio number to be stated.
2. **APPLICANT**  
State full name of the Applicant/Applicants and the address/ addresses to which future notices can be sent.
3. **NUMBER OF LOTS EXCLUDING VESTED LOTS**  
For assessment of fees, indicate the number of Lots being created on the Deposited Plan. Do not include any vested Lots.
4. State reason for Application.
5. **APPLICANTS EXECUTION**  
The Applicant/Registered Proprietor must sign this panel. A separate attestation is required for every person signing this document. Each signature should be separately witnessed by an Adult Person. The full name, address and occupation of the witness must be stated.



EXAMINED

shir0007\_50595\_013.doc

OFFICE USE ONLY

**APPLICATION**

LODGED BY           McLeods Lawyers

ADDRESS            PO Box 165  
                          CLAREMONT WA 6910

PHONE No.           9383 3133

EMAIL:               property@mcleods.com.au

FAX No.              9383 4935

REFERENCE No.     FG:WEST:50595 Application for New Title

ISSUING BOX No.   346K

PREPARED BY       McLeods Lawyers

ADDRESS            PO Box 165  
                          CLAREMONT WA 6910

PHONE No.           9383 3133    Email. [property@mcleods.com.au](mailto:property@mcleods.com.au)

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED HERewith

1. _____	Received Items
2. _____	Nos.
3. _____	
4. _____	
5. _____	Receiving Clerk
6. _____	

Registered pursuant to the provisions of the *TRANSFER OF LAND ACT 1893* as amended on the day and time shown above and particulars entered in the Register.

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

<b>File Reference:</b>	<b>ADM339</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Melinda King, Manager Financial Reporting</b>
<b>Authorising Officer:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>17/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. April 2024 Monthly Financial Report <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider the financial reports for the periods ending 30 April 2024.

**BACKGROUND:**

The financial reports for the period ending 30 April 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 (25)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Not preparing monthly financial statement which affects Council’s ability to oversee the Shire’s financial management.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Prepare monthly financial statements for the Council.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council accepts the financial reports for the period ending 30 April 2024 as presented.

**SHIRE OF WEST ARTHUR**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 30 April 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 30 APRIL 2024**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	1,998,156	1,998,156	1,997,237	(919)	(0.05%)	
Grants, subsidies and contributions	13	417,215	286,719	306,640	19,921	6.95%	▲
Fees and charges		336,840	296,722	294,692	(2,030)	(0.68%)	
Interest revenue		201,900	133,321	135,154	1,833	1.37%	
Other revenue		109,470	48,808	87,152	38,344	78.56%	▲
Profit on asset disposals	6	11,124	2,534	0	(2,534)	(100.00%)	▼
		<b>3,074,705</b>	<b>2,766,260</b>	<b>2,820,875</b>	54,615	1.97%	
<b>Expenditure from operating activities</b>							
Employee costs		(2,169,272)	(1,794,472)	(1,766,309)	28,163	1.57%	▲
Materials and contracts		(1,416,780)	(1,143,476)	(1,095,702)	47,774	4.18%	▲
Utility charges		(118,152)	(98,460)	(108,037)	(9,577)	(9.73%)	
Depreciation		(2,269,487)	(523,785)	(569,782)	(45,997)	(8.78%)	▼
Finance costs		(27,016)	(19,323)	(19,323)	0	0.00%	
Insurance		(130,039)	(130,039)	(122,840)	7,199	5.54%	
Other expenditure		(65,800)	(26,850)	(28,827)	(1,977)	(7.36%)	
Loss on asset disposals	6	(5,034)	0	(3,516)	(3,516)	0.00%	
		<b>(6,201,580)</b>	<b>(3,736,405)</b>	<b>(3,714,336)</b>	22,069	0.59%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,263,397	465,837	517,884	52,047	11.17%	▲
<b>Amount attributable to operating activities</b>		<b>(863,478)</b>	<b>(504,308)</b>	<b>(375,577)</b>	128,731	25.53%	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	1,310,628	752,652	743,047	(9,605)	(1.28%)	
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	22,475	22,475	0	0.00%	
		<b>1,465,635</b>	<b>810,127</b>	<b>794,613</b>	(15,514)	(1.92%)	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(1,419,371)	(880,372)	(831,594)	48,778	5.54%	▲
Payments for construction of infrastructure	5	(1,564,245)	(1,021,939)	(984,070)	37,869	3.71%	▲
		<b>(2,983,616)</b>	<b>(1,902,311)</b>	<b>(1,815,664)</b>	86,647	4.55%	
<b>Amount attributable to investing activities</b>		<b>(1,517,981)</b>	<b>(1,092,184)</b>	<b>(1,021,051)</b>	71,133	6.51%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	11	150,000	150,000	150,000	0	0.00%	
Transfer from reserves	4	1,146,546	0	0	0	0.00%	
		<b>1,296,546</b>	<b>150,000</b>	<b>150,000</b>	0	0.00%	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(125,119)	(88,515)	(88,515)	0	0.00%	
Transfer to reserves	4	(478,654)	(88,596)	(89,780)	(1,184)	(1.34%)	
		<b>(603,773)</b>	<b>(177,111)</b>	<b>(178,295)</b>	(1,184)	(0.67%)	
<b>Amount attributable to financing activities</b>		<b>692,773</b>	<b>(27,111)</b>	<b>(28,295)</b>	(1,184)	(4.37%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		1,688,686	1,688,686	1,753,939	65,253	3.86%	▲
Amount attributable to operating activities		(863,478)	(504,308)	(375,577)	128,731	25.53%	▲
Amount attributable to investing activities		(1,517,981)	(1,092,184)	(1,021,051)	71,133	6.51%	▲
Amount attributable to financing activities		692,773	(27,111)	(28,295)	(1,184)	(4.37%)	
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>65,083</b>	<b>329,016</b>	263,933	405.53%	▲

**KEY INFORMATION**

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

\* Refer to Note 3 for an explanation of the reasons for the variance.

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



**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 30 APRIL 2024**

	Supplementary Information	30 June 2024	30 April 2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	4,257,269	3,233,034
Trade and other receivables		358,547	334,860
Other financial assets		30,007	7,532
Inventories	8	84,985	84,985
Assets classified as held for sale		65,107	65,107
<b>TOTAL CURRENT ASSETS</b>		<b>4,795,915</b>	<b>3,725,518</b>
<b>NON-CURRENT ASSETS</b>			
Other financial assets		340,484	340,484
Property, plant and equipment		19,680,290	19,909,494
Infrastructure		115,289,607	116,273,678
<b>TOTAL NON-CURRENT ASSETS</b>		<b>135,310,381</b>	<b>136,523,656</b>
<b>TOTAL ASSETS</b>		<b>140,106,296</b>	<b>140,249,174</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	235,168	175,413
Other liabilities	12	7,336	298,898
Borrowings	11	125,119	36,604
Employee related provisions	12	310,426	310,426
<b>TOTAL CURRENT LIABILITIES</b>		<b>678,049</b>	<b>821,341</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	561,137	711,137
Employee related provisions		11,941	11,941
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>573,078</b>	<b>723,078</b>
<b>TOTAL LIABILITIES</b>		<b>1,251,127</b>	<b>1,544,419</b>
<b>NET ASSETS</b>		<b>138,855,169</b>	<b>138,704,755</b>
<b>EQUITY</b>			
Retained surplus		10,500,426	10,260,232
Reserve accounts	4	2,754,878	2,844,658
Revaluation surplus		125,599,865	125,599,865
<b>TOTAL EQUITY</b>		<b>138,855,169</b>	<b>138,704,755</b>

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2024**

**1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

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

**Local Government Act 1995 requirements**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**Judgements and estimates**

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

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

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

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

**SIGNIFICANT ACCOUNTING POLICES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 15 May 2024

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 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	30 April 2024
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	4,257,269	4,257,269	3,233,034
Trade and other receivables		358,809	358,547	334,860
Other financial assets		30,007	30,007	7,532
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	3,725,518
<b>Less: current liabilities</b>				
Trade and other payables	9	(236,163)	(235,168)	(175,413)
Other liabilities	12	(6,750)	(7,336)	(298,898)
Borrowings	11	(125,119)	(125,119)	(36,604)
Employee related provisions	12	(316,845)	(310,426)	(310,426)
		(684,877)	(678,049)	(821,341)
<b>Net current assets</b>		<b>3,976,193</b>	<b>4,117,866</b>	<b>2,904,177</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(2,287,507)	(2,363,927)	(2,575,161)
<b>Closing funding surplus / (deficit)</b>		<b>1,688,686</b>	<b>1,753,939</b>	<b>329,016</b>

**(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)
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	6	(11,124)	(2,534)
Add: Loss on asset disposals	6	5,034	0
Add: Depreciation		2,269,487	523,785
Movement in current employee provisions associated with restricted cash		0	(55,414)
<b>Total non-cash amounts excluded from operating activities</b>		<b>2,263,397</b>	<b>465,837</b>

**(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	30 April 2024
	\$	\$	\$
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	4	(2,754,878)	(2,754,878)
Less: Financial assets at amortised cost - self supporting loans	8	(30,007)	(30,007)
- Current financial assets at amortised cost - self supporting loans			(7,532)
- 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
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(2,287,507)</b>	<b>(2,363,927)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 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. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	19,921	6.95%	▲
Australia Day grant funding greater than budget. \$11,000			
DFES ESL funding greater than budget. \$6,000			
<b>Other revenue</b>	38,344	78.56%	▲
Reimbursements of employee costs above budget \$14,917		Permanent	
Reimbursement of legal costs above budget \$17,375			
<b>Profit on asset disposals</b>	(2,534)	(100.00%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	28,163	1.57%	▲
Employee costs below budget year to date.		Timing	
<b>Materials and contracts</b>	47,774	4.18%	▲
Fire brigade expenditure is greater than budget.	(18,459)	Permanent	
Plant operation costs are greater than year to date budget.	(49,979)	Permanent	
Bridge maintenance greater due to reallocation of project LRCI 4.	(49,493)	Permanent	
Rates collection expenditure is greater than budget. Offset by income.	(22,121)	Permanent	
Public relations, civic functions are greater than budget. Australia Day grant funded.	(10,000)	Permanent	
Caravan park expenditure is below budget.	16,608	Timing	
Several accounts are below budget year to date. Non reportable variances.		Timing	
<b>Depreciation</b>	(45,997)	(8.78%)	▼
Depreciation will be above budget this year due to greater plant depreciation and revaluation of assets.		Permanent	
<b>Non-cash amounts excluded from operating activities</b>	52,047	11.17%	▲
Due to depreciation variance		Permanent	
<b>Inflows from investing activities</b>			
<b>Proceeds from disposal of assets</b>	(5,909)	(16.88%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)		Permanent	
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	48,778	5.54%	▲
Purchase of works manager vehicle below budget \$8,699.		Permanent	
Kubota skid steer purchase below budget. Plant not traded. \$29,875			
<b>Payments for construction of infrastructure</b>	37,869	3.71%	▲
Reallocation of LRCI 4 funds to bridge maintenance.		Permanent	
<b>Surplus or deficit at the start of the financial year</b>	65,253	3.86%	▲
Variance is due to recognition of land and buildings held for resale at year end.			
<b>Surplus or deficit after imposition of general rates</b>	263,933	405.53%	▲
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 30 APRIL 2024**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
Opening	\$1.69 M	\$1.69 M	\$1.75 M	\$0.07 M
Closing	\$0.00 M	\$0.07 M	\$0.33 M	\$0.26 M

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	<b>\$3.23 M</b>	<b>% of total</b>
Unrestricted Cash	\$0.39 M	12.0%
Restricted Cash	\$2.84 M	88.0%

Refer to 3 - Cash and Financial Assets

<b>Payables</b>		
	<b>\$0.18 M</b>	<b>% Outstanding</b>
Trade Payables	\$0.08 M	
0 to 30 Days		88.6%
Over 30 Days		11.4%
Over 90 Days		0.0%

Refer to 9 - Payables

<b>Receivables</b>		
	<b>\$0.13 M</b>	<b>% Collected</b>
Rates Receivable	\$0.20 M	86.9%
Trade Receivable	\$0.13 M	% Outstanding
Over 30 Days		31.9%
Over 90 Days		31.8%

Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$0.86 M)</b>	<b>(\$0.50 M)</b>	<b>(\$0.38 M)</b>	<b>\$0.13 M</b>

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
<b>YTD Actual</b>	<b>\$2.00 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$2.00 M</b>	<b>(0.0%)</b>

Refer to 10 - Rate Revenue

<b>Grants and Contributions</b>		
<b>YTD Actual</b>	<b>\$0.31 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.29 M</b>	<b>6.9%</b>

Refer to 13 - Grants and Contributions

<b>Fees and Charges</b>		
<b>YTD Actual</b>	<b>\$0.29 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.30 M</b>	<b>(0.7%)</b>

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$1.52 M)</b>	<b>(\$1.09 M)</b>	<b>(\$1.02 M)</b>	<b>\$0.07 M</b>

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
<b>YTD Actual</b>	<b>\$0.03 M</b>	<b>%</b>
<b>Adopted Budget</b>	<b>\$0.13 M</b>	<b>23.3%</b>

Refer to 6 - Disposal of Assets

<b>Asset Acquisition</b>		
<b>YTD Actual</b>	<b>\$0.98 M</b>	<b>% Spent</b>
<b>Adopted Budget</b>	<b>\$1.56 M</b>	<b>62.9%</b>

Refer to 5 - Capital Acquisitions

<b>Capital Grants</b>		
<b>YTD Actual</b>	<b>\$0.74 M</b>	<b>% Received</b>
<b>Adopted Budget</b>	<b>\$1.31 M</b>	<b>56.7%</b>

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

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

Refer to Statement of Financial Activity

<b>Borrowings</b>	
Principal repayments	<b>(\$0.09 M)</b>
Interest expense	<b>(\$0.02 M)</b>
Principal due	<b>\$0.75 M</b>

Refer to 11 - Borrowings

<b>Reserves</b>	
Reserves balance	<b>\$2.84 M</b>
Interest earned	<b>\$0.09 M</b>

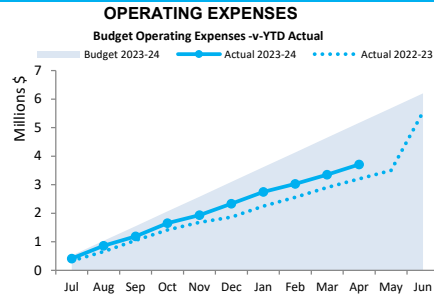
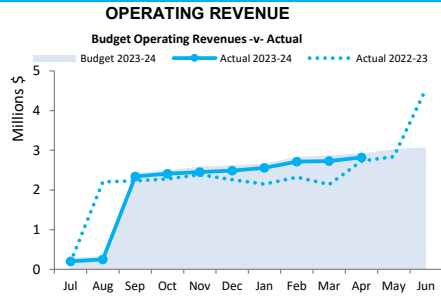
Refer to 4 - Cash Reserves

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

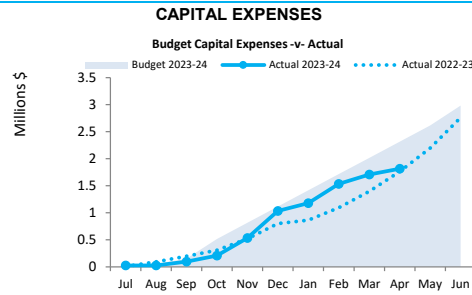
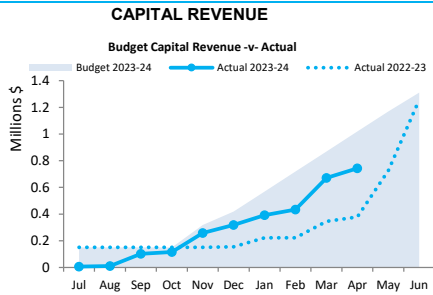
SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024

2 KEY INFORMATION - GRAPHICAL

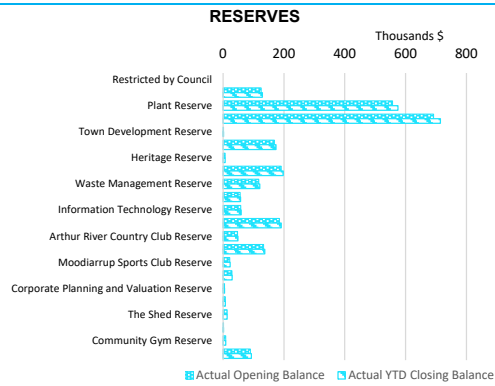
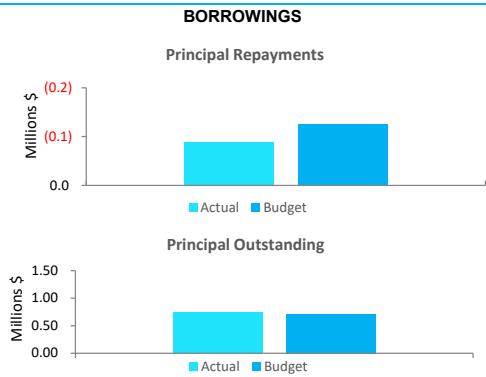
OPERATING ACTIVITIES



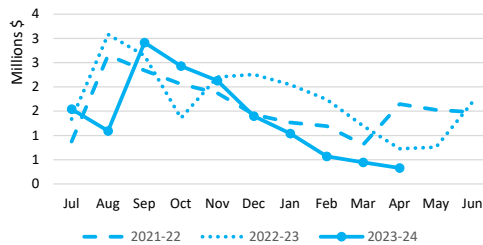
INVESTING ACTIVITIES



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 30 APRIL 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	148,276	0	148,276	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	240,000	0	240,000	0	NAB	2.55%	N/A
Reserve - CM	Cash and cash equivalents	0	3,953	3,953	0	NAB	2.55%	N/A
Trust	Cash and cash equivalents	0	0	0	1,910	NAB	0.01%	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
		0	0	0	0			
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	174,713	174,713	0	NAB	5.00%	28/6/2024
Trust	Cash and cash equivalents	0	0	0	68,000	NAB	5.00%	28/6/2024
<b>Total</b>		<b>388,376</b>	<b>2,844,658</b>	<b>3,233,034</b>	<b>75,429</b>			
<b>Comprising</b>								
Cash and cash equivalents		388,376	2,844,658	3,233,034	75,429			
		<b>388,376</b>	<b>2,844,658</b>	<b>3,233,034</b>	<b>75,429</b>			

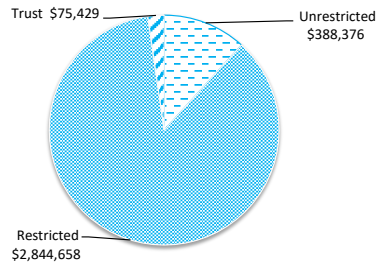
**KEY INFORMATION**

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 asset





**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave Reserve	125,105	5,972	0	0	131,077	125,105	4077	0	0	129,182
Plant Reserve	556,751	26,577	300,000	(376,926)	506,402	556,751	18144	0	0	574,895
Building Reserve	691,759	33,021	0	(694,620)	30,160	691,759	22546	0	0	714,305
Town Development Reserve	1,578	75	0	0	1,653	1,578	51	0	0	1,629
Recreation Reserve	168,617	8,049	0	0	176,666	168,617	5495	0	0	174,112
Heritage Reserve	6,563	313	150	0	7,026	6,563	214	0	0	6,777
Community Housing Reserve	191,208	9,127	1,000	(1,000)	200,335	191,208	6231	0	0	197,439
Waste Management Reserve	117,002	5,585	0	(35,000)	87,587	117,002	3813	0	0	120,815
Darkan Swimming Pool Reserve	55,826	2,665	5,000	0	63,491	55,826	1819	0	0	57,645
Information Technology Reserve	57,723	2,755	0	(25,000)	35,478	57,723	1881	0	0	59,604
Darkan Sport and Community Centre Reserve	184,875	8,825	30,000	0	223,700	184,875	6025	0	0	190,900
Arthur River Country Club Reserve	47,461	2,266	0	0	49,727	47,461	1547	0	0	49,008
Museum Reserve	132,904	6,344	6,000	(5,000)	140,248	132,904	4331	0	0	137,235
Moodiarrup Sports Club Reserve	22,156	1,058	5,000	0	28,214	22,156	722	0	0	22,878
Landcare Reserve	29,067	1,388	0	(5,000)	25,455	29,067	947	0	0	30,014
Corporate Planning and Valuation Reserve	4,596	219	0	0	4,815	4,596	150	0	0	4,746
Kids Central Reserve	7,088	338	0	(2,000)	5,426	7,088	231	0	0	7,319
The Shed Reserve	13,103	625	0	0	13,728	13,103	427	0	0	13,530
Recreation Trails Reserve	1,258	60	0	0	1,318	1,258	41	0	0	1,299
Community Gym Reserve	8,558	409	0	(2,000)	6,967	8,558	279	0	0	8,837
Economic Development Reserve	89,885	4,291	0	0	94,176	89,885	2929	0	0	92,814
Road Reserve	241,795	11,542	0	0	253,337	241,795	7880	0	0	249,675
	<b>2,754,878</b>	<b>131,504</b>	<b>347,150</b>	<b>(1,146,546)</b>	<b>2,086,986</b>	<b>2,754,878</b>	<b>89,780</b>	<b>0</b>	<b>0</b>	<b>2,844,658</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	120,620	37,500	36,971	(529)
Buildings - non-specialised	606,000	411,500	409,631	(1,869)
Buildings - specialised	25,000	18,000	17,981	(19)
Furniture and equipment	188,000	50,000	49,872	(128)
Plant and equipment	479,751	363,372	317,139	(46,233)
<b>Acquisition of property, plant and equipment</b>	<b>1,419,371</b>	<b>880,372</b>	<b>831,594</b>	<b>(48,778)</b>
Infrastructure - roads	1,153,551	935,862	945,708	9,846
Infrastructure - Other	410,694	86,077	38,362	(47,715)
<b>Acquisition of infrastructure</b>	<b>1,564,245</b>	<b>1,021,939</b>	<b>984,070</b>	<b>(135,425)</b>
<b>Total capital acquisitions</b>	<b>2,983,616</b>	<b>1,902,311</b>	<b>1,815,664</b>	<b>(184,203)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	1,310,628	752,652	743,047	(9,605)
Borrowings	150,000	150,000	150,000	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	964,659	893,526	(71,133)
<b>Capital funding total</b>	<b>2,983,616</b>	<b>1,902,311</b>	<b>1,815,664</b>	<b>(86,647)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

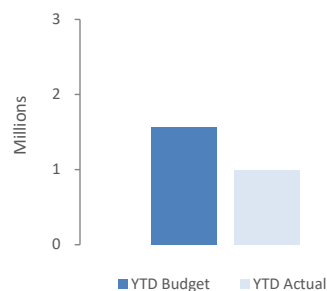
**Initial recognition and measurement for assets held at cost**

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

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

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

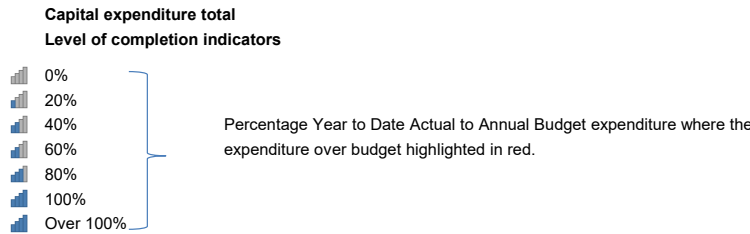
**Payments for Capital Acquisitions**



SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED



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

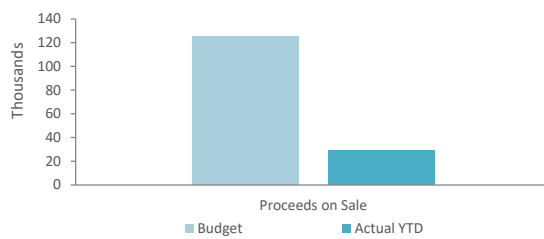
			Adopted			Variance
Account Description			Budget	YTD Budget	YTD Actual	(Under)/Over
	E168822	New ERP and EDRMS	(175,000)	(50,000)	(49,872)	-128
	E168823	CCTV System - Railway Reserve	(13,000)	0	0	0
	E168522	Burrowes Street West - subdivision	(43,500)	(25,000)	(24,573)	-427
	E168523	Land Acquisition and 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)	(8,500)	(8,519)	19
	E168519	Staff housing improvements/renovations	(90,000)	0	0	0
	E168520	New staff house	(509,500)	(405,000)	(403,131)	-1869
	E168521	Record Storage - Shire Depot	(25,000)	(18,000)	(17,981)	-19
	E167940	Hillman Reserve Walk trail	(13,517)	(10,500)	(10,358)	-142
	E167941	New playground equipment	(140,000)	(11,000)	(11,120)	120
	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)	(16,300)	(16,685)	385
	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)	(23,106)	(19,704)	-3402
	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)	(406,062)	(417,669)	11607
	E168909	Darkan Williams Road	(147,930)	(107,000)	(106,733)	-267
	E168910	Cordinger North Road	(245,997)	(240,000)	(239,492)	-508
	E168911	Beaufort road	(74,903)	(90,000)	(89,368)	-632
	E168912	Clarke Road	(153,329)	(44,000)	(43,104)	-896
	E168913	Darkan South	(43,500)	(35,000)	(35,609)	
<b>Infrastructure - Other</b>						
	E168914	Old tennis court - removal	(20,839)	(13,500)	(13,448)	-52
	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
			<b>(2,983,616)</b>	<b>(1,902,311)</b>	<b>(1,815,665)</b>	<b>(87,255)</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 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)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Land - freehold land</b>									
	Industrial land Growden Place	46,000	50,000	4,000	0	0	0	0	0
<b>Plant and equipment</b>									
	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)
		<b>118,910</b>	<b>125,000</b>	<b>11,124</b>	<b>(5,034)</b>	<b>32,607</b>	<b>29,091</b>	<b>0</b>	<b>(3,516)</b>



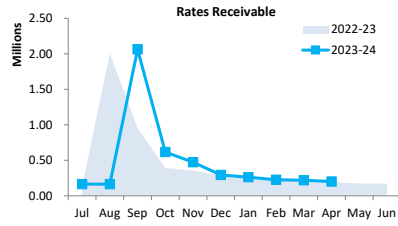
SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	200,216	171,494
Levied this year	2,014,840	1,997,237
Less - collections to date	(1,960,221)	(1,884,787)
<b>Gross rates collectable</b>	<b>254,835</b>	<b>283,944</b>
Allowance for impairment of rates receivable	(83,341)	(83,341)
<b>Net rates collectable</b>	<b>171,494</b>	<b>200,603</b>
% Collected	88.5%	86.9%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	88,489	0	91	41,290	129,870
Percentage	0.0%	68.1%	0.0%	0.1%	31.8%	
<b>Balance per trial balance</b>						
Trade receivables						129,870
GST receivable						4,387
<b>Total receivables general outstanding</b>						<b>134,257</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

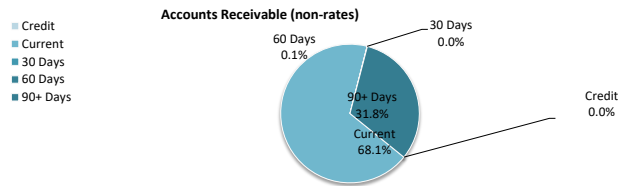
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

<b>Other current assets</b>	<b>Opening Balance 1 July 2023</b>	<b>Asset Increase</b>	<b>Asset Reduction</b>	<b>Closing Balance 30 April 2024</b>
	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	30,007		(22,475)	7,532
<b>Inventory</b>				
Fuel and materials	14,985		0	14,985
Land held for resale	70,000			70,000
<b>Total other current assets</b>	<b>114,992</b>	<b>0</b>	<b>(22,475)</b>	<b>92,517</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Other financial assets at amortised cost**

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

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

**Inventory**

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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES**

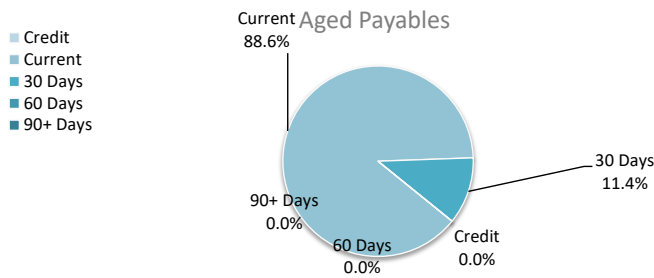
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	0	155,413	20,000	0	0	175,413
Percentage	0.0%	88.6%	11.4%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						78,785
Other payables						17,801
Prepaid rates						5,347
Income Received in Advance						(1,573)
Accrued expenditure						20,000
Payroll deductions						44,986
Collections						10,067
<b>Total payables general outstanding</b>						<b>175,413</b>

**Amounts shown above include GST (where applicable)**

**KEY INFORMATION**

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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 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 \$	
<b>Gross rental value</b>									
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
<b>Unimproved value</b>									
UV Rural	0.003954	371	455,842,000	1,802,399	0	1,802,399	1,802,399	(297)	1,802,102
<b>Sub-Total</b>		<b>491</b>	<b>457,034,188</b>	<b>1,901,685</b>	<b>0</b>	<b>1,901,685</b>	<b>1,901,685</b>	<b>(297)</b>	<b>1,901,388</b>
<b>Minimum payment</b>									
<b>Gross rental value</b>									
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	(778)	48,773
<b>Sub-total</b>		<b>161</b>	<b>7,324,016</b>	<b>92,697</b>	<b>0</b>	<b>92,697</b>	<b>92,697</b>	<b>(778)</b>	<b>91,919</b>
<b>Amount from general rates</b>						<b>1,994,382</b>			<b>1,993,307</b>
Ex-gratia rates						3,774			3,930
<b>Total general rates</b>						<b>1,998,156</b>			<b>1,997,237</b>



SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 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	(40,062)	(53,558)	56,016	42,520	(3,859)	(5,003)
Industrial Land	72	28,058	0	0	(8,201)	(10,950)	19,857	17,108	(600)	(784)
ERP	75	0	150,000	150,000	0	(6,781)	150,000	143,219	0	(1,571)
Loader	74	252,745	0	0	(17,777)	(23,823)	234,968	228,922	(7,408)	(9,758)
		376,881	150,000	150,000	(66,040)	(95,112)	460,841	431,769	(11,867)	(17,116)
<b>Self supporting loans</b>										
WA Cottage Homes		309,375	0	0	(22,475)	(30,007)	286,900	279,368	(7,456)	(9,900)
		309,375	0	0	(22,475)	(30,007)	286,900	279,368	(7,456)	(9,900)
<b>Total</b>		<b>686,256</b>	<b>150,000</b>	<b>150,000</b>	<b>(88,515)</b>	<b>(125,119)</b>	<b>747,741</b>	<b>711,137</b>	<b>(19,323)</b>	<b>(27,016)</b>
Current borrowings		125,119					36,604			
Non-current borrowings		561,137					711,137			
		<b>686,256</b>					<b>747,741</b>			

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	150,000	150,000	WATC	Fixed	5	17,042	4	0	0	0
	<b>150,000</b>	<b>150,000</b>				<b>17,042</b>		<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION

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

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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 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 30 April 2024
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		586	0	174,646	(99,127)	76,105
Capital grant/contributions liabilities		6,750	0	959,090	(743,047)	222,793
<b>Total other liabilities</b>		7,336	0	1,133,736	(842,174)	298,898
<b>Employee Related Provisions</b>						
Provision for annual leave		122,354	0	0	0	122,354
Provision for long service leave		188,072	0	0	0	188,072
<b>Total Provisions</b>		310,426	0	0	0	310,426
<b>Total other current liabilities</b>		<b>317,762</b>	<b>0</b>	<b>1,133,736</b>	<b>(842,174)</b>	<b>609,324</b>

Amounts shown above include GST (where applicable)

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

**KEY INFORMATION**

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee Related Provisions**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**Capital grant/contribution liabilities**

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

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 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 30 Apr 2024	Current Liability 30 Apr 2024	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>											
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
<b>Governance</b>											
National Australia Day Grant	0	10,000	(10,000)	0	0	0	0	0	10,000	10,000	10,000
DFES Grant - Operating	0	57,112	(57,112)	0	0	51,112	51,112	51,112	0	51,112	57,112
<b>Education &amp; Welfare</b>											
Council on the Ageing	0	1,000	(1,000)	0	0	0	0	0	1,000	1,000	1,000
<b>Health</b>											
Disability Grant	0	1,000	(1,000)	0	0	0	0	0	1,000	1,000	1,000
<b>Community Amenities</b>											
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	(27,964)	60,378	60,378	106,437	27,000	106,437	0	106,437	27,964
	<b>586</b>	<b>174,646</b>	<b>(99,127)</b>	<b>76,105</b>	<b>76,105</b>	<b>416,675</b>	<b>286,719</b>	<b>416,675</b>	<b>32,400</b>	<b>449,075</b>	<b>305,132</b>
<b>Contributions</b>											
Contributions Minor	0	0	0	0	0	540	0	540	0	540	1,508
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>540</b>	<b>0</b>	<b>540</b>	<b>0</b>	<b>540</b>	<b>1,508</b>
<b>TOTALS</b>	<b>586</b>	<b>174,646</b>	<b>(99,127)</b>	<b>76,105</b>	<b>76,105</b>	<b>417,215</b>	<b>286,719</b>	<b>417,215</b>	<b>32,400</b>	<b>449,615</b>	<b>306,640</b>

**SHIRE OF WEST ARTHUR  
SUPPLE;  
FOR THE PERIOD ENDED 30 APRIL 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 Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	1 July 2023			30 Apr 2024	30 Apr 2024						
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>											
DFES Grant	0	27,825	(27,825)	0	0	27,825	27,825			0	27,825
LRCIP 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		7,649	0	7,649	7,649	0	0	7,649	7,649	0	0
LRCIP Phase 4 Playground	0	11,122	(11,122)	0	0	140,000	11,000			0	11,122
LRCIP Phase 4 Hillman Reserve Access	0	89,917	(199)	89,718	89,718	170,000	10,000			0	199
LRCIP Phase 4 Dump Point	0	0	0	0	0	13,305	0			0	0
LRCIP - allocated to bridge maintenance	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	227,226	(227,226)	0	0	320,264	227,000			0	227,226
Regional Road Group	0	349,463	(342,154)	7,309	7,309	368,788	342,000			0	342,154
LRCIP Phase 4	0	196,829	(78,712)	118,117	118,117	196,829	80,000			0	78,712
EV Charging	0	0	0	0	0	7,095	0			0	0
	<b>6,750</b>	<b>959,090</b>	<b>(743,047)</b>	<b>222,793.00</b>	<b>222,793.00</b>	<b>1,310,628</b>	<b>752,652</b>	<b>0</b>	<b>7,649</b>	<b>7,649</b>	<b>743,047</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 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			30 Apr 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	1,880	0	1,880
	<b>73,710</b>	<b>2,130</b>	<b>(411)</b>	<b>75,429</b>

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 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
			\$	\$	\$	\$
<b>Budget adoption</b>						0
Allocation of LRCI funds to be used for Glenorchy Bridge repair - Sep 23	CO-2023-116		0	48,077	(48,077)	0
Bike Month grant - August 23	CO-2023-101	Operating revenue	0	2,000	0	2,000
Bike month expenditure - august 23	CO-2023-101	Operating expenses	0	0	(2,000)	0
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating revenue		1,000		1,000
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating expenses			(1,000)	0
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating revenue		1,000		1,000
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating expenses			(1,000)	0
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating revenue		1,000		1,000
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating expenses			(1,000)	0
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating revenue		10,000		10,000
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating expenses			(10,000)	0
WALGA local biodiversity strategy	CO-2023-159	Operating revenue		23,000		23,000
WALGA local biodiversity strategy	CO-2023-159	Operating expenses			(23,000)	0
State National Resource Management Program - Regenerative and sustainable farming p	CO-2023-159	Operating revenue		20,400		20,400
State National Resource Management Program - Regenerative and sustainable farming	CO-2023-159	Operating expenses			(20,400)	0
Heritage council - Heritage trail project	CO-2024-011	Capital revenue		19,123		19,123
Heritage council - Heritage trail project materials	CO-2024-011	Capital expenses			(27,306)	(8,183)
Sale of surplus plant	CO-2024-052			300,000		291,817
Transfer to reserve	CO-20024-052				(300,000)	(8,183)
				<b>425,600</b>	<b>(433,783)</b>	<b>(8,183)</b>

**12.2 ACCOUNTS FOR PAYMENT LISTING - APRIL 2024**

<b>File Reference:</b>	<b>ADM338</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Kylie Whitaker, Finance Officer</b>
<b>Authorising Officer:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>16/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. <b>Accounts for Payment Listing - April 2024</b> <a href="#">↓</a></li><li>2. <b>Corporate Card Summary - 29 February to 28 March 2024</b> <a href="#">↓</a></li><li>3. <b>Corporate Card Summary - 29 March to 29 April 2024</b> <a href="#">↓</a></li><li>4. <b>Corporate Card Summary - 30 April to May 2024</b> <a href="#">↓</a></li></ol>

**SUMMARY:**

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

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council;

1. in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, note Municipal Fund vouchers 11042024.1-11042024.51, 19042024.1-19042024.19, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$380,801.47 listed (attached) as approved for payment; and
2. note the attached Corporate Credit Card facility transaction summaries from 29 February 2024 to 28 March 2024, 29 March 2024 to 29 April 2024 and 30 April to May 2024.

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

Date	Num	Name	Original Amount
19/04/2024	BPAY	CR ADAM SQUIRES AUSTRALIANSUPER	825.00
		SITTING FEES, COMMS ALLOWANCE & TRAVEL FEES 3RD QTR 23/24	
19/04/2024	BPAY	NAB CREDIT CARD	8,270.75
		SEE ATTACHED SUMMARY	
24/04/2024	BPAY	ATO	27,334.00
		GST & PAYG TAX MARCH 24	
01/04/2024	DIRECTDEBIT	SYNERGY	843.20
		SERVICE CHARGE & USAGE ON SHIRE PROPERTIES	
02/04/2024	DIRECTDEBIT	MOTORPASS	306.07
		FUEL FOR FIRE TRUCK, MANAGEMENT & TRANSACTION FEES	
08/04/2024	DIRECTDEBIT	ASGARD SUPER	319.57
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
08/04/2024	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND	161.02
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
08/04/2024	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST	276.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
08/04/2024	DIRECTDEBIT	AUSTRALIAN SUPER	2,795.08
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
08/04/2024	DIRECTDEBIT	AWARE SUPER	7,611.84
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
08/04/2024	DIRECTDEBIT	COLONIAL FIRST STATE	865.97
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
08/04/2024	DIRECTDEBIT	D & K MELBOURNE SUPERANNUATION FUND	303.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
08/04/2024	DIRECTDEBIT	HOSTPLUS	64.07
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
08/04/2024	DIRECTDEBIT	PRIME SUPER	181.85
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	ASGARD SUPER	320.71
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND	156.39
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST	284.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	AUSTRALIAN SUPER	2,751.45
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	AWARE SUPER	7,350.57
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	COLONIAL FIRST STATE	863.39
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	D & K MELBOURNE SUPERANNUATION FUND	309.73
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	HOSTPLUS	48.05
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	PRIME SUPER	90.25
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
11/04/2024	DIRECTDEBIT	SYNERGY	1,749.67
		ELECTRICITY USAGE & SERVICE CHARGE ON SHIRE PROPERTIES	
11/04/2024	DIRECTDEBIT	TELSTRA	2,599.53
		ADMIN, DEPOT, POOL, INTERNET & DATA, CRC, WORKS MANAGER, MCS,	
		CARAVAN PARK IPAD, MSC & WORKS MANAGER NIGHTGEAR, POOL	
		HOUSING IPAD, MECHANIC, WORKS ADMIN & MCS IPAD	

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

Date	Num	Name	Original Amount
11/04/2024	DIRECTDEBIT	<b>WATER CORPORATION</b>	8,916.28
		WATER USAGE & SERVICE CHARGE ON VARIOUS SHIRE PROPERTIES	
19/04/2024	DIRECTDEBIT	<b>MOTORPASS</b>	161.68
		FUEL FOR A. RIVER TRUCK, TRANSACTION FEE & MANAGEMENT FEE	
19/04/2024	DIRECTDEBIT	<b>RENTFIND TECHNOLOGIES PTY LTD</b>	22.00
		SOFTWARE FOR HOUSING	
19/04/2024	DIRECTDEBIT	<b>TELSTRA</b>	211.36
		USAGE & SERVICE CHARGES FOR VARIOUS SHIRE PROPERTIES	
24/04/2024	DIRECTDEBIT	<b>ASGARD SUPER</b>	339.36
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
24/04/2024	DIRECTDEBIT	<b>AUSTRALIAN ETHICAL SUPER FUND</b>	159.17
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
24/04/2024	DIRECTDEBIT	<b>AUSTRALIAN RETIREMENT TRUST</b>	284.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
24/04/2024	DIRECTDEBIT	<b>AUSTRALIAN SUPER</b>	2,822.16
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
24/04/2024	DIRECTDEBIT	<b>AWARE SUPER</b>	7,766.20
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
24/04/2024	DIRECTDEBIT	<b>COLONIAL FIRST STATE</b>	865.97
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
24/04/2024	DIRECTDEBIT	<b>D &amp; K MELBOURNE SUPERANNUATION FUND</b>	303.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
24/04/2024	DIRECTDEBIT	<b>HOSTPLUS</b>	8.01
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
24/04/2024	DIRECTDEBIT	<b>PRIME SUPER</b>	269.74
		FORTNIGHTLY SUPERANNUATION CONTRIBUTION	
26/04/2024	DIRECTDEBIT	<b>NATIONAL AUSTRALIA BANK</b>	47.73
		NAB CONNECT FEE ACCESS & USAGE	
30/04/2024	DIRECTDEBIT	<b>NATIONAL AUSTRALIA BANK</b>	97.82
		MERCHANT FEE	
30/04/2024	DIRECTDEBIT	<b>NATIONAL AUSTRALIA BANK</b>	35.90
		FEE ACCOUNT 086724 508314385 FEES	
30/04/2024	DIRECTDEBIT	<b>NATIONAL AUSTRALIA BANK</b>	10.00
		FEE ACCOUNT 086852 508314406 FEES	
30/04/2024	DIRECTDEBIT	<b>WATER CORPORATION</b>	2,373.88
		WATER USAGE 31/1-4/4/24 OLD TENNIS COURT/OLD HOCKEY GROUND	
30/04/2024	DIRECTDEBIT	<b>NAB CREDIT CARD</b>	8,270.75
		SEE ATTACHED SUMMARY	
11/04/2024	EFT	<b>PAYROLL</b>	67,500.74
		SALARIES & WAGES	
25/04/2024	EFT	<b>PAYROLL</b>	70,577.42
		SALARIES & WAGES	
11/04/2024	11042024.1	<b>AIR LIQUIDE</b>	49.28
		FACILITY FEE ON "G" & "D" SIZE CYLINDERS	
11/04/2024	11042024.2	<b>AMPAC DEBT RECOVERY (WA)</b>	3,812.73
		RATE RECOVERY COSTS	
11/04/2024	11042024.3	<b>&amp;ERSON, DEBRA</b>	48.82
		REIMBURSEMENT FOR CARAVAN PARK CANCELLATION IN 16/3 OUT 18/3	
11/04/2024	11042024.4	<b>AUSTRALIA POST</b>	26.80
		STAMPS, REGISTERED POST & SMALL LETTERS	
11/04/2024	11042024.5	<b>AVALON SURVEYS</b>	4,572.98
		FREEHOLD SUBDIVISION OF LOT 9001 GROWDEN PLACE	

**Shire of West Arthur  
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April 2024**

Date	Num	Name	Original Amount
11/04/2024	11042024.6	<b>BELL, SHARON LEIGH</b>	
		REIMBURSEMENT FOR SENIORS MEALS GROCERIES, WATER FOR	250.77
		EMERGENCY WORKERS, CAN OPENER FOR CHALET 2	
11/04/2024	11042024.7	<b>BLACKWOOD BASIN GROUP (INC)</b>	1,452.00
		LANDCARE SUPPORT FOR THE PERIOD MARCH 2024	
11/04/2024	11042024.8	<b>BURGESS RAWSON</b>	791.58
		WATER CONSUMPTION ROSE GARDEN FOR THE PERIOD 31/1 - 4/4/24	
11/04/2024	11042024.9	<b>CR DUNCAN SOUTH</b>	779.64
		SITTING FEES, COMMS ALLOWANCE & TRAVEL FEES 3RD QTR 23/24	
11/04/2024	11042024.10	<b>CR KAREN HARRINGTON</b>	1,713.49
		SITTING FEES, COMMS ALLOWANCE & TRAVEL FEES 3RD QTR 23/24	
11/04/2024	11042024.11	<b>CR LUCY HALL</b>	599.98
		SITTING FEES, COMMS ALLOWANCE & TRAVEL FEES 3RD QTR 23/24	
11/04/2024	11042024.12	<b>DEPARTMENT OF MINES, IND REG &amp; SAFETY</b>	113.30
		BSL FOR 8 MOODIARRUP RD, DARKAN & 20 HORWOOD RD, DARKAN	
11/04/2024	11042024.13	<b>DIGGAWEST &amp; EARTHPARTS WA</b>	1,474.00
		BC 100039 KIT	
11/04/2024	11042024.14	<b>DUFF ELECTRICAL CONTRACTING</b>	2,551.00
		INSTALLATION OF POWERPOINT IN OFFICE FOYER	
		LIGHT SWITCH MOVED IN DISABLED POOL ABLUTIONS	
		INSTALL AIR CONDITIONING UNIT IN SHIRE ARCHIVE BUILDING	
11/04/2024	11042024.15	<b>ENVIRONMENTAL &amp; AGRICL TESTING (EATS)</b>	270.00
		CHEMICAL DRINKING WATER ANALYSIS WITH NITRITE PER JIM PO 538	
11/04/2024	11042024.16	<b>EXURBAN RURAL &amp; REGIONAL PLANNING</b>	5,024.71
		GENERAL TOWN PLANNING CONSULTANCY SERVICES MARCH 2024	
11/04/2024	11042024.17	<b>FLEAYS STORE</b>	98.70
		OFFICE REFRESHMENTS, WATER FOR EMERGENCY WORKERS	
		& FLOUR FOR SENIORS MEALS	
11/04/2024	11042024.18	<b>FUEL DISTRIBUTORS OF WA</b>	679.06
		FUEL FOR CEO & MCS CAR & CARD FEES	
11/04/2024	11042024.19	<b>G &amp; M DETERGENTS</b>	456.80
		HAND TOWEL & TOILET PAPER FOR POOL, OFFICE,	
		PUBLIC CONVENIENCES & CARAVAN PARK	
11/04/2024	11042024.20	<b>INFINITUM TECHNOLOGIES PTY LTD</b>	536.25
		MEDICAL CENTRE HARDWARE ASSISTANCE & VPN FOR MAGIQ	
11/04/2024	11042024.21	<b>INGARFIELD, JAMES.</b>	153.25
		ALLOWANCE FOR WORKBOOTS & NUT 3 BOLT FOR L18	
11/04/2024	11042024.22	<b>JET CHARGE PTY LTD</b>	1,210.00
		EV CHARGING STATION - ANNUAL MAINTENANCE SERVICE AGREEMENT	
11/04/2024	11042024.23	<b>L&amp;GATE</b>	844.80
		SUBSCRIPTION TO SLIP	
11/04/2024	11042024.24	<b>LG BEST PRACTICES PTY LTD</b>	616.00
		MAGIQ ERP MAPPING - PROPERTY, RATES & CHART OF ACCOUNT	
11/04/2024	11042024.25	<b>LUSH FIRE &amp; PLANNING</b>	1,072.50
		STEWART RD COMPOSTING, LPP 5 WIND FARMS, LPP 6 OUTBUILDINGS	
11/04/2024	11042024.26	<b>MAGIQ SOFTWARE LIMITED</b>	19,338.00
		CONSULTING SERVICES IMPLEMENTATION	
11/04/2024	11042024.27	<b>MCGREGOR, KYM</b>	188.95
		ALLOWANCE FOR WORK BOOTS, WATER &	
		AFTERNOON TEA FOR COUNCIL MEMBERS BUS TRIP	
11/04/2024	11042024.28	<b>MCLEODS BARRISTERS &amp; SOLICITORS</b>	3,177.35
		LEGAL ADVICE FOR COMPOSTING FACILITY &	
		ADVICE: PROPERTY SALE - PART OF LOT 9001 GROWDEN PLACE	

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

Date	Num	Name	Original Amount
11/04/2024	11042024.29	<b>MCWILLIAMS DAVIS LAWYERS PROPERTY &amp; COM</b>	1,551.50
		A921 ABBOTT - LOCKED LAND SALE CONTRACT	
11/04/2024	11042024.30	<b>MJB INDUSTRIES PTY LTD</b>	2,496.12
		DARKAN WILLIAMS ROAD RRG 23/24	
11/04/2024	11042024.31	<b>O'BRIEN, BELINDA</b>	246.02
		PHOTOCOPYING FOR BIODIVERSITY PROJECT MEETING NOTES	
11/04/2024	11042024.32	<b>O'CONNOR, LEIGH</b>	220.95
		REIMBURSEMENT CARAVAN PARK CANCELLATION REFUND	
11/04/2024	11042024.33	<b>OFFICEWORKS</b>	896.33
		ARCHIVE BOXES, FREIGHT, BROCHURE HOLDERS, WHITEBOARD,	
11/04/2024	11042024.34	<b>P &amp; S GRIGGS PLUMBING</b>	250.00
		STANDPIPE WATER - QUINN DANNING ROAD BACKFLOW TEST	
11/04/2024	11042024.35	<b>PEDERICK ENGINEERING</b>	253.00
		PARTS & REPAIRS - R12 & HITACHI LOADER	
11/04/2024	11042024.36	<b>PROMPT SAFETY SOLUTIONS</b>	2,750.00
		SWA YEARLY GENERIC TMP & TG'S SEALED, TG'S GRAVEL/FORMED	
11/04/2024	11042024.37	<b>QHSE INTEGRATED SOLUTIONS PTY LTD T/AS SK</b>	218.90
		SKYTRUST MONTHLY SUBSCRIPTION APRIL 2024	
11/04/2024	11042024.38	<b>RESONLINE PTY LTD</b>	220.00
		CARAVAN PARK ROOM MANAGER SUPPORT SERVICES 23/24	
11/04/2024	11042024.39	<b>ROSLYN KING (CLEANING CONTRACTOR)</b>	9,671.57
		CLEANING & GARDENING AT CARAVAN PARK, CLEANING AT CRC,	
		OFFICE, PUBLIC CONVENIENCES, POOL & HALL	
11/04/2024	11042024.40	<b>SHIRE OF BROOKTON</b>	3,785.93
		4 DAY DOGGING COURSE @ NARROGIN 2 STAFF, WORKSAFE FEES,	
		ACCOMMODATION, MEALS & CAR, CRANE HIRE &	
		TRANSPORT OF EQUIPMENT	
11/04/2024	11042024.41	<b>SOS OFFICE EQUIPMENT</b>	248.37
		PHOTOCOPIER BILLING MARCH 2024 XEROX APEOSPORT C4570	
11/04/2024	11042024.42	<b>SPRYS MEAT MARKET</b>	306.80
		FRESH MEAT FOR SENIORS MEALS	
11/04/2024	11042024.43	<b>TEAM GLOBAL EXPRESS</b>	464.30
		JASONS SIGNS, LAKE WATER EXAM, CORSIGN, TRUCKLINE &	
		POOL WATER EXAM FREIGHT	
11/04/2024	11042024.44	<b>THE ROYAL AUTOMOBILE CLUB OF WA (RAC)</b>	280.00
		BUSINESS WISE ABSOLUTE (AW01 FORD EVEREST/0AW FORD EVEREST	
		/AW0 MITSUBISHI TRITON)	
11/04/2024	11042024.45	<b>TRUCKLINE</b>	100.63
		SPORTS CLUBS & AMENITIES - GENERATOR SERVICE	
11/04/2024	11042024.46	<b>WA TREASURY CORPORATION</b>	35,945.92
		CAPITAL REPAYMENT & INTEREST PAYMENTS ON LOAN 70, 72, 73 & 74	
11/04/2024	11042024.47	<b>WARREN BLACKWOOD WASTE</b>	2,924.05
		DOMESTIC, COMMERCIAL WASTE & RECYCLING MARCH 2024	
11/04/2024	11042024.48	<b>WEBBER, CAROLINE</b>	73.38
		REIMBURSEMENT FOR CARAVAN PARK CANCELLATION IN 26/2 OUT 29/4	
11/04/2024	11042024.49	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	1,511.45
		DOCTORS HOURS FOR 1, 8, 15, 22 & 29 MARCH 24	
11/04/2024	11042024.50	<b>WESTCOAST SEAFOOD</b>	78.00
		FRESH FISH FOR SENIORS MEALS	
11/04/2024	11042024.51	<b>ZONE 50 ENGINEERING SURVEYS PTY LTD</b>	1,478.40
		DARKAN TOWN CARPARK (CARPARK DESIGN 40%)	
19/04/2024	19042024.1	<b>ADROIT INFORMATION MANAGEMENT</b>	5,021.50
		KIM BOULTON VISIT, TRAVEL TIME & WORK TIME	

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

Date	Num	Name	Original Amount
19/04/2024	19042024.2	<b>AMPAC DEBT RECOVERY (WA)</b>	1,960.00
		RATES DEBT RECOVERY A635, A2685, A627 & A628	
19/04/2024	19042024.3	<b>BELL, SHARON LEIGH</b>	154.71
		REIMBURSE FOR BISCUITS, SENIORS MEALS & COVID TEST FOR STAFF	
19/04/2024	19042024.4	<b>BUNCE, GEOFF</b>	162.54
		REIMBURSEMENT FOR SINK STRAINER FOR 11 KING ST, HANDLES FOR POOL, TUBE HOB SPOUT FOR 3/12 HILLMAN & ABLUTIONS DOOR SIGNS FOR POOL	
19/04/2024	19042024.5	<b>CHIA, KERRY</b>	29.20
		REIMBURSEMENT FOR RIBBON FOR CWA OPENING & CORKBOARD	
19/04/2024	19042024.6	<b>CREATIVE SPACES</b>	2,104.19
		CWA 100 YEARS EXHIBITION (STAGE 2 - FABRICATION & DELIVERY)	
19/04/2024	19042024.7	<b>DARKAN POST</b>	70.66
		PENS, STAPLES, WHITEBOARD CLEANER, & PREMIUM PAPER	
19/04/2024	19042024.8	<b>DUFF ELECTRICAL CONTRACTING</b>	383.80
		6 HILLMAN ST - SECURITY SENSOR LIGHT & 11 KING ST CERTIFICATE OF COMPLIANCE & SMOKE DETECTOR TEST	
19/04/2024	19042024.9	<b>JE PLANNING SERVICES</b>	550.00
		FINALISATION OF REPORT	
19/04/2024	19042024.10	<b>MARTELLOTTA, MICHAEL</b>	97.95
		REIMBURSEMENT FOR CARVAN PARK CANCELLATION IN 25/4 OUT 29/4	
19/04/2024	19042024.11	<b>NARROGIN MITSUBISHI</b>	466.18
		BLUE MITSUBISHI TRITON SERVICE 15,000KM	
19/04/2024	19042024.12	<b>P &amp; S GRIGGS PLUMBING</b>	4,567.20
		HEALTH & RESOURCE CENTRE - REPLACE A SUBMERSIBLE PUMP	
19/04/2024	19042024.13	<b>PEDERICK ENGINEERING</b>	863.50
		PARTS & REPAIRS - L16	
19/04/2024	19042024.14	<b>SIGMA CHEMICALS</b>	867.46
		POOL CHEMICALS PO 540 PER JIM	
19/04/2024	19042024.15	<b>SPRYS MEAT MARKET</b>	59.75
		FRESH MEAT FOR SENIORS MEALS	
19/04/2024	19042024.16	<b>TEAM GLOBAL EXPRESS</b>	93.34
		SOS (INVOICE SENT TO CRC FOR R'BURSEMENT), TRUCKLINE FREIGHT	
19/04/2024	19042024.17	<b>VALLEY OF PLENTY.</b>	640.00
		COUNCIL MEETING CATERING - MARCH 2024, RISK MANAGEMENT WORKSHOP 19 MARCH 2024 & COUNCIL BUS TOUR CATERING 22/3/24	
19/04/2024	19042024.18	<b>WA CONTRACT RANGER SERVICES PTY LTD</b>	1,168.75
		RANGER SERVICES 28 MAR & 2 APR 24, 9 & 15 APR 24	
19/04/2024	19042024.19	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	1,500.00
		YOUTH SERVICES	
		<b>VOUCHERS</b>	<b>AMOUNT</b>
<b>MUNICIPAL FUND</b>			
		BPAY	\$ 36,429.75
		DIRECT DEBIT	\$ 63,218.02
		SALARIES & WAGES - EFT	\$ 138,078.16
		11042024.1-11042024.51	\$ 117,874.36
		19042024.119042024.19	\$ 20,760.73
		LICENSING APRIL 2024 TRANSFERS	\$ 4,440.45
		<b>TOTAL</b>	<b>\$ 380,801.47</b>

SHIRE OF WEST ARTHUR PAYMENTS OF ACCOUNTS BY NAB VISA CARD FOR THE STATEMENT PERIOD: 29 February 2024 to 28 March 2024			
DATE	PAVEE	DESCRIPTION	AMOUNT
1. CARD NUMBER 4336-XXXX-XXXX-8851			
04-Mar-24	Jaycar	Credit for media player	\$79.95
12-Mar-24	Shop for Shops	Mannequins and book mounts including shipping	\$527.10
12-Mar-24	Wheatbelt Environmental	Supplies for Rikker Specimen mounts and freight	\$122.48
14-Mar-24	Starlink Australia	Depot wifi	\$136.00
14-Mar-24	Smart Photo Centre	Canvas prints from Kmart	\$386.00
19-Mar-24	BP Malaga	Fuel and Additive	\$401.60
21-Mar-24	Crown Promenade	Accommodation for LG Finance Professional Conference	\$89.50
25-Mar-24	Officeworks	HDVI Adaptor	\$26.98
25-Mar-24	Haines Medical	Disposable sheets/modesty sheets and pillow slips	\$500.50
26-Mar-24	AMA Medical Products	Welch Allyn Diagnostic wall system	\$151.48
26-Mar-24	MAC Club	Ultimate Roadside Assistance - AW01	\$1,181.29
26-Mar-24	RAC Club	Immediate Assistance Fee - AW01	\$350.00
CARD 1 PAYMENTS			\$3,843.98
RAINDER SUNNER Cardholder Name		VINCENT FORDHAM LAMONT Authorised By CEO	
2. CARD NUMBER 4336-XXXX-XXXX-1064			
01-Mar-24	Hongkong Taste	Skid Steer Inspection Lunch	\$62.63
08-Mar-24	Shire of West Arthur	Plant Licensing - Kubota Loader	\$97.75
18-Mar-24	Wickiepin Newsagency	RAG Agenda Meeting - Morning Tea (Gaty, Duncan, Cass)	\$15.18
20-Mar-24	Nearrogin Toys	Expendable tools - Blower for L18 Kubota skid Steer tracks	\$329.03
CARD 2 PAYMENTS			\$504.59
GARY RASMUSSEN Cardholder Name		VINCENT FORDHAM LAMONT Authorised By CEO	
3. CARD NUMBER 4336-XXXX-XXXX-2128			
15-Mar-24	State Law Publisher	Local Government Act - Animals, Environment and Nuisance Local	\$3,385.80
15-Mar-24	Wheatbelt	Attendance at Wheatbelt Development Function Vinykerryn	\$199.10
20-Mar-24	Post Darkan	Sketch Book Large - Risk Management training	\$430.20
25-Mar-24	Construction Training	CTF Levy - 6 Woodlump Road Darkan	\$55.96
25-Mar-24	Construction Training	CTF Levy - 6 Woodlump Road Darkan - CC Surcharge	\$49.40
25-Mar-24	Construction Training	CTF Levy - 20 Horwood Street Darkan	\$0.49
25-Mar-24	Construction Training	CTF Levy - 20 Horwood Street Darkan - CC Surcharge	\$40.11
CARD 3 PAYMENTS			\$3,922.18
VINCENT FORDHAM LAMONT Cardholder Name		NEIL MORRELL Authorised By Shire President	
TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507			
Date Due for Payment			22-Apr-24

Kylie Whittaker, 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; no misuse of the appropriate card is evident.

the Whittaker  DATE: 18.4.24



SHIRE OF WEST ARTHUR PAYMENTS OF ACCOUNTS BY NAB VISA CARD FOR THE STATEMENT PERIOD: 29 March - 29 April 2024				
DATE	PAYEE	DESCRIPTION	SOWA EXPENSE CODE	AMOUNT
<b>1. CARD NUMBER 4336-XXXX-XXXX-8951</b>				
08-Apr-24	Officeworks	Monitor, CEO and Adaptor	E142020	\$216.00
15-Apr-24	Starlink Australia	Depot wifi	E122095	\$139.00
15-Apr-24	Officeworks	Adaptor returned	E142020	-\$69.00
22-Apr-24	Team Medical Supplies	Heads for Otoscopes and Ophthalmoscope	E073020	\$1,708.36
<b>CARD 1 PAYMENTS</b>				<b>\$1,994.36</b>
RAINDER SUNNER Cardholder Name		VINCENT FORDHAM LAMONT Authorised By CEO		
<b>2. CARD NUMBER 4336-XXXX-XXXX-1064</b>				
10-Apr-24	Shire of West Arthur	Gary's card accidentally swiped under paperwork		\$20.00
10-Apr-24	Shire of West Arthur	Gary's card accidentally swiped under paperwork		\$20.00
10-Apr-24	Team Medical Supplies	Scales, sphygmomanometer wall mount, height measure wall mount, medical trolley, bed and delivery fee	E073020	\$2,900.80
10-Apr-24	Elite Office Furniture	Elite Furniture PU3000 range office chair and mesh stackable visitor chair	E073020	\$484.00
10-Apr-24	Aldicare	Aspire low back classic day chair, office chair and delivery fee	E073020	\$451.00
10-Apr-24	Bunnings	Ear plugs, tape measure, orange brickline	E144002	\$147.90
10-Apr-24	Shire of West Arthur	Reversal of accidental swipe		\$20.00
11-Apr-24	Shire of West Arthur	Incorrect use of Corporate Credit Card - Reimbursed to shire on receipt number 4671		-\$20.00
22-Apr-24	Crown Perth		L01217	\$79.00
<b>CARD 2 PAYMENTS</b>				<b>\$4,062.70</b>
GARY RASMUSSEN Cardholder Name		VINCENT FORDHAM LAMONT Authorised By CEO		
<b>3. CARD NUMBER 4336-XXXX-XXXX-2128</b>				
09-Apr-24	Darakan Agri Services	Adaptor double triangle	E142070	\$5.00
29-Apr-24	The Rec Hotel	CEO & SR HARRINGTON	E139110	-\$478.07
<b>CARD 3 PAYMENTS</b>				<b>\$483.07</b>
VINCENT FORDHAM LAMONT Cardholder Name		NEIL MORRELL SHIRE PRESIDENT Authorised By Name		
<b>TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507</b>				
				<b>\$6,540.13</b>

Direct Debit  
22/4  
OW

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.

DATE: 13.5.24

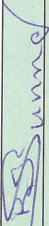

Kylie Whitaker







**SHIRE OF WEST ARTHUR**  
**PAYMENTS OF ACCOUNTS BY NAB VISA CARD**  
**FOR THE STATEMENT PERIOD: 30 April 2024 - May 2024**

DATE	PAYEE	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	AMOUNT
30/04/2024	Money taken from our account in advance to pay off credit card				\$1,730.62
	RAJINDER SUNNER Cardholder Name				
	VINCENT FORDHAM LAMONT Cardholder Signed				
		Authorised By CEO			
		Authorised			
<b>TOTAL NAB VISA CARD PAYMENTS: 4336-XXXX-XXXX-7507</b>					<b>\$1,730.62</b>
<b>Date Due for Payment</b>					<b>Paid in advance</b>

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

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

Kylie Whitaker: 

DATE: 14/5/24



**12.3 ASSET MANAGEMENT PLAN 2023-2033**

<b>File Reference:</b>	<b>ADM009</b>
<b>Location:</b>	<b>NA</b>
<b>Applicant:</b>	<b>NA</b>
<b>Author:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>16/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Shire of West Arthur-Asset Management Plan 2023-2033 (under separate cover) <a href="#">⇒</a></b>

**SUMMARY:**

Council is requested to adopt the Shire of West Arthur's Asset Management Plan 2023-2033 as presented.

**BACKGROUND:**

Local Government assets such as land, buildings, plant and equipment, roads, footpaths, drainage, airfields, and sporting grounds exist to provide services to the community. Local Governments are responsible for effectively accounting for and managing their assets and the long-term cumulative effects of their decisions.

Regulation 19DA of the Local Government (Administration) Regulations 1996 requires the Local Government to develop and integrate plans (informing Strategies) for asset management, workforce planning and long-term financial planning. Local Governments have the discretion to formulate informing strategies for other high-level strategic objectives.

**COMMENT:**

Developing an Asset Management Plan (AMP) is a critical component of the Strategic Planning process and is integral to preparing a Long-Term Financial Plan. The AMP will enable local governments to show how their asset portfolio will support their communities' service delivery needs in the future.

It should include:

(a) A description of the status of the Local government asset management practices (processes, asset data and information systems)

(b) Specific actions to be undertaken to achieve the Local Government strategic objectives – forecasting service delivery needs and the capacity to meet them on a short, medium and long-term basis incorporating;

- i. Condition assessment for each asset
- ii. Defined service levels and objectives
- iii. Environmental Management Plan, and
- iv. Lifecycle costs, including operations and maintenance.

(c) Specific actions to be undertaken to improve or enhance the Local Government's asset management capability (a gap analysis), including resource requirements and timeframes incorporating:

- i. Acquisition plan
- ii. Disposal Plan
- iii. Financial/funding plan, and
- iv. Risk assessment and management.

The result produces a gap analysis or a comparison between current and future objectives. This comparison will highlight where strategies must be developed for service delivery and asset management changes. Of course, the plan's development must be conducted in concert with an evaluation of the local government's relevant social, environmental, economic, and civic leadership considerations. The funding shortfall from the gap analysis is then fed into the Long-Term Financial Plan to see if the Local Government can afford the community's aspirations.

The Australian Local Government Association (ALGA) has conducted a national survey recently and found more than a 40% funding gap to renew local government assets. Meanwhile, the Shire has identified a funding gap of 55% for Transport, 45% for Property and Recreation, and 3% for Fleet, Equipment, and IT in their Asset Management Plan. With substantial government funding, the Shire can rebuild their assets. Most of the assets owned by the Shire were built using grant funding from both the State and Federal Governments.

#### **CONSULTATION:**

Chief Executive Officer  
Manager Financial Reporting  
Manager Works and Services  
Ben Symmons – Asset Infrastructure Management

#### **STATUTORY ENVIRONMENT:**

##### ***Local Government Act 1995***

##### ***5.56. Planning for the future***

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

##### ***Local Government (Administration) Regulations 1996***

##### ***19DA. Corporate business plans, requirements for (Act s. 5.56)***

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

[Regulation 19DA inserted: Gazette 26 Aug 2011 p. 3484-5.]

#### **POLICY IMPLICATIONS:**

F8 – Asset Management.

F15 – Integrated Planning and Reporting.

#### **FINANCIAL IMPLICATIONS:**

The financial implications are carefully considered every year during the adoption of the Annual budget. It's an important process that ensures we stay on track with our financial goals. The cost of developing this plan was included in the current annual budget.

#### **STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management.

Outcome: Establish and Maintain sound business and governance structures.

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

#### **RISK IMPLICATIONS:**

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

#### **Risk Themes:**

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

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

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

**Risk Matrix:**

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

Description of Key Risk	Unable to maintain essential assets to deliver services to the local community.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Before Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Governance and Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Adopt Asset Management Plan 2023-2033

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council adopt the Shire of West Arthur’s Asset Management Plan 2023-2033 as presented.

**12.4 LONG TERM FINANCIAL PLAN 2023-2033**

<b>File Reference:</b>	<b>ADM009</b>
<b>Location:</b>	<b>NA</b>
<b>Applicant:</b>	<b>NA</b>
<b>Author:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>16/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Long-Term Financial Plan 2023-2033 (under separate cover) <a href="#">⇨</a></b>

**SUMMARY:**

Council is requested to adopt the Shire of West Arthur's Long-Term Financial Plan for 2023-2032 as presented.

**BACKGROUND:**

The Long Term Financial Plan (LTFP) gathers the cost of the Council's long-term strategic decisions about the services, service levels, and facilities it plans to provide the community over the next 10 years. It combines financial information from the informing strategies and tests the affordability of the community's aspirations and expectations.

A sound LTFP ensures the sustainability and financial viability of the Local Government. The LTFP needs to align with the scope of objectives detailed in the Strategic Community Plan to demonstrate that the Local Government's liquidity and long-term financial viability are maintained.

**COMMENT:**

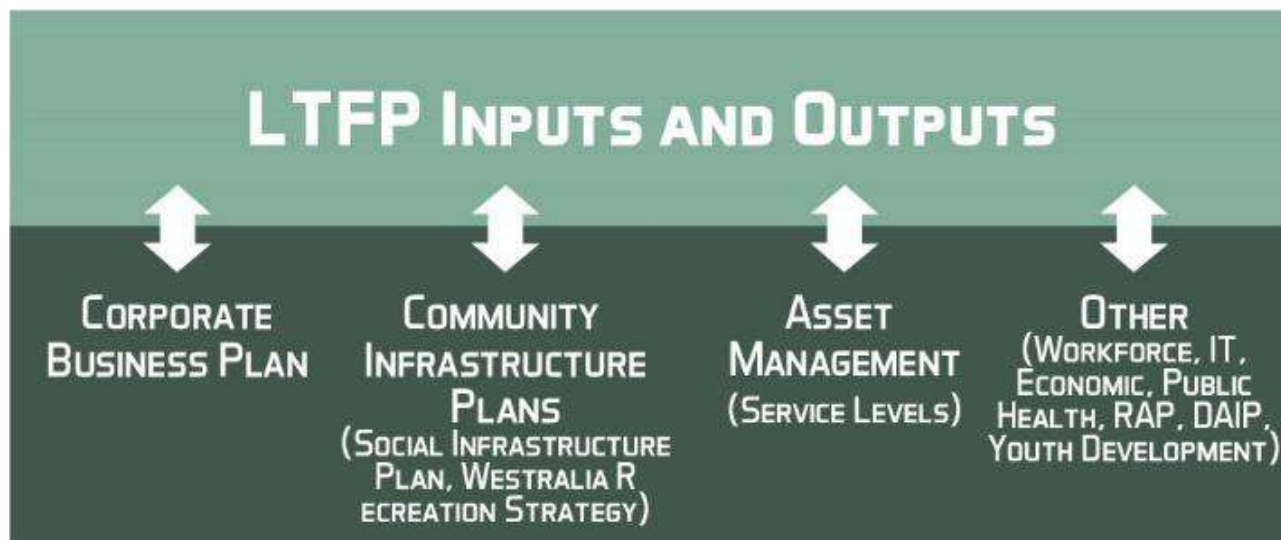
The LTFP informs the annual budget and is designed to ensure that the local government's strategic objectives can be resourced. The LTFP includes a 10-year Statement of Financial Activity to ensure that the community's appetite for rate increases matches its aspirations.

The cost of maintaining assets and employing a workforce consumes most of the Local Government's resources. Preparing Asset Management Plans, Workforce Plans, and a Long-Term Financial Plan will assist Local Governments in testing whether they can deliver their communities' aspirations within their financial capabilities.

Decisions about services and facilities significantly impact the financial sustainability of the Local Government. It can be difficult to communicate the need to reduce or cease providing services and facilities, even when their cost outweighs the benefit to the community.

This is the fundamental budget policy challenge facing Council Members. They are required to make difficult decisions about the level of rates, fees, and charges and the services and facilities that the community wants. These decisions about services and service levels cannot be delegated to the CEO.

Under Section 3.18 of the Local Government Act 1995, the council has an obligation to ensure that redundant services and facilities are no longer provided, existing services and facilities are adjusted, and new services and facilities are developed to meet changing community needs.



**BALANCING THE LONG-TERM FINANCIAL PLAN**

The Long Term Financial Plan (LTFP) is a key financial tool that assists local governments in prioritising services and service levels. It is not a plan that is set in concrete – but a guide for future programs and services and will require constant review.

The LTFP aims to answer the following questions:

- (1) Can we survive the pressures of the future?
- (2) What are the opportunities for future revenue and economic growth?
- (3) Can we afford what the community wants?
- (4) How can we go about achieving these outcomes?

The LTFP allows Local Governments to conduct financial forecasting and identify the impacts of key decisions on their financial bottom line—from a strategic and asset management point of view. It can also assist Local Governments in modelling the financial implications of unexpected events and evaluating the longer-term effects of these issues.

The longer the duration of the plan, the more general the later years will be. The first year will contain a reasonably high level of detail, with lessening levels of detail for each year outwards.

Projections in the schedules attached to the Long-Term Financial Plan 2023-2033 reveal that over the next ten years, the Shire will require revenue from rates to grow at an estimated average of 6.0% per annum over the life of the Plan.

The assumption is that the Local Government Cost Index remains at 3.5% plus 2.5% for asset preservation.

**CONSULTATION:**

Chief Executive Officer  
 Manager Financial Reporting  
 Manager Works and Services  
 Darren Long – D L Consulting

**STATUTORY ENVIRONMENT:**

**Local Government Act 1995**

**5.56. Planning for the future**

- (1) A local government is to plan for the future of the district.

- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

**Local Government (Administration) Regulations 1996**

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

*[Regulation 19DA inserted: Gazette 26 Aug 2011 p. 3484-5.]*

**POLICY IMPLICATIONS:**

F8 – Asset Management.

F15 – Integrated Planning and Reporting.

**FINANCIAL IMPLICATIONS:**

The financial implications are carefully considered every year when the Annual budget is adopted. This important process ensures we stay on track with our financial goals. The cost of preparing this plan was included in the current annual budget.

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management.

Outcome: Establish and Maintain sound business and governance structures.

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



**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Unable to maintain essential assets to deliver services to the local community.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Before Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Governance and Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Adopt Long-Term Financial Plan 2023-2033.

**VOTING REQUIREMENTS:**

Simple Majority

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**OFFICER RECOMMENDATION:**

That Council adopt the Shire of West Arthur's Long-Term Financial Plan for 2023-2033 as presented.

**12.5 F31 - INFORMATION AND COMMUNICATION TECHNOLOGY ASSET DISPOSAL POLICY**

<b>File Reference:</b>	<b>ADM015</b>
<b>Location:</b>	<b>N/a</b>
<b>Applicant:</b>	<b>N/a</b>
<b>Author:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>16/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. F31- Information and Communication Technology Asset Disposal Policy</b> <a href="#">↓</a>

**SUMMARY:**

The council is requested to consider adopting the F31 Information and Communication Technology Asset Disposal Policy as presented and approve its inclusion in the Shire's Policy Manual.

**BACKGROUND:**

We did not have the required policy in our policy manual, and this was identified in a management letter issued by our auditors for the financial year audit 2022-23.

The policy provides guidelines for the disposal of information and communication technology assets.

**COMMENT:**

The policy applies to all disposals of Information and Communication Technology assets owned by the Shire and provides an equitable and efficient approach for staff to follow.

**CONSULTATION:**

Chief Executive Officer

**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.

**POLICY IMPLICATIONS:**

New policy will be added to Council's Policy Manual.

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Lack of transparency and accountability in making decisions.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(3) Moderate
Risk Rating (Before Treatment or Control): Likelihood x Consequence	(9) Medium
Principal Risk Theme	Inadequate asset management
Risk Action Plan (Controls or Treatment Proposed)	Adopt F31 – Information and Communication Technology Asset Disposal Policy.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council adopt the F31 Information and Communication Technology Asset Disposal Policy as presented and approve its inclusion in the Shire’s Policy Manual.

<b>Policy Title</b>	<b>F31 – Information and Communication Technology Asset Disposal Policy</b>
<b>Policy Type</b>	<b>Corporate Services</b>
<b>Responsible Officer</b>	<b>Manager Corporate Services</b>



**Purpose**

This policy describes the guidelines for the disposal of Information and Communication Technology assets.

**Scope**

This policy applies to all disposals of Information and Communication Technology assets owned by the Shire and provides an equitable and efficient approach for staff to follow.

**Definitions**

**Assets** include personal computers, laptops, iPads, smartphones, telephones and printers.

**Policy Statement**

**Principle**

Information and Communication Technology (ICT) assets may be re-used within the Shire or disposed of by any of the following methods:

- The asset may be re-used within the Shire but the data must be securely wiped it before re-issuing it to a different staff member.
- Remove the hard drive from all computer devices and organise for it to be crushed under a heavy roller by Shire operators.
- Through the Shire of West Arthur E-Waste collection service.
- In the absence of an item not being disposed of using any of the methods already described, the Chief Executive Officer has the sole discretion to dispose of it through an approved disposal and recycling contractor.

**Software Licence Limitations**

- All ICT assets disposed of to an external party will only retain the original operating system – all other software will be removed before disposal.
- All assets must be disposed of on an “as is” basis. In the case of laptops and desktops, ALL hard disk devices (HDD) will be removed and destroyed.
- All assets re-used internally must be re-built with the Shire ICT Group Policies enabled by the ICT Contractor.

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<b>History</b>	Adopted: 23 MAY 2024
<b>Delegation</b>	2.4 Disposing of Property
<b>Relevant Legislation</b>	<i>Local Government Act 1995 ( Section 3.58) Disposal of Property</i>
<b>Related Documentation</b>	Nil

**13 WORKS AND SERVICES**

Nil

**14 REGULATORY SERVICES****14.1 DEVELOPMENT APPLICATION - DARKAN ROADHOUSE**

<b>File Reference:</b>	<b>A684</b>
<b>Location:</b>	<b>Lot 5 on Diagram 2560 &amp; Lot 6 (No. 9881) Coalfields Rd, Darkan</b>
<b>Applicant:</b>	<b>West 9 Pty Ltd</b>
<b>Author:</b>	<b>Joe Douglas, Planning Consultant</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>8/05/2024</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<b>1. Development Application Documents &amp; Plans <a href="#">↓</a></b> <b>2. Submission from the Owners of the Darkan Hotel <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider granting conditional approval to a development application for the installation and use of a proposed new petrol storage tank and associated infrastructure on the abovementioned properties.

**BACKGROUND:**

The applicant/owner has submitted a development application requesting the Shire's approval to install a new 10,700 litre above ground, self-bunded petrol storage tank and associated infrastructure on Lot 5 on Diagram 2560 and Lot 6 (No.9881) Coalfields Road, Darkan to support the continued use of the subject land for service station purposes.

When considering this application Council should note it considered and approved a development application in February 2023 to allow for the redevelopment of the service station on the subject land which included the installation of a new 69,000 litre above ground, self-bunded diesel storage tank and associated infrastructure, including advertising signage (Resolution No.CO-2023-012). The new 10,700 litre petrol storage tank proposed by this latest application will be sited immediately adjacent and behind the previously approved diesel storage tank in the eastern portion of the subject land to provide customers with greater choice and accommodate the needs of those with petrol powered vehicles.

Specific details of the proposed development, including plans, are provided in Attachment 1 to this report.

The subject land is located in the north-eastern part of the Darkan townsite on the northern side of Coalfields Road and comprises a total combined area of approximately 2,024m<sup>2</sup>.

Both lots have historically been developed and used for the purposes of a service station and contain various improvements associated with this use.

All access to/from the land is available via its frontage to Coalfields Road which is a State road under the care, control and management of Main Roads WA.

The subject land does not contain any sites of cultural heritage significance, is not subject to inundation or flooding during extreme storm events, and has not been designated by the Fire and Emergency Services Commissioner as being bushfire prone.



**COMMENT:**

The subject land is classified 'Commercial' zone in the Shire of West Arthur Local Planning Scheme No.2 with the use class 'service station' listed as being a discretionary (i.e. 'A') use in the Zoning Table (i.e. the use is not permitted without the local government's development approval following completion of public advertising).

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including Local Planning Scheme No.2 (LPS2), the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the outcomes from public advertising. This assessment has confirmed the proposal is compliant or capable of compliance with the following relevant considerations and requirements:

- The general aims, objectives and provisions of LPS2 including those specific to all land classified 'Commercial' zone;
- WAPC Development Control Policy 5.1 entitled 'Regional Roads (Vehicular Access)';
- Land capability and suitability including possible risks to human health and safety;
- Land use compatibility;
- Amenity of the locality including potential environmental, visual and social impacts;
- Maintenance of existing services of benefit to the local community;
- Protection of the natural environment, water resources and cultural heritage significance;
- Traffic safety including vehicle access and parking;
- Flood, stormwater drainage and bushfire risk management.

Notwithstanding the above conclusion, Council should note fuel delivery trucks have historically accessed the existing service station on the land via the three (3) lots immediately east which form part of the Darkan Hotel. Research and consultation during the planning assessment process has however confirmed this has never been formalised in any way through any legally binding agreement.

The applicant has stated in the application cover letter they will commence discussions with the owners of the adjacent property (i.e. the Darkan Hotel) to come to an amicable documented arrangement for the use of the track around the back of their land to access the existing and proposed fuel storage tanks on the subject land.

The submission received from the owners of the Darkan Hotel advised as follows:

- a) *We have concerns over the traffic flow for trucks accessing the tanks;*
- b) *It is highly unlikely we will be granting access to our land to allow for the travel route they have proposed in their cover letter and is shown marked on the site plan;*
- c) *We have future plans to develop this area further with accommodation units and even in the short term we will be limiting vehicle access to the rear of our building for safety and dust suppression reasons;*
- d) *The cover letter from Aksara mentions that this travel route was in the initial planning application and was approved which raised concerns for us. After reading the council meeting minutes from 23rd February 2023 where the initial development application was approved, there is no mention of travel routes for trucks and none marked on the attached drawings; and*
- e) *We have not been contacted by the owners of 9881 Coalfields Road or any of their representatives to discuss this matter*

Given the above advice it is clear all future access to the previously approved and proposed new fuel storage tanks on the subject land will need to be via the land's frontage to Coalfields Road unless a suitable agreement between the parties can be negotiated and agreed which appears unlikely at this stage.

Direct access to/from the previously approved and proposed new fuel storage tanks on the subject land via the land's frontage to Coalfields Road is considered feasible/possible provided all heavy vehicles that deliver fuel to replenish the tanks enter and leave the land in a forward gear in accordance with the specific requirements of the WAPC's Development Control Policy 5.1 entitled 'Regional Roads (Vehicular Access)'. It is assumed this is why the vehicle access arrangements were not considered to be an issue of concern when the development application approved by Council in February 2023 was originally assessed.

In order to ensure all heavy vehicles that frequent the land enter and leave in a forward gear it is recommended Council impose a suitable condition on any approval granted to this latest application. The condition recommended in this regard has also been worded to provide opportunity for the applicant/landowner to negotiate an alternative means of access through any adjoining privately owned land if this proves to be their preferred option.

In light of all the above findings it is concluded the latest development proposal for Lots 5 and 6 is acceptable and unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in a proper and orderly manner.

An alternative to the recommendation for conditional development approval provided below is not considered necessary or recommended for the following reasons:

- i) The proposal is well founded, permissible and has scope to be approved immediately;
- ii) The heavy vehicle access issue identified during the planning assessment process is capable of being addressed through the imposition of a suitable condition on any development approval that may ultimately be granted; and

The applicant/landowner is obliged to address/satisfy all other statutory and regulatory requirements applicable to the proposed development to ensure it has no negative impacts.

#### **CONSULTATION:**

The application was advertised for public comment in accordance with the procedural requirements of clause 64 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the minimum required period of 14 days. At the conclusion of public advertising a total of one (1) submission had been received, the specific details of which are documented above.

Referral of the application to State government agencies and essential service providers for review and comment was not considered necessary.

The application was also the subject of discussions with the Shire's Chief Executive Officer and the owners of the Darkan Hotel.

#### **STATUTORY ENVIRONMENT:**

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Shire of West Arthur Local Planning Scheme No.2*

#### **POLICY IMPLICATIONS:**

- *WAPC Development Control Policy 5.1 - Regional Roads (Vehicular Access)*

#### **FINANCIAL IMPLICATIONS:**

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are accounted for in the Shire's annual budget and have been offset in part by the development application fee paid by the applicant/landowner. All costs associated with the proposed development will be met by the applicant/landowner.

It is significant to note should the applicant/landowner be aggrieved by Council's final decision in this matter they have the right to seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered unlikely in this particular case given the recommendation for conditional approval, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST and possibly more depending upon how far the matter proceeds through the review process.

#### **STRATEGIC IMPLICATIONS:**

The proposed development is generally consistent with the following elements of the Shire's Local Planning Strategy (2006), Strategic Community Plan Towards 2031, Corporate Business Plan 2021-2025 and Economic Development Strategy 2023-2033.

##### Local Planning Strategy (2006)

- Section 5.4 - Consolidation of commercial activities within the general confines of the established town centre are in Darkan; and
- Section 6.3 – Encourage patronage of established businesses.

##### Strategic Community Plan Towards 2031

Local Economy Outcome 2.2 – A growing, diverse business community;

Local Economy Outcome 2.3 – Existing businesses develop and grow;

Natural Environment Outcome 3.4 – Waste is minimised and environmentally sustainable practices are employed;

Built Environment Outcome 4.2 – Our built infrastructure is well maintained, attractive and inviting; and

Built Environment Outcome 4.4 – Appropriate planning and development.

##### Corporate Business Plan 2023/24 – 2026/27

Economic Development - Increase in businesses and support and grow tourism in the Shire;

Environmental Health - A safe place to work, live and visit.

##### Economic Development Strategy 2023-2033

Priority 1: Placemaking and Activation - A vibrant town centre and activated spaces within our townsite;

Priority 3: Business Support - A growing and diverse business community;

Priority 4: Tourism Development - A thriving visitor economy that leverages our natural and heritage assets; and

Priority 6: Investment Attraction - New industry development and diversified job opportunities.

#### **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
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**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	Development occurs in a manner not consistent with legislative requirements
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2) Non-compliance results in imposed penalties.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with conditions of approval and other applicable regulations.

**VOTING REQUIREMENTS:**

Simple Majority

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**OFFICER RECOMMENDATION:**

That the application for development approval submitted by West 9 Pty Ltd (Landowner) for the installation and use of a proposed new petrol storage tank and associated infrastructure on Lot 5 on Diagram 2560 and Lot 6 (No.9881) Coalfields Road, Darkan be approved by Council subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. The proposed development shall be substantially commenced within two (2) years from the date of this approval. If the development is not substantially commenced within this period no development shall be carried out without the further approval of the local government having first been sought and obtained.
3. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
4. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
5. No polluted stormwater drainage shall be discharged beyond the boundaries of the land the subject of this approval and/or into any watercourse or drain and shall be so treated and/or absorbed on the land to the satisfaction of the local government's Environmental Health Officer.
6. All external lighting associated with the proposed development shall be designed, baffled and located to prevent any light spill onto adjoining properties and to motorists on Coalfields Road in accordance with Australian Standard AS4282-1997 entitled 'Control of the Obtrusive Effects of Outdoor Lighting' to the satisfaction of the local government in consultation with Main Roads WA.
7. All heavy vehicle access to/from the proposed development shall be undertaken in a forward gear only at all times via the subject land's frontage to Coalfields Road unless an alternative means of access is approved by the local government.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of West Arthur under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner is reminded of their obligation to ensure compliance with the requirements of the *Dangerous Goods Safety Act 2004*, the Australian Dangerous Goods Code 2011 and Australian Standard AS1940 entitled 'The Storage and Handling of Flammable and Combustible Liquids'. For further information please contact the Department of Mines, Industry Regulation and Safety on 9358 8002.

4. The applicant/landowner is responsible for ensuring the correct siting of all structures on the land the subject of this approval. An identification survey demonstrating correct siting and setbacks of structures may be requested by the local government to ensure compliance with this determination notice and all applicable provisions.
5. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of West Arthur Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
6. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of this determination.

aksara.

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25 March 2024

Shire of West Arthur.  
PO Box 112 31 Burrowes Street Darkan WA 6392

Dear Town Planner

REF: PLANNING PERMIT APPLICATION.  
PROPOSAL: UPGRADE OF EXISTING SERVICE STATION  
SUBJECT PROPERTY: 9881 Coalfields Hwy, Darkan WA 6392

Dear Sir/Madam

The Shire of West Arthur approved the redevelopment of the subject property on 23 February 2023. In the subject application, we proposed the installation of an Aboveground diesel tank with the following features.

- Belly line from tank to the forecourt with two dispensers on the forecourt dispensing diesel only
- A high-flow facility on the side of the tank
- Autopay system to allow larger vehicles to fill up and pay at the pump.
- In the application, the travel route for trucks to exit was around the adjacent building and was accepted. We will commence a discussion with the owners of the adjacent property to come to an amicable documented arrangement for the use of the track around the back of their land.

In subsequent discussions with various residences, there seems to be a need for petrol as well as diesel at the subject site.

As a result, we are now lodging a secondary application to add an above-ground petrol tank to the end of the diesel tank.

The subject tank will store 91 ULP with a belly line to the forecourt.

The forecourt arrangement will change slightly. Each dispenser will still have four nozzles, but two nozzles on each dispenser will dispense 91 ULP.

There will be no nozzle for any dispensing facilities on the tank itself.


We therefore request the Shire of West Arthur to amend the original approval granted in February 2023 ref. A4 to include the above changes.

If you need any further information, please do not hesitate to call me

Kind Regards

*Chris Cornelius*  
Aksara Property Acquisitions and Development

**Owners Details**

Name: West 9 Pty Ltd  
 ABN (if applicable): 25 586 650 648  
 Postal Address: Level 23 360 Collins St. Melbourne  
 Post Code: 3000  
 Email: chris@aksara.com.au  
 Mobile Number: 042 840111 Home Number: \_\_\_\_\_  
 Contact person for correspondence: Chris Cornelius  
 Signature:  Date: 22/03/24  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).*

**Applicant Details (if different from owner)**

Name: \_\_\_\_\_ ABN (If Applicable): \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Post Code: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_ Home Number: \_\_\_\_\_  
 Contact person for correspondence: \_\_\_\_\_

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.

Yes  No

Signature: \_\_\_\_\_ Date: 22/03/24

**Property Details**

Lot Number: 5 & 6 House/Street Number: 9881 Location Number: \_\_\_\_\_  
 Diagram or Plan Number: 2560 Certificate of Title (Vol. Number): 1734 1518  
 Folio: 130 672  
 Title encumbrances (e.g., easements, restrictive covenants): \_\_\_\_\_  
 Street name: Coalfields Suburb: Darkan WA 6392  
 Nearest Street Intersection: Darkan Rd and Williams - Darkan Rd





**Proposed Development** *(see Note 1)*

Nature of development:

Works     Use     Works and Use

Is an exemption from development claimed for part of the development? *(see Note 2)*

Yes     No

No     Works     Use

Description of proposed works and/or land use:  
*(refer to information on cover page)*

Upgrade of existing fuel system by installing  
new Diesel and Petrol above ground tanks and fuel dispensers

Description of exemption claimed (if relevant): \_\_\_\_\_

Nature of any existing buildings and/or land use: Existing Petrol Station

Approximate cost of proposed development: \$230,000

Estimated time of completion: JULY 2024

**Notes**

1. Council will determine the land use classification under the Scheme for the proposal.
2. Development which is exempt from needing approval is referenced in Clause 61, Schedule 2 of the Regulations and in Council’s Local Planning Policies.
3. Please note the Shire of West Arthur reserves the right to request additional information for specific applications such as truck movements, plans, traffic reports, and acoustic reports. For larger applications the applicant is encouraged to organise an appointment with the Shire Planner prior to lodging.
4. Discussing your development proposal early in the process can avoid unnecessary delays in processing the application. **If you wish to make an appointment, please contact the Shire office on 9736 2222**
5. The publication is intended for general information only. Verification with the original local laws, local planning scheme, and other relevant documents is required for detailed references.
6. In making this application, the owner has acknowledged and agreed that Council Staff may enter the property to undertake a site inspection as part of the processing of this application.

**Office Use Only**

Acceptance Officer’s Initials: \_\_\_\_\_ Date received: \_\_\_\_\_

Local government reference number: \_\_\_\_\_



# DARKAN SERVICE STATION

## 9881 Coalfields Road, DARKAN WA 6392

SUBJECT SITE

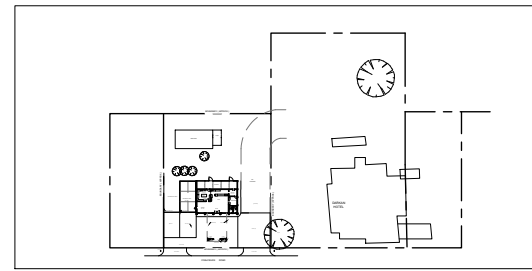
DRAWING SCHEDULE		
CODE	CONTENT	REVISION
P-00	COVER SHEET AND DRAWINGS SCHEDULE	A1
P-01	PROPOSED ABOVE GROUND DIESEL & PETROL TANK LOCATION	A1
P-02	PROPOSED SITE ELEVATIONS	A1
P-03	ABOVE GROUND TANK DETAILS	A1
P-04	ABOVE GROUND TANK CONCRETE SLAB DETAILS	A1
P-05	SIGNAGE DETAILS PLAN	A1
P-06	KEY SITE PLAN	A1



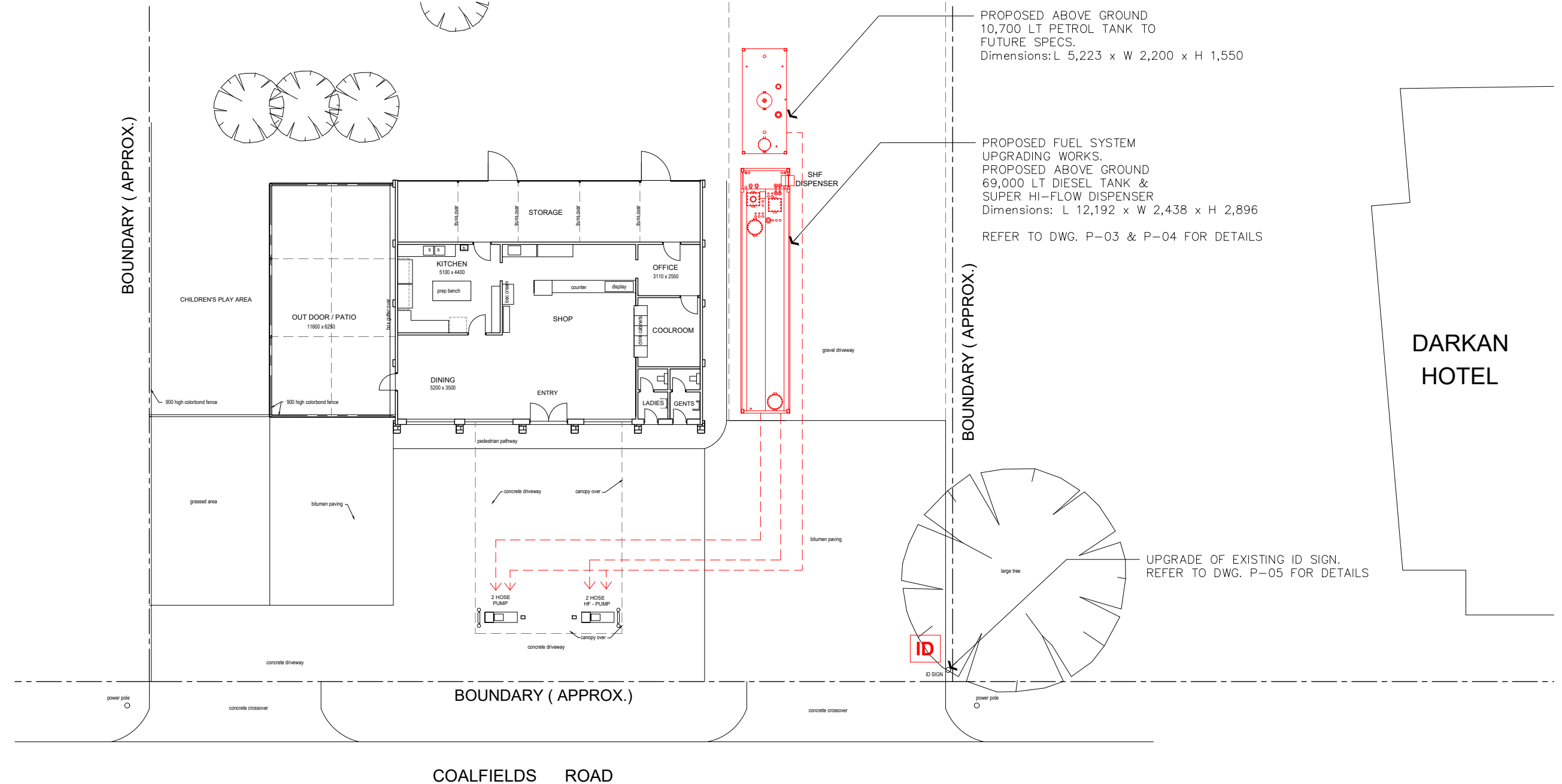
PHOTO MAP

A1	AMENDMENT FOR DA PERMIT	JC	19/03/2024
REV:	DESCRIPTION:	BY:	DA1
AMENDMENTS:			

PO BOX 494 Flinders Lane Melbourne VIC 8009  E: info@aksara.com.au ACN 141 232 877		PROJECT: <b>DARKAN SERVICE STATION</b> 9881 COALFIELDS ROAD, DARKAN WA 6392	AMMENDMENT	19/03/2024	SPECIAL COMMENTS	AMMENDMENT	DATE	BY	DRAWING No
			DATE	07/02/2023		JC	<b>P-00</b>		
			DRAWING TITLE	19/03/2024		JC			
			COVER PAGE		FOR PLANNING PERMIT		19/03/2024	JC	



KEY PLAN SCALE 1:2500



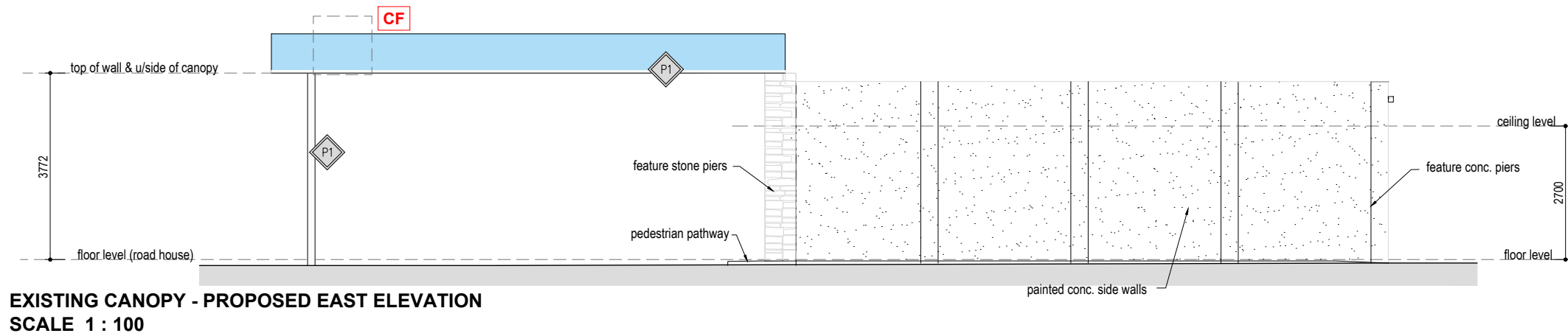
**PROPOSED NEW ABOVE GROUND TANK LOCATION**

A1	AMENDMENT FOR DA PERMIT	JC	19/03/2024
REV:	DESCRIPTION:	BY:	DA1
AMENDMENTS:			

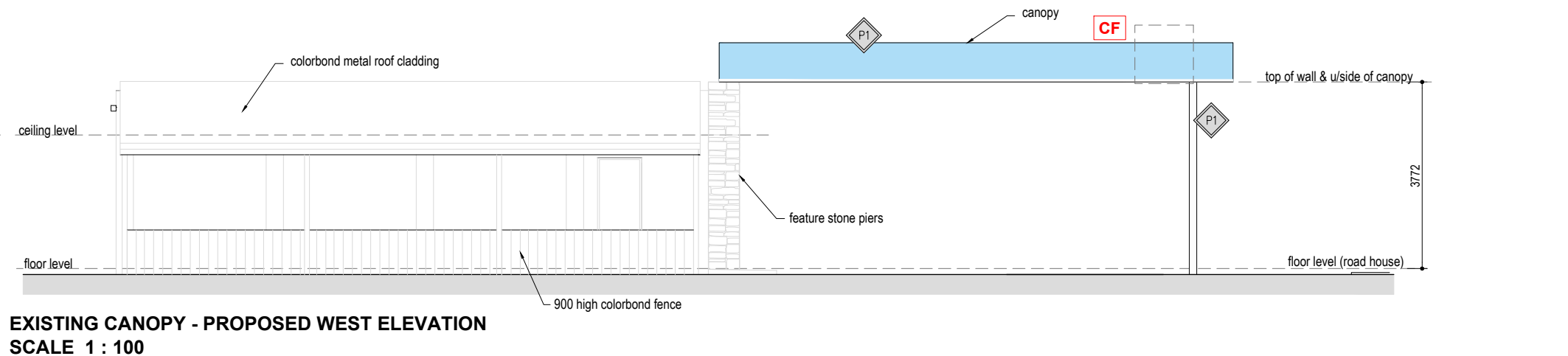
PO BOX 494 Flinders Lane Melbourne VIC 8009  E: info@aksara.com.au ACN 141 737 877		PROJECT:	DARKAN SERVICE STATION 9881 COALFIELDS ROAD, DARKAN WA 6392	AMMENDMENT	19/03/2024	SPECIAL COMMENTS	AMMENDMENT	DATE	BY	DRAWING No
		DATE	PROPOSED SITE PLAN	FOR PLANNING PERMIT FOR PLANNING PERMIT	07/02/2023 19/03/2024		JC JC	P-01		
		DRAWING TITLE	FOR PLANNING PERMIT	19/03/2024	JC		P-01			

FINISHES SCHEDULE				
ID	FINISH / MATERIAL	SPECIFICATIONS	LOCATION	INTERNAL / EXTERNAL
P1	ALUMINUM COMPOSITE	SELECTED PAINT FINISH TO MATCH TENANT SPECS.	CANOPY FASCIA AND CANOPY COLUMNS,	EXTERNAL

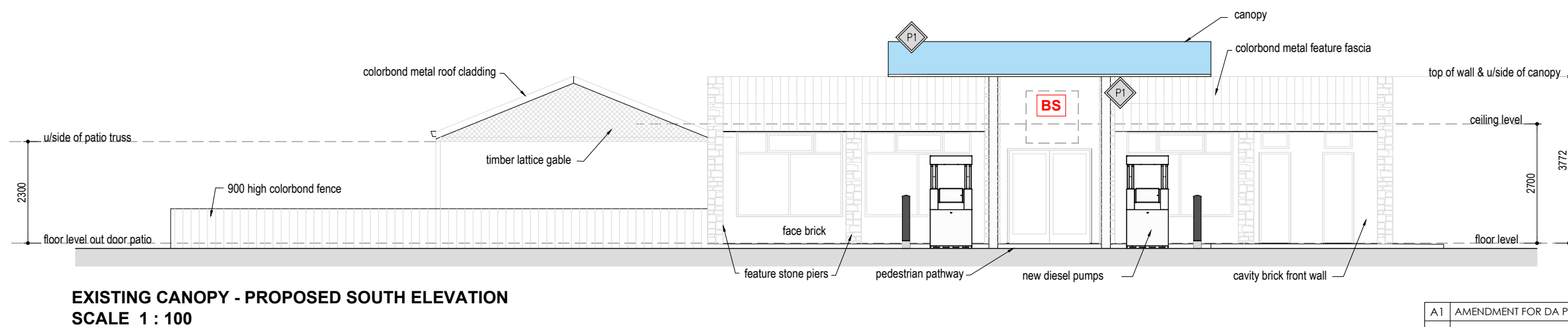
NOTE:  
FOR SIGNAGE PLAN DETAILS.  
REFER TO DRAWINGS P-05  
  
FOR EXTERNAL FINISHES SCHEDULE  
REFER TO DRAWING P-02



**EXISTING CANOPY - PROPOSED EAST ELEVATION**  
**SCALE 1 : 100**



**EXISTING CANOPY - PROPOSED WEST ELEVATION**  
**SCALE 1 : 100**

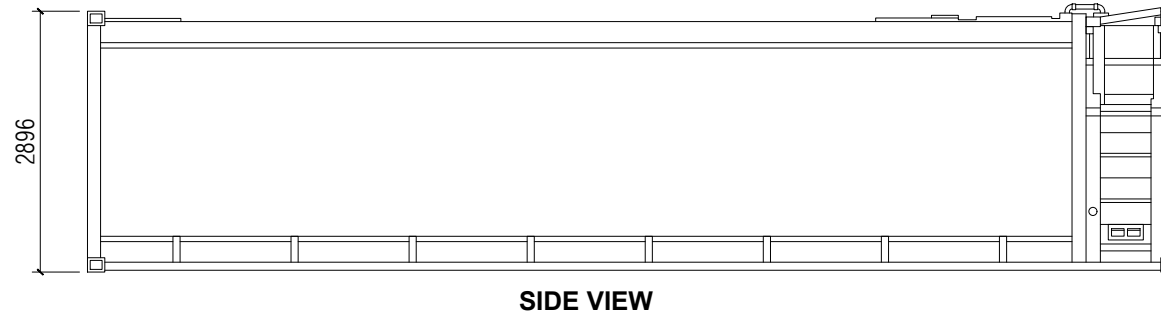
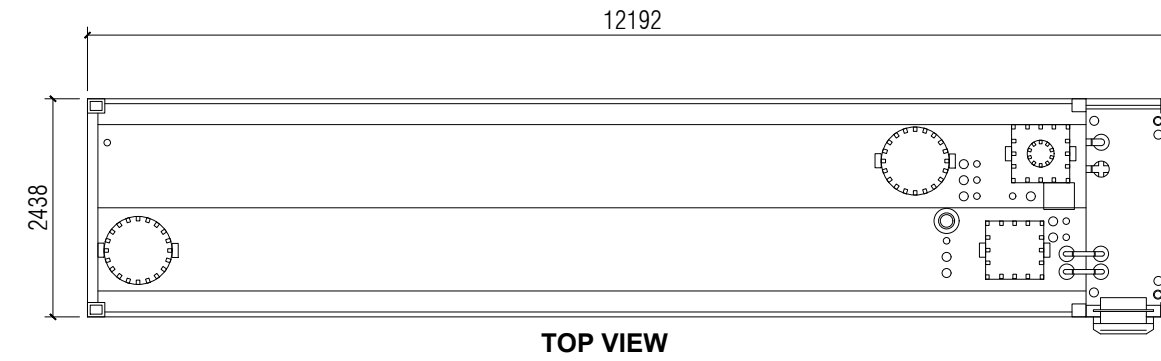


**EXISTING CANOPY - PROPOSED SOUTH ELEVATION**  
**SCALE 1 : 100**

**PROPOSED SITE ELEVATIONS**

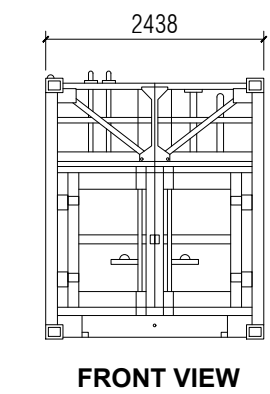
A1	AMENDMENT FOR DA PERMIT	JC	19/03/2024
REV:	DESCRIPTION:	BY:	DA1
AMENDMENTS:			

PO BOX 494 Flinders Lane Melbourne VIC 8009  E: info@aksara.com.au ACN 141 232 877	PROJECT:  <b>DARKAN SERVICE STATION</b> 9881 COALFIELDS ROAD, DARKAN WA 6392	AMMENDMENT		SPECIAL COMMENTS	AMMENDMENT	DATE	BY	DRAWING No
		DATE	19/03/2024		FOR PLANNING PERMIT	07/02/2023	JC	<b>P-02</b>
		DRAWING TITLE	SITE ELEVATIONS		FOR PLANNING PERMIT	19/03/2024	JC	

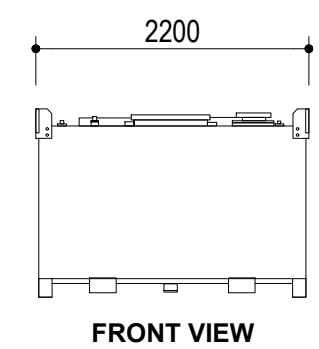
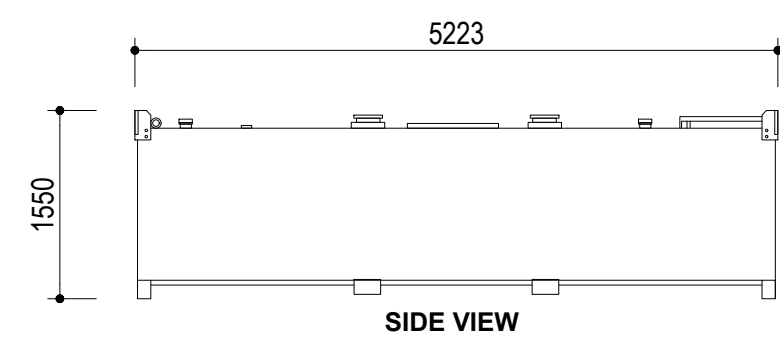
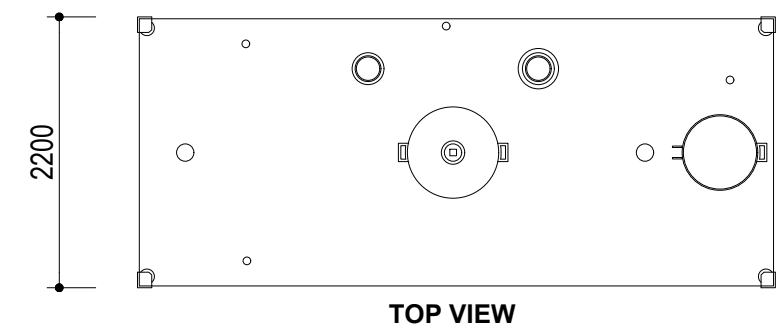


**TANKS SPECS.**

Tank Type	Total Capacity (litres)	Safe fill (litres)	Tare (kg)	Dimensions L x W x H (mm)
G68,000	69,023	65,570	13,575	12,192 x 2,438 x 2,896
Shield FRT10	10,700	10,000	4,715	5,223 x 2,200 x 1,550



**Grande 68 Self Bunded DIESEL Tank**

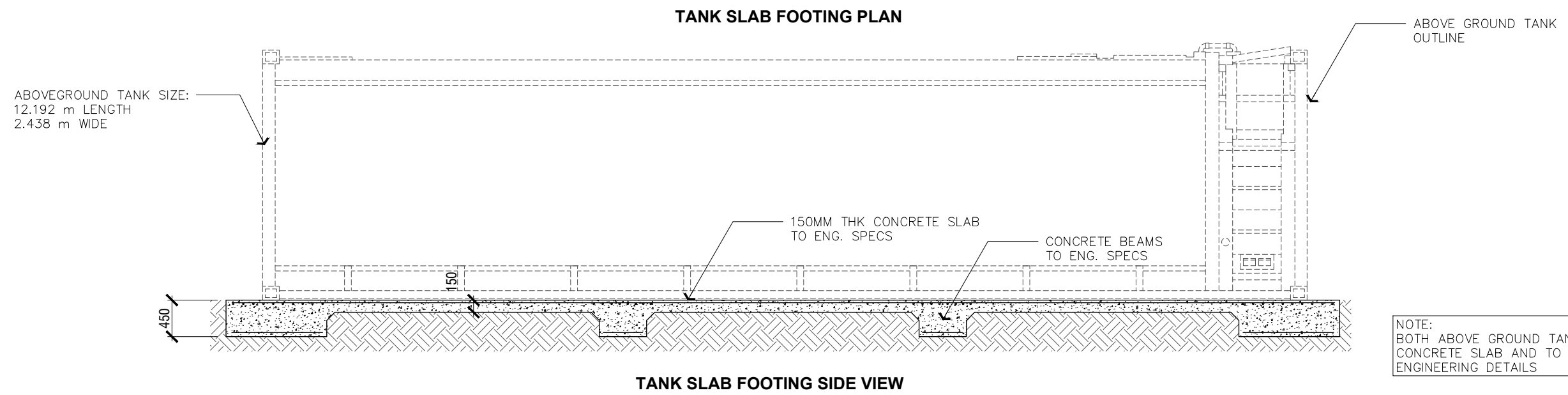
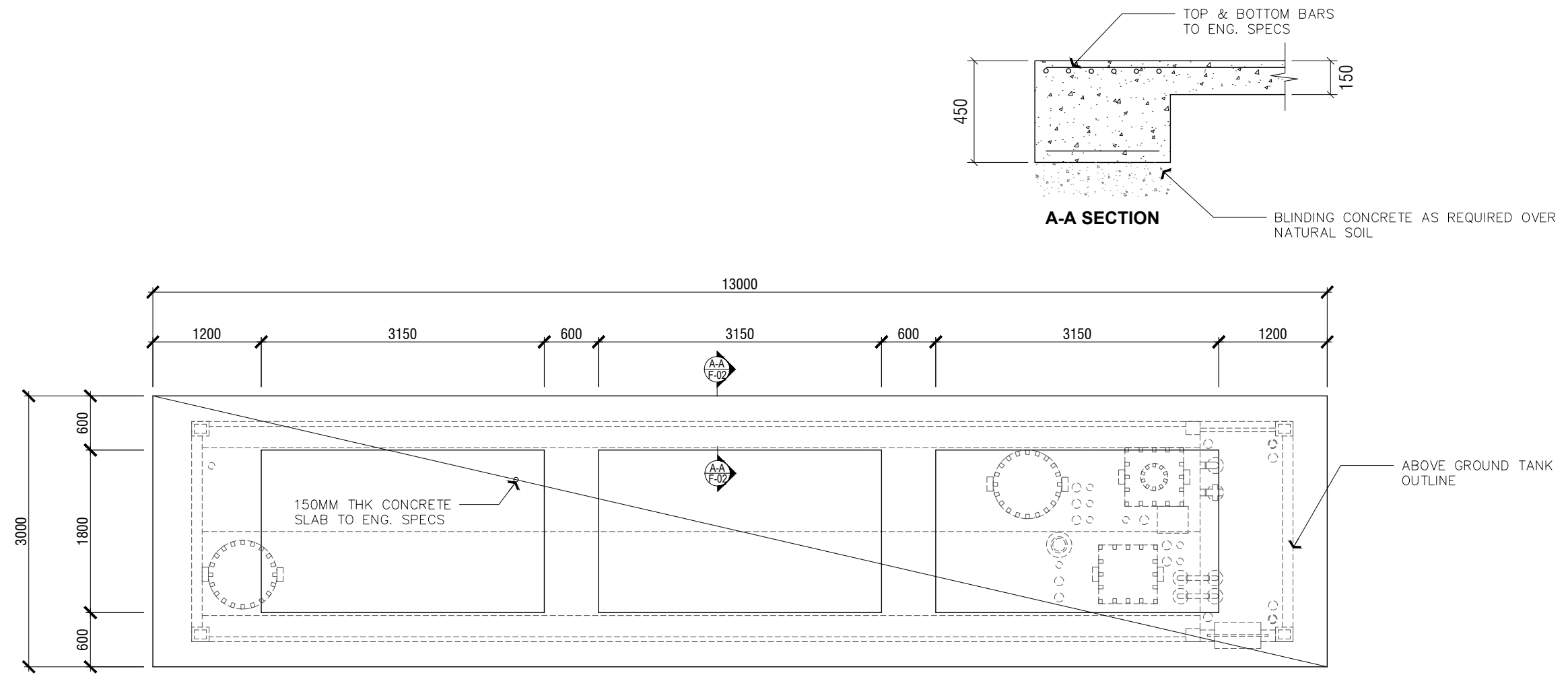


**Shield FRT10 PETROL Tank**

**ABOVE GROUND TANKS DETAILS**

A1	AMENDMENT FOR DA PERMIT	JC	19/03/2024
REV:	DESCRIPTION:	BY:	DA1
AMENDMENTS:			

PO BOX 494 Flinders Lane Melbourne VIC 8009  E: info@aksara.com.au ACN 141 232 877	PROJECT: <b>DARKAN SERVICE STATION</b> 9881 COALFIELDS ROAD, DARKAN WA 6392	AMMENDMENT		SPECIAL COMMENTS	AMMENDMENT	DATE	BY	DRAWING No
		DATE	19/03/2024		FOR PLANNING PERMIT	07/02/2023	JC	<b>P-03</b>
		DRAWING TITLE	TANK DETAILS		FOR PLANNING PERMIT	19/03/2024	JC	

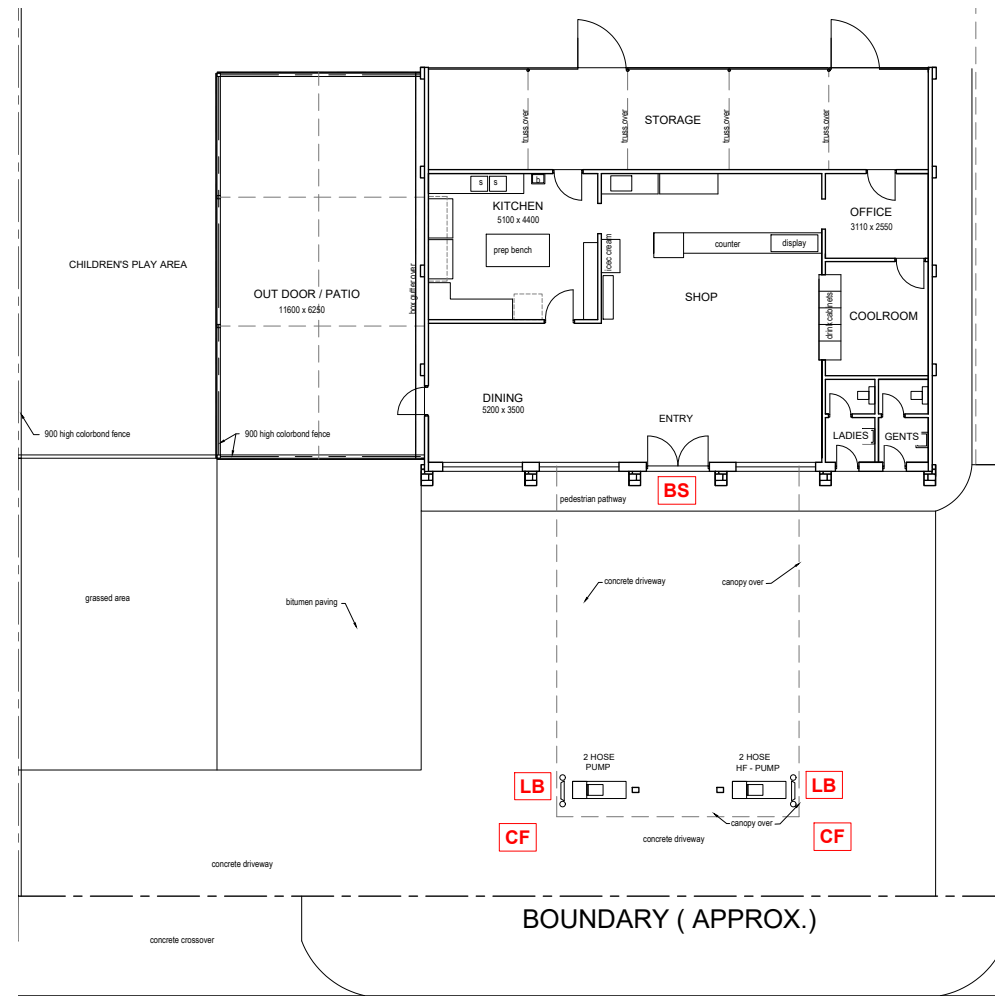


NOTE:  
BOTH ABOVE GROUND TANKS TO SIT ON CONCRETE SLAB AND TO FUTURE ENGINEERING DETAILS

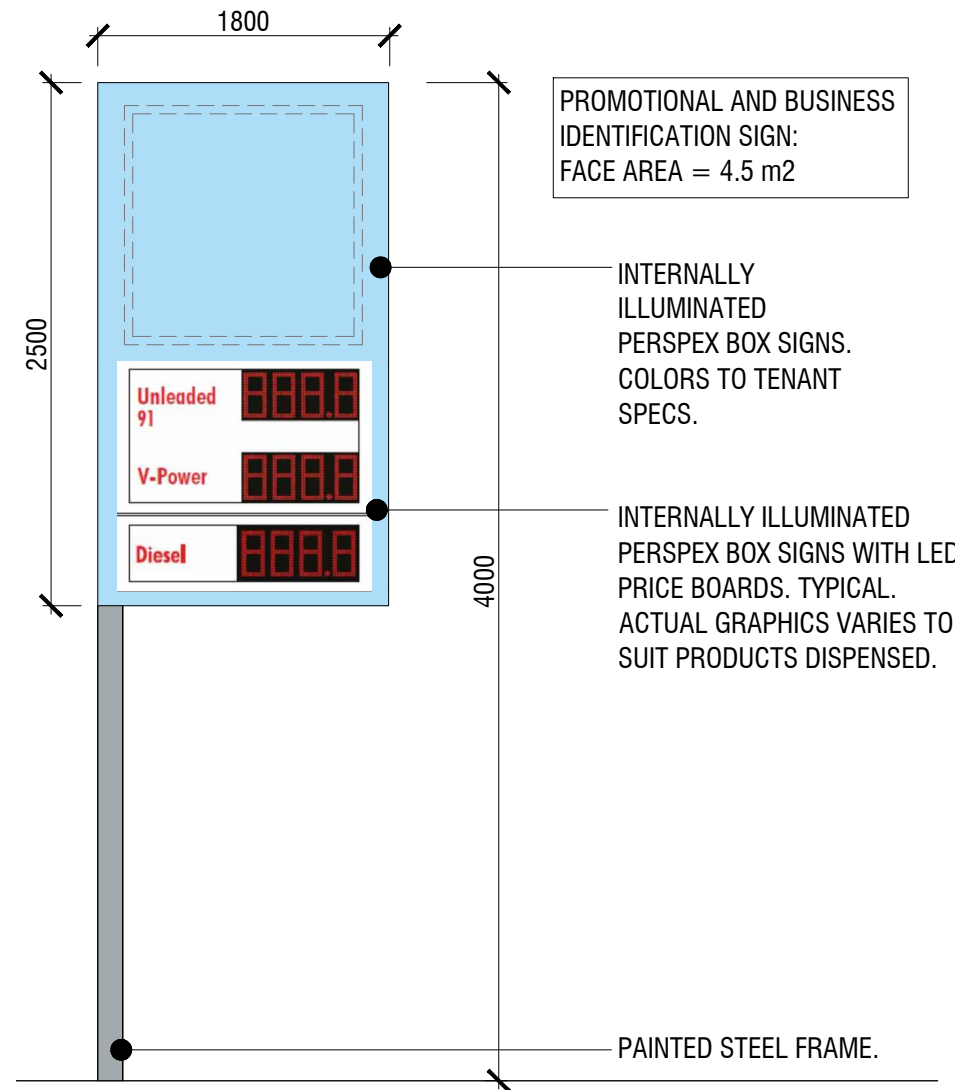
**DIESEL TANK SLAB FOOTING PLAN**

A1	AMENDMENT FOR DA PERMIT	JC	19/03/2024
REV:	DESCRIPTION:	BY:	DA1
AMENDMENTS:			

PO BOX 494 Flinders Lane Melbourne VIC 8009  E: info@aksara.com.au ACN 141 232 877	PROJECT:  <b>DARKAN SERVICE STATION</b> 9881 COALFIELDS ROAD, DARKAN WA 6392	AMMENDMENT		SPECIAL COMMENTS	AMMENDMENT	DATE	BY	DRAWING No
		DATE	19/03/2024		FOR PLANNING PERMIT	07/02/2023	JC	<b>P-04</b>
		DRAWING TITLE	TANK SLAB FOOTING PLAN		FOR PLANNING PERMIT	19/03/2024	JC	

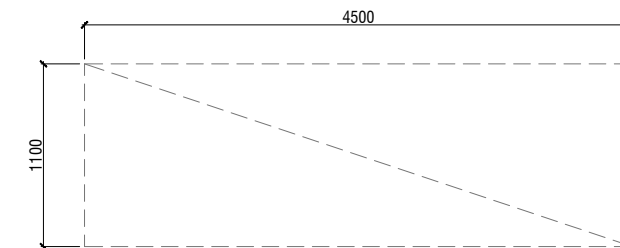
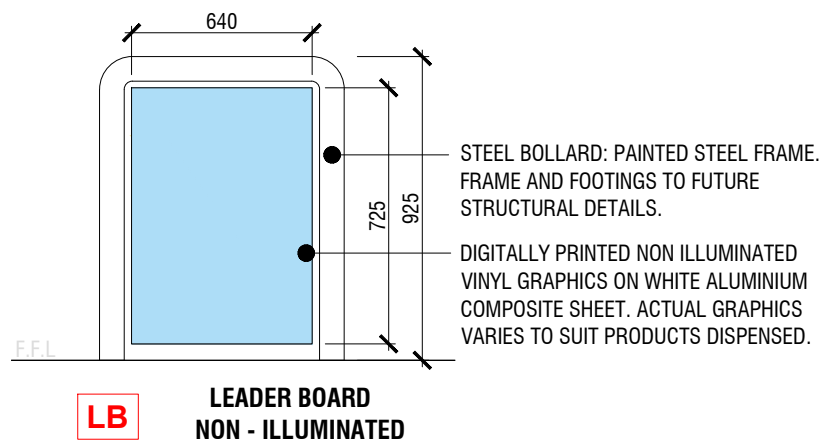
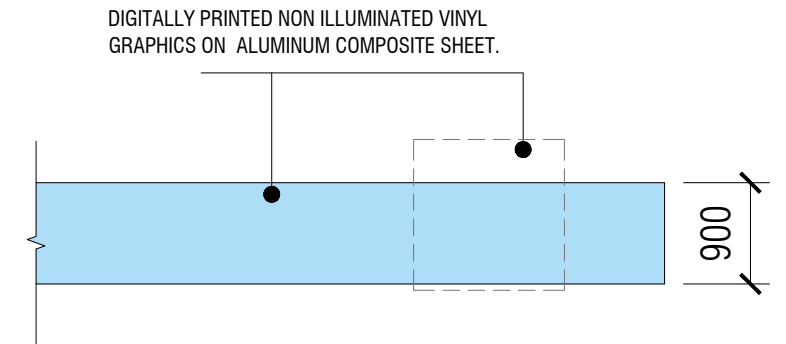


DEVELOPMENT TABLE		
	BUILDING	FORECOURT
SITE AREAS	133.00 m <sup>2</sup>	1,133 m <sup>2</sup>



SIGNAGE SCHEDULE			
CODE	DESCRIPTION	ILLUMINATION	QTY.:
CF	CANOPY FASCIA SIGN. Illuminated Logo	<input checked="" type="checkbox"/>	2
LB	LEADER BOARD	<input checked="" type="checkbox"/>	2
ID	PROMOTIONAL AND BUSINESS IDENTIFICATION 2.5 m High x 1.8 m Wide	<input checked="" type="checkbox"/>	1 DOUBLE SIDED
BS	BUILDING SIGNAGE	<input checked="" type="checkbox"/>	1

NOTE: REFER TO DRAWING P-02 AND ELEVATIONS FOR SIGNAGE DETAILS



**ID** ID SIGNAGE ILLUMINATED (Front side & Back side)

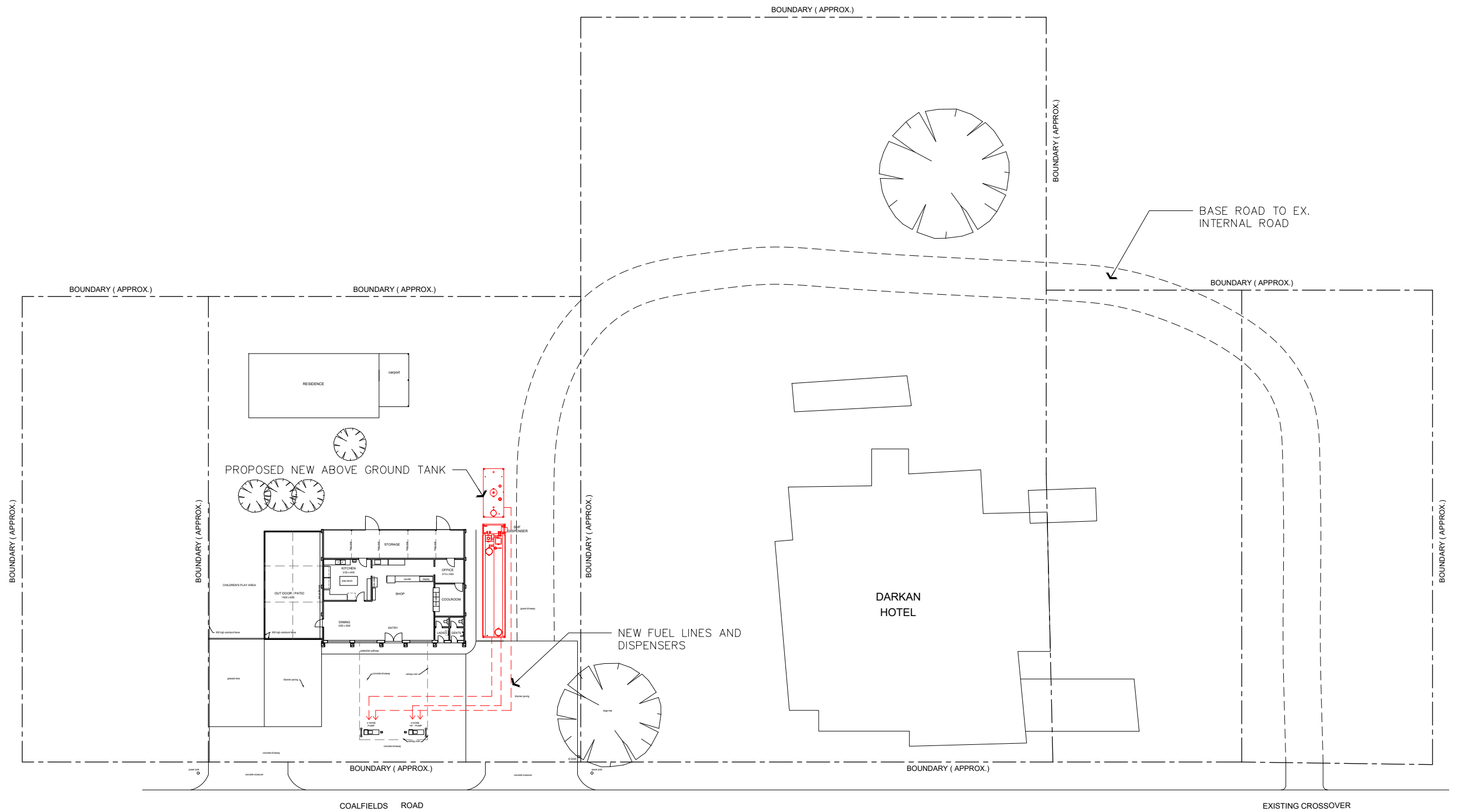
**CF** CANOPY FASCIA SIGNAGE NON - ILLUMINATED

**BS** BUILDING SIGNAGE NON - ILLUMINATED

**SIGNAGE DETAILS**

A1	AMENDMENT FOR DA PERMIT	JC	19/03/2024
REV:	DESCRIPTION:	BY:	DA1
AMENDMENTS:			

PO BOX 494 Flinders Lane Melbourne VIC 8009 E: info@aksara.com.au ACN 141 737 877	PROJECT: <b>DARKAN SERVICE STATION</b> 9881 COALFIELDS ROAD, DARKAN WA 6392	AMMENDMENT	19/03/2024	SPECIAL COMMENTS	AMMENDMENT	DATE	BY	DRAWING No
		DATE	19/03/2024		FOR PLANNING PERMIT FOR PLANNING PERMIT	07/02/2023 19/03/2024	JC JC	<b>P-05</b>
		DRAWING TITLE	SIGNAGE DETAILS					



**SITE PLAN**

A1	AMENDMENT FOR DA PERMIT	JC	19/03/2024
REV:	DESCRIPTION:	BY:	DA1
AMENDMENTS:			

PO BOX 494 Flinders Lane Melbourne VIC 8009  E: info@aksara.com.au ACN 141 737 877		<b>PROJECT:</b> <b>DARKAN SERVICE STATION</b> 9881 COALFIELDS ROAD, DARKAN WA 6392	<b>AMMENDMENT</b> DATE DRAWING TITLE	19/03/2024  PROPOSED SITE PLAN	<b>SPECIAL COMMENTS</b>	<b>AMMENDMENT</b> FOR PLANNING PERMIT FOR PLANNING PERMIT	07/02/2023 19/03/2024	BY JC JC	<b>DRAWING No</b>  <b>P-06</b>



PO Box  
Darkan WA 63**ATTACHMENT 2**

Shire of West Arthur  
31 Burrowes St  
Darkan WA 6392

26<sup>th</sup> April 2024

Dear Vin,

Re: Planning Proposal Lot 5 on Diagram 2560 & Lot 6 (No.9881) Coalfields Road, Darkan

We are writing in regards to the advertisement of the above planning proposal for the service station site on Coalfields Road.

As owners of the adjacent building and land at 9889 Coalfields Road, known as the Darkan Hotel, we have concerns over the traffic flow for trucks accessing the tanks. It is highly unlikely that we will be granting access to our land to allow for the travel route they have proposed in their cover letter and is shown marked on the site plan. We have future plans to develop this area further with accommodation units and even in the short term we will be limiting vehicle access to the rear of our building for safety and dust suppression reasons.

The cover letter from Aksara mentions that this travel route was in the initial planning application and was approved which raised concerns for us. After reading the council meeting minutes from 23<sup>rd</sup> February 2023 where the initial development application was approved, there is no mention of travel routes for trucks and none marked on the attached drawings.

We have not been contacted by the owners of 9881 Coalfields Road or any of their representatives to discuss this matter.

Regards,

*JH South*

Janelle South  
Secretary - Coalfields Darkan Pty Ltd

If you have any further queries, please get in touch via [admin@darkanhotel.com.au](mailto:admin@darkanhotel.com.au)

**14.2 DEVELOPMENT APPLICATION - DARKAN HOTEL**

<b>File Reference:</b>	<b>A683</b>
<b>Author:</b>	<b>Joe Douglas, Planning Consultant</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>9/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Location:</b>	<b>Lot 3 on Diagram 2560 &amp; Lot 4 (No. 9889) Coalfields Road, Darkan</b>
<b>Applicant:</b>	<b>Outdoor World Wangara</b>
<b>Owner:</b>	<b>Coalfields Darkan Pty Ltd</b>
<b>Proposal:</b>	<b>Removal and replacement of an existing verandah structure</b>
<b>Attachments:</b>	<b>1. Development Application Documents &amp; Plans <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider granting conditional approval to a development application for the removal and replacement of an existing verandah structure along the eastern side of the Darkan Hotel building on the abovementioned properties.

**BACKGROUND:**

The applicant has submitted a development application on behalf of the owner of the Darkan Hotel located on Lot 3 on Diagram 2560 and Lot 4 (No. 9889) Coalfields Road, Darkan requesting the Shire's approval for the removal and replacement of an existing verandah structure along the eastern side of the hotel building on the land.

Under the terms of the application received an existing steel-framed, hipped-roof verandah on the eastern side of the hotel building will be removed in its entirety and replaced with a new 226m<sup>2</sup> steel framed, Colorbond clad skillion style verandah, including bush-style timber support posts, to protect the building's stone walls from further deterioration.

Specific details of the proposed development, including plans, are provided in Attachment 1 to this report.

The subject land is located in the north-eastern part of the Darkan townsite on the northern side of Coalfields Road and comprises a total combined area of approximately 5,069m<sup>2</sup>.

Both lots have historically been developed and used for the purposes of a hotel and contain various improvements associated with this use.

The subject land is not subject to inundation or flooding during extreme storm events and has not been designated by the Fire and Emergency Services Commissioner as being bushfire prone.

The existing hotel building on the land is however designated in the Shire's Local Heritage List as being a 'Category 2' place of cultural heritage significance due to its social and historic values, high degree of integrity/authenticity and significant contribution to the local streetscape.

**COMMENT:**

The subject land is classified 'Commercial' zone in the Shire of West Arthur Local Planning Scheme No.2 with the use class 'hotel' listed as being a discretionary (i.e. 'D') use in the Zoning Table (i.e. the use is not permitted without the local government's development approval).

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including Local Planning Scheme No.2 (LPS2), the Deemed Provisions of the

*Planning and Development (Local Planning Schemes) Regulations 2015* and Local Planning Policy No.3 entitled 'Heritage Places'. This assessment has confirmed the proposal is compliant or capable of compliance with the following relevant considerations and requirements:

- The general aims, objectives and provisions of LPS2 including those specific to all land classified 'Commercial' zone;
- Building height, bulk and scale, boundary setbacks, architectural style, materials and colours;
- Amenity of the locality including potential environmental, visual and social impacts;
- Maintenance of existing services of benefit to the local community;
- Protection of the natural environment, water resources and cultural heritage significance; and
- Flood, stormwater drainage and bushfire risk management.

Council should note a Heritage Impact Statement prepared by a suitably qualified and experienced heritage consultant has been submitted in support of the application which confirms the proposed development will:

- a) improve the overall visual amenity of the hotel building along its highway frontage at a scale consistent with the existing building;
- b) have minimal impact on the original stone fabric of the eastern wall of the hotel building;
- c) provide a greater level of protection for the hotel building's original fabric from the natural elements and enhance its useability, integrity and long term conservation; and
- d) improve the amenity of the place for the benefit of the local community.

In light of all the above findings it is concluded the proposed development is acceptable and unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in a proper and orderly manner.

An alternative to the recommendation for conditional development approval provided below is not considered necessary or recommended for the following reasons:

- i) The proposal is well founded, permissible and has scope to be approved immediately;
- ii) The proposal will have a number of significant long term benefits; and
- iii) The applicant/landowner is obliged to address/satisfy all other statutory and regulatory requirements applicable to the proposed development to ensure it has no negative impacts.

#### **CONSULTATION:**

Public advertising and referral of the application to State government agencies and essential service providers for review and comment was not considered necessary. The application was however the subject of discussions with the Shire's Chief Executive Officer, the applicant and owners of the Darkan Hotel.

#### **STATUTORY ENVIRONMENT:**

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Shire of West Arthur Local Planning Scheme No.2*

#### **POLICY IMPLICATIONS:**

- *Shire of West Arthur Local Planning Policy No.3 - Heritage Places*
- *State Planning Policy 7.0 - Design of the Built Environment*

**FINANCIAL IMPLICATIONS:**

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are accounted for in the Shire's annual budget and have been offset in part by the development application fee paid by the applicant. All costs associated with the proposed development will be met by the landowner.

It is significant to note should the applicant/landowner be aggrieved by Council's final decision in this matter they have the right to seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered unlikely in this particular case given the recommendation for conditional approval, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST and possibly more depending upon how far the matter proceeds through the review process.

**STRATEGIC IMPLICATIONS:**

The proposed development is generally consistent with the following elements of the Shire's Local Planning Strategy (2006), Strategic Community Plan Towards 2031, Corporate Business Plan 2021-2025 and Economic Development Strategy 2023-2033.

Local Planning Strategy (2006)

- Section 5.4 - Consolidation of commercial activities within the general confines of the established town centre are in Darkan; and
- Section 6.3 – Encourage patronage of established businesses.

Strategic Community Plan Towards 2031

Community Outcome 1.3 – A unique identity and a strong connection to our past;

Local Economy Outcome 2.2 – A growing, diverse business community;

Local Economy Outcome 2.3 – Existing businesses develop and grow;

Built Environment Outcome 4.2 – Our built infrastructure is well maintained, attractive and inviting;

Built Environment Outcome 4.3 – Our cultural heritage is preserved and promoted; and

Built Environment Outcome 4.4 – Appropriate planning and development.

Corporate Business Plan 2023/24 – 2026/27

Art, Culture and Heritage - Maintain and preserve heritage buildings and places;

Building Control - Maintain the integrity of our heritage buildings; and

Economic Development - Increase in businesses and support and grow tourism in the Shire.

Economic Development Strategy 2023-2033

Priority 1: Placemaking and Activation - A vibrant town centre and activated spaces within our townsite;

Priority 3: Business Support - A growing and diverse business community; and

Priority 4: Tourism Development - A thriving visitor economy that leverages our natural and heritage assets.

**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	Development occurs in a manner not consistent with legislative requirements
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2) Non-compliance results in imposed penalties.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with conditions of approval and other applicable regulations.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That the application for development approval submitted by Outdoor World Wangara on behalf of Coalfields Darkan Pty Ltd (Landowner) for the removal and replacement of an existing verandah structure along the eastern side of the hotel building on Lot 3 on Diagram 2560 & Lot 4 (No. 9889) Coalfields Road, Darkan be approved by Council subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. The proposed development shall be substantially commenced within two (2) years from the date of this approval. If the development is not substantially commenced within this period no development shall be carried out without the further approval of the local government having first been sought and obtained.
3. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
4. All stormwater drainage from the proposed structure shall be managed and disposed on-site to the specifications and satisfaction of the local government's Chief Executive Officer.
5. Any external lighting associated with the proposed development shall be designed, baffled and located to prevent any light spill onto adjoining properties and to motorists on Coalfields Road in accordance with Australian Standard AS4282-1997 entitled 'Control of the Obtrusive Effects of Outdoor Lighting' to the satisfaction of the local government in consultation with Main Roads WA.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of West Arthur under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the *Building Act 2011* and *Building Regulations 2012*, demolition and building permit applications must be submitted to and approved by the local government's Building Surveyor prior to the commencement of any earthworks or construction on the land.
4. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
5. The applicant/landowner is responsible for ensuring the correct siting of all structures on the land the subject of this approval. An identification survey demonstrating correct siting and setbacks of structures may be requested by the local government to ensure compliance with this determination notice and all applicable provisions.
6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of West Arthur Local Planning Scheme No.2 and may result in legal action being initiated by the local government.

7. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of this determination.

**ATTACHMENT 1**

**Owners Details**

Name: Coalfields Darkan Pty Ltd ATFT Darkan Hotel Unit Trust  
 ABN (if applicable): 34 925 605 937  
 Postal Address: 9889 Coalfields Rd, Darkan WA  
 Post Code: 6392  
 Email: admin@darkanhotel.com.au  
 Mobile Number: 0458 853 506 Home Number: \_\_\_\_\_  
 Contact person for correspondence: Karen Harrington *Director/Secretary*  
 Signature: Karen Harrington Digitally signed by Karen Harrington  
Date: 2024.03.12 17:51:58 +08'00' Date: 12/03/24  
 Signature: (see attached for others) Date: \_\_\_\_\_

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

**Applicant Details (if different from owner)**

Name: Andantino Pty Ltd T/A Outdoor World Wangara ABN (If Applicable): 62009296851  
 Postal Address: Po Box 1787 Wangara DC WA Post Code: 6947  
 Email: buildingapprovals@aduwan.com  
 Mobile Number: \_\_\_\_\_ Home Number: 08 6401 8205  
 Contact person for correspondence: Paula Henley

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.

Yes  No

Signature: P. Henley Date: 27/03/24


**Property Details**

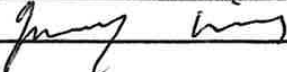
Lot Number: 4 & 3 House/Street Number: 9889 Location Number: \_\_\_\_\_  
 Diagram or Plan Number: D2560 Certificate of Title (Vol. Number): 2058 & 1342  
 Folio: 495 & 622  
 Title encumbrances (e.g., easements, restrictive covenants): N/A  
 Street name: Coalfields Rd Suburb: Darkan  
 Nearest Street Intersection: \_\_\_\_\_







**ADDITIONAL OWNERS**

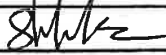
Name: RYAN J A WILKIE (DIRECTOR)	
ABN (if applicable):	
Address: 42 ARTHUR STREET DARKAN WA 6392	
Home Telephone:	Work Telephone: (08) 9736 1104
Fax:	Mobile: 0429 361 104
Email Address: ryan@darkanagri.com.au	
Contact person for correspondence: RYAN WILKIE.	
Signature: 	Date: 10.04.2024


Name: JEREMY J KING (DIRECTOR)	
ABN (if applicable):	
Address: 834 BUNCE KING RD DARLTON	
Home Telephone: 0429 361 520	Work Telephone:
Fax:	Mobile:
Email Address: rangeview@border.net.com.au	
Contact person for correspondence: JEREMY KING	
Signature: 	Date: 12/4/24.

Name: JAMES K CAMPBELL (DIRECTOR)	
ABN (if applicable):	
Address: 533 DARKAN SOUTH ROAD DARKAN W.A.	
Home Telephone:	Work Telephone:
Fax:	Mobile: 0427864277
Email Address: james@darkanbc.com.au	
Contact person for correspondence: JAMES CAMPBELL	
Signature: 	Date: 12/4/24
<p>The signature of the owner(s) is required on all applications. This application will not proceed without that signature(s). For the purposes of signing this application, an 'owner' includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</p>	

**ADDITIONAL OWNERS**

<b>Name:</b> JANELLE H SOUTH (DIRECTOR)	
ABN (if applicable):	
Address: 1085 HOWE RD DARKAN WA 6392	
Home Telephone:	Work Telephone:
Fax:	Mobile: 0410233903
Email Address: NELSMITH88@GMAIL.COM	
Contact person for correspondence: Janelle South	
Signature: 	Date: 16/4/24

<b>Name:</b> STEVEN R HULSE (DIRECTOR)	
ABN (if applicable):	
Address: 1 HILLMAN - DARDADINE RD DARKAN.	
Home Telephone:	Work Telephone:
Fax:	Mobile: 0427361137
Email Address: hulseag@gmail.com	
Contact person for correspondence: Steven Hulse.	
Signature: 	Date: 10/4/24

<b>Name:</b> HELEN M LUBCKE (DIRECTOR)	
ABN (if applicable):	
Address: 70 Hillman Rd Darkan	
Home Telephone:	Work Telephone:
Fax:	Mobile: 0488 311310
Email Address: helen@nisaja.net	
Contact person for correspondence: Helen Lubcke	
Signature: 	Date: 16/4/2024
<p>The signature of the owner(s) is required on all applications. This application will not proceed without that signature(s). For the purposes of signing this application, an 'owner' includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</p>	

**Proposed Development (see Note 1)**

Nature of development:

Works     Use     Works and Use

Is an exemption from development claimed for part of the development? (see Note 2)

Yes     No

No     Works     Use

Description of proposed works and/or land use:  
(refer to information on cover page)

SUPPLY & INSTALLATION OF SHADE COVER

Description of exemption claimed (if relevant):

N/A.

Nature of any existing buildings and/or land use:

Attached to Darkan Hotel building

Approximate cost of proposed development: \$55,750

Estimated time of completion: 03/06/2024

**Notes**

1. Council will determine the land use classification under the Scheme for the proposal.
2. Development which is exempt from needing approval is referenced in Clause 61, Schedule 2 of the Regulations and in Council's Local Planning Policies.
3. Please note the Shire of West Arthur reserves the right to request additional information for specific applications such as truck movements, plans, traffic reports, and acoustic reports. For larger applications the applicant is encouraged to organise an appointment with the Shire Planner prior to lodging.
4. Discussing your development proposal early in the process can avoid unnecessary delays in processing the application. **If you wish to make an appointment, please contact the Shire office on 9736 2222**
5. The publication is intended for general information only. Verification with the original local laws, local planning scheme, and other relevant documents is required for detailed references.
6. In making this application, the owner has acknowledged and agreed that Council Staff may enter the property to undertake a site inspection as part of the processing of this application.

**Office Use Only**

Acceptance Officer's Initials: \_\_\_\_\_ Date received: \_\_\_\_\_

Local government reference number: \_\_\_\_\_



WESTERN



AUSTRALIA

TITLE NUMBER	
Volume	Folio
<b>2058</b>	<b>495</b>

**RECORD OF CERTIFICATE OF TITLE  
UNDER THE TRANSFER OF LAND ACT 1893**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 4 ON DIAGRAM 2560

**REGISTERED PROPRIETOR:  
(FIRST SCHEDULE)**

COALFIELDS DARKAN PTY LTD OF 9889 COALFIELDS ROAD DARKAN WA 6392  
(T P359890 ) REGISTERED 2/3/2023

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:  
(SECOND SCHEDULE)**

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2058-495 (4/D2560)  
PREVIOUS TITLE: 1087-897  
PROPERTY STREET ADDRESS: 9889 COALFIELDS RD, DARKAN.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF WEST ARTHUR

WESTERN



AUSTRALIA

TITLE NUMBER	
Volume	Folio
<b>1342</b>	<b>622</b>

**RECORD OF CERTIFICATE OF TITLE**  
 UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
 REGISTRAR OF TITLES 

**LAND DESCRIPTION:**

LOT 3 ON DIAGRAM 2560

**REGISTERED PROPRIETOR:**  
 (FIRST SCHEDULE)

COALFIELDS DARKAN PTY LTD OF 9889 COALFIELDS ROAD DARKAN WA 6392  
 (T P359890 ) REGISTERED 2/3/2023

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
 (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1342-622 (3/D2560)  
 PREVIOUS TITLE: 380-134  
 PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF WEST ARTHUR



**ASIC**

Australian Securities & Investments Commission

## Current Company Extract

**Name:** COALFIELDS DARKAN PTY LTD  
**ACN:** 661 474 700

Date/Time: 08 April 2024 AEST 01:11:26 PM

This extract contains information derived from the Australian Securities and Investments Commission's (ASIC) database under section 1274A of the Corporations Act 2001.

Please advise ASIC of any error or omission which you may identify.

EXTRACT

**Current Company Extract**

**COALFIELDS DARKAN PTY LTD  
ACN 661 474 700**

Organisation Details	Document Number
<b>Current Organisation Details</b>	
Name: COALFIELDS DARKAN PTY LTD	3EGI70883
ACN: 661 474 700	
Registered in: Western Australia	
Registration date: 04/08/2022	
Next review date: 04/08/2024	
Name start date: 04/08/2022	
Status: Registered	
Company type: Australian Proprietary Company	
Class: Limited By Shares	
Subclass: Proprietary Company	

Address Details	Document Number
<b>Current</b>	
Registered address: Suite 2, 2 Williams Road, NARROGIN WA 6312	3EUJ66254
Start date: 21/02/2023	
Principal Place Of Business address: 9889 Coalfields Road, DARKAN WA 6392	6EQY43710
Start date: 09/10/2023	

Contact Address
Section 146A of the Corporations Act 2001 states 'A contact address is the address to which communications and notices are sent from ASIC to the company'.
<b>Current</b>
Address: PO BOX 128, NARROGIN WA 6312
Start date: 10/08/2022

Officeholders and Other Roles	Document Number
<b>Director</b>	
Name: KAREN GAYE HARRINGTON	3EGI70883
Address: 55 Spencer Road, DARKAN WA 6392	
Born: 25/01/1979, ARMADALE, WA	
Appointment date: 04/08/2022	
Name: RYAN JOHN ALBERT WILKIE	3EGI70883
Address: 42 Arthur Street, DARKAN WA 6392	
Born: 15/06/1979, ATTADALE, WA	
Appointment date: 04/08/2022	
Name: JEREMY JAMES KING	6EQY43710
Address: 834 Bunce King Road, DARKAN WA 6392	
Born: 12/02/1971, NARROGIN, WA	
Appointment date: 09/10/2023	
Name: JAMES KILBERRY CAMPBELL	6EQY43710
Address: 533 Darkan Road S, DARKAN WA 6392	
Born: 03/07/1989, COLLIE, WA	

08 April 2024 AEST 01:11:26 PM

1

**Current Company Extract**

**COALFIELDS DARKAN PTY LTD  
ACN 661 474 700**

Appointment date: 09/10/2023	
Name: JANELLE HAYLEY SOUTH	6EQY43710
Address: 1085 Howie Road, DARKAN WA 6392	
Born: 23/05/1988, BUNBURY, WA	
Appointment date: 09/10/2023	
Name: STEVEN RONALD HULSE	6EQY43710
Address: 1 Hillman-Dardadine Road, DARKAN WA 6392	
Born: 19/02/1983, NARROGIN, WA	
Appointment date: 09/10/2023	
Name: HELEN MARY LUBCKE	6EQY43710
Address: 70 Hillman Road, DARKAN WA 6392	
Born: 23/09/1969, NARROGIN, WA	
Appointment date: 09/10/2023	
<b>Secretary</b>	
Name: KAREN GAYE HARRINGTON	3EGI70883
Address: 55 Spencer Road, DARKAN WA 6392	
Born: 25/01/1979, ARMADALE, WA	
Appointment date: 04/08/2022	

Share Information					
Share Structure					
Class	Description	Number issued	Total amount paid	Total amount unpaid	Document number
ORD	ORDINARY CLASS SHARES	7	7.00	0.00	6EQY43710
Members					
<p>Note: For each class of shares issued by a proprietary company, ASIC records the details of the top twenty members of the class (based on shareholdings). The details of any other members holding the same number of shares as the twentieth ranked member will also be recorded by ASIC on the database. Where available, historical records show that a member has ceased to be ranked amongst the top twenty members. This may, but does not necessarily mean, that they have ceased to be a member of the company.</p>					
<p>Name: KAREN GAYE HARRINGTON Address: 55 Spencer Road, DARKAN WA 6392</p>					
Class	Number held	Beneficially held	Paid	Document number	
ORD	1	yes	FULLY	3EGI70883	
<p>Name: RYAN JOHN ALBERT WILKIE Address: 42 Arthur Street, DARKAN WA 6392</p>					



**Current Company Extract**

**COALFIELDS DARKAN PTY LTD  
ACN 661 474 700**

Class	Number held	Beneficially held	Paid	Document number
ORD	1	yes	FULLY	3EGI70883
<p>Name: JEREMY JAMES KING Address: 834 Bunce King Road, DARKAN WA 6392</p>				
Class	Number held	Beneficially held	Paid	Document number
ORD	1	yes	FULLY	6EQY43710
<p>Name: JAMES KILBERRY CAMPBELL Address: 1667 Cordering Road N, DARKAN WA 6392</p>				
Class	Number held	Beneficially held	Paid	Document number
ORD	1	yes	FULLY	6EQY43710
<p>Name: JANELLE HAYLEY SOUTH Address: 1085 Howie Road, DARKAN WA 6392</p>				
Class	Number held	Beneficially held	Paid	Document number
ORD	1	yes	FULLY	6EQY43710
<p>Name: STEVEN RONALD HULSE Address: 1 Hillman-Dardadine Road, DARKAN WA 6392</p>				
Class	Number held	Beneficially held	Paid	Document number
ORD	1	yes	FULLY	6EQY43710
<p>Name: HELEN MARY LUBCKE Address: 70 Hillman Road, DARKAN WA 6392</p>				
Class	Number held	Beneficially held	Paid	Document number
ORD	1	yes	FULLY	6EQY43710

**Current Company Extract**

**COALFIELDS DARKAN PTY LTD  
ACN 661 474 700**

<b>Documents</b>					
<p>Note: Where no Date Processed is shown, the document in question has not been processed. In these instances care should be taken in using information that may be updated by the document when it is processed. Where the Date Processed is shown but there is a zero under No Pages, the document has been processed but a copy is not yet available.</p>					
<b>Date received</b>	<b>Form type</b>	<b>Date processed</b>	<b>Number of pages</b>	<b>Effective date</b>	<b>Document number</b>
04/08/2022	201C Application For Registration As A Proprietary Company	04/08/2022	3	04/08/2022	3EGI70883
19/08/2022	991 Notification Of Location Of Books Stored On Computer	30/08/2022	2	19/08/2022	031692538
14/02/2023	484B Change To Company Details Change Of Registered Address	14/02/2023	2	14/02/2023	3EUJ66254
31/10/2023	484 Change To Company Details 484C Change Of Principal Place Of Business (Address) 484E Appointment Or Cessation Of A Company Officeholder 484O Changes To Share Structure 484G Notification Of Share Issue 484N Changes To (Members) Share Holdings	01/11/2023	6	30/10/2023	6EQY43710

**\*\*\*End of Extract of 4 Pages\*\*\***

**ASIC**

Australian Securities &amp; Investments Commission

## Relational Company Extract

**Name: COALFIELDS DARKAN PTY LTD****ACN: 661 474 700**

Date/Time: 08 April 2024 AEST 01:04:37 PM

This extract contains information derived from the Australian Securities and Investments Commission's (ASIC) database under section 1274A of the Corporations Act 2001.

Please advise ASIC of any errors or omission which you may identify.

ASIC expressly disclaims any liability arising from use of the service. If you require legal or other expert advice or assistance, you should seek the services of a competent professional person.

The following is an extract from the ASIC database showing where relevant;

- Companies in which the subject corporation is a member (only the top twenty members),
- Companies for which the subject corporation is the Ultimate Holding Company,
- Corporations for which the subject corporation is a director,
- Foreign companies for which the subject company is a local agent,
- Financial Services licences held by the subject company,
- Financial Services representative roles held by the subject company,
- Auditor roles in Financial Services licences held by the subject company,
- Securities dealers licenses held by the subject company,
- Securities investments advisers licenses held by the subject company,
- Futures dealers licenses held by the subject company,
- Futures advisers licenses held by the subject company,
- Managed Investment schemes for which the subject is the responsible entity,
- Asia Region Funds Passport for which the subject is the operator.

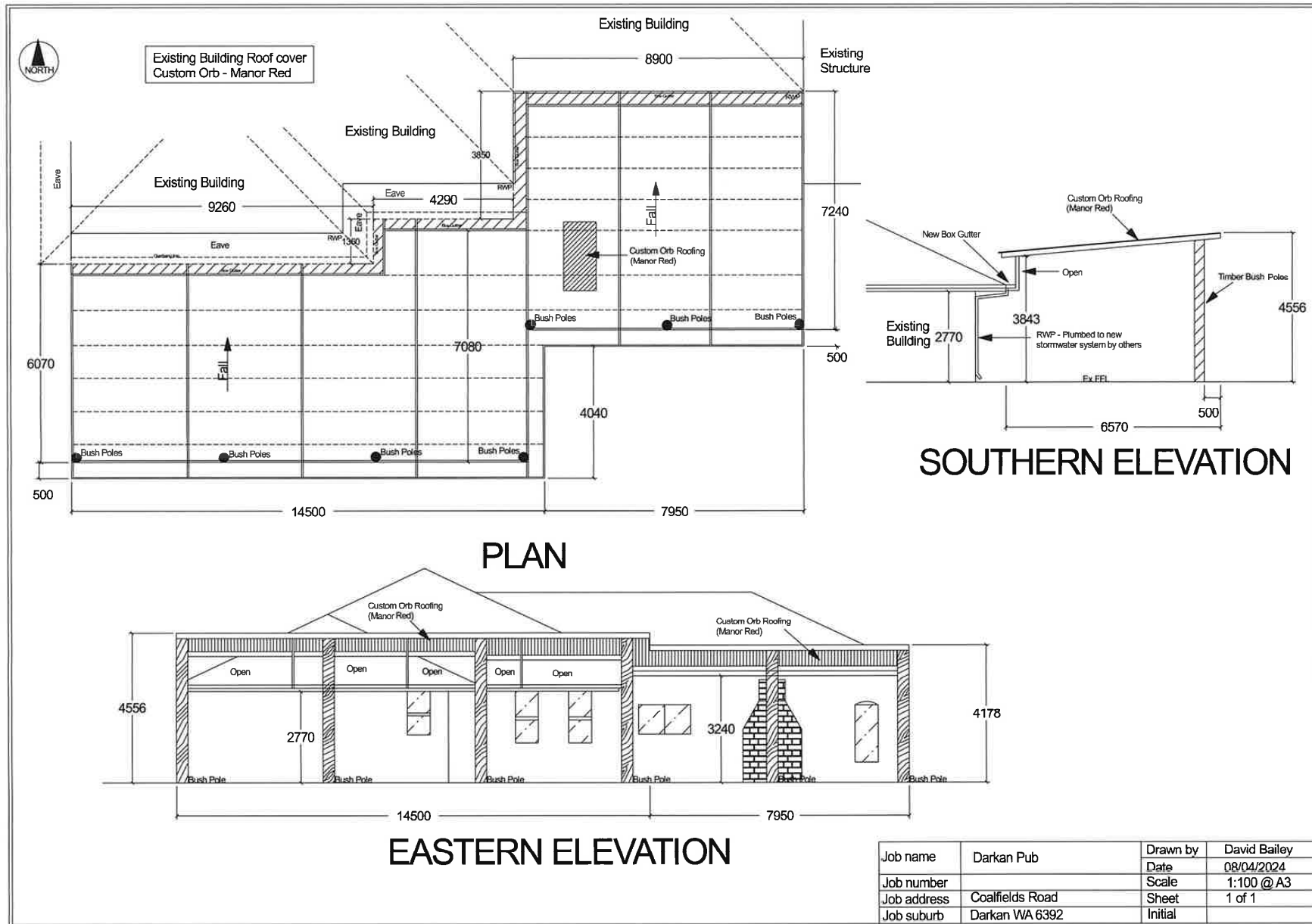
**EXTRACT**

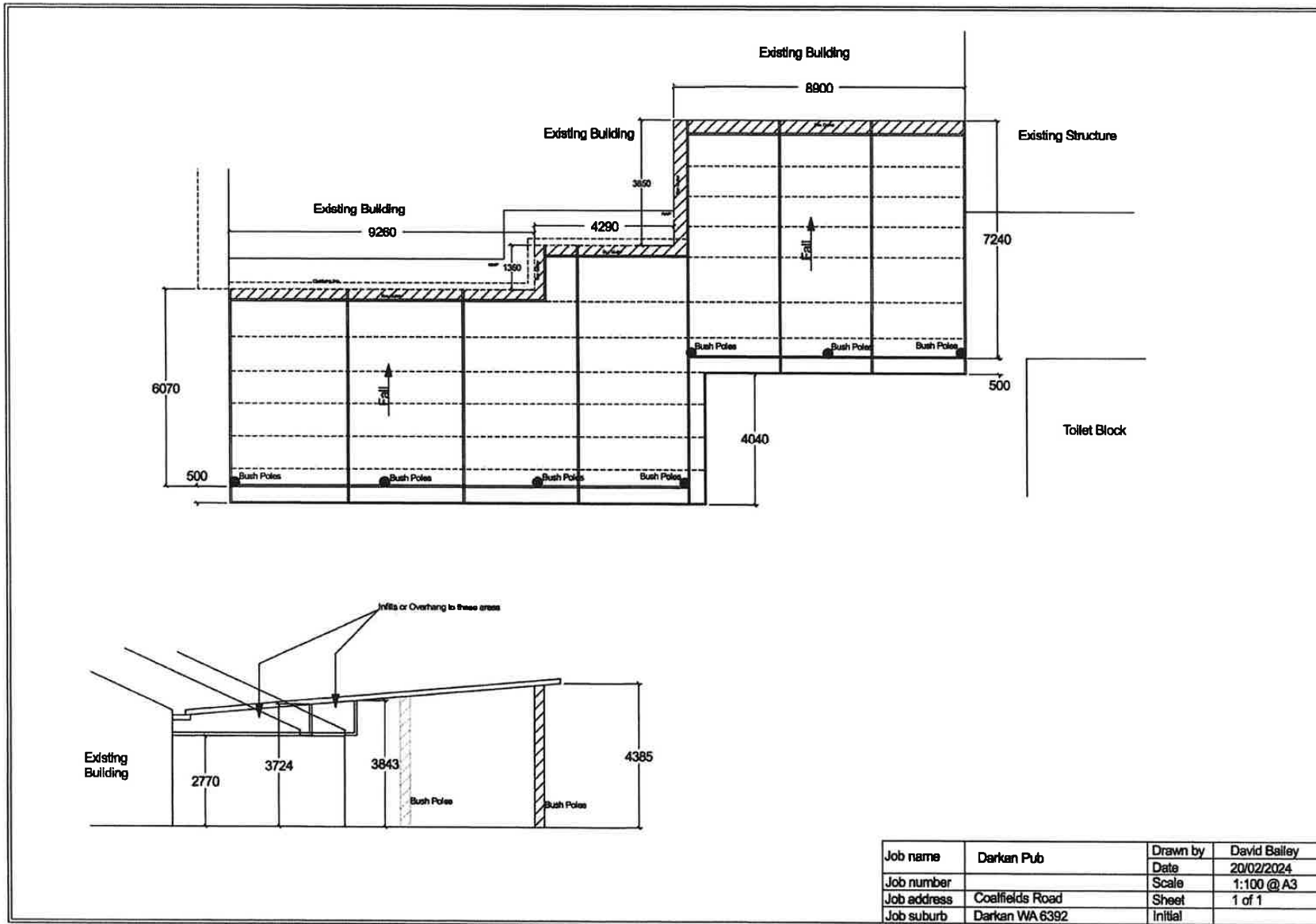
**Relational Company Extract**

**COALFIELDS DARKAN PTY LTD  
ACN 661 474 700**

Organisation Details	Document Number
<b>Current Organisation Details</b>	
Name: COALFIELDS DARKAN PTY LTD ACN: 661 474 700 Registered in: Western Australia Registration date: 04/08/2022	
<p>Note: For each class of shares issued by a proprietary company, ASIC records the details of the top twenty members of the class (based on shareholdings). The details of any other members holding the same number of shares as the twentieth ranked member will also be recorded by ASIC on the database. Where available, historical records show that a member has ceased to be ranked amongst the top twenty members. This may, but does not necessarily mean, that they have ceased to be a member of the company.</p>	







**HERITAGE IMPACT STATEMENT**

**Proposed patio addition**



(Photo 2022 L.Gray)

<b>Name</b>	<b>Darkan Hotel</b>
<b>Address</b>	9889 Coalfields Highway, Darkan
<b>Date</b>	22 April 2024
<b>Prepared by</b>	Laura Gray, Heritage & Conservation Consultant trading as Heritage Intelligence (WA)
<b>Prepared for</b>	Owner: Coalfields Darkan Pty Ltd
<b>Heritage Listings</b>	Heritage Council: inHerit No. 2702 Shire of West Arthur: Local Heritage Survey (2022) No.16 - Category 2- Heritage List Policy Manual (May 2023): Local Planning: LP 3 Heritage Places
<b>Statement of Significance</b>	(extract from Local Heritage Survey (2022)  Darkan Hotel is of social and historic significance.  The hotel has played an important role in the community as a meeting place and venue for social events.  A fine example of a country hotel, it makes a significant contribution to the streetscape and the architectural heritage of Darkan.
<b>The place</b>	Darkan Hotel was under construction when the town of Darkan, south of the railway line, was gazetted in 1906. The owner, Mrs Francis opened the hotel without a license or any alcoholic drinks. Mrs Francis ran the hotel until 1925.  The stone hotel building was strategically located opposite the railway station. A major brick extension to the southeast corner of the old hotel in the 1960's resulted in the bar being enlarged and now faces the Coalfields Highway.



The hotel has been developed over the years and has always been an important social venue for the town and district.

No site inspection was undertaken for this report. The site was viewed in 2022 during the compilation of the Shire of West Arthur’s Local Heritage Survey.

Ph Recent photographs provided by the owner show some deterioration of the stone walls on the east side.

**The proposal**

It is proposed to:

remove existing steel-framed hipped-roof patios on the east side of the hotel, including along the Coalfields Highway frontage.

construct a skillion roofed patio along the east side of the stepped wall of the hotel building.

the skillion roof will pitch from the highway frontage elevating to the north.

the roof frame and custom orb roof cladding will be colorbond.

the roof frame will be attached at several points onto the stepped east wall of the hotel.

the patio will to be supported by bush timber posts along the outer edges of the east and north sides of the patio.

the patio will protect the stone walls from further deterioration.

**Relevant policy**

LP 3 Heritage Places:

- a. Whether the proposed development will adversely affect the significance of any heritage place or area, including any adverse effect resulting from the location, bulk, form or appearance of the proposed development.
- b. Measures proposed to conserve the heritage significance of the place and its setting.
- c. The structural condition of a place, and whether a place is reasonably capable of conservation.

**Heritage Impact Statement**

How will the proposal affect the cultural significance of the place?

The proposed patio will provide an improved aesthetic to Darkan Hotel the Coalfields Highway streetscape and views from the town centre, on the south side of the railway line. It will not visually intrude upon streetscape views due to the low skillion roof at the highway frontage, providing a considerable improvement from the previous hip-roofed patios that fronted Coalfields Highway.

The proposed patio will have minimal impact on the original stone fabric of the east wall of the hotel, part of which was a 1960s addition. It will importantly provide protection from environmental elements, with no interventions,

**HERITAGE IMPACT STATEMENT**

Proposed patio addition

**Darkan Hotel**

and contribute to the long term retention of the fabric of those walls, that were previously exposed to the elements.

As demonstrated by the demolition of the previous patios, the proposed patio could be removed with minimal or no impact on the physical fabric of the hotel building.

The proposed patio does not impact the cultural heritage significance of the Darkan Hotel. In contrast, it enhances the highway visibility due to the low level frontage, contributes to the amenity of the place for the benefit of the community, protection of original fabric, and ongoing hospitality function of the hotel, and thereby its integrity and conservation.

What alternatives have been considered to minimise any adverse impacts?

The proposed skillion roof, low on the highway frontage, rising to the north demonstrates, demonstrates consideration of the amenity of the proposed patio, capturing maximum north light, minimising any visual impact, and improving the Coalfields Highway streetscape. The proposed patio also provides protection to the east walls, from environmental elements, that were previously exposed to the elements.

The proposal is consistent with the predominant scale of the hotel building across the highway frontage, unlike the previous patios.

Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

There are no perceived adverse impacts on the cultural heritage significance of the hotel arising from the proposed patio. The proposal improves the highway frontage at a scale consistent with the hotel building, in contrast to the previous patios that fronted the highway. It will have minimal physical impact on the east wall of the hotel, protect that wall fabric, and makes a significant contribution to the provision of amenity and hospitality services in the community, integrity for long term use as intended, and conservation of the hotel.

Summary

The proposed patio will protect the east walls, enhance the aesthetic of the Darkan Hotel with the low-level frontage that makes an unobtrusive response to the Coalfields Highway streetscape context and views from across the railway line, that serves to highlight the cultural heritage significance of Darkan Hotel. The proposal contributes to the amenity of the place for the benefit of the community, and the integrity of the continued hospitality function and conservation of the hotel.

Recommendation

The proposed patio is compliant with the policy requirements of LP3- Heritage Places. It enhances the Coalfields Highway frontage, has minimal impact on the original fabric of the hotel, retains it's integrity and contributes to benefit the community.

It is recommended that the Development Application for the patio on the east side of the Darkan Hotel be approved.

References

Site plan, floor plan and elevation.  
Photographs provided by owner.

**HERITAGE IMPACT STATEMENT**

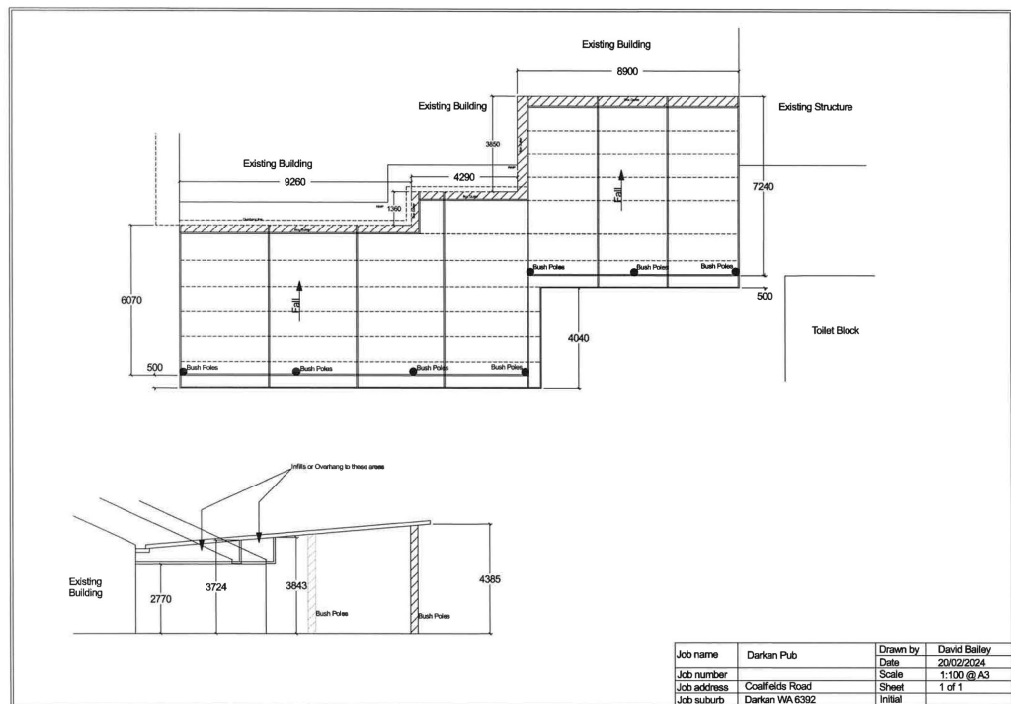
Proposed patio addition

**Darkan Hotel**

3



Site Plan (Courtesy of owner)



Floor plan and east elevation (Outdoor World)

**HERITAGE IMPACT STATEMENT**

Proposed patio addition  
**Darkan Hotel**



View looking northeast showing part of the east wall of the Darkan Hotel after the demolition of the previous patios.



View looking southeast showing part of the east wall of the Darkan Hotel after the demolition of the previous patios.

**HERITAGE IMPACT STATEMENT**

Proposed patio addition

**Darkan Hotel**

5

**14.3 DEVELOPMENT APPLICATION - PROPOSED PLANTATION / TREE FARM**

<b>File Reference:</b>	<b>A479</b>
<b>Author:</b>	<b>Joe Douglas, Planning Consultant</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>11/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Location:</b>	<b>Lot 5140 (No .801) Sandalwood Road, Bowelling</b>
<b>Applicant:</b>	<b>Valley River Holdings Pty Ltd</b>
<b>Owner:</b>	<b>Valley River Holdings Pty Ltd</b>
<b>Proposal:</b>	<b>Plantation / Tree Farm</b>
<b>Attachments:</b>	<b>1. Development Application Documents &amp; Plans <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider granting conditional approval to a development application for a proposed new plantation / tree farm on the abovementioned property.

**BACKGROUND:**

The applicant/owner has submitted a development application requesting the Shire's approval for the development of a proposed new plantation / tree farm on Lot 5140 (No. 801) Sandalwood Road, Bowelling.

Under the terms of the application received a new plantation comprising Radiata pine trees will be planted on a 409.6 hectare (i.e. 46%) portion of the property with the remaining balance portion of the land (i.e. 54%) to be retained for general land management and environmental conservation purposes.

The proposed development will be undertaken under the landowner's authority by WA Plantation Resources (WAPRES) Pty Ltd, an experienced, well-established forest products and export company operating in the south-west region of Western Australia. The company will be responsible for the establishment, management and harvesting of the proposed plantation.

Specific details of the proposed development, including plans, are provided in Attachment 1 to this report.

The subject land is located in the south-western part of the Shire's municipal district in the locality of Bowelling and comprises a total area of approximately 896.085 hectares.

The property is gently to moderately sloping and contains a small creek line in its south-western corner as well as a number of superficial natural drainage lines throughout.

The land has historically been developed and used for broadacre agriculture purposes and contains a number of associated improvements including farm storage sheds, rainwater tanks, animal holding pens, a fertiliser storage compound, vehicle access tracks, dams, firebreaks and boundary fencing. A 263 hectare portion of the property was also previously developed and used for plantation purposes with remnant blue gums still prevalent in some parts. It is significant to note there are no existing dwellings on the land.

The land has direct frontage and access to an unnamed local road along its southern boundary which provides a direct connection to Sandalwood Road approximately 1.5 kilometres further south. Both roads have been constructed to a basic rural standard (i.e. unsealed road carriageways) and are under the care, control and management of the Shire of West Arthur.

The property has not been identified as being priority agricultural land, is not subject to inundation or flooding during extreme storm events and does not contain any buildings or places of cultural heritage

significance. A significant proportion of the property has however been designated by the Fire and Emergency Services Commissioner as being bushfire prone.

Immediately adjoining and other nearby land uses include the Muja Conservation Park to the north and broadacre agriculture, plantations / tree farms, conservation reserves and vacant Crown land to the east, west and south.

**COMMENT:**

The subject land is classified 'Rural' zone in the Shire of West Arthur Local Planning Scheme No.2 with the use class 'plantation' listed as being a discretionary (i.e. 'D') use in the Zoning Table (i.e. the use is not permitted without the local government's development approval).

The application has been assessed with due regard for:

- a) the specific objectives and standards of the Shire's local planning framework including Local Planning Scheme No.2 (LPS2) and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- b) State Planning Policy 2.5 entitled 'Rural Planning'; and
- c) the outcomes from public advertising and agency referrals.

This assessment has confirmed the proposal is compliant or capable of compliance with the following relevant considerations and requirements:

- The general aims, objectives and provisions of LPS2 including those specific to all land classified 'Rural' zone;
- Land capability and suitability;
- Land use compatibility and boundary setbacks;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment, water resources and cultural heritage significance;
- Local road access, traffic flow and safety; and
- Flood, stormwater drainage and bushfire risk management.

When considering and determining the application Council should also note the following key points:

- i) State Planning Policy 2.5 and LPS2 support and encourage tree farming on rural land to help diversify rural economies and provide economic and environmental benefit.
- ii) The subject land is located in an area characterised by numerous existing tree farms and has proven capability for development of this type.
- iii) The application is supported by a comprehensive Plantation Management Plan prepared by WAPRES that demonstrates the proposed development will be undertaken in accordance with the standards and requirements of the Code of Practice for Timber Plantations in Western Australia and Guidelines for Plantation Fire Protection.
- iv) No objections were received during the public advertising and agency referral process.
- v) The one and only submission received from Mr David Guille - Manager Forest Assets, Forest Products Commission advised as follows:
  - *The Forest Products Commission strongly encourages the development of responsibly managed pine plantations in Western Australia. These plantations play an important role in sustaining the domestic timber processing industry and providing security to the building sector.*
  - *The proponents WAPRES have a long history of plantation management in WA and have established a very good reputation over this time. They are signatories to the Code of Practice for Timber Plantations in Western Australia and hold independently audited certification under*

*relevant standards including Responsible Wood Forest Management (AS4708) and ISO 14001 Environmental Management System. These standards ensure that certified entities conduct their activities in a way that will not result in negative impacts on environmental, social or economic values.*

- *I have reviewed the Plantation Management Plan, Fire Management Plan and Operations Plan provided by WAPRES and believe that the proposal aligns with the requirements of the Code of Practice. I am familiar with the property in question and are confident that it has the capacity to support a productive radiata pine plantation.*
  - *The FPC strongly supports approval of the proposed development.*
- vi) WAPRES is an experienced, well-established forest products company with proven capability to undertake the proposed development in a proper and orderly manner.
- vii) A condition of development approval requiring the preparation and submission of a Timber Harvest Plan prior to the commencement of any tree harvesting and haulage operations is recommended to assist the Shire determine and confirm the need for any specific management measures, road upgrade works and/or ongoing road maintenance contributions.

In light of all the above findings it is concluded the proposed development is acceptable and unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in a proper and orderly manner.

An alternative to the recommendation for conditional development approval provided below is not considered necessary or recommended for the following reasons:

- i) The proposal is well founded, permissible and has scope to be approved immediately;
- ii) The proposal is capable of being implemented in accordance with the standards and requirements of the Shire's local planning framework, the Code of Practice for Timber Plantations in Western Australia and Guidelines for Plantation Fire Protection and be of benefit to the local and State economy and natural environment; and
- iii) The applicant/landowner and WAPRES are obliged to address/satisfy all other statutory and regulatory requirements applicable to the proposed development to ensure it has no negative impacts.

#### **CONSULTATION:**

The application was advertised for public comment in accordance with the procedural requirements of clause 64 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the minimum required period of 14 days. This process included:

- Publication of a public notice and copy of the application on the Shire's website;
- Correspondence to all immediately adjoining landowners inviting their feedback/comment; and
- Referral of the application to the Department of Biodiversity, Conservation and Attractions, Department of Primary Industries and Regional Development and Forest Products Commission for review and comment.

At the conclusion of public advertising a total of one (1) submission had been received, the specific details of which are documented above.

#### **STATUTORY ENVIRONMENT:**

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

- *Shire of West Arthur Local Planning Scheme No.2*

**POLICY IMPLICATIONS:**

- *State Planning Policy 2.0 – Environment and Natural Resources Policy*
- *State Planning Policy 2.5 – Rural Planning*
- *State Planning Policy 2.9 – Water Resources*

**FINANCIAL IMPLICATIONS:**

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are accounted for in the Shire's annual budget and have been offset in part by the development application fee paid by the applicant. All costs associated with the proposed development will be met by the landowner.

It is significant to note should the applicant/landowner be aggrieved by Council's final decision in this matter they have the right to seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered unlikely in this particular case given the recommendation for conditional approval, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST and possibly more depending upon how far the matter proceeds through the review process.

**STRATEGIC IMPLICATIONS:**

The proposed development is generally consistent with the following elements of the Shire's Local Planning Strategy (2006), Strategic Community Plan Towards 2031, Corporate Business Plan 2021-2025 and Economic Development Strategy 2023-2033.

*Local Planning Strategy (2006)*

- Section 5.1 – Support the diversification of agricultural production and other rural land uses that complement established farming practices and have potential to expand the economic base and population of the district / Ensure timber plantations comply with the Code of Practice for Timber Plantations in Western Australia and Guidelines for Plantation Fire Protection / Ensure adequate arrangements are made for heavy vehicle access in the event the plantations are harvested; and
- Section 6 – Encourage and support environmental conservation and protection within the district including improved catchment and land management practices.

*Strategic Community Plan Towards 2031*

Local Economy Outcome 2.2 – A growing, diverse business community;

Local Economy Outcome 2.3 – Existing businesses develop and grow;

Natural Environment Outcome 3.1 – Maintain and improve our key natural assets;

Natural Environment Outcome 3.3 – Our natural biodiversity is maintained and valued;

Built Environment Outcome 4.1 – Our road network is well maintained;

Built Environment Outcome 4.3 – Our cultural heritage is preserved and promoted; and

Built Environment Outcome 4.4 – Appropriate planning and development.

*Corporate Business Plan 2023/24 – 2026/27*

Art, Culture and Heritage – Maintain and preserve heritage buildings and places;

Economic Development – Support agricultural diversification opportunities;

Asset Management – Our built infrastructure, including road network, is well maintained; and



Climate and Environment – Maintain and improve key natural assets.

Economic Development Strategy 2023-2033

Priority 2: Infrastructure Development - Built infrastructure that is well maintained and meets the needs of our community;

Priority 5: Strategic Industries and Diversification - Greater economic resilience through industry diversification; and

Priority 6: Investment Attraction - New industry development and diversified job opportunities.

**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	Development occurs in a manner not consistent with legislative requirements
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2) Non-compliance results in imposed penalties.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with conditions of approval and other applicable regulations.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That the application for development approval submitted by Valley River Holdings Pty Ltd for the development of a proposed new plantation / tree farm on Lot 5140 (No. 801) Sandalwood Road, Bowelling be approved by Council subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken strictly in accordance with the following information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government:
  - i) Plantation Management Plan prepared by WA Plantation Resources (WAPRES) Pty Ltd (i.e. WAPRES Document No.4510 Revision 14 dated 14 March 2024); and
  - ii) Sandalwood Plantation Operations Plan (i.e. Document name 'Sandalwood\_DRAFT\_OPTN\_2024' dated 14 March 2024).
2. The proposed development shall be substantially commenced within two (2) years from the date of this approval. If the development is not substantially commenced within this period no development shall be carried out without the further approval of the local government having first been sought and obtained.
3. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
4. The landowner shall provide a copy of any amended/updated versions of the Plantation Management Plan and Sandalwood Plantation Operations Plan to the local government for consideration of endorsement if any modifications are required for any reason and prior to any associated works.
5. This approval is valid until 31 December 2055 unless otherwise approved by the local government.
6. All internal access roads must be constructed and maintained for the life of the development to ensure the safe and convenient movement of all vehicles attending the land and approved development thereon.
7. The proposed 50,000 litre water tank must be installed and filled prior to commencement of the 2024/25 fire season, including the construction of all associated vehicle accessways for firefighting vehicles, and maintained thereafter for the life of the development.

8. At least three (3) months prior to the commencement of any tree harvesting and haulage operations associated with the proposed development the landowner shall prepare and submit a Timber Harvest Plan to the local government for consideration of endorsement. The plan required by this condition shall be prepared with due regard for the guidance provided by the Code of Practice for Timber Plantations in Western Australia and Guidelines for Plantation Fire Protection (as amended) and shall include the following:
  - Details of all local roads within the Shire of West Arthur proposed to be used to transport harvested trees from the subject land (i.e. the proposed harvest route/s);
  - A traffic impact assessment and road condition/dilapidation report for the proposed harvest route/s prepared by a suitably qualified person (i.e. a civil engineer or traffic/transport consultant); and
  - Details of any road upgrade and/or ongoing maintenance works identified in the traffic impact assessment and road condition/dilapidation report as being required, including an estimate of costs.
9. Following completion of harvesting of all trees from the land the landowner shall within six (6) months, or a longer period approved by the local government:
  - i) Reinststate all areas used for the planting of trees so they are suitable for use for agricultural purposes or a new plantation / tree farm;
  - ii) Remove and dispose of all waste generated during the harvest process; and
  - iii) Ensure all internal access roads and firebreaks are graded clear of debris so they are trafficable including the construction of any new drains that may be required to maintain the integrity of these improvements, including ongoing vehicle access, and minimise the potential for future erosion.

#### Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of West Arthur under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner is reminded of its obligation to ensure compliance with the Shire of West Arthur Annual Bush Fire Notice as it applies specifically to all rural properties and plantations in the Shire to help guard against potential bushfire risk.
4. Every plantation manager, landowner/s and/or occupier/s has a legal responsibility to try and prevent fire from escaping their land in accordance with Section 28 of the *Bush Fires Act 1954*. It must be possible for them to attend a fire on their own plantation.
5. The applicant/landowner is responsible for ensuring the correct siting of all improvements on the land the subject of this approval. An identification survey demonstrating correct siting and setbacks of improvements may be requested by the local government to ensure compliance with this determination notice and all applicable provisions.
6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of West Arthur Local Planning Scheme No.2 and may result in legal action being initiated by the local government.

7. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of this determination.



ATTACHMENT 1

**WACAP Treefarms Pty Ltd**  
ABN 50 009 378 607

Our ref: GJ: 24.03

8<sup>th</sup> March 2024

The Chief Executive Officer  
Shire of West Arthur  
31 Burrowes Street  
Darkan WA 6392

Dear Mr Fordham Lamont,

**TREEFARM DEVELOPMENT**

WA Plantation Resources (WAPRES) Pty Ltd is proposing to establish a pinus radiata crop on behalf of a Landowner in your Shire on 801 Sandalwood Road, Bowelling (Lot 5140 On Plan 213097).

The crop will be established, managed and harvested by WAPRES in accordance with the Goals and Guidelines of the Code of Practice for Timber Plantations in Western Australia, Council Firebreak Orders and FESA’s Guidelines for Plantation Fire Protection.

Accordingly, the Landowner seeks Council endorsement for this proposal.

Please find attached the following supporting information:

1. Signed Development Application Form
2. Copies of Certificate of Title and ASIC Company search
3. Plantation Management Plan including Fire Management Plan and WAPRES Fire Suppression Resources Summary
4. Operations Plan
5. Additional Supporting Information

Please do not hesitate to contact me if you or your Council need to discuss any aspect of the Treefarm development.

Regards,

**Grant Johnson**  
Estate Manager  
WAPRES  
enc

**Marubeni Group**

www.wapres.com.au

**BUNBURY OFFICE**  
Level 2, Ommanney On Victoria,  
53 Victoria Street, Bunbury WA 6230.  
PO Box 2453, Bunbury WA 6231  
T. (08) 9791 0700



# Application for Development Approval

## Local Planning Scheme No 2

Planning and Development (Local Planning Schemes) Regulations 2015

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



### Material to Accompany a Development Application (As prescribed by Clause 63 of the regulations)

An application for development approval is to be accompanied by -

- a) A plan or plans in a form approved by the local government showing the following –
  - I. The location of the site including street names, lot numbers, north point, and the dimensions of the site.
  - II. The existing and proposed ground levels over the whole of the land the subject of the application.
  - III. The location, height and type of all existing structures and environmental features, including watercourses, wetlands, and native vegetation on the site.
  - IV. The structures and environmental features that are proposed to be removed.
  - V. The existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;
  - VI. The existing and proposed means of access for pedestrians and vehicles to and from the site;
  - VII. The location, number, dimensions and layout of all car parking spaces intended to be provided;
  - VIII. The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
  - IX. The location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;
  - X. The nature and extent of any open space and landscaping proposed for the site; and
- b) Plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained; and
- c) A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies; and
- d) Any other plan or information that the local government reasonably requires.

### Application Fee

The prescribed fee for a development application is based upon the estimated cost of the development as follows:

Development Cost	Application Fee
Less than 50,000	\$147.00
> \$50,000 but not more than \$500,000	0.32% of the estimate cost of development
> 500,000 but less than \$2.5m	\$1,700 + 0.257% for every \$1 in excess of \$500,000
> \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million
> \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million

**Note:**

1. Developments with an estimated cost of \$10 million or more must be referred to a Development Assessment Panel.
2. Developments with an estimated cost of \$2 million or more and less than \$10 million may be referred to a Development Assessment Panel by the applicant.



**Owners Details**

Name: Valley River Holdings Pty Ltd

ABN (if applicable): 37 657 962 608

Postal Address: PO Locked Bag No 2

West Perth WA Post Code: 6872

Email: cosec@hancockprospecting.com.au

Mobile Number: \_\_\_\_\_ Home Number: +61 8 9429 8222

Contact person for correspondence: Sam Byford

Signature: [Signature] JAY NEWBY Date: 15/02/2024

Signature: [Signature] S. JABEZ HUANG Date: 15/02/2024

*The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).*

**Applicant Details (if different from owner)**

Name: \_\_\_\_\_ ABN (If Applicable): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Contact person for correspondence: \_\_\_\_\_

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.

Yes  No

Signature: [Signature] [Signature] Date: 15/02/2024

**Property Details**

Lot Number: 5140 House/Street Number: 801 Location Number: \_\_\_\_\_

Diagram or Plan Number: 213097 Certificate of Title (Vol. Number): 2025

Folio: 299

Title encumbrances (e.g., easements, restrictive covenants): \_\_\_\_\_

Street name: Sandalwood Road Suburb: Bowelling

Nearest Street Intersection: Craigie Road/Sandalwood Road



**Proposed Development** *(see Note 1)*

Nature of development:

Works     Use     Works and Use

Is an exemption from development claimed for part of the development? *(see Note 2)*

Yes     No

No     Works     Use

Description of proposed works and/or land use:  
*(refer to information on cover page)*

Pinus Radiata Plantation - 409.6ha

Description of exemption claimed (if relevant): \_\_\_\_\_

Nature of any existing buildings and/or land use: Agriculture - Extensive (i.e cropping and grazing).

There are no dwellings on the land with the only built form improvements being two (2) existing farm storage sheds, rainwater tanks, animal holding pens and a fertiliser storage compound.

Approximate cost of proposed development: \$1,200,000

Estimated time of completion: Plantation to be established in 2024

**Notes**

1. Council will determine the land use classification under the Scheme for the proposal.
2. Development which is exempt from needing approval is referenced in Clause 61, Schedule 2 of the Regulations and in Council's Local Planning Policies.
3. Please note the Shire of West Arthur reserves the right to request additional information for specific applications such as truck movements, plans, traffic reports, and acoustic reports. For larger applications the applicant is encouraged to organise an appointment with the Shire Planner prior to lodging.
4. Discussing your development proposal early in the process can avoid unnecessary delays in processing the application. **If you wish to make an appointment, please contact the Shire office on 9736 2222**
5. The publication is intended for general information only. Verification with the original local laws, local planning scheme, and other relevant documents is required for detailed references.
6. In making this application, the owner has acknowledged and agreed that Council Staff may enter the property to undertake a site inspection as part of the processing of this application.

**Office Use Only**

Acceptance Officer's Initials: \_\_\_\_\_ Date received: \_\_\_\_\_

Local government reference number: \_\_\_\_\_





WESTERN AUSTRALIA



TITLE NUMBER	
Volume	Folio
<b>2025</b>	<b>299</b>

**RECORD OF CERTIFICATE OF TITLE**  
 UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
 REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 5140 ON DEPOSITED PLAN 213097

**REGISTERED PROPRIETOR:**  
 (FIRST SCHEDULE)

VALLEY RIVER HOLDINGS PTY LTD OF LEVEL 3 28-42 VENTNOR AVENUE WEST PERTH WA 6005  
 (T P558944 ) REGISTERED 22/5/2023

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
 (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2025-299 (5140/DP213097)  
 PREVIOUS TITLE: 1953-456  
 PROPERTY STREET ADDRESS: 801 SANDALWOOD RD, BOWELLING.  
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF WEST ARTHUR

NOTE 1: F735003 INCLUDES CLOSED ROAD LAND ACT, 1933.



**ASIC**

Australian Securities & Investments Commission

## Current Company Extract

**Name:** VALLEY RIVER HOLDINGS PTY LTD  
**ACN:** 657 962 608

**Date/Time:** 23 February 2024 AEST 05:07:08 PM

This extract contains information derived from the Australian Securities and Investments Commission's (ASIC) database under section 1274A of the Corporations Act 2001.

Please advise ASIC of any error or omission which you may identify.

EXTRACT

**Current Company Extract**

**VALLEY RIVER HOLDINGS PTY LTD  
ACN 657 962 608**

Organisation Details	Document Number
<b>Current Organisation Details</b>	
Name: VALLEY RIVER HOLDINGS PTY LTD	2EWW82066
ACN: 657 962 608	
ABN: 37657962608	
Registered in: Western Australia	
Registration date: 11/03/2022	
Next review date: 11/03/2024	
Name start date: 11/03/2022	
Status: Registered	
Company type: Australian Proprietary Company	
Class: Limited By Shares	
Subclass: Proprietary Company	

Address Details	Document Number
<b>Current</b>	
Registered address: Level 3, 28-42 Ventnor Avenue, WEST PERTH WA 6005	2EWW82066
Start date: 11/03/2022	
Principal Place Of Business address: Level 3, 28-42 Ventnor Avenue, WEST PERTH WA 6005	2EWW82066
Start date: 11/03/2022	

**Contact Address**

Section 146A of the Corporations Act 2001 states 'A contact address is the address to which communications and notices are sent from ASIC to the company'.

**Current**

Address: LOCKED BAG 2, WEST PERTH WA 6872  
Start date: 03/03/2023

Officeholders and Other Roles	Document Number
<b>Director</b>	
Name: JAY ELIOT NEWBY	2EWW82066
Address: 14 Kemp Road, MOUNT PLEASANT WA 6153	
Born: 04/08/1964, PERTH, WA	
Appointment date: 11/03/2022	
Name: TADEUSZ JOZEF WATROBA	2EWW82066
Address: 19 Doongalla Road, ATTADALE WA 6156	
Born: 10/02/1947, KRUSZEWO, POLAND	
Appointment date: 11/03/2022	
<b>Secretary</b>	
Name: SHOOU-JONG JABEZ HUANG	2EWW82066
Address: 29 Roberts Road, ATTADALE WA 6156	
Born: 14/02/1969, SINGAPORE, SINGAPORE	
Appointment date: 11/03/2022	

**Current Company Extract**

**VALLEY RIVER HOLDINGS PTY LTD  
ACN 657 962 608**

<b>Share Information</b>					
<b>Share Structure</b>					
<b>Class</b>	<b>Description</b>	<b>Number issued</b>	<b>Total amount paid</b>	<b>Total amount unpaid</b>	<b>Document number</b>
ORD	ORDINARY	5	5.00	0.00	2EWW82066

**Members**

Note: For each class of shares issued by a proprietary company, ASIC records the details of the top twenty members of the class (based on shareholdings). The details of any other members holding the same number of shares as the twentieth ranked member will also be recorded by ASIC on the database. Where available, historical records show that a member has ceased to be ranked amongst the top twenty members. This may, but does not necessarily mean, that they have ceased to be a member of the company.

Name: HANCOCK PROSPECTING PTY LIMITED  
 ACN: 008 676 417  
 Address: Level 3, 28-42 Ventnor Avenue, WEST PERTH WA 6005

<b>Class</b>	<b>Number held</b>	<b>Beneficially held</b>	<b>Paid</b>	<b>Document number</b>
ORD	5	yes	FULLY	2EWW82066

<b>Documents</b>					
<b>Date received</b>	<b>Form type</b>	<b>Date processed</b>	<b>Number of pages</b>	<b>Effective date</b>	<b>Document number</b>
11/03/2022	201C Application For Registration As A Proprietary Company	11/03/2022	3	11/03/2022	2EWW82066

\*\*\*End of Extract of 2 Pages\*\*\*



# PLANTATION MANAGEMENT PLAN

For

# Sandalwood 2024

## P. RADIATA ESTABLISHMENT

Store inside front cover of Plantation Working File

<b>PROPERTY INFORMATION</b>	<b>PLANTATION – Sandalwood 2024</b>
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<b>Landowner:</b>	Valley River Holdings Pty Ltd PO Box Locked Bag No 2 West Perth WA 6872 Sam Byford – (08) 9429 8222
<b>Plantation Owner:</b>	Roy Hill Holdings Pty Ltd PO Box Locked Bag No.42 Welshpool DC WA 6986
<b>Manager:</b>	WAPRES PO Box 2453 Bunbury WA 6231 Ph (08) 9791 0700 Fax (08) 9791 9503
<b>Plantation Name:</b>	<b>Sandalwood 2024 (P. radiata Establishment)</b>
<b>Title Description:</b>	Lot 5140 on Plan 213097
<b>Main Access:</b>	Sandalwood Rd
<b>Local Authority:</b>	Shire of West Arthur
<b>Bushfire Brigade:</b>	Duranillin Brigade
<b>Rainfall:</b>	700mm
<b>Site Description:</b>	Gently undulating pasture interspersed with large areas of jarrah and wandoo woodland.
<b>Soil Types:</b>	Grey/white sand over light to medium clays, with small areas of sandy laterite topsoils.
<b>Catchment Area:</b>	Upper Blackwood River Catchment.
<b>Buildings:</b>	There are no dwellings on the land with the only built form improvement being two (2) existing farm storage sheds, rainwater tanks, animal holding pens and a fertiliser storage compound.
<b>Powerlines:</b>	Nil.
<b>Utilities:</b>	Nil.
<b>Plantable Area:</b>	409.6ha
<b>Species to be Managed:</b>	<i>Pinus radiata</i> .
<b>Compartment Size:</b>	Average less than 30 hectares.

**ENVIRONMENTAL AND CULTURAL IMPACT MANAGEMENT**

WAPRES manages *Eucalyptus* and Pine plantations throughout the South-West region of Western Australia. WAPRES aims to meet or exceed industry best practice in all our operations. Our forest management practices are certified to the **Responsible Wood (RW and internationally recognized through PEFC) Sustainable Forest Management and Forest Stewardship Council® (FSC®) Forest Management**. WAPRES also implements a dually certified **RW and FSC® Chain of Custody** system to ensure the accountability of our wood fibre products.

All operations must be carried out in accordance with WAPRES Operations Manuals and the WAPRES-9000: Environmental Care Manual. All WAPRES procedures are written in accordance with our current certifications.

- **AS/NZS ISO 14001:2016 Environmental Management Systems**
- **AS/NZS ISO 45001-2018 Occupational Health & Safety Management Systems**

WAPRES adheres to the plan outlined below to ensure that its **Forest Management Policy** (Policy 02) is implemented. Where applicable this Forest Management Plan is consistent with the **FIFWA “Code of Practice for Timber Plantations in Western Australia” and FESA Guidelines for Plantation Fire Protection**. This plan is reviewed regularly to consider changes in management objectives, the results of measurements and monitoring and any other new information.

WAPRES conducts periodic “Due Diligence” assessments of its entire plantation estate through an initial desktop survey using various online data bases, followed by a field survey as necessary. For new plantations this survey is also carried out during the initial planning process, and the results of the survey process are maintained in the “WAPRES High Conservation Management Plan”, within the WAPRES Management System. Any areas identified as having High Conservation Value (HCV) will be recorded on the Plantation map for future reference, and strategies will be put in place to protect the HCV.

**High Conservation Values (HCV):** There is no HCV within or adjacent to the plantation area.

**Special Management Zones (SMZ’s):** SMZ’s are areas identified by Government Departments (Federal or State), Local Shire Authorities, or WAPRES, for the protection of specific environmental, cultural or landscape values. They will be significant enough to require highlighting on the Plantation Map for the life of the plantation.

There are no SMZ’s within the plantation area.

**Factors that have been considered in managing environmental, cultural and landscape values are.**

**Declared Weeds:** There are no declared/noxious weeds present within the plantation area.

**Disease:** There are no notifiable diseases present within the plantation area.

**Flora and Fauna:** There are no rare, endangered, or vulnerable flora or fauna species requiring special management within the plantation area.

**Soil:** There is a low risk of soil erosion by water on some of the undulating areas of the farm. This risk will be managed in the plantation by aligning planting rows along the contour on sloping land to break up and slow any surface water movement, and on the firebreaks by establishing and maintaining erosion barrier drains as required, to slow water flow and divert water off firebreaks and roads.

**Water:** There are several minor streams within/adjacent to the plantation area. Every stream within the planted area will be managed by maintaining a minimum 10-metre pastured or vegetated buffer either side of the watercourses. Herbicides and fertilisers will not be applied within these buffers (other than spraying of firebreaks to within no less than 1 metre of the watercourses), or adjacent to them

when the streams are flowing strongly, or heavy rain is imminent. Pesticides will not be applied within 30 metres of the watercourses at any time.

The plantation is not located within a Water Resource Recovery Catchment, as identified in the Department of Environment's Salinity Management Program.

WAPRES Operational Foresters work with WAPRES Management Systems staff to identify a representative sample of the most sensitive waterways on plantations being established each year. A formal water monitoring program (for chemical and nutrient contamination) may then be implemented on selected waterways, to assist in evaluating and improving plantation management practices.

**Cultural Heritage**

A Formal Desktop survey has determined that there are no registered or identified mythological cultural sites within the plantation area requiring special management.

**Landscape:**

There are no special landscape values that will be adversely affected by development of this plantation.



**PLANTATION ESTABLISHMENT INFORMATION**

- Shire Conditions:** The Development Approval issued by the Shire of West Arthur and all associated conditions and advice notes will be included as an Appendix to this management plan once received.
- Operations Plan:** A Sandalwood Plantation Operations Plan is included as a separate document as part of the Development Application Process.
- Firebreak widths:** As per Current Shire of West Arthur regulations;  
15m external boundary  
10m internal compartment boundaries (exceeding the minimum 6m width stipulated by the Shire).
- Remnant vegetation:** There is no requirement to remove any remnant native vegetation. All planting areas are clearly defined and clear of native vegetation (other than some stands of young regrowth tea tree in otherwise pastured areas).
- Farm Visit Policy:** The landowner does not have a Farm Visit Policy.

**Staging of the Proposed Development:** Treefarm proposed to be developed in one (1) stage in 2024

**See Operations Plan for establishment year and silvicultural status of each stand.**

**SITE PREPARATION AND PLANTING DETAILS**

Operation	Specification	Likely time of operation
Fences & Access	Some internal fences to be removed by the landowner. Main access firebreaks through the plantation have already been gravelled/upgraded by the previous farm and plantation managers. No further upgrading is anticipated until harvest planning identifies additional hard surfacing requirements.	Dec - Feb
Perennial weed control (kikuyu and dock)	Regrowth tea tree stands in pastured areas, and thick rushes in the paddock closest to the front gate to be broad sprayed with APVMA approved herbicides at recommended label rates	April
Burning	Heaped bluegum coppice, pushed up old bluegum coppice stumps and old IFC heaps to be burnt. Sprayed rushes to be broadcast burnt.	Restricted burning period (March/April)
Cultivation Row Alignment	On hills - align mounds along contour & add regular drainage breaks in mounds to minimise risk of erosion On flats - align to prevent accumulation of standing water	April/May
Cultivation/Mounding Specifications	3m row spacing, rip & mound to 50cm depth and 30cm height	
Grass and weed control (strip spray)	Strip spray 2m width over cultivated rows, with APVMA approved pre- and post-emergent herbicides at recommended label rates for the target weeds.	June
Planting ( <i>P. radiata</i> )	1100 – 1300 stems/ha (3m rows x 3m-2.5m planting spacing) – planted by hand. Site dependant	June/July
Fertiliser	Hand application into ground beside seedlings, type and rate to be determined from soil analysis.	August/Sept
Insect control (Spring beetles, chrysomelid beetles and grass hoppers)	<u>Beetles</u> Spray with APVMA approved pesticides at recommended label rates	As required (Aug/Sept)

	<p><u>Grasshoppers</u>                  Spray with APVMA approved pesticides or Green Guard (bio-insecticide) at recommended label rates</p>	As required (Nov – Feb)
Overspray	<p>Strip spray 2m width over cultivated rows, with APVMA approved herbicides at recommended label rates for the target weeds.                  And/or                  Hand application of granular herbicide over seedlings using a calibrated dispenser</p>	As required in Spring following planting
Vermin Control (Rabbits and 28 Parrots)	<p><u>Rabbits</u>                  Rabbits may be deterred from damaging new seedlings by applying blood and bone to seedlings immediately after planting.                  Rabbits may be culled by baiting with Pindone oat bait or shooting.</p>	As required
	<p><u>28 Parrots</u>                  If parrots become a problem, a shooting program may be implemented using professional shooters under an appropriate DBCA licence.</p>	As required

<b>PLANTATION MAINTENANCE AND HARVESTING INFORMATION</b>
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<b>Shire Conditions:</b>	The Development Approval issued by the Shire of West Arthur and all associated conditions and advice notes will be included as an Appendix to this management plan once received.
<b>Plantation Signage:</b>	The plantation entrance may have signage erected showing the plantation name. A WAPRES sign displaying the 24 hour “Fireline” phone number (08) 9777 2022 will be erected at every main entrance to the plantation as defined in the Operations Plan for referral in case of fire, along with a red tube with a Fire Map enclosed.
<b>Compartment and Water Point Signage:</b>	Compartment number signs (corresponding to the Operations Plan) will be erected at strategic points, to assist in navigation through the plantation. Water point signs will be erected at strategic points, to assist in navigation to reliable water points, including any relevant water tanks.
<b>Firebreaks:</b>	<p>Firebreaks as shown on the Operations Plan will be established and maintained as per the current Shire of West Arthur regulations (as a minimum) and the <b>Guidelines for Plantation Fire Protection (FESA 2011)</b>.</p> <p>Herbicide application and/or grading to remove flammable pastures will be carried out in spring of each year, typically using only APVMA approved herbicides at recommended label rates for the target weeds.</p> <p>All firebreaks will be maintained with a minimum 5m trafficable surface. Upgrading of firebreak surfaces with gravel (sourced onsite) may be carried out only as required to maintain suitable access for plantation establishment and maintenance operations, and erosion barrier drains and culverts will be installed where required to prevent water erosion of firebreaks. All firebreak upgrading will be carried out within the requirements of the <b>Code of Practice for Timber Plantations in Western Australia</b>.</p>
<b>Survival counts:</b>	For planted crops, an intensive formal survey will be conducted in the autumn following planting to determine the final stocking rate of planted stands, and to identify any areas that may require replanting to achieve the desired stocking levels.
<b>Second Year Weed Control:</b>	Second year weed control will be conducted over fully replanted areas in Winter or Spring of the year following planting as required, to remove pastures that would otherwise compete with the plantation trees and create a higher bushfire hazard over summer, using only APVMA approved herbicides at recommended label rates for the target weeds.
<b>Replanting:</b>	Following second year weed control, replanting of new seedlings may be required in areas that have not achieved the minimum stocking level.
<b>Grazing:</b>	Sheep or cattle grazing will only be permitted with written agreement from the <b>forester in charge</b> , and not before trees are large enough to withstand any possible damage by stock.
<b>Nutrition:</b>	<p>A Forest Health Survey will be carried out following establishment and again as required. The objectives will be to determine the health and nutrient level of the plantation and to identify any areas that may not be growing to their potential, by both visual observation and the analysis of foliar samples collected throughout the plantation.</p> <p>Fertiliser application is typically completed on radiata plantations after the first thinning at around age 12. Type and volume will be determined by WAPRES staff and Forest Health Survey results.</p>

**Insect Control:** Activity and damage levels will be monitored in Spring/Summer of years two to five following establishment, and only APVMA approved chemicals may be applied to affected areas by approved means and at recommended label rates, if required.

Control will only be carried out after considering pest activity, weather conditions, and suitable buffers to sensitive areas both within and surrounding the plantation.

A scientific process for identifying insect population thresholds at which chemical control may be required has been developed in conjunction with the Australian CRC Sustainable Production Forestry, and the WA Plantation Forestry Integrated Pest Management Group (IPMG).

**Parrot control (28's):** If Australian Ringneck Parrots (28's) begin causing an unacceptably high level of damage to the plantation, a shooting program will be implemented using licenced shooters as permitted under the Wildlife Conservation Act 1950.

**Inventory:** Inventories of standing wood volume will be conducted as required during the life of the plantation, and at pre-harvest as required.

**Inspections:** Formal plantation inspections will be carried out approximately as per the following table:

Plantation Age	Inspection Frequency
0 – 6 months	1 per month
6 months – 5 years	1 every 6 months
5 years - harvest	1 every 12 months

The objectives of these inspections are to provide accurate surveillance for scheduling field maintenance works, monitoring plantation health and fulfilling client obligations.

**Wildling Control** Significant internal and adjoining external areas of native vegetation and stream reserves will be monitored for plantation wildling establishment, and measures will be taken to remove them before they become old enough to produce more seeds and continue spreading away from the plantation.

**Harvesting and Log Transport:** **Radiata Chiplog and Sawlog Production**  
 Timing of thinning operations may vary due to market, site, and environmental conditions at the time, and are typically scheduled for year 12 and year 20. Each of these thinning operations are designed to reduce the stocking by approximately 50% to allow the plantation to perform at maximum capacity.

Timing of final harvest operations may also vary due to market, site and environmental conditions at the time, however these are typically scheduled for between years 25 to 30.

A separate Timber Harvest Plan (THP) will be developed prior to any harvesting and haulage operations.

Access throughout the plantation will be primarily via the existing firebreak network, although additional truck access into planted stands may be required to optimise extraction distances. Upgrading of firebreak surfaces with gravel (sourced onsite) will be carried out as required to maintain suitable access for harvesting and log/chip truck operations and runoff drains and culverts will be installed where required to prevent water erosion of firebreaks. All firebreak upgrading will be carried out within the requirements of the **Code of Practice for Timber Plantations in Western Australia**.

All State and Local Government legislation regarding fire protection, environmental protection, impacts on neighbours and road transport will be adhered to during harvesting and haulage operations.

Extra Mass haulage permits may be required, and the Shires of West Arthur and Boyup Brook and Main Roads WA will be consulted during the planning process, to identify the actual haul route and set any conditions that may be required (such as road maintenance, school bus curfews etc).

It is proposed that the following roads could be used for the transport of harvested product from the property:

- Craigie Road (Shire of West Arthur) onto
- Sandalwood Road (partly in the Shire of West Arthur and partly in the Shire of Boyup Brook) onto
- Boyup Brook North Road (Shire of Boyup Brook) onto
- Bowelling McAlinden Road (Shire of West Arthur) onto
- EITHER
- Trigwell Bridge Road (Shire of West Arthur) onto
- Coalfields Highway to Bunbury.
- OR
- McAlinden Rd (Shire of Boyup Brook) onto
- Donnybrook Boyup Brook Rd (Shire of Boyup Brook) onto
- South West Highway to Bunbury

FIRE MANAGEMENT PLAN		PLANTATION - SANDALWOOD 2024
<b>PROPERTY INFORMATION</b>		
<b>Landowner:</b>	Valley River Holdings Pty Ltd PO Box Locked Bag No 2 West Perth WA 6872 Sam Byford – (08) 9429 8222	
<b>Plantation Owner:</b>	Roy Hill Holdings Pty Ltd PO Box Locked Bag No.42 Welshpool DC WA 6986	
<b>Manager:</b>	WAPRES PO Box 2453 Bunbury WA 6231 Ph (08) 9791 0700 Fax (08) 9791 9503	
<b>Plantation Name:</b>	<b>Sandalwood 2024 (Radiata Establishment)</b>	
<b>Fire Management Compliance</b>	All WAPRES Plantation Fire Management will comply with: <ul style="list-style-type: none"> <li>• DFES Guidelines for Plantation Fire Protection (2011)</li> <li>• Code of Practice for Timber Plantations in Western Australia</li> <li>• Shire of West Arthur Firebreak and Fuel Reduction Notice</li> </ul>	
<b>Title Description:</b>	Lot 5140 on Plan 213097	
<b>Main Access:</b>	Sandalwood Rd	
<b>Local Authority:</b>	Shire of West Arthur	
<b>Bushfire Brigade:</b>	Duranillin Brigade	
<b>Rainfall:</b>	700mm	
<b>Site Description:</b>	Gently undulating pasture interspersed with large areas of jarrah and wandoo woodland.	
<b>Soil Types:</b>	Grey/white sand over light to medium clays, with small areas of sandy laterite topsoils.	
<b>Catchment Area:</b>	Upper Blackwood River Catchment.	
<b>Buildings:</b>	There are no dwellings on the land with the only built form improvement being two (2) existing farm storage sheds, rainwater tanks, animal holding pens and a fertiliser storage compound.	
<b>Powerlines:</b>	Nil.	
<b>Utilities:</b>	Nil.	
<b>Plantable Area:</b>	410ha	
<b>Species to be Managed:</b>	<i>Pinus radiata</i>	
<b>Compartment Size:</b>	Average less than 30 hectares.	

**FIRE PROTECTION MEASURES**

**Fire Detection**

Sandalwood Plantation is located within the Duranillin Bushfire Brigade area. Fire surveillance will be by neighbours and the DBCA fire detection systems, as for the surrounding farming area.

**Fire Contact Numbers**

Phone Number	Contact	Operating Hours
000	Any emergency, including fire	24 hours
08 9736 2400	Shire of West Arthur	Working hours only
0427 629 003	Rob Jefferies – Duranillin FCO	24 hours
0477 888 070	Matthew Telfer – Duranillin FCO	24 hours
0427 802 793	Kim Hales – Duranillin FCO	24 hours
0429 631 092	Jamie Park – Duranillin FCO	24 hours
0429 631 012	Gary Abbott – Duranillin FCO	24 hours
0439 585 549	Ben Murphy – Duranillin FCO	24 hours
9777 2022	WAPRES “Fireline”	24 hours (fire season only)
9791 0700	WAPRES Bunbury Office	Working hours only

WAPRES maintains a 24 hour “Fireline” during the fire season and has staff on standby on weekends and during extreme fire weather, to assist brigades and other authorities in fire control on or adjoining any WAPRES plantations as required.

WAPRES is a signatory to the Forest Industries Federation WA (FIFWA) Plantation Managers Fire Agreement, which commits the Plantation Industry in the Southwest and Great Southern of WA to assisting each other with suppressing fires that threaten their various estates. This approach is supported by Local Government and State Government fire authorities. It brings together the combined resources and expertise of up to ten Plantation Managers and a combined firefighting fleet of around twenty 2.4 and 3.4 appliances and 60 Fast Attack units across the two land districts.

As a member of FIFWA, WAPRES is also a party to the Memorandum of Understanding between DFES, FIFWA, DBCA and Participating Local Governments for Mutual Support in Planning and Responding to Bushfires Within or Near Plantation Estates and Other Bushfires as Required.

The purpose of this MOU is to establish mutual emergency response capability arrangements for:

- a. Bushfires within or near plantation estates.
- b. Bushfires not impacting plantation estates but where plantation resources may be requested to support local bush firefighting response.

**Callout Procedure (phone numbers listed above)**

1. Call 000 and give emergency details and location – **Sandalwood Pine Plantation fire, description of the fire, location is Sandalwood Rd McAlinden, -33.60S 116.46E.**
2. Call Shire of West Arthur office during working hours and give the same emergency details and location.
3. Call WAPRES on Fireline number at any time during the fire season, or Bunbury Office during working hours, and give the same emergency details and location.

**Potential Ignition Sources**

1. General activities on Craigie Rd and Sandalwood Rd.
2. Lightning.
3. Fires starting on neighbouring farms.
4. Plantation operations.

**Minimising Ignition Risk Within the Plantation**

1. All staff/contractors accessing the plantation will be subject to harvesting and vehicle movement bans as imposed by the local authority.
2. WAPRES staff and contractors use almost exclusively diesel fuelled vehicles for field operations.
3. Any burning operations (mainly stumps or harvest slash in windrows/broadcast across the site) will be conducted either during the restricted burning period under a permit, or during the open burning season,

with adequate personnel and equipment present. In field Chipping (IFC) piles will only be lit in Autumn or Winter months to allow these to be fully extinguished prior to the Prohibited Burning Period.

4. 50m non-planted buffers from sheds and the plantation.
5. A total weed spray may be carried out in planted areas in the winter following establishment, to reduce pasture fuel levels until the plantation reaches canopy closure and shades out further heavy pasture growth.
6. Harvesting contractors are required to have suitable firefighting equipment onsite during restricted and prohibited burning periods and will also be subject to harvesting and vehicle movement bans as imposed by the local authority.
7. On average there will be less vehicle movements on the plantation during its life than for general agricultural activities on the same area.

**Plantation Access**

1. The main entrance to the plantation is from Craigie Rd and Sandalwood Rd to the south.
2. Firebreaks around the plantation boundary will be maintained 15m metres wide, and internal compartment boundaries will be maintained 10 metres wide.
3. The average compartment size is less than 30 hectares.
4. Pruning of edge trees will be carried out if required to maintain the full firebreak width.
5. Compartment number signs and water point direction signs will be erected at strategic points throughout the plantation, to assist in navigation through the plantation.
6. A WAPRES sign displaying the 24 hour “Fireline” phone number (08) 9777 2022 will be erected at the main entrance to the plantation for referral in case of fire, along with a red tube with a fire map enclosed.

**Water Points**

1. At least three water points will be maintained in the plantation, which are all farm dams. A minimum 50,000 litre water tank will be installed alongside a centrally located dam and monitored annually to ensure that there is adequate water on site for initial fire fighting.
2. The water points will be set up with adequate room for fire truck access and will be accessible within a 20-minute turnaround from anywhere within the plantation.
3. In case of emergency water would also be available from dams on neighbouring farms.

**Initial Fire Attack**

1. The initial attack method will be determined by the Brigade member/DBCA Officer in charge of the fire and will depend on the fire size and location, fuel, fire intensity, weather conditions and forecast, assets at risk, and available resources.
2. Attack may be either a direct attack using machinery and/or water, or indirect attack using either back burning or waiting for the fire to burn out to firebreaks and extinguishing hop overs as they occur. It may also be a combination of the two methods.

**Resource Availability**

**1. Bushfire Brigades**

The Duranillin Brigade has six FCO’s listed in the 2023 Shire of West Arthur Bushfire Notice. The next nearest Brigade areas are Gibbs Road and Benjinup, in the Shire of Boyup Brook.

**2. DBCA**

The nearest DBCA office is in Collie, and the next closest is in Kirup.

**3. WAPRES**

Bunbury

Staff	9	
Appliances	2	Heavy Duty 3.4 (2700L)
	1	Fast Attack (700L)

Manjimup

Staff	1	
Appliances	1	Fast Attack (600L)





**WACAP Treefarms Pty Ltd**  
ABN 50 009 378 607

### Supporting Information for Sandalwood Plantation

Lot 5140 is in the western part of the Shire of West Arthur and comprises a total of 895.7 hectares, of which 409.6 hectares are proposed to be planted to *Pinus radiata* in 2024 subject to Council approval. The balance of the property area is a mixture of firebreaks, native vegetation and some smaller areas that are non plantable.

The property is zoned Rural and is currently used for general agriculture. There is a mixture of pastured land and areas that have been previously grown as a bluegum crop (known as McKenna Treefarm). There was an area of approx. 263ha of bluegum on the property and approximately half of this area has been reverted to pasture and the balance is either yet to be cleaned up or growing a bluegum coppice crop.

Other points to consider for this Development Application are:

- There are no dwellings on the property and therefore no people will be displaced by the approval of the plantation. The only built form improvements being two (2) existing farm storage sheds, rainwater tanks, animal holding pens and a fertiliser storage compound.
- WAPRES recognize the importance of the Code of Practice for Timber Plantations in WA for our industry and manage our plantation operations within the guidelines and goals of this Code. We are also committed to ensuring that all our operations adhere to the following principles of environmental care. These principles have been developed to the requirements outlined in (but not limited to) the following standards:
  - Responsible Wood Forest Management (AS4708) WAPRES 9000
  - The SCS Interim Standard for Natural Forest and Plantation Forest Management Certification in Australia Under the FSC® (FSC® Forest Management)
  - FSC-STD-40-005 Standard for Company Evaluation of FSC® Controlled Wood
  - ISO 14001 Environmental Management System.
- The plantation will be developed and be compliant with the requirements of the Shire of West Arthur Bush Fire Notice, Code of Practice for Timber Plantations in WA and DFES Guidelines for Plantation Fire Protection. The submitted Fire Management Plan is consistent with the requirements included in these documents.
- It has been highlighted that there will be a shortfall in the supply of timber to supply the processing sector that supports the States housing and construction industry. In 2021, the WA State Government announced a \$350 million investment to grow the State's softwood plantation timber estate. An extract from the State Government website on the Softwood Plantation Investment Program states:

**BUNBURY OFFICE**  
Level 2, Ommanney On Victoria,  
53 Victoria Street, Bunbury WA 6230.  
PO Box 2453, Bunbury WA 6231  
T. (08) 9791 0700

**Marubeni Group**

[www.wapres.com.au](http://www.wapres.com.au)





WACAP Treefarms Pty Ltd  
ABN 50 009 378 607

*Well managed plantations deliver a wide range of economic, environmental and social benefits to Western Australian communities:*

- *Resource security to the State's housing and construction industry by reducing dependence on timber imports.*
- *Absorb carbon and release oxygen.*
- *Create jobs and investment in regional communities.*
- *Support employment of over 1,900 people.*
- *Inject millions of dollars into the economy each year through harvesting and management activities.*

Private investment in the softwood plantation estate, such as what is being proposed for this Development Application, will help compliment this strategy.

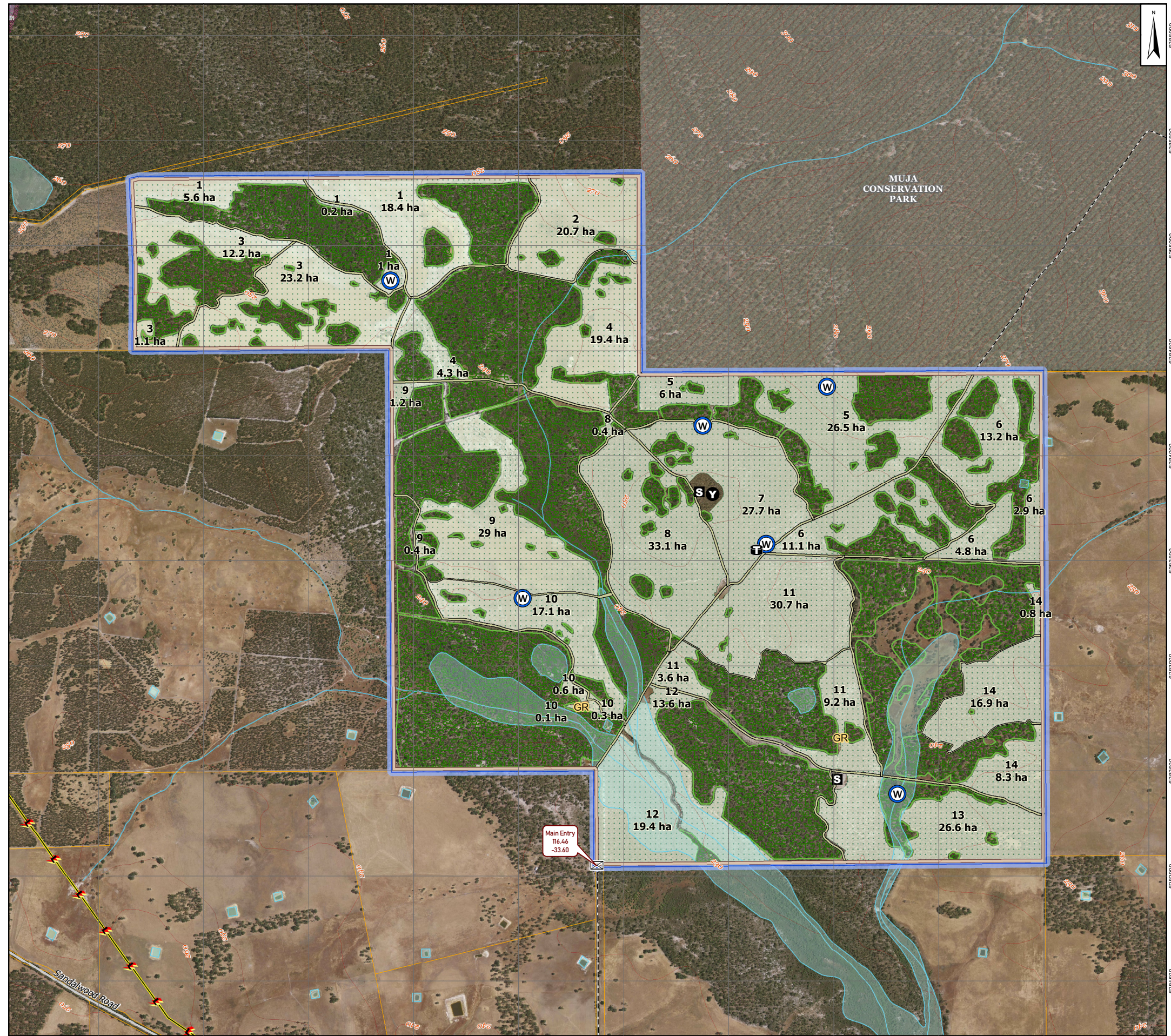
- The property is located within the Upper Blackwood River Catchment.
- All native vegetation to remain as is.
- The property is in the Rural Zone.

**BUNBURY OFFICE**  
Level 2, Ommanney On Victoria,  
53 Victoria Street, Bunbury WA 6230.  
PO Box 2453, Bunbury WA 6231  
T. (08) 9791 0700

**Marubeni  
Group**

[www.wapres.com.au](http://www.wapres.com.au)





### SANDALWOOD PLANTATION OPERATIONS PLAN

LOCATION ID: Pxxxx  
 LAND ID: Lot 5140 on Plan 213097

**WAPRES**

**TOTAL PROPERTY AREA** : 895.7 Ha  
**CONTACT** : River Valley Holdings  
**PHONE NUMBER** : Sam Byford (08) 9429 8222  
**SHIRE** : West Arthur  
**MAIN ACCESS** : Sandalwood Road

#### MAP LEGEND

	House		Powerline HV/LV		Highway
	Shed		U/G Power		Major
	Stock Yards		Telephone		Local Sealed
	Water Tank		Optic Fibre		Local Unsealed
	Access		Gas		Track
	Loading Ramp		Water		Active
	Water Point		High Conservation Value Area (No Entry)		Terminated
	Watercourse		Heritage Area: Including Aboriginal Heritage Areas (Minimal soil disturbance)		
	Cadastral				
	State Forest				

#### MANAGEMENT LEGEND

- No Entry: High Conservation Value Area
- Heritage Area: Including Aboriginal Heritage Areas (Minimal to no soil disturbance)
- SANDALWOOD - Plantation Boundary
- SANDALWOOD - PROPOSED Resource Area - 409.6 ha
- SANDALWOOD - Remnant Vegetation - 6m Buffer - 374.9 ha
- Internal Firebreak - 10m buffer - 23 ha
- Boundary Firebreak - 15m buffer - 22.7 ha
- Index Contour
- Contour

**WAPRES NET STOCKED AREA : 409.6 ha**

#### FIREBREAKS

- 15m ADJACENT TO PRIVATE PROPERTY
- 15m ADJACENT TO STATE FOREST
- 15m ADJACENT TO SHIRE ROAD RESERVES
- 15m EITHER SIDE OF TRANSMISSION LINES
- 10m BETWEEN COMPARTMENTS

**COORDINATE SYSTEM**  
 DATUM: GDA 1994      PROJECTION: GDA 1994 MGA Zone 50

Plan compiled using 2 metre native resolution Aerial Photography and sub-metre DGPS data collected by WAPRES  
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 Compiled By: S. Brandis    Date Saved: 14/03/2024

#### LOCALITY DIAGRAM

0 100 200 300 400 500 600 700 800 900 Metres

1:17,500

A3

**14.4 DEVELOPMENT APPLICATION - COUNTRY WOMEN'S ASSOCIATION**

<b>File Reference:</b>	<b>A688</b>
<b>Author:</b>	<b>Geoffrey Lush, Planning Consultant</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>14/05/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Location:</b>	<b>Lot 10 (#9873) Coalfields Highway, Darkan</b>
<b>Applicant:</b>	<b>Country Women's Association WA</b>
<b>Owner:</b>	<b>Country Women's Association WA</b>
<b>Proposal:</b>	<b>Refurbishments and alterations</b>
<b>Attachments:</b>	<b>1. Photographs <a href="#">↓</a></b> <b>2. Existing Building Plans <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider a development application for refurbishments and alterations to the Country Women's Association (CWA) meeting rooms.

**BACKGROUND:**

The subject land is Lot 10 DP11576 (#9873) Coalfields Highway, Darkan. It has an area of 1,012sqm with a frontage of 20.12m.

The site is contained in Council's Heritage List being place number 12.

The application is to renovate and repair the existing building including:

- Restumping of building;
- Kitchen replacement;
- Replacing portico flooring and upgrading balustrading;
- Replacing of the rear steps from the back verandah;
- Toilet and bathroom upgrade (tiling, new toilets, sinks, new doors);
- Installation of an exterior flood light at the rear of the building; and
- a hot water system.

An approval was issued in October 2022 for the painting of the exterior of the building and erection of a 3m X 3m shed. It has been confirmed that the weather board at the bottom of the building will be repainted in the existing navy blue and the upper part of the building will be painted in a white.

Photographs of the building are contained in Attachment 1 and the existing floor plan is contained in Attachment 2.

**COMMENT:**

The proposal requires approval under the Local Planning Scheme for two separate reasons:

- a) The use and development of the site for Community Purpose is a (D) discretionary use within the Commercial zone; and
- b) The site is included on the Council's Heritage List and all development requires Council approval.

As there will be minimal change to the exterior of the building and there is no change to purpose or capacity of the building, the planning issues for item (a) are minor. The use and development have existing use rights under the Scheme and Council cannot retrospectively apply development conditions to this. For example, the provision of car parking or landscaping. Any development conditions must specifically relate to the current approval.

Local Planning Policy No 2 stipulates that the Heritage Provisions do not apply to the interior of any building. The intention is that no development approval is required for internal building work that does not materially affect the external appearance of the building.

The bulk of the works are internal and the use remains consistent with the existing building and operation. It is also consistent with the heritage list statement of significance. The external alterations will not have any significant impact.

Having regard to the matters contained in Clause 5.15.2(b) of the Scheme and the relevant provisions of Clause 67 of the Deemed Provisions, the application is supported and does not conflict with the zone objectives.

#### **CONSULTATION:**

The application has not been advertised.

#### **STATUTORY ENVIRONMENT:**

##### Local Planning Scheme No 2

The subject land is contained in the Commercial zone and the objectives for the zone are:

- to ensure the established town centre in Darkan remain the principal place for retail, commercial, civic, and administrative functions in the district.
- to allow for limited commercial development in townsites away from Darkan, to provide services to the local community.
- to ensure development will not adversely affect local amenities, and will enhance the character of townsites in the district.
- to provide for the efficient and safe movement of pedestrians and vehicles (including trucks, buses, and caravans).
- to provide sufficient parking spaces for cars, caravans, and buses, without compromising pedestrian movements.
- to provide an increased level of public amenities including public toilets, shaded areas, and street furniture.
- to provide for expansion of commercial activity and community facilities to meet future demands.

The use and development of the site is classified as “community purpose” which means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organizations involved in activities for community benefit.

Community purpose is a (D) discretionary use within the commercial zone.

The development provisions for the Commercial zone are contained in Clause 5.15 of the Scheme. The site requirements, setbacks etc are at the discretion of the local government.

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) the local government is to have regard to the following:

- (i) the colour and texture of external building materials; the local government may require the building facade and side walls to a building depth of 3m to be constructed in masonry;
- (ii) building size, height, bulk, roof pitch;

- (iii) setback and location of the building on its lot;
- (iv) architectural style and design details of the building;
- (v) function of the building;
- (vi) relationship to surrounding development;
- (vii) access to loading and unloading of vehicles; and
- (viii) other characteristics considered by the local government to be relevant.

#### Heritage List

The hotel is included in the Council's Heritage List as place No 12. It is classified as category 2 and the statement of significance is as follows:

The Country Women's Association meeting rooms represents the organisation that is of considerable historic and social significance for the invaluable contribution they have made to women and children in regional areas and their community spirit, fundraising and participation.

The meeting rooms are aesthetically pleasing, traditionally modest in form and scale presenting a homely atmosphere.

The Darkan branch of the CWA formed in 1938, and in 1939, Jack Knight of Carberry, donated the land for a CWA rest room. Association with Mrs Ida Spencer is of considerable significance as she was to become the State President of the CWA (1955-1958), National President in 1958, Member of the British Empire honour in 1961, and represented the state and the nation in World Women's conferences.

Ida Spencer became a member of the Darkan branch in 1941 after marrying Jack Spencer of Boolading and by 1952 established a Duranillin- Moodiarrup branch with 29 members.

The Darkan CWA members worked for the Red Cross Comforts fund during the war years and secured a fortnightly Infant Health sister from Wagin in 1945. In 1950 they erected a fence around the site and by 1952 had their first meeting in their rest rooms that was officially opened by the Divisional President, Mrs Ida Spencer in 1954.

#### State Planning Policy 3.7 Planning in Bushfire Prone Areas

The subject land is not designated as being bushfire prone and State Planning Policy SPP3.7 Planning in Bushfire Prone Areas, does not apply.

#### **POLICY IMPLICATIONS:**

Local Planning Policy No 3 Heritage Places

#### **FINANCIAL IMPLICATIONS:**

Given the minor nature of the work and that the applicant is a community organisation, the application fee has been waived.

#### **STRATEGIC IMPLICATIONS:**

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

- Outcome 1.3 - A unique identity and a strong connection to our past
- Outcome 4.3 – Our cultural heritage is preserved and promoted
- Outcome 4.4 – Appropriate planning and development

#### **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	Inappropriate works being undertaken on a heritage-listed property.
Risk Likelihood (based on history and with existing controls)	Insignificant (1) Non-compliance results in termination of services / approval or imposed penalties
Risk Consequence	Unlikely (2) The event may only occur in exceptional circumstances
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 compliance with conditions of approval and other applicable Regulations.

**VOTING REQUIREMENTS:**

Simple Majority

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**OFFICER RECOMMENDATION:**

That Council approve the use and development of Lot 10 DP11576 (#9873) Coalfields Highway, Darkan for “community purpose” subject to compliance with the following conditions:

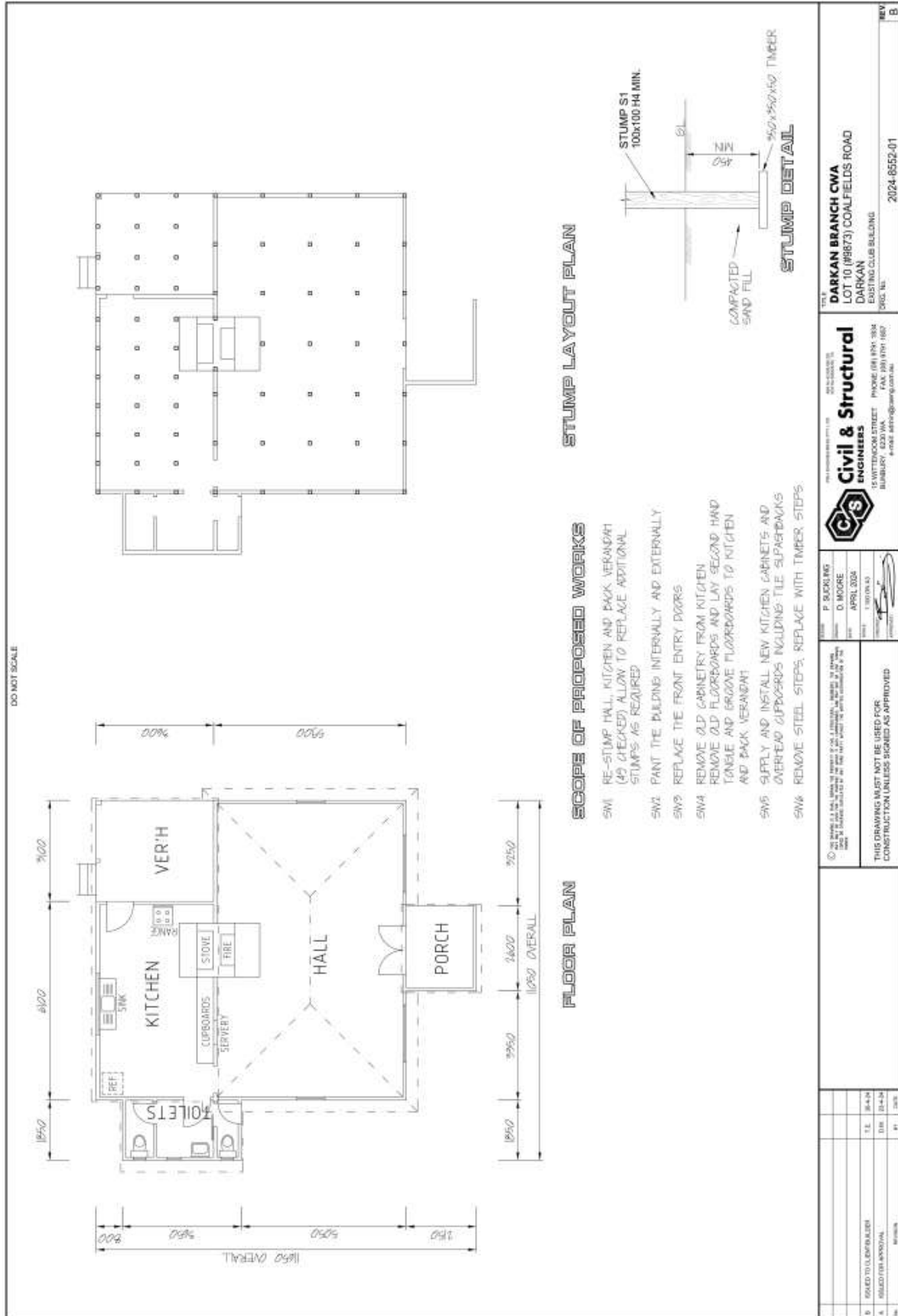
1. The development hereby approved shall occur in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
2. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.



**Attachment 1 – Photographs**



Attachment 2 – Existing Building Plans



DO NOT SCALE

**SOUTH ELEVATION**

**NORTH ELEVATION**

**WEST ELEVATION**

**EAST ELEVATION**

TIMBER ARCHITRAVED ALUMINUM WINDOWS TYPICAL

(1) IN ACCORDANCE WITH THE BUILDING ACT 2022, THIS DRAWING IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED AS APPROVED

REV	DATE	BY	CHKD	APP'D	DESCRIPTION
B	2024-04-10	T.E. MOORE	D.M. MOORE	D.M. MOORE	ISSUED TO CLIENT/OWNER
A	2024-04-10	T.E. MOORE	D.M. MOORE	D.M. MOORE	ISSUED FOR APPROVAL

DESIGNED BY	P. SICKLING	DRAWN BY	D. MOORE	DATE	APRIL 2024
SCALE	1:100 (A3)	PROJECT NO.	2024-6552-02	SHEET NO.	2/2
PROJECT	DARKAN BRANCH CWA LOT 10 (19673) COALFIELDS ROAD DARKAN EXISTING CLUB BUILDING SAC No.				
DRAWING NO.	2024-6552-02				
SHEET NO.	B				

**Civil & Structural Engineers**  
15 WITTENDOOM STREET PHONE 081 894 1504  
BUNBURY WA 6250  
www.civilstructural.com.au

**15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

**17 MATTERS BEHIND CLOSED DOORS**

Nil

**18 CLOSURE OF MEETING**

The Presiding Member to declare the meeting closed.