



## AGENDA

Shire of West Arthur  
Ordinary Council Meeting  
Thursday 18 December 2025

### NOTICE OF MEETING

Dear Elected Member

The next **Ordinary Council Meeting** meeting of the Shire of West Arthur will be held on Thursday 18 December 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).

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

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

# Request to Attend Meeting by Electronic Means

(Local Government Act 1995 – Section 5.25)

Local Government (Administration) Regulations 1996 –  
14C

Shire of West Arthur

PO Box 112

31 Burrowes Street

Darkan WA 6392

T: (08) 9736 2400

E: shire@westarthur.wa.gov.au



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

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

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

## Consideration of Location and Equipment Available

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

Location Proposed

Equipment Available

## IMPORTANT NOTE

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

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

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

**Is the Location and Equipment Deemed Suitable?**☐ Yes☐ No**Is the Request to Attend the Proposed Meeting by Electronic Means Approved?**☐ Yes☐ No

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Written Declaration of Interest in Matter Before Council

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



**NOTE: USE ONE FORM PER DECLARATION**

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

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

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

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

☐ Financial pursuant to Sections 5.60A of the Local Government Act 1995.

☐ Proximity pursuant to Section 5.60B of the Local Government Act 1995.

☐ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995.

☐ Impartiality pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021

(5) The nature of my interest is

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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**

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

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

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

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

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

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

The Presiding Member to declare the meeting open.

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

**2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

COUNCILLORS:	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 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5 PUBLIC QUESTION TIME**

Nil

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

Nil

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**8 DISCLOSURES OF INTEREST**

Nil

**9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD****9.1 ORDINARY MEETING OF COUNCIL 27 NOVEMBER 2025**

**File Ref:** ADM378  
**Author:** Renee Schinzig, Administration Officer  
**Authorising Officer:** Vin Fordham Lamont, Chief Executive Officer  
**Date:** 10/12/2025

**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 27 November 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 WESTCARE COMMITTEE**

<b>File Ref:</b>	<b>ADM030</b>
<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>02/12/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<ol style="list-style-type: none"><li><b>1. Letter from Westcare re its Future Administration (Confidential)</b></li><li><b>2. Westcare Advisory Committee AGM Minutes 21 August 2007 (Confidential)</b></li><li><b>3. Extract of April 2008 Council Minutes Westcare ToR (Confidential)</b></li><li><b>4. Terms of Reference Endorsed at April 2008 Council Meeting (Confidential)</b></li><li><b>5. Westcare Item - Minutes of November 2022 Ordinary Meeting of Council (Confidential)</b></li><li><b>6. Flying Minute from the Westcare Committee (Confidential)</b></li></ol>

**SUMMARY:**

Council is requested to consider the attached request (attachment 1) and support the transfer of Westcare Committee funds held by the Shire of West Arthur to the West Arthur Community Resource Centre, and disband the existing committee.

**BACKGROUND:**

On 11<sup>th</sup> May 1979, three West Arthur community members met with the intention of forming a service group within the district that would have the capacity to help those in crisis. These individuals had observed a growing need for assistance for people who, through no fault of their own, required emergency relief. This was initially in the form of home help or basic domestic requirements. After consultation with the Shire Administration at the time, the "Emergency Housekeeping Scheme" was established. Initial funding for the service came from private donations and contributions from the Shire.

After the service commenced operations, it became apparent that a coordinator was needed to deal directly with clients and a person was then appointed to this salaried position. Over time, the service expanded to assist hundreds of clients and, at one stage, there were two salaried coordinators.

As the area of service grew, so too did the need for further funding. After many hours of preparing grant applications and lobbying politicians, Westcare (as the scheme came to be called) eventually started to receive annual grants from the state Department for Community Development, the commonwealth Department for Family and Community Services, and from other local governments where the services were provided.

Owing to the growing responsibilities related to employing staff, and the fact that Westcare was an unincorporated body, it became a sub-committee of the Shire of West Arthur in 2000. The two coordinators became employees of the Shire with their salaries continuing to be funded by an ongoing grant from the Department for Community Development.



At its meeting of 21<sup>st</sup> August 2007, the Westcare Management Committee resolved that, with effect from September 2008:

1. Westcare services would be contracted to within Shire of West Arthur boundaries only.
2. Westcare would at that time no longer require the services of paid coordinators.
3. Westcare would discontinue applications for Commonwealth/State government funding.

At its annual general meeting (also on 21st August 2007), the Westcare Advisory Committee resolved to accept the above resolution by the management committee. The advisory committee also noted that the management committee agreed to consider their structure and method of operating beyond September 2008 over the next 12 months. Advice would be sought from the Shire CEO on whether Westcare would operate as a Committee of Council or independently as an incorporated association. (Attachment 2.)

Council approved the Westcare Terms of Reference at its April 2008 Ordinary meeting (attachments 3 and 4). This was in response to the Westcare proposal to wind up the majority of its then operations to a smaller model. The objectives of the Westcare committee, according to the Terms of Reference which were adopted by Council at its April 2008 Ordinary meeting were to:

- Manage the funds carried over from the Westcare Service Committee that existed prior to 1 October 2008.
- Decide on how those funds should be distributed consistent with the principle of supporting Shire of West Arthur individuals and families in need of support. The committee is not restricted in what it may fund; generally, however, the items will be food vouchers, payments for utilities, education expenses for children, travel for medical requirements, car licences and repairs, rent, or payment of wages for home help.

The adopted Terms of Reference indicated that Westcare would operate as a Committee of Council. Due to the confidentiality required by the committee for protection of its members and clients alike, it would appear that the Terms of Reference have not always been fully adhered to.

In November 2022, Council adopted an updated Terms of Reference (attachment 5). Again, Westcare was referred to as a Committee of Council.

The Terms of Reference are confusing as to the actual establishment of this Committee, as this document separately suggests the Shire provides the Committee with an annual donation, for which the Committee has discretion for how those funds are distributed (which, if a committee of council, would require a delegated authority). No such delegated authority exists.

As a Committee of Council, the Committee cannot / doesn't hold funds in its own right. A Committee of Council is a subset of the Council of a Local Government, assisting the Council in performing the functions of the Local Government. Therefore, the committee can only make recommendations to Council for Council's decision and the funds proposed to be expended by the Committee are held in the Local Government's Municipal Fund and can only be expended in accordance with the adopted budget.

Further, if the Westcare Committee is, as stated in the attached Terms of Reference, require to comply with the *Local Government Act 1995* (the Act), then the committee agenda is prepared by the Shire, with officer reports and recommendations informing the Committee's recommendations to Council (no general business able to be raised by members), with minutes recorded and published in accordance with the Act. Committee members would also be subject to the Model Code of Conduct and have legal obligations for disclosures of interest, etc with associated Act penalties applying for breaches.

Having researched and evidenced the historic status of the Committee and the Shire's subsequent role in administering the Committee's funds, the Author is of the opinion that the attached Terms of Reference may

not be valid nor have any legal relevance to the committee's operations. This would mean that there are no legislative requirements to disband this committee.

The Shire of West Arthur has held the funds for the committee since 2008. Refer to the Terms of Reference in attachment 5 for a description of how the committee accesses the funds and distributes them.

**COMMENT:**

The Shire currently holds the Westcare funds in its municipal fund in account L0124510 with a balance of \$45,169.90 as at 3 December 2025.

Following a meeting of the Westcare Committee, which included the Shire CEO as an attendee, the committee submitted the request (attachment 1) that the existing Westcare funds be transferred to the West Arthur Community Resource Centre (the CRC) with the intent that the CRC will create a new account for the funds and hold them on behalf of Westcare. In addition, the CRC will create a new Westcare sub-committee, manage its funds and provide general administrative report.

Attachment 6 is the flying minutes document where the members of the Westcare Committee voted to transfer its funds and administration from the Shire to the CRC.

**CONSULTATION:**

Westcare Committee

West Arthur Community Resource Centre

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Local Government (Administration) Regulations - 1996

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Community – Safe, Friendly and Inclusive

Outcome: Support available for people of all ages and abilities

Strategy: Provide services and infrastructure to meet the needs of the community

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

#### Risk Matrix:

Consequence		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	Distribution of Westcare funds to those needing them is delayed.
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (8)
Principal Risk Theme	Community Disruption
Risk Action Plan (Controls or Treatment Proposed)	Approve the proposed transfer of funds from the Shire to the West Arthur Community Resource Centre.

#### VOTING REQUIREMENTS:

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council:

1. Support the request from the Westcare Committee for its existing funds held by the Shire of West Arthur to be transferred to the West Arthur Community Resource Centre (the CRC), and for the administration of the Westcare Committee to be undertaken as a new sub-committee of the CRC; and
2. Disband the existing Westcare Committee which is administered by the Shire of West Arthur.

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**12 CORPORATE SERVICES****12.1 ACCOUNTS FOR PAYMENT - NOVEMBER 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>10/12/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Accounts for Payment Listing - November 2025</b> <b>2. Corporate Card Summary Statement - November 2025</b>

**SUMMARY:**

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

**BACKGROUND:**

The schedule of accounts for payment is included as attachments for Council information.

**COMMENT:**

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

**CONSULTATION:**

No consultation required.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulations 1996

**12. Payments from municipal fund or trust fund, restrictions on making**

- (1) A payment may only be made from the municipal fund or the trust fund —
  - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

**13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name; and
  - (b) the amount of the payment; and

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

**POLICY IMPLICATIONS:**

Policy F29 – Purchasing Policy

Policy F2 – Corporate Transaction Cards Policy

**FINANCIAL IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices

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

**Risk Matrix:**

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

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council:

1. in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, note November 2025 Municipal Fund vouchers 13112025.1-13112025.40, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$278,222.37 listed (attached) as approved for payment.
2. note the attached Corporate Credit Card facility transaction summary from 25 October 2025 to 25 November 2025.

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

<b>Date</b>	<b>Reference</b>		<b>Amount</b>
3/11/2025	Direct Debit	<b>Water Corporation</b>	201.80
		Horwood Standpipe Water Use & Supply Charge 4/8 - 2/10/2025	
6/11/2025	Direct Debit	<b>Aware Super Clearing House</b>	12,362.88
		Fortnightly Superannuation Contributions	
10/11/2025	Direct Debit	<b>Synergy</b>	604.45
		CRC Supply Charge & consumption 16/9 - 20/10/2025	
18/11/2025	Direct Debit	<b>Rentfind Technologies Pty Ltd</b>	22.00
		Rent Find Monthly Fee	
19/11/2025	Direct Debit	<b>Aware Super Clearing House</b>	298.80
		Fortnightly Superannuation Contributions - Councillor	
20/11/2025	Direct Debit	<b>Synergy</b>	3,391.20
		6 & 52 Hillman, Depot, Admin office, 10 King, Darkan Hall, The Shed, Arthur River Hall & Hist. Site, Hull Park, 10 Gibbs - 2/9 - 30/10/2025	
20/11/2025	Direct Debit	<b>Synergy</b>	896.60
		22 Hillman St Supply Charge & Consumption 2/9 - 30/10/25	
21/11/2025	Direct Debit	<b>Aware Super Clearing House</b>	12,945.37
		Fortnightly Superannuation Contributions	
21/11/2025	Direct Debit	<b>Synergy</b>	183.24
		Town Dam Supply Charge & Consumption 2/9 - 30/10/2025	
21/11/2025	Direct Debit	<b>Telstra</b>	45.00
		Mobile, Landlines & Data for Shire facilities to 1/11/25	
24/11/2025	Direct Debit	<b>Synergy</b>	3,669.40
		Caravan Park, Streetlights, Rail Reserve, Info Bay Supply Charge & Consumption 2/9 - 29/10/2025	
24/11/2025	Direct Debit	<b>Telstra</b>	2,916.77
		Mobile, Landlines & Data for Shire facilities to 1/11/25	
25/11/2025	Direct Debit	<b>Synergy</b>	399.35
		Lake, Moodi Hall Supply Charge & Consumption 20/8 - 04/11/2025	
26/11/2025	Direct Debit	<b>Synergy</b>	89.36
		Dura Water Supply Charge & Consumption 20/8 - 04/11/2025	
27/11/2025	Direct Debit	<b>NAB Credit Card</b>	1,462.84
		See attached statement	
28/11/2025	Direct Debit	<b>National Australia Bank</b>	237.89
		Merchant Fee	
28/11/2025	Direct Debit	<b>National Australia Bank</b>	43.00
		Account Fee 086724 508314385	
28/11/2025	Direct Debit	<b>National Australia Bank</b>	10.00
		Account Fee 50-831-4406	
28/11/2025	Direct Debit	<b>Synergy</b>	164.18
		Rees Rd Supply Charge & Consumption 21/8 - 6/11/25	
6/11/2025	EFT	<b>Salaries and Wages</b>	62,905.59
		Payroll	
20/11/2025	EFT	<b>Salaries and Wages</b>	67,271.56
		Payroll	

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

Date	Reference		Amount
13/11/2025	13112025.1	<b>Air Liquide</b>	57.28
		Cylinder Fees Oct 2025	
13/11/2025	13112025.2	<b>AMD Audit and Assurance Pty Limited</b>	2,310.00
		LRCI Audit 2025	
13/11/2025	13112025.3	<b>AMPAC Debt Recovery (WA)</b>	66.00
		Rate Recovery A718	
13/11/2025	13112025.4	<b>Australia Post</b>	178.40
		Box of stamps x 100 & other postage expenses for month of Oct 2025	
13/11/2025	13112025.5	<b>Axcell Jane E</b>	27.00
		Caravan Park Refund	
13/11/2025	13112025.6	<b>Bell Sharon</b>	482.08
		Reimbursement for seniors meals groceries, catering for LEMC & BFAC meetings	
13/11/2025	13112025.7	<b>Blueforce</b>	1,031.80
		CCTV - Video Software Licence - November 2025	
13/11/2025	13112025.8	<b>Bookeasy Australia Pty Ltd</b>	220.00
		Caravan Park Booking System - October 2025	
13/11/2025	13112025.9	<b>BPP Group Pty Ltd t/a Bushfire Prone Planning</b>	6,237.00
		Bushfire Management Plan - Lot 186	
13/11/2025	13112025.10	<b>Bullivants</b>	363.00
		Parts & Repairs	
13/11/2025	13112025.11	<b>Bunnings Warehouse</b>	275.15
		Fire extinguisher x 6, sharkbite connector x 2	
13/11/2025	13112025.12	<b>Cardilini Ian</b>	52.78
		Caravan Park Refund	
13/11/2025	13112025.13	<b>David Wills and Associates</b>	10,824.00
		Civil Design & Documentation	
13/11/2025	13112025.14	<b>Dept of Fire and Emergency Services</b>	2,592.00
		ESL Cat 5 2025/2026 - shire properties	
13/11/2025	13112025.15	<b>Duff Electrical Contracting</b>	352.00
		Checking reticulation at Lake	
13/11/2025	13112025.16	<b>Ecoedge</b>	2,620.20
		Zoologist Day visit	
13/11/2025	13112025.17	<b>Exurban Rural and Regional Planning</b>	7,999.71
		Town Planning Consultancy Services October 2025	
13/11/2025	13112025.18	<b>Filters Plus WA</b>	1,374.50
		Various filters	
13/11/2025	13112025.19	<b>Fleays Store</b>	25.90
		Seniors Meals groceries & milk for office	
13/11/2025	13112025.20	<b>Fluid Management Technology Pty Ltd</b>	396.00
		Depot fuel fobs	
13/11/2025	13112025.21	<b>Fordham Lamont Vin</b>	44.00
		Optus Monthly Broadband - CEO Home Internet	
13/11/2025	13112025.22	<b>Fuel Distributors of WA</b>	19,960.91
		Diesel Depot, Fuel for executive vehicles	

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

Date	Reference		Amount
13/11/2025	13112025.23	<b>Goss G H &amp; C P</b>	1,424.32
		Interim rates	
13/11/2025	13112025.24	<b>Infinitum Technologies Pty Ltd</b>	6,546.98
		Managed Service Agreement - Gold Nov 2025	
13/11/2025	13112025.25	<b>JAS Oceania Pty Ltd</b>	2,148.80
		Compact UHF CB Radio 12V 5W x 3 with antenna/brackets & orange beacon	
13/11/2025	13112025.26	<b>Mcleods Lawyers Pty Ltd</b>	701.80
		Advice: Property Sale Part of Lot 9001 Growden Place, Darkan	
13/11/2025	13112025.27	<b>MJB Industries Pty Ltd</b>	11,747.98
		Concrete pipe, headwall & freight	
13/11/2025	13112025.28	<b>QHSE Integrated Solutions Pty Ltd T/AS</b>	218.90
		Skytrust intelligence System	
13/11/2025	13112025.29	<b>Remote Asset Inspection &amp; Maintenance</b>	3,300.00
		Pipeline internal inspection works	
13/11/2025	13112025.30	<b>SD and A DeGaris</b>	1,840.30
		To supply fitted 25m x 3" layflat hose	
13/11/2025	13112025.31	<b>Sheridans Badges and Engraving</b>	304.80
		9 x Honour Board Strips	
13/11/2025	13112025.32	<b>SOS Office Equipment</b>	181.63
		Photocopier Billing Job October 2025	
13/11/2025	13112025.33	<b>South West Isuzu</b>	111.54
		Parts & Repairs	
13/11/2025	13112025.34	<b>The Great Awakening Cafe</b>	357.50
		Catering October Council Meeting	
13/11/2025	13112025.35	<b>WA Contract Ranger Services Pty Limited</b>	3,407.25
		Ranger Services October 2025	
13/11/2025	13112025.36	<b>Warren Blackwood Waste</b>	4,311.59
		Recycling, Domestic & Commercial Waste - October 2025	
13/11/2025	13112025.37	<b>West Arthur Community Resource Centre</b>	7,087.95
		Library Funding & medical funding 1/7 - 30/9/2025, laminating FCO Cards, Drs Hours Sept & Oct 25 & laminating caravan map	
13/11/2025	13112025.38	<b>Westrac Bunbury</b>	832.89
		Perform maintenance on Transmission	
13/11/2025	13112025.39	<b>White Amy</b>	349.00
		Reimbursement for Work Admins New mobile	
13/11/2025	13112025.40	<b>Zone 50 Engineering Surveys Pty Limited</b>	175.00
		Caravan Park Refund	
		<b>VOUCHERS</b>	
<b>MUNICIPAL FUND</b>			
		<b>DIRECT DEBIT</b>	39,944.13
		<b>EFT</b>	130,177.15
		<b>13112025.1-13112025.40</b>	102,537.94
		<b>LICENSING NOVEMBER 2025 TRANSFERS</b>	5,563.15
		<b>TOTAL</b>	278,222.37

SHIRE OF WEST ARTHUR  
PAYMENTS OF ACCOUNTS BY NAB VISA CARD  
FOR THE STATEMENT PERIOD: 25 October to 25 November

Kyle Whittaker, Finance Officer has reviewed the NAB visa card payments and confirm that from the descriptions on the documentation provided that: all transactions are expenses incurred by the Shire of West Arthur; all purchases have been made in accordance with the Shire of West Arthur policies and procedures; all purchases are in accordance with the Local Government Act 1995 and associated regulations, and no misuse of the **company** card is evident.

Cyllie Whitaker:

DATE: 2/12/2025



**12.2 ADOPTION OF 2024-2025 ANNUAL REPORT**

<b>File Ref:</b>	<b>ADM133</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Sharon Bell, Community Development Officer</b>
<b>Authorising Officer:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>10/12/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Interim Management Letter Attachment - Shire of West Arthur - 30 June 2025 (Confidential)</b> <b>2. Shire of West Arthur Annual Report 2024-2025 (under separate cover)</b> <b>3. Transmittal Letter to CEO - Shire of West Arthur - 30 June 2025</b> <b>4. Shire of West Arthur - Final Management Letter Attachment - 30 June 2025 (Confidential)</b> <b>5. 2025 Audit Completion Report - 30 June 2025 (Confidential)</b>

**SUMMARY:**

Council is requested to adopt the Shire of West Arthur 2024-2025 Annual Report, which includes the Annual Financial Report and Independent Auditors Report, and to set the date for the corresponding Annual Electors Meeting.

**BACKGROUND:**

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

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

The annual financial report is incorporated into the annual report and presented to the council for adoption.

**COMMENT:**

The Interim Audit was conducted in May 2025. The Interim Audit Management Letter is attached to this item for information purposes. The Annual Audit was conducted in October 2025. The Final Audit Management Letter is attached to this item for information purposes.

On 10 December 2025, the Shire's Auditors (AMD) and the Office of the Auditor General (OAG) conducted an audit exit meeting with the Audit, Risk and Improvement Committee represented by Cr Harrington (Shire President), along with the Chief Executive Officer, and the Manager Corporate Services.

At the exit meeting, the auditors confirmed that the Shire of West Arthur had received an unqualified opinion for the review period, and that only one significant issue was found during the audit. Note that the attached Independent Auditor's Report mentions the significant issue.

The annual financial report has been incorporated into the annual report and is now presented to the Council for adoption.



Please refer to the attached Interim and Final Management Letters for details of the issues raised by the auditors.

The auditor's report was received on 10 December 2025. The Audit and Risk Committee met on Monday, 15 December 2025, and recommended that the Council accept the Annual Financial Report and Auditors' Report.

**CONSULTATION:**

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

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995*

*5.27. Electors' general meetings*

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

*5.53. Annual reports*

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

*5.54. Acceptance of annual reports*

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

*\* Absolute majority required.*

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

*5.55. Notice of annual reports*

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

*5.55A. Publication of annual reports*

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

*6.4. Financial report*

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

*(2) The financial report is to —*

*(a) be prepared and presented in the manner and form prescribed; and*

*(b) contain the prescribed information.*

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

*(a) the accounts of the local government, balanced up to the last day of the preceding financial year; and*

*(b) the annual financial report of the local government for the preceding financial year.*

*Local Government (Financial Management) Regs 1996, regulation 51*

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

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

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

*Local Government Act 1995 Section 7.9(1)*

*"7.9. Audit to be conducted.*

*(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*

*(a) the mayor or president; and*

*(b) the CEO of the local government; and*

*(c) the Minister."*

*Local Government Financial Management Regulation 1996 Part 2*

*Local Government (Audit) Regulations 1996 – Reg 10 10.*

*Report by auditor*

*(1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.*

*(2) The report is to give the auditor's opinion on —*

*(a) the financial position of the local government; and*

*(b) the results of the operations of the local government.*

*(3) The report must include a report on the conduct of the audit. [(4A) deleted]*

*(4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report."*

## **POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Community Strategic Plan 2021-2031

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

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

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

Consequence 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	Failure to comply with legislative compliance with respect to completion dates and required content of reports can result in reputational damage and/or fines to the organisation.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (9)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Adopt the annual report, which incorporates the audited annual financial report and the independent auditor's report.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council, by simple majority:

1. Note the actions and strategies that management has provided in response to the matters raised in the Confidential Interim and Final Management Letters.
2. In accordance with s5.27 (2) of the Local Government Act 1995, endorse the date of Tuesday, 3 February 2026, at 7:00 pm for the Annual Electors Meeting in Shire Chambers. .

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council, by absolute majority:

1. Adopt the Annual Report, which includes the Annual Financial Report and Independent Auditor's Report, for the 2024-2025 financial year.

**VOTING REQUIREMENTS:**

Simple Majority

---

**OFFICER RECOMMENDATION:**

That Council, by simple majority:

Publish the Annual Report, Independent Auditors Report and Notice of Meeting, and give public notice(s) to the above effect, pursuant to the Local Government Act 1995, sections 5.29, 5.55 and 5.55A, on the Shire's Website, Official Notice Boards, in the Public Library, Community Newsletter and on the Shire's Facebook page

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Our Ref: 7964-002

7th Floor, Albert Facey House  
469 Wellington Street, Perth

Mr Vin Fordham Lamont  
Chief Executive Officer  
Shire of West Arthur

Mail to: Perth BC  
PO Box 8489  
PERTH WA 6849

Tel: 08 6557 7500  
Email: [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

Email: [ceo@westarthur.wa.gov.au](mailto:ceo@westarthur.wa.gov.au)

Dear Mr Fordham Lamont

#### **ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2025**

The Office has completed the audit of the annual financial report for your Shire. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the President and the Minister for Local Government, as required by the Act. You are required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

#### **Management control issues**

While the result of the audit was generally satisfactory, I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

The date the financial statements submitted by your entity and considered to be of audit ready quality is 30 September 2025. This date will be reported in our local government sector audit results report to be tabled in Parliament. I am providing this date for completeness of our Office's procedural fairness process.

If you have any queries in relation to this date, please contact me on 6557 7747 within 14 days of the date of this letter. If we do not hear from you, we will take this as confirmation of the date.

This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

I would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.

Yours sincerely



Tamara McCarthy  
Assistant Director  
Financial Audit  
10 December 2025

Attach

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**12.3 APPOINTMENT OF INDEPENDENT MEMBERS TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE**

<b>File Ref:</b>	<b>ADM465</b>
<b>Location:</b>	<b>NA</b>
<b>Applicant:</b>	<b>NA</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>10/12/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Email from WALGA re panel of independent chairs and deputies for Audit, Risk and Improvement Committees (Confidential)</b> <b>2. ANASTAKIS Phil WALGA ARIC Pool EOI (ID 846873) (Confidential)</b> <b>3. CRUTE Katrina WALGA ARIC Pool EOI (ID 846885) (Confidential)</b> <b>4. HORTON Leah WALGA ARIC Pool EOI (ID 846894) (Confidential)</b> <b>5. JAC Gia WALGA ARIC Pool EOI (ID 846896) (Confidential)</b>

**SUMMARY:**

The purpose of this report is for the Council to consider the formal appointment of an independent presiding and deputy of the presiding member of the Audit, Risk and Improvement Committee.

Council is requested to review the applications received and formally appoint the preferred qualifying persons to these roles on the Shire of West Arthur's Audit, Risk and Improvement Committee for a term expiring on 16 October 2027.

**BACKGROUND:**

In October 2025, Council supported the establishment of an Audit Risk and Improvement Committee (ARIC) and agreed to progress the appointment of an independent presiding and deputy of the presiding member of the ARIC, given the pending legislative changes to the Local Government Act 1995 (Act) requiring the appointment of these two independent member positions on this committee.

In conjunction with the formal establishment of the ARIC, at the October 2025 Ordinary Council Meeting, a review of the ARIC's terms of reference was conducted. This review included preparatory context to align with the implementation of new Section 7.1A of the Act, for the external independent presiding and deputy of the presiding members to be appointed to the ARIC.

Council further supported the expression of interest being issued to fill the external independent presiding and deputy presiding member positions on the ARIC.

**COMMENT:**

The Western Australian Local Government Association (WALGA) also invited a similar expression of interest for a pool of independent presiding and deputy presiding members for local government Audit, Risk and Improvement Committees. WALGA advised the Shire that ten applicants indicated a willingness to provide these services to the Shire of West Arthur.

Of the ten applicants on the WALGA pool, the Shire contacted the four selected candidates (Katrina Crute, Leah Horton, Philip Anastakis, and Jia Jac) via email on 7th November 2025. Of those, the following confirmed their interest and willingness to be considered for the roles available on the Shire's ARIC.

- Phil Anastasakis
- Katrina Crute

Copies of their applications and all supporting information are attached for Council's review and consideration.

Council is requested to consider the applications received and appoint a presiding and deputy of the presiding member for the Shire's ARIC for a term expiring on 16 October 2027.

**CONSULTATION:**

Chief Executive Officer  
ARIC Committee

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 (Act) Section 5.10 of the Act prescribes a committee is to have as its member persons appointed by the Council.

Section 5.12 of the Act deals with the appointment of presiding members and deputies

(1) The local government must appoint\* a member of a committee to be the presiding member of the committee. \*

(2) The local government may appoint\* a member of a committee to be the deputy presiding member of the committee.

\*Absolute majority required.

The Local Government Amendment Act 2024 is to introduce new provisions into the Local Government Act 1995 (Act) regarding presiding members and deputy presiding members of Audit Risk and Improvement Committees. Section 7.1A(3) and (4) provide:

(3) The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

(4) Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

**Current Financial Year**

Adequate funds have been identified in the current budget to support expected costs associated with the ARIC-appointed presiding member participating in committee meetings.

**Future Financial Year(s)**

Each year, funding must be set aside in the annual budget to cover the costs of the ARIC presiding member's participation at committee meetings.

#### STRATEGIC IMPLICATIONS:

Nil

#### RISK IMPLICATIONS:

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

#### Risk Themes:

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

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

#### Risk Matrix:

Consequence		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	Non-compliance with the requirements for the appointment of a presiding and deputy presiding member of the ARIC.
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance failure.
Risk Action Plan (Controls or Treatment Proposed)	Council Select and appoint a presiding and deputy presiding member of the ARIC.

**VOTING REQUIREMENTS:**

Absolute Majority

---

**OFFICER RECOMMENDATION:**

That Council, in support of pending amendments to the *Local Government Act 1995* (Act) to introduce a new Section 7.1A, and in accordance with the relevant provisions of the Act, appoints:

1. \_\_\_\_\_ to be the independent Presiding Member of the Audit, Risk and Improvement Committee, for a term expiring on 16 October 2027; and
2. \_\_\_\_\_ to be the independent Deputy of the Presiding Member of the Audit, Risk and Improvement Committee, for a term expiring on 16 October 2027

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**12.4 UPDATE OF F29 PURCHASING POLICY**

<b>File Ref:</b>	<b>ADM015</b>
<b>Location:</b>	<b>Not applicable</b>
<b>Applicant:</b>	<b>Not applicable</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>08/12/2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Updated Policy F29</b>

**SUMMARY:**

Council is requested to update the existing F29 Purchasing Policy to give the Shire's new Community Emergency Services Manager (CESM) authority to incur debts of up to \$500 in emergencies.

**BACKGROUND:**

The purpose of this Policy is to guide the purchase of goods, services and/or works and to authorise CESM to procure goods and services in emergencies.

The objective of this Policy is to:

1. Deliver best value for money outcomes;
2. Ensure sustainable benefits;
3. Ensure the use of equitable competitive processes; and
4. Ensure that risks are identified and managed as per the Shire's Risk Management Policy and related documents.

**COMMENT:**

This Policy applies to the purchasing of goods, services and/or works by the Shire of West Arthur.

**CONSULTATION:**

Chief Executive Officer

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

**2.7 Role of Council**

1. The Council –
  - a. governs the local government's affairs; and
  - b. is responsible for the performance of the local government's functions.
2. Without limiting subsection (1), the council is to –
  - a. oversee the allocation of the local government's finances and resources; and
  - b. determine the local government's policies.

**POLICY IMPLICATIONS:**

Annual Review of Policy – F29 Purchasing Policy



**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

Consequence Likelihood		Insignificant 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)

<b>Rare</b>	<b>1</b>	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
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Description of Key Risk	Lack of transparency and accountability in decision making process
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	Business disruption
Risk Action Plan (Controls or Treatment Proposed)	Adopt updated F29 – Purchasing Policy

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council adopt updated F29 – Purchasing Policy as presented and approve its inclusion in the Policy Manual.

<b>Policy Title</b>	F29 – Purchasing Policy
<b>Policy Type</b>	Corporate Services
<b>Responsible Officer</b>	Manager Corporate Services



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### Purpose

The Shire of West Arthur (the “Shire”) is committed to purchasing Goods and/or Services, and/or Works in compliance with this Policy.

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### Scope

In carrying out its purchasing activities, the Shire will:

- i. ensure compliance with the [Local Government Act 1995](#) (the “Act”);
  - ii. deliver best Value for Money outcomes;
  - iii. ensure sustainable benefits, such as environmental, social and local economic factors (including maximising participation of local businesses) are considered in the overall Value for Money assessment;
  - iv. ensure the use of equitable competitive processes and the engagement of potential suppliers impartially, honestly and consistently;
  - v. ensure probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
  - vi. ensure that risks are identified and managed as outlined in the Shire’s Risk Management Policy and related documents;
  - vii. ensure that records are created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire’s internal Record Keeping Policy; and
  - viii. ensure that confidentiality protocols are established and adhered to so as to protect commercial-in-confidence information with the release of information where appropriately approved.
- 

### Definitions

Nil

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### Policy Statement

The Shire is committed to establishing efficient, effective, economical, and sustainable procedures in

all purchasing activities. This Policy must be read/adopted in accordance with the requirements of the Procurement Procedures Manual, which will cover further and comprehensive details, practices, and the operational requirements for the relevant Policy item.

#### **Ethics and Integrity**

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making.

#### **Purchasing Policy Non-Compliance**

The Purchasing Policy is mandated under the Act & Regulations, and non-compliance therefore represents a breach of the Act & Regulations.

#### **Threshold Levels and Requirements**

The adoption of these threshold levels shall be carried out in conjunction with the supply order of priority requirements outlined in the Procurement Procedures Manual.

Where the value of procurement (excluding GST) for the Contract over the full contract period\* (including options to extend) is, or is expected to be:

<b>Threshold Level (ex GST)</b>	<b>Requirements</b>
<b>Up to \$5,000</b> (Works/Corporate Services Manager, Manager Financial Reporting, Community Development Officer, Project Officer, or CEO approval) <i>Coordinator Town and Public Facilities – up to \$500</i> <i>Community Emergency Services Manager – up to \$500</i>	Goods and services of a low risk, consumable item and occasional nature may be purchased without the need for a quotation. These goods or services must be ad hoc and not of a repetitive nature.
<b>\$5,001 to \$10,000</b> (Works/Corporate Services Manager or CEO approval)	Seek at least one verbal or written quotation from a suitable supplier.
<b>\$10,001 to \$50,000</b> (Works/Corporate Services Manager or CEO approval)	Seek at least two written quotations from a suitable supplier.
<b>\$50,001 to \$249,999</b> (CEO approval)	Seek at least three written quotations from suitable suppliers.
<b>\$250,000 and Above</b> (CEO approval)	Conduct a public tender or other public procurement process. or Seek at least three (3) quotations from an appropriate exempt arrangement. (When procuring through a WALGA

	preferred panel, and the CEO and Shire President determine that it is in the Shire's best interest to do so, only one (1) acceptable quotation is required.)
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\* The "contract period" can mean "a one-off purchase" or "a pre-defined period".

A similar process must be followed for other public procurement processes such as Expressions of Interests or Request for Proposal.

### Exempt Provisions

The most common exempt provisions from a public procurement process are:

1. WALGA Preferred Supply Arrangements;
2. Goods and services or works obtained through State, Commonwealth or other Local Government arrangement;
3. Goods and services or works as a result of an emergency provision;
4. Where there is a genuine sole source of supply;
5. Where the goods to be supplied are petrol or oil (lubricant); or any other liquid, or gas, used for internal combustion engines;
6. Goods, services or works supplied through an Australian Disability Enterprise;
7. The contract is for a renewal or extension of an existing contract; or
8. For LGIS services.

### 6.2 Sole Source Supply

The procurement of Goods and/or Services, and/or works available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply.

### Emergency Provision

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

### 6.4 Obtaining Quotations

Written quotations will be obtained in accordance with the steps outlined in the Procurement Procedures Manual.

### 6.5 Selection Criteria and Weightings

Sustainability (as defined in Section 9.0 of this policy) will be included as a qualitative assessment element for all purchases above \$25,000 (ex GST).

Price consideration will not be weighed as part of the evaluation process. Price will be considered separate to non-price selection criteria, and a Value for Money assessment will take a balanced view between price and non-price considerations.

#### **6.6 Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a public tender.

#### **6.7 Probity Experts**

Probity experts ensure a transparent and fair procurement process and to achieve the best Value for Money. An independent person may be appointed to act as a probity expert as outlined in the Procurement Procedures Manual.

The decision to appoint a probity expert will be at the complete discretion of the Chief Executive Officer.

#### **6.8 Contract Management**

All Shire Contracts will be managed during their lifecycle by the responsible officer in accordance with good contract management practices and consistent with the procedures outlined in the Procurement Procedures Manual.

#### **6.9 Notification of Outcome**

Each tenderer or respondent to a public procurement process shall be notified in accordance with the procedures outlined in the Procurement Procedures Manual.

Each unsuccessful respondent shall be offered a debrief on their response to the procurement process.

#### **Engaging Contracted Suppliers**

A properly completed "Purchase Order" must be issued to the contracted supplier as part of the engagement process.

#### **Sponsorship and Trials**

Sponsorship for events and trials by current and prospective suppliers must undergo a similar process to that required for sourcing of goods and services, and/or works. Threshold levels as outlined in Section 6.0 would apply as would other elements of this Policy.

#### **7.0 Other Procurement Processes**

Other procurement processes include Expressions of Interest and Request for Proposal. In both cases, similar rules to a Request for Tender and quotation apply, and they should be conducted in accordance with the requirements outlined in the Procurement Procedures Manual.

#### **8.0 Value for Money Consideration**

The Shire will apply Value for Money principles when assessing purchasing decisions and acknowledge that the lowest price may not always be the most advantageous. The Value for Money

consideration will be applied to all threshold levels of purchase.

#### **Sustainable Procurement**

Sustainable procurement is defined as the procurement of goods and services, and/or works that has the most positive environmental, social, and local economic impacts possible over the entire life cycle of a product or services.

The Shire is committed to implementing sustainable procurement where appropriate, by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection, local economic benefits, and good governance).

#### **Regional Price Preference**

The Shire encourages the development of competitive local businesses within its boundary first and second within its broader region i.e. adjoining Shires.

The Shire has adopted the following Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire/region.

A supplier of goods or services who submits a quotation/tender is regarded as being a local tenderer if:

- i. The supplier has physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located within the Shire. This does not exclude suppliers whose registered business is located outside the Shire but undertake the business from premises located in the Shire / region;
- ii. A business having permanent staff that are based at the business premises located within the Shire / region;
- iii. Management or delivery of the majority of the outcomes will be carried out from the business premises located in the shire / region; and

In order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

#### **Regional Price Preference Value – Local Supplier – West Arthur Shire**

The following levels of preference will be applied under this policy:

- a) 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000 excluding GST;
- b) 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000 excluding GST; or
- c) 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000 excluding GST, if the local government is seeking tenders/Quotes for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

#### **Regional Price Preference Value – Local Supplier – Region**

- a) 5% - where the contract is for goods or services, up to a maximum price reduction of \$50,000 excluding GST;
- b) 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000 excluding GST; or



- c) 5% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000 excluding GST, if the local government is seeking tenders/Quotes for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

For the purpose of this policy, the Region is specified as the entire geographical area of a shire which shares a boundary with the Shire of West Arthur.

Only those goods and services identified in the tender as being supplied locally will be included in the discounted calculation that forms a part of the assessment of a tender/Quote.

A regional price preference applies whenever tenders/Quotes are called, unless the local government, or the Chief Executive Officer by delegated authority, resolves otherwise in reference to a particular tender/Quote.

It should be noted that price is only one criterion when considering tenders/Quotes. Value for money principals will be used to achieve the best possible outcome for the tender/Quote.

#### **Purchasing from Aboriginal Businesses**

The Shire will support the purchasing of requirements from Aboriginal businesses. This will be in accordance with the requirements outlined in the Procurement Procedures Manual.

#### **Purchasing from Australian Disability Enterprises**

The Shire will support the purchasing of requirements from Australian Disability Enterprises. This will be in accordance with the requirements outlined in the Procurement Procedures Manual.

#### **Environmental Sustainability**

The Shire will adopt an approach to procurement that supports sound environmental considerations in its purchasing activities.

#### **10.0 Panels of Pre-Qualified Suppliers**

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

The Panel will be established in accordance with the Regulations and requirements outlined in the Procurement Procedures Manual.

#### **11.0 Records Management**

All purchasing activity including for competitive procurement and direct purchase processes, communications and transactions must be evidenced and retained as Shire records in accordance with the State Records Act 2000 and the Shire's internal Records Management Policy.

#### **12.0 Review**

This policy is to be reviewed annually with the next scheduled review in December 2026.

History	18 December 2025 <del>23 November 2023</del> F20 - Purchasing and Tenders OCM 25 May 2023
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Delegation	2.2 Defer, Grant Discounts, Waive or Write off Debts. 2.13 Property & Rates - Recovery of Rates or Service Charges
Relevant Legislation	<i>Local Government Act 1995 s6.56</i> <i>Bush Fire Act 1954</i>
Related Documentation	Nil

**13 WORKS AND SERVICES**

Nil

**14 REGULATORY SERVICES**

Nil

**15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

Nil

**17 MATTERS BEHIND CLOSED DOORS**

Nil

**18 CLOSURE OF MEETING**

The Presiding Member to declare the meeting is closed.