



AGENDA

Shire of West Arthur Ordinary Council Meeting Thursday 27 June 2024

NOTICE OF MEETING

Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Thursday 27 June 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.



Forest to Wheatbelt



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:

DATE	LOCATION	TIME
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 Council's decision.

Meeting Procedures:

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

Council Meeting Information:

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

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

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

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

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

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

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

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

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

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 (if applicable)			
Email Address			
Residential Address			
Postal Address(if different)			
Home Telephone No		Mobile No	
Agenda Item Number (if applicable see below)		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))

Shire of West Arthur

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).

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

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.

Location Proposed

Equipment Available

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. (Regulation 14C(3)).

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 is 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 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:	Cr Duncan South	
MEMBER OF THE PUBLIC:	Russell Prowse	(Councillor Elect)

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**7.1 LEAVE OF ABSENCE REQUEST - CR SOUTH****File Reference:** ADM054**VOTING REQUIREMENTS:**

Simple Majority

BACKGROUND

On 18th June 2024 Cr South submitted to the CEO an Application for Leave of Absence from the 23rd June 2024 to the 30th June 2024 including the June Ordinary Meeting of Council.

OFFICER RECOMMENDATION

That Council approve the Leave of Absence Request from Cr Duncan South for the period of 23rd June 2024 to the 30th June 2024.

8 DISCLOSURES OF INTEREST

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD**9.1 ORDINARY MEETING OF COUNCIL 23 MAY 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 23 May 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 POLICY AMENDMENT: C26 - RELATED PARTY DISCLOSURES**

File Reference:	ADM015
Location:	N/A
Applicant:	N/A
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	14/06/2024
Disclosure of Interest:	Nil
Attachments:	1. Draft Amended Policy - C26 - Related Party Disclosures ↓

SUMMARY:

Council is requested to consider amending Policy C26 – Related Party Transactions as adopted at the Ordinary Council Meeting held on 25 May 2023 to include the updates from the November 2023 Department of Local Government, Sport and Cultural Industries Related Party Disclosures Guidelines.

BACKGROUND:

The Related Party Disclosures Policy aims to assist the Shire in complying with disclosure requirements concerning Key Management Personnel (KMP), their close family members and entities controlled or jointly controlled by any of them stipulated under the Australian Accounting Standard AASB 124 – Related Party Disclosures

COMMENT:

The Department of Local Government, Sport and Cultural Industries released in November 2023 an update of the Related Party Disclosures – Guideline for Compliance with Australian Accounting Standard AASB 124 by Local Governments. The author has undertaken a review of the May 2023 Policy with the updated Guidelines and presents an updated policy.

CONSULTATION:

Chief Executive Officer
Manager Corporate Services

STATUTORY ENVIRONMENT:

Local Government Act 1995

s2.7 Role of Council

s5.51A. Code of conduct for employees

Local Government (Model Code of Conduct) Regulations 2021

Schedule 1, Division 2

Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

Local Government (Administration) Regulations 1996

Part 4A — Codes of conduct for local government employees (Act s. 5.51A(4))

Local Government (Financial Management) Regulations 1996

s5A. Local governments to comply with AAS

Subject to regulations 4, 17A and 36A, the annual budget, annual financial report and other financial reports of a local government must comply with the AAS.

Australian Accounting Standards Board

AASB 124 Related Party Disclosures.

POLICY IMPLICATIONS:

Updated Policy – C26 – Related Party Disclosures will be added to Council's Policy Manual.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	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	Incorrect reporting on Related Party Disclosures.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (9)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Updated policy will ensure correct disclosure process is used.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council approve the updates to Policy C26 – Related Party Disclosures as presented to comply with the updates to the AASB 124 Guidelines when reporting on Related Party Transactions.

Policy Title	C26 - Related Party Disclosures
Policy Type	Governance
Responsible Officer	Chief Executive Officer



Purpose

- The objective of this Policy is to provide guidance on the application of AASB 124 to the Shire of West Arthur's financial statements.
- The objective of AASB 124 is to ensure that a Local Government's financial statements contain the disclosures necessary to help ascertain whether its financial position and financial performance may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments with such parties.
- The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.
- This Policy stipulates the information requested from related parties to enable an informed judgement to be made.

Scope

The Related Party Disclosures Policy aims to assist the Shire in complying with disclosure requirements concerning Key Management Personnel (KMP), their close family members and entities controlled or jointly controlled by any of them stipulated under the Australian Accounting Standard AASB 124 – Related Party Disclosures.

Definitions

AASB 124 - the Australian Accounting Standards Board - Related Party Disclosures Standard under Section 334 of the Corporations Act 2001

The Act - the Local Government Act 1995

Key Management Personnel (KMP) see AASB 124. Are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity, as outlined in Policy – Designated Senior Employees.

Material (materiality) - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements.

Ordinary Citizen Transaction - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Shire.

Related Party – see AASB 124.

Related Party Transaction – see AASB 124.

Significant (significance) - means likely to influence the decisions that users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire and related party outside a public service provider/taxpayer relationship.

Remuneration - means remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a Related Party Transaction

Policy Statement

Council recognises the requirement to comply with AASB 124 and thus disclose Related Party Disclosures in each Annual Financial Report commencing from 1 July 2016.

The Shire of West Arthur is committed to producing financial information with high standards, in delivering high standard financial information the Shire is committed to comply with the principles of transparency and good governance and compliance with the Accounting Standards prescribed by the Australian Accounting Standards Board (AASB), *Local Government Act 1995*, and *Local Government (Financial Management) Regulations 1996*.

Principles

The scope of AASB 124 Related Party Disclosures was extended in March 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017.

This policy outlines required processes to meet the disclosure requirements of AASB 124.

The objective of the standard is to ensure that a Local Government's financial statements contain the disclosures necessary to help ascertain whether its financial position and financial performance may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments with/to such parties.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

Identification of Related Parties

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties include a person who has significant influence over the reporting entity, a member of the KMP of the entity, or a close family member of that person who may be expected to influence that person.

For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of Related Party:

- A council member
- KMP being a person employed under s5.36 of the Local Government Act 1995 in the capacity

- of Chief Executive Officer or Designated Senior Employee
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will therefore be required to assess all transactions made with these persons or entities.

Identification of Related Party Transactions

A related party transaction is a transfer of resources, services or obligations between the Shire and a related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criterion:

- Paying rates
- Fines
- Use of Shire owned facilities such as [West Arthur Community Centre and Sporting Grounds, West Arthur Community Resource Centre, Library, West Arthur Fuel Facility, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending Council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement)
- Sale or purchase of any property owned by the Shire, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Shire and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Disclosure Requirements

For the purposes of determining relevant transactions above, Council members and KMP as identified above, will be required to complete a Related Party Disclosure declaration form on appointment of their position with the Shire.

Ordinary Citizen Transactions (OCTS)

The following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are

unlikely to influence the decisions that users of the Shire's financial statements make. As such no disclosure in the yearly Related Party Disclosures – Declaration form will be required.

- Paying rates
- Fines
- Use of Shire owned facilities such as [West Arthur Community Centre and Sporting Grounds, West Arthur Community Resource Centre, Library, West Arthur Fuel Facility, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending Council functions that are open to the public

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, Council members and KMP will be required to make a declaration in the Related Party Disclosures – Declaration form about the nature of any discount or special terms received.

All Other Transactions

For all other transactions listed in the points above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of Disclosures

KMP and Council members will be required to complete a Related Party Disclosure - Declaration form at the close of each financial year.

Confidentiality

All information contained in a Declaration Form, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified.

Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

History	25/05/2023
Delegation	Nil
Relevant Legislation	The Australian Accounting Standard AASB 124 – Related Party Disclosures
Related Documentation	

ATTACHMENT 1

RELATED PARTY DISCLOSURES - DECLARATION

As per requirements of AASB 124 Related Party Disclosures, and Business Operating Procedure – Related Party Disclosures. For additional information to assist you in making a declaration, please refer to the Appendices to this form.

The following declaration must be completed by all Council members, the Chief Executive Officer, and KMP of the Shire of West Arthur who were elected or employed at any time during the financial year.

Related Party Declaration by Key Management Personnel

AASB 124

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



PRIVATE AND CONFIDENTIAL

This form is to be completed by Council members, the CEO and Key Management Personnel of the Shire of West Arthur who were elected or employed at any time during the financial year.

Name of Key Management Person (KMP): _____

Position of Key Management Person (KMP): _____

Disclosure Period: **1 July 20** to **30 June 20**

1. List details of known close family members, entities that are controlled/jointly controlled by KMP and entities that are controlled/jointly controlled by close family members of KMP.

Name of Person or Entity	Relationship

2. In the table below, list any related party transactions with the Shire of West Arthur between you or any of the above related parties, previously entered into during the **20 /20** financial year and which may/may not continue in previous years.

If there are no related party transactions, please insert Nil.



ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH			
Did you or any member of your close family use facilities provided at Recreation Centre, attend any event at the Civic Centre, or use any other Shire provided facility AND you received a discount or special terms that would not otherwise be offered to any other member of the public?			
Name of person using the facility	Service/Facility used	Nature of transaction	Nature of discount or special conditions received.

LEASING AGREEMENTS - DOMESTIC RESIDENTIAL			
Did you, a close family member or related entity, enter into a lease agreement with the Shire (either as lessee or lessor) for the provision of a domestic rental property (includes properties owned by the Shire and privately owned properties sub-leased through the Shire from a real estate agent)? Did you receive or provide a discount or special terms that would not otherwise be offered to any other member of the public?			
Name of Person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arm's length conditions

LEASING AGREEMENTS - COMMERCIAL			
Did you, a close family member or related entity, enter into a commercial leasing agreement with the Shire for the provision of a commercial property? Did you receive a discount or special terms that would not otherwise be offered to any other member of the public?			
Name of Person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arm's length conditions



TRADING ARRANGEMENTS			
Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the Shire? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms provided to the Shire.			
Business name	Goods or services provided	Approximate value for the reporting period	Terms & conditions

OTHER AGREEMENTS (Construction, Consultancy, Service Contracts)			
Did you, a close family member or related entity, enter into any other agreements/arrangements with the Shire (whether or not a price was charged)?			
This may include (but is not limited to): construction contracts, consultancy services, service contracts (such as cleaning, maintenance, security).			
For e.g. a company that a close family member controls, was awarded a contract with the Shire for building a new office facility.			
Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions



PURCHASE OF PROPERTY			
<p>Did you, a close family member or related entity, purchase any property or other assets from the Shire? (This may include vehicles or other plant items, land or buildings).</p> <p>Was the purchase made at arm's length (for e.g. at public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.</p>			
Name of person or entity name	Property purchased	Value of the purchase	Terms & conditions

SALE OF PROPERTY			
<p>Did you, a close family member or related entity, sell any property or other assets to the Shire? (This may include vehicles or other plant items, land or buildings).</p> <p>Was the sale made at arm's length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.</p>			
Name of person or entity name	Property Sold	Value of the Sale	Terms & conditions



FEES & CHARGES FOR APPLICATIONS		
Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence?		
Name of person or entity name	Application type	Application and/or receipt number

SELF SUPPORTING LOANS			
Did you, a close family member or related entity, enter into a loan agreement with the Shire			
For e.g. a club for which you have control (See Appendix 1 of the Related Party Disclosures Policy for an example)			
Name of person or entity name	Loan details	Value of the loan	Terms & conditions

OTHER AGREEMENTS			
Please list any other agreement or arrangement you believe is a related party transaction and should be declared.			
Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions



I have made inquiries of my close family members and to the best of my knowledge the information provided in this declaration is a complete and accurate record of the matters set out in it for the period **1 July 20xx to 30 June 20xx**.

I understand this information is collected for the purpose of preparing note disclosures for inclusion in the financial statements of the Shire of West Arthur.

I authorise the Shire of West Arthur to provide personal information about me or my close family members in respect of transactions between me or my close family members, or entities controlled or jointly controlled by me or my close family members, and the Shire of West Arthur.

I consent to the Shire of West Arthur collecting, using and disclosing my personal information for the purposes of meeting its financial reporting obligations.

Name: _____

Position: _____

Signature: _____

Date Declared: _____



Appendix 1

Close Family Members

Close family members include:

- a child, spouse or domestic partner;
- children of your spouse or domestic partner;
- dependents of you or your spouse or domestic partner;
- any other close family member;

who may be expected to influence, or be influenced by, your dealings with the Council or the Shire.

The following table may assist you in identifying your close family members:

A close family member	May be a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with Council or the Shire.
Your children	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with Council or the Shire.
Your dependants	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with Council or the Shire.
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with Council or the Shire.
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with Council or the Shire.

There may be relationships which are not identified in this appendix but still meet the definition of a related party.

Example: Cousin of Council member

A Council member for the Shire has lived in the Shire her whole life. In fact, her family has been in the area for generations.

The Council member's cousin, owns and operates the local newsagent through a company ABC Pty Ltd, in which she owns 100% of the shares. The Council member and her cousin have always been close and regularly socialise together.

From these facts it would appear that the Council member's cousin is a close family member of the Council member because she would be expected to influence, or be influenced by, that person in her dealings with Council or the Shire..

Both the cousin and the company she controls, ABC Pty Ltd would therefore be related parties of Council.

Any transactions that the Shire makes with the newsagent would need to be separately identified and may need to be disclosed.

Control in entities

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have

power over the entity;

exposure, or rights, to variable returns from involvement with the entity; and

the ability to use your power over the entity to affect the amount of your returns.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases, it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Chief Executive Officer for a confidential discussion.

Example: Clubs or other incorporated bodies

(A Shire Council member is the President of a local football club)

A Shire Council member is the President of West Arthur Football Club Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts the Council member does not control or jointly control the football club so it **will not** be a related

Other examples**Example 1 (Audit committee member)**

Shire of West Arthur audit committee comprises two Council members and a local retired accountant, Fred. Fred has no other connection with the council.

The audit committee attends to the functions as required under the *Audit Regulations*. It does not make any decisions on behalf of the council but simply provides reports, with recommendations, for the Shire President and council members to consider.

Based on the facts outlined Fred **would not** be a KMP of the Shire.

Example 2 (Son of EMPD employed by Shire)

Shire of West Arthur has recently employed Paul's son (George) in the Shire's parks and garden's area. Paul is the Executive Manager Planning & Development but was not involved in hiring George. This process was managed by the Manager Works & Services and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of the Shire, which makes him a related party.

George will also be a related party because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 3 (Cousin of President - related party commonly known but omitted from declaration)

Shelley, the President of Shire of West Arthur forgets to include her cousin Mavis, and Mavis' company, when she completes her KMP declaration.

It is commonly known in the community that Shelley and Mavis are close, and that Shelley would be expected to influence, or be influenced by, Mavis in her dealings with Council or the Shire. and vice versa.

Mavis and her company are related parties, even though Shelley omitted them from her declaration.

Example 4 (Example of control)

Fred is the President of Shire of West Arthur and owns 100% of the ordinary shares in West Arthur's Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred **will** need to include the company on his related party declaration.

Example 5 (Example of joint control)

Fred is the President of Shire of West Arthur and owns 50% of the ordinary shares in West Arthur's Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred **will** need to include the company on his related party declaration

Appendix 2

Frequently Asked Questions**1: Is a senior officer who is not part of the executive team considered a KMP?**

If the officer has the authority and responsibility to plan, direct and control the activities of the local government, then the officer is a KMP. This could include officers acting in a position, even if for a short period of time.

2: Is the payment of rates by a KMP a related party transaction?

It is a related party transaction; however, the payment of rates would not require disclosure if the KMP is paying the same rates as every other rate payer, this would represent an 'ordinary or minor transaction'. However, the local government would need to disclose the transaction if the KMP is not paying rates while they are a KMP of the local government.

3: If a KMP's child applied to do school-based work experience with the local government, does this need to be disclosed?

Answer: This does not need to be disclosed if the terms and conditions of the work experience are the same as what is available to any other person. However, if the local government made a decision to pay the child for the work experience when others had not been paid for the same work experience, then this may require disclosure.

4: Would a local government officer with purchasing delegation be a KMP?

No, if the officer can exercise a financial delegation to purchase goods and services on behalf of the local government it does not make them a KMP as they do not have the responsibility to plan and direct or control the activities of the local government.

5: What about transactions with previous KMPs (ex-elected members, CEO, council staff)?

From 1 July 2016, all local governments are required to capture related party transactions with KMP, this includes all elected members /staff members deemed as KMPs during the reporting period.

6: Do services have to be provided by the related party directly or is it enough that the related party is employed by the consultancy firm providing the services?

It depends on how much influence the related party has on the consultancy firm. For example, if KMP is a cleaner of a consultancy firm, there is unlikely to be any influence. If the KMP is a managing partner, director or senior employee, they would have some influence and would need to be considered.

If the consultancy firm is controlled by either KMP, then the firm will be a related party of the local government.

Question 7: Does the disclosure of KMP compensation include remuneration paid during the year or accrued during the year?

Disclosure includes the total amount of KMP compensation included as part of the Income Statement, for example, employee expenses and elected member's remuneration recognised in the annual financial statements.

Question 8: Should annual leave and long service leave balances be disclosed?

The amount charged for annual leave and long service leave as an expense under AASB 119 should be disclosed for KMPs. Leave balances do not need to be disclosed.

Question 9: Is the use of local government assets also included in related party transactions?

Yes. Just because it is not a financial transaction does not mean it does not need to be disclosed. For example, if a council member used shire equipment for personal purposes, this would be considered a transaction, even though it is not a financial transaction.

Question 10: Who is responsible for identifying and reporting related party transactions?

The finance officer responsible for financial reporting is responsible for identifying local government related parties from the local government's reporting system, for example, in the form of a related entities register.

They are also responsible for assessing which transactions require disclosure, along with the CEO and council.

The CEO is responsible for finalising annual financial reports, which include the related party transactions disclosures for consideration by the council.

The council is responsible for noting and/or approving the reports by the CEO, as appropriate.

11.2 AMENDMENT OF EXISTING DELEGATION 2.33 - TOWN PLANNING

File Reference:	ADM058
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	17/06/2024
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"> 1. Existing Delegation 2.33 - Town Planning ↓ 2. Letter from Department of Planning, Lands and Heritage ↓ 3. New Delegation 2.33 - Town Planning ↓

SUMMARY:

Council is requested to consider replacing the existing Delegation 2.33 Town Planning with a new version as presented.

BACKGROUND:

The CEO recently received advice from the Department of Planning, Lands and Heritage (DPLH) in regard to reform around decision-making on the development of single houses (attachment 2). In essence, the primary outcome of the corresponding legislative changes (effective from 1 July 2024) is that local government CEOs are now required to determine development applications for single houses or any development associated with a single house, excluding development of or associated with a heritage protected place. These development applications can no longer be determined by Council.

In preparation for the commencement of this reform, relevant delegations are required to be updated accordingly.

COMMENT:

After consultation with the Shire Planning Consultant, Mr Joe Douglas, it was decided to take the opportunity to make a few additional changes to the existing delegation which makes it a bit more expansive and allows a wider range of applications to be dealt with by the CEO under delegated authority. The expected outcome is that Council will save time, effort and money on determining Development Applications (DAs). This would also have the flow-on effect of establishing a reputation among potential developers as a local government that processes DAs in a timely manner.

Copies of the existing and new delegations have been included as attachments 1 and 3 respectively to allow Council to see the differences between the two versions.

CONSULTATION:

Joe Douglas – Planning Consultant

STATUTORY ENVIRONMENT:

Planning and Development Act 2005

s257C Regulations dealing with performance of functions under local planning schemes in relation to single house development

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 Deemed provisions for local planning schemes

Local Government Act 1995

s5.42 Delegation of some powers and duties to CEO

s5.46 Register of, and records relevant to, delegations to CEO and employees

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil actual financial implications – potential cost savings on consultant fees

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

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

Outcome: Appropriate planning and development

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

Consequence 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	Failure to comply with changes relating to planning reform.
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(3) Moderate
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(15) High
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Approve the updated delegation as presented.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority:

1. approve the replacement of existing Delegation 2.33 Town Planning with a new version as presented;
2. authorise the relevant updating of the Delegations Register.

Delegation Title:	2.33 Town Planning
Express Power to Delegate:	<i>Shire of West Arthur Local Planning Scheme No. 2 (LPS2)</i>
Express Power or Duty Delegated:	<i>Local Government Act 1995 Planning and Development Act 2005 Section 5.42(b) Planning and Development Act section 214(2), (3) or (5) Planning and Development (Local Planning Schemes) Regulations 2015</i>
Delegate:	Chief Executive Officer
Council Conditions on this Delegation:	<ol style="list-style-type: none"> Any refusal to give planning approval must be determined by Council. In approving any proposal, the CEO must be satisfied that the application complies with the objectives and provisions of the Scheme and any applicable Local Planning Policy. An application may only be approved when no objections have been received to an application from any advertising or referral of the application. If it is considered that an application for the operation of a Home Occupation or Home Business might generate significant concern or could impact on the amenity of the locality, the application will be referred to the Council for determination. Any application to modify/reduce the development standards and setbacks in the Scheme (other than in accordance with the R Codes) shall be referred to Council. In approving any minor or inconsequential development application a heritage site, the CEO shall be satisfied that: <ol style="list-style-type: none"> There is no substantial impact from the proposal; and It is consistent with the heritage values of the site.
Statutory Power to Sub-Delegate:	None
Function Delegated	Applications for Development Approval <ul style="list-style-type: none"> Determining if a proposal does not require approval in accordance with Clause 61 of the Deemed Provisions. Determining the land use class and definition of the application. Determining the application fee. Determining the acceptability of the material accompanying an application under Clause 63. Directing advertising of any application in accordance with Clause 65. This includes "D" applications where it is considered that there is an issue of concern. Requesting the applicant to provide further information or material under Clause 65A that the Shire reasonably requires to determine the application.

	<ul style="list-style-type: none"> Referring the application for Development Approval to any other statutory, public or planning authority for comments under Clause 66 of the Deemed Provisions and extend the referral period. The granting of Development Approval with or without conditions under LPS2 to development for the purpose of a use of land mentioned in the Zoning Table of LPS2 and designated "P". Issuing a Notice of Determination in accordance with Clause 70. Endorsing, approving any plan or document (or modification) as required by a condition of Development Approval. <p>Heritage Places</p> <ul style="list-style-type: none"> The approval of minor inconsequential development applications on designated heritage sites. <p>Wellington Catchment Special Control Area</p> <ul style="list-style-type: none"> The approval of Permitted (P) uses; Farm sheds; Single dwellings, including any extension, ancillary outbuildings and swimming pools within the Wellington Catchment Special Control Area subject to the provisions of Local Planning Policies 1 Permitted Development, 2 Rural Sheds and 3 Heritage Policy. <p>Subdivision Applications</p> <ul style="list-style-type: none"> Pursuant to s142 of the Planning and Development Act 2005, provide comment to the Western Australian Planning Commission (WAPC) on matters associated with subdivision applications, proposed development plans (or similar) and licence applications. <p>Subdivision Clearances</p> <ul style="list-style-type: none"> Pursuant to s145 of the Planning and Development Act 2005 making a recommendation to the Commission relating to the "clearance" of a subdivision condition and endorsement of a Diagram of Survey.
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<i>Compliance Links:</i>	<i>Local Government Act 1995</i> <i>Shire of West Arthur LPS No. 2</i> <i>Planning and Development Act 2005</i> <i>Planning and Development Local Planning Schemes) Regulations 2015</i>
<i>Record Keeping:</i>	<i>In accordance with r19 Local Government (Administration) Regulations 1996</i>

Version Control:

Adoption by Council 12 April 2022
Delegation Updated at OCM 23 November 2023



Department of **Planning,
Lands and Heritage**

Our ref: DG-2024-1212
Enquiries: Elyse Saraceni, 6551 9447

CHIEF EXECUTIVE OFFICER
LOCAL GOVERNMENT AUTHORITY

REFORMS TO DECISION MAKING ON DEVELOPMENT OF SINGLE HOUSES

Earlier this year the Minister for Planning announced that a number of planning reforms would commence on 1 July 2024, including changes to local government roles and responsibilities in decision making on development applications for single houses.

This reform will see implementation of Part 4 of the *Planning and Development Amendment Act 2023* supported by amendments to *Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations* that:

- introduce a new section 257C into the *Planning and Development Act 2005*, which provides the ability for regulations to specify that certain types of development applications must be determined by the officers of the local government; and
- amend Schedule 2 of the Regulations to specify that a single house development or any development associated with a single house such as additions, alterations, patios or carports, where not otherwise exempt, are to be determined by the Chief Executive Officer (CEO) of the local government or other local government officer/s authorised by the CEO. This will not apply to any heritage protected place as defined in Schedule 2.

The rationale for this reform was outlined in the material available during the public consultation period between October 2023 and January 2024. The Department would like to thank everyone who took the time to provide feedback on the draft amendments to the Regulations, which has been reviewed and no changes were recommended. The amendments to the Regulations have now been finalised, will come into effect on Monday 1 July 2024 and can be viewed [here](#).

As a result, from 1 July 2024, the determination of development applications for single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, must be made by the CEO of the local government or employees authorised by the CEO. This cannot be determined by Council.

In preparation for the commencement of this reform you are advised that you should:

- review and update the register of delegated authority from Council to remove any references to development approval functions for single houses and associated development, except in relation to a heritage protected place;

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- where necessary, prepare and approve the appropriate authorisations from the CEO to local government officers. The CEO is automatically authorised under the Regulations and there is no action required by a local government to authorise a CEO; and
- consider any necessary updates to reporting to reflect the new authorisations. This may only be required if your local government reports regularly to Council on planning decisions made under delegated authority.

Local governments that utilise the services of a consultant or other contractor to assess single house development applications can continue to have a contractual arrangement with a private consultant or other contractor to provide services regarding assessment, analysis, preparation of reports for development applications and the making of a recommendation with conditions and/or reasons.

From 1 July 2024, that report and attachments must be provided to the CEO or other authorised local government officer who will consider the recommendation and make the decision. The procurement of consultants and contractors remains subject to the provisions of the *Local Government Act 1995* and the changes to decision making outlined above does not impact those provisions.

Further detail on this reform can be viewed [here](#). For further information please contact planningreform@dplh.wa.gov.au.

Yours sincerely



Anthony Kannis PSM
Director General

16 May 2024

Delegation Title	2.33 Town Planning
Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> – s.5.42 Delegation of some powers or duties to the CEO – s.5.43 Limitations on delegations to the CEO – s.5.44 CEO may delegate powers and duties to other employees – s.5.45 Other matters relevant to delegations under this Division – s.5.46 Register of, and records relevant to, delegations to CEO and employees.
Express Power or Duty Delegated:	<p><i>Planning and Development Act 2005;</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015 - Schedule 2 (Deemed Provisions) clauses 82, 83 & 84; and</i> <i>Shire of West Arthur Local Planning Scheme No.2.</i></p>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82 and 83 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as follows:</p> <ol style="list-style-type: none"> 1. <u>Advertising Applications for Development Approval</u> Public advertising of development applications in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where specifically required or deemed necessary due to concerns regarding potential impacts, including referrals to adjoining and other nearby landowners, State government agencies and essential service providers. 2. <u>Consideration and Final Determination of Applications for Development Approval</u> <ol style="list-style-type: none"> 2.1 Approve development applications with a use class permissibility classification of 'P', 'D' and 'A' in Table 1 (i.e. Zoning Table) of the Shire of West Arthur Local Planning Scheme No.2 in accordance with Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, and impose conditions as required where: <ol style="list-style-type: none"> a) the proposed development is compliant with all relevant standards and requirements, including minor variations thereto where no substantial impacts will occur; and b) no valid planning objections have been received (if advertised). 2.2 Where any valid planning objections are received during public advertising of a development application for a single house or any development associated with a single house, excluding development of or associated with a heritage protected place, the Chief Executive Office shall determine the application as required by Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 2.3 Approve an application to amend an aspect of a previously approved development application which, if amended, would not substantially change the development approved as per clause 77 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 2.4 Grant an extension of development approval for up to two (2) years with no changes to any conditions of approval as per clause 77 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.

	<p>2.5 Refusal of all development applications where the proposed use is not permitted (i.e. use permissibility classification of 'X' in Table 1 (i.e. Zoning Table) of the Shire of West Arthur Local Planning Scheme No.2).</p> <p>2.6 With the exception of single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, an officer to whom delegated authority is granted to finally determine development applications is not to exercise that authority in the following circumstances and shall refer all applications to a meeting of Council for formal consideration and final determination:</p> <ul style="list-style-type: none"> a) Where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination; or b) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; or c) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any associated policy and valid planning objections have been received within the time specified. <p>3. <u>Use Not Listed</u></p> <p>To determine if a use not specifically listed in the Zoning Table (Table 1) of the Shire of West Arthur Local Planning Scheme No.2 is consistent, may be consistent or is not consistent with the objectives of the zone and publicly advertise a development application in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where the use may be consistent with the objectives of the subject land's relevant zoning classification.</p> <p>4. <u>Advertising Extensions for Local Planning Scheme Amendments</u></p> <p>To extend the advertising period for local planning scheme amendments where it is considered necessary to provide adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshops etc.).</p> <p>5. <u>Directions Regarding Unauthorised Development</u></p> <p>To give written direction/s in relation to unauthorised development and to authorise any action available to the local government under the <i>Planning and Development Act 2005</i> incidental to such written direction, including but not limited to:</p> <ul style="list-style-type: none"> a) issuing a notice to remove, pull down, take up, or alter the development and to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the local government; and/or b) commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement. <p>These powers shall not be exercised in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.</p> <p>6. <u>Responsible Authority Reports to the Development Assessment Panel</u></p> <p>To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> in relation to applications for development approval under Shire of West Arthur Local Planning Scheme No.2. The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a</p>
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	<p>Development Assessment Panel (DAP) application at the next available Council meeting.</p> <p>7. Subdivision Applications</p> <p>7.1 Determine and provide formal responses to the Western Australian Planning Commission (WAPC) in relation to all strata, survey strata and subdivision applications (including amalgamations) that are fully compliant with the Shire of West Arthur Local Planning Scheme No.2, the Residential Design Codes and WAPC Development Control Policy 3.4 - Subdivision of Rural Land as applicable.</p> <p>7.2 Issue formal subdivision clearances where the relevant local government conditions of subdivision approval by the WAPC have been satisfied and all relevant application fees have been paid by the proponent.</p> <p><u>Important Notes:</u></p> <p>1. The delegations outlined above do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above to Council for formal consideration and final determination after having regard to the circumstances of a particular case.</p> <p>2. Where any development application has been determined under the delegations outlined above the approval shall contain the following footnote:</p> <p><i>The above determination has been made by the local government's Chief Executive Officer under delegated authority in order to expedite the decision making process. If you are aggrieved by the decision you may request that the matter be reviewed by the State Administrative Tribunal.</i></p> <p>3. All matters determined under delegated authority are to be listed at the first available Ordinary Meeting of Council.</p>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: – s.5.44 CEO may delegate some powers and duties to other employees.
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil
Compliance Links:	File notes, notices and correspondence to be entered in the Shire of West Arthur Central Records system.
Record Keeping:	File notes, notices and correspondence to be entered in the Shire of West Arthur Central Records system in accordance with Regulation 19 of the <i>Local Government (Administration) Regulations 1996</i> .

Version Control:

1	New delegation for town planning related matters adopted by Council on2024
2	
3	

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

File Reference:	ADM339
Location:	N/A
Applicant:	N/A
Author:	Melinda King, Manager Financial Reporting
Authorising Officer:	Rajinder Sunner, Manager Corporate Services
Date:	20/06/2024
Disclosure of Interest:	Nil
Attachments:	1. May 2024 - Monthly Financial Report (under separate cover)

SUMMARY:

The council is requested to consider the financial reports for the periods ending 31 May 2024.

BACKGROUND:

The financial reports for the period ending 31 May 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 Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (25)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council accept the monthly financial reports for the period ending 31 May 2024 as presented.

12.2 ACCOUNTS FOR PAYMENT LISTING - MAY 2024

File Reference: ADM338
Location: N/A
Applicant: N/A
Author: Kylie Whitaker, Finance Officer
Authorising Officer: Rajinder Sunner, Manager Corporate Services
Date: 20/06/2024
Disclosure of Interest: Nil
Attachments: 1. **Accounts for Payment Listing - May 2024** [↓](#)

SUMMARY:

Council is requested to endorse payments of accounts for May 2024 as listed.

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 03052024.1-03052024.45, 15052024.1-15052024.29, 30052024.1-30052024.45, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$492,228.32 listed (attached) as approved for payment.

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

Date	Num	Name	Amount
15/05/2024	BPAY	DEPARTMENT OF TRANSPORT 1	46.45
		COMMUNITY JETTY RENEWAL FEE (FIXED TERM) LAKE TOWERINNING	
22/05/2024	BPAY	ATO	34,817.00
		PAYG REMITTED APRIL 24 BAS, GST REFUND APRIL 24	
01/05/2024	DIRECTDEBIT	SYNERGY	357.81
		ELECTRICITY USAGE AND SUPPLY CHARGE FROM 19/3-24-15/4/24 FOR THE CRC	
09/05/2024	DIRECTDEBIT	ASGARD SUPER	331.74
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
09/05/2024	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND	141.36
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
09/05/2024	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST	284.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
09/05/2024	DIRECTDEBIT	AUSTRALIAN SUPER	2,607.57
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
09/05/2024	DIRECTDEBIT	AWARE SUPER	7,745.12
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
09/05/2024	DIRECTDEBIT	COLONIAL FIRST STATE	865.11
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
09/05/2024	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND	302.46
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
09/05/2024	DIRECTDEBIT	PRIME SUPER	268.46
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
09/05/2024	DIRECTDEBIT	RETIREMENT PORTFOLIO SUPER	149.38
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
15/05/2024	DIRECTDEBIT	SYNERGY	4,823.20
		ELECTRICITY USAGE AND SUPPLY CHARGE FOR SHIRE PROPERTIES	
15/05/2024	DIRECTDEBIT	TELSTRA	2,576.95
		ADMIN, DEPOT, POOL PHONE LINE, INTERNET AND DATA, CRC, WORKS MGR,	
		MCS AND WORKS MANAGER HOME INTERNET, HOUSING IPAD, MECHANIC,	
		MCS, DEPOT, CVN PARK IPAD, SWIMMING POOL DATA, WORKS ADMIN, MCS IPAD	
23/05/2024	DIRECTDEBIT	ASGARD SUPER	366.74
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
23/05/2024	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND	125.85
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
23/05/2024	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST	284.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
23/05/2024	DIRECTDEBIT	AUSTRALIAN SUPER	2,564.18
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
23/05/2024	DIRECTDEBIT	AWARE SUPER	7,832.41
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
23/05/2024	DIRECTDEBIT	COLONIAL FIRST STATE	865.97
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
23/05/2024	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND	303.32
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
23/05/2024	DIRECTDEBIT	PRIME SUPER	268.98
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
23/05/2024	DIRECTDEBIT	RETIREMENT PORTFOLIO SUPER	149.38
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
27/05/2024	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	38.49
		NAB CONNECT FEES	
30/05/2024	DIRECTDEBIT	MOTORPASS	342.15
		FUEL, MANAGEMENT FEES AND TRANSACTION FEES FOR ARTHUR RIVER	
		FIRE TRUCK	
30/05/2024	DIRECTDEBIT	RENTFIND TECHNOLOGIES PTY LTD	22.00
		2023/2024 MAY SOFTWARE	
30/05/2024	DIRECTDEBIT	WATER CORPORATION	5,108.99
		WATER USAGE FROM 31/1/24-4/4/24 FOR HORWOOD STANDPIPE	
31/05/2024	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	43.40
		FEE ACCOUNT 086724 508314385 FEES	

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

Date	Num	Name	Amount
31/05/2024	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	10.00
		FEE ACCOUNT 086852 508314406 FEES	
31/05/2024	DIRECTDEBIT	SYNERGY	307.02
		USAGE AND SUPPLY CHARGE FROM 29/2-2/5/24 FOR 6 HILLMAN STREET	
31/05/2024	DIRECTDEBIT	TELSTRA	169.94
		CARAVAN PARK, OFFICE DONGLE, OFFICE AND BUILDERS MOBILE	
		USAGE & SERVICE CHGS FOR DEPOT FUEL SYSTEM, LEADING HAND	
09/05/2024	EFT	SALARIES AND WAGES	69,974.41
		PAYROLL	
23/05/2024	EFT	SALARIES AND WAGES	70,222.43
		PAYROLL	
03/05/2024	03052024.1	AIR LIQUIDE	49.28
		FACILITY FEES ON G AND D SIZE CYLINDERS	
03/05/2024	03052024.2	AMPAC DEBT RECOVERY (WA)	4,170.78
		RATE RECOVERY COSTS A694/737/2685/654/986/885/974/975/976, 5	
		GENERAL PROCEDURE CLAIM FILING FEE A88	
03/05/2024	03052024.3	ARCHIVAL SURVIVAL	195.25
		ARCHIVAL COUNCIL MINUTEBOOK COPY PAPER A4 90GSM,	
		ARCHIVE PAPER FREIGHT FOR MINUTE BOOK PRINTING	
03/05/2024	03052024.4	ASTRID VOLZKE PHOTOGRAPHY	210.00
		MEMBERS OF COUNCIL GENERAL - INDIVIDUAL & GROUP PHOTOS - 1HR	
03/05/2024	03052024.5	AUSTRALIA POST	242.17
		BATTERIES, STAMPS, POSTAGE	
03/05/2024	03052024.6	BELL, SHARON LEIGH	533.98
		REIMBURSEMENT FOR TRAVEL, SENIORS MEALS GROCERIES, OFFICE ITEMS,	
		ANZAC DAY GROCERIES	
03/05/2024	03052024.7	CARBERRY FARMS	5,500.00
		GRAVEL EXTRACTION 2500M3 @ \$2/M3	
03/05/2024	03052024.8	CHIA, KERRY	442.00
		REFRESHMENTS FOR FIRE VOLUNTEERS	
03/05/2024	03052024.9	COALFIELDS BUS SERVICE	330.00
		BUS TOUR FOR COUNCILLORS - AMY WHITE	
03/05/2024	03052024.10	COLLIE ELECTRICAL SERVICES	370.15
		HEALTH & RESOURCE CENTRE - DISCONNECTING EXISTING PUMP AND	
		RECONNECTING GREY WATER PUMP	
03/05/2024	03052024.11	COLLIE FLORIST	80.00
		ANZAC DAY WREATH	
03/05/2024	03052024.12	COLLIE TYREPOWER	95.00
		PARTS AND REPAIRS - C1	
03/05/2024	03052024.13	CORSIGN	105.60
		ARTHUR RIVER TOILETS 600X600MM VINYL NON REFLECTIVE	
03/05/2024	03052024.14	CR GRAEME PEIRCE - LAKESIDE CAMPING	1,077.22
		3RD QUARTER 23/24 - SITTING, TRAVEL FEES, COMMUNICATIONS ALLOWANCE	
		AND BUS TRIP	
03/05/2024	03052024.15	DARKAN AGRI SERVICES	934.03
		CLOCK, CHAIN, SINK MIXER, HOB SINK SET, COMMAND HOOKS, SOAP POWDER,	
		RECIPROCATING SAW BLADES, WORKS CREW PPE, RAKE, RING FASTENERS	
		TOILET CLEANER, WORKSHOP CONSUMABLES.	
03/05/2024	03052024.16	DENTAL HEALTH SERVICES	1,260.00
		REIMBURSEMENT OF CHALET CANCELLATION	
03/05/2024	03052024.17	DKM WORKPLACE SOLUTIONS	99.00
		RESIGNATION ACCEPTANCE LETTER TEMPLATE	
03/05/2024	03052024.18	ELDERS RURAL SERVICES	1,000.12
		UREA FOR FOOTY OVAL AND PARKS AND GARDENS	
03/05/2024	03052024.19	FORDHAM LAMONT, V	90.00
		HOME INTERNET BILL AS PER CEO CONTRACT BILLING PERIOD 15/4-14/5/2024	
03/05/2024	03052024.20	FUEL DISTRIBUTORS OF WA	29,599.57
		FUEL ON RAJ, VIN AND GARY'S VEHICLE AND DIESEL FOR DEPOT	

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Date	Num	Name	Amount
03/05/2024	03052024.21	INFINITUM TECHNOLOGIES PTY LTD	3,994.10
		LENOVO THINKVISION MONITOR AND STAND,	
		MANAGED SERVICE AGREEMENT GOLD - 01/04/24-30/4/24	
03/05/2024	03052024.22	JASON SIGNMAKERS	1,024.91
		BRIDGES GLENORCHY - TRUCKS DETOUR WARNING SIGN,	
		REFUSE SITE - DARKAN MULTI DIRECTIONAL SIGNAGE AND E WASTE SIGN	
03/05/2024	03052024.23	KESTEL, JO-ANNE	274.80
		CHALET CANCELLATION ID 12795627 IN 12/4 OUT 14/4	
03/05/2024	03052024.24	KJB INDUSTRIES	413.75
		SEMI TRAILER WHEEL ALIGNMENT	
03/05/2024	03052024.25	LANDGATE	30.50
		TOWN DAM - TITLE SEARCH	
03/05/2024	03052024.26	LG BEST PRACTICES PTY LTD	132.00
		MAGIQ ERP MAPPING (40 HOURS) - PROPERTY, RATES & CHART OF ACCOUNT	
03/05/2024	03052024.27	LINEMARKING WA PTY LTD	9,224.60
		RUMBLE STRIPS (SUPPLY, SET OUT AND INSTALL 1 SET OF RUMBLE STRIPS	
		AS PER MAIN ROADS SPECIFICATIONS)	
03/05/2024	03052024.28	LUSH FIRE & PLANNING	1,215.50
		STEWART ROAD COMPOSTING APPEAL AND LPP 5 WIND FARMS	
03/05/2024	03052024.29	MERRETT, GLENN	150.00
		REIMBURSEMENT FOR WORK BOOTS	
03/05/2024	03052024.30	MJ & F DAWSON ATF THE DAWSON FAMILY TRUST	79.20
		DRY HIRE OF KOBELCO EXCAVATOR (DIG TRENCH AT SHIRE YARD)	
03/05/2024	03052024.31	MONTGOMERY, TAHNEE-LEE.	282.80
		TRAVEL REIMBURSEMENT FOR CEMETERIES SEMINAR - 296 KM	
03/05/2024	03052024.32	PARKER BLACK & FORREST PTY. LTD.	220.00
		CHALET, B/ROOM, ALL ACCESS BATHROOM, DUMP POINT - KEYS CUT & FREIGHT	
03/05/2024	03052024.33	PEDERICK ENGINEERING	207.90
		2X HYDRAULIC FITTINGS FOR JCB LOADER	
03/05/2024	03052024.34	PUTLAND MOTORS	691.41
		PARTS AND REPAIRS - R10, C22	
03/05/2024	03052024.35	ROSLYN KING (CLEANING CONTRACTOR)	7,902.00
		CARAVAN PARK, CRC, OFFICE, PUBLIC CONVENIENCES, HALL AND	
		POOL CLEANING 20/9-25/10/23	
03/05/2024	03052024.36	SEALE, DEBRA	48.82
		CARAVAN PARK CANCELLATION IN 5/4 OUT 7/4 ID 12811049	
03/05/2024	03052024.37	SLR CONSULTING	200.00
		REIMBURSEMENT OF BOND FOR DARKAN HALL AND KITCHEN	
03/05/2024	03052024.38	SPRYS MEAT MARKET	164.35
		FRESH MEAT FOR SENIOR MEALS	
03/05/2024	03052024.39	SUNNER, RAJINDER S.	23.40
		LUNCH - COFFEE AND CAKE WITH NEIL MORRELL AT MEETING WITH	
		LG MINISTER BEAZLEY IN COLLIE	
03/05/2024	03052024.40	TEAM GLOBAL EXPRESS	137.29
		DIGGA WEST AND CORSIGN FREIGHT	
03/05/2024	03052024.41	TRUCKLINE	154.38
		PARTS AND REPAIRS - L18	
03/05/2024	03052024.42	TUFFA PRODUCTS PTY LTD	1,512.50
		CUSTOM LIGHT VEHICLE PRESTART BOOKS A5 DUPLICATE	
03/05/2024	03052024.43	VALLEY OF PLENTY.	350.00
		1 DAY BUSINESS BOOTCAMP	
03/05/2024	03052024.44	WHITNEY CONSULTING	2,009.33
		COST OF GRANT APPLICATION FOR PLANNING OF HOUSING WORKS	
03/05/2024	03052024.45	WOOD, TREVOR	150.00
		REIMBURSEMENT TOWARDS PURCHASE OF WORK BOOTS	
15/05/2024	15052024.1	AVALON SURVEYS	1,999.25
		ADMINISTRATION OF THE SUBDIVISION CONDITIONS INCLUDES PAYMENT OF	
		THE WESTERN POWER DESIGN FEE OF \$1320	

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Date	Num	Name	Amount
15/05/2024	15052024.2	BELL, SHARON LEIGH	401.90
		REIMBURSEMENT FOR GROCERIES SENIORS MEALS, TRAVEL REIMBURSEMENT	
15/05/2024	15052024.3	DEPT ENERGY, MINES, IND REG & SAFETY	197.38
		AUGUST 23 REMITTANCE	
15/05/2024	15052024.4	DUFF ELECTRICAL CONTRACTING	2,387.00
		CRC - LABOUR AND MATERIALS FOR BOLLARD LIGHTS	
15/05/2024	15052024.5	EXURBAN RURAL AND REGIONAL PLANNING	6,705.17
		GENERAL TOWN PLANNING CONSULTANCY SERVICES PROVIDED TO THE SHIRE OF WEST ARTHUR DURING APRIL 2024.	
15/05/2024	15052024.6	FUEL DISTRIBUTORS OF WA	4.40
		STAR CARD FEES APRIL 2024	
15/05/2024	15052024.7	HERSEY'S SAFETY PTY LTD	484.00
		SPRAY AND MARK WHITE, BAGS OF RAGS 15KG, WATERLESS HAND CLEANER, POST HOLE SHOVEL	
15/05/2024	15052024.8	HYDRAULINK - ROB BENNETT MOBILE SERVICE	1,409.32
		PARTS AND REPAIRS - L18	
15/05/2024	15052024.9	INFINITUM TECHNOLOGIES PTY LTD	69.97
		SERVICE ADJUSTMENT - MS365 BUSINESS PREMIUM 1/5-28/5/24 AND 29/5-28/6/24	
15/05/2024	15052024.10	J OWENS	233.31
		TRAVEL, POWER SUPPLY, ADAPTOR , AND LABOUR TO INSPECT THE ANTENNA SYSTEM AT UNIT 2	
15/05/2024	15052024.11	JASON SIGNMAKERS	515.13
		SIGNAGE CUSTOM SIGN ON 900X600 QUAD STAND	
15/05/2024	15052024.12	LOCAL GOVERNMENT PROFESSIONALS AUS WA	790.00
		EVALUATION FRAMEWORK TRAINING PROGRAM	
15/05/2024	15052024.13	MCLEODS BARRISTERS AND SOLICITORS	2,218.15
		DEVELOPMENT APPLICATION (COMPOSTING FACILITY AT LOT 5 STEWART RD, DARKAN)	
15/05/2024	15052024.14	MOYLE ENGINES	2,233.50
		PARTS AND REPAIRS - C22	
15/05/2024	15052024.15	PEDERICK ENGINEERING	1,105.72
		PARTS AND REPAIRS - L18 AND T4	
15/05/2024	15052024.16	PHOENIX GLASS	1,548.00
		DARKAN RESERVE TOILETS - TINTED REGGLASES WITH CLEAR POLYCARBONATE 604X675MM SUPPLY AND INSTALL	
15/05/2024	15052024.17	PUTLAND MOTORS	2,242.12
		PARTS AND REPAIRS - L15, T12, L1	
15/05/2024	15052024.18	QHSE INTEGRATED SOLUTIONS PTY LTD T/AS SK	218.90
		SKYTRUST MONTHLY SUBSCRIPTION MAY 2024	
15/05/2024	15052024.19	RESONLINE PTY LTD	220.00
		CARAVAN PARK ROOM MANAGER SUPPORT SERVICES 23/24	
15/05/2024	15052024.20	SOS OFFICE EQUIPMENT	218.81
		PHOTOCOPIER BILLING APRIL 2024 XEROX APEOSPORT C4570	
15/05/2024	15052024.21	SPRYS MEAT MARKET	50.22
		SENIOR MEALS ON WHEELS PROJECT	
15/05/2024	15052024.22	TEAM GLOBAL EXPRESS	253.71
		FREIGHT WATER EXAM FOR LAKE AND POOL, SOS FOR TONER, JASON SIGNS	
15/05/2024	15052024.23	TECHVISION AUSTRALIA PTY LTD	7,505.52
		ADVANCE EMAIL INTEGRATION AND ANNUAL SUBSCRIPTION	
15/05/2024	15052024.24	THE COUNTRY WOMENS ASSOC. DARKAN	400.00
		BBHC OPEN DAY CATERING	
15/05/2024	15052024.25	VALLEY OF PLENTY.	560.00
		GRANTS COMMISSION MORNING TEA, COUNCIL CATERING - 18 APR 2024	
15/05/2024	15052024.26	WA CONTRACT RANGER SERVICES PTY LTD	1,028.50
		RANGER SERVICES 24 APR AND 2 MAY 24	
15/05/2024	15052024.27	WARREN BLACKWOOD WASTE	2,924.05
		WASTE PICK UPS FOR THE MONTH OF APRIL 2024 - DOMESTIC AND COMMERCIAL, RECYCLING FOR THE MONTH OF APRIL 2024	

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Date	Num	Name	Amount
15/05/2024	15052024.28	WEST ARTHUR COMMUNITY RESOURCE CENTRE	1,217.29
		LAMINATING OF RANGER CARD, DRS HOURS APRIL 2024	
15/05/2024	15052024.29	WURTH AUSTRALIA PTY LTD	56.96
		NUT HEXAGON SELF LOCKING AND FREIGHT	
30/05/2024	30052024.1	AGRISTART PTY LTD T/A INNOVATION CLUSTER	8,250.00
		SUSTAINABLE DEVELOPMENT - BUSINESS NETWORKING SUNDOWNER,	
		IDEATION WORKSHOP AND TWO DAY BUSINESS BOOT CAMP	
30/05/2024	30052024.2	AMPAC DEBT RECOVERY (WA)	2,101.02
		RATE RECOVERY COSTS A976/975/975/984/718/985/628/627	
30/05/2024	30052024.3	BELL, SHARON LEIGH	642.64
		REIMBURSEMENT FOR GROCERIES FOR COUNCIL MEETING CATERING,	
		SENIORS MEALS AND TRAVEL	
30/05/2024	30052024.4	BLACKWOOD BASIN GROUP (INC)	2,387.29
		LANDCARE SUPPORT INCL TRAVEL FOR THE PERIOD 2/9/16/23/30 APRIL 2024	
30/05/2024	30052024.5	BODDINGTON MEDICAL CENTRE	1,056.00
		FUEL REIMBURSEMENT FOR 2 FEB - 26 APR 24	
30/05/2024	30052024.6	CITY OF KALAMUNDA	978.15
		REPORT AND ADMINISTRATION COSTS 19/12-2023-28/5/2024	
30/05/2024	30052024.7	COATES HIRE OPERATIONS PTY LTD	577.54
		DARKAN SWIMMING POOL CORE DRILL 1 DAY, DRILL STAND, CORE BIT	
30/05/2024	30052024.8	COUNTRY ROAD CONTRACTING PTY LTD	5,087.50
		INCIDENT NUMBER: 665569 SANDALWOOD ROAD FIRE	
30/05/2024	30052024.9	DARKAN AGRI SERVICES	5,528.01
		BATTERIES, KEYS CUT, EAR PLUGS, GAS BOTTLE REPLACEMENT,	
		SCREWS, HINGES, KILLRUST, HASP AND STAPLE WIRE, PAINT, DOOR,	
		BOLTS AND NUTS , ENTRANCE SETS, POLY PIPE AND FITTINGS.	
30/05/2024	30052024.10	DAWSON'S DIESELS	2,704.35
		PARTS AND REPAIRS - L18	
30/05/2024	30052024.11	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	6,311.20
		ESL QUARTER 4 CONTRIBUTIONS YEAR 23/24	
30/05/2024	30052024.12	E W & R J PUGH	758.00
		11 KING STREET SEPTIC TANK PUMP OUT	
30/05/2024	30052024.13	FLEAYS STORE	56.55
		MILK, BISCUITS FOR OFFICE	
30/05/2024	30052024.14	FORDHAM LAMONT, V	490.00
		REIMBURSEMENT OF SPEEDING FINE, HOME INTERNET BILL PER CONTRACT	
30/05/2024	30052024.15	FUEL DISTRIBUTORS OF WA	12,739.53
		SHIRE DEPOT DIESEL 7000L @ \$1.794 INC GST	
30/05/2024	30052024.16	GOODYEAR AUTOCARE NARROGIN	700.00
		2X 255/70R22.5 TR656 TYRES LOW LOADER	
30/05/2024	30052024.17	HITACHI CONSTRUCTION MACHINERY PTY LTD	238.00
		PARTS AND REPAIRS - L1	
30/05/2024	30052024.18	INFINITUM TECHNOLOGIES PTY LTD	3,636.60
		MANAGED SERVICE AGREEMENT GOLD - 1/5-31/5/24	
30/05/2024	30052024.19	JASON SIGNMAKERS	183.88
		TRUCKS ENTERING CORFLUTE SIGNS 600X600MM	
30/05/2024	30052024.20	KING, GERALDINE	45.25
		REIMBURSEMENT FOR FOIL CONTAINERS FOR SENIORS MEALS	
30/05/2024	30052024.21	LANDGATE	9,240.00
		RURAL UV GEN VALS	
30/05/2024	30052024.22	OFFICEWORKS	454.60
		OFFICE STATIONERY	
30/05/2024	30052024.23	PEDERICK ENGINEERING	48.40
		PARTS AND REPAIRS - L19	
30/05/2024	30052024.24	PROWSE, KAREN	59.40
		REIMBURSEMENT FOR FOOD FOR WESTCARE CLIENT	
30/05/2024	30052024.25	PUTLAND MOTORS	1,893.40
		PARTS AND REPAIRS - L15, L18, S1, L17	

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Date	Num	Name	Amount
30/05/2024	30052024.26	ROBB, GILLIAN	170.00
		REIMBURSEMENT OF SHIRE CANCELLED CHALET	
30/05/2024	30052024.27	ROSLYN KING (CLEANING CONTRACTOR)	7,078.32
		CARAVAN PARK CLEANING, CRC, OFFICE, PUBLIC CONVENIENCES,	
		HALL 24/4-22/5/24	
30/05/2024	30052024.28	SCHINZIG, RENEE	117.91
		REIMBURSEMENT FOR GROCERIES FOR COUNCIL MEETING CATERING	
30/05/2024	30052024.29	SCOTT, DONNA	58.68
		REIMBURSEMENT FOR CARAVAN PARK CANCELLATION ID 12878079	
30/05/2024	30052024.30	SHIRE OF COLLIE	1,238.96
		REIMBURSEMENT OF CESM SALARY, SUPER, VEHICLE LEASE,	
		PHONE CHARGES, FUEL Q3 23-24	
30/05/2024	30052024.31	SIGMA CHEMICALS	194.33
		LONG TERM ALGAE WINTERISER 20L BLK LID 1760 WINTER20 AND FREIGHT	
30/05/2024	30052024.32	SOUTH WEST ISUZU	255.44
		PARTS AND REPAIRS - T1	
30/05/2024	30052024.33	SOUTHERN ATU SERVICES	800.00
		CRC - EMERGENCY CALL OUT AND SERVICE, CALLOUT FEE FOR SATURDAY	
30/05/2024	30052024.34	SPENCER SIGNS	4,400.00
		INTERPRETATIVE SIGNS	
30/05/2024	30052024.35	SPRYS MEAT MARKET	342.95
		FRESH MEAT FOR SENIORS MEALS	
30/05/2024	30052024.36	STATEWIDE BEARINGS	385.00
		PART NO CA2173 DOWTY WASHERS MASTER KIT	
30/05/2024	30052024.37	TEAM GLOBAL EXPRESS	43.41
		JASON SIGNS FREIGHT	
30/05/2024	30052024.38	TELFER, CAROLINE.	42.40
		REIMBURSEMENT FOR REFRESHMENTS FOR SANDALWOOD FIRE	
30/05/2024	30052024.39	TERRY, FLEUR	97.68
		REIMBURSEMENT OF CARAVAN PARK CANCELLATION IN 1/6 OUT 3/6 X 2 SITES	
30/05/2024	30052024.40	TR HOMES & CO	59,408.86
		10 KING STREET - TRANSPORT PROGRESS PAYMENT AND VARIATIONS	
30/05/2024	30052024.41	WALGA BUSINESS SOLUTIONS	638.00
		DELEGATION & AUTHORISATION ESSENTIALS - RENEE	
30/05/2024	30052024.42	WEST 9 PTY LTD.	736.00
		REIMBURSE Duplicated PAYMENT TO SOWA	
30/05/2024	30052024.43	WEST ARTHUR COMMUNITY RESOURCE CENTRE	5,136.07
		MEDICAL FUNDING FROM 1/4-30/6/24, LIBRARY FUNDING FROM 1/4-30/6/24	
30/05/2024	30052024.44	WURTH AUSTRALIA PTY LTD	455.77
		WASHERS, NUTS, ABRASIVE CLOTH ROLL, CYLINDER SAW, SPLIT PIN	
30/05/2024	30052024.45	ZONE 50 ENGINEERING SURVEYS PTY LTD	10,488.50
		PEGGING SPLIT AND ROPE CENTRELINE ONLY, CARAVAN PARK SITE SURVEY	
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		BPAY	\$34,863.45
		DIRECT DEBIT	\$39,256.62
		SALARIES & WAGES - EFT	\$140,196.84
		03052024.1-03052024.45	\$76,977.69
		15052024.1-15052024.29	\$39,198.28
		30052024.1-30052024.45	\$158,255.59
		LICENSING MAY 2024 TRANSFERS	\$3,479.85
		TOTAL	\$492,228.32

12.3 SCHEDULE OF FEES AND CHARGES 2024-2025

File Reference:	ADM130
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	19/06/2023
Disclosure of Interest:	Nil
Attachments:	1. Schedule of Fees and Charges 2024-2025 ↓

SUMMARY:

Council is requested to consider adopting the Schedule of Fees and Charges 2024-2025 as attached and give public notice in order for them to take effect from 1 July 2024.

BACKGROUND:

A local government can impose and recover a fee or charge for any goods or service it provides or proposes to provide other than a service for which a service charge is imposed. Fees and charges are to be imposed when adopting the Annual Budget but may also be imposed during a financial year or amended from time to time during a financial year.

The 2024-2025 budget is scheduled to be adopted at the end of August. Adopting the fees from 1 July 2024 will result in the consistent application of all fees throughout the financial year.

COMMENT:

In determining the proposed fees and charges, consideration was given to what charges may have had actual inflation increases (based on the March Quarter Consumer Price Index each year) applied, the current March Quarter Consumer Price Index of 3.6%, and whether the charges reflect the Shire expenditure associated with this service.

The attached Schedule includes a complete list of fees and charges, including statutory items. Relevant government departments can alter statutory fees and charges at any time, and the Schedule will be updated accordingly.

It should also be noted that increases to the Shire's community facilities and equipment will not affect community groups as these are free of charge.

Changes from last year's schedule are highlighted in the attachment for ease of identification.

CONSULTATION:

Member representatives have been consulted and have determined their own fees for Kids Central and the Gym, as these activities are self-funded.

Chief Executive Officer

Manager Works and Services

Manager Financial Reporting

Other Staff

STATUTORY ENVIRONMENT:

In accordance with the *Local Government Act 1995* s6.16, a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide.

The adopted Fees and Charges are to be advertised in accordance with Section 6.19 of the *Local Government Act 1995*.

Penalty interest on rates has remained at 7%, and the instalment interest rate at 3%.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Adopting fees and charges enables the Council to charge appropriate fees from 1 July 2024.

Revenue raised from fees and charges set by the Council will contribute to its ability to provide services and facilities for the 2024-2025 financial year and into the future.

STRATEGIC IMPLICATIONS:

There is no reference to this report in the Council's Strategic Community Plan.

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Inability to charge fees before the adoption of the budget if not adopted.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Business Disruption
Risk Action Plan (Controls or Treatment Proposed)	Adopt and charge fees in accordance with the schedule of fees and charges 2024-2025.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council adopt the attached Schedule of Fees and Charges 2024-2025 and give local public notice before they take effect on 1 July 2024.

Schedule of Fees and Charges 2024-2025

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



				Adopted OCM: 27 June 2024		
COA/T#	ITEM	Statutory Fees	Details	2023/24	2024/25	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
GENERAL PURPOSE FUNDING						
Rates						
I031714	Administration Fee - Rates Instalments per instalment (Per Notice, Excluding first Notice)	LG Act 1995 S6.45	Per Instalment	7.00	7.00	N
I031732	Rate Enquiry/Order and Requisition Fee Per Request	LG Act 1995 S6.16	Per Request	65.00	0.00	Y
I031732	Combined Statement/Confirmation	LG Act 1995 S6.16	Per Request	0.00	135.00	Y
I033020	Credit Card Surcharge for Payment of Rates, ESL or Rubbish charge			0.75%	0.75%	Y
	Penalty Interest			7%	7%	N
	Instalment Interest			3%	3%	N
GOVERNANCE						
	Photocopying					
I043003	Photocopy (Black and White) A4	LG Act 1995 S6.16	Per Copy	0.75	0.75	Y
	Photocopy (Colour) A4		Per Copy	1.20	1.20	Y
	Photocopy (Black and White) A3		Per Copy	1.20	1.20	Y
	Photocopy (Colour) A3		Per Copy	2.00	2.00	Y
	(Copy of Shire documents only. General Photocopying Service Available at CRC)					
	Postage					
	Printing, Binding, Postage of Council Reports as per request (Agenda, Minutes, Annual Report, Strategic Documents)		Per Document	27.50	27.50	Y
	Freedom of Information					
	Fees are Prescribed in the Freedom of Information Act Regulations 1993					
	Application Fees Non Personal - Per enquiry		Per Enquiry	30.00	30.00	N
	Application Fees Personal - Per enquiry			no Fees		
	Charge for Time Dealing with the Application		Per Hour	30.00	30.00	N
	Access Time Supervised by Staff		Per Hour	30.00	30.00	N
	Photocopying Staff Time		Per Hour	30.00	30.00	N
	Per Photocopy - A4		Per Copy	0.20	0.20	N
	Transcribing from Tape, Film or Computer		Per Hour	30.00	30.00	N
	Duplicating a Tape, Film or Computer Information		Actual Cost	At Cost	At Cost	
	Delivery, Packaging and Postage		Actual Cost	At Cost	At Cost	
LAW, ORDER AND PUBLIC SAFETY						
I051115	Fire Maps	LG Act 1995 S6.16	Per Map	25.00	25.00	Y
	Dog Registration - Per Dog		1 Nov - 31 Oct			
	** Registration fees are Prescribed in the Dog Act Regulations 1976					
	^^ Registration s after 31 May are only 50% of the fees below					
	** Concession of 50% available to eligible PENSIONERS					
	** Concession of 75% available for WORKING DOGS					
I052120	Sterilised dog for 1 year	Dog Regs 2013 R17	Per Dog	20.00	20.00	N
	Sterilised dog for 3 years		Per Dog	42.50	42.50	N
	Sterilised dog for Lifetime		Per Dog	100.00	100.00	N
	Unsterilised dog for 1 year		Per Dog	50.00	50.00	N
	Unsterilised dog for 3 years		Per Dog	120.00	120.00	N
	Unsterilised dog for Lifetime		Per Dog	250.00	250.00	N

Forest to Wheatbelt

Schedule of Fees and Charges 2024-2025

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	Cat Registration - Per Cat					
	**Registration fees are prescribed in the Cat Act Regulations 2012					
	^^ Registration s after 31 May are only 50% of the fees below					
	** Concession of 50% available to eligible PENSIONERS					
I052130	Sterilised cat for 1 year	Cat Regs 2012 Sch 3	Per Cat	20.00	20.00	N
	Sterilised cat for 3 years		Per Cat	42.50	42.50	N
	Sterilised cat for Lifetime		Per Cat	100.00	100.00	N
	Approval to Breed cats - 1 year		Per Breeding	100.00	100.00	N
	Fines and Penalties - Per animal					
	** Fines are as Prescribed in Dog Act 1976, and Cat Act 2011					
I052110	Seizure and Impounding of a Dog/Cat		Per Animal	75.00	75.00	N
	Daily Sustenance		Per Animal/Per day	30.00	30.00	Y
	Destruction of Dog/Cat		Per Animal	100.00	100.00	N
	Miscellaneous					
	Kennel License	Dog Regs 2013 R17	Per annum	200.00	200.00	N
	Kennel Inspection Fees		Per annum	100.00	100.00	Y
	Microchipping - Dog/Animal		Per Animal	65.00	65.00	Y
	Microchipping - Cat/Animal		Per Animal	65.00	65.00	Y
	Bond - Animal Trap			65.00	65.00	N
	Trap Hire Fee	First 7 days free then daily rate apply		1.35	1.35	Y
	Replacement Tags			5.00	5.00	Y
	Fines Enforcement (Applicable to all infringement) - Fines, Penalties and Infringement Notices Enforcement Regulations 1994					
I051125	Issuing Final Demand	Fine Regs Schd 2		26.10	26.90	N
	Preparing Enforcement Certificate			22.20	22.90	N
	Registration of Infringement Notice			83.50	86.00	N
	Fire Control					
I051125	Firebreaks - Cost Recovery	BFA 1954 s33(5)		at cost	at cost	N
	Infringements			at cost	at cost	N
	Impounding Vehicles					
I051125	Impound Fees			135.00	135.00	N
	Impound Fee Per Day			20.00	20.00	N
	Towing Expense as Per Service			at cost	at cost	N
EDUCATION AND WELFARE						
	Kids Central Membership					
I064010	Kids Central Yearly Family Membership (Pro-rata below 6 months)	LG ACT 1995 S6.16	Per Membership	40.00	40.00	Y
	Electric Swipe Key (Authorised for Kids Central)		Per Key	22.00	22.00	Y
	Meal Services					
I061011	Main Meal	LG ACT 1995 S6.16	Per Meal	8.00	8.00	N
	Dessert		Per Dessert	3.50	3.50	N

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HEALTH						
	Wastewater Treatment System					
I071115	Apparatus for the Treatment of Sewage (e.g. septic tank) Application	R4 TS		118.00	118.00	N
	Permit to use Apparatus for the Treatment of Sewage (e.g. septic tank)	R4 TS		118.00	118.00	N
	Health Department of WA application fee to Construct or Install Apparatus for the Treatment of Sewage, Chief Health Officer approval is required (With Local government report - not a LG Fee)	R4A		93.00	93.00	N
	Food Business	Refer to Health Department <i>Scale of Fees</i>				
	New Food Business Notification - Charitable			Nil	Nil	N
	New Food Business Notification/Registration Form			110.00	110.00	N
	Food Business Surveillance/Inspection Fee					
	Very Low risk or Charitable			Nil	Nil	
	Low risk - At least 1 Inspection Annually			110.00	110.00	N
	Medium risk - At least 2 Inspection Annually			195.00	195.00	N
	High risk - At least 3 Inspection Annually			295.00	295.00	N
	Low Risk - Inspection Fee			0.00	29.00	N
	Medium Risk - Inspection Fee			0.00	78.00	N
	High Risk - Inspection Fee			0.00	142.00	N
	Temporary Food Stall/Vendor Permits					
	Annual Temporary Food Vendor/Stallholder			Nil	Nil	N
	Temporary Food Vendor/Stallholder per day			Nil	Nil	N
	Temporary Food Vendor/Stallholder Charitable			Nil	Nil	N
	Public Building					
	Public Building Fee - Licence premises (Commercial) Annually	s6.16 LGA	2 Inspections Per Year	Nil	140.00	N
	Public Building Fee - Non Licence premises (Commercial) Annually	s6.16 LGA	1 Inspections Per Year	Nil	70.00	N
	Public Building Fee - (Not for profit)	s6.16 LGA		Nil	Nil	
HOUSING						
	Community Housing	LG Act 1995 S6.16				
I091110	Unit 1/10 Hillman Street		Per Week	130.00	130.00	N
	Unit 3/12 Hillman Street		Per Week	145.00	145.00	N
	Unit 4/12 Hillman Street		Per Week	130.00	130.00	N
	25 Nangip Crescent		Per Week	150.00	150.00	N
	18 Gibbs Street		Per Week	150.00	150.00	N
	Shire Houses by Non-Staff	LG Act 1995 S6.16				
I091111	52 Hillman Street		Per Week	200.00	200.00	N
	10 Gibbs Street		Per Week	200.00	200.00	N
	31 Arthur Street		Per Week	163.00	163.00	N
	7 Hillman Street		Per Week	137.00	137.00	N
	8 Hillman Street		Per Week	175.00	175.00	N
	GROH Housing	LG Act 1995 S6.16				
	11 King Street	Lease	Per Week	590.00	590.00	N
	Unit 2/10 Hillman Street	Lease	Per Week	320.00	320.00	N

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COMMUNITY AMENITIES						
I102160	Asbestos Disposal - (Include Cost of Staff Time and Equipment per Hour)	LG Act 1995 S6.16	Per Cubic Meter	100.00	100.00	Y
	Free access for rate payers and residents who deliver capacities less than 1m3 to the refuse site, subject to proof of ratepayer or residential status in the Shire of West Arthur with proof being demonstrated via an acceptable process such as, Shire of West Arthur registration plates, rate notice or driver's licence.					
	* NOTE: Quantities are per cubic metre or part thereof					
	Commercial Waste per cubic metre (Greater than 1m3)	LG Act 1995 S6.16	Per Cubic Meter	16.50	16.50	Y
	Replacement or a new key or FOB for rubbish Tips	LG Act 1995 S6.16	Per key or FOB	27.50	35.00	Y
	Rubbish Bins	LG Act 1995 S6.16				
I101110	Rubbish Collection	Per Service - refuse and Recycle		255.00	305.00	N
	NEW Replacement Bins - Recycle		240L	120.00	120.00	Y
	NEW Replacement Bins - Waste		240L	120.00	120.00	Y
	Bin Parts - New Wheels		Each	50.00	50.00	Y
	Bin Parts - New Lid		Each	50.00	50.00	Y
	Cemetery Fees	LG Act 1995 S6.16				
I107140	Interment (up to 1.8m deep) - Weekdays			610.00	610.00	Y
	Interment (up to 1.8m deep) - Weekend/Public Holidays			765.00	765.00	Y
	Interment (up to 2.4m deep) - Weekdays			0.00	1,220.00	Y
	Interment (up to 2.4m deep) - Weekend/Public Holidays			0.00	1,530.00	Y
	Reopening of Existing Grave (Companion Plot)			0.00	610.00	Y
	Grave Exhumation - Fees plus Contractors used at Cost			610.00	610.00	Y
	Reservations (Gravesite and Niche Wall)					
	Grant of Right - 25 Years		per person	55.00	80.00	N
	Grant of Right - Renewals		per person	0.00	46.00	N
	Grant of Right - Transfer		per person	0.00	46.00	N
	Monumental Work					
	Permission to Erect a Headstone - Monument or Name Plate			35.00	60.00	N
	Removal and Replacement of Headstones, Kerbing or Monuments			at cost	at cost	Y
	Niche Wall					
	Interment of Ashes in Niche Wall - Single			40.00	68.00	Y
	Interment of Ashes in Niche Wall - Double			80.00	135.00	Y
	Niche Wall - Re-Open			0.00	68.00	Y
	Administration Fee - Niche Wall Plaque			0.00	75.00	Y
	Niche Wall Plaque - At Cost from Supplier			at cost	at cost	Y
	Town Planning					
	** Fees are Prescribed in the Planning and Development Act Regulations 2009					
I106390	Town Planning Scheme					
	Application for Town Planning Scheme Amendments, Local Structure Plans and Development Plans			At Cost - estimate to be provided.		N

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	Development Applications					
	a) No more than \$50,000			147.00	147.00	N
	b) More than \$50,000 but no more than \$500,000		0.32% of estimated development cost	as per schedule	as per schedule	N
	c) More than \$500,000 but no more than \$2.5m		\$1,700 PLUS 0.257% for every \$1 in excess of \$500,000	as per schedule	as per schedule	N
	d) More than \$2.5m but no more than \$5.0m		\$7,161 PLUS 0.206 % for every \$1 in excess of \$2.5m	as per schedule	as per schedule	N
	e) More than \$5.0m but no more than \$21.5m		\$12,633 PLUS 0.123 % for every \$1 in excess of \$5.0m	as per schedule	as per schedule	N
	f) More than \$21.5m			34,196.00	34,196.00	N
	** If the development has commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under items (a) (b) (c) (d) (e) or (f) above is payable. **					
	Determining an application to amend or cancel development approval.			0.00	295.00	N
	Providing a subdivision clearance for not more than 5 lots.			0.00	73.00 per Lot	N
	Providing a subdivision clearance for more than 5 lots but not more than 195 lots.				73.00 per lot for the first 5 lots and then \$35 per lot.	N
	Providing a subdivision clearance for not more than 195 lots.				73.00 per lot for the first 5 lots and then \$35 per lot.	N
	Providing a subdivision clearance for not more than 195 lots.				7,393.00	N
	Public advertising of development applications, scheme amendments, Structure Plans, Activity Centre Plans or Development Plans.				At cost	N
	Extractive Industry - Development Applications					
	# Not Commenced - Determining a development application for an extractive industry where the development has not commenced or been carried out.		as per regs	739.00	739.00	N
	# Commenced - Determining a development application for an extractive industry where the development has not commenced or been carried out.		as per regs	2217.00	2,217.00	N
	Extractive Industry License					
	Initial Application		per year	550.00	550.00	N
	Renewal Application - less than 5 Hectares		per year	350.00	550.00	N
	Renewal Application - More than 5 Hectares		per year	750.00	750.00	N
	**This refers to the area under the extractive industry licence and not the planning consent which may cover a greater area. **					
	Bond (Sand)		Per hectare	TBA	TBA	N
	Bond (Stone or Gravel)		Per hectare	TBA	TBA	N
	Road Contribution			TBA	TBA	N
	Transfer of license fee - per application			300.00	300.00	N

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L01280	DAP - Fees of Applications					
	** Planning and Development (Development Assesment Panels) Regulations 2011 (Paid direct to DAP)					
	1. A DAP application where the estimated cost of the development is (FORM 1: New Application):					
	(a) less than \$2 million	Sch 1 r.10,17 PDR	Each	0.00	5,341	N
	(b) not less than \$2 million and not less than \$7 million	Sch 1 r.10,17 PDR	Each	6,003	6,168	N
	(c) not less than \$7 million and less than \$10 million	Sch 1 r.10,17 PDR	Each	9,268	9,522	N
	(d) not less than \$10 million and less than \$12.5 million	Sch 1 r.10,17 PDR	Each	10,084	10,361	N
	(d) not less than \$12.5 million and less than \$15 million	Sch 1 r.10,17 PDR	Each	10,371	10,656	N
	(f) not less than \$15 million and less than \$17.5 million	Sch 1 r.10,17 PDR	Each	10,659	10,952	N
	(g) not less than \$17.5 million and less than \$20 million	Sch 1 r.10,17 PDR	Each	10,948	11,249	N
	(h) not less than \$20 million and less than \$50 million	Sch 1 r.10,17 PDR	Each	11,236	11,544	N
	(i) not less than \$50 million or more	Sch 1 r.10,17 PDR	Each	-	16,680	N
	2. An Application under regulation 17 (Form 2: Amendment)			257	264	N
	Note: The estimated cost of devlopment is calculated exclusive of GST.					
	Example: if an application is received with a cost of development, exclusive of GST, valued at \$10 million, the associated fee is item 1(c). The application does not fall into lower threshold of item 1(b) as the estimated cost is not 'less than \$10 million'.					
	Application for Home Occupation					
	Home Occupation License - Initial Applications			222.00	222.00	N
	** If home occupation has commenced an additional amount of twice the fee by way of penalty is payable. **					
	Home Occupation License - Renewal Fee			73.00	73.00	N
	** If application for renewal of home occupation license is made after the approval has expired, an additional amount of twice the renewal fee by way of penalty is payable. **					
	Application for change of use or for an alteration or extension or change of a non-conforming use to which a development application does not apply:-					
	Application Fee			295.00	295.00	N
	** If alteration, extension or change has commenced an additional amount of twice the fee by way of penalty is payable. **					
	Issue of Zoning Certificate			73.00	73.00	N
	Reply to a Property Settlement questionnaire			73.00	73.00	N
	Issue of Written Planning Advice			73.00	73.00	N
	** Development Application Fees do not Apply for Not for Profit Community Groups. **					
	** All other Planning Fees - Maximum fees allowed by Department of Planning. **					
RECREATION AND CULTURE						
I111110	Darkan Town Hall	LG Act 1995 S6.16				
	Hire of Main Hall and Kitchen		Full Day Hire	121.00	130.00	Y
	Hire of Main Hall and Kitchen		Half Day Hire	77.00	85.00	Y
	Hire of Kitchen Only		Full Day Hire	88.00	90.00	Y
	Hire of Kitchen Only		Half Day Hire	55.00	60.00	Y
	Hire of Main Hall Only		Full Day Hire	55.00	60.00	Y
	Hire of Main Hall Only		Half Day Hire	27.50	30.00	Y
	Hire of Pioneer Hall and Kitchen		Full Day Hire	0.00	100.00	Y
	Hire of Pioneer Hall and Kitchen		Half Day Hire	0.00	50.00	Y
	Hire of Pioneer Hall Only		Full Day Hire	0.00	40.00	Y
	Hire of Pioneer Hall Only		Half Day Hire	0.00	20.00	Y
	Community Activities		Per Hire	27.50	30.00	Y
	Bond for Main Hall and Kitchen		Per Hire	200.00	200.00	N
	Bond for Main Hall ONLY		Per Hire	100.00	100.00	N
	Bond for Kitchen ONLY		Per Hire	100.00	100.00	N
	** Local Community Groups and Not for Profit Groups have free use of Darkan Town Hall, but pay a bond of \$100.00.					

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	** Hire of Chairs (only the old orange style hall chairs).**		Per Item	0.45	0.45	Y
	Hire of Tables - Darkan Town Hall		Per Item	10.00	10.00	Y
	Hire of Chairs - Darkan Town Hall		Per Item	2.00	2.00	Y
	Set up fees		Per Hour	55.00	55.00	Y
	Cleaning Fees (Failure to Clean and Tidy Venue and Equipment)		Per Hour	55.00	55.00	Y
I111110	Arthur River Hall	LG Act 1995 S6.16				
	Hire of Hall		Per Hire	121.00	125.00	Y
	** Local Community Groups and Not for Profit Groups have free use of Arthur River Hall, but pay a bond of \$100.00.					
I112110	Darkan Swimming Pool					
	Single Membership		Per Season	85.00	90.00	Y
	Family Membership (2 Adults plus 2 Children)		Per Season	130.00	140.00	Y
	Student Membership (Between the Age of 18 and 23)		Per Season	25.00	30.00	Y
	Visitor - Adult		Per Visit	4.00	4.50	Y
	Visitors - Children		Per Visit	3.00	3.50	Y
	Group Course fees		Per Person	18.00	20.00	N
	Individual Course fees		Per Person	50.00	55.00	N
	Baby Swim Classes - Pool Member		Per Lesson	8.00	10.00	N
	Baby Swim Classes - Non-Pool Member		per Lesson	11.00	13.00	N
	Swipe Key (Authorised for Darkan Swimming Pool)		Per Key	22.00	35.00	Y
	Swim Coaching		Per Lesson	at cost	at cost	N
	Swim Club - Pool Member		Per Lesson	6.00	8.00	Y
	Swim Club - Non-Pool Member		Per Lesson	8.00	10.00	Y
I113140	Community Gym Membership					
	Gym Fees - 12 Months Adult		Per Person	90.00	90.00	Y
	Gym Fees - 6 Months Adult		Per Person	50.00	50.00	Y
	Gym Fees - 12 Months Student/Concession		Per Person	45.00	45.00	Y
	Gym Fees - 6 Months Student/Concession		Per Person	25.00	25.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 12 Months		2 Persons	150.00	150.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 6 Months		2 Persons	80.00	80.00	Y
	FOB Key for Gym	LG Act 1995 S6.16	Per FOB		35.00	Y
	** No children under the age of 18 years are permitted to use Gym Equipment.**					
	All NEW gym members are required to undertake a gym induction prior to first use of Gym.					
I116110	History Books					
	Hard Cover			30.00	30.00	Y
	Paper Back			22.00	22.00	Y
	Postage			at cost	at cost	
I147120	The Shed					
	Membership - Yearly (Pro-rata below 6 months)		Per Person	60.00	60.00	Y
	Membership - Pensioner/Seniors Concession		Per Person	40.00	40.00	Y
	Locker Hire			10.00	10.00	Y
	Hourly Rate		Per Hour	30.00	30.00	Y
	Social Membership		Per Person	5.00	5.00	Y

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ECONOMIC SERVICES						
	Scheme Standpipe Water					
I134130	Community Standpipe Water	LG Act S6.16	Per Kilolitre	2.50	3.50	N
	Commercial Standpipe Water	LG Act S6.16	Per Kilolitre	10.00	12.50	N
	Deposit Growden Place Standpipe Key (Held in Shire Account)			25.00	25.00	N
	Duranillin Water Supply (Not available after October 2024)					
I136110	Annual Service Charge		Per Annum	120.00	120.00	N
	Water Usage (First 100kl)		Per Kilolitre	3.50	3.50	N
	Water Usage (Next 300kl)		Per Kilolitre	5.00	5.00	N
	Water Usage (Above 400kl)		Per Kilolitre	8.00	8.00	N
	Building Control					
	<i>** Fees are prescribed in the Building Act regulations 2012 - Schedule 2. **</i>					
I133110	Application for Building Permits and Demolition Permits					
	<i>Certified Application for a building permit (Section 16(1)).</i>					
	a) For Building work for a Class 1 or Class 10 Building or Incidental structure		0.19% of the estimated value of the building work Minimum Fee \$110.00	as per schedule	as per schedule	N
	b) For Building work for a Class 2 to Class 9 Building or Incidental structure		0.09% of the estimated value of the building work Minimum Fee \$110.00	as per schedule	as per schedule	N
	Uncertified Application for a Building Permit for a Class 1A Only or Class 10 Building or Incidental structure		0.32% of the estimated value of the building work Minimum Fee \$110.00	as per schedule	as per schedule	N
	<i>Application for a Demolition Permit</i>					
	a) For Building work for a Class 1 or Class 10 Building or Incidental structure			110.00	110.00	N
	b) For Building work for a Class 2 to Class 9 Building or Incidental structure		Per Storey of the Building	110.00	110.00	N
	Application to extend the time during which a Building or Demolition Permit has effect (section 32 (3) (f))			110.00	110.00	N
	Application for an Occupancy Permit for a Completed Building (section 46)			110.00	110.00	N
	Application for a Temporary Occupancy Permit for an Incompleted Building (section 47)			110.00	110.00	N
	Application for Modification of an Occupancy Permit for additional use of a Building on a Temporary basis (section 48)			110.00	110.00	N
	Application for Replacement Occupancy Permit for Permanent change of the Building use or Classification (section 49)			110.00	110.00	N
	Application for an Occupancy Permit for a Building in respect of which Unauthorised work has been done (section 51 (2))		0.18% of the estimated value of the building work, but not less than \$110.00	as per schedule	as per schedule	N
	Application for a Building Approval Certificate for a Building in respect of which Unauthorised work has been done (section 51 (3))		0.38% of the estimated value of the building work, but not less than \$110.00	as per schedule	as per schedule	N
	Application to Replace Occupancy Permit for existing Building (section 52 (1))			110.00	110.00	N
	Application for a Building Approval Certificate for an existing Building where Unauthorised work has not been done (section 52 (2))			110.00	110.00	N

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	Application to Extend the time during which an Occupancy Permit or Building Approval Certificate has effect (section 65 (3) (a))			110.00	110.00	N
	Application as Defined in Regulation 31 (For each building standard in respect of which a declaration is sought)			2160.15	2160.15	N
	Application for approval of Battery powered smoke alarm as per Building Regulation 2012 - Reg 61			179.40	179.40	N
	Construction Training Fund Levy					
L01262	CTF Levy		0.2% of the estimated value of Construction if over \$20,000 (Includes \$8.25 commission to be retained by SOWA)	as per schedule	as per schedule	N
I133130	CTF Commission			8.25	8.25	Y
	Building Service Levy					
L01265	BSL - Levy on Building or Demolition Permit		0.137% of the value of the Construction with minimum fee of \$61.65 (Includes \$5.00 commission to be retained by SOWA)	as per schedule	as per schedule	N
I133120	BSL - Commission			5.00	5.00	N
L01265	Occupancy Permit or Building Approval Certificate for Approved Building work under sections 47, 49, 50 or 52 of the Building Act			61.65	61.65	N
L01265	Occupancy Permit or Building Approval Certificate for Unauthorised Building work under section 51 of the Building Act		0.274% of the value of the Construction with minimum fee of \$123.00 (Includes \$5.00 commission to be retained by SOWA)	as per schedule	as per schedule	N
	Darkan Caravan Park					
I132040	Powered Site (2 persons)		Per Night	25.00	25.00	Y
	Powered Site Extra Person		Per Night	7.00	7.00	Y
	Un-Powered Site (2 persons)		Per Night	20.00	20.00	Y
	Un-Powered Site Extra Person		Per Night	5.00	5.00	Y
	Casual Shower - Daily per person		Per Day	7.00	7.00	Y
	Powered Site (2 persons) - Weekly		Per Week	150.00	150.00	Y
	Powered Site Extra Person - Weekly		Per Week	42.00	42.00	Y
	Un-Powered Site (2 persons) - WEEKLY		Per Week	120.00	120.00	Y
	Un-Powered Site Extra Person - Weekly		Per Week	30.00	30.00	Y
	Chalet (2 Persons) Staying one Night Only		Per Night	170.00	170.00	Y
	Chalet (2 Persons) two or more nights		Per Night	140.00	140.00	Y
	Chalet (2 Persons) - Weekly		Per Week	840.00	840.00	Y
	Chalet Extra person per night		Per Night	20.00	20.00	Y
	Chalet Extra person - Weekly		Per Week	120.00	120.00	Y
	Washing Machine		Per Cycle	4.00	4.00	Y
	Dryer		Per Cycle	2.00	2.00	Y
	Nissen Hut		Per Night	70.00	70.00	Y
	Cancellation Fees (Refund Required)					
	7 days Notice					
	Administration Fee				27.50	Y
	Less than 48 Hours Prior to check in					
	Administration Fee				27.50	Y
	Plus: One Night Booking fee				at cost	Y

Forest to Wheatbelt

Schedule of Fees and Charges 2024-2025

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



				Adopted OCM: 27 June 2024		
COA/T#	ITEM	Statutory Fees	Details	2023/24	2024/25	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
OTHER PROPERTY AND SERVICES						
	Private Works					
** Deposit of 50% to be paid prior to commencement of works. Hire time commences from mobilisation of plant item. Penalty rates will apply for Weekends and Public Holidays. **						
I141110	Graders		Per Hour	250.00	250.00	Y
	Prime Mover only or Six Wheeler		Per Hour	185.00	185.00	Y
	Prime Mover with One Trailer		Per Hour	250.00	250.00	Y
	Truck - 5 Tonne		Per Hour	165.00	165.00	Y
	Truck - 10 Tonne		Per Hour	185.00	185.00	Y
	JCB Backhoe		Per Hour	190.00	190.00	Y
	Dozer		Per Hour	275.00	275.00	Y
	Loader		Per Hour	250.00	250.00	Y
	Rollers		Per Hour	190.00	190.00	Y
	Tractor		Per Hour	109.00	109.00	Y
	Tractor with Implement		Per Hour	140.00	140.00	Y
	Bobcat		Per Hour	140.00	140.00	Y
	Squirrel (One operator included)		Per Hour	109.00	109.00	Y
	Road Broom (Ute and one operator included)		Per Hour	145.00	145.00	Y
	Tree Saw (Includes loader and one operator)		Per Hour	290.00	290.00	Y
	** All plant items above include operator. **					
	Labour (Labourer/operator)		Per Hour	75.00	75.00	Y
	Works Manager		Per Hour	135.00	135.00	Y
	Labour (time & 1/2)		Per Hour	112.50	112.50	Y
	Labour (Double time)		Per Hour	150.00	150.00	Y
	Ute		Per km	1.25	1.25	Y
	Compactor		Per Day	75.00	75.00	Y
	** Gravel or sand supplied to ratepayers will be at cost plus plant and labour. Cartage to be charged at private works cost. **			at cost plus	at cost plus	
	Second Hand Grader Blades (or sold with scrap metal)			5.50	5.50	Y
	Staff Housing	(Rental by Non Shire staff will be 200% of the applicable charge)				
	15 Nangip Crescent		Per Week	as per Contract	as per Contract	N
	52 Hillman Street		Per Week	93.50	93.50	N
	10 Gibbs Street		Per Week	93.50	93.50	N
	22 Hillman Street		Per Week	as per Contract	as per Contract	N
	31 Arthur Street		Per Week	76.50	76.50	N
	6 Hillman Street		Per Week	as per Contract	as per Contract	N
	7 Hillman Street		Per Week	64.00	64.00	N
	8 Hillman Street		Per Week	81.50	81.50	N
I141035	Special Series - AW Number Plates					
	DPI Fee			at cost	at cost	N
	Shire additional fee			50.00	50.00	Y

Forest to Wheatbelt

12.4 ADOPTION OF REPORTABLE MATERIAL VARIANCE FOR 2024-2025 FINANCIAL YEAR

File Reference:	ADM339
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	20/06/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to review its reportable variance figure and percentage for the 2024/2025 financial year.

1. Operating transactions the greater of +/- 10% or \$10,000
2. Capital transactions the greater of +/- 10% or \$25,000

BACKGROUND:

Each financial year, the Council is required to adopt a percentage and/or value to be used in the Statement of Financial Activity for reporting variances.

COMMENT:

The reportable material variance is to be reviewed annually. Currently, the variance reported in monthly statements is the greater of +/-10% or +/- \$10,000.

Considering the rising costs, we suggest setting material variances for the financial year 2024-2025 for operational transactions at the greater of +/-10% or \$10,000 and capital transactions at the greater of +/-10% or \$25,000. This approach ensures flexibility and financial stability.

CONSULTATION:

Chief Executive Officer
Manager Financial Reporting

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996
Reg. 34(5) Financial activity statement required each month

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

There are no financial implications associated with adopting the variance percentage and value figures.

STRATEGIC IMPLICATIONS:

Nil

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 1	Minor 2	Moderate 3	Major 4	Catastrophic 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 including variances in the monthly financial statements 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 requirement

Risk Action Plan (Controls or Treatment Proposed)	Adopt reportable material variance figures and report by way of note to monthly statements.
---	---

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council, pursuant to *Local Government (Financial Management) Regulations* Reg. 34(5), adopt the reportable variance figure and percentage for the 2024/2025 Financial Year as follows:

1. Operating Expenses and Income the greater of +/- 10% or \$10,000
2. Capital Expenses and Income the greater of +/- 10% or \$25,000

12.5 HOUSING BUDGET FOR 2024-2025

File Reference:	AMD426
Location:	N/A
Applicant:	N/A
Author:	Kerryn Chia, Projects Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	19/06/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider approving the housing budget provided below prior to the 2024-2025 annual budget being presented to Council to allow these projects to continue through the end of the financial year period.

BACKGROUND:

In the 2023-2024 budget, the following was allocated to various housing projects:

- Burrowes Street West Development - \$43,500
- Land Acquisition for New Housing - \$41,200
- 4WDL Key Work Housing Study - \$6,500

Expenditure to date for these items is as follows:

- Burrowes Street West Development - \$26,400
- Land Acquisition for New Housing - \$3,880
- 4WDL Key Work Housing Study - \$6,500

COMMENT:

There have been various changes to these projects as investigations into housing have been undertaken. Some of the funding previously allocated has now been included in grant applications and so has not progressed and other opportunities have arisen. As a result it is requested that Council approve the following items associated with housing for inclusion in the 2024-2025 budget.

- Purchase of the Station masters house - \$12,000 (includes purchase price of the house and surveyor costs and transfer fee)
- Soil and Site Evaluation (SSE) of Burrowes street - \$1,500 (the final part of this SSE that needs to be done during the wettest month of the year - August)
- SSE of the Old Bowling Green - \$5,500 (full SSE)
- 4WDL (Wagin, Williams, West Arthur, Woodanilling, Lake Grace, Dumbleyung) Infrastructure Development Fund (IDF) joint application (fee for consultant to prepare documentation) - \$1,000
- Application fee to Western Power for Burrowes Street West connections (note that this is not the cost of installation, simply the application fee) - \$6,600

There may be additional housing expenses that are included in the 2024-2025 budget for Council consideration (largely associated with consulting costs for Burrowes Street West Subdivision), however the amount requested will be dependent on the success of grant applications that are currently being assessed.

CONSULTATION:

Wheatbelt Development Commission and 4WDL regarding the IDF application
Thompson Surveying – Station Master’s House excision from reserve
Department of Planning, Lands and Heritage (DPLH) – Station Master’s House purchase
West Soil and Water – SSEs
Western Power – application for connection
Evoke Homes – application for connection
Shire Manager Financial Reporting

STATUTORY ENVIRONMENT:

Local Government Act 1995
s6.2 Local government to prepare annual budget
s6.8 Expenditure from municipal fund not included in annual budget

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The requested funds will be included in the 2024/25 budget.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2031-2031
Theme: Community – Safe, Friendly and Inclusive
Outcome 1.2 – Support available for people of all ages and abilities
Strategy - Provide services and infrastructure to meet the needs of 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 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	Additional Housing not provided
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Consequence	Moderate (3) (significant delays to major deliverables)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (15)
Principal Risk Theme	Errors omissions or delays
Risk Action Plan (Controls or Treatment Proposed)	Approve requested expenditure and continue to implement activities that assist with housing development through the end of the financial year period.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority, approve the expenditure of \$26,600 from the 2024-25 annual budget on the following ongoing housing projects to enable them to be carried out without having to wait for the budget to be adopted:

- Purchase of the Station Masters house - \$12,000
- Soil and Site Evaluation (SSE) of Burrowes Street West property - \$1,500
- Soil and Site Evaluation (SSE) of the Old Bowling Green - \$5,500
- 4WDL (Shires of Wagin, Williams, West Arthur, Woodanilling, Lake Grace, Dumbleyung) Infrastructure Development Fund (IDF) joint application re Burrowes Street West property - \$1,000
- Application fee to Western Power for Burrowes Street West power connections - \$6,600

12.6 2024-2025 BUDGET - ADVANCE APPROVALS FOR CEO HOUSE AND SWIMMING POOL PROJECTS EXPENDITURE

File Reference:	AMD130
Location:	N/A
Applicant:	N/A
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	19/06/2024
Disclosure of Interest:	Nil
Attachments:	1. CEO House and Swimming Pool Budgets 2024-2025 ↓

SUMMARY:

Council is requested to consider approving the following expenditure in advance from the 2024-2025 annual budget. This request aims to allow these projects to continue and be completed as soon as possible, without having to waiting for formal adoption of the budget.

1. An additional \$219,000 is required to finish the construction of the new CEO house. \$100,000 from the Building Reserve will cover part of the additional expense, with the remainder from Municipal funds for the 2024-25 appropriation.
2. To complete the work required at the swimming pool, an additional \$20,000 must be spent to rectify the work previously completed. This amount will be funded from Municipal funds for the 2024-25 appropriation. Not that this work needs to be started as soon as possible to ensure it is completed before the start of the pool season.

BACKGROUND:

Construction of the new house, located at 10 King Street, Darkan, WA 6392, began in the financial year 2022-2023. In 2023-2024, Council approved a budget of \$509,500 for the house. The house was delivered to the site in May 2024. To make it available for occupancy, further site work, retaining walls, backfilling of the site, landscaping, and other miscellaneous work are still needed.

The disabled toilets at the swimming pool, renovated as part of the 2023-2024 Local Roads and Community Infrastructure Program (LRCIP), experienced issues such as a slippery bathroom floor and inadequate door access for the disabled. Further remedial work is needed to address these issues and ensure the safety of the facility's patrons.

COMMENT:

The total budget for the new house is \$539,033. An additional \$219,000 (41%) is required to complete all associated works and make the house available for our CEO to move into. Furthermore, we must relocate another employee and his family from 10 Gibbs Street, which is in urgent need of repairs. The current condition of the Gibbs Street property is unsafe and not suitable for living in.

Total Materials and Contracts	\$177,000.00
Internal cost (Employee and Plant)	\$ 42,000.00
Total	\$219,000.00

Remedial work is needed at the swimming pool to prepare it for the swimming season in October 2024.

Fix the floor	\$ 6,800.00
Convert the sliding door to Automatic	\$ 12,000.00
Sundry	\$ 1,200.00

Totals**\$ 20,000.00****CONSULTATION:**

Chief Executive Officer
Manager Works and Services
Manager Financial Reporting

STATUTORY ENVIRONMENT:

Local Government Act 1995
s6.2 Local government to prepare annual budget
s6.8 Expenditure from municipal fund not included in annual budget

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

If Council approves, the requested funds will be included in the 2024/2025 annual budget.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2031-2031
Theme: Community – Safe, Friendly and Inclusive
Outcome 1.2 – Support available for people of all ages and abilities
Strategy - Provide services and infrastructure to meet the needs of 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 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	The new house is unliveable at present and the swimming pool ablutions area is not safe.
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Consequence	Moderate (3)
Risk Rating (Before Treatment or Control): Likelihood x Consequence	High (15)
Principal Risk Theme	Errors Omissions or Delays
Risk Action Plan (Controls or Treatment Proposed)	Approve advance requests from the 2024-2025 budget to complete both projects on time.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority:

1. Approve the following budget expenditure in advance from the 2024-2025 Shire of West Arthur annual budget:
 - A. \$219,000 to finish the construction of the New CEO House (\$100,000 from the Building Reserve, with the remainder from Municipal funds for the 2024-2025 appropriation).
 - B. \$20,000 to fix the issues in the ablution block at the Darkan swimming (funded from Municipal funds for the 2024-2025 appropriation).
2. Direct Officers to transfer \$100,000 from the Building Reserve.

Budget 2024-25 Request			
OCM : 27 June 2024			
1. NEW CEO House at 10 King Street, DARKAN WA 6392			
		Spent in 2022-23	\$29,533
Sand	\$2,000.00	Budget 2023-24	\$509,500
Concrete works Path and shed Floor	\$40,000.00	Additional cost	\$219,000 41%
Retaining walls	\$70,000.00	Total Cost to complete CEO Home	\$758,033
Engineeer Design - Retaining Walls	\$10,000.00		
Garden Shed and Poweer	\$15,000.00		
Landscaping - Plants, Turf and Reticulations	\$15,000.00		
Fencing Installtion	\$20,000.00		
Sundry Materials	\$5,000.00		
Material and contract	\$177,000.00		
Plus: Internal Cost			
Labour	\$27,000.00		
Plant	\$15,000.00		
Total Internal Cost	\$42,000.00		
Total Cost to complete the House	\$219,000.00		
2. Swimming Pool			
To fix the floor	\$6,800		
Convert sliding door to automatic - Disabled Toilet	\$12,000		
Sundry	\$1,200		
Total Cost for swimming pool	\$20,000.00		

12.7 FINAL ALLOCATION OF RESERVE ACCOUNT TRANSFERS FOR 2023-2024

File Reference: ADM339
Location: N/A
Applicant: N/A
Author: Rajinder Sunner, Manager Corporate Services
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 21/06/2024
Disclosure of Interest: Nil
Attachments: 1. SOWA Reserve Account Allocation 2023-2024 [↓](#)

SUMMARY:

Council is requested to approve the final allocation of \$741,644.35 to various Reserve Accounts for 2023-2024 as presented.

BACKGROUND:

At the time the Shire adopted the 2023-2024 budget in August 2023, reserve transfers to various accounts were set up as listed below:

Opening balance	\$ 2,754,878.00
Transfer to Reserve	\$ 347,150.00
Estimated Interest	\$ 131,503.00
Transfer From Reserve	(\$ 1,146,546.00)
Closing Balance	\$ 2,086,985.57

COMMENT:

Our auditors require final approval from the Council to allocate funds to various reserve accounts held by the Shire.

During the Financial year 2023-2024, the Shire sold unused plant and equipment to the value of \$423,113, interest was earned in excess of the budgeted amount, and some capital projects will be carried over to 2024-2025. The net result is that the Shire will process the following reserve account transactions:

Opening balance	\$ 2,754,878.00
Transfer to Reserve	\$ 791,143.00
Estimated Interest	\$ 139,355.92
Transfer From Reserve	(\$ 856,747.00)
Closing Balance	\$ 2,828,629.92

CONSULTATION:

Chief Executive Officer
Manager Financial Reporting

STATUTORY ENVIRONMENT:

Local Government Act 1995

S6.8 Expenditure from municipal fund not included in annual budget

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The Shire will be transferring an additional \$741,644.35 for the financial year 2023-2024 to various reserve accounts for future use.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

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

Outcome 4.3 – Establish and maintain sound business and governance structure.

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Not being compliant with current audit requirements.
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 Requirements
Risk Action Plan (Controls or Treatment Proposed)	Approve transfer to various reserve accounts to ensure compliance.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority, approve the final transfer of \$741,644.35 for the financial year 2023-2024 to various reserve accounts held by the Shire based on the following movements:

Opening balance	\$ 2,754,878.00
Transfer to Reserve	\$ 791,143.00
Estimated Interest	\$ 139,355.92
Transfer From Reserve	(\$ 856,747.00)
Closing Balance	\$ 2,828,629.92

SHIRE OF WEST ARTHUR - Actual Reserve Accounts Transfer in and out for 2023-2024

	Budget 2023-2024					ACTUAL 2023-2024					2023-2024 Actual Difference
	2023-2024 Budget Opening Balance	2023/24 Budget Transfer to	Interest 2023/24 Budget Transfer to	2023/24 Budget Transfer (from)	2023/24 Budget Closing Balance	2023-2024 Actual Opening Balance	IN 2023-2024 Actual Transfer In	IN 2023-2024 Actual Interest Earned	Out 2023-2024 Actual Transfer Out	2023-2024 Actual Closing Balance	
Restricted by council											
Leave reserve	125,105.00	0.00	5,971.86	0.00	131,076.86	125,105.00	-	6,822.43	0.00	131,927.43	850.56
Plant reserve	556,751.00	300,000.00	26,576.40	(376,926.00)	506,401.40	556,751.00	723,113.00	28,293.80	(270,547.00)	1,037,610.80	531,209.40
Building reserve	691,759.00		33,020.98	(694,620.00)	30,159.98	691,759.00	-	28,326.57	(550,200.00)	169,885.57	139,725.58
Town development reserve	1,578.00		75.33	0.00	1,653.33	1,578.00	-	158.61	0.00	1,736.61	83.29
Recreation reserve	168,617.00		8,048.90		176,665.90	168,617.00	-	9,169.59	0.00	177,786.59	1,120.69
Heritage reserve	6,563.00	150.00	313.28		7,026.28	6,563.00	150.00	428.07	0.00	7,141.07	114.78
Community housing reserve	191,208.00	1,000.00	9,127.28	(1,000.00)	200,335.28	191,208.00	1,000.00	10,387.99	(1,000.00)	201,595.99	1,260.72
Waste management reserve	117,002.00		5,585.07	(35,000.00)	87,587.07	117,002.00	-	6,385.39	0.00	123,387.39	35,800.33
Darkan swimming pool reserve	55,826.00	5,000.00	2,664.84	0.00	63,490.84	55,826.00	5,000.00	3,085.04	0.00	63,911.04	420.20
Information technology reserve	57,723.00		2,755.40	(25,000.00)	35,478.40	57,723.00	-	3,187.55	(25,000.00)	35,910.55	432.15
Darkan Sport and Community Centre reserve	184,875.00	30,000.00	8,824.97		223,699.97	184,875.00	46,366.00	10,046.76	0.00	241,287.76	17,587.79
Arthur River Country Club reserve	47,461.00	6,000.00	2,265.54		55,726.54	47,461.00	6,000.00	2,634.39	0.00	56,095.39	368.85
Museum reserve	132,904.00		6,344.15	(5,000.00)	134,248.15	132,904.00	-	7,242.97	(5,000.00)	135,146.97	898.82
Moodiarrup Sports Club reserve	22,156.00	5,000.00	1,057.61		28,213.61	22,156.00	5,000.00	1,269.04	0.00	28,425.04	211.43
Landcare reserve	29,067.00	0.00	1,387.51	(5,000.00)	25,454.51	29,067.00	-	1,641.62	(5,000.00)	25,708.62	254.11
Corporate planning and valuation reserve	4,596.00		219.39		4,815.39	4,596.00	-	322.07	0.00	4,918.07	102.68
Kids Central reserve	7,088.00		338.34	(2,000.00)	5,426.34	7,088.00	418.00	456.26	0.00	7,962.26	2,535.92
The Shed reserve	13,103.00		625.47		13,728.47	13,103.00	361.00	780.72	0.00	14,244.72	516.25
Recreation trails reserve	1,258.00		60.05		1,318.05	1,258.00	1,391.00	141.78	0.00	2,790.78	1,472.73
Community Gym reserve	8,558.00		408.51	(2,000.00)	6,966.51	8,558.00	2,344.00	535.66	0.00	11,437.66	4,471.15
Economic development reserve	89,885.00		4,290.64		94,175.64	89,885.00	-	4,922.35	0.00	94,807.35	631.70
Road reserve	241,795.00		11,542.04		253,337.04	241,795.00	-	13,117.24	0.00	254,912.24	1,575.20
	2,754,878.00	347,150.00	131,503.57	(1,146,546.00)	2,086,985.57	2,754,878.00	791,143.00	139,355.92	(856,747.00)	2,828,629.92	741,644.35
							443,993.00	7,852.35	289,799		

12.8 WORKFORCE PLAN 2024-2028

File Reference:	ADM009
Location:	NA
Applicant:	NA
Author:	Rajinder Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	19/06/2024
Disclosure of Interest:	Nil
Attachments:	1. Workforce Plan 2024-2028 ↓

SUMMARY:

Council is requested to consider adopting the Shire of West Arthur's Workforce Plan 2024-2028 as presented.

BACKGROUND:

The cost of the workforce is a significant component of service provision, so the Workforce Plan also contributes to developing the Long Term Financial Plan and annual operational budget.

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:

Workforce planning is defined by the Australian National Audit Office (2005) as:

"a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future."

As the definition suggests, the key elements of Workforce Planning are:

- it is continuous, not a one-off activity
- it is a process, not a static action or set of actions
- it shapes the workforce with a clearly identified purpose
- it drives change to suit the dynamic needs of Local Government
- it is operationally linked with organisational objectives and
- it responds to immediate, short-term, long-term, or anticipated future workforce requirements.

The Workforce Plan will be prepared by the CEO or officers/consultants under his/her direction. However, the Council's adoption of the Workforce Plan contributes to the Council's role under s.5.2 of the *Local Government Act 1995* in ensuring there is an appropriate structure for administering the Local Government and delivering the objectives of the Community Strategic Plan

CONSULTATION:

Chief Executive Officer
 Manager Financial Reporting
 Manager Works and Services
 Other Staff
 Alison Dalziel – Localise

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:

F19 – Workforce Planning

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 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 1	Minor 2	Moderate 3	Major 4	Catastrophic 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	Inability 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 Workforce Plan 2024-2028.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council Adopt the Shire of West Arthur's Workforce Plan 2024-2028 as presented.

Shire of West Arthur

Workforce Plan
2024 – 2028



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MESSAGE FROM THE CEO

As the CEO of the Shire of West Arthur, I am pleased to present the 2024 – 2028 Workforce Plan. This plan outlines our approach to managing our workforce to meet the evolving needs and challenges faced by the Shire. Our workforce is the backbone of our organisation, and this plan aims to ensure that we have the right people, with the right skills, in the right positions at the right time.

Our workforce comprises dedicated employees who are committed to serving the community with integrity and professionalism. The Shire operates in an environment characterised by technological advancements, evolving community and economic circumstances, and labour market constraints, particularly in regard to housing.

As an organisation, we need to adapt to these trends and challenges to maintain our high standard of service delivery and respond to the needs of our community now and in the future.

This Workforce Plan outlines our strategic priorities and initiatives to attract, develop, and retain talent, ensuring that we remain a trusted and responsive partner in community service.



Vin Fordham Lamont
Chief Executive Officer
Shire of West Arthur

WORKFORCE PLANNING IN CONTEXT

Purpose of the Workforce Plan

Local Governments in Western Australia are required to implement Integrated Planning and Reporting (IPR) as the guiding process for planning and monitoring services and activities. The Workforce Plan (WFP) is a core informing strategy under IPR (see figure 1).

The WFP is designed to ensure the Shire attracts, develops, and retains highly skilled and committed staff who will deliver its strategic and corporate plans, at a level of service expected by the community and prioritised by the Council.

The workforce involved in delivering Shire services is not limited to direct employees, as it also includes contracting and outsourcing.

The WFP is a living document and the process of shaping our workforce is continuous. It will be updated annually to ensure it remains relevant and aligned with strategic and corporate plans as they evolve.

The next full review of the plan will take place at the beginning of 2028.

The goals of the Workforce Plan are to:

1. Maximise effectiveness in recruiting appropriately skilled staff
2. Provide a safe, productive and satisfying workplace



INTRODUCTION TO WEST ARTHUR

Our Shire is located in the far southwest of the Wheatbelt Region. It covers 2,850 square kilometres and comprises the localities of Arthur River, Bokal, Boolading, Bowelling, Cordering, Dardadine, Darkan, Duranillin, McAlinden, Meeking, Mokup, Moodiarrup, and Trigwell.

West Arthur is a prosperous mixed farming area with a total population of under 800. The primary industry is agriculture, including wool, sheep, grain and beef. Related industries include timber, forestry, transport and earthmoving. Non-agricultural services include a primary school, childcare centre, health and community resource centre, sporting facilities, hotel, café, garage, post office, op shop, roadhouses, retail shops, engineering and manufacturing.

The Shire of West Arthur local government is administered from Darkan, a quiet country town with an approximate population of 200 people. It is situated on Coalfields Road, 204 km south of Perth and 115 km east of Bunbury.

The Shire of West Arthur has 31 full-time equivalent employees, comprising 22 full-time, 8 part-time, and 6 casual/temporary employees. Employees come under the direction of the Chief Executive Officer, who is responsible for implementing Council decisions and day-to-day administration.

Shire of West Arthur Council

The Shire of West Arthur has a Council of seven council members who represent the community. They are responsible for directing the Local Government's affairs; overseeing the allocation of finances and resources; and determining strategic direction and policies.

Community Vision

To be a safe, friendly, welcoming community with a dynamic and expanding local economy.

Aspirations and Priorities

Our Economy: We have a sustainable and stable agriculture industry supported by a dynamic, growing business sector.

Our Community: We live in a safe, friendly and inclusive community with a strong rural identity and connection to our past.

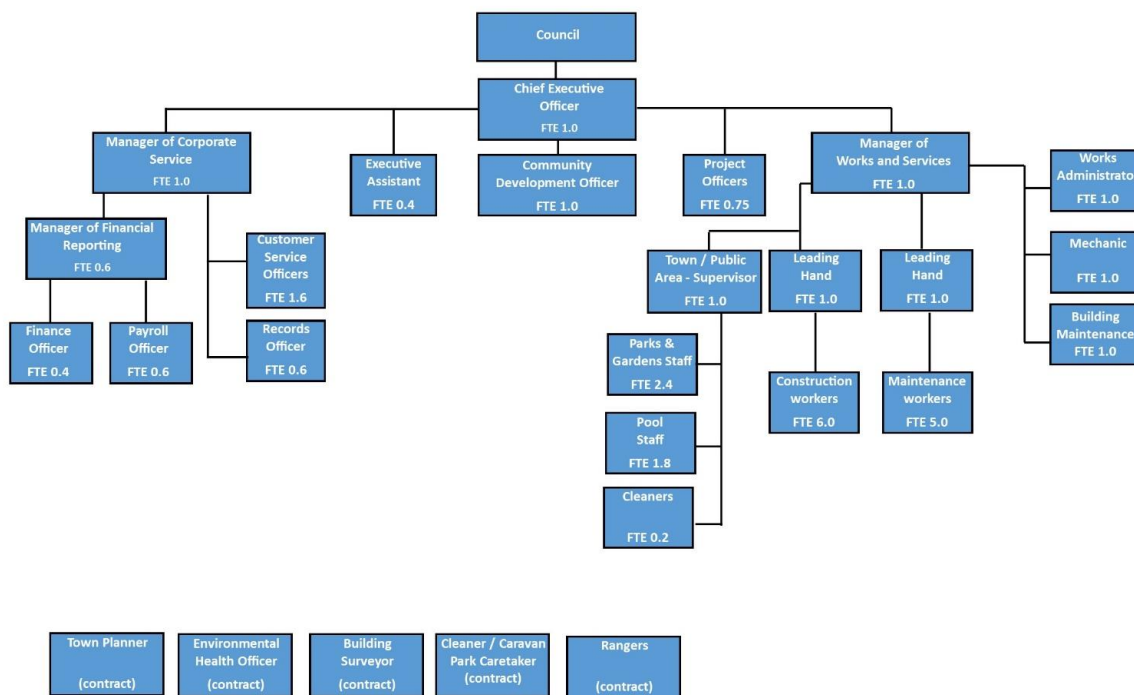
Our Built Environment: We have well maintained roads, and attractive surrounds which reflect our heritage and rural character.

The Natural Environment: We value our natural assets and manage these to meet the needs of the community.

Our Leaders: The Shire of West Arthur has inspirational, strong leaders providing transparent and effectively managed governance.

Workforce Profile

Organisation Structure



Workforce Demographics

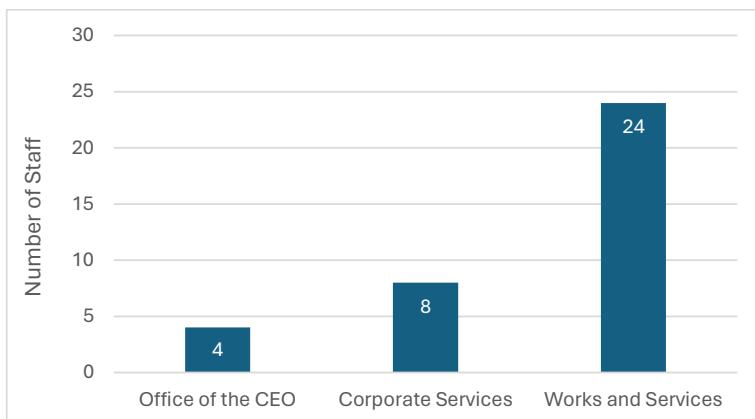
Number of Employees

As of 28 March 2024, the Shire has 36 full-time, part-time, and casual/temporary employees, which equates to 31 full-time equivalent (FTE) employees.

Status	No. of Employees
Permanent Full Time	22
Permanent Part Time	8
Casual/Temporary	6
TOTAL	36

Work Groups

The staff are employed in three work areas, as shown in the graph below.



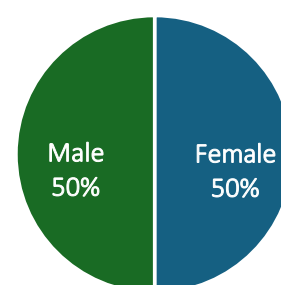
Age Profile

The employees' age profile is shown in the graph below. The following table compares the percentage in each age group with the WA local government workforce. This shows that the Shire of West Arthur has an older-than-average workforce.

Age Group	Shire of West Arthur No.	Shire of West Arthur %	WA LGA %	Difference
Under 25 years	2	6%	12%	-6%
25-34 years	4	11%	18%	-7%
35-44 years	4	11%	22%	-11%
45-54 years	10	28%	23%	5%
55-64 years	10	28%	19%	9%
65+ years	6	17%	5%	12%

Gender Profile

The Shire of West Arthur workforce comprises 50% female employees and 50% per cent male employees. There are no women on the 3-person senior management team. Women are more highly represented in the casual/temporary and part time workforce.



Aboriginal and/or Torres Strait Islander

There are no recorded Aboriginal and/or Torres Strait Islander employees at the Shire of West Arthur.

Disability

There is no disclosed disability in the Shire's employee records.

Length of Service

The average length of employment is 7.4 years. Eleven employees have more than ten years of service.

Years of Service	No.	%
0 to 2	11	31%
2+ to 5	12	33%
5+ to 10	2	6%
10+	11	31%

Staff Turnover

As of 28 March 2024, three staff members had resigned in the current financial year, and five had commenced employment.

Labour Market Profile

Overview

The following statistics¹ give a picture of the key characteristics of the Shire's population and labour market. This is important, not just from the point of view of potential recruits but also as a point of comparison with the Shire's workforce. Ideally, the diversity of the workforce will broadly mirror the diversity of the local community.

The Shire of West Arthur has a total population of 773, comprising 414 males and 362 females.

Employment and Unemployment Rates

The table shows employment and unemployment for West Arthur and WA as of the 2021 Census.

Employment (Labour force; 15+ years)	West Arthur	West Arthur %	WA %
Worked full-time	237	61.4%	57.1%
Worked part-time	120	31.1%	32%
Away from work	15	3.9%	5.8%
Unemployed	8	2.1%	5.1%

Age Profile

The median age in the Shire of West Arthur is 50, compared to the WA median age of 38.

Age Group	West Arthur	West Arthur %	WA %
Children and young teens (0-14)	132	17.1%	19.0%
Working age (15-64)	463	59.5%	65.0%
Seniors (65+)	181	23.4%	16.1%

Qualifications

34.6% of people aged 15 and over have attained a Certificate III or higher qualification, which is lower than the Western Australia proportion (50.9%).

Level of highest educational attainment (15+ years)	West Arthur	West Arthur %	WA %
Bachelor Degree level and above	70	11%	23.8%
Advanced Diploma and Diploma level	39	6.1%	9.3%
Certificate level IV	21	3.3%	3.9%
Certificate level III	90	14.2%	13.9%
Year 12	135	21.2%	15.5%
Year 11	30	4.7%	5%
Year 10	106	16.7%	11.3%

¹ All statistics are from the ABS 2021 Census unless otherwise stated.

Level of highest educational attainment (15+ years)	West Arthur	West Arthur %	WA %
Certificate level II	0	0%	0%
Certificate level I	0	0%	0%
Year 9 or below	45	7.1%	5.4%
No educational attainment	9	1.4%	2.5%
Not stated	4	0.6%	8.7%

Aboriginal and Torres Strait Islander Population

3.1% of the population over 15 years is Aboriginal and/or Torres Strait Islander.

Disability

In the local population over 15 years, 3% experience need for assistance in one or more of communication, mobility or self-care. This compares with a Statewide figure of 5% (which is also the WA State Government target for the employment of people with disability)².

Regional Labour Market

Beyond West Arthur, the Shire's regional labour market includes people who reside (or could potentially reside) in the Local Government Areas of Collie, Williams, Wagin, Kojoonup, and Narrogin. It is feasible for employees to drive in and out of these areas.

Wider Labour Market

The Shire's labour market also consists of Western Australia as a whole, within which the Shire is competing primarily with other local governments. In this regard, the Shire experiences the same challenges as other regional local governments, especially ones that are remote from Perth. These may be perceived or real and can include:

- Higher wages paid by private industry or city local governments
- Fewer career progression opportunities (although this is balanced to an extent by the breadth of jobs in regional local government)
- Less opportunity and access to professional development and training
- Loss of prestige
- Separation from family, friends and professional networks
- Higher cost of living
- Lower amenity and opportunities for recreation, arts and culture
- Lower education and other opportunities for young families

² [People with Disability - Action Plan to Improve WA Public Sector Employment Outcomes 2020–2025](#)

Workforce Planning Strategies

The Shire of West Arthur is an agile organisation. It readily adapts to challenges and opportunities as they arise. The structure and staff complement are fit for purpose in terms of the Corporate Business Plan and there is flexibility to respond to new circumstances. The Shire has clear direction and priorities and is implementing a number of initiatives to ensure these are embedded in the organisation, such as the identification of actions to progress service level increases, and systematic reporting on progress.

One of the most significant challenges facing the Shire in recruitment is the lack of available housing. Where the Shire needs to recruit from outside the local community for key positions, this poses a serious barrier.

The Shire provides some staff housing, and this may be increased over the life of the plan. However, as can be seen from the labour market analysis above, there are several communities within commuting distance of West Arthur which, while in adjacent Shires, need to be considered as viable homes for prospective staff.

Once recruited, the Shire then needs to ensure that its workforce is safe, productive, and satisfied.

The key strategies are shown below in the two goal areas of the Workforce Plan.

Goal 1: Maximise effectiveness in recruiting appropriately skilled staff

Strategies

- 1.1 Promote the lifestyle and career advantages of the Shire of West Arthur to external candidates within easy commute of several options for housing (in addition to local Shire-provided housing)
- 1.2 Continue to build capability and succession planning for internal promotion

Goal 2: Provide a safe, productive and satisfying workplace

Strategies

- 2.1 Continue to implement effective workplace health and safety policies and procedures
- 2.2 Ensure clear links between the aspirations of the Council's plans and staff roles and work programs
- 2.3 Focus on training and development opportunities for staff
- 2.4 Provide planned pathways to retirement where appropriate, ensuring valuable knowledge is passed on and there is lead time for replacement
- 2.5 Continue to provide flexible work arrangements to maximise employment opportunities for staff who are balancing other commitments and pursuits
- 2.6 Ensure effective communication across the work teams and from/to managers and staff
- 2.7 Continue to provide informal opportunities for staff to interact and develop as a team

13 WORKS AND SERVICES**13.1 DARKAN SWIMMING POOL**

File Reference:	ADM867
Location:	N/A
Applicant:	N/A
Author:	Gary Rasmussen, Manager Works and Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	19/06/2024
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider putting out the Darkan Swimming Pool day to day operations and supervision of the facility to a 2-year contract.

BACKGROUND:

In the April 18, 2024 briefing session, councillors were made aware of the situation with the pool.

Shire staff currently manage the Darkan Pool over 8 months of the year, which is a burden on the permanent staff resources, forcing us to engage casuals to fill in the gaps. It is becoming harder to find the casual employees and our permanent staff members are unable to work longer to make up the difference. The pool is currently managed at a Tier 3 level, which means it is unsupervised.

A couple of councillors and management team members recently met with Clinton Cheney from Wheatbelt Contract Services. He explained the benefits of turning the pool into a Tier 1 facility. For councillors who were unable to attend, running the pool as a Tier 1 facility means that the pool is always supervised with a qualified lifeguard. Children above the age of 14 years old can use the pool without a guardian. Other benefits are the trained person will have further qualifications such as first aid and resuscitation.

Darkan Primary School has indicated it is fully supportive of this proposal.

COMMENT:

I recommend that the council seeks quotations to put the pool out to a 1+1-year contract, and to include the costings into the 2024/25 budget.

CONSULTATION:

Wheatbelt Contract Services
Chief Executive Officer
CEO – Shire of Pingelly
Darkan Primary School

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The proposed service will cost approximately \$120,000 a year. Work Crew FTEs have been reduced by 1.2 from the current year which will help to offset the new arrangements.

STRATEGIC IMPLICATIONS:

The swimming pool is an important part of our community's Strategic Plan heading towards 2031.

Outcome: Increased utilisation of the pool by patrons. Reduction of Council's liability by having professional staff running the pool, who are all appropriately trained and qualified.

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	Council liability for death or injury of patrons of an unsupervised swimming pool facility.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(5) Catastrophic
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(15) High
Principal Risk Theme	Inadequate safety or security practices
Risk Action Plan (Controls or Treatment Proposed)	Approve proposed arrangements.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council direct Officers to issue a Request for Quotation for the operation, management and supervision of the Darkan Swimming Pool facility.

14 REGULATORY SERVICES

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

17 MATTERS BEHIND CLOSED DOORS

Nil

18 CLOSURE OF MEETING

The Presiding Member to declare the meeting closed.