



## AGENDA

Shire of West Arthur  
Ordinary Council Meeting  
Thursday 27 November 2025

### NOTICE OF MEETING

Dear Elected Member

The next **Ordinary Council Meeting** of the Shire of West Arthur will be held on Thursday 27 November 2025 in the Council Chambers commencing at 7.30pm.

Vin Fordham Lamont  
**CHIEF EXECUTIVE OFFICER**

### DISCLAIMER

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

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



## Shire of West Arthur

### Notice of Ordinary Council Meeting

In accordance with the Local Government Act 1995 and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2025 to December 2025, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE	LOCATION	TIME
27 February 2025	Council Chambers	7.00pm
27 March 2025	Council Chambers	7.30pm
24 April 2025	Council Chambers	7.30pm
22 May 2025	Council Chambers	7.30pm
26 June 2025	Council Chambers	7.30pm
24 July 2025	Council Chambers	7.30pm
28 August 2025	Council Chambers	7.30pm
25 September 2025	Council Chambers	7.30pm
23 October 2025	Council Chambers	7.30pm
27 November 2025	Council Chambers	7.30pm
18 December 2025*	Council Chambers	7.30pm

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

### QUESTION

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

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

**Please see Notes on Public Question Time on Pages 4 and 5 above.**

**\* Council Meetings:** Questions are to relate to a matter affecting the Shire of West Arthur.

# Application For Leave of Absence

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

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).

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

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

# Request to Attend Meeting by Electronic Means

(Local Government Act 1995 – Section 5.25)

Local Government (Administration) Regulations 1996 –  
14C

Shire of West Arthur

PO Box 112

31 Burrowes Street

Darkan WA 6392

T: (08) 9736 2400

E: shire@westarthur.wa.gov.au



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

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

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

## Consideration of Location and Equipment Available

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

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.*

*In the event of the request being submitted by the Shire President, the Deputy Shire President, pursuant to s5.34 of the Local Government Act 1995, is able to authorise the request*

**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.

**Are 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

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6. The extent of my interest is

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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**

- 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.
- 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.
- Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

- 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.
- 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.
- 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.
- 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:	Karen Harrington	(Shire President)
	Duncan South	(Deputy Shire President)
	Neil Morrell	(Elected Member)
	Graeme Peirce	(Elected Member)
	Russell Prowse	(Elected Member)
	Natalie O'Neill	(Elected Member)
	Helen Lubcke	(Elected Member)
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Rajinder S Sunner	(Manager Corporate Services)
	Tahnee-Lee Lubcke	(Projects Officer)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

**3 ANNOUNCEMENTS OF PRESIDING MEMBERS**

Nil

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

Nil

**5 PUBLIC QUESTION TIME**

Nil

**6 PETITIONS, DEPUTATIONS, PRESENTATIONS, SUBMISSIONS**

Nil

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**8 DISCLOSURE OF INTEREST**

Nil

**9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD****9.1 ORDINARY MEETING OF COUNCIL 23 OCTOBER 2025**

**Author:** Renee Schinzig, Administration Officer  
**Authorising Officer:** Vin Fordham Lamont, Chief Executive Officer  
**Date:** 30/10/2025

**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

**OFFICER RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 23 October 2025 be confirmed as true and correct.

## **10 REPORTS FROM COUNCILLORS**

**Cr Karen Harrington (Shire President)**

**Cr Duncan South (Deputy Shire President)**

**Cr Neil Morrell**

**Cr Graeme Peirce**

**Cr Russell Prowse**

**Cr Helen Lubcke**

**Cr Natalie O'Neill**

**11 OFFICE OF THE CHIEF EXECUTIVE OFFICER****11.1 AMENDMENT TO POLICY W4 - WILDFLOWER, LEAVES AND BRANCHES AND SEED HARVESTING FROM RESERVES**

<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>07/10/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</b> <b>2. Property Local Law 2000</b> <b>3. Draft Updated Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Reserves</b>

**SUMMARY:**

Council is requested to consider amendments to its Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Reserves to ensure alignment with:

- the Shire of West Arthur Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000, specifically reflecting the requirements for permits as described in Clause 2.2(1)(e), the application process in Clause 6.1, and the decision-making process in Clause 6.2.
- the Shire of West Arthur Property Local Law 2000, Clause 3.13(1)(m), in conjunction with Regulation 5 of the *Local Government (Uniform Local Provisions) Regulations 1996*.

**BACKGROUND:**

The CEO is responsible for managing the Local Government's administration and operations (s.5.41(1) of the *Local Government Act 1995*). This includes responsibility for the administration and management of the Local Government's property. The above ULP Regulations and the CEO's s.5.41(2)(c)(i) of the Act role to *determine the procedures and system for implementing the Shire's adopted policy* for the purposes of flora and seed collection, enables the CEO to receive and assess applications for the purpose of flora/seed collection on LG property and determine to provide written permission as per ULP Regulations 4 and 5(1), and/or local laws as applicable.

Policy W4 currently outlines the procedures for commercial and non-commercial harvesting of wildflowers, seeds, leaves, and branches from Shire-controlled reserves. The policy references the need for permits and compliance with relevant legislation, including the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000. However, the policy does not explicitly reference the "heads of power" provided by the Local Law, nor does it detail the permit application and decision process as set out in Clauses 2.2(1)(e), 6.1, and 6.2.

In addition, the Shire's Thoroughfares local law described above only relates to road reserves. If flora is to be taken under permit from other Shire-managed or owned property, the Shire must rely on the Shire's Property Local Law 2000, in conjunction with the Local Government (Uniform Local Provisions) Regulations 1996. Neither of these are mentioned in the current version of policy W4.

**COMMENT:**

It is proposed that Policy W4 be amended as follows:

**1. Explicit Reference to Local Law:**

- Insert a statement clarifying that the authority to regulate harvesting activities is derived from:
  - i. For road reserves, the Shire of West Arthur Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law, specifically Clause 2.2(1)(e), which requires a permit for the collection of wildflowers, seeds, leaves, and branches from thoroughfares and public places, in conjunction with Regulation 6 of the Local Government (Uniform Local Provisions) Regulations 1996.; or
  - ii. For other shire-managed or owned property, the Shire of West Arthur Property Local Law 2000, Clause 3.13(1)(m), in conjunction with Regulation 5 of the Local Government (Uniform Local Provisions) Regulations 1996.

**2. Permit Application Process:**

- Amend the policy to specify that applications for permits must be made in accordance with the relevant clauses of the Local Laws and regulations, including the required information and documentation.

**3. Permit Decision Process:**

- Amend the policy to specify that decisions on permit applications will be made in accordance with the relevant clauses of the Local Law and regulations, including the criteria for approval, refusal, and any conditions imposed.

**4. General Policy Update:**

- Update references to legislation and ensure consistency with current Local Law provisions and local government regulations.
- Clarify the roles and responsibilities of Shire officers in administering the permit process.

**CONSULTATION:**

WALGA

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
s5.41 Role of CEO

Local Government (Uniform Local Provisions) Regulations 1996  
r.4 Defines “lawful authority”  
r.5 Interfering with, or taking from, local government land  
r.6 Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a)

Shire of West Arthur Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000

Shire of West Arthur Property Local Law 2000

**POLICY IMPLICATIONS:**

Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Reserves will be amended and re-added to Council’s Policy Manual.

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – inspirational, dynamic, transparent

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 (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	Making decisions without the appropriate powers/authority to do so.
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (10)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Endorse the changes to Council Policy W4 - Wildflower, Leaves and Branches, and Seed Harvesting from Reserves as recommended.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council, pursuant to section 2.7(2)(b) of the *Local Government Act 1995*:

1. Endorse the proposed amendments to Policy W4 – Wildflower, Leaves and Branches, and Seed Harvesting from Reserves, as outlined above and shown in the attached revised version of the policy.
2. Direct the CEO to develop an appropriate form/letter to approve any applications which are the subject of this updated policy.
3. Note that any decision by the CEO to decline such an application will result in the application being brought as an item to Council for its consideration.

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**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF WEST ARTHUR**

**ACTIVITIES ON THOROUGHFARES AND TRADING IN  
THOROUGHFARES AND PUBLIC PLACES LOCAL LAW**

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**PRESCRIBED OFFENCES**

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## LOCAL GOVERNMENT ACT 1995

## SHIRE OF WEST ARTHUR

ACTIVITIES ON THOROUGHFARES AND TRADING IN  
THOROUGHFARES AND PUBLIC PLACES LOCAL LAW

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of West Arthur resolved on 23<sup>rd</sup> August 1999 to make the following local law.

## PART 1—PRELIMINARY

## 1.1 Citation

This local law may be cited as the Shire of West Arthur Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

## 1.2 Definitions

In this local law unless the context otherwise requires—

- “**Act**” means the *Local Government Act 1995*;
- “**applicant**” means a person who applies for a permit;
- “**authorized person**” means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;
- “**built-up area**” has the meaning given to it in the *Road Traffic Code 1975*;
- “**carriageway**” means the paved or made portion of a thoroughfare used or intended for use by vehicles;
- “**CEO**” means the chief executive officer of the local government;
- “**commencement day**” means the day on which this local law comes into operation;
- “**Council**” means the council of the local government;
- “**district**” means the district of the local government;
- “**footpath**” means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists;
- “**kerb**” includes the edge of a carriageway;
- “**liquor**” has the meaning given to it in section 3 of the *Liquor Licensing Act 1988*;
- “**local government**” means the Shire of West Arthur;
- “**local government property**” means anything except a thoroughfare—
  - (a) which belongs to the local government;
  - (b) of which the local government is the management body under the *Land Administration Act 1997*; or
  - (b) which is an ‘otherwise unvested facility’ within section 3.53 of the Act;
- “**permit**” means a permit issued under this local law;
- “**permit holder**” means a person who holds a valid permit;
- “**person**” does not include the local government;
- “**premises**” for the purpose of the definition of “public place” in both this clause and clause 5.1, means a building or similar structure, but does not include a carpark or a similar place;
- “**public place**” includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include—
  - (a) premises on private property from which trading is lawfully conducted under a written law; and
  - (b) local government property;
- “**Regulations**” means the *Local Government (Functions and General) Regulations 1996*;
- “**sign**” includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;
- “**townsite**” means the townsites of [insert names of townsites] which are—
  - (a) constituted under section 26(2) of the *Land Administration Act 1997*; or
  - (b) referred to in clause 37 of Schedule 9.3 of the Act;
- “**vehicle**” includes—
  - (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and

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- (b) an animal being ridden or driven,  
but excludes—
- (a) a wheel-chair or any device designed for use by a physically impaired person on a footpath;  
and
- (b) a pram, a stroller or a similar device; and

### 1.3 Application

This local law applies throughout the district.

### 1.4 Repeal

(1) The following local laws are repealed—

Local Laws Relating to—

Control of Hawkers, published in the Government Gazette of 5 July 1967;

Prevention of Damage to Streets, published in the Government Gazette of 7 December 1967.

(2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.

(3) The Council may resolve that notwithstanding subclause (2) specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

## PART 2—ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES

### *Division 1—General*

#### 2.1 General prohibitions

A person shall not—

- (a) unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;
- (b) play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a thoroughfare.

#### 2.2 Activities allowed with a permit—general

(1) A person shall not, without a permit—

- (a) dig or otherwise create a trench through or under a kerb or footpath;
- (b) damage a thoroughfare;
- (c) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 4.13;
- (d) fell any tree onto a thoroughfare; or
- (e) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare.

(2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

#### 2.3 No possession and consumption of liquor on thoroughfare

(1) A person shall not consume any liquor or have in her or his possession or under her or his control any liquor on a thoroughfare unless—

- (a) that is permitted under the *Liquor Licensing Act 1988* or under another written law; or
- (b) the person is doing so in accordance with a permit.

(2) Subclause (1) does not apply where the liquor is in a sealed container.

### *Division 2—Driving on a closed thoroughfare*

#### 2.4 No driving on closed thoroughfare

(1) A person shall not drive or take a vehicle on a closed thoroughfare unless—

- (a) that is in accordance with any limits or exceptions specified in the order made under section 3.50 of the Act; or
- (b) the person has first obtained a permit.

(2) In this clause—

“**closed thoroughfare**” means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act.

## PART 3—OBSTRUCTING ANIMALS OR VEHICLES

### *Division 1—Animals and vehicles*

#### 3.1 Leaving animal or vehicle in public place or on local government property

(1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place or on local government property so that it obstructs the use of any part of that public place or local government property, unless that person has first obtained a permit or is authorized to do so under a written law.

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(2) A person will not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.

(3) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

### 3.2 Prohibitions relating to animals

(1) In subclause (2), "owner" in relation to an animal includes—

- (a) an owner of it;
- (b) a person in possession of it;
- (c) a person who has control of it; and
- (d) a person who ordinarily occupies the premises where the animal is permitted to stay.

(2) An owner of an animal shall not—

- (a) allow the animal to enter or remain for any time on any thoroughfare except for the use of the thoroughfare as a thoroughfare and unless it is led, ridden or driven;
- (b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or
- (c) train or race the animal on a thoroughfare.

(3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare in a built-up area, unless that person does so under a permit or under the authority of a written law.

## PART 4—ROADSIDE CONSERVATION

### *Division 1—Preliminary*

#### 4.1 Interpretation

In this Part—

"MRWA" means Main Roads Western Australia;

"protected flora" has the meaning given to it in section 6(1) of the *Wildlife Conservation Act 1950*;

"rare flora" has the meaning given to it in section 23F of the *Wildlife Conservation Act 1950*;

"Roadside Conservation Committee" means the Roadside Conservation Committee established under the Land Resource Policy Council within the Office of Premier and Cabinet; and

"special environmental area" means an area designated as such under clause 4.7.

#### 4.2 Application

This Part does not apply to the townsites.

### *Division 2—Flora roads*

#### 4.3 Declaration of flora road

The local government may declare a thoroughfare which has, in the opinion of the local government, high quality roadside vegetation to be a flora road.

#### 4.4 Construction works on flora roads

Construction and maintenance work carried out by the local government on a flora road is to be in accordance with the 'Code of Practice for Roadside Conservation and Road Maintenance' prepared by the Roadside Conservation Committee.

#### 4.5 Signposting of flora roads

The local government may signpost flora roads with the standard MRWA 'flora road' sign.

#### 4.6 Driving only on carriageway of flora roads

(1) A person driving or riding a vehicle on a flora road shall only drive or ride the vehicle on the carriageway.

(2) Subclause (1) does not apply where—

- (a) conditions on the thoroughfare do not reasonably permit a vehicle to remain on the carriageway;
- (b) there is no carriageway; or
- (c) an exemption from the application of subclause (1) has been obtained from the local government.

### *Division 3—Special environmental areas*

#### 4.7 Designation of special environmental areas

The local government may designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which—

- (a) as protected flora or rare flora; or
- (b) in the opinion of the local government, has environmental, aesthetic or cultural significance.

#### 4.8 Marking of special environmental areas

The local government is to mark and keep a register of each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

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*Division 4—Planting in thoroughfares***4.9 Permit to plant**

A person shall not plant any plant or sow any seeds in a thoroughfare without first obtaining a permit.

**4.10 Relevant considerations in determining application**

In determining an application for a permit for the purpose of clause 4.9, the local government is to have regard to—

- (a) existing vegetation within that part of the thoroughfare in which the planting is to take place; and
- (b) the diversity of species and the prevalence of the species which are to be planted or sown.

*Division 5—Clearance of vegetation***4.11 Permit to clear**

A person shall not clear and maintain in a cleared state, the surface of a thoroughfare within 1m of that person's land without first obtaining a permit and any other approvals which may be required under any written law.

**4.12 Application for permit**

In addition to the requirements of clause 6.1(2), a person making an application for a permit for the purpose of clause 4.11 shall submit a sketch plan clearly showing the boundary of the person's land and the portions of the thoroughfare joining that person's land which are to be cleared.

*Division 6—Fire management***4.13 Permit to burn thoroughfare**

A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

**4.14 Application for permit**

In addition to the requirements of clause 6.1(2), an application for a permit for the purposes of clause 4.13 shall—

- (a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and
- (b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

**4.15 When application for permit can be approved**

The local government may approve an application for a permit for the purpose of clause 4.13 only if the burning of the particular part of the thoroughfare will—

- (a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by the local government to be not feasible or more detrimental to native flora and fauna than burning; or
- (b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

**4.16 Prohibitions on burning**

Notwithstanding anything to the contrary in this local law, an application for a permit for the purpose of clause 4.13 is not to be approved by the local government—

- (a) for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna; or
- (b) in any year to any person for any part of a thoroughfare which is on the opposite side of the carriageway to that portion of the thoroughfare for which a permit to burn has been approved in the same year.

*Division 7—Firebreaks***4.17 Permit for firebreaks on thoroughfares**

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

**4.18 When application for permit cannot be approved**

- (1) The local government is not to approve an application for a permit for the purpose of clause 4.17 where the thoroughfare is less than 20m wide.
- (2) Subclause (1) does not apply where the firebreak is, in the opinion of the local government, desirable for the protection of roadside vegetation.

*Division 8—Commercial wildflower harvesting on thoroughfares***4.19 General prohibition on commercial wildflower harvesting**

Subject to clause 4.20, a person shall not commercially harvest native flora on a thoroughfare.

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**4.20 Permit for revegetation projects**

- (1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.
- (2) The local government may approve an application for a permit under subclause (1) only where—
- (a) the seed is required for a revegetation project in any part of the district; and
  - (b) the thoroughfare, or the relevant part of it, is not a special environmental area.
- (3) Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions—
- (a) the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and
  - (b) any licence or approval which may be required under any other written law is to be obtained by the applicant.

**PART 5—TRADING IN THOROUGHFARES AND PUBLIC PLACES***Division 1—Stallholders and traders**Subdivision 1—Preliminary***5.1 Interpretation**

In this Division, unless the context otherwise requires—

“**Competition Principles Agreement**” means the Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;

“**public place**” includes—

- (a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and
- (b) local government property,  
but does not include premises on private property from which trading is lawfully conducted under a written law.

“**stall**” means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;

“**stallholder**” means a person in charge of a stall;

“**stallholder’s permit**” means a permit issued to a stallholder;

“**trader**” means a person who carries on trading;

“**trader’s permit**” means a permit issued to a trader; and

“**trading**” includes—

- (a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;
- (b) displaying goods in any public place for the purpose of—
  - (i) offering them for sale or hire;
  - (ii) inviting offers for their sale or hire;
  - (iii) soliciting orders for them; or
  - (iv) carrying out any other transaction in relation to them; and
- (c) the going from place to place, whether or not public places, and—
  - (i) offering goods or services for sale or hire;
  - (ii) inviting offers or soliciting orders for the sale or the hire of goods or services; or
  - (iii) carrying out any other transaction in relation to goods or services,but does not include—
  - (d) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder’s permit;
  - (e) the selling or the offering for sale of goods and services to, or the soliciting of orders for goods and services from a person who sells those goods or services;
  - (f) the selling or the offering for sale or hire by a person of goods of her or his own manufacture or services which he or she provides; and
  - (g) the selling or hiring or the offering for sale or hire of—
    - (i) goods by a person who represents a manufacturer of the goods; or
    - (ii) services by a person who represents a provider of the services,which are sold directly to consumers and not through a shop.

*Subdivision 2—Permits***5.2 Stallholder’s permit**

- (1) A person shall not conduct a stall on a public place unless that person is—
- (a) the holder of a valid stallholder’s permit; or
  - (b) an assistant specified in a valid stallholder’s permit.

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- (2) Every application for a stallholder's permit shall—
- (a) state the full name and address of the applicant;
  - (b) specify the proposed number of assistants to be engaged by the applicant in conducting the stall, as well as their names and addresses if already engaged;
  - (c) specify the proposed location of the stall;
  - (d) specify the period of time for which the permit is sought, together with the proposed days and hours of operation;
  - (e) specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall; and
  - (f) be accompanied by an accurate plan and description of the proposed stall.

### 5.3 Trader's permit

- (1) A person shall not carry on trading unless that person is—
- (a) the holder of a valid trader's permit; or
  - (b) an assistant specified in a valid trader's permit.
- (2) Every application for a trader's permit shall—
- (a) state the full name and address of the applicant;
  - (b) specify the proposed number of assistants, if any, to be engaged by the applicant in trading, as well as their names and addresses if already engaged;
  - (c) specify the location or locations in which the applicant proposes to trade;
  - (d) specify the period of time for which the permit is sought, together with the proposed days and hours of trading;
  - (e) specify the proposed goods or services which will be traded; and
  - (f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in trading.
- (3) The conditions subject to which the local government may approve an application for a trader's permit include that the permit holder is permitted to remain at a particular location for as long as there is a customer making a purchase, but if there is no customer making a purchase the permit holder must move on from that location within a reasonable time of the last purchase having been made.

### 5.4 No permit required to sell newspaper

Notwithstanding any other provision of this local law, a person who sells, or offers for sale, a newspaper is not required to obtain a permit.

### 5.5 Relevant considerations in determining application for permit

- (1) In determining an application for a permit for the purposes of this Division, the local government is to have regard to—
- (a) any relevant policies of the local government;
  - (b) the desirability of the proposed activity;
  - (c) the location of the proposed activity;
  - (d) the principles set out in the Competition Principles Agreement; and
  - (e) such other matters as the local government may consider to be relevant in the circumstances of the case.
- (2) The local government may refuse to approve an application for a permit under this Division on any one or more of the following grounds—
- (a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;
  - (b) that the applicant is not a desirable or suitable person to hold a permit;
  - (c) that—
    - (i) the applicant is an undischarged bankrupt or is in liquidation;
    - (ii) the applicant has entered into any composition or arrangement with creditors; or
    - (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property; or
  - (d) that the needs of the district, or the part for which the permit is sought, are adequately catered for by established shops or by persons who have valid permits to carry on trading or to conduct a stall; or
  - (e) such other grounds as the local government may consider to be relevant in the circumstances of the case.

### 5.6 Conditions of permit

- (1) If the local government approves an application for a permit under this Division subject to conditions, those conditions may include—
- (a) the place, the part of the district, or the thoroughfare to which the permit applies;
  - (b) the days and hours during which a permit holder may conduct a stall or trade;
  - (c) the number, type, form and construction, as the case may be, of any stand, table, structure or vehicle which may be used in conducting a stall or in trading;



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- (d) the goods or services in respect of which a permit holder may conduct a stall or trade;
  - (e) the number of persons and the names of persons permitted to conduct a stall or trade;
  - (f) the requirement for personal attendance at the stall or the place of trading by the permit holder and the nomination of assistants, nominees or substitutes for the permit holder;
  - (g) whether and under what terms the permit is transferable;
  - (h) any prohibitions or restrictions concerning the—
    - (i) causing or making of any noise or disturbance which is likely to be a nuisance to persons in the vicinity of the permit holder;
    - (ii) the use of amplifiers, sound equipment and sound instruments;
    - (iii) the use of signs; and
    - (iv) the use of any lighting apparatus or device;
  - (i) the manner in which the permit holder's name and other details of a valid permit are to be displayed;
  - (j) the care, maintenance and cleansing of the stall or any structure used for trading and the place of the stall or any structure;
  - (k) the vacating of the place of a stall or trading when the stall is not being conducted or trading is not being carried on;
  - (l) the acquisition by the stallholder or trader of public risk insurance;
  - (m) the period for which the permit is valid; and
  - (n) the designation of any place or places where trading is wholly or from time to time prohibited by the local government.
- (2) Where a permit holder by reason of illness, accident or other sufficient cause is unable to comply with this local law, the local government may at the request of that permit holder authorize another person to be a nominee of the permit holder for a specified period, and this local law and the conditions of the permit shall apply to the nominee as if he or she was the permit holder.

#### 5.7 Exemptions from requirement to pay fee or to obtain a permit

##### (1) In this clause—

**“charitable organisation”** means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and

**“commercial participant”** means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.

(2) The local government may waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on—

- (a) on a portion of a public place adjoining the normal place of business of the applicant; or
- (b) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation.

(3) The local government may exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division.

#### Subdivision 3—Conduct of stallholders and traders

#### 5.8 Conduct of stallholders and traders

##### (1) A stallholder while conducting a stall or a trader while trading shall—

- (a) display her or his permit to do so in a conspicuous place on the stall, vehicle or temporary structure or if there is no stall, vehicle or temporary structure, carry the permit with her or him while conducting a stall or trading;
- (b) not display a permit unless it is a valid permit; and
- (c) when selling goods by weight, carry and use for that purpose, scales tested and certified in accordance with the provisions of the *Weights and Measures Act 1915*.

##### (2) A stallholder or trader shall not—

- (a) attempt to conduct a business within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods or services of the kind being offered for sale by the stall holder or trader.
- (b) deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;
- (c) act in an offensive manner;
- (d) use or cause to be used any apparatus or device including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or
- (e) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.



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GOVERNMENT GAZETTE, WA

[19 April 2000]

**PART 6—PERMITS***Division 1—Applying for a permit***6.1 Application for permit**

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall—
- (a) be in the form determined by the local government;
  - (b) be signed by the applicant;
  - (c) provide the information required by the form; and
  - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government may require an applicant to give local public notice of the application for a permit.
- (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

**6.2 Decision on application for permit**

- (1) The local government may—
- (a) approve an application for a permit unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government to impose other conditions on the permit under subclause (1)(a).
- (5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government to refuse the application for a permit on other grounds under subclause (1)(b).

*Division 2—Conditions***6.3 Conditions which may be imposed on a permit**

The local government may approve an application for a permit subject to conditions relating to—

- (a) the payment of a fee;
- (b) the duration and commencement of the permit;
- (c) the commencement of the permit being contingent on the happening of an event;
- (d) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (e) the approval of another application for a permit which may be required by the local government under any written law;
- (f) the area of the district to which the permit applies;
- (g) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;
- (h) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and
- (i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

**6.4 Imposing conditions under a policy**

- (1) In this clause—
- “**policy**” means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 6.2(1)(a).
- (2) Under clause 6.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.
- (3) The local government is to give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 6.2(2).
- (4) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

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**6.5 Compliance with and variation of conditions**

(1) Where an application for a permit has been approved subject to conditions, or where a permit is to be taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.

(2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

*Division 3—General***6.6 Duration of permit**

A permit is valid for one year from the date on which it is issued, unless it is—

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 6.10.

**6.7 Renewal of permit**

(1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of—

- (a) this Part; and
- (b) any other provision of this local law relevant to the permit which is to be renewed,

shall apply to an application for the renewal of a permit *mutatis mutandis*.

**6.8 Transfer of permit**

(1) An application for the transfer of a valid permit is to—

- (a) be made in writing;
- (b) be signed by the permit holder and the proposed transferee of the permit;
- (c) provide such information as the local government may require to enable the application to be determined; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by—

- (a) an endorsement on the permit signed by the CEO; or
- (b) issuing to the transferee a permit in the form determined by the local government.

(4) Where the local government approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

**6.9 Production of permit**

A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

**6.10 Cancellation of permit**

(1) Subject to clause 7.1, a permit may be cancelled by the local government on any one or more of the following grounds—

- (a) the permit holder has not complied with a—
  - (i) condition of the permit; or
  - (ii) provision of any written law which may relate to the activity regulated by the permit; or
- (b) if it is relevant to the activity regulated by the permit—
  - (i) the permit holder has become bankrupt, or gone into liquidation;
  - (ii) the permit holder has entered into any composition or arrangement with creditors; or
  - (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager is appointed in relation to any part of the permit holder's undertakings or property.

(2) On the cancellation of a permit the permit holder—

- (a) shall return the permit as soon as practicable to the local government; and
- (b) is to be taken to have forfeited any fees paid in respect of the permit.

**PART 7—OBJECTIONS AND APPEALS****7.1 Application of Part 9 Division 1 of Act**

When the local government makes a decision—

- (a) under clause 6.2(1); or
- (b) as to whether it will renew, vary, or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the Regulations apply to that decision.

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GOVERNMENT GAZETTE, WA

[19 April 2000]

**PART 8—MISCELLANEOUS NOTICES****8.1 Notice to repair damage to thoroughfare**

Where any portion of a thoroughfare has been damaged, the local government may by notice to the person who caused the damage order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

**PART 9—ENFORCEMENT***Division 1—Notices given under this local law***9.1 Offence to fail to comply with notice**

Whenever the local government gives a notice under this local law requiring a person to do any thing, if the person fails to comply with the notice, the person commits an offence.

**9.2 Local government may undertake requirements of notice**

Where a person fails to comply with a notice referred to in clause 9.1, the local government may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing.

*Division 2—Offences and penalties**Subdivision 1—General***9.3 Offences**

(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

*Subdivision 2—Infringement notices and modified penalties***9.4 Prescribed offences**

(1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

(3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorized person should be satisfied that—

- (a) commission of the prescribed offence is a relatively minor matter; and
- (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

**9.5 Forms**

Unless otherwise specified, for the purposes of this local law—

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

*Schedule 1***PRESCRIBED OFFENCES**

Clause	Description	Modified Penalty \$
2.1(a)	Damaging or interfering with signpost or structure on thoroughfare	300
2.1(b)	Playing games so as to impede vehicles or persons on thoroughfare	100
2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	100
2.2(1)(c)	Lighting a fire on a thoroughfare without a permit	300
2.2(1)(d)	Felling tree onto thoroughfare without a permit	100
2.2(1)(e)	Interfering with anything on a thoroughfare without a permit	100
2.3(1)	Consumption or possession of liquor on thoroughfare	100
2.4(1)	Driving or taking a vehicle on a closed thoroughfare	300

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2009

Clause	Description	Modified Penalty \$
3.1(1)	Animal or vehicle obstructing a public place or local government property	100
3.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	100
3.2(2)(b)	Animal on public place with infectious disease	100
3.2(2)(c)	Training or racing animal on thoroughfare in built-up area	100
3.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	100
4.6(1)	Driving a vehicle on other than the carriageway of a flora road	200
4.9	Planting in thoroughfare without a permit	200
4.11	Failure to obtain permit to clear a thoroughfare	500
4.13	Burning of thoroughfare without a permit	500
4.17	Construction of firebreak on thoroughfare without a permit	500
4.19	Commercial harvesting of native flora on thoroughfare	500
4.20(1)	Collecting seed from native flora on thoroughfare without a permit	300
5.2(1)	Conducting of stall in public place without a permit	300
5.3(1)	Trading without a permit	300
5.8(1)(a)	Failure of stallholder or trader to display or carry permit	100
5.8(1)(b)	Stallholder or trader not displaying valid permit	100
5.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	100
5.8(2)	Stallholder or trader engaged in prohibited conduct	100
6.5	Failure to comply with a condition of a permit	100
6.9	Failure to produce permit on request of authorized person	100
9.1	Failure to comply with notice given under local law	100

\_\_\_\_\_

Dated this 25th day of November 1999.

The Common Seal of the Shire of West Arthur was affixed by authority of a resolution of the Council in the presence of—

R. K. SAUNDERS, President.  
N. C. WASMANN, Chief Executive Officer.

\_\_\_\_\_

19 April 2000]

GOVERNMENT GAZETTE, WA

1985

**LOCAL GOVERNMENT ACT 1995**

SHIRE OF WEST ARTHUR

**LOCAL GOVERNMENT PROPERTY LOCAL LAW**

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LOCAL GOVERNMENT ACT 1995

SHIRE OF WEST ARTHUR

LOCAL GOVERNMENT PROPERTY LOCAL LAW

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of West Arthur resolved on [insert date] to make the following local law.

PART 1—PRELIMINARY

**Citation**

1.1 This local law may be cited as the Shire of West Arthur Local Government Property Local Law.

**Definitions**

1.2 In this local law unless the context otherwise requires—

- “**Act**” means the *Local Government Act 1995*;
- “**applicant**” means a person who applies for a permit under clause 3.2;
- “**authorized person**” means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;
- “**boat**” means any ship, vessel or structure capable of being used in navigation by water, however propelled or moved, and includes a jet ski;
- “**building**” means any building which is local government property and includes a –
  - (a) hall or room;
  - (b) corridor, stairway or annexe of any hall or room; and
  - (c) jetty;
- “**CEO**” means the chief executive officer of the local government;
- “**commencement day**” means the day on which this local law comes into operation;
- “**Council**” means the council of the local government;
- “**date of publication**” means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;
- “**determination**” means a determination made under clause 2.1;
- “**district**” means the district of the local government;
- “**function**” means an event or activity characterised by all or any of the following—
  - (a) formal organisation and preparation;
  - (b) its occurrence is generally advertised or notified in writing to particular persons;
  - (c) organisation by or on behalf of a club;
  - (d) payment of a fee to attend it; and
  - (e) systematic recurrence in relation to the day, time and place;
- “**liquor**” has the same meaning as is given to it in section 3 of the *Liquor Licensing Act 1988*;
- “**local government**” means the Shire of West Arthur;
- “**local government property**” means anything except a thoroughfare—
  - (a) which belongs to the local government;
  - (b) of which the local government is the management body under the *Land Administration Act 1997*; or
  - (c) which is an ‘otherwise unvested facility’ within section 3.53 of the Act;
- “**Manager**” means the person for the time being employed by the local government to control and manage a pool area or other facility which is local government property and includes the person’s assistant or deputy;
- “**permit**” means a permit issued under this local law;
- “**permit holder**” means a person who holds a valid permit;
- “**person**” does not include the local government;
- “**pool area**” means any swimming and wading pools and spas and all buildings, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of or used in connection with such swimming and wading pools and spas which are local government property;
- “**Regulations**” means the *Local Government (Functions and General) Regulations 1996*;

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“**sign**” includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

“**trading**” means the selling or hiring, or the offering for sale or hire of goods or services, and includes displaying goods for the purpose of—

- (a) offering them for sale or hire;
- (b) inviting offers for their sale or hire;
- (c) soliciting orders for them; or
- (d) carrying out any other transaction in relation to them; and

“**vehicle**” includes—

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
  - (b) an animal being ridden or driven,
- but excludes –
- (c) a wheel-chair or any device designed for use, by a physically impaired person on a footpath;
  - (d) a pram, a stroller or a similar device; and
  - (e) a boat.

### **Interpretation**

1.3 In this local law unless the context otherwise requires a reference to local government property includes a reference to any part of that local government property.

### **Application**

1.4 (1) This local law applies throughout the district.

(2) Notwithstanding anything to the contrary in this local law, the local government may—

- (a) hire local government property to any person; or
- (b) enter into an agreement with any person regarding the use of any local government property.

### **Repeal**

1.5 (1) The following local laws are repealed—

By-laws relating to –

Recreation Reserves, published in the Government Gazettes of 10 January 1986 and 8 May 1987; and

Control and Management of Darkan Shire Hall, Equipment and Property, published in the Government gazette of 4 October 1985.

(2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.

(3) The Council may resolve that notwithstanding subclause (2), specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

## **PART 2—DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY**

### *Division 1—Determinations*

### **Determinations as to use of local government property**

2.1 (1) The local government may make a determination in accordance with clause 2.2—

- (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
- (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
- (c) as to the matters in clauses 2.7(2) and 2.8(2); and
- (d) as to any matter ancillary or necessary to give effect to a determination.

(2) The determinations in Schedule 2—

- (a) are to be taken to have been made in accordance with clause 2.2;
- (b) may be amended or revoked in accordance with clause 2.6; and
- (c) have effect on the commencement day.

### **Procedure for making a determination**

2.2 (1) The local government is to give local public notice of its intention to make a determination.

(2) The local public notice referred to in subclause (1) is to state that—

- (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
- (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
- (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.



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- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to—
  - (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
  - (b) amend the proposed determination, in which case subclause (5) will apply; or
  - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c) the Council is to—
  - (a) consider those submissions; and
  - (b) decide—
    - (i) whether or not to amend the proposed determination; or
    - (ii) not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice—
  - (a) of the effect of the amendments; and
  - (b) that the proposed determination has effect as a determination on and from the date of publication.
- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

**Discretion to erect sign**

2.3 The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

**Determination to be complied with**

2.4 A person shall comply with a determination.

**Register of determinations**

2.5 (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.

(2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

**Amendment or revocation of a determination**

2.6 (1) The Council may amend or revoke a determination.

(2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.

(3) If the Council revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

*Division 2—Activities which may be pursued or prohibited under a determination*

**Activities which may be pursued on specified local government property**

2.7 (1) A determination may provide that specified local government property is set aside as an area on which a person may—

- (a) bring, ride or drive an animal;
  - (b) take, ride or drive a vehicle, or a particular class of vehicle;
  - (c) fly or use a motorised model aeroplane;
  - (d) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
  - (e) launch, beach or leave a boat;
  - (f) take or use a boat, or a particular class of boat;
  - (g) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
  - (h) play or practice—
    - (i) golf or archery;
    - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*; or
    - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
  - (i) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device; and
  - (j) wear no clothing.
- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular—
- (a) the days and times during which the activity may be pursued;

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- (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
- (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
- (d) may limit the activity to a class of vehicles, boats, equipment or things, or may extend it to all vehicles, boats, equipment or things;
- (e) may specify that the activity can be pursued by a class of persons or all persons; and
- (f) may distinguish between different classes of the activity.

**Activities which may be prohibited on specified local government property**

2.8 (1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property—

- (a) smoking on premises;
- (b) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
- (c) taking, riding or driving a vehicle on the property or a particular class of vehicle;
- (d) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
- (e) taking or using a boat, or a particular class of boat;
- (f) the playing or practice of—
  - (i) golf, archery, pistol shooting or rifle shooting; or
  - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
- (g) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
- (h) the traversing of sand dunes or land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose.

(2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular—

- (a) the days and times during which the activity is prohibited;
- (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
- (c) that an activity is prohibited in respect of a class of vehicles, boats, equipment or things, or all vehicles, boats, equipment or things;
- (d) that an activity is prohibited in respect of a class of persons or all persons; and
- (e) may distinguish between different classes of the activity.

(3) In this clause—

“premises” means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.

*Division 3—Transitional*

**Signs taken to be determinations**

2.9 (1) Where a sign erected on local government property has been erected under a local law of the local government repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.

(2) Clause 2.5 does not apply to a sign referred to in subclause (1).

**PART 3—PERMITS**

*Division 1—Preliminary*

**Application of Part**

3.1 This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.

*Division 2—Applying for a permit*

**Application for permit**

3.2 (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).

(2) An application for a permit under this local law shall—

- (a) be in the form determined by the local government;
- (b) be signed by the applicant;
- (c) provide the information required by the form; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

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(3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.

(4) The local government may require an applicant to give local public notice of the application for a permit.

(5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

#### **Decision on application for permit**

3.3 (1) The local government may—

- (a) approve an application for a permit unconditionally or subject to any conditions; or
- (b) refuse to approve an application for a permit.

(2) If the local government approves an application for a permit, it is to issue to the applicant, a permit in the form determined by the local government.

(3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.

#### *Division 3—Conditions*

#### **Conditions which may be imposed on a permit**

3.4 (1) Without limiting the generality of clause 3.3(1)(a), the local government may approve an application for a permit subject to conditions relating to—

- (a) the payment of a fee;
- (b) compliance with a standard or a policy of the local government adopted by the local government;
- (c) the duration and commencement of the permit;
- (d) the commencement of the permit being contingent on the happening of an event;
- (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (f) the approval of another application for a permit which may be required by the local government under any written law;
- (g) the area of the district to which the permit applies;
- (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
- (i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.

(2) Without limiting clause 3.3(1)(a) and subclause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued –

- (a) when fees and charges are to be paid;
- (b) payment of a bond against possible damage or cleaning expenses or both;
- (c) restrictions on the erection of material or external decorations;
- (d) rules about the use of furniture, plant and effects;
- (e) limitations on the number of persons who may attend any function in or on local government property;
- (f) the duration of the hire;
- (g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;
- (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Licensing Act 1988*;
- (i) whether or not the hire is for the exclusive use of the local government property;
- (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
- (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

#### **Imposing conditions under a policy**

3.5 (1) In this clause—

“**policy**” means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 3.3(1)(a).

(2) Under clause 3.3(1)(a) the local government may approve an application subject to conditions by reference to a policy.

(3) The local government shall give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2).

(4) An application for a permit shall be deemed not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

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(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy shall be deemed to be information within section 5.94(u)(i) of the Act.

**Compliance with and variation of conditions**

3.6 (1) Where an application for a permit has been approved subject to conditions, the permit holder shall comply with each of those conditions.

(2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

*Division 4—General***Agreement for building**

3.7 Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.

**Duration of permit**

3.8 A permit is valid for one year from the date on which it is issued, unless it is—

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 3.12.

**Renewal of permit**

3.9 (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of this Part shall apply to an application for the renewal of a permit *mutatis mutandis*.

**Transfer of permit**

3.10 (1) An application for the transfer of a valid permit is to—

- (a) be made in writing;
- (b) be signed by the permit holder and the proposed transferee of the permit;
- (c) provide such information as the local government may require to enable the application to be determined; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by an endorsement on the permit signed by the CEO.

(4) Where the local government approves the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

**Production of permit**

3.11 A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

**Cancellation of permit**

3.12 (1) Subject to clause 7.1, a permit may be cancelled by the local government if the permit holder has not complied with a—

- (a) condition of the permit; or
- (b) determination or a provision of any written law which may relate to the activity regulated by the permit.

(2) On the cancellation of a permit the permit holder—

- (a) shall return the permit as soon as practicable to the CEO; and
- (b) is to be taken to have forfeited any fees paid in respect of the permit.

*Division 5—When a permit is required***Activities needing a permit**

3.13 (1) A person shall not without a permit—

- (a) subject to subclause 3, hire local government property;
- (b) advertise anything by any means on local government property;
- (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;
- (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;
- (e) plant any plant or sow any seeds on local government property;
- (f) carry on any trading on local government property unless the trading is conducted—
  - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or

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- (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
- (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose—
  - (i) drive or ride or take any vehicle on to local government property; or
  - (ii) park or stand any vehicle on local government property;
- (h) conduct a function on local government property ;
- (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
- (j) light a fire on local government property except in a facility provided for that purpose;
- (k) parachute, hang glide, abseil or base jump from or on to local government property;
- (l) erect a building or a refuelling site on local government property;
- (m) make any excavation on or erect or remove any fence on local government property;
- (n) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person; or
- (o) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

**Permit required to camp outside a facility**

3.14 (1) In this clause—

“facility” has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.

(2) This clause does not apply to a facility operated by the local government.

(3) A person shall not without a permit—

- (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property; or
- (b) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day.

(4) The maximum period for which the local government may approve an application for a permit in respect of paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

**Permit required for possession and consumption of liquor**

3.15 (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless—

- (a) that is permitted under the *Liquor Licensing Act 1988*; and
- (b) a permit has been obtained for that purpose.

(2) Subclause (1) does not apply where the liquor is in a sealed container.

*Division 6—Responsibilities of permit holder*

**Responsibilities of permit holder**

3.16 A holder of a permit shall in respect of local government property to which the permit relates -

- (a) ensure that an authorized person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
- (b) leave the local government property in a clean and tidy condition after its use;
- (c) report any damage or defacement of the local government property to the local government; and
- (d) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Licensing Act 1988* for that purpose.

**PART 4—BEHAVIOUR ON ALL LOCAL GOVERNMENT PROPERTY**

*Division 1—Behaviour on and interference with local government property*

**Behaviour which interferes with others**

4.1 A person shall not in or on any local government property behave in a manner which—

- (a) is likely to interfere with the enjoyment of a person who might use the property; or
- (b) interferes with the enjoyment of a person using the property.

**Behaviour detrimental to property**

4.2 (1) A person shall not behave in or on local government property in a way which is or might be detrimental to the property.

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(2) In subclause (1)—

‘detrimental to the property’ includes—

- (a) removing any thing from the local government property such as a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, such as a plant, a seat provided for the use of any person or a building.

#### **Taking or injuring any fauna**

4.3 (1) A person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorized under a written law to do so.

(2) In this clause—

“**animal**” means any living thing that is not a human being or plant; and

“**fauna**” means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal—

- (a) any class of animal or individual member;
- (b) the eggs or larvae; or
- (c) the carcass, skin, plumage or fur.

#### **Intoxicated persons not to enter local government property**

4.4 A person shall not enter or remain on local government property while under the influence of liquor or a prohibited drug.

#### **No prohibited drugs**

4.5 A person shall not take a prohibited drug on to, or consume or use a prohibited drug on, local government property.

### *Division 2—Signs*

#### **Signs**

4.6 (1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.

(2) A person shall comply with a sign erected under subclause (1).

(3) A condition of use specified on a sign erected under subclause (1) is—

- (a) not to be inconsistent with any provision of this local law or any determination; and
- (b) to be for the purpose of giving notice of the effect of a provision of this local law.

## **PART 5—MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY**

### *Division 1—Fenced or closed property*

#### **No entry to fenced or closed local government property**

5.1 A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorized to do so by the local government.

### *Division 2—Toilet blocks and change rooms*

#### **Only specified gender to use entry of toilet block or change room**

5.2 Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by—

- (a) females, then a person of the male gender shall not use that entry of the toilet block or change room; or
- (b) males, then a person of the female gender shall not use that entry of the toilet block or change room.

## **PART 6—FEES FOR ENTRY ON TO LOCAL GOVERNMENT PROPERTY**

#### **No unauthorized entry to function**

6.1 (1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorized, except—

- (a) through the proper entrance for that purpose; and
- (b) on payment of the fee chargeable for admission at the time.

(2) The local government may exempt a person from compliance with subclause (1)(b).

## **PART 7—OBJECTIONS AND APPEALS**

#### **Application of Division 1, Part 9 of the Act**

7.1 When the local government makes a decision as to whether it will—

- (a) grant a person a permit or consent under this local law; or
- (b) renew, vary, or cancel a permit or consent that a person has under this local law,

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the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the Regulations apply to that decision.

#### PART 8—MISCELLANEOUS

##### **Authorized person to be obeyed**

8.1 A person on local government property shall obey any lawful direction of an authorized person and shall not in any way obstruct or hinder an authorized person in the execution of her or his duties.

##### **Persons may be directed to leave local government property**

8.2 An authorized person may direct a person to leave local government property where she or he reasonably suspects that the person has contravened a provision of any written law.

##### **Disposal of lost property**

8.3 An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit.

##### **Liability for damage to local government property**

8.4 (1) Where a person unlawfully damages local government property, the local government may by notice in writing to that person require that person within the time required in the notice to, at the option of the local government, pay the costs of—

- (a) reinstating the property to the state it was in prior to the occurrence of the damage; or
- (b) replacing that property.

(2) Unless there is proof to the contrary, a person is to be taken to have damaged local government property within subclause (1) where—

- (a) a vehicle or a boat caused the damage, the person was the person responsible, at the time the damage occurred, for the control of the vehicle or the boat; or
- (b) the damage occurred under a permit, the person is the permit holder in relation to that permit.

(3) On a failure to comply with a notice issued under subclause (1), the local government may recover the costs referred to in the notice as a debt due to it.

#### PART 9—ENFORCEMENT

##### *Division 1—Notices given under this local law*

##### **Offence to fail to comply with notice**

9.1 Whenever the local government gives a notice under this local law requiring a person to do any thing, if a person fails to comply with the notice, that person commits an offence.

##### **Local government may undertake requirements of notice**

9.2 Where a person fails to comply with a notice referred to in clause 9.1, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

##### *Division 2—Offences and penalties*

##### *Subdivision 1—General*

##### **Offences and general penalty**

9.3 (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

##### *Subdivision 2—Infringement notices and modified penalties*

##### **Prescribed offences**

9.4 (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

(3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorized person should be satisfied that—

- (a) commission of the prescribed offence is a relatively minor matter; and
- (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

##### **Form of notices**

9.5 (1) For the purposes of this local law—

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;



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- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
  - (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.
- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

*Division 3—Evidence in legal proceedings***Evidence of a determination**

- 9.6 (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.
- (2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.
- (3) Subclause (2) does not make valid a determination that has not been properly made.

*Schedule 1***PRESCRIBED OFFENCES**

Clause	Description	Modified Penalty \$
2.4	Failure to comply with determination	100
3.6	Failure to comply with conditions of permit	100
3.13(1)	Failure to obtain a permit	100
3.14(3)	Failure to obtain permit to camp outside a facility	100
3.15(1)	Failure to obtain permit for liquor	100
3.16	Failure of permit holder to comply with responsibilities	100
4.2(1)	Behaviour detrimental to property	100
4.4	Under influence of liquor or prohibited drug	100
4.6(2)	Failure to comply with sign on local government property	100
5.1	Unauthorized entry to fenced or closed local government property	100
5.2	Gender not specified using entry of toilet block or change room	100
6.1(1)	Unauthorized entry to function on local government property	100
9.1	Failure to comply with notice	200

*Schedule 2***DETERMINATIONS**

The following determinations are to be taken to have been made by the local government under clause 2.1.

**PART 1—PRELIMINARY****Definitions**

1.1 In these determinations unless the context otherwise requires—

“**local law**” means the *Local Government Property Local Law* made by the local government;

**Interpretation**

1.2 Unless the context otherwise requires, where a term is used but not defined in a determination and that term is defined in the local law then the term shall have the meaning given to it in the local law.

Dated 25th of November 1999.

The Common Seal of the Shire of West Arthur was affixed by authority of a resolution of the Council in the presence of—

R. K. SAUNDERS, President.  
N. C. WASMANN, Chief Executive Officer.



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



**Policy Type** Works & Services

**Responsible Officer** ~~Manager Works & Services~~ Chief Executive Officer

### Purpose

~~To establish policies and procedures for the assessment and approval of applications for both commercial and non-commercial harvesting of wildflowers, seeds, leaves, and branches within road and Shire-controlled reserves.~~  
 To establish policies and procedures to deal with applications for both commercial and non-commercial harvesting of wildflowers and seeds within road and shire-controlled reserves.

### Scope

This Policy ~~also~~ applies to:

- ~~• the collection of leaves and branches for culture smoking ceremonies. The collection of wildflowers and seeds for commercial and non-commercial purposes.~~
- The collection of leaves and branches for cultural smoking ceremonies.

### Definitions

- **Commercial Wildflower Picker:** A person licensed by the Department of Biodiversity, Conservation and Attractions (DBCA) for commercial collection.
- **Non-Commercial Wildflower Picker:** A person licensed by DBCA for non-commercial collection.
- **Permit:** Written approval issued by the Shire of West Arthur under the relevant local law and regulations.
- **Environmentally Sensitive Area** is an area that is the subject of a declaration that is in force under section 51B of the Environmental Protection Act 1986.
- The Shire may declare a **Flora Road:** a thoroughfare which has, in the opinion of the local government, high quality roadside vegetation to be a flora road.
- The Shire may declare a **Special Environmental Area:** a thoroughfare which has protected flora or rare flora, or environmental, aesthetic or cultural significance, to be a special environmental area.

### Policy Statement

~~Approval is required from the Shire, from persons licensed as Commercial or Non-Commercial Wildflower Pickers by the Department of Biodiversity, Conservation and Attractions to pick flora, or seeds of flora, from road and reserves under the control and management of the Shire of West Arthur.~~

~~Applications shall be considered on the following basis:~~ CEO Responsibility and Authority

The Chief Executive Officer (CEO) is responsible for the administration and management of the Shire's property, including the implementation of adopted policies and procedures for flora and seed collection, as per s.5.41(1) and s.5.41(2)(c)(i) of the Local Government Act 1995.

#### Wildflower and Seed Collecting: Application and Approval Process

- All applications to take wildflowers, seeds, leaves, or branches from Shire-controlled land must be submitted to the CEO.
- The applicant must hold a current Commercial or Non-Commercial Wildflower Pickers Licence issued by DBCA.
- The applicant must submit a permit application form to the Shire for consideration.
- The applicant must nominate the specific roads, portions of roads or reserves from which they seek permission to pick.
- The applicant must supply details of the vehicle(s) they will be using for picking activities.
- The CEO will assess applications and may provide written permission as "lawful authority" under Regulation 5(1) and Regulation 6(1) of the Local Government (Uniform Local Provisions) Regulations 1996. If the following criteria are not met, the CEO will refuse the application and refer the decision to Council:
  - the roads nominated by an applicant present a safety hazard for the applicant or other road users and the applicant is unable to demonstrate a safe working methodology that manages risk for the applicant and other road users.
- Where activities such as driving or parking a vehicle on local government property, or making any excavation, are necessary for the collection, the applicant must also obtain a permit under clause 3.13 of the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000.

#### Permit Conditions

- No permits will be issued for gazetted Flora Roads, Environmentally Sensitive Areas or Special Environmental Areas.
- The permit holder shall maintain records of the quantity of all varieties picked and provide an annual report to the Shire.
- The permit holder shall not clear any portion of a road or reserve to gain access to flora; only existing access tracks may be used.
- The permit holder shall comply with all conditions imposed by DBCA in accordance with their Commercial Pickers Licence.
- The permit holder shall comply with all traffic management requirements in accordance with relevant Main Roads WA Code(s) of Practice.
- The permit holder shall comply with any Dieback management practices imposed as part of the permit conditions.
- An annual fee as determined by Council or part thereof may be payable.
- Permits to have a common expiry date being 30th June.
- Permits are not transferable.

#### Leaves and Branches for Cultural Purposes

- Collection of leaves and branches for cultural smoking ceremonies does not require Council approval, provided:
  - Damage to trees is minimized.
  - Only branches and leaves are removed.
  - No portion of a road or reserve is cleared to gain access; only existing access tracks may be used.

#### Compliance and Record Keeping

- Permit holders must comply with all conditions imposed by the Shire and DBCA.
- Failure to comply may result in permit revocation and/or penalties under the relevant



- local law and regulations.
- The CEO will maintain records of all applications and permissions granted for flora and seed collection on Shire property.
    - ~~a. The applicant shall hold a current Commercial or Non Commercial Wildflower Pickers Licence issued by the Department Biodiversity, Conservation and Attractions.~~
    - ~~b. The applicant shall submit a Commercial or Non Commercial Wildflower Harvesting permit application form to the Shire for consideration.~~
    - ~~c. The applicant shall nominate the specific roads, portions of roads or reserves from which they seek permission to pick from.~~
    - ~~d. The applicant shall supply detail of the vehicle/s they will be using for picking activities.~~
    - ~~e. The permit holder shall maintain records of the quantity of all varieties picked and provide an annual report to the Shire.~~
    - ~~f. The permit holder shall not clear any portion of a road or reserve to gain access to flora, only existing access tracks may be used.~~
    - ~~g. The permit holder shall comply with all conditions imposed by the Department Biodiversity, Conservation and Attractions in accordance with their Commercial Pickers Licence, failure to comply with these conditions may result in the Shire permit being revoked.~~
    - ~~h. The permit holder shall comply with all traffic management requirements in accordance with relevant Main Roads WA Code(s) of Practice whilst undertaking picking activities within a road reserve.~~
    - ~~a. The permit holder shall comply with any Dieback management practices imposed as part of the permit conditions.~~
    - ~~b. An annual fee as determined by Council or part thereof may be payable.~~
    - ~~c. Permits to have a common expiry date being 30th June.~~
    - ~~d. Permits are not transferable.~~

Leaves and Branches:

The Shire is known to contain flora with leaves and branches required for culture smoking ceremonies. As such, approval from Council is not required, subject to:

- ~~a. Damage to trees being kept to a minimum;~~
- ~~b. Only branches and leaves are to be removed from trees~~
- ~~c-a. No portion of a road or reserve is to be cleared to gain access to branches and leaves, only existing access tracks may be used.~~

History	25/05/2023 Adopted 22/02/2024 Updated <a href="#">27/11/2025 Updated</a>
Delegation	Nil
Relevant Legislation	<a href="#">Local Government (Uniform Local Provisions) Regulations 1996. Regs 4 &amp; 5</a> <a href="#">Environmental Protection Act 1986</a>

<b>11.2 INDUSTRY ATTRACTION AND BUSINESS DEVELOPMENT FUND ALLOCATION</b>
--

<b>Location:</b>	<b>Not applicable</b>
<b>Applicant:</b>	<b>Not applicable</b>
<b>Author:</b>	<b>Tahnee-Lee Lubcke, Projects Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>21/10/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Industry Attraction and Business Development Grant - Darkan Hotel (Confidential)</b>  <b>2. Industry Attraction and Business Development Fund - The Great Awakening Cafe (Confidential)</b>  <b>3. Industry Attraction and Business Development Grant - Darkan Self-Contained Accommodation (Confidential)</b>

**SUMMARY:**

Council is asked to consider the recommendation from the assessment panel regarding the distribution of the Industry Attraction and Business Development Fund.

The committee has recommended that the following amount is allocated to the three applicants:

- The Great Awakening Cafe - \$3,240
- Darkan Self-Contained Accommodation - \$2,760
- Darkan Hotel - \$4,000

**BACKGROUND:**

Council committed to allocating \$10,000 for the 2025/2026 financial year to the Industry Attraction and Business Development Fund for the purpose of assisting a new business with the early stages of business development or support an existing business owner with the expansion of their business. Guidelines for the program were prepared in 2023 and then brought to Council in July 2023 for approval.

This round of the grant fund was advertised from the 10<sup>th</sup> of September 2025 and applications closed on 31st of October. Three applications were received:

- The Great Awakening Cafe (Peter Gavin O'Neill) for the purpose of assisting with an electrical upgrade to support commercial operations.
- Darkan Self-Contained Accommodation (Caro Telfer) for the purpose of installing floor coverings, a queen bed, and mattress into a fourth bedroom as well as the installation of an accessibility ramp.
- Darkan Hotel for the purpose of forming a long-term management strategy including a 10-year strategic vision framework, 3-year strategy and 12-month action map, as well as a governance and role clarity matrix for the business.

Initially, the applicants were requesting the following allocation of funds:

- The Great Awakening Cafe - \$4,132
- Darkan Self-Contained Accommodation - \$5,000
- Darkan Hotel - \$5,000

The assessment panel is made up of a Council representative, and two members of the Administration.

The applications were submitted to the assessment panel, which conducted independent evaluations based on the criteria outlined below:

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

The assessment panel, following three comprehensive applications, decided to grant all applicants a share of the funding. Due to the program being oversubscribed and the Shire's inability to allocate the full amount of \$14,132 initially requested by the three applicants, a decision was made to reach out to the applicants. The purpose was to ascertain whether the projects would proceed if a substantial portion of the funding was provided. Two of the applicants indicated that this would indeed be the case. A decision was also made that one of the applications could be split into two stages. The initial stage would be funded with a suggestion for the applicant to apply for future rounds of funding for the second stage.

**COMMENT:**

The amount applied for equals that of the budget allocation for the 2025-2026 financial year allocated towards this program.

The advertising of the grant funding opportunity needed to be extended for an additional 2 weeks. The assessment panel has proposed that in the future, the \$10,000 should be made available each financial year, allowing applications to be submitted at any time during that financial year. This approach provides flexibility regarding when individuals can apply for the funding, thereby potentially increasing the chances of receiving applications.

The funding allocation will remain at \$10,000 for now and if the funds are exhausted in one financial year, then applicants must wait for the following financial year to apply. If the \$10,000 is not exhausted in one financial year, then Council may only need to contribute a portion of funds to supplement the funding for the next year.

The assessment panel has also suggested that the following option be added as an area of eligible expenditure

- (4) Assist with events that deliver social and economic benefits through increased visitation and promotion of businesses within the Shire

If the eligibility criteria are to be expanded, then the guidelines and application form would need to be amended to reflect this. Council would then need to approve the new guidelines and application form prior to the next round of funding.

**CONSULTATION:**

Assessment Panel  
CEO

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Expenditure of \$10,000 as per 2025/2026 budget allocations.

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Community Strategic Plan 2021-2031

Theme – Local Economy

Outcome 2.2 - A growing, diverse business community

Strategy – Investigate opportunities for growth within the local economy

Economic Development Strategy

Priority 2: Business Support

3.11 - Develop an Industry Attraction Program

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Funds are not expended in the manner in which they are intended in the 2025/2026 budget
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Inadequate project or change management
Risk Action Plan (Controls or Treatment Proposed)	Agreements to be signed by all grant funding recipients outlining the manner of expenditure. The Shire will allocate 90% of the funding with the remaining 10% allocated only when a proof of project completion is supplied.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

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

- The Great Awakening Cafe - \$3,240
- Darkan Self-Contained Accommodation - \$2,760
- Darkan Hotel - \$4,000

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**11.3 REVIEW AND ADOPTION OF CODE OF CONDUCT FOR COUNCIL AND COMMITTEE MEMBERS AND CANDIDATES**

<b>Location:</b>	<b>Not applicable</b>
<b>Applicant:</b>	<b>Not applicable</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>03/11/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Code of Conduct for Council Members Committee Members and Candidates</b>

**SUMMARY:**

Council is requested to consider the review and adoption of the Shire of West Arthur Code of Conduct for Council Members, Committee Members and Candidates, pursuant to sections 5.103 and 5.104 of the *Local Government Act 1995*, Part 9A of the *Local Government (Administration) Regulations 1996*, and the *Local Government (Model Code of Conduct) Regulations 2021*.

**BACKGROUND:**

The Local Government Act 1995 and associated regulations require all local governments to prepare, adopt, and review a code of conduct for council members, committee members, and candidates. Following the recent local government elections on 18 October 2025, it is necessary for the new Council to review and adopt the code. The attached Code of Conduct reflects the requirements of the Model Code of Conduct and incorporates relevant legislative provisions.

**COMMENT:**

The Code of Conduct sets out the principles, behaviour requirements, and rules of conduct for council members, committee members, and candidates. It provides guidance on personal integrity, relationships with others, accountability, and the process for dealing with complaints and breaches. Adoption of the Code ensures compliance with statutory obligations and supports good governance within the Shire.

**CONSULTATION:**

Nil

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

s5.103 Model code of conduct for council members, committee members and candidates

5.104 Adoption of model code of conduct

Local Government (Administration) Regulations 1996

Part 9A Minor breaches by council members

Local Government (Model Code of Conduct) Regulations 2021

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – inspirational, dynamic, transparent

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (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	Failure to adopt a suitable code of conduct for council members, committee members and candidates.
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (10)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Review and adopt the code as presented.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council:

1. Review the attached Code of Conduct for Council Members, Committee Members and Candidates.
2. Pursuant to s5.105(7) of the Local Government Act 1995, authorise the Chief Executive Officer to publish the adopted Code of Conduct on the Shire's website and provide copies to all council members, committee members, and candidates.

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council, by absolute majority:

1. Adopt the Code of Conduct as presented, in accordance with section 5.104(1) of *the Local Government Act 1995*.

# Code of Conduct for Council Members, Committee Members & Candidates

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



## Scope

### 1. Citation

This is the *Shire of West Arthur* Code of Conduct for Council Members, Committee Members and Candidates.

## Definitions

### 2. Terms used

In this code:

- Act** means the Local Government Act 1995;
- candidate** means a candidate for election as a council member;
- complaint** means a complaint made under clause 11(1);
- publish** includes to publish on a social media platform.

Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Statement

### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

### 4. 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.
2. A council member or committee member should:



- a. act in accordance with the trust placed in council members and committee members; and
- b. participate in decision making in an honest, fair, impartial and timely manner; and
- c. actively seek out and engage in training and development opportunities to improve the performance of their role; and
- d. attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

#### **5. Relationship with others**

- 1. A council member, committee member or candidate should:
  - a. treat others with respect, courtesy and fairness; and
  - b. respect and value diversity in the community.
- 2. A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

#### **6. Accountability**

A council member or committee member should:

- a. base decisions on relevant and factually correct information; and
- b. make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- c. read all agenda papers given to them in relation to council or committee meetings; and
- d. be open and accountable to, and represent, the community in the district.

#### **Behaviour**

#### **7. Overview of Division**

This Division sets out:

- a. requirements relating to the behaviour of council members, committee members and candidates; and
- b. the mechanism for dealing with alleged breaches of those requirements.

#### **8. Personal integrity**

- 1. A council member, committee member or candidate:
  - a. must ensure that their use of social media and other forms of communication complies with this code; and
  - b. must only publish material that is factually correct.
- 2. A council member or committee member:



- a. must not be impaired by alcohol or drugs in the performance of their official duties; and
- b. must comply with all policies, procedures and resolutions of the local government.

**9. Relationship with others**

A council member, committee member or candidate:

- a. must not bully or harass another person in any way; and
- b. must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- c. must not use offensive or derogatory language when referring to another person; and
- d. must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- e. must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate:

- a. must not act in an abusive or threatening manner towards another person; and
- b. must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- c. must not repeatedly disrupt the meeting; and
- d. must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- e. must comply with any direction given by the person presiding at the meeting; and
- f. must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

**11. Complaint about alleged breach**

1. A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
2. A complaint must be made:
  - a. in writing in the form approved by the local government; and
  - b. to a person authorised under subclause (3); and
  - c. within 1 month after the occurrence of the alleged breach.
3. The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.



**12. Dealing with complaint**

1. After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
2. Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
3. A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
4. If the local government makes a finding that the alleged breach has occurred, the local government may:
  - a. take no further action; or
  - b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
5. When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
6. A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following:
  - a. engage in mediation;
  - b. undertake counselling;
  - c. undertake training;
  - d. take other action the local government considers appropriate.
7. If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of
  - a. its finding and the reasons for its finding; and
  - b. if its finding is that the alleged breach has occurred — its decision under subclause (4).

**13. Dismissal of complaint**

1. The local government must dismiss a complaint if it is satisfied that:
  - a. the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - b. either:
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
2. If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and





the reasons for its decision.

#### 14. Withdrawal of complaint

1. A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
2. The withdrawal of a complaint must be:
  - a. in writing; and
  - b. given to a person authorised under clause 11(3).

#### 15. Other provisions about complaints

1. A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
2. The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

#### Rules of conduct

*Notes for this Division:*

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

#### 16. Overview of Division

1. This Division sets out rules of conduct for council members and candidates.
2. A reference in this Division to a council member includes a council member when acting as a committee member.

#### 17. Misuse of local government resources

1. In this clause:
 

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

**resources** of a local government includes:

  - a. local government property; and
  - b. services provided, or paid for, by a local government.
2. A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.



**18. Securing personal advantage or disadvantaging others**

1. A council member must not make improper use of their office:
  - a. to gain, directly or indirectly, an advantage for the council member or any other person; or
  - b. to cause detriment to the local government or any other person.
2. Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

1. A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
2. Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**20. Relationship with local government employees**

1. In this clause:  
**local government employee** means a person:
  - a. employed by a local government under section 5.36(1) of the Act; or
  - b. engaged by a local government under a contract for services.
2. A council member or candidate must not:
  - a. direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - b. attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - c. act in an abusive or threatening manner towards a local government employee.
3. Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
4. If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - a. make a statement that a local government employee is incompetent or dishonest; or
  - b. use an offensive or objectionable expression when referring to a local government employee.
5. Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.



**21. Disclosure of information**

## 1. In this clause:

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non confidential document** means a document that is not a confidential document.

## 2. A council member must not disclose information that the council member —

- a. derived from a confidential document; or
- b. acquired at a closed meeting other than information derived from a non confidential document.

## 3. Subclause (2) does not prevent a council member from disclosing information —

- a. at a closed meeting; or
- b. to the extent specified by the council and subject to such other conditions as the council determines; or
- c. that is already in the public domain; or
- d. to an officer of the Department; or
- e. to the Minister; or
- f. to a legal practitioner for the purpose of obtaining legal advice; or
- g. if the disclosure is required or permitted by law.

**22. Disclosure of interests**

## 1. In this clause:

**Interest:**

- a. means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- b. includes an interest arising from kinship, friendship or membership of an association.

## 2. A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the 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 council member did not know:

- a. that they had an interest in the matter; or





**11.4 PC15 - COUNCIL HOUSING PRIORITISATION POLICY**

<b>Location:</b>	<b>Shire of West Arthur</b>
<b>Applicant:</b>	<b>Shire of West Arthur</b>
<b>Author:</b>	<b>Tahnee-Lee Lubcke, Projects Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>11/11/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. PC15 - Council Housing Prioritisation Policy</b>

**SUMMARY:**

Council is requested to consider the adoption of PC15 – Council Housing Prioritisation Policy.

**BACKGROUND:**

The Shire is currently engaged in several major projects aimed at supporting housing development within the district. In anticipation of increased demand for accommodation, the Shire has prepared the *Council Housing Prioritisation Policy* to establish a clear and transparent framework for the allocation of Council-owned housing to key workers across the Shire.

**COMMENT:**

The *Council Housing Prioritisation Policy* provides a strong framework for Shire staff and the Chief Executive Officer to adhere to when allocating housing stock to key workers. This supports strategic goals, in the *Shire's Strategic Community plan – Towards 2031* such as creating a liveable and connected community and supporting economic growth and employment. In addition, it also aligns with outcomes in the Shire's Economic Development Strategy such as supporting workforce attraction and retention and enabling local business and service delivery.

This policy will also be used to support the 4WDL grant application to the Department of Planning, Lands and Heritage's Regional Housing Support Fund. The six member shires of 4WDL (Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace) are seeking funding to construct housing for their local government workers. The Shire of West Arthur's intent is to construct up to two dwellings in the new Burrowes St West residential subdivision.

**CONSULTATION:**

Chief Executive Officer  
Shire of Dumbleyung

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
Planning and Development Act 2005

**POLICY IMPLICATIONS:**

Should the policy be adopted, it will apply to all Council-owned properties in the Shire of West Arthur.

**FINANCIAL IMPLICATIONS:**

The implementation of the Council Housing Prioritisation Policy may result in reduced rental income from Council-owned housing, as Shire of West Arthur employees will be prioritised and rents for employees may

be heavily subsidised relative to other tenants. However, to attract and retain essential employees, it is necessary for the Shire to provide access to suitable housing. In addition, the policy provides potential for ongoing revenue through rental payments from key workers.

### STRATEGIC IMPLICATIONS:

#### Shire of West Arthur Strategic Community Plan – Towards 2031

##### Outcome 2.2 - A growing, diverse business community

- Promote the Shire to people outside the area as a fantastic place to live, work and visit
- Investigate opportunities for growth within the local economy

#### Shire of West Arthur Corporate Business Plan 2021-2025

##### Outcome 1.2 - Support available for people of all ages and abilities

- Housing – ensure teaching staff have access to quality accommodation through the provision of housing leased to Government Regional Officers Housing
- Investigate issues associated with housing and identify opportunities to provide additional housing or upgrade existing housing within the Darkan townsite where financially viable
- Outcome 4.2 – Shire staff are well trained, motivated and customer focused
- Improve the quality of staff housing to assist to attract and retain 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 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	Failing to allocate Council-owned housing to key workers in an appropriate manner.
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (16)
Principal Risk Theme	Inadequate asset management
Risk Action Plan (Controls or Treatment Proposed)	The implementation of the policy.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council adopt the Council Housing Prioritisation Policy as presented and direct the CEO to add it to Council's Policy Manual.

<b>Policy Title</b>	<b>PC15 - Council Housing Prioritisation Policy</b>
<b>Policy Type</b>	<b>People and Culture</b>
<b>Responsible Officer</b>	<b>Chief Executive Officer</b>



### Purpose

To provide clear guidelines for the prioritisation and allocation of available Council-owned housing stock to key workers across the Shire of West Arthur.

### Scope

This Policy applies to all Council-owned housing stock in the Shire of West Arthur.

### Definitions

Nil

### Policy Statement

#### Prioritisation of Housing Allocation

Housing will be allocated to key workers in the following order of priority:

1. Shire of West Arthur Employees
2. Agricultural and Support Industry Workers, Shearers, Tradespeople, and Workers in the Local Renewable Energy Sector
3. Other Identified Key Workers in sectors such as Childcare, Education, Emergency Services, State Public Service, Healthcare, Hospitality, Retail, Tourism, Trades and Manufacturing, Transport and Logistics

#### Within-Category Prioritisation

Within each key worker category, applicants will be prioritised based on the following considerations:

- Ability to contribute to the vibrancy and longevity of the community.
- Applicants who have unique skills, abilities, and qualifications that are relevant to the needs of the local community.

#### Application and Approval Process

- All requests for Council-owned housing must be submitted in writing to the Chief Executive Officer (or delegated officer) of the Shire.
- Applications will be assessed according to the prioritisation criteria above.

- The Chief Executive Officer will make the final decision on housing allocation, ensuring transparency and consistency with this policy.
- Where housing is surplus to the needs of the highest-priority group, it may be offered to the next group in priority order.

#### Reporting and Review

- An annual report will be provided to Council, detailing all allocations and re-lettings of Council-owned housing, including which key worker categories and cohorts benefited.
- This policy will be reviewed annually or as required to ensure it remains relevant and effective.

#### Exclusions

This policy does not cover the provision of social housing, which remains the responsibility of the State Government.

History	Adopted xx/xx/xxxx
Delegation	Not Applicable
Relevant Legislation	Local Government Act 1995
Related Documentation	

## 12 CORPORATE SERVICES

### 12.1 MONTHLY FINANCIAL REPORTS - SEPTEMBER AND OCTOBER 2025

<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Melinda King, Manager Financial Reporting</b>
<b>Authorising Officer:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>07/08/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Monthly Financial Report September 2025</b> <b>2. Monthly Financial Report October 2025</b>

#### **SUMMARY:**

Council is requested to consider the financial reports for the periods ending 30 September 2025 and 31 October 2025.

#### **BACKGROUND:**

The financial reports for the periods ending 30 September 2025 and 31 October 2025 are attached.

#### **COMMENT:**

If you have any questions regarding details in the financial reports, please get in touch with the Author before the 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:**

No consultation 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 2025/26 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

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**OFFICER RECOMMENDATION:**

That Council accept the financial reports for the periods ending 30 September 2025 and 31 October 2025 as presented.



**SHIRE OF WEST ARTHUR**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 30 September 2025**

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

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**SHIRE OF WEST ARTHUR**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	2,252,484	2,252,484	2,248,318	(4,166)	(0.18%)	
Grants, subsidies and contributions	13	1,668,654	553,993	554,037	44	0.01%	
Fees and charges		406,331	162,022	153,692	(8,330)	(5.14%)	
Interest revenue		122,314	15,289	13,161	(2,128)	(13.92%)	▼
Other revenue		139,059	51,515	55,765	4,250	8.25%	
Profit on asset disposals	6	14,292	0	0	0	0.00%	
		<b>4,603,134</b>	<b>3,035,303</b>	<b>3,024,973</b>	<b>(10,330)</b>	<b>(0.34%)</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(2,273,833)	(651,566)	(626,768)	24,798	3.81%	▲
Materials and contracts		(1,668,570)	(359,041)	(363,813)	(4,772)	(1.33%)	
Utility charges		(119,390)	(29,848)	(23,763)	6,085	20.39%	▲
Depreciation		(3,676,619)	(172,416)	(167,340)	5,076	2.94%	
Finance costs		(23,952)	(5,374)	(5,374)	0	0.00%	
Insurance		(157,053)	(78,527)	(79,757)	(1,230)	(1.57%)	
Other expenditure		(83,800)	(13,266)	(10,273)	2,993	22.56%	▲
Loss on asset disposals	6	(27,554)	0	0	0	0.00%	
		<b>(8,030,771)</b>	<b>(1,310,038)</b>	<b>(1,277,088)</b>	<b>32,950</b>	<b>2.52%</b>	
Non-cash amounts excluded from operating activities	Note 2(b)	3,689,881	108,956	103,880	(5,076)	(4.66%)	
<b>Amount attributable to operating activities</b>		<b>262,244</b>	<b>1,834,221</b>	<b>1,851,765</b>	<b>17,544</b>	<b>0.96%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	4,428,614	14,977	10,150	(4,827)	(32.23%)	▼
Proceeds from disposal of assets	6	161,364	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		32,059	7,916	7,916	0	0.00%	
		<b>4,622,037</b>	<b>22,893</b>	<b>18,066</b>	<b>(4,827)</b>	<b>(21.09%)</b>	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(4,028,421)	(9,500)	(12,066)	(2,566)	(27.01%)	▼
Payments for construction of infrastructure	5	(1,662,428)	(25,000)	(24,803)	197	0.79%	
		<b>(5,690,849)</b>	<b>(34,500)</b>	<b>(36,869)</b>	<b>(2,369)</b>	<b>(6.87%)</b>	
<b>Amount attributable to investing activities</b>		<b>(1,068,812)</b>	<b>(11,607)</b>	<b>(18,803)</b>	<b>(7,196)</b>	<b>(62.00%)</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	4	1,016,027	0	0	0	0.00%	
		<b>1,016,027</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(91,151)	(23,923)	(23,923)	0	0.00%	
Transfer to reserves	4	(956,688)	(5,548)	(6,148)	(601)	(10.82%)	▼
		<b>(1,047,839)</b>	<b>(29,471)</b>	<b>(30,071)</b>	<b>(601)</b>	<b>(2.04%)</b>	
<b>Amount attributable to financing activities</b>		<b>(31,812)</b>	<b>(29,471)</b>	<b>(30,071)</b>	<b>(601)</b>	<b>(2.04%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
Surplus or deficit at the start of the financial year		838,380	838,380	860,021	21,641	2.58%	▲
Amount attributable to operating activities		262,244	1,834,221	1,851,765	17,544	0.96%	▲
Amount attributable to investing activities		(1,068,812)	(11,607)	(18,803)	(7,196)	(62.00%)	▼
Amount attributable to financing activities		(31,812)	(29,471)	(30,071)	(601)	(2.04%)	
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>2,631,524</b>	<b>2,662,912</b>	<b>31,389</b>		▲

**KEY INFORMATION**

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

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

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

**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

	Supplementary Information	30 June 2025	30 September 2025
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	2,863,502	2,718,863
Trade and other receivables		554,984	2,687,386
Other financial assets		32,059	24,143
Inventories	8	102,097	102,097
<b>TOTAL CURRENT ASSETS</b>		<b>3,552,642</b>	<b>5,532,489</b>
<b>NON-CURRENT ASSETS</b>			
Other financial assets		276,008	276,008
Property, plant and equipment		19,859,864	19,704,951
Infrastructure		112,232,866	112,257,308
<b>TOTAL NON-CURRENT ASSETS</b>		<b>132,368,738</b>	<b>132,238,267</b>
<b>TOTAL ASSETS</b>		<b>135,921,380</b>	<b>137,770,756</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	396,377	233,636
Other liabilities	12	30,198	306,739
Borrowings	11	91,151	67,228
Employee related provisions	12	372,217	373,681
<b>TOTAL CURRENT LIABILITIES</b>		<b>889,943</b>	<b>981,284</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	484,327	484,327
Employee related provisions		34,035	34,035
Other provisions		55,324	55,324
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>573,686</b>	<b>573,686</b>
<b>TOTAL LIABILITIES</b>		<b>1,463,629</b>	<b>1,554,970</b>
<b>NET ASSETS</b>		<b>134,457,751</b>	<b>136,215,786</b>
<b>EQUITY</b>			
Retained surplus		6,638,093	8,389,980
Reserve accounts	4	2,219,793	2,225,941
Revaluation surplus		125,599,865	125,599,865
<b>TOTAL EQUITY</b>		<b>134,457,751</b>	<b>136,215,786</b>

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

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

**BASIS OF PREPARATION**

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

**Local Government Act 1995 requirements**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

All monies held in the Trust Fund are excluded from the financial statements.

**Judgements and estimates**

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

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

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

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

**SIGNIFICANT ACCOUNTING POLICES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 7 November 2025



**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Last Year	Year to Date
		Opening 30 June 2025	Closing 30 June 2025	30 September 2025
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	2,863,502	2,863,502	2,718,863
Trade and other receivables		487,562	554,984	2,687,386
Other financial assets		32,059	32,059	24,143
Inventories	8	102,097	102,097	102,097
Other assets	8	3,936	0	0
		3,489,156	3,552,642	5,532,489
<b>Less: current liabilities</b>				
Trade and other payables	9	(354,531)	(396,377)	(233,636)
Other liabilities	12	(30,198)	(30,198)	(306,739)
Borrowings	11	(91,151)	(91,151)	(67,228)
Employee related provisions	12	(366,876)	(372,217)	(373,681)
		(842,756)	(889,943)	(981,284)
<b>Net current assets</b>		<b>2,646,400</b>	<b>2,662,699</b>	<b>4,551,205</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(1,808,020)	(1,802,678)	(1,888,293)
<b>Closing funding surplus / (deficit)</b>		<b>838,380</b>	<b>860,021</b>	<b>2,662,912</b>

**(b) Non-cash amounts excluded from operating activities**

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

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget	YTD Actual
		\$	(a)	(b)
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(14,292)	0	0
Add: Loss on asset disposals	6	27,554	0	0
Add: Depreciation		3,676,619	172,416	167,340
Movement in current employee provisions associated with restricted cash		0	(63,460)	(63,460)
<b>Total non-cash amounts excluded from operating activities</b>		<b>3,689,881</b>	<b>108,956</b>	<b>103,880</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

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

Adjustments to net current assets		Adopted Budget	Last Year	Year to Date
		Opening 30 June 2025	Closing 30 June 2025	30 September 2025
<b>Less: Reserve accounts</b>				
Less: Reserve accounts	4	(2,219,793)	(2,219,793)	(2,225,941)
<b>Less: Financial assets at amortised cost - self supporting loans</b>				
- Current financial assets at amortised cost - self supporting loans	8	(32,059)	(32,059)	(24,143)
- Land held for resale		(79,118)	(79,118)	0
<b>Add: Current liabilities not expected to be cleared at the end of the year:</b>				
- Current portion of borrowings	11	91,151	91,151	67,228
- Employee Benefit Provision		431,799	437,141	373,681
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,808,020)</b>	<b>(1,802,678)</b>	<b>(1,888,293)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.  
The material variance adopted by Council for the 2025-26 year is \$10,000 or 10.00% whichever is the greater.

**Description**

**Expenditure from operating activities**

**Employee costs**

Employee costs are below budget due to staff changeover.

**Surplus or deficit at the start of the financial year**

Variance is due to insurance and bushfire reimbursements relating to 2425 received post budget adoption.

**Surplus or deficit after imposition of general rates**

Due to variances described above

Var. \$	Var. %	
\$	%	
24,798	3.81%	▲
21,641	2.58%	▲
31,389	0.00%	▲

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.84 M	\$0.84 M	\$0.86 M	\$0.02 M
Closing	\$0.00 M	\$2.63 M	\$2.66 M	\$0.03 M
Refer to Statement of Financial Activity				

<b>Cash and cash equivalents</b>		
	\$2.72 M	% of total
Unrestricted Cash	\$0.49 M	18.1%
Restricted Cash	\$2.23 M	81.9%
Refer to 3 - Cash and Financial Assets		

<b>Payables</b>	
	\$0.23 M % Outstanding
Trade Payables	\$0.00 M
0 to 30 Days	60.3%
Over 30 Days	39.7%
Over 90 Days	39.7%
Refer to 9 - Payables	

<b>Receivables</b>		
	\$0.48 M	% Collected
Rates Receivable	\$2.20 M	5.9%
Trade Receivable	\$0.48 M	% Outstanding
Over 30 Days		4.9%
Over 90 Days		3.5%
Refer to 7 - Receivables		

**Key Operating Activities**

<b>Amount attributable to operating activities</b>				
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
\$0.26 M	\$1.83 M	\$1.85 M	\$0.02 M	
Refer to Statement of Financial Activity				

<b>Rates Revenue</b>		
YTD Actual	\$2.25 M	% Variance
YTD Budget	\$2.25 M	(0.2%)
Refer to 10 - Rate Revenue		

<b>Grants and Contributions</b>		
YTD Actual	\$0.55 M	% Variance
YTD Budget	\$0.55 M	0.0%
Refer to 13 - Grants and Contributions		

<b>Fees and Charges</b>		
YTD Actual	\$0.15 M	% Variance
YTD Budget	\$0.16 M	(5.1%)
Refer to Statement of Financial Activity		

**Key Investing Activities**

<b>Amount attributable to investing activities</b>				
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
(\$1.07 M)	(\$0.01 M)	(\$0.02 M)	(\$0.01 M)	
Refer to Statement of Financial Activity				

<b>Proceeds on sale</b>		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.16 M	0.0%
Refer to 6 - Disposal of Assets		

<b>Asset Acquisition</b>		
YTD Actual	\$0.02 M	% Spent
Adopted Budget	\$1.66 M	1.5%
Refer to 5 - Capital Acquisitions		

<b>Capital Grants</b>		
YTD Actual	\$0.01 M	% Received
Adopted Budget	\$4.43 M	0.2%
Refer to 5 - Capital Acquisitions		

**Key Financing Activities**

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

<b>Borrowings</b>	
Principal repayments	(\$0.02 M)
Interest expense	(\$0.01 M)
Principal due	\$0.55 M
Refer to 11 - Borrowings	

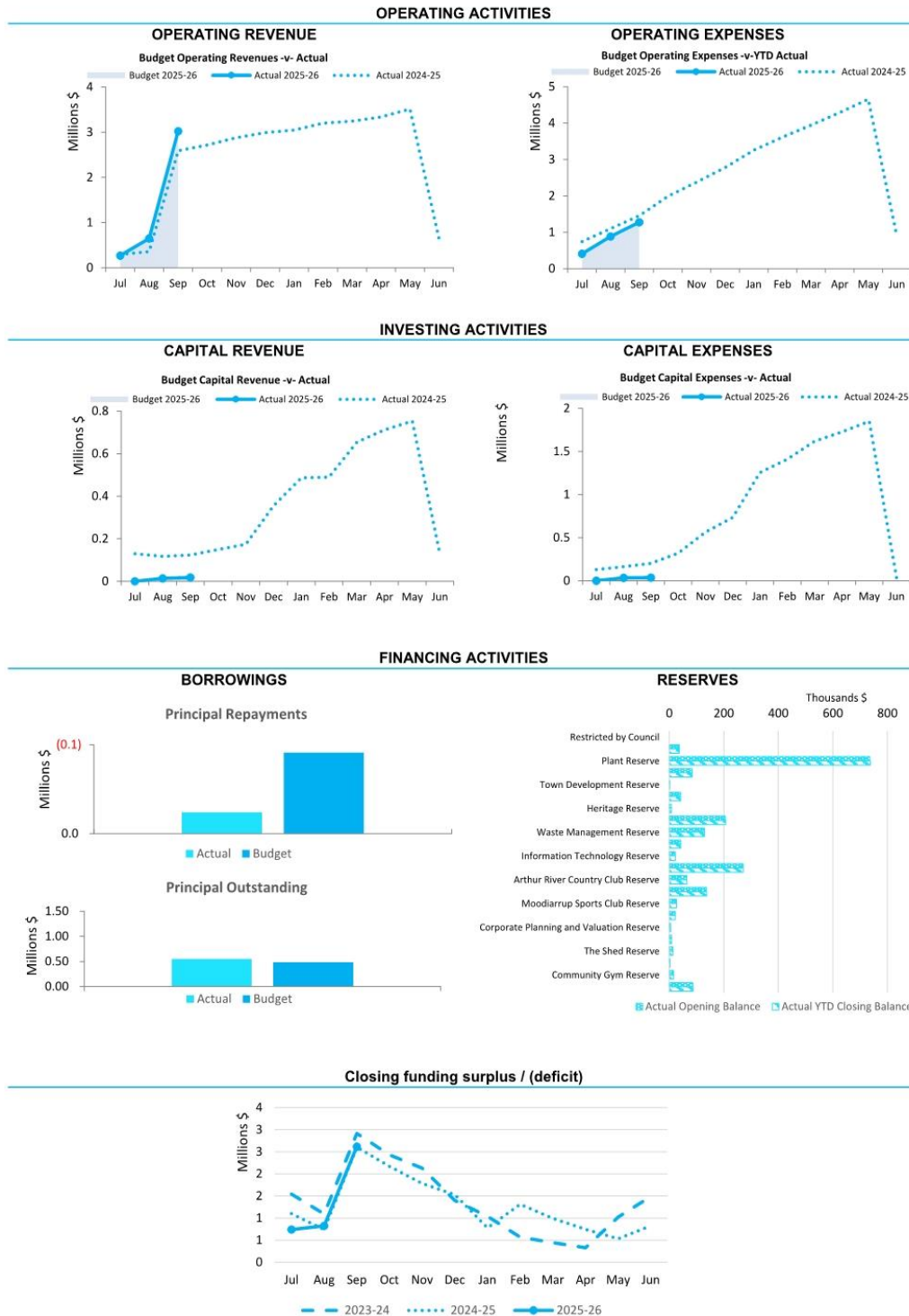
  

<b>Reserves</b>	
Reserves balance	\$2.23 M
Interest earned	\$0.01 M
Refer to 4 - Cash Reserves	

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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**2 KEY INFORMATION - GRAPHICAL**



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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal cash at bank	Cash and cash equivalents	288,958	0	288,958	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	53,864	0	53,864	0	NAB	0.50%	N/A
Municipal cash at bank - at call	Cash and cash equivalents	150,000	0	150,000	0	WA Treasury	3.55%	N/A
Reserve - CM	Cash and cash equivalents	0	174	174	0	NAB	0.50%	N/A
Reserve	Cash and cash equivalents	0	1,500,000	1,500,000	0	NAB	4.10%	16/6/2026
Cash on hand	Cash and cash equivalents	100	0	100	0	CASH	0.00%	N/A
Reserve - BOQ	Cash and cash equivalents	0	725,767	725,767	0	BOQ	4.05%	3/2/2026
<b>Total</b>		<b>492,922</b>	<b>2,225,941</b>	<b>2,718,863</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		492,922	2,225,941	2,718,863	0			
		<b>492,922</b>	<b>2,225,941</b>	<b>2,718,863</b>	<b>0</b>			

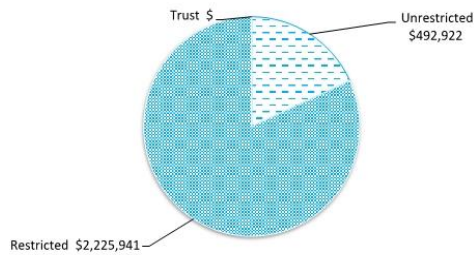
**KEY INFORMATION**

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

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

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

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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**4 RESERVE ACCOUNTS**

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave Reserve	37,034	1,243	40,000	0	78,277	37,034	103	0	0	37,137
Plant Reserve	735,456	24,675	200,000	(652,420)	307,711	735,456	2,037	0	0	737,493
Building Reserve	83,703	2,808	0	(80,000)	6,511	83,703	232	0	0	83,935
Town Development Reserve	1,728	58	0	0	1,786	1,728	5	0	0	1,733
Recreation Reserve	41,676	1,398	0	(16,000)	27,074	41,676	115	0	0	41,791
Heritage Reserve	7,437	250	0	0	7,687	7,437	21	0	0	7,458
Community Housing Reserve	205,439	6,893	12,000	0	224,332	205,439	569	0	0	206,008
Waste Management Reserve	128,158	4,300	0	0	132,458	128,158	355	0	0	128,513
Darkan Swimming Pool Reserve	41,361	1,388	0	(10,000)	32,749	41,361	115	0	0	41,476
Information Technology Reserve	22,166	744	0	0	22,910	22,166	61	0	0	22,227
Darkan Sport and Community Centre Reserve	270,835	9,087	40,000	0	319,922	270,835	750	0	0	271,585
Arthur River Country Club Reserve	64,240	2,155	6,000	0	72,395	64,240	178	0	0	64,418
Museum Reserve	136,563	4,582	0	(5,000)	136,145	136,563	378	0	0	136,941
Moodiarrup Sports Club Reserve	26,680	895	5,000	0	32,575	26,680	74	0	0	26,754
Landcare Reserve	21,626	726	0	(8,000)	14,352	21,626	60	0	0	21,686
Corporate Planning and Valuation Reserve	5,034	169	0	0	5,203	5,034	14	0	0	5,048
Kids Central Reserve	7,971	267	0	0	8,238	7,971	22	0	0	7,993
The Shed Reserve	13,455	451	0	0	13,906	13,455	37	0	0	13,492
Recreation Trails Reserve	2,827	95	0	0	2,922	2,827	8	0	0	2,835
Community Gym Reserve	15,098	507	0	(10,000)	5,605	15,098	42	0	0	15,140
Economic Development Reserve	86,456	3,303	0	(50,927)	38,832	86,456	239	0	0	86,695
Road Reserve	264,850	8,482	579,212	(183,680)	668,864	264,850	734	0	0	265,584
	<b>2,219,793</b>	<b>74,476</b>	<b>882,212</b>	<b>(1,016,027)</b>	<b>2,160,454</b>	<b>2,219,793</b>	<b>6,148</b>	<b>0</b>	<b>0</b>	<b>2,225,941</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
Capital acquisitions	\$	\$	\$	\$
Land - freehold land	3,164,890	9,500	9,458	(42)
Buildings - non-specialised	114,525	0	2,608	2,608
Furniture and equipment	6,000	0	0	0
Plant and equipment	743,006	0	0	0
<b>Acquisition of property, plant and equipment</b>	<b>4,028,421</b>	<b>9,500</b>	<b>12,066</b>	<b>2,566</b>
Infrastructure - roads	1,337,741	25,000	24,803	(197)
Infrastructure - Other	324,687	0	0	0
<b>Acquisition of infrastructure</b>	<b>1,662,428</b>	<b>25,000</b>	<b>24,803</b>	<b>4,935</b>
<b>Total capital acquisitions</b>	<b>5,690,849</b>	<b>34,500</b>	<b>36,869</b>	<b>7,501</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	4,428,614	14,977	10,150	(4,827)
Other (disposals & C/Fwd)	161,364	0	0	0
Reserve accounts				
Plant Reserve	652,420	0	0	0
Building Reserve	80,000	0	0	0
Recreation Reserve	16,000	0	0	0
Darkan Swimming Pool Reserve	10,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	8,000	0	0	0
Community Gym Reserve	10,000	0	0	0
Economic Development Reserve	50,927	0	0	0
Contribution - operations	268,524	19,523	26,719	7,196
<b>Capital funding total</b>	<b>5,690,849</b>	<b>34,500</b>	<b>36,869</b>	<b>2,369</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

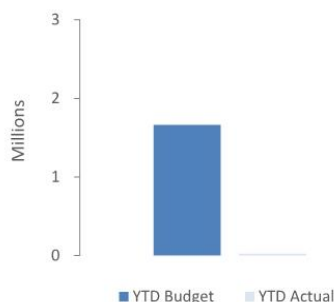
**Initial recognition and measurement for assets held at cost**

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

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

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

**Payments for Capital Acquisitions**



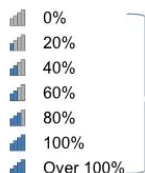
**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS - DETAILED**

**Capital expenditure total**

**Level of completion indicators**



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

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

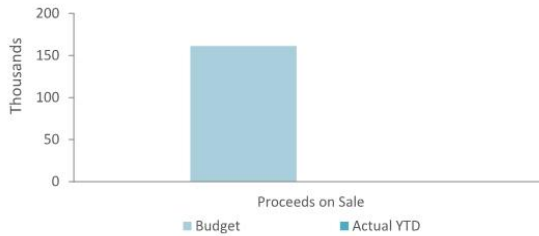
		Adopted		Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
	<b>Furniture</b>				0
	Replace Printer/Copier	(6,000)	0	0	0
		0	0	0	0
	<b>Land &amp; Buildings</b>				
	Staff house - King Street completion	(114,525)	0	0	0
	Station Masters House completion of transfer	0	0	(2,608)	2,608
	Housing project head works HSP 1	(145,876)	(9,500)	(9,458)	(42)
	Housing project head works HSP 2	(2,992,014)	0	0	0
	Industrial Land Growden Place	(27,000)	0	0	0
			0	0	0
	<b>Infrastructure</b>				
	Point to Point wireless - Darkan Hall	(9,954)	0	0	0
	Darkan Town Dam tank upgrade	(42,036)	0	0	0
	SOWA building water catchment	(37,438)	0	0	0
	Disaster ready - Darkan Town Hall	(91,371)	0	0	0
	Standpipe card readers	(86,242)	0	0	0
	Niche wall - Darkan Cemetary	(20,000)	0	0	0
	Darkan Gym replacement equipment	(10,000)	0	0	0
	Truck Parking Bay - Survey design	(10,743)	0	0	0
	Burrowes - Hillman back lane drainage	(16,903)	0	0	0
	<b>Plant &amp; Equipment</b>				
	6 Wheeler 3 way Tip and dolly	(349,420)	0	0	0
	Ute replacement	(50,000)	0	0	0
	Works manager vehicle replacement	(65,000)	0	0	0
	MCS vehicle replacement	(41,586)	0	0	0
	Roller	(90,000)	0	0	0
	Pip Jeter trailer	(120,000)	0	0	0
	Road counters	(27,000)	0	0	0
			0	0	0
	<b>Roads</b>				
	Bowelling Duranillin Road - RRG	(348,838)	0	0	0
	Boyup Brook Road (Arthur River-Dinninup Road) - RRG	(265,203)	(1,000)	(1,038)	38
	Moodiarrup Changerup Road - RRG	(105,000)	0	0	0
	Darkan Williams Road - WSNF	(49,121)	0	0	0
	Bridge works Bokal North Road - R2R	(71,248)	0	0	0
	Bridge work Hughes Mill Road - R2R	(71,247)	0	0	0
	Bridge work Boyup Brook Arthur River Road - R2R	(8,460)	0	0	0
	Trigwell Bridge - R2R	(168,619)	0	0	0
	Stewart Street Memorial Drive - R2R	(94,751)	(19,000)	(19,304)	304
	Bokal North Road - R2R	(155,254)	(5,000)	(4,461)	(539)
		<b>(5,690,849)</b>	<b>(34,500)</b>	<b>(36,869)</b>	<b>2,369</b>

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land - freehold land</b>								
	Industrial land Growden Place	64,059	50,000	0	(14,059)	0	0	0	0
	<b>Plant and equipment</b>								
	Holden Rodeo	0	2,000	2,000	0	0	0	0	0
	Toyota Hilux	0	2,000	2,000	0	0	0	0	0
	Toyota Hilux	0	2,000	2,000	0	0	0	0	0
	Works Manager Vehicle	40,381	47,000	6,619	0	0	0	0	0
	Cherry Picker	327	2,000	1,673	0	0	0	0	0
	MCS Vehicle	50,619	46,364	0	(4,255)	0	0	0	0
	Multi Roller	19,240	10,000	0	(9,240)	0	0	0	0
		<b>174,626</b>	<b>161,364</b>	<b>14,292</b>	<b>(27,554)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



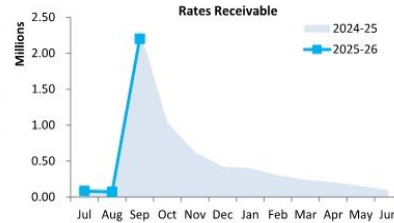
SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

## OPERATING ACTIVITIES

## 7 RECEIVABLES

## Rates receivable

	30 Jun 2025	30 Sep 2025
Opening arrears previous years	\$ 280,916	\$ 218,668
Levied this year	2,114,496	2,248,318
Less - collections to date	(2,176,744)	(144,685)
Gross rates collectable	218,668	2,322,301
Allowance for impairment of rates receivable	(119,665)	(119,665)
<b>Net rates collectable</b>	<b>99,003</b>	<b>2,202,636</b>
% Collected	90.9%	5.9%



## Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	240,929	1,878	1,690	8,969	253,466
Percentage	0.0%	95.1%	0.7%	0.7%	3.5%	
<b>Balance per trial balance</b>						
Trade receivables						253,466
Other receivables						231,284
<b>Total receivables general outstanding</b>						<b>484,750</b>

Amounts shown above include GST (where applicable)

## KEY INFORMATION

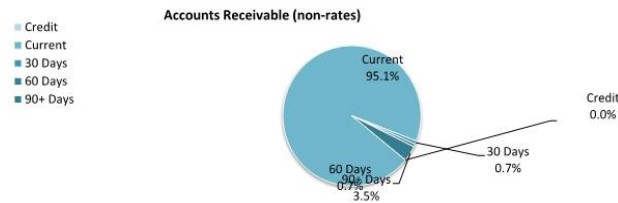
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

## Classification and subsequent measurement

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

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





**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 September 2025
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	32,059		(7,916)	24,143
<b>Inventory</b>				
Fuel and materials	22,979	0	0	22,979
Land held for resale	79,118		0	79,118
<b>Total other current assets</b>	<b>134,156</b>	<b>0</b>	<b>(7,916)</b>	<b>126,240</b>
<b>Amounts shown above include GST (where applicable)</b>				

**KEY INFORMATION**

**Other financial assets at amortised cost**

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

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

**Inventory**

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

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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**OPERATING ACTIVITIES**

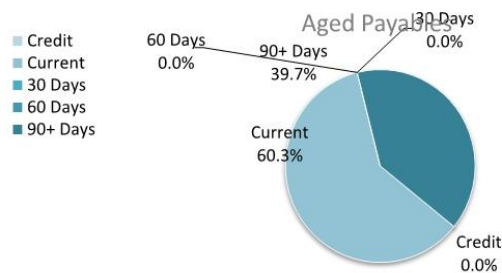
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Payables - general	0	140,773	0	0	92,863	233,636
Percentage	0.0%	60.3%	0.0%	0.0%	39.7%	
<b>Balance per trial balance</b>						
ATO liabilities						66,852
Other payables						92,863
Accrued expenditure						500
Collections						73,421
<b>Total payables general outstanding</b>						<b>233,636</b>

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

**KEY INFORMATION**

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





SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV Townsite	0.076930	96	1,067,506	82,123	0	82,123	82,123	0	82,123
GRV Commercial	0.076930	11	228,540	17,582	0	17,582	17,582	0	17,582
GRV Industrial	0.076930	5	105,960	7,921	0	7,921	7,921	0	7,921
GRV Other Townsite	0.076930	15	125,944	9,689	0	9,689	9,689	0	9,689
<b>Unimproved value</b>									
UV Rural	0.002883	369	704,777,000	2,031,872	0	2,031,872	2,031,872	0	2,031,872
<b>Sub-Total</b>		<b>496</b>	<b>706,304,950</b>	<b>2,149,187</b>	<b>0</b>	<b>2,149,187</b>	<b>2,149,187</b>	<b>0</b>	<b>2,149,187</b>
<b>Minimum payment</b>									
<b>Minimum Payment \$</b>									
<b>Gross rental value</b>									
GRV Townsite	673	35	179,944	23,555	0	23,555	23,555	0	23,555
GRV Commercial	673	10	22,440	6,730	0	6,730	6,730	0	6,730
GRV Industrial	673	5	9,690	3,365	0	3,365	3,365	0	3,365
GRV Other Townsite	471	19	20,820	8,949	0	8,949	8,949	0	8,949
UV Rural	673	84	12,222,399	56,532	0	56,532	56,532	0	56,532
<b>Sub-total</b>		<b>153</b>	<b>12,455,293</b>	<b>99,131</b>	<b>0</b>	<b>99,131</b>	<b>99,131</b>	<b>0</b>	<b>99,131</b>
<b>Amount from general rates</b>						<b>2,248,318</b>			<b>2,248,318</b>
Ex-gratia rates						4,166	0	0	0
<b>Total general rates</b>						<b>2,252,484</b>			<b>2,248,318</b>

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Industrial Land	72	5,798	0	0	(2,886)	(5,798)	2,912	0	(47)	(86)
ERP	75	117,196	0	0	(6,768)	(27,499)	110,428	89,697	(1,224)	(5,216)
Loader	74	204,133	0	0	(6,353)	(25,795)	197,780	178,338	(2,042)	(9,145)
		327,127	0	0	(16,007)	(59,092)	311,120	268,035	(3,313)	(14,447)
<b>Self supporting loans</b>										
WA Cottage Homes	73	248,351	0	0	(7,916)	(32,059)	240,435	216,292	(2,061)	(9,505)
		248,351	0	0	(7,916)	(32,059)	240,435	216,292	(2,061)	(9,505)
<b>Total</b>		<b>575,478</b>	<b>0</b>	<b>0</b>	<b>(23,923)</b>	<b>(91,151)</b>	<b>551,555</b>	<b>484,327</b>	<b>(5,374)</b>	<b>(23,952)</b>
Current borrowings		91,151					67,228			
Non-current borrowings		484,327					484,327			
		<b>575,478</b>					<b>551,555</b>			

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

KEY INFORMATION

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

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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**OPERATING ACTIVITIES**

**12 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2025
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Capital grant/contributions liabilities		30,198	0	286,691	(10,150)	306,739
<b>Total other liabilities</b>		30,198	0	286,691	(10,150)	306,739
<b>Employee Related Provisions</b>						
Provision for annual leave		143,723	0	0	0	143,723
Provision for long service leave		220,807	0	0	0	220,807
Other leave provisions [describe]		7,687	0	1,464	0	9,151
<b>Total Provisions</b>		372,217	0	1,464	0	373,681
<b>Total other current liabilities</b>		<b>402,415</b>	<b>0</b>	<b>288,155</b>	<b>(10,150)</b>	<b>680,420</b>

Amounts shown above include GST (where applicable)

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

**KEY INFORMATION**

**Provisions**

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

**Employee Related Provisions**

**Short-term employee benefits**

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**Capital grant/contribution liabilities**

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

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2025	Liability	Liability	30 Sep 2025	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	Revenue	\$	Actual
<b>Grants and subsidies</b>								
Grants Commission - General (WALGCC)	0	0	0	0	0	328,274	82,069	82,069
Grants Commission - Roads (WALGCC)	0	0	0	0	0	356,592	89,148	89,148
Grants Commission - Special Project Bridges	0	0	0	0	0	674,000	168,500	168,500
<b>Governance</b>								
National Australia Day Grant	0	0	0	0	0	0	0	0
DFES Grant - Operating	0	0	0	0	0	58,000	14,888	14,888
<b>Community Amenities</b>								
Protection of the Environment	0	0	0	0	0	7,200	0	0
Lake Towerrinning	0	0	0	0	0	20,000	0	0
Direct Road Grant	0	0	0	0	0	199,388	199,388	199,388
Footpath Plan	0	0	0	0	0	25,000	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,668,454</b>	<b>553,993</b>	<b>553,993</b>
<b>Contributions</b>								
Contributions Minor	0	0	0	0	0	200	0	44
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>44</b>
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,668,654</b>	<b>553,993</b>	<b>554,037</b>

**SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**INVESTING ACTIVITIES**

**14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2025		(As revenue)	30 Sep 2025	30 Sep 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
<b>Law, Order, Public Safety</b>								
Wi - Fi Grant	0	4,500	0	4,500	4,500	4,777	4,777	0
Disaster Ready Grant	0	0	0	0	0	73,097	0	0
<b>Transport</b>								
Roads to Recovery	0	0	0	0	0	569,579	0	0
Regional Road Group	0	189,343	(692)	188,651	188,651	479,361	700	692
WSFN	0	0	0	0	0	49,121	0	0
<b>Economic Services</b>								
Dwer Community Water	0	0	0	0	0	29,425	0	0
DWER Community Water tanks	0	0	0	0	0	26,026	0	0
DWER Standpipe readers						59,338	0	0
Housing Support Program Stream 1	0	92,848	(9,458)	83,390	83,390	145,876	9,500	9,458
Housing Support Program Stream 2	0	0	0	0	0	2,992,014	0	0
	<b>0</b>	<b>286,691</b>	<b>(10,150)</b>	<b>276,541.00</b>	<b>276,541.00</b>	<b>4,428,614</b>	<b>14,977</b>	<b>10,150</b>

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
			Adjustment	Available	Available	Running Balance
			\$	\$	\$	\$
<b>Budget adoption</b>						0
Loan from WATC for Western Power connection of industrial land	SCM-2025-087	Capital revenue		110,000	0	110,000
Western Power expenditure - connection of power	SCM-2025-087	Capital expenses			(110,000)	0
						0
				110,000	(110,000)	0

**SHIRE OF WEST ARTHUR**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 October 2025**

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

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**SHIRE OF WEST ARTHUR**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	2,252,484	2,252,484	2,251,345	(1,139)	(0.05%)	
Rates excluding general rates		0	0	0	0	0.00%	
Grants, subsidies and contributions	13	1,668,654	573,881	573,925	44	0.01%	
Fees and charges		406,331	189,167	187,087	(2,080)	(1.10%)	
Interest revenue		122,314	20,386	15,689	(4,697)	(23.04%)	▼
Other revenue		139,059	62,353	60,829	(1,524)	(2.44%)	
Profit on asset disposals	6	14,292	6,619	39,091	32,472	490.59%	▲
		<b>4,603,134</b>	<b>3,104,890</b>	<b>3,127,966</b>	<b>23,076</b>	<b>0.74%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(2,273,833)	(847,614)	(816,521)	31,093	3.67%	▲
Materials and contracts		(1,668,570)	(504,452)	(509,819)	(5,367)	(1.06%)	
Utility charges		(119,390)	(34,822)	(29,632)	5,190	14.90%	▲
Depreciation		(3,676,619)	(229,887)	(223,120)	6,767	2.94%	
Finance costs		(23,952)	(5,374)	(5,374)	0	0.00%	
Insurance		(157,053)	(157,053)	(158,967)	(1,914)	(1.22%)	
Other expenditure		(83,800)	(13,266)	(10,273)	2,993	22.56%	▲
Loss on asset disposals	6	(27,554)	0	0	0	0.00%	
		<b>(8,030,771)</b>	<b>(1,792,468)</b>	<b>(1,753,706)</b>	<b>38,762</b>	<b>2.16%</b>	
Non-cash amounts excluded from operating activities	Note 2(b)	3,689,881	159,808	120,939	(38,869)	(24.32%)	▼
<b>Amount attributable to operating activities</b>		<b>262,244</b>	<b>1,472,230</b>	<b>1,495,199</b>	<b>22,969</b>	<b>1.56%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	4,428,614	88,000	83,987	(4,013)	(4.56%)	▼
Proceeds from disposal of assets	6	161,364	47,000	39,091	(7,909)	(16.83%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		32,059	7,916	7,916	0	0.00%	
		<b>4,622,037</b>	<b>142,916</b>	<b>130,994</b>	<b>(11,922)</b>	<b>(8.34%)</b>	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(4,028,421)	(112,000)	(87,159)	24,841	22.18%	▲
Payments for construction of infrastructure	5	(1,662,428)	(245,110)	(244,589)	521	0.21%	
		<b>(5,690,849)</b>	<b>(357,110)</b>	<b>(331,748)</b>	<b>25,362</b>	<b>7.10%</b>	
<b>Amount attributable to investing activities</b>		<b>(1,068,812)</b>	<b>(214,194)</b>	<b>(200,754)</b>	<b>13,440</b>	<b>6.27%</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	4	1,016,027	0	0	0	0.00%	
		<b>1,016,027</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(91,151)	(23,923)	(23,923)	0	0.00%	
Transfer to reserves	4	(956,688)	(5,548)	(6,148)	(601)	(10.82%)	▼
		<b>(1,047,839)</b>	<b>(29,471)</b>	<b>(30,071)</b>	<b>(601)</b>	<b>(2.04%)</b>	
<b>Amount attributable to financing activities</b>		<b>(31,812)</b>	<b>(29,471)</b>	<b>(30,071)</b>	<b>(601)</b>	<b>(2.04%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		838,380	838,380	860,021	21,641	2.58%	▲
Amount attributable to operating activities		262,244	1,472,230	1,495,199	22,969	1.56%	▲
Amount attributable to investing activities		(1,068,812)	(214,194)	(200,754)	13,440	6.27%	▲
Amount attributable to financing activities		(31,812)	(29,471)	(30,071)	(601)	(2.04%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>2,066,946</b>	<b>2,124,395</b>	<b>57,450</b>		▲

**KEY INFORMATION**

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

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

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



**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

	Supplementary Information	30 June 2025	31 October 2025
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	2,863,502	3,836,737
Trade and other receivables		554,984	872,784
Other financial assets		32,059	24,143
Inventories	8	102,097	102,097
<b>TOTAL CURRENT ASSETS</b>		<b>3,552,642</b>	<b>4,835,761</b>
<b>NON-CURRENT ASSETS</b>			
Other financial assets		276,008	276,008
Property, plant and equipment		19,859,864	19,731,279
Infrastructure		112,232,866	112,470,079
<b>TOTAL NON-CURRENT ASSETS</b>		<b>132,368,738</b>	<b>132,477,366</b>
<b>TOTAL ASSETS</b>		<b>135,921,380</b>	<b>137,313,127</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	396,377	149,262
Other liabilities	12	30,198	232,902
Borrowings	11	91,151	67,228
Employee related provisions	12	372,217	374,051
<b>TOTAL CURRENT LIABILITIES</b>		<b>889,943</b>	<b>823,443</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	484,327	484,327
Employee related provisions		34,035	34,035
Other provisions		55,324	55,324
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>573,686</b>	<b>573,686</b>
<b>TOTAL LIABILITIES</b>		<b>1,463,629</b>	<b>1,397,129</b>
<b>NET ASSETS</b>		<b>134,457,751</b>	<b>135,915,998</b>
<b>EQUITY</b>			
Retained surplus		6,638,093	8,090,192
Reserve accounts	4	2,219,793	2,225,941
Revaluation surplus		125,599,865	125,599,865
<b>TOTAL EQUITY</b>		<b>134,457,751</b>	<b>135,915,998</b>

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

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2025

### 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

#### BASIS OF PREPARATION

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

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

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

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

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

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements.

#### Judgements and estimates

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

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

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

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

#### SIGNIFICANT ACCOUNTING POLICES

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

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 19 November 2025

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Last Year	Year to Date
		Opening 30 June 2025	Closing 30 June 2025	31 October 2025
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	2,863,502	2,863,502	3,836,737
Trade and other receivables		487,562	554,984	872,784
Other financial assets		32,059	32,059	24,143
Inventories	8	102,097	102,097	102,097
Other assets	8	3,936	0	0
		<b>3,489,156</b>	<b>3,552,642</b>	<b>4,835,761</b>
<b>Less: current liabilities</b>				
Trade and other payables	9	(354,531)	(396,377)	(149,262)
Other liabilities	12	(30,198)	(30,198)	(232,902)
Borrowings	11	(91,151)	(91,151)	(67,228)
Employee related provisions	12	(366,876)	(372,217)	(374,051)
		<b>(842,756)</b>	<b>(889,943)</b>	<b>(823,443)</b>
<b>Net current assets</b>		<b>2,646,400</b>	<b>2,662,699</b>	<b>4,012,318</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	<b>(1,808,020)</b>	<b>(1,802,678)</b>	<b>(1,887,923)</b>
<b>Closing funding surplus / (deficit)</b>		<b>838,380</b>	<b>860,021</b>	<b>2,124,395</b>

**(b) Non-cash amounts excluded from operating activities**

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

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget	YTD Actual
	\$	(a)	(b)
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	6	(14,292)	(6,619)
Add: Depreciation		3,676,619	229,887
Movement in current employee provisions		0	(63,460)
<b>Total non-cash amounts excluded from operating activities</b>		<b>3,689,881</b>	<b>159,808</b>
			<b>120,939</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

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

	Adopted Budget	Last Year	Year to Date
	Opening 30 June 2025	Closing 30 June 2025	31 October 2025
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	4	(2,219,793)	(2,219,793)
Less: Financial assets at amortised cost - self supporting loans	8	(32,059)	(32,059)
- Current financial assets at amortised cost - self supporting loans			0
- Land held for resale		(79,118)	(79,118)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	91,151	91,151
- Employee Benefit Provision		431,799	437,141
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,808,020)</b>	<b>(1,802,678)</b>
			<b>(1,887,923)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.  
The material variance adopted by Council for the 2025-26 year is \$10,000 or 10.00% whichever is the greater.

**Description**

**Revenue from operating activities**

**Profit on asset disposals**

Profit on sale to be processed. No material variance expected.

**Expenditure from operating activities**

**Employee costs**

Employee costs are below budget due to staff changeover.

**Non-cash amounts excluded from operating activities**

Profit/Loss on sale of vehicle to be processed - no material variance expected.

**Payments for property, plant and equipment**

Road counters below budget.

Manager of Works and Services vehicle below budget.

**Surplus or deficit at the start of the financial year**

Variance is due to insurance and bushfire reimbursements relating to 2425 received post budget adoption.

**Surplus or deficit after imposition of general rates**

Due to variances described above

Var. \$	Var. %	
\$	%	
32,472	490.59%	▲
31,093	3.67%	▲
(38,869)	(24.32%)	▼
24,841	22.18%	▲
21,641	2.58%	▲
57,450	0.00%	▲



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
Opening	\$0.84 M	\$0.84 M	\$0.86 M	\$0.02 M
Closing	\$0.00 M	\$2.07 M	\$2.12 M	\$0.06 M
Refer to Statement of Financial Activity				

<b>Cash and cash equivalents</b>		
	<b>\$3.84 M</b>	<b>% of total</b>
Unrestricted Cash	\$1.61 M	42.0%
Restricted Cash	\$2.23 M	58.0%
Refer to 3 - Cash and Financial Assets		

<b>Payables</b>	
	<b>\$0.15 M</b>
Trade Payables	\$0.00 M
0 to 30 Days	37.2%
Over 30 Days	62.8%
Over 90 Days	62.8%
Refer to 9 - Payables	

<b>Receivables</b>	
	<b>\$0.26 M</b>
Rates Receivable	\$0.61 M
Trade Receivable	\$0.26 M
Over 30 Days	62.8%
Over 90 Days	57.6%
Refer to 7 - Receivables	

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
\$0.26 M	\$1.47 M	\$1.50 M	\$0.02 M
Refer to Statement of Financial Activity			

<b>Rates Revenue</b>		
YTD Actual	\$2.25 M	% Variance
YTD Budget	\$2.25 M	(0.1%)
Refer to 10 - Rate Revenue		

<b>Grants and Contributions</b>		
YTD Actual	\$0.57 M	% Variance
YTD Budget	\$0.57 M	0.0%
Refer to 13 - Grants and Contributions		

<b>Fees and Charges</b>		
YTD Actual	\$0.19 M	% Variance
YTD Budget	\$0.19 M	(1.1%)
Refer to Statement of Financial Activity		

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
(\$1.07 M)	(\$0.21 M)	(\$0.20 M)	\$0.01 M
Refer to Statement of Financial Activity			

<b>Proceeds on sale</b>		
YTD Actual	\$0.04 M	%
Adopted Budget	\$0.16 M	24.2%
Refer to 6 - Disposal of Assets		

<b>Asset Acquisition</b>		
YTD Actual	\$0.24 M	% Spent
Adopted Budget	\$1.66 M	14.7%
Refer to 5 - Capital Acquisitions		

<b>Capital Grants</b>		
YTD Actual	\$0.08 M	% Received
Adopted Budget	\$4.43 M	1.9%
Refer to 5 - Capital Acquisitions		

**Key Financing Activities**

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

<b>Borrowings</b>	
Principal repayments	(\$0.02 M)
Interest expense	(\$0.01 M)
Principal due	\$0.55 M
Refer to 11 - Borrowings	

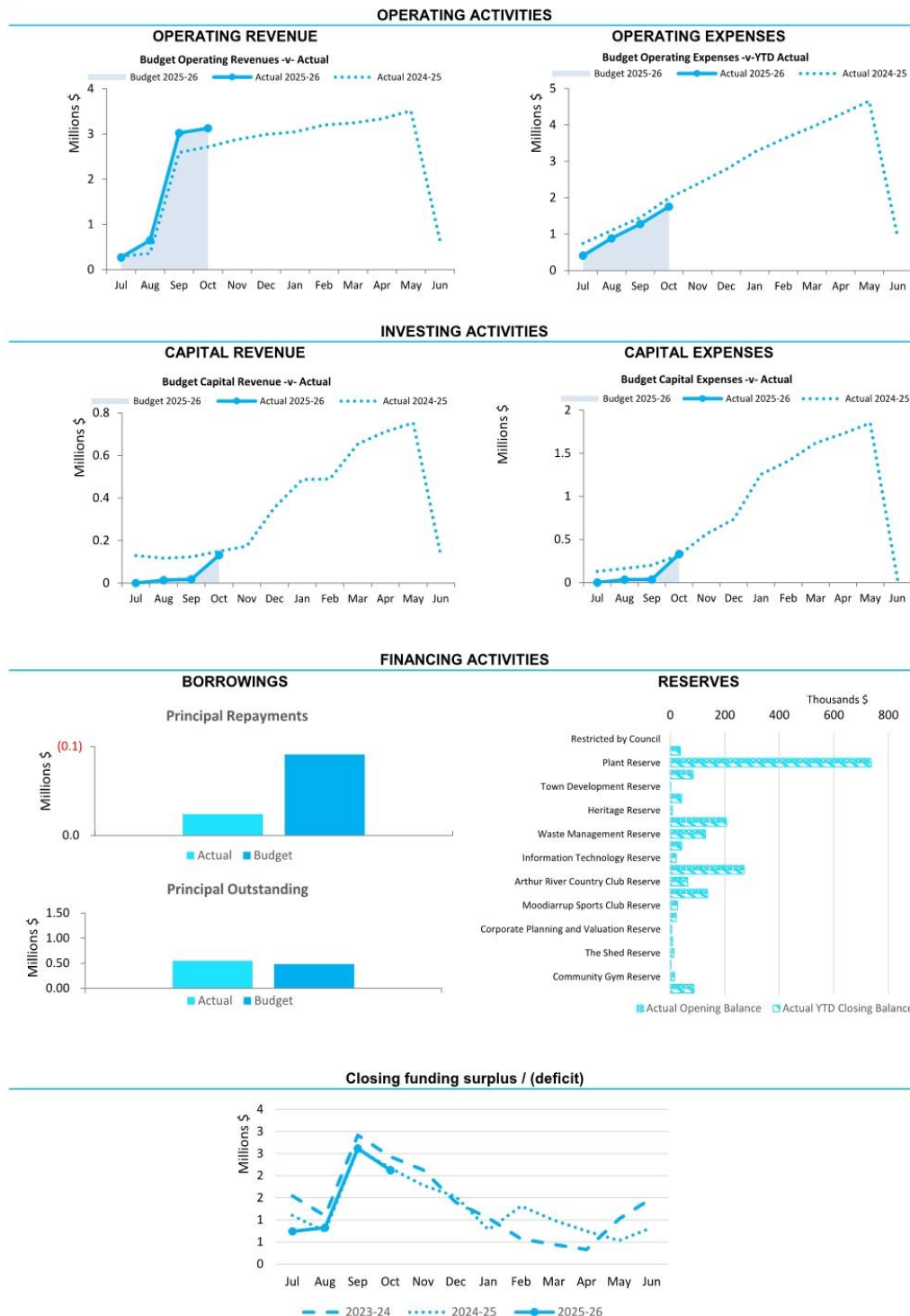
  

<b>Reserves</b>	
Reserves balance	\$2.23 M
Interest earned	\$0.01 M
Refer to 4 - Cash Reserves	

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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**2 KEY INFORMATION - GRAPHICAL**



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

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Municipal cash at bank	Cash and cash equivalents	406,395	0	406,395	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	54,301	0	54,301	0	NAB	1.75%	N/A
Municipal cash at bank - at call	Cash and cash equivalents	1,150,000	0	1,150,000	0	WA Treasury	3.55%	N/A
Reserve - CM	Cash and cash equivalents	0	174	174	0	NAB	0.50%	N/A
Reserve	Cash and cash equivalents	0	1,500,000	1,500,000	0	NAB	4.10%	16/6/2026
Cash on hand	Cash and cash equivalents	100	0	100	0	CASH	0.00%	N/A
Reserve - BOQ	Cash and cash equivalents	0	725,767	725,767	0	BOQ	4.05%	3/2/2026
<b>Total</b>		<b>1,610,796</b>	<b>2,225,941</b>	<b>3,836,737</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,610,796	2,225,941	3,836,737	0			
		<b>1,610,796</b>	<b>2,225,941</b>	<b>3,836,737</b>	<b>0</b>			

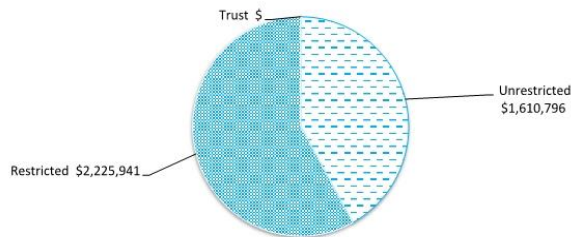
**KEY INFORMATION**

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

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

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

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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**4 RESERVE ACCOUNTS**

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave Reserve	37,034	1,243	40,000	0	78,277	37,034	103	0	0	37,137
Plant Reserve	735,456	24,675	200,000	(652,420)	307,711	735,456	2,037	0	0	737,493
Building Reserve	83,703	2,808	0	(80,000)	6,511	83,703	232	0	0	83,935
Town Development Reserve	1,728	58	0	0	1,786	1,728	5	0	0	1,733
Recreation Reserve	41,676	1,398	0	(16,000)	27,074	41,676	115	0	0	41,791
Heritage Reserve	7,437	250	0	0	7,687	7,437	21	0	0	7,458
Community Housing Reserve	205,439	6,893	12,000	0	224,332	205,439	569	0	0	206,008
Waste Management Reserve	128,158	4,300	0	0	132,458	128,158	355	0	0	128,513
Darkan Swimming Pool Reserve	41,361	1,388	0	(10,000)	32,749	41,361	115	0	0	41,476
Information Technology Reserve	22,166	744	0	0	22,910	22,166	61	0	0	22,227
Darkan Sport and Community Centre Reserve	270,835	9,087	40,000	0	319,922	270,835	750	0	0	271,585
Arthur River Country Club Reserve	64,240	2,155	6,000	0	72,395	64,240	178	0	0	64,418
Museum Reserve	136,563	4,582	0	(5,000)	136,145	136,563	378	0	0	136,941
Moodiarrup Sports Club Reserve	26,680	895	5,000	0	32,575	26,680	74	0	0	26,754
Landcare Reserve	21,626	726	0	(8,000)	14,352	21,626	60	0	0	21,686
Corporate Planning and Valuation Reserve	5,034	169	0	0	5,203	5,034	14	0	0	5,048
Kids Central Reserve	7,971	267	0	0	8,238	7,971	22	0	0	7,993
The Shed Reserve	13,455	451	0	0	13,906	13,455	37	0	0	13,492
Recreation Trails Reserve	2,827	95	0	0	2,922	2,827	8	0	0	2,835
Community Gym Reserve	15,098	507	0	(10,000)	5,605	15,098	42	0	0	15,140
Economic Development Reserve	86,456	3,303	0	(50,927)	38,832	86,456	239	0	0	86,695
Road Reserve	264,850	8,482	579,212	(183,680)	668,864	264,850	734	0	0	265,584
	<b>2,219,793</b>	<b>74,476</b>	<b>882,212</b>	<b>(1,016,027)</b>	<b>2,160,454</b>	<b>2,219,793</b>	<b>6,148</b>	<b>0</b>	<b>0</b>	<b>2,225,941</b>



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
<b>Capital acquisitions</b>				
Land - freehold land	3,164,890	18,000	18,008	8
Buildings - non-specialised	114,525	2,000	4,044	2,044
Furniture and equipment	6,000	0	0	0
Plant and equipment	743,006	92,000	65,107	(26,893)
<b>Acquisition of property, plant and equipment</b>	<b>4,028,421</b>	<b>112,000</b>	<b>87,159</b>	<b>(24,841)</b>
Infrastructure - roads	1,337,741	237,110	237,213	103
Infrastructure - Other	324,687	8,000	7,376	(624)
<b>Acquisition of infrastructure</b>	<b>1,662,428</b>	<b>245,110</b>	<b>244,589</b>	<b>(50,203)</b>
<b>Total capital acquisitions</b>	<b>5,690,849</b>	<b>357,110</b>	<b>331,748</b>	<b>(75,044)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	4,428,614	88,000	83,987	(4,013)
Other (disposals & C/Fwd)	161,364	47,000	39,091	(7,909)
Reserve accounts				
Plant Reserve	652,420	0	0	0
Building Reserve	80,000	0	0	0
Recreation Reserve	16,000	0	0	0
Darkan Swimming Pool Reserve	10,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	8,000	0	0	0
Community Gym Reserve	10,000	0	0	0
Economic Development Reserve	50,927	0	0	0
Contribution - operations	268,524	222,110	208,670	(13,440)
<b>Capital funding total</b>	<b>5,690,849</b>	<b>357,110</b>	<b>331,748</b>	<b>(25,362)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

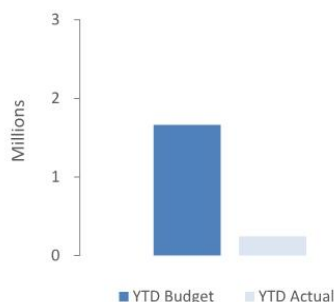
**Initial recognition and measurement for assets held at cost**

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

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

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

**Payments for Capital Acquisitions**



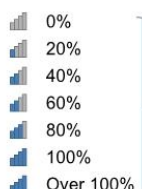
**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS - DETAILED**






**Capital expenditure total**

**Level of completion indicators**



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

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

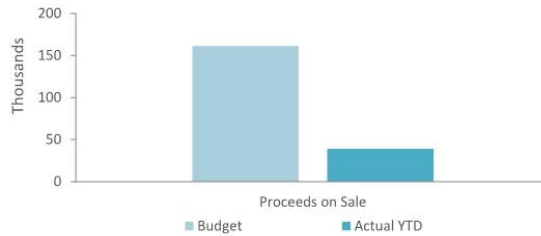
		<b>Adopted</b>		<b>Variance</b>	
<b>Account Description</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>(Under)/Over</b>
		\$	\$	\$	\$
	<b>Furniture</b>				0
	Replace Printer/Copier	(6,000)	0	0	0
		0	0	0	0
	<b>Land &amp; Buildings</b>				
	Staff house - King Street completion	(114,525)	0	0	0
	Station Masters House completion of transfer	0	0	(2,652)	2,652
	Housing project head works HSP 1	(145,876)	(18,000)	(18,008)	8
	Housing project head works HSP 2	(2,992,014)	0	0	0
	Industrial Land Growden Place	(27,000)	(2,000)	(1,392)	(608)
					0
	<b>Infrastructure</b>				
	Point to Point wireless - Darkan Hall	(9,954)	0	0	0
	Darkan Town Dam tank upgrade	(42,036)	0	0	0
	SOWA building water catchment	(37,438)	0	0	0
	Disaster ready - Darkan Town Hall	(91,371)	0	0	0
	Standpipe card readers	(86,242)	0	0	0
	Niche wall - Darkan Cemetery	(20,000)	0	0	0
	Darkan Gym replacement equipment	(10,000)	(8,000)	(7,376)	(624)
	Truck Parking Bay - Survey design	(10,743)	0	0	0
	Burrowes - Hillman back lane drainage	(16,903)	0	0	0
	<b>Plant &amp; Equipment</b>				
	6 Wheeler 3 way Tip and dolly	(349,420)	0	0	0
	Ute replacement	(50,000)	0	0	0
	Works manager vehicle replacement	(65,000)	(65,000)	(53,261)	(11,739)
	MCS vehicle replacement	(41,586)	0	0	0
	Roller	(90,000)	0	0	0
	Pip Jeter trailer	(120,000)	0	0	0
	Road counters	(27,000)	(27,000)	(11,846)	(15,154)
			0	0	0
	<b>Roads</b>				
	Bowelling Duranillin Road - RRG	(348,838)	(100)	(60)	(40)
	Boyup Brook Road (Arthur River-Dinninup Road) - RRG	(265,203)	(4,000)	(4,098)	98
	Moodiarrup Changerup Road - RRG	(105,000)	(95,000)	(94,810)	
	Darkan Williams Road - WSNF	(49,121)	0	0	0
	Bridge works Bokal North Road - R2R	(71,248)	(50,000)	(49,796)	(204)
	Bridge work Hughes Mill Road - R2R	(71,247)	(44,000)	(43,480)	(520)
	Bridge work Boyup Brook Arthur River Road - R2R	(8,460)	(10,000)	(10,206)	206
	Trigwell Bridge - R2R	(168,619)	(10)	(8)	(2)
	Stewart Street Memorial Drive - R2R	(94,751)	(19,000)	(19,305)	305
	Bokal North Road - R2R	(155,254)	(15,000)	(15,450)	450
		<b>(5,690,849)</b>	<b>(357,110)</b>	<b>(331,748)</b>	<b>(25,172)</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**OPERATING ACTIVITIES**

**6 DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land - freehold land</b>								
	Industrial land Growden Place	64,059	50,000	0	(14,059)	0	0	0	0
	<b>Plant and equipment</b>								
	Holden Rodeo	0	2,000	2,000	0	0	0	0	0
	Toyota Hilux	0	2,000	2,000	0	0	0	0	0
	Toyota Hilux	0	2,000	2,000	0	0	0	0	0
	Works Manager Vehicle	40,381	47,000	6,619	0	0	39,091	39,091	0
	Cherry Picker	327	2,000	1,673	0	0	0	0	0
	MCS Vehicle	50,619	46,364	0	(4,255)	0	0	0	0
	Multi Roller	19,240	10,000	0	(9,240)	0	0	0	0
		<b>174,626</b>	<b>161,364</b>	<b>14,292</b>	<b>(27,554)</b>	<b>0</b>	<b>39,091</b>	<b>39,091</b>	<b>0</b>



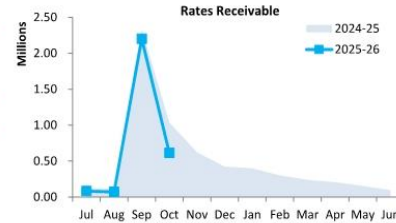
SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 Jun 2025	31 Oct 2025
Opening arrears previous years	280,916	218,668
Levied this year	2,114,496	2,251,345
Less - collections to date	(2,176,744)	(1,735,683)
Gross rates collectable	218,668	734,330
Allowance for impairment of rates receivable	(119,665)	(119,665)
<b>Net rates collectable</b>	<b>99,003</b>	<b>614,665</b>
% Collected	90.9%	70.3%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	6,657	762	160	10,303	17,882
Percentage	0.0%	37.2%	4.3%	0.9%	57.6%	
<b>Balance per trial balance</b>						17,882
Trade receivables						231,284
Other receivables						8,953
GST receivable						
<b>Total receivables general outstanding</b>						<b>258,119</b>

LRCI funding received November 2025

Amounts shown above include GST (where applicable)

KEY INFORMATION

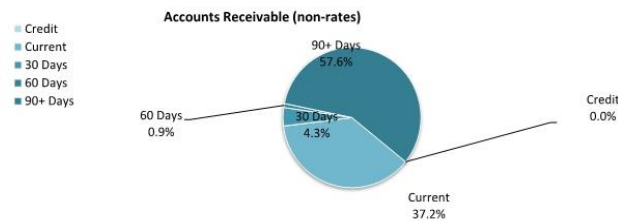
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 October 2025
<b>Other current assets</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	32,059		(7,916)	24,143
<b>Inventory</b>				
Fuel and materials	22,979	0	0	22,979
Land held for resale	79,118		0	79,118
<b>Total other current assets</b>	<b>134,156</b>	<b>0</b>	<b>(7,916)</b>	<b>126,240</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Other financial assets at amortised cost**

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

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

**Inventory**

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

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

**Land held for resale**

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

**Contract assets**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**OPERATING ACTIVITIES**

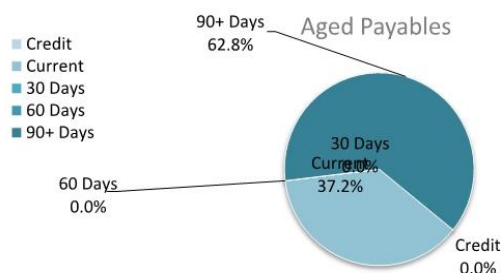
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Payables - general	0	55,599	0	0	93,663	149,262
Percentage	0.0%	37.2%	0.0%	0.0%	62.8%	
<b>Balance per trial balance</b>						
Sundry creditors						1,655
Accrued salaries and wages						0
ATO liabilities						0
Other payables						93,663
Prepaid rates						0
Income Received in Advance						0
Accrued expenditure						500
Payroll deductions						0
Collections						53,444
<b>Total payables general outstanding</b>						<b>149,262</b>

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

**KEY INFORMATION**

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



SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV Townsite	0.076930	96	1,067,506	82,123	0	82,123	82,123	219	82,342
GRV Commercial	0.076930	11	228,540	17,582	0	17,582	17,582	0	17,582
GRV Industrial	0.076930	5	105,960	7,921	0	7,921	7,921	0	7,921
GRV Other Townsite	0.076930	15	125,944	9,689	0	9,689	9,689	0	9,689
<b>Unimproved value</b>									
UV Rural	0.002883	369	704,777,000	2,031,872	0	2,031,872	2,031,872	(627)	2,031,245
<b>Sub-Total</b>		<b>496</b>	<b>706,304,950</b>	<b>2,149,187</b>	<b>0</b>	<b>2,149,187</b>	<b>2,149,187</b>	<b>(408)</b>	<b>2,148,779</b>
<b>Minimum payment</b>									
<b>Minimum Payment \$</b>									
<b>Gross rental value</b>									
GRV Townsite	673	35	179,944	23,555	0	23,555	23,555	0	23,555
GRV Commercial	673	10	22,440	6,730	0	6,730	6,730	0	6,730
GRV Industrial	673	5	9,690	3,365	0	3,365	3,365	0	3,365
GRV Other Townsite	471	19	20,820	8,949	0	8,949	8,949	0	8,949
UV Rural	673	84	12,222,399	56,532	0	56,532	56,532	(731)	55,801
<b>Sub-total</b>		<b>153</b>	<b>12,455,293</b>	<b>99,131</b>	<b>0</b>	<b>99,131</b>	<b>99,131</b>	<b>(731)</b>	<b>98,400</b>
<b>Amount from general rates</b>						<b>2,248,318</b>			<b>2,247,179</b>
Ex-gratia rates						4,166	0	0	4,166
<b>Total general rates</b>						<b>2,252,484</b>			<b>2,251,345</b>

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Industrial Land	72	5,798	0	0	(2,886)	(5,798)	2,912	0	(47)	(86)
ERP	75	117,196	0	0	(6,768)	(27,499)	110,428	89,697	(1,224)	(5,216)
Loader	74	204,133	0	0	(6,353)	(25,795)	197,780	178,338	(2,042)	(9,145)
		327,127	0	0	(16,007)	(59,092)	311,120	268,035	(3,313)	(14,447)
<b>Self supporting loans</b>										
WA Cottage Homes	73	248,351	0	0	(7,916)	(32,059)	240,435	216,292	(2,061)	(9,505)
		248,351	0	0	(7,916)	(32,059)	240,435	216,292	(2,061)	(9,505)
<b>Total</b>		<b>575,478</b>	<b>0</b>	<b>0</b>	<b>(23,923)</b>	<b>(91,151)</b>	<b>551,555</b>	<b>484,327</b>	<b>(5,374)</b>	<b>(23,952)</b>
Current borrowings		91,151					67,228			
Non-current borrowings		484,327					484,327			
		<b>575,478</b>					<b>551,555</b>			

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

KEY INFORMATION

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

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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**OPERATING ACTIVITIES**

**12 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2025
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Capital grant/contributions liabilities		30,198	0	286,691	(83,987)	232,902
<b>Total other liabilities</b>		30,198	0	286,691	(83,987)	232,902
<b>Employee Related Provisions</b>						
Provision for annual leave		143,723	0	0	0	143,723
Provision for long service leave		220,807	0	0	0	220,807
Other leave provisions [describe]		7,687	0	1,834	0	9,521
<b>Total Provisions</b>		372,217	0	1,834	0	374,051
<b>Total other current liabilities</b>		<b>402,415</b>	<b>0</b>	<b>288,525</b>	<b>(83,987)</b>	<b>606,953</b>

Amounts shown above include GST (where applicable)

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

**KEY INFORMATION**

**Provisions**

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

**Employee Related Provisions**

**Short-term employee benefits**

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**Capital grant/contribution liabilities**

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

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2025	Current Liability 31 Oct 2025	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>											
<b>General Purpose Funding</b>											
Grants Commission - General (WALGGC)	0	0	0	0	0	328,274	82,069	328,274	0	328,274	82,069
Grants Commission - Roads (WALGGC)	0	0	0	0	0	356,592	89,148	356,592	0	356,592	89,148
Grants Commission - Special Project Bridges	0	0	0	0	0	674,000	168,500	674,000	0	674,000	168,500
<b>Law, Order, Public Safety</b>											
DFES Grant - Operating	0	0	0	0	0	58,000	29,776	58,000	0	58,000	29,776
<b>Community Amenities</b>											
Protection of the Environment	0	0		0	0	7,200	0	7,200	0	7,200	0
<b>Recreation &amp; Culture</b>											
Lake Towerrinning	0	0	0	0	0	20,000	0	20,000	0	20,000	0
<b>Transport</b>											
Direct Road Grant	0	0	0	0	0	199,388	199,388	199,388	0	199,388	199,388
Footpath Plan	0	0	0	0	0	25,000	5,000	25,000	0	25,000	5,000
	0	0	0	0	0	1,668,454	573,881	1,668,454	0	1,668,454	573,881
<b>Contributions</b>											
Contributions Minor	0	0		0	0	200	0	200	0	200	44
	0	0	0	0	0	200	0	200	0	200	44
<b>TOTALS</b>	0	0	0	0	0	1,668,654	573,881	1,668,654	0	1,668,654	573,925

INVESTING ACTIVITIES

SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2025	Current Liability 31 Oct 2025	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>											
<b>Recreation &amp; Culture</b>											
Wi - Fi Grant	0	4,500	0	4,500	4,500	4,777	0	4,777		4,777	0
Disaster Ready Grant	0	0	0	0	0	73,097	0	73,097	0	73,097	0
<b>Transport</b>											
Roads to Recovery	0	0	0	0	0	569,579	0	569,579		569,579	0
Regional Road Group	0	189,343	(65,979)	123,364	123,364	479,361	70,000	479,361		479,361	65,979
WSFN	0	0	0	0	0	49,121	0	49,121		49,121	0
<b>Economic Services</b>											
Dwer Community Water	0	0	0	0	0	29,425	0	29,425		29,425	0
DWER Community Water tanks	0	0	0	0	0	26,026	0	26,026		26,026	0
DWER Standpipe readers	0	0	0	0	0	59,338	0	59,338		59,338	0
Housing Support Program Stream 1	0	92,848	(18,008)	74,840	74,840	145,876	18,000	145,876		145,876	18,008
Housing Support Program Stream 2	0	0	0	0	0	2,992,014	0	2,992,014		2,992,014	0
	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>286,691</b>	<b>(83,987)</b>	<b>202,704</b>	<b>202,704</b>	<b>4,428,614</b>	<b>88,000</b>	<b>4,428,614</b>	<b>0</b>	<b>4,428,614</b>	<b>83,987</b>

## 12.2 ACCOUNTS FOR PAYMENT - OCTOBER 2025

<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Kylie Whitaker, Finance Officer</b>
<b>Authorising Officer:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>17/07/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Accounts for Payment Listing - 1 October - 31 October 2025</b> <b>2. Corporate Card Summary Statement - 26 Sept 2025 to 24 Oct 2025</b>

### **SUMMARY:**

Council is requested to endorse payments of accounts for October 2025 as listed and note the attached credit card transactions.

### **BACKGROUND:**

The schedule of accounts for payment is attached for Council information.

### **COMMENT:**

If you have any questions regarding payments in the listing, don't hesitate to contact the Officer before the Council meeting.

### **CONSULTATION:**

No consultation required.

### **STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making
  1. A payment may only be made from the municipal fund or the trust fund —
    - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
    - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
  2. The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.
13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
  1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
    - (a) the payee's name; and
    - (b) the amount of the payment; and
    - (c) the date of the payment; and
    - (d) sufficient information to identify the transaction.

2. A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
3. A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**POLICY IMPLICATIONS:**

Policy F29 – Purchasing Policy

Policy F2 – Corporate Transaction Cards Policy

**FINANCIAL IMPLICATIONS:**

There are no financial implications. Reported expenditure is assessed by management as being consistent with the adopted Annual Budget.

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

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

**Risk Matrix:**

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

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council:

1. in accordance with section 13 of the Local Government (Financial Management) Regulations 1996 and in accordance with delegation, note October 2025 Municipal Fund vouchers 01102025.1-01102025.6, 03102025.1-03102025.29, 16102025.1-16102025.45, 31102025.1-31102025.39, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$735,153.29 listed (attached) as approved for payment;
2. note the attached Corporate Credit Card facility transaction summary from 26 September 2025 to 24 October 2025.

**Shire of West Arthur  
Creditor Payments  
October 2025**

<b>Date</b>	<b>Reference</b>		<b>Amount</b>
1/10/2025	Bpay	<b>Squires Cr Adam Garth</b>	783.75
		1st Qtr 2526 Councillor Claim	
2/10/2025	Direct Debit	<b>Synergy</b>	107.69
		Rees Road Supply Charge & Consumption 24/6-20/8/25	
7/10/2025	Direct Debit	<b>Synergy</b>	857.75
		CRC Supply Charge & Consumption 19/8-15/9/25	
10/10/2025	Direct Debit	<b>Aware Super Clearing House</b>	12,506.74
		Fornightly Superannuation Contributions	
15/10/2025	Direct Debit	<b>Rentfind Technologies Pty Ltd</b>	22.00
		Rent Find Monthly Fee Oct 2025	
20/10/2025	Direct Debit	<b>Synergy</b>	93.24
		Town Dam Supply Charge & Consumption 29/7-11/9/25	
20/10/2025	Direct Debit	<b>Water Corporation</b>	1,161.76
		15 & 25 Nangip, 1/12, 2/12, 1/10, 2/10 8, 52, 22 Hillman, 10 Gibbs, 10 & 11 King, 31 Arthur, Rail Rsve Hse Supply Charge & Consumption 4/8 - 2/10/25	
20/10/2025	Direct Debit	<b>Water Corporation</b>	187.10
		18 Gibbs Supply Charge & Consumption 4/8-2/10/25	
21/10/2025	Direct Debit	<b>Synergy</b>	292.12
		Duranillin Hall 16/7 25 - 30/9 25 & Town Dam 29/7 - 30/9/25 Supply Charge & Consumption	
21/10/2025	Direct Debit	<b>Telstra</b>	45.00
		Mobile, Landlines & Data for Shire facilities to 1/10/25	
23/10/2025	Direct Debit	<b>Aware Super Clearing House</b>	12,737.02
		Fortnightly Superannuation Contributions	
24/10/2025	Direct Debit	<b>Synergy</b>	1,617.48
		Streetlights Tariff 25/8-24/9/25	
24/10/2025	Direct Debit	<b>Water Corporation</b>	594.10
		Caravan Park, Growden Place, Growden Place, Depot, Darkan Hall Supply Charge & Consumption 5/6 - 4/8/25	
27/10/2025	Direct Debit	<b>NAB Credit Card</b>	1,387.31
		See attached statement	
27/10/2025	Direct Debit	<b>Telstra</b>	2,916.76
		Mobile, Landlines & Data for Shire facilities to 1/10/25	
29/10/2025	Direct Debit	<b>Motorpass</b>	13.54
		Management Fees - Darkan & Arthur River Fuel Card	
29/10/2025	Direct Debit	<b>Synergy</b>	120.16
		Dura. School Supply Charge & Consumption 16/7 - 05/8 25	
30/10/2025	Direct Debit	<b>National Australia Bank</b>	33.74
		NAB Connect Fee Access & Usage	
31/10/2025	Direct Debit	<b>National Australia Bank</b>	439.22
		Merchant Fee	
31/10/2025	Direct Debit	<b>National Australia Bank</b>	10.00
		Account fees 086852 508314406	
31/10/2025	Direct Debit	<b>National Australia Bank</b>	88.00
		Account fees 086724 508314385	

Shire of West Arthur  
Creditor Payments  
October 2025

Date	Reference		Amount
23/10/2025	Eft	<b>Salaries and Wages</b>	64,560.66
		Payroll	
09/10/2025	Eft	<b>Salaries and Wages</b>	63,674.39
		Payroll	
1/10/2025	01102025.1	<b>Harrington Cr Karen</b>	3,293.11
		1st Qtr 2526 Councillor Claim	
1/10/2025	01102025.2	<b>Lubcke Cr Robyn</b>	1,003.40
		1st Qtr 2526 Councillor Claim	
1/10/2025	01102025.3	<b>Peirce Cr Graeme</b>	1,390.37
		1st Qtr 2526 Councillor Claim	
1/10/2025	01102025.4	<b>Pres. Morrell</b>	1,150.27
		1st Qtr 2526 Councillor Claim	
1/10/2025	01102025.5	<b>R W Prowse</b>	1,424.07
		1st Qtr 2526 Councillor Claim	
1/10/2025	01102025.6	<b>South Cr Duncan</b>	1,227.95
		1st Qtr 2526 Councillor Claim	
3/10/2025	03102025.1	<b>Abbott David M</b>	53.50
		Caravan Park Refund	
3/10/2025	03102025.2	<b>AMPAC Debt Recovery (WA)</b>	1,089.70
		Rate Recovery A727	
3/10/2025	03102025.3	<b>Australia Post</b>	1,165.40
		Rates 25/26	
3/10/2025	03102025.4	<b>Barber Dulcie May</b>	323.50
		Caravan Park Refund	
3/10/2025	03102025.5	<b>Bell Sharon</b>	356.39
		Reimbursement for seniors meals groceries, office supplies & council meetings groceries	
3/10/2025	03102025.6	<b>Blueforce</b>	1,031.80
		CCTV - Video Software Licence - Oct 2025	
3/10/2025	03102025.7	<b>Bunbury Machinery</b>	330.93
		Part of PM7 - Kubota Zero Turn Mower	
3/10/2025	03102025.8	<b>Bunbury Trucks</b>	1,544.71
		Brake Repair, labour, & sundries 2010 Hino 500 Series	
3/10/2025	03102025.9	<b>Collie River Valley Medical Centre</b>	957.00
		Pre Employment Medical for staff members x 3	
3/10/2025	03102025.10	<b>Curnow Campbell Partnership</b>	8,800.00
		Gravel pushed 4000m3	
3/10/2025	03102025.11	<b>Darkan Earthmoving</b>	4,378.00
		Gravel Push 4000m3	
3/10/2025	03102025.12	<b>Darkan Primary School</b>	50.00
		Sponsorship - End of year 2025 Yr 6 Dux Award	
3/10/2025	03102025.13	<b>DKM Workplace Solutions</b>	213.40
		Oct 2025 Workplace Employment Support Services Subscription	
3/10/2025	03102025.14	<b>Exurban Rural and Regional Planning</b>	8,238.78
		Town Planning Consultancy Services Sept 2025	



**Shire of West Arthur  
Creditor Payments  
October 2025**

<b>Date</b>	<b>Reference</b>		<b>Amount</b>
3/10/2025	03102025.15	<b>Filters Plus WA</b>	530.48
		Hydraulic Filters, oil filters, radial seal air filters, fuel filter, fuel water separator, breather filter, air filter	
3/10/2025	03102025.16	<b>Fuel Distributors of WA</b>	25,947.71
		Diesel Depot & fuel for executive vehicles	
3/10/2025	03102025.17	<b>Goss G H &amp; C P</b>	7,700.00
		Gravel pushed 4000m3	
3/10/2025	03102025.18	<b>Infinitum Technologies Pty Ltd</b>	12,517.78
		Managed Service Agreement - Gold Sept 2025 & Hall Wifi hardware	
3/10/2025	03102025.19	<b>Institute of Public Works Engineering Aus IPW</b>	4,829.00
		Ebooks & Subscription	
3/10/2025	03102025.20	<b>Pederick Engineering</b>	789.11
		Parts & Rpairs	
3/10/2025	03102025.21	<b>PFD Food Services Pty Ltd</b>	217.85
		Seniors Meals - containers	
3/10/2025	03102025.22	<b>Promotional Exposure</b>	2,475.00
		Balance for Seniors Week event	
3/10/2025	03102025.23	<b>Ros's Car Detailing - Roslyn King</b>	8,916.67
		Caravan Park Cleaning Sept 2025	
3/10/2025	03102025.24	<b>SOS Office Equipment</b>	526.23
		Photocopier Billing Job Sept 2025	
3/10/2025	03102025.25	<b>Sprys Meat Market</b>	337.71
		Seniors Meals - meat	
3/10/2025	03102025.26	<b>Thomsons Auto Parts</b>	54.95
		Simple UHF Connector & UHF antenna 3db	
3/10/2025	03102025.27	<b>WA Contract Ranger Services Pty Limited</b>	5,082.00
		Ranger Services Sept 2025	
3/10/2025	03102025.28	<b>Wamerinoco Pty Ltd</b>	415.00
		5 x Merino Polo Shirts for staff	
3/10/2025	03102025.29	<b>White Amy</b>	26.00
		Reimbursement for frames for appreciation gifts - council	
16/10/2025	16102025.1	<b>Afgri Equipment Australia Pty Limited</b>	107.16
		Dust seal for 2017 John Deere	
16/10/2025	16102025.2	<b>Air Liquide</b>	57.28
		Cylinder Fees Sept 2025	
16/10/2025	16102025.3	<b>Bell Sharon</b>	144.21
		Reimbursement for seniors meals & office supplies	
16/10/2025	16102025.4	<b>Bookeasy Australia Pty Ltd</b>	220.00
		Caravan Park Booking System - Sept 2025	
16/10/2025	16102025.5	<b>Bosenberg Arnold</b>	27.00
		Caravan Park Refund	
16/10/2025	16102025.6	<b>Bunbury Machinery</b>	482.59
		ABI r/h extdip pipe 14	
16/10/2025	16102025.7	<b>Bunnings Warehouse</b>	4,224.27
		Fruit fly traps, racking for depot, panels & mdf for swimming pool shed	

**Shire of West Arthur  
Creditor Payments  
October 2025**

<b>Date</b>	<b>Reference</b>		<b>Amount</b>
16/10/2025	16102025.8	<b>Burgess Rawson</b>	139.72
		Water Use 04/08/25 - 02/10/25 L7348-1 Shire of West Arthur West to Eastern Boundary	
16/10/2025	16102025.9	<b>Collie Mowers &amp; More</b>	274.85
		Items for Lake, Sleeve & Orange Nylon line for Reserves maintenance	
16/10/2025	16102025.10	<b>Contract Aquatic</b>	3,966.71
		Chemicals	
16/10/2025	16102025.11	<b>Country Road Contracting Limited</b>	7,887.00
		Gravel Push 4000m3	
16/10/2025	16102025.12	<b>Darkan Agri Services</b>	1,097.65
		Various items for maint./cleaning of shire buildings	
16/10/2025	16102025.13	<b>David Wills and Associates</b>	9,405.00
		Proposed subdivision of Lot 309 Burrowes Street, Darkan - civil design & documentation	
16/10/2025	16102025.14	<b>Dept of Fire and Emergency Services</b>	20,962.80
		25/26 ESLB 1st Qtr Contribution	
16/10/2025	16102025.15	<b>Duff Electrical Contracting</b>	513.70
		Check sports club power & generator set up	
16/10/2025	16102025.16	<b>E W &amp; R J Pugh</b>	763.00
		Remove & replace traffic lid, pump main septic tank at Arthur River Public toilets, tip fees & travel	
16/10/2025	16102025.17	<b>Filters Plus WA</b>	1,377.80
		Fuel water separator, oil filter, Hilux petrol & cabin filter, Oil & fuel filter Colorado, air filters	
16/10/2025	16102025.18	<b>Fleay Mikayla</b>	73.43
		Caravan Park Refund	
16/10/2025	16102025.19	<b>Fleays Store</b>	49.50
		Milk for Sept 2025	
16/10/2025	16102025.20	<b>Fordham Lamont Vin</b>	44.00
		Reimbursement for Optus Monthly Broadband - CEO Home Internet	
16/10/2025	16102025.21	<b>Fortus Group</b>	1,059.96
		Blades grader	
16/10/2025	16102025.22	<b>Fuel Distributors of WA</b>	19,098.39
		Depot Diesel, fuel for executive vehicles & Starcard fees	
16/10/2025	16102025.23	<b>JAS Oceania Pty Ltd</b>	96.86
		Optimax LED Rotator Beacon 10-33V	
16/10/2025	16102025.24	<b>Jason Signmakers</b>	326.04
		Custom Rural Road Number Plate & bolt repair	
16/10/2025	16102025.25	<b>LGISWA</b>	132,354.99
		25/26 Insurance 2nd instalment	
16/10/2025	16102025.26	<b>Malatesta Road Paving and Hot Mix</b>	2,160.00
		Emulsion	
16/10/2025	16102025.27	<b>McIntosh &amp; Son, Perth</b>	948.52
		Service Kit for Excavator	

**Shire of West Arthur  
Creditor Payments  
October 2025**

<b>Date</b>	<b>Reference</b>		<b>Amount</b>
16/10/2025	16102025.28	<b>Mcleods Lawyers Pty Ltd</b>	1,531.20
		Property Sale Part of Lot 9001 Growden Place, Darkan	
16/10/2025	16102025.29	<b>Narrogin Ford</b>	450.00
		30,000km Service on Raj's Vehicle	
16/10/2025	16102025.30	<b>Neville Angela</b>	175.00
		Caravan Park Refund	
16/10/2025	16102025.31	<b>Officeworks</b>	132.21
		Office Supplies	
16/10/2025	16102025.32	<b>Peez Mark William</b>	199.00
		Reimbursement for work safety boots	
16/10/2025	16102025.33	<b>PFD Food Services Pty Ltd</b>	557.15
		Coffee Sticks, baking supplies, uht mini milks, tea bags & seniors meals containers	
16/10/2025	16102025.34	<b>QHSE Integrated Solutions Pty Ltd T/AS</b>	218.90
		Skytrust intelligence System starting 11/11	
16/10/2025	16102025.35	<b>South West Isuzu</b>	398.76
		Cleaner ASM for Service truck	
16/10/2025	16102025.36	<b>Sprys Meat Market</b>	380.72
		Seniors Meals - meat	
16/10/2025	16102025.37	<b>St Luke's Family Practice</b>	5,390.00
		Darkan Clinic Doctor Service & Travel fees - Aug & Sept 25	
16/10/2025	16102025.38	<b>Stuart Trigwell</b>	3,300.00
		Gravel pushed Boyup Brook Arthur Road Project	
16/10/2025	16102025.39	<b>Team Global Express</b>	267.93
		Filters Plus & Jason Signmakers Freight	
16/10/2025	16102025.40	<b>The Great Awakening Cafe</b>	144.00
		Catering - Budget meeting	
16/10/2025	16102025.41	<b>Timber Insight Pty Ltd (Asset Worx)</b>	11,226.11
		Emergency Bridge 0739 Works - supply & install concrete footing & props	
16/10/2025	16102025.42	<b>WALGA</b>	572.00
		Introduction to landfill management x 2 staff members	
16/10/2025	16102025.43	<b>Warren Blackwood Waste</b>	3,159.60
		Recycling, domestic & commercial waste services Sept 25	
16/10/2025	16102025.44	<b>West Arthur Community Resource Centre</b>	20.00
		Council representative individual CRC Membership	
16/10/2025	16102025.45	<b>Williams Community Resource Centre</b>	190.00
		Forklift Training - staff member	
31/10/2025	31102025.1	<b>Bell Sharon</b>	412.31
		Reimbursement for seniors meals & office supplies	
31/10/2025	31102025.2	<b>Bunbury Machinery</b>	1,595.00
		Spreader Poly TPL345L	
31/10/2025	31102025.3	<b>Bunnings Warehouse</b>	677.52
		Fruit fly traps	
31/10/2025	31102025.4	<b>Central Garage</b>	1,655.50
		Carry out Air Con servicing on plant	

**Shire of West Arthur  
Creditor Payments  
October 2025**

<b>Date</b>	<b>Reference</b>		<b>Amount</b>
31/10/2025	31102025.5	<b>City of Kalamunda</b>	2,113.20
		Swimming Pool Barrier Inspections	
31/10/2025	31102025.6	<b>Contract Aquatic</b>	22,110.00
		Pool Management Fee - Nov-Dec 2025	
31/10/2025	31102025.7	<b>Diggawest &amp; Earthparts WA</b>	2,402.40
		Blade kit	
31/10/2025	31102025.8	<b>DKM Workplace Solutions</b>	213.40
		Nov 2025 Workplace Employment Support Services Subscription	
31/10/2025	31102025.9	<b>Dormakaba</b>	132.00
		Carry out planned periodic inspection	
31/10/2025	31102025.10	<b>E W &amp; R J Pugh</b>	2,444.00
		Pump main septic tank & swimming pool & reserve public conveniences, tip fees & travel	
31/10/2025	31102025.11	<b>Flex Fitness Equipment</b>	8,511.00
		Gym equipment	
31/10/2025	31102025.12	<b>Fordham Lamont Vin</b>	44.00
		Reimbursement for Optus Monthly Broadband - CEO Home Internet	
31/10/2025	31102025.13	<b>Fortus Group</b>	4,239.84
		Blades grader	
31/10/2025	31102025.14	<b>Fuel Distributors of WA</b>	321.40
		Fuel for executive vehicles	
31/10/2025	31102025.15	<b>Harrington Cr Karen</b>	110.79
		Reimbursement for Land Title Verification, parking at Segra Conference, AEIC Meeting, and 4WDL Dinner	
31/10/2025	31102025.16	<b>Hersey's Safety Pty Ltd</b>	766.70
		Insect repellent, safety glasses, spray & mark, flagging tape, whipper snipper cord & freight	
31/10/2025	31102025.17	<b>Infinitum Technologies Pty Ltd</b>	6,546.98
		Managed Service Agreement - Gold Oct 2025	
31/10/2025	31102025.18	<b>K.D. Power Pastoral Co Pty Limited</b>	7,404.87
		Rates Refund - paid twice A409	
31/10/2025	31102025.19	<b>Mcpest Pest Control</b>	2,145.00
		Spider & pest spray for shire housing	
31/10/2025	31102025.20	<b>Metro Count</b>	13,030.60
		Roadpod VT 5900 plus no case & field kit	
31/10/2025	31102025.21	<b>Motherland Limited</b>	200.00
		Reimbursement of bond on hall hire	
31/10/2025	31102025.22	<b>Narrogen Mitsubishi</b>	15,550.25
		Mitsubishi MV4X47 MV Triton 4x4 Automatic	
31/10/2025	31102025.23	<b>O'Brien Glenda</b>	175.00
		Caravan Park Refund	
31/10/2025	31102025.24	<b>Pederick Engineering</b>	148.97
		3/8 Hydraulic Hose New	
31/10/2025	31102025.25	<b>PFD Food Services Pty Ltd</b>	460.35
		Seniors Meals - containers	

**Shire of West Arthur  
Creditor Payments  
October 2025**

<b>Date</b>	<b>Reference</b>		<b>Amount</b>
31/10/2025	31102025.26	<b>Putland Motors</b>	2,023.67
		Parts & Repairs	
31/10/2025	31102025.27	<b>Ros's Car Detailing - Roslyn King</b>	8,916.67
		Caravan Park Cleaning Oct 2025	
31/10/2025	31102025.28	<b>Shire of Kent</b>	547.98
		Combined dinner LG Convention	
31/10/2025	31102025.29	<b>Source Machinery Pty Ltd</b>	39.26
		Hyd tank plug, O-ring hydraulic oil cap & freight	
31/10/2025	31102025.30	<b>Sprys Meat Market</b>	417.55
		Seniors Meals - meat	
31/10/2025	31102025.31	<b>St Luke's Family Practice</b>	1,540.00
		Darkan Clinic Doctor Service Fees & travel fees - Oct 2025	
31/10/2025	31102025.32	<b>The Great Awakening Cafe</b>	330.00
		Council Catering Sept 2025 - 12 people	
31/10/2025	31102025.33	<b>The Trustee for Chippy Chad and Co Unit Trust</b>	1,999.37
		Extra Works to Complete Darkan Kiosk Installation	
31/10/2025	31102025.34	<b>Thomsons Auto Parts</b>	230.00
		New brake drum & brake shoes 2006 Toyota Hilux	
31/10/2025	31102025.35	<b>Timber Insight Pty Ltd (Asset Worx)</b>	102,603.82
		Bridge 4018A & bridge 4017	
31/10/2025	31102025.36	<b>West 9 Pty Limited</b>	3,338.23
		Rates Refund - paid twice A684	
31/10/2025	31102025.37	<b>West Arthur Community Resource Centre</b>	11.00
		FCO ID Cards - laminating	
31/10/2025	31102025.38	<b>Workwearhub Pty Ltd</b>	3,462.85
		Ourdoor crew uniform items	
31/10/2025	31102025.39	<b>Wren Oil</b>	544.50
		Exchange 2 Hydrocarbon Drums -1x Filter	
		<b>VOUCHERS</b>	
<b>MUNICIPAL FUND</b>			
		<b>BPAY</b>	783.75
		<b>DIRECT DEBIT</b>	35,230.73
		<b>EFT</b>	128,235.05
		<b>01102025.1-01102025.6</b>	9,489.17
		<b>03102025.1-03102025.29</b>	98,898.60
		<b>16102025.1-16102025.45</b>	236,175.01
		<b>31102025.1-31102025.39</b>	219,415.98
		<b>LICENSING OCTOBER 2025 TRANSFERS</b>	6,925.00
		<b>TOTAL</b>	735,153.29



SHIRE OF WEST ARTHUR  
PAYMENTS OF ACCOUNTS BY NAB VISA CARD  
FOR THE STATEMENT PERIOD: 26 September - 24 October 2025

DATE	PAYEE	PO NUMBER	DESCRIPTION	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	TOTAL
1. CARD NUMBER 4336-XXXX-XXXX-8951						
26-Sep-25	CPP Convention Centre	102945	Car Parking - Procurement Network Forum	E143020	OTHER PROPERTY & SERVICES:Works Overheads:Training & Development	\$26.25 ✓
03-Oct-25	Link Station Sydney	102972	1 x toner and 1 x drum for brother printer	E142070	OTHER PROPERTY & SERVICES:Administration Overheads:Other Admin Expenses	\$118.48 ✓
06-Oct-25	Bunnings Balcatta	102984	Fruit fly traps	E072025	HEALTH:Preventative Services:Fruit Fly & Mosquito Control	\$677.52 ✓
06-Oct-25	Bunnings Joondalup	102984	Fruit fly traps	E072025	HEALTH:Preventative Services:Fruit Fly & Mosquito Control	\$338.76 ✓
06-Oct-25	Starlink Internet	102413	Depot wifi	E142020	OTHER PROPERTY & SERVICES:Administration Overheads:Computer Maintenance	\$139.00 ✓
CARD 1 PAYMENTS						\$1,300.01
2. CARD NUMBER 4336-XXXX-XXXX-1064						
20-Oct-25	Shire of West Arthur	103055	Plates retained AWO - onto new vehicle	E144010	OTHER PROPERTY & SERVICES:Plant Cost Overheads:Plant Maintenance	\$19.40 ✓
20-Oct-25	Super Cheap Auto	103069	Windshield Repair Kit	E144010	OTHER PROPERTY & SERVICES:Plant Cost Overheads:Plant Maintenance	\$67.90 ✓
CARD 2 PAYMENTS						\$87.30
3. CARD NUMBER 4336-XXXX-XXXX-2128						
CARD 3 PAYMENTS						\$0.00
TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507						\$1,387.31
Direct Debit Date						27-Oct-25

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

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

Kylie Whitaker

DATE:

29/10/2025



**12.3 ADDITION OF NEW FEE TO 2025-2026 SCHEDULE OF FEES AND CHARGES**

<b>File Ref:</b>	<b>ADM130</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>20/11/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. SoWA Fees and Charges 2025-2026 Nov 2025</b>

**SUMMARY:**

Council is requested to consider adopting a new fee for 2025-2026, effective immediately. The fee is a weekly rate for staying at the Nissen Hut in the Darkan Caravan Park.

**BACKGROUND:**

The 2025-26 Schedule of Fees and Charges adopted by Council at its June 2025 Ordinary Meeting did not include fees for the weekly rental of the Nissen Hut, located at the Darkan Caravan Park.

**COMMENT:**

The Fees and Charges are reviewed annually during the Budget process or as needed.

We received an inquiry from a local business regarding the use of the Nissen Hut, located at the Darkan Caravan Park, to accommodate an employee for an extended period. They have asked the Shire to consider a weekly rental, like the rate for the two Chalets at the Darkan Caravan Park.

Using the same method, the new weekly rental fee for Nissen Hut will be \$450.00 per week.

**CONSULTATION:**

Customer Service Officers

**STATUTORY ENVIRONMENT:**

*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.

s6.19 Adopted fees are to be advertised.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Adopting fees enables the Council to charge appropriate fees each financial year.

Revenue raised from fees set by the Council will contribute to its ability to provide services and facilities for the 2025-2026 financial year and beyond.

**STRATEGIC IMPLICATIONS:**

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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



Description of Key Risk	Inability to charge fees before the adoption of the new fees.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Risk Rating (Before Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Business Disruption
Risk Action Plan (Controls or Treatment Proposed)	Adopt New fees in accordance with the schedule of fees 2025-2026 as presented.

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council

1. Adopt the new fees for weekly rental of \$450.00 per week for the Nissen hut, effective immediately, which is situated at the Darkan Caravan Park.
2. Direct the Chief Executive Officer, pursuant to section 6.19 of the Local Government Act 1995, to publish on the Shire website the amended 2025-2026 Schedule of Fees and Charges.

## Schedule of Fees and Charges 2025-2026

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



Effective: 1 July 2025		Amended: 24 July 2025		Adopted OCM: 26 June 2025		
		Amended: 27 November 2025				
COA/T#	ITEM	Statutory Fees	Details	2024/25	2025/26	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
<b>GENERAL PURPOSE FUNDING</b>						
	<b>Rates</b>					
I031714	Administration Fee - Rates Instalments per instalment (Per Notice, <b>Excluding first Notice</b> )	LG Act 1995 S6.45	Per Instalment	7.00	7.25	N
I031732	Rate Enquiry/Order and Requisition Fee Per Request	LG Act 1995 S6.16	Per Request	0.00		Y
I031732	Combined Statement/Confirmation	LG Act 1995 S6.16	Per Request	135.00	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
<b>GOVERNANCE</b>						
	<b>Photocopying</b>					
I043003	Photocopy (Black and White) A4	LG Act 1995 S6.16	Per Copy	0.75	0.80	Y
	Photocopy (Colour) A4		Per Copy	1.20	1.25	Y
	Photocopy (Black and White) A3		Per Copy	1.20	1.25	Y
	Photocopy (Colour) A3		Per Copy	2.00	2.10	Y
	<i>(Copy of Shire documents only. General Photocopying Service Available at CRC)</i>					
	Postage					
	Printing, Binding, Postage of Council Reports as per request (Agenda, Minutes, Annual Report, Strategic Documents)		Per Document	27.50	30.00	Y
	<b>Freedom of Information</b>					
	<i>Fees are Prescribed in the Freedom of Information Act Regulations 1993</i>					
	Application Fees Non Personal - Per enquiry		Per Enquiry	30.00	30.00	N
	Application Fees Personal - Per enquiry					
	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	0.25	N
	Transcribing from Tape, Film or Computer		Per Hour	30.00	31.00	N
	Duplicating a Tape, Film or Computer Information		Actual Cost	At Cost	At Cost	
	Delivery, Packaging and Postage		Actual Cost	At Cost	At Cost	
<b>LAW, ORDER AND PUBLIC SAFETY</b>						
I051115	Fire Maps	LG Act 1995 S6.16	Per Map	25.00	25.00	Y
	<b>Dog Registration - Per Dog</b>		1 Nov - 31 Oct			
	<i>** Registration fees are Prescribed in the Dog Act Regulations 1976</i>					
	<i>^^ Registrations after 31 May are only 50% of the fees below</i>					
	<i>** Concession of 50% available to eligible PENSIONERS</i>					
	<i>** Concession of 75% available for WORKING DOGS</i>					



## Schedule of Fees and Charges 2025-2026

Shire of West Arthur  
PO Box 112  
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Effective: 1 July 2025		Amended: 24 July 2025		Adopted OCM: 26 June 2025		
		Amended: 27 November 2025				
COA/T#	ITEM	Statutory Fees	Details	2024/25	2025/26	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
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
	<b>Cat Registration - Per Cat</b>					
	**Registration fees are prescribed in the Cat Act Regulations 2012					
	^^ Registrations 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
	<b>Fines and Penalties - Per animal</b>					
	** 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
	<b>Miscellaneous</b>					
	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
	<b>Fines Enforcement (Applicable to all infringement) - Fines, Penalties and Infringement Notices Enforcement Regulations 1994</b>					
I051125	Issuing Final Demand	Fine Regs Schd 2		26.90	27.60	N
	Preparing Enforcement Certificate			22.90	23.50	N
	Registration of Infringement Notice			86.00	88.50	N
	<b>Fire Control</b>					
I051125	Firebreaks - Cost Recovery	BFA 1954 s33(5)		at cost	at cost	N
	Infringements			at cost	at cost	N



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	<b>Impounding Vehicles</b>					
I051125	Impound Fees			135.00	140.00	N
	Impound Fee Per Day			20.00	21.00	N
	Towing Expense as Per Service			at cost	at cost	N
<b>EDUCATION AND WELFARE</b>						
	<b>Kids Central Membership</b>					
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
	<b>Meal Services</b>					
I061011	Main Meal	LG ACT 1995 S6.16	Per Meal	8.00	8.50	N
	Dessert		Per Dessert	3.50	4.00	N
<b>HEALTH</b>						
	<b>Wastewater Treatment System</b>					
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
	<b>Health Department of WA application fee</b> to Construct or Install Apparatus for the Treatment of Sewage, Chief Health Officer approval is required (With Local government report - <b>not a LG Fee</b> )	R4A		93.00	93.00	N
	<b>Food Business</b>	Refer to Health Department Scale of Fees				
	New Food Business Notification - Charitable			Nil		N
	New Food Business Notification/Registration Form			110.00	115.00	N
	<b>Food Business Surveillance/Inspection Fee</b>					
	Very Low risk or Charitable			Nil		
	Low risk - At least 1 Inspection Annually			110.00	115.00	N
	Medium risk - At least 2 Inspection Annually			195.00	200.00	N
	High risk - At least 3 Inspection Annually			295.00	300.00	N
	Low Risk - Inspection Fee			29.00	30.00	N
	Medium Risk - Inspection Fee			78.00	80.00	N
	High Risk - Inspection Fee			142.00	145.00	N
	<b>Temporary Food Stall/Vendor Permits</b>					
	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



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	<b>Public Building</b>					
	Public Building Fee - Licence premises (Commercial) Annually	s6.16 LGA	2 Inspections Per Year	140.00	140.00	N
	Public Building Fee - Non Licence premises (Commercial) Annually	s6.16 LGA	1 Inspections Per Year	70.00	70.00	N
	Public Building Fee - (Not for profit)	s6.16 LGA		Nil		
	<b>HOUSING</b>					
	<b>Community Housing</b>	LG Act 1995 S6.16				
I091110	Unit 1/10 Hillman Street		Per Week	130.00	135.00	N
	Unit 3/12 Hillman Street		Per Week	145.00	150.00	N
	Unit 4/12 Hillman Street		Per Week	130.00	135.00	N
	25 Nangip Crescent		Per Week	150.00	155.00	N
	18 Gibbs Street		Per Week	150.00	155.00	N
	<b>Shire Houses by Non-Staff</b>	LG Act 1995 S6.16				
I091111	52 Hillman Street - Used by Shire Staff		Per Week	200.00	0.00	N
	10 Gibbs Street - Staff House Under Renovation		Per Week	200.00	0.00	N
	31 Arthur Street - Used by Shire Staff		Per Week	163.00	0.00	N
	7 Hillman Street - Pool Manager (Available for use by the Pool Contractor for the term of the Agreement)		Per Week	137.00	0.00	N
	8 Hillman Street - Used by Shire Staff		Per Week	175.00	0.00	N
	<b>GROH Housing</b>	LG Act 1995 S6.16				
	11 King Street -	GROH Lease	Per Week	590.00	590.00	N
	Unit 2/10 Hillman Street	GROH Lease	Per Week	320.00	320.00	N
	<b>COMMUNITY AMENITIES</b>					
I102160	Asbestos Disposal - (Include Cost of Staff Time and Equipment per Hour)	LG Act 1995 S6.16	Per Cubic Metre	100.00	105.00	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 Metre	16.50	17.50	Y
	Replacement or a new key or FOB for rubbish Tips	LG Act 1995 S6.16	Per key or FOB	35.00	35.00	Y
	<b>Rubbish Bins</b>	LG Act 1995 S6.16				
I101110	Rubbish Collection	Per Service - Refuse and Recycle		305.00	355.00	N
	NEW Replacement Bins - Recycle		240L	120.00	125.00	Y
	NEW Replacement Bins - Waste		240L	120.00	125.00	Y
	Bin Parts - New Wheels		Each	50.00	55.00	Y
	Bin Parts - New Lid		Each	50.00	55.00	Y





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	<b>Cemetery Fees</b>	LG Act 1995 S6.16				
I107140	Interment (up to 1.8m deep) - Weekdays			610.00		Y
	Interment (up to 1.8m deep) - Weekend/Public Holidays			765.00		Y
	Interment (up to 2.4m deep) - Weekdays			1,220.00		Y
	Interment (up to 2.4m deep) - Weekend/Public Holidays			1,530.00		Y
	Reopening of Existing Grave (Companion Plot)			610.00	1,256.00	Y
	Grave Exhumation - Fees plus Contractors used at Cost			610.00	1,256.00	Y
	Interment (up to 2.1m deep) - Machine				1,000.00	Y
	Interment (up to 2.1m deep) - By Hand				1,500.00	Y
	Additional depth 0.3M				360.00	Y
	<b>Reservations (Gravesite and Niche Wall)</b>					
	Grant of Right - 25 Years		per person	80.00	85.00	N
	Grant of Right - Renewals		per person	46.00	48.00	N
	Grant of Right - Transfer		per person	46.00	48.00	N
	<b>Monumental Work</b>					
	Permission to Erect a Headstone - Monument or Name Plate			60.00	62.00	N
	Removal and Replacement of Headstones, Kerbing or Monuments			at cost	at cost	Y
	<b>Niche Wall</b>					
	Interment of Ashes in Niche Wall - Single			68.00	70.00	Y
	Interment of Ashes in Niche Wall - Double			135.00	140.00	Y
	Niche Wall - Re-Open			68.00	70.00	Y
	Administration Fee - Niche Wall Plaque			75.00	78.00	Y
	Niche Wall Plaque - At Cost from Supplier			at cost	at cost	Y
	<b>License</b>					
	Funeral Directors - Annual License Fee				220.00	Y
	Single Funeral permit				110.00	Y
	Monumental Mason - Annual License				220.00	Y
	Single Monumental mason Permit				90.00	Y
	<b>Miscellaneous</b>					
	Internment of Ashes in a Grave				250.00	Y
	<b>Town Planning</b>					
	** Fees are Prescribed in the Planning and Development Act Regulations 2009					
I106390	<b>Town Planning Scheme</b>					
	Application for Town Planning Scheme Amendments, Local Structure Plans and Development Plans			At Cost - estimate to be provided.	At Cost - estimate to be provided.	N



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	<b>Development Applications</b>					
	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
	<b>** 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. **</b>					
	Determining an application to amend or cancel development approval.			295.00	295.00	N
	Providing a subdivision clearance for not more than 5 lots.			73.00 per Lot	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.	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.	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	7,393.00	N
	Public advertising of development applications, scheme amendments, Structure Plans, Activity Centre Plans or Development Plans.			At cost	At cost	N
	<b>Extractive Industry - Development Applications</b>					
	# 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	2,217.00	2,217.00	N
	<b>Extractive Industry License</b>					
	Initial Application		per year	550.00	550.00	N
	Renewal Application - less than 5 Hectares		per year	550.00	550.00	N
	Renewal Application - More than 5 Hectares		per year	750.00	750.00	N
	<b>**This refers to the area under the extractive industry licence and not the planning consent, which may cover a greater area. **</b>					
	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 Assessment Panels) Regulations 2011 (Paid direct to DAP)					
	1. A DAP application where the estimated cost of the development is (FORM 1: New Application):					
	(a) less than \$2 million	Sch 1 r.10,17 PDR	Each	5,341	5,475	N
	(b) not less than \$2 million and less than \$7 million	Sch 1 r.10,17 PDR	Each	6,168	6,322	N
	(c) not less than \$7 million and less than \$10 million	Sch 1 r.10,17 PDR	Each	9,522	9,760	N
	(d) not less than \$10 million and less than \$12.5 million	Sch 1 r.10,17 PDR	Each	10,361	10,620	N
	(d) not less than \$12.5 million and less than \$15 million	Sch 1 r.10,17 PDR	Each	10,656	10,922	N
	(f) not less than \$15 million and less than \$17.5 million	Sch 1 r.10,17 PDR	Each	10,952	11,226	N
	(g) not less than \$17.5 million and less than \$20 million	Sch 1 r.10,17 PDR	Each	11,249	11,530	N
	(h) not less than \$20 million and less than \$50 million	Sch 1 r.10,17 PDR	Each	11,544	11,833	N
	(i) not less than \$50 million or more	Sch 1 r.10,17 PDR	Each	16,680	17,097	N
	2. An Application under regulation 17 (Form 2: Amendment)			264	271	N
	Note: The estimated cost of development 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. **					





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<b>RECREATION AND CULTURE</b>						
I111110	<b>Darkan Town Hall</b>	LG Act 1995 S6.16				
	Hire of Main Hall and Kitchen		Full Day Hire	130.00	135.00	Y
	Hire of Main Hall and Kitchen		Half Day Hire	85.00	90.00	Y
	Hire of Kitchen Only		Full Day Hire	90.00	95.00	Y
	Hire of Kitchen Only		Half Day Hire	60.00	65.00	Y
	Hire of Main Hall Only		Full Day Hire	60.00	65.00	Y
	Hire of Main Hall Only		Half Day Hire	30.00	35.00	Y
	Hire of Pioneer Hall and Kitchen		Full Day Hire	100.00	105.00	Y
	Hire of Pioneer Hall and Kitchen		Half Day Hire	50.00	55.00	Y
	Hire of Pioneer Hall Only		Full Day Hire	40.00	45.00	Y
	Hire of Pioneer Hall Only		Half Day Hire	20.00	25.00	Y
	Community Activities		Per Hire	30.00	35.00	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
	<b>** Local Community Groups and Not for Profit Groups have free use of Darkan Town Hall, but pay a bond of \$100.00.</b>					
	<b>** Hire of Chairs (only the old orange style hall chairs).**</b>		Per Item	0.45	0.50	Y
	Hire of Tables - Darkan Town Hall		Per Item	10.00	11.00	Y
	Hire of Chairs - Darkan Town Hall		Per Item	2.00	2.20	Y
	Set up fees		Per Hour	55.00	60.00	Y
	Cleaning Fees (Failure to Clean and Tidy Venue and Equipment)		Per Hour	55.00	60.00	Y
I111110	<b>Arthur River Hall</b>	LG Act 1995 S6.16				
	Hire of Hall		Per Hire	125.00	130.00	Y
	<b>** Local Community Groups and Not for Profit Groups have free use of Arthur River Hall, but pay a bond of \$100.00.</b>					
I112110	<b>Darkan Swimming Pool</b>					
	Single Membership		Per Season	90.00	120.00	Y
	Family Membership (2 Adults plus 2 Children, or 1 Adult + 3 Children)		Per Season	140.00	200.00	Y
	Children (4-16 years)/Pensioner/Concession		Per Season	30.00	50.00	Y
	Individual Adult		Per Visit	4.50	5.00	Y
	Spectators Adult		Per Visit		1.00	Y
	Children (4-16 years)/Pensioner/Concession		Per Visit	3.50	4.00	Y
	Group Course fees		Per Person	20.00		N
	Individual Course fees		Per Person	55.00		N
	Baby Swim Classes - Pool Member		Per Lesson	10.00		N
	Baby Swim Classes - Non-Pool Member		per Lesson	13.00		N
	Swipe Key (Authorised for Darkan Swimming Pool)		Per Key	35.00		Y
	Swim Coaching		Per Lesson	at cost		N
	Swim Club - Pool Member		Per Lesson	8.00		Y
	Swim Club - Non-Pool Member		Per Lesson	10.00		Y



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I113140	<b>Community Gym Membership</b>					
	Casual Daily Pass		Per Person		10.00	Y
	Gym Fees - 1 Months Adult		Per Person		25.00	Y
	Gym Fees - 12 Months Adult		Per Person	90.00	120.00	Y
	Gym Fees - 6 Months Adult		Per Person	50.00	75.00	Y
	Gym Fees - 12 Months Student/Concession		Per Person	45.00	75.00	Y
	Gym Fees - 6 Months Student/Concession		Per Person	25.00	40.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 12 Months		2 Persons	150.00	200.00	Y
	Family - (1 Adult plus 1 kid over 18 years OR 2 Adults) 6 Months		2 Persons	80.00	100.00	Y
	FOB Key for Gym	LG Act 1995 S6.16	Per FOB	35.00	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	<b>History Books</b>					
	Hard Cover			30.00	30.00	Y
	Paper Back			22.00	22.00	Y
	Postage			at cost	at cost	
I147120	<b>The Shed</b>					
	Membership - Yearly (Pro-rata below 6 months)		Per Person	60.00	62.00	Y
	Membership - Pensioner/Seniors Concession		Per Person	40.00	42.00	Y
	Locker Hire			10.00	11.00	Y
	Hourly Rate		Per Hour	30.00	35.00	Y
	Social Membership		Per Person	5.00	5.00	Y
<b>ECONOMIC SERVICES</b>						
	<b>Scheme Standpipe Water</b>					
I134130	Community Standpipe Water	LG Act S6.16	Per Kilolitre	3.50	3.50	N
	Commercial Standpipe Water	LG Act S6.16	Per Kilolitre	12.50	12.50	N
	Minimum Fees		Per Month		10.00	N
	Deposit Growden Place Standpipe Key (Held in Shire Account)			25.00	25.00	N
	<b>Duranillin Water Supply (Not available after October 2024)</b>					
I136110	Annual Service Charge		Per Annum	120.00		N
	Water Usage (First 100kl)		Per Kilolitre	3.50		N
	Water Usage (Next 300kl)		Per Kilolitre	5.00		N
	Water Usage (Above 400kl)		Per Kilolitre	8.00		N
	<b>Building Control</b>					
	** Fees are prescribed in the Building Act regulations 2012 - Schedule 2. **					



## Schedule of Fees and Charges 2025-2026

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



Effective: 1 July 2025		Amended: 24 July 2025 Amended: 27 November 2025		Adopted OCM: 26 June 2025		
COA/T#	ITEM	Statutory Fees	Details	2024/25	2025/26	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
I133110	Application for Building Permits and Demolition Permits					
	Certified Application for a building permit (Section 16(1)).					
	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
	Application for a Demolition Permit					
	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
	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

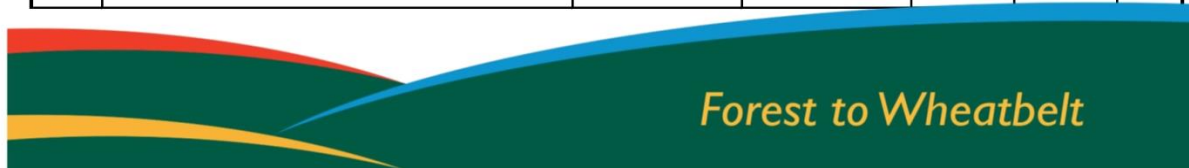


## Schedule of Fees and Charges 2025-2026

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



Effective: 1 July 2025		Amended: 24 July 2025		Adopted OCM: 26 June 2025		
		Amended: 27 November 2025				
COA/T#	ITEM	Statutory Fees	Details	2024/25	2025/26	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change						
<b>Construction Training Fund Levy</b>						
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
<b>Building Service Levy</b>						
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
<b>Other Licenses and Fees</b>						
I13314015	Swimming Pool Inspection fees (Regs 53) - <b>Effective 1 October 2024</b>	Building Regulations 2012, r53		58.45	58.45	N
I13315015	Application for Grant or renewal (Caravan Park or Camping Ground) of License (Regs 45) - <b>Effective 1 October 2024</b>	Caravan Park and Camping Grounds Regulations 1997	Per Site	200.00	200.00	Y
<b>Darkan Caravan Park</b>						
I132040	Powered Site (2 persons)		Per Night	25.00	27.00	Y
	Powered Site Extra Person		Per Night	7.00	7.50	Y
	Un-Powered Site (2 persons)		Per Night	20.00	22.00	Y
	Un-Powered Site Extra Person		Per Night	5.00	5.50	Y
	Casual Shower - Daily per person		Per Day	7.00	7.50	Y
	Powered Site (2 persons) - <b>Weekly</b>		Per Week	150.00	162.00	Y
	Powered Site Extra Person - <b>Weekly</b>		Per Week	42.00	45.00	Y
	Un-Powered Site (2 persons) - <b>Weekly</b>		Per Week	120.00	132.00	Y
	Un-Powered Site Extra Person - <b>Weekly</b>		Per Week	30.00	33.00	Y
	Chalet (2 Persons) Staying one Night Only		Per Night	170.00	175.00	Y
	Chalet (2 Persons) two or more nights		Per Night	140.00	145.00	Y
	Chalet (2 Persons) - <b>Weekly</b>		Per Week	840.00	870.00	Y
	Chalet Extra person per night		Per Night	20.00	22.00	Y
	Chalet Extra person - <b>Weekly</b>		Per Week	120.00	132.00	Y
	Washing Machine		Per Cycle	4.00	5.00	Y
	Dryer		Per Cycle	2.00	3.00	Y
	Nissen Hut		Per Night	70.00	75.00	Y
	Nissen Hut - <b>Weekly</b>		Per Week	0.00	450.00	Y
<b>Cancellation Fees (Refund Required) - Refund will be net of merchant fees.</b>						
<b>7 days Notice</b>						
	Administration Fee			27.50	27.50	Y
<b>Less than 48 Hours Prior to check in</b>						
	Administration Fee			27.50	27.50	Y
	Plus: One Night Booking fee			at cost	at cost	Y



**12.4 AMENDMENTS TO 2025-26 ADOPTED BUDGET**

<b>File Ref:</b>	<b>ADM381</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>20/11/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>

**SUMMARY:**

Council is requested to consider amending the adopted 2025-2026 annual budget to recognise the shortfall in the Financial Assistance Grant for 2025-2026.

**BACKGROUND:**

The Western Australian Local Government Grant Commission advanced the Financial Assistance Grant for 2025-2026 in June 2025. The communication was that it represented 50% of the grant allocations. The Shire adopted the annual budget for 2025-2026 in August 2025. We received an email notification on August 19, 2025, stating that the Grant Advance in June was 53.87%, resulting in a shortfall of \$114,788 in our adopted budget.

**COMMENT:**

To address the FAG's shortfall, we must make the following amendments to the adopted 2025-2026 annual budget:

**1. To address FAGs Shortfall:**

1. Additional Income from DFES Claim	\$11,085	Operating Income
2. Worker Compensation Claim	\$9,545	Operating Income
3. Not proceeding with Clarke Road Closure	\$24,400	Operating Expense
4. Reduced Wages for Gardening Crews	\$7,500	Operating Expense
5. Not replacing Printer/Copier	\$6,000	Capex Expense
6. Bring in Lotterywest Grant – Lake Grant	\$20,000	Operating Grant
7. Not employing Land Care Officer	\$37,000	Operating Expense
Total Savings	\$115,530	

**2. IPWEA Membership:** The shire needs to access tools and guidance notes from the Institute of Public Works Engineering Association.

1. Reduce the cost of the Election {E0420212}	(\$7,500.00)	Operating Expense
2. Increase membership fees – IPWEA {E12907012}	\$7,500.00	Operating Expense

**3. Other Budget Amendments:**

1. Reduce Retic. Around Shire Office {E14208612}	(\$8,000)	Operating Expense
2. Purchase Starlink for VBFB and Works {14400112}	\$ 1,500	Operating Expense
3. Purchase of 3 Spy CCTV Cameras {14400112}	\$ 3,500	Operating Expense
4. Purchase of Samsung Tablet for MWS {E14400112}	\$ 3,000	Operating Expense

**CONSULTATION:**

Chief Executive Officer  
Manager Works and Services  
Manager Financial Reporting

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.2 – Local government to prepare annual budget - states that: During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

\* Absolute majority required.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

There will be no impact on the Shire's adopted budget for the 2025-2026 financial year, other than what has been described above.

**STRATEGIC IMPLICATIONS:**

Community Strategic Plan West Arthur Towards 2031

Theme: Built Environment – well-maintained roads and infrastructure that reflect our identity

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

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

**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 amend the 2025-2026 budget may result in the non-functioning of the Council.
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (15)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Approve the proposed budget amendments.

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council approve the following amendments to the adopted 2025-2026 annual budget:

**1. To Address the FAGs Shortfall:**

1. Additional Income from DFES Claim	\$11,085	Operating Income
2. Income from Worker Compensation Claim	\$ 9,545	Operating Income
3. Not to proceed with Clarke Road Closure	\$24,400	Operating Expense
4. Reduced Wages for Gardening Crews	\$7,500	Operating Expense
5. Not to replace Printer/Copier	\$6,000	Capex Expense
6. Bring in Lotterywest Grant – Lake Grant	\$20,000	Operating Grant
7. Not to employ Land Care Officer	\$37,000	Operating Expense
Total Savings	\$115,530	

2. **IPWEA Membership:** The Author needs to access tools and guidance notes from the Institute of Public Works Engineering Association.

- 
- |  |              |                   |
|--|--------------|-------------------|
| 1. Reduce the cost of the Election {E0420212}        | (\$7,500.00) | Operating Expense |
| 2. Increase membership fees – IPWEA {E12907012}      | \$7,500.00   | Operating Expense |
| 3. <b>Other Budget Amendments:</b>                   |              |                   |
| 1. Reduce Retic. Around Shire Office {E14208612}     | (\$8,000)    | Operating Expense |
| 2. Purchase Starlink for VBFB and Works {E14400112}  | \$1,500      | Operating Expense |
| 3. Purchase of 3 Spy CCTV Cameras {E14400112}        | \$3,500      | Operating Expense |
| 4. Purchase of Samsung Tablet for Author {E14400112} | \$3,000      | Operating Expense |



## 13 WORKS AND SERVICES

### 13.1 5 YEAR REGIONAL ROAD GROUP WORKS PROGRAM

Location:	Not applicable
Applicant:	Not applicable
Author:	Gary Rasmussen, Manager Works and Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	18/11/2025
Disclosure of Interest:	Nil
Attachments:	1. Five year program

#### SUMMARY:

Council is requested to note and endorse the attached updated 5 year Regional Road Group (RRG) Program.

#### BACKGROUND:

The Regional Road Group 5 Year Program is developed by the Manager Works and Services to assist in the preparation of the Multi Criteria Assessment (MCA) application for Main Roads WA funding.

#### COMMENT:

This is a live document; it is reassessed each year and endorsed by Council accordingly. As defects appear in different locations, it is logical that the program needs to change to reflect the demand on the network.

Amendments may also need to be made to address changes in the type or volume of traffic across the network. For example, a single road might be utilised in relation to tree harvesting and then to move grain and finally to transport hay.

#### CONSULTATION:

Nil

#### STATUTORY ENVIRONMENT:

Nil

#### POLICY IMPLICATIONS:

Nil

#### FINANCIAL IMPLICATIONS:

Council will be required to budget to meet the required 1/3 co-contribution to receive the RRG Funding.

#### STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

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

Outcome: Our road network is well maintained

Strategy: Regularly review and update our long term road construction and maintenance program

#### RISK IMPLICATIONS:

*Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it.* The consequences may be positive or

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

### Risk Themes:

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

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

### Risk Matrix:

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

Description of Key Risk	Not having a clear plan for Regional Road Group funded works would likely result in the network falling into disrepair.
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (12)
Principal Risk Theme	Inadequate asset management
Risk Action Plan (Controls or Treatment Proposed)	Endorse the plan as presented

**VOTING REQUIREMENTS:**

Simple Majority

---

**OFFICER RECOMMENDATION:**

That Council note and endorse the 5 Year Regional Road Group Works Program as presented.

## Regional Road Group 5-Year Program

**2027/2028- 2031/2032**

Road Name	LGA Number	Road Number	SLK		Work Description	Work Type**	Preservation***					Improvement / Construction***				
			Start	Finish			2027/2028	2028/2029	2029/2030	2031/2032	2032/2033	2027/2028	2028/2029	2029/2030	2031/2032	2032/2033
Bowelling Duranillin rd.	3160	202	30.27	30.73	One layer Cement lifting road 300mm and 14/7mm seal	im						125,000				
Bowelling Duranillin rd.	3160	202	27.40	28.43	One layer Cement lifting road 300mm and 14/7mm seal	im						500,134				
Bowelling Duranillin rd.	3160	202	29.32	29.88	One layer Cement lifting road 300mm and 14/7mm seal	im						125,000				
Arthur River Dinninup rd.	3160	203	60.00	50.14	widen seal to 8 wide total edge sealing	i							500,000			
Arthur River Dinninup rd	3160	203	44.00	38.00	shoulder works	p		300,000								
Arthur River Dinninup rd	3160	203	38.00	30.00	shoulder works	p			230,000							
Arthur River Dinninup rd	3160	203	50.00	40.00	widen seal to 8 wide total edge sealing	i								600,000		
Bowelling Duranillin rd.	31600	003	25.00	31.00	recondition shoulders improvement	p					410,000					
Arthur River Dinninup rd	3160	203	30.00	26.00	recondition shoulders improvement	p					430,000					
Arthur River Dinninup rd	3160	203	26.00	20.00	recondition shoulders improvement	p					400,000					
Bowelling Duranillin rd.	31600	003	26.00	18.00	recondition shoulders improvement	p					450,000					

	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
<b>Total Annual LGA Funding Request</b>	<b>750,134</b>	<b>800,000</b>	<b>830,000</b>	<b>840,000</b>	<b>850,000</b>
<b>Preservation as % of Total Program</b>	<b>0.00%</b>	<b>37.50%</b>	<b>27.71%</b>	<b>100.00%</b>	<b>100.00%</b>
<b>Improvement/Expansion as % of Total Program</b>	<b>100.00%</b>	<b>62.50%</b>	<b>72.29%</b>	<b>0.00%</b>	<b>0.00%</b>

**\*\*P Preservation**

Improvement

\*\*\* Enter \$ amounts as RRG Pool Contribution

Calculated Cells

## 14 REGULATORY SERVICES

### 14.1 REQUEST FOR LONG STAY AT THE DARKAN CARAVAN PARK

<b>File Ref:</b>	<b>ADM383</b>
<b>Location:</b>	<b>Darkan Caravan Park</b>
<b>Applicant:</b>	<b>Karen Jackson</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>20/11/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Request for Long Term Stay (Confidential)</b>

#### SUMMARY:

Council is requested to consider approving an application for a long-term stay in a privately-owned caravan at a powered site at the short-stay Darkan Caravan Park.

#### BACKGROUND:

The Shire-owned Darkan Caravan Park is a short-stay facility, meaning that a site there can be occupied consecutively by the one person or one group of persons, for no longer than 3 consecutive months. This type of classification has served the Shire well as it has ensured that the sites are kept available for tourists and travellers. It has also helped the caravan park avoid some of the issues that can be associated with long-stay parks such as the erection of non-approved subsidiary structures.

#### COMMENT:

The applicant has stated that she really likes Darkan and intends to reside here long term, depending on her ability to source permanent housing. We are all aware of the shortage of housing in Darkan so there is no guarantee that housing will become available. Of course, we will continue to lobby the State government to address the shortage of both community and key worker housing in town.

There are several issues for Council to consider in relation to this matter. Firstly, there is no fee for long term stays at the Darkan Caravan Park in the Shire's Schedule of Fees and Charges. Unless that was changed, the applicant would need to pay the standard rates for short stay patrons.

Secondly, several sections of Schedule 7 of the *Caravan Parks and Camping Grounds Regulations 1997* would need to be addressed.

Section 13 states that:

"(1) Every long stay site is to have either or both of the following — (a) a hard stand for a vehicle other than the caravan; (b) such additional amount of space as is approved on the side of the facility road next to the site for at least one such vehicle to park."

Section 37 subsection (2) states that:

"All long stay sites are to have a separate meter to record the electricity, if any, supplied to that site."

Section 43 states that :

"... there is to be a tap or water connection point with a supply of potable water at every long stay site."

Section 46 subsection (2) states that:

“A long stay site with a caravan which has ablution, toilet or laundry facilities is to have a sewage connection point which is in accordance with the requirements of AS/NZS 3500.2.2.”

Given these requirements, and that it would not be of benefit to the Shire to create a precedent of this nature, it would appear that the best option would be to maintain the status quo of only allowing short stays at the Darkan Caravan Park.

**CONSULTATION:**

WALGA

Environmental Health Officer

**STATUTORY ENVIRONMENT:**

Caravan Parks and Camping Grounds Regulations 1997

Schedule 7

Section 13 Paved areas and areas under some annexes

Section 37 Electricity to sites

Section 43 Long stay sites to have own tap or connection

Section 46 Waste water disposal

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Leadership and Management – inspirational, dynamic, transparent

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

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

**Risk Matrix:**

Consequence 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	Allowing long stay tenants in a short stay facility without complying with the necessary conditions
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (12)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Decline this application of ensure compliance with requirements

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council decline the application as presented for a long term stay at the Darkan Caravan Park;

OR

That Council approve the application as presented and direct the CEO to investigate the actions required to satisfy the conditions for approving applications of this nature.

CONFIDENTIAL ATTACHMENT  
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**15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

Nil

**17 MATTERS BEHIND CLOSED DOORS**

Nil

**18 CLOSURE OF MEETING**

The Presiding Member to declare the meeting closed.