



AGENDA

Shire of West Arthur
Ordinary Council Meeting
Thursday 26 March 2026

NOTICE OF MEETING

Dear Elected Member

The next **Ordinary Council Meeting** of the Shire of West Arthur will be held on Thursday 26 March 2026 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
26 February 2026	Council Chambers	7.30pm
26 March 2026	Council Chambers	7.30pm
23 April 2026	Council Chambers	7.30pm
28 May 2026	Council Chambers	7.30pm
25 June 2026	Council Chambers	7.30pm
23 July 2026	Council Chambers	7.30pm
27 August 2026	Council Chambers	7.30pm
24 September 2026	Council Chambers	7.30pm
22 October 2026	Council Chambers	7.30pm
26 November 2026	Council Chambers	7.30pm
17 December 2026*	Council Chambers	7.30pm

* December meeting third Thursday to avoid Christmas

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

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

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

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

Meeting Procedures:

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

Council Meeting Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Questions From The Public

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



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

Signature _____ Date _____

QUESTION

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

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

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



Application For Leave of Absence

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

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
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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. <i>(Regulation 14C(3)).</i>

Signature _____ Date _____

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

(6) The extent of my interest is

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

DECLARATION BY

Signature _____ Date _____

RECEIVED BY

Signature _____ Date _____

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

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

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

5.60A – Financial Interest

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

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

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

5.60B – Proximity Interest

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

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

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

5.61 – Indirect financial interest

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

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

22 – Disclosure of interest

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

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

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

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

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

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member to declare the meeting open.

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

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

COUNCILLORS:	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)
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: Helen Lubcke (Elected Member)

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 26 FEBRUARY 2026**

File Ref: ADM378
Author: Renee Schinzig, Administration Officer
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 13/03/2026

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 26 February 2026 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 ADOPTION OF COMMUNICATIONS AGREEMENT BETWEEN THE CEO AND COUNCIL**

File Ref:	ADM974
Location:	Not applicable
Applicant:	Not applicable
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	08/03/2026
Disclosure of Interest:	The author is a party to the draft communications agreement
Attachments:	1. Draft Communications Agreement

SUMMARY:

Council is requested to adopt the attached Communications Agreement between Council and the Chief Executive Officer (CEO). This agreement will support good governance by setting clear and consistent processes for Council Member/Committee Member requests for information and administrative assistance and will position the Shire to meet requirements being implemented as part of Western Australia's local government legislative reform program.

BACKGROUND:

The State Government's local government reform program includes the introduction of a requirement for each local government to have a communications agreement between the Council and the CEO, with a default agreement applying if a local government does not adopt its own agreement.

The reforms insert sections 5.92A–5.92C into the Local Government Act 1995 (WA), establishing the communications agreement framework.

The attached draft Communications Agreement (Council ↔ CEO) has been prepared for the Shire of West Arthur. It sets out:

- the purpose and application of the agreement;
- principles for dealings between Members and employees;
- approved channels for requests;
- processes/timeframes for information requests and administrative requests;
- arrangements for sharing responses (where appropriate);
- dispute resolution steps; and
- review/expiry triggers (including after each caretaker period and when a CEO changes).

COMMENT:

Key practical features of the draft agreement include:

1. Purpose and governance intent

The agreement provides clear, fair and timely processes for Members to access information and administrative assistance while supporting roles clarity and efficient service delivery.

2. Requests must be made via approved channels

Requests are to be made in writing (e.g., email to the CEO address or an approved electronic channel).

3. Social/incidental interactions
Members must not make requests for information or administrative assistance during social or incidental dealings with employees.
4. Timeframes and responsiveness
Receipt of requests is acknowledged within 2 working days, and best endeavours apply to respond prior to a relevant meeting where the request relates to an upcoming agenda item; otherwise, within 10 working days the requester receives either a final response or an estimated timeframe.
5. Sharing of responses (transparency and consistency)
Final responses are generally provided to all Council Members (and relevant committee members), with exceptions where particular circumstances justify confidentiality or limited circulation.
6. CEO discretion and operational efficiency
The CEO may direct which employee responds, may consolidate substantially similar requests, and may arrange briefings for Members where useful.
7. Term, expiry and review triggers
The agreement takes effect when adopted by Council and agreed by the CEO, and is intended to be reviewed after each caretaker period and when the CEO's employment ends.

Adopting the Shire's own communications agreement provides a locally tailored instrument aligned to Shire operations and expectations. If the Shire does not have an agreement in effect, the Minister's default communications agreement would otherwise apply.

CONSULTATION:

- Shire President
- Chief Executive Officer

STATUTORY ENVIRONMENT:

Local Government Act 1995 (WA) – communications agreement framework (ss. 5.92A–5.92C) introduced as part of the reform program.

State reform process materials identify that communications agreements will be required, with a default agreement applying where a local government does not adopt its own.

POLICY IMPLICATIONS:

Nil direct policy implications. However, the draft agreement notes that the employee Code of Conduct must require compliance with the communications agreement, and that Members must comply with relevant Act provisions.

FINANCIAL IMPLICATIONS:

Nil. The agreement primarily formalises processes already undertaken and is expected to be managed within existing resources.

STRATEGIC IMPLICATIONS:

Strategic Community Plan (West Arthur Towards 2031)

Theme: Our Local Government – “Leadership and Management – inspirational, dynamic, transparent”.

Outcome: Outcome 4.3 – “Establish and maintain sound business and governance structures”.

Relevant Strategy/Strategies:

- “Provide informed decision making based on our strategic directions and legal requirements and that these are open, transparent and adequately communicated with the community.”
- “Comply with regulations and best practice standards to drive good decision making by Council and Staff.”

The proposed Communications Agreement directly supports these outcomes and strategies by clarifying governance processes for Member requests, ensuring consistency, transparency (where appropriate), and compliance with the evolving legislative framework.

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	Compliance / governance risk if the Shire does not adopt an agreement (including reliance on a default agreement and potential inconsistency in practices). Operational and reputational risk if Member requests are handled inconsistently or without clear timeframes and channels.
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 / Ineffective governance practices
Risk Action Plan (Controls or Treatment Proposed)	Adopt the communications plan as presented

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Adopt the Communications Agreement (Council ↔ CEO) as attached to this report for the purposes of the communications agreement framework in the Local Government Act 1995.
2. Note that the agreement takes effect when adopted by Council and agreed by the CEO and is to be reviewed after each caretaker period and upon the end of the CEO’s employment.
3. Authorise the Shire President and the Chief Executive Officer to execute/sign the adopted Communications Agreement on behalf of their respective parties, including insertion of the effective date and Council resolution details.



Shire of West Arthur

Communications Agreement (Council ↔ CEO)

Version 1.0

Effective date: [Insert date] | Review: after each caretaker period and any change of CEO

Parties

This agreement is between the Council of the Shire of West Arthur ("Council") and the Chief Executive Officer ("CEO"). It applies to all Council Members, Committee Members, and employees when acting in those capacities.

Division 1 — Purpose, Legal Basis and Application

1. Purpose

To provide clear, fair, and timely processes for Council and Committee Members to access information and administrative assistance, and to regulate dealings/communications with employees in a way that supports good governance, roles clarity, and efficient service delivery.

2. Legal basis

This agreement is adopted pursuant to s.5.92A–C of the Local Government Act 1995 (WA). If the Shire does not have its own agreement in effect, the Minister's default communications agreement would otherwise apply.

3. Application

This agreement applies to Council Members, Committee Members and employees when acting in their official capacities. It does not apply to: (a) deliberations at Council or Committee meetings; or (b) recruiting, reviewing the performance of, or terminating the employment of the CEO under the adopted standards.

Division 2 — Principles and General Provisions**4. General principles**

- (a) The CEO will support members to perform their functions under the Act and other written law.
- (b) Members and employees will deal and communicate with each other in accordance with this agreement.
- (c) Mutual respect for the separate roles and responsibilities of Council, Council Members and the CEO is essential.

5. Correspondence sent by the Shire President on behalf of the Shire

Except where particular circumstances make it inappropriate, correspondence sent by the President on behalf of the local government will be provided to all Council Members. The CEO will establish practical filters (e.g., subject relevance) to avoid unnecessary volume.

6. Social or incidental interactions

Members must not make requests for information or administrative assistance during social or incidental dealings or communications with employees. Incidental or social interactions are otherwise permitted.

7. CEO discretion on responder

The CEO may direct which employee is to respond to a particular request for information or administrative assistance.

8. Out-of-hours

Nothing in this agreement requires the CEO or any employee to respond to a request outside office hours.

Division 3 — Nominated Employees and Contact Channels**9. Nominated employees**

The CEO may nominate employees to receive and manage requests under this agreement and will publish the nominated employees (and any changes) via an internal notice or other appropriate method. Nominated employees may be nominated for: information requests, media enquiries (for President discussions), and/or administrative assistance.

10. Approved channels

Requests must be made in writing by email to ceo@westarthur.wa.gov.au (or such address the CEO publishes) or via an approved electronic channel.

Division 4 — Requests for Information (general)**11. Who may request**

A Council Member or Committee Member may request access to information held by the local government or other advice/information relevant to their functions.

12. What may be requested

Information may be requested on, for example: services, projects or initiatives; usual management approaches on an issue; budgeting/financial information; issues of broad public concern; preparing motions; correspondence received by the member; and administrative matters. This list does not limit scope.

13. Requirements for requests

A request must: (a) be relevant to the requesting member's functions under the Act or another written law; (b) be limited in scope to the specific information required; and (c) include supporting context that may assist a timely response (e.g., relevance to functions, and for correspondence, a copy of the correspondence).

14. Information not required to be provided

Information is not required to be provided if: (a) the request was not made in accordance with this agreement; (b) the information is excluded under s.5.92(4); (c) the information is not held by the local government and cannot reasonably be obtained; or (d) preparing/providing it would divert a substantial and unreasonable portion of resources.

15. Acknowledgement and timeframes

Receipt will be acknowledged within 2 working days. The CEO will provide a final written response as soon as practicable and will use best endeavours to respond before any relevant meeting if the matter is on an upcoming agenda. Within 10 working days, the member will receive either the final response or an estimated timeframe. Any refusal (in whole or part) will include reasons.

16. Sharing responses

A copy of the final response will be provided to all Council Members, and to non-Councillor committee members where relevant—unless it concerns certain Presidential matters, is advice on correspondence already shared appropriately, or the CEO and requesting member agree it should be confidential or not broadly circulated due to particular circumstances.

17. Follow-up discussions and briefings

The requesting member may discuss the final response with the CEO or a nominated employee; the CEO may arrange briefings/meetings for some or all members if useful to clarify or address queries arising from a response.

Division 5 — Administrative Requests (information or assistance)**18. Definition**

An administrative matter means support or assistance provided to an individual Council or Committee Member to facilitate an administrative process related to that member (e.g., meeting scheduling and attendance; drafting notices of motion; training/events logistics; fees/allowances/reimbursements; compliance obligations; ICT support).

19. Who and how

Members may make a request for administrative assistance or an administrative request for information to the CEO or a nominated employee via the approved channels.

20. Timeframes (administrative requests)

Acknowledgement within 2 working days; response within 5 working days where practicable, or provide an estimated timeframe.

Division 6 — Media enquiries (President)

21. Discussing media without a formal request

The Shire President may discuss media enquiries with the CEO or a nominated employee (verbally or in writing) without making a formal information request. This does not prevent a later formal request if needed.

Division 7 — Dispute Resolution**22. Raising a dispute**

If a final response includes refusal (in whole/part), the requesting member may notify the CEO in writing that there is a dispute regarding the response.

23. First-stage meeting

A dispute will be discussed at a meeting between the President, CEO and the requesting member (or if the requesting member is the President, with the Deputy President).

24. If unresolved

If unresolved: (a) the requesting member may bring a notice of motion for Council's consideration; and/or (b) the parties may seek an impartial third-party option (e.g., Inspector) where appropriate.

Division 8 — Commissioners (only if appointed)

25. Requests by a Commissioner

If a Commissioner is appointed, requests may be made to the CEO or another employee in the manner determined by the Commissioner; the CEO must ensure a response as soon as practicable and in the manner requested (e.g., in writing or briefing).

Division 9 — Compliance, Conduct and Governance**26. Codes of conduct**

The employee Code of Conduct must require compliance with this communications agreement. Council/Committee Members must comply with the Act, including any provisions relating to communications agreements.

27. CEO's notice of nominated employees

The CEO will keep members informed of the current nominated employees and the matters they handle, in an up-to-date manner (e.g., internal portal or email).

28. Privacy and confidentiality

All parties must handle information in accordance with applicable legislation, Shire policies and any lawful directions determining confidentiality or redactions.

29. Recordkeeping

Requests and responses will be managed under the Shire's recordkeeping plan and relevant laws.

Division 10 — Making and Managing Requests (Practicalities)**30. Templates and clarity**

The CEO may provide optional email templates and short guidance to help members lodge clear, scoped requests (e.g., subject conventions, context notes), which assists timely responses.

31. Priority requests

Where a request relates to a current agenda item for an upcoming meeting, it will be treated as priority (best endeavours to provide the final response before the meeting).

32. Consolidation

If multiple members make substantially similar requests, the CEO may respond via a single consolidated response and provide it to all relevant members.

Division 11 — Adoption, Term and Review

33. Adoption

This agreement takes effect when adopted by Council and agreed by the CEO.

34. Expiry and review triggers

This agreement expires at the end of each caretaker period and upon the end of the CEO's employment at the Shire; it should be reviewed and re-adopted (with CEO agreement) at those times.

Schedules

Schedule A — Nominated Employees

To be completed by the CEO. Add or remove rows as needed.

Role/Area	Name	Position Title	Email	Phone	Coverage (Information / Admin / Media)
Financial Reporting	Melinda King	Manager Financial Reporting	mfr	9736 2400	Information
Corporate Services	Raj Sunner	Manager Corporate Services	mcs	9736 2400	Information / Administration
Works and Services	Gary Rasmussen	Manager Works and Services	worksmanager	9736 2400	Information
Governance and Council Support	Renee Schinzig	Administration Officer	admin2	9736 2400	Administration

Schedule B — Request Templates

B1. Information Request (non-administrative)

Requesting Member Name	Click or type to enter text...
Role (Councillor/Committee Member)	Click or type to enter text...
Committee (if applicable)	Click or type to enter text...
Date	Click or type to enter text...
Subject	Click or type to enter text...
Context / Relevance to functions under the Act	Click or type to enter text... Click or type to enter text... Click or type to enter text...
Specific information required (scoped)	Click or type to enter text... Click or type to enter text... Click or type to enter text...
Related agenda item / meeting date (if applicable)	Click or type to enter text...
Desired timeframe (if any)	Click or type to enter text...
Attachments (e.g., correspondence)	Click or type to enter text...
Confidential? (Y/N and rationale)	Click or type to enter text...

B2. Administrative Request (assistance/information)

Requesting Member Name	Click or type to enter text...
Role (Councillor/Committee Member)	Click or type to enter text...
Date	Click or type to enter text...
Type of assistance (e.g., scheduling, training logistics, ICT support, reimbursement)	Click or type to enter text...
Details of assistance required	Click or type to enter text... Click or type to enter text... Click or type to enter text...
Relevant dates/times	Click or type to enter text...
Attachments / references	Click or type to enter text...

Execution

Shire President	Chief Executive Officer
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____

Council Resolution No.: [Insert] Meeting Date: [Insert]

11.2 NEW POLICY PC17 EMPLOYMENT MILESTONE RECOGNITION

File Ref:	ADM015
Location:	Not applicable
Applicant:	Not applicable
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	09/03/2026
Disclosure of Interest:	Nil
Attachments:	1. Draft Policy - PC17 - Employment Milestone Recognition

SUMMARY:

Council is requested to consider adopting Policy PC17 – Employment Milestone Recognition, which establishes a formal framework for recognising and acknowledging long-term employee service milestones.

BACKGROUND:

The Shire of West Arthur recognises that its employees are a key organisational asset and that long-term staff retention contributes positively to organisational knowledge, service continuity and corporate culture.

The attached draft Policy PC17 – Employment Milestone Recognition has been developed to provide a consistent and transparent approach to acknowledging employees who reach significant employment milestones. The policy outlines eligibility criteria, recognition methods and administrative responsibilities.

The policy proposes recognition at milestone intervals commencing from ten (10) years of service and is intended to support employee engagement and morale.

COMMENT:

Policy PC17 establishes a formal process for recognising employees who reach key employment milestones through the presentation of a certificate and gift voucher, with values increasing in line with years of service, capped at \$250.

The policy applies to all Shire employees and outlines clear roles for payroll, administration and executive staff in managing milestone recognition. It also provides for Council notification and involvement where Executive Management staff reach long-term service milestones.

The policy is proposed to be **backdated to take effect from 1 February 2026**, ensuring recent eligible employees are recognised appropriately.

Adoption of the policy will formalise an existing organisational value of recognising staff contribution and will support workforce retention and positive organisational culture.

CONSULTATION:

Internal consultation has occurred with Corporate Services staff during the development of the policy. Policies of other local governments have been reviewed and considered.

STATUTORY ENVIRONMENT:

Local Government Act 1995

- s.2.7(2)(b) – Council’s governing role includes determining the local government’s policies.
- s.2.7(5) – Council must have regard to supporting an organisational culture that promotes respectful and fair treatment of employees.
- s.5.40 – Principles affecting employment by local governments (including fair and consistent treatment, avoidance of unlawful discrimination, and provision of safe and healthy working conditions).
- s.5.41 – Role of the Chief Executive Officer (including leading the administration and implementing Council decisions).

Local Government (Administration) Regulations 1996

- reg.14 – Notice papers (agenda) and associated documents to be available for public inspection.
- reg.11 and reg.13 – Requirements regarding meeting minutes and publication of unconfirmed minutes.

Equal Opportunity Act 1984

- Relevant to the employment principles referred to in s.5.40 of the Local Government Act 1995 and supports non-discriminatory employment practices.

Work Health and Safety Act 2020

Relevant to the employment principles referred to in s.5.40 of the Local Government Act 1995 relating to safe and healthy working conditions.

POLICY IMPLICATIONS:

If adopted, this will be a new Council policy and will be included in the Shire’s policy register as PC17 – Employment Milestone Recognition.

FINANCIAL IMPLICATIONS:

Minor financial implications will arise from the provision of gift vouchers associated with employment milestones. These costs will be accommodated within existing operational budgets and are considered minimal and predictable.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan

- **Theme:** Leadership and Governance
- **Outcome:** A capable, supported and sustainable workforce delivering quality services
- **Strategy:** Attract, develop and retain skilled employees through positive workplace practices and recognition of service

The policy supports organisational sustainability by promoting staff engagement, retention and wellbeing.

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	There are no significant risks associated with adopting this policy. Failure to recognise long-term staff service, however, may impact employee morale and retention.
Risk Likelihood (based on history and with existing controls)	Not applicable
Risk Consequence	Not applicable)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Not applicable
Principal Risk Theme	Nil
Risk Action Plan (Controls or Treatment Proposed)	Not applicable

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Adopt Policy PC17 – Employment Milestone Recognition as presented.
2. Note that Policy PC17 – Employment Milestone Recognition is to be effective from 1 February 2026 (backdated), in accordance with the policy.
3. Direct the Chief Executive Officer to take all actions necessary to implement this decision, including:
 - a) incorporating Policy PC17 into the Shire’s Policy Manual;
 - b) ensuring relevant internal administrative procedures are updated to support implementation; and
 - c) arranging for the policy to be published and communicated/advertised through appropriate Shire channels.

Policy Title	PC17 – Employment Milestones Recognition
Policy Type	People and Culture
Responsible Officer	Chief Executive Officer



Purpose

To provide parameters and a process to ensure staff are recognised for their commitment to the Shire and to acknowledge their service when reaching employment milestones.

Scope

This policy is applicable to all Shire of West Arthur employees.

Definitions

Nil

Policy Statement

Milestone Recognition Criteria

1. All staff who reach a service milestone as shown below will be presented with a Shire of West Arthur Recognition of Service certificate signed by the Chief Executive Officer; and
2. A gift voucher to the value of:
 - 10 years' service - \$100
 - 15 years' service - \$150
 - 20 years' service - \$200
 - 25 years' service - \$250

The gift voucher value is capped at \$250 for all 5-year milestones exceeding 25 years.

Milestone Recognition Procedure

1. The Payroll Officer is responsible for keeping a record of employees' years of service and is to notify the Manager Corporate Services at least three (3) months prior to an employee reaching a milestone as shown above.
2. The Administration Officer is responsible for creating the certificates and presenting them to the CEO to sign, and for purchasing the required gift vouchers. The preferred gift voucher is one which can be used at many shops.
3. The Administration Officer will liaise with the CEO to determine a date, time and location for the employee(s) to be awarded their certificate and voucher.

4. If multiple staff members reach an employment milestone at similar times, best endeavours will be made to award them together at the same time.
5. For staff reaching a milestone, the employee(s) will be offered the opportunity to invite their partner.
6. For Executive Management staff reaching the 10-year and longer milestones, the council will also be notified, and if available, will be invited to attend any celebration.

Effective Date

This policy will be backdated so that it is effective from 1 February 2026.

History	09/03/2026
Delegation	Nil
Relevant Legislation	<i>Local Government Act 1995</i>
Related Documentation	Nil

11.4 PROPOSED BUSH FIRE BRIGADES LOCAL LAW

File Ref:	ADM212
Location:	Not applicable
Applicant:	Not applicable
Author:	Leanne Parola, LG Best Practices Consultant
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	10/03/2026
Disclosure of Interest:	Nil
Attachments:	1. Draft Bush Fire Brigades Local Law 2. By-laws Relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades 3. Notice of Proposed Local Laws

SUMMARY:

Council is requested to commence the process to adopt a Bush Fire Brigades Local Law which will include repealing the existing By-Laws.

BACKGROUND:

At the Ordinary Meeting of Council held on 26 February 2026, Council resolved that it:

- 1) *Note that no submissions were received during the consultation period for review of the following local laws:*
 - a. *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*
 - b. *By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades*
 - c. *Local Laws relating to Parking and Use of Vehicles*
 - d. *Local Government Property Local Law*
- 2) *Determine that having been reviewed, the following local laws remain unchanged:*
 - a. *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*
 - b. *Local Laws relating to Parking and Use of Vehicles*
 - c. *Local Government Property Local Law*
- 3) *Direct the CEO to prepare a draft Bush Fire Brigades Local Law to repeal and replace the By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades.*

COMMENT:

Staff have drafted the attached local law based on the Western Australian Local Government Association's template local law.

The President should read out the following purpose, effect and justification for the proposed local law:

Purpose of the local law:

To make provisions for the establishment, organisation and maintenance, administration and funding of bush fire brigades.

Effect of the local law:

To align existing Local Laws with changes in the law and operational practice.

Justification for the local law:

It will provide rules to a bush fire brigade governing the operation of a bush fire brigade pursuant to the Bush Fires Act 1954 and the provisions of its subsidiary legislation.

CONSULTATION:

The attached notice must be advertised for public submissions via local public notice boards, on the Shire's website, Facebook page and in the local newspaper "The Bleat" in accordance with the local public notice requirements of the *Local Government Act 1995*.

A copy of the draft local law was provided to the Chief Bush Fire Control Officer and the Shire's Community Emergency Services Manager to provide an opportunity for feedback before presentation to Council.

A period of not less than 6 weeks will be provided for submissions to be made before referral back to Council.

STATUTORY ENVIRONMENT:

The proposed Shire of West Arthur Bush Fire Brigades Local Law must be made in accordance with the *Bush Fires Act 1954*, Section 62 and the *Local Government Act 1995*, subdivision 2 of Division 2 of Part 3.

POLICY IMPLICATIONS:

The proposed local law will have no impact on the following Council Policies which can have effect on the operations of the Bush Fire Brigades:

- F14 - Harvest & Vehicle Movement Ban – Christmas Day, Boxing Day & New Year's Day
- LS1 – Emergency Management

FINANCIAL IMPLICATIONS:

There are costs associated with advertising for public comment, making and Gazettal of a new local law. The costs associated with making a new Bush Fire Brigades local law are included in the 2025/26 Annual Budget.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Community – Safe, Friendly and Inclusive

Outcome: 1.1 A safe place to work, live and visit

Strategy: Support for the provision of emergency services and volunteers and Communication of risks and hazards to the community and assistance with management of these

RISK IMPLICATIONS:

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

Risk Themes:

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

- Business Disruption
- Community Disruption

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

Risk Matrix:

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

Description of Key Risk	The local laws will automatically be repealed if they are not reviewed, amended or replaced by 7 December 2026.
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)	Use of Local Law Explanatory Memorandum Checklist, WALGA template and experienced consultant to carry out local law making process.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council, pursuant to the provisions of section 3.12(3) of the *Local Government Act 1995* and Section 62 of the *Bush Fires Act 1954*:

- 1) Resolve its intent to adopt the Shire of West Arthur Bush Fire Brigades Local Law:
 - a. The purpose of which is to provide for the establishment, organisation and maintenance, administration and funding of bush fire brigades.
 - b. The effect of which will be to align existing Local Laws with changes in the law and operational practice.
 - c. The justification of which is that it will provide rules to a bush fire brigade governing the operation of a bush fire brigade pursuant to the *Bush Fires Act 1954* and the provisions of its subsidiary legislation.
- 2) Requests the CEO to advertise a local public notice;
- 3) Requests the CEO to send to the Minister a copy of:
 - a. A copy of the public notice; and
 - b. The proposed local law.

and
- 4) Requests the CEO to provide a copy of the proposed local law, in accordance with the notice to any person requesting it.

DRAFT**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995****SHIRE OF WEST ARTHUR****BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* 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**1.1 Citation**

This local law may be cited as the Shire of West Arthur Bush Fire Brigades Local Law.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of West Arthur;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the Shire of West Arthur;

“**Regulations**” means Regulations made under the Act; and

DRAFT

“**Rules**” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary.
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

The Shire of West Arthur By-Laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades Local Laws are repealed.

1.4 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or

DRAFT

- (viii) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
 - (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
 - (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
 - (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
“**commencement day**” means the day on which this local law comes into operation.

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Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

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3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

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3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

4.3 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

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4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

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FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
 - “**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.
 - “**Committee**” means the Committee of the bush fire brigade;
 - “**local law**” means the Shire of West Arthur Bush Fire Brigades Local Law; and
 - “**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;

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- (d) procedures to be employed by the Committee prior to approval of an application for membership,
and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of –

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;

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- (b) terminate the membership; or
- (c) reinstate the membership.

2.9 Existing liabilities to continue

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties Of Captain

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Secretary

- (1) The Secretary is to –
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;

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- (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.6 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

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PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to –
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.

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- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

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PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

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7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post; or
 - (iii) facsimile transmission;
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's transmission report.

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8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

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“PROXY

[INSERT NAME] BUSH FIRE BRIGADE

[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]

I, _____,
Being a brigade member appoint _____
to be my proxy and vote on my behalf at the meeting of
the bush fire brigade to be held on [insert date] and at any
adjournment of it. The proxy shall vote as follows:

- MOTION FOR AGAINST ABSTAIN
1.
 2.

If there is no instruction to the proxy as to the way to vote,
the proxy shall exercise her or his discretion as to how to
vote or whether to vote at all. In respect of any vote taken
at the meeting on a matter which does not appear on the
agenda, the proxy shall exercise her or his discretion as to
the way he or she casts the vote or whether it is cast at all.
Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and
returned to the Secretary of the bush fire brigade (or the
presiding member) prior to the commencement of the
meeting for which the proxy is valid.

Dated this day of 200.....

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APPENDIX I

APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

I make application to be a fire fighting member of the Bush Fire Brigade.

Applicant's Name

My private address is

My business address is

Usual Occupation

I can be contacted on:

Telephone No: (Home).....(Work)..... Mobile

Fax No: (Home)..... (Work).....

CB Radio..... Channel..... Call Sign.....

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No Classes

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
(2) to be governed by the provisions of the Bush Fires Act 1954 and the Regulations made under that Act, and the local law and policies of the Shire of West Arthur relevant to fire control and bush fire brigades;
(3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
(4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

Please list here any fire fighting equipment owned by you.

- 1.
2.
3.

BUSH FIRE BRIGADE USE ONLY:
APPROVED / DECLINED
Signed:
Brigade Captain

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APPENDIX II
APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER

I make application to be an associate member of the Bush Fire Brigade.

(a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type available for such purpose.

MDL No: Classes:

(b) I am prepared to offer my services in the following capacity:-

.....
(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name

My private address is

My business address is

I can be contacted on:

Telephone No:(Home) (Work)..... Mobile

Fax No:(Home)(Work).....

CB Radio: ChannelCall Sign.....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
(2) to be governed by the provisions of the Bush Fires Act 1954 and any Regulations made under the Act and the local law and policies of the Shire of West Arthur relevant to fire control and bush fire brigades;
(3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
(4) to comply with the Rules of the bush fire brigade.

Date

.....
Applicant's signature

BUSH FIRE BRIGADE USE ONLY:
APPROVED / DECLINED
Signed:

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APPENDIX III
APPLICATION FOR MEMBERSHIP - CADET MEMBER

I make application to be a cadet member of the Bush Fire Brigade.

Applicant's Name

My private address is

I can be contacted on:

Telephone No: (Home) (Work)

Fax No: (Home)

CB Radio: Channel Call Sign

I declare that I am years of age and in good health.

Date of Birth:

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
(2) to be governed by the provisions of the Bush Fires Act 1954 and the Regulations made under that Act, and the local law and policies of the Shire of West Arthur relevant to the activities of cadet members;
(3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
(4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

PARENT / GUARDIAN CONSENT:

I being the parent/guardian of the above applicant, consent to him/her being a cadet member of the Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed

BUSH FIRE BRIGADE USE ONLY:
APPROVED / DECLINED
Signed:
Brigade Captain

30 December 1988]

GOVERNMENT GAZETTE, WA

5097

2. Subject to Paragraph Four (4) hereof all owners or occupiers of land within the Shire of Nungarin shall provide and maintain firebreaks during the firebreak period as prescribed in these by-laws.

Rural Land: To a width of Three metres wide inside and along all external boundaries of land and around areas of not more than 200 ha (500 acres) owned or occupied by you; and to a width of two metres wide around all buildings, haysheds and fuel storage areas.

Firebreaks may be ploughed, scarified or otherwise cleared of all debris of a flammable nature and must be maintained free of such materials.

Townsite Land—

(a) Where area of land is 5 000 square metres or less the Land shall be cleared of all flammable material and maintained free of such material.

(b) Where area of land exceeds 5 000 square metres a firebreak of not less than two metres wide shall be cleared of all flammable material and maintained free of such material, inside the external boundaries of that land, notwithstanding that where the common boundary adjoins a constructed road, the installation of the said firebreak is optional.

3. Licensed Fuel Depots and Ramps: Fire protection standards at all licensed fuel depots within the Shire of Nungarin will be in compliance with all the requirements of the Explosives and Dangerous Goods Act 1961 and the Flammable Liquids Regulations 1967.

All grass and similar flammable materials to be cleared from areas where drum ramps are located and where drums, full or empty, are stored and such areas maintained clear of grass and similar flammable materials.

4. If it is considered impractical to clear firebreaks or remove flammable material from the land as required by these By-Laws application may be made in writing to the Council or its duly authorised officer for permission to provide firebreaks in alternative positions. If permission is not granted by the Council or its duly authorised officer the requirements of these By-laws shall be complied with.

5. If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act 1954.

6. Penalty for Non-Compliance: A fine not exceeding \$1 000 and in default the Council may enter upon the land and perform the requisite works at the cost of the owner or occupier.

Dated this 31st Day of August, 1988.

The Common Seal of the Municipality of the Shire of Nungarin was affixed hereto in the presence of—
[L.S.]

R. R. CREAGH,
Shire President.
P. J. VARRIS,
Shire Clerk.

Recommended—

IAN TAYLOR,
Minister for Police and Emergency Services.

Confirmed by His Excellency the Governor in Executive Council this 20th day of December 1988.

G. PEARCE,
Clerk of the Council.

BUSH FIRES ACT 1954

Municipality of the Shire of West Arthur

By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades.

IN pursuance of the powers conferred upon it by the abovementioned Act, and of all other powers enabling it, the Council of the Shire of West Arthur hereby records having resolved on the 18 August 1988, to make and submit for confirmation by the Governor, the following by-laws.

The by-laws published in the *Government Gazette* dated 21 March 1941 at page 361 and as amended in the *Government Gazette* dated 28 September 1960, relating to the establishment, maintenance and equipment of Bush Fires Brigades are hereby repealed and replaced by the following:

Establishment of Brigade

1. (a) By resolution, the Council may establish, maintain and equip a bush fire brigade under the provisions of the Bush Fires Act 1954 and regulations thereunder. The brigade shall be formed in accordance with these by-laws; and a name shall be given to the brigade. Details of the brigade and its officers shall be entered in the register of Bush Fire Brigades held by Council.

(b) A bush fire brigade may be established for the whole of the Shire or for any specified area thereof.

Appointment of Officers

2. The Council shall appoint a captain, a first lieutenant, a second lieutenant and such additional lieutenants as it shall deem necessary to act as Officers of the brigade.

3. Members of the Brigade shall elect a person to act as Secretary to the Brigade and shall inform the Council accordingly.

4. The Council may appoint an equipment officer who shall be responsible for the custody and maintenance in good order and condition of all equipment and appliances acquired by the Council for the purpose of the brigade. Such officer may station such equipment at a depot approved by the captain.

Powers and Duties of Officers

5. The powers and duties of all officers appointed under these by-laws shall be laid down in the provisions of the Bush Fires Act 1954 and each officer so appointed shall be supplied with a copy of the Act and regulations.

Membership of Brigade

6. (1) The membership of a bush fire brigade may consist of the following:

- (a) subscribing members; and
- (b) firefighting members.

(2) Subscribing members shall be those persons, who being interested in forwarding the objects of the brigade, pay an annual subscription to the funds of the brigade at the following rates:

- (i) owner or occupier of land within the brigade area—minimum subscription of \$1.00
- (ii) other persons—minimum subscriptions of \$0.50

(3) Firefighting members shall be those persons, being able bodied persons over 15 years who are willing to render service at any bush fire when called upon; and who sign an undertaking in the form contained in the First Schedule to these by-laws.

(4) No fees or subscriptions shall be payable by firefighting members and the enrolment of persons as such members shall in every case be subject to the approval of the Council.

(5) A subscribing member shall be eligible for enrolment as a firefighting member.

Finance

7. The expenditure incurred by the Council in the purchase of equipment, payment for services and generally for the purpose of this Act, shall be a charge on the ordinary revenue of the Council and records of such expenditure shall be maintained in accordance with Municipal audit requirements.

Meetings of Brigades

8. Meetings will be held as necessary.

First Schedule

Form of Enrolment—Firefighting Member

I,.....the undersigned,
 hereby make application to be enrolled as a firefighting member of theBush Fire Brigade.
 My Private address is.....
 My Business address is.....
 I can be contacted on Telephone No.
 I hereby declare that I am over.....years of age and in good health.

On enrolment as a firefighter member. I hereby undertake:

- 1. To promote the objects of the brigade as far as shall be in my power.
- 2. To be governed by the provisions of the constitution, such By-Laws and regulations as may from time to time be made thereunder.
- 3. To use my best endeavour to give assistance in firefighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorised officers of the brigade.

Applicant's Signature.....

Date.....

Dated this 18th day of August, 1988.
 The Common Seal of the Shire of West Arthur was
 hereto affixed in the presence of
 [L.S.]

K. M. McINERNEY,
 President.
 G. S. WILKS,
 Shire Clerk.

Recommended—

IAN TAYLOR,
 Minister for Emergency Services.

Approved by His Excellency the Governor in Executive Council this 20th day of December 1988.

G. PEARCE,
 Clerk of the Council.



Shire of West Arthur

Proposed Bush Fire Brigade Local Laws

The Shire of West Arthur proposes to make a Shire of West Arthur Bush Fire Brigades Local Law.

Purpose of the local law:

To make provisions for the establishment, organisation and maintenance, administration and funding of bush fire brigades

Effect of the local law:

To align existing local laws with changes in the law and operational practice.

Justification for the local law:

It will provide rules to a bush fire brigade governing the operation of a bush fire brigade pursuant to the Bush Fires Act 1954 and the provisions of its subsidiary legislation.

A copy of the proposed local law may be inspected or obtained at the Shire offices at 31 Burrowes Street, Darkan between Friday 8.30am and 4.30pm Monday to Friday or on our website at <https://www.westarthur.wa.gov.au/documents/publications>.

Submissions about the proposed local law may be made in writing to the Shire by 4 pm on Monday 11 May 2026.

All submissions received may be made public at a Council meeting and included in a Council Agenda, which will be available on the Shire's website, unless a submission specifically requests otherwise.

Vin Fordham Lamont
Chief Executive Officer
Shire of West Arthur

11.5 BIODIVERSITY RATE INCENTIVE

File Ref:	ADM691
Location:	Not applicable
Applicant:	Not applicable
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	23/02/2026
Disclosure of Interest:	Nil
Attachments:	1. Email from Ratepayer 2. Shire of Serpentine-Jarrahdale Rating Strategy 2025-26

SUMMARY:

Council is requested to consider correspondence from a ratepayer requesting the Shire investigate a rate incentive (e.g., 50% discount) for properties protected by permanent conservation covenants, and to determine whether the Administration should prepare a detailed proposal for Council's consideration as part of the 2026/27 budget and rating process.

BACKGROUND:

A ratepayer (Mr Scott McEwing) has requested the Shire investigate introducing a formal 'Biodiversity Rate Incentive' for land subject to permanent conservation covenants, citing the Shire's environmental priorities and precedents in other Western Australian local governments.

Council has power to:

- create differential general rate categories based on land zoning/use/characteristics; and
- provide rate concessions (subject to conditions and regulations).

If Council wishes to progress the request for possible adoption in 2026/27, the appropriate pathway is to direct Administration to develop options and—if warranted—prepare draft objects and reasons, financial modelling, eligibility criteria and consultation documents consistent with statutory notice requirements.

The Shire's Strategic Community Plan includes a dedicated Natural Environment theme, with objectives and strategies to maintain biodiversity, manage weeds, support pest management, and consider biodiversity in land use and development decision-making.

The Shire's Local Biodiversity Strategy establishes goals to retain, protect and enhance natural areas, including protecting habitat corridors and reducing invasive species impacts, and references relevant national and state biodiversity legislative frameworks.

COMMENT:

Council obviously has two options here.

OPTION 1 – Decline to support an investigation into whether a Biodiversity Rate Incentive should be considered.

The Shire of West Arthur, like many other Western Australian local governments, is experiencing a financial squeeze from a number of different factors. Commonwealth Financial Assistance Grants (FAGs) payments are not keeping up with inflation, the sector is suffering from cost shifting from other tiers of government,

auditing costs have skyrocketed since the Office of the Auditor General took over the function of auditing local governments, and the costs of building and maintaining roads has increased significantly.

In addition, the number of rateable properties in the Shire is decreasing as traditional farm land is being purchased by government trading entities such as the Forest Products Commission (FPC), Western Power and Water Corporation. Property owned by these entities are not rateable.

The Shire of West Arthur has always had a significant number of non-rateable properties due to the large area of Crown land such as National Parks, Nature Reserves, State Forest, other reserves and unallocated Crown land. Now that freehold land is also being purchased by the entities described above, our revenue base is being hit as hard as it ever has.

Property rates are the one revenue stream that local governments have control over. Having said that, they are not an infinite resource and local governments must be careful not to overburden their ratepayers. It is important the properties across the District are rated equitably and fairly.

The FPC issue is described in detail below via a recent media release to illustrate the rates issue facing the Shire of West Arthur.

The Warren Blackwood Alliance of Councils (WBAC), together with the Shires of Cranbrook and **West Arthur**, is raising community awareness about the significant impact on local services following the Forest Products Commission's (FPC) decision to cease paying rates directly to local governments.

The FPC has advised that it will no longer remit rates to Shires, with rates-equivalent payments instead being made to State Treasury. As a result, local governments across the Warren Blackwood region are facing the loss of substantial annual rate revenue that has historically supported essential community services and infrastructure.

For the 2025–26 financial year alone, the collective shortfall across the seven affected Shires is approximately \$325,000. For small regional councils, this represents a significant proportion of their annual rates base. These funds are not discretionary income. They directly support core services including road maintenance, verge upkeep, parks and gardens, community facilities, emergency services support, recreation programs and local events.

The loss of revenue is already forcing councils to consider difficult decisions, including:

- Reductions to road grading and verge maintenance programs
- Cuts to parks, gardens and community facility upkeep
- Cancellation or suspension of community grant programs
- Withdrawal of financial support for major local events, youth initiatives and seniors' programs
- Reduced capacity to co-fund State and Federal grants
- Increased pressure on remaining ratepayers to absorb rising infrastructure costs

While the immediate impact for 2025–26 is significant, councils are particularly concerned about the forward trajectory. The FPC has an ongoing land acquisition and plantation expansion program, and as additional properties transition out of the local rates base, the financial impact on Shires will continue to grow unless a sustainable funding mechanism is established.

WBAC Chair and Shire of Donnybrook Balingup President Cr Vivienne MacCarthy said the issue is not about opposition to forestry, but about ensuring fairness and long-term financial sustainability for regional communities.

“Our councils maintain the roads, emergency access, fire mitigation and community infrastructure that plantation operations rely on,” Cr MacCarthy said.

“When rates revenue is removed from local government budgets, it directly impacts our ability to maintain those services. In some cases, councils are now having to consider reducing or delaying community activities and projects.”

The situation also creates inequity, as private plantation operators continue to pay rates directly to local governments, while the FPC does not.

WBAC and the affected Shires are working with the Hon Jackie Jarvis MLC, Minister for Forestry, to find a fair and practical solution that ensures impacted councils receive appropriate revenue to support their communities.

“We appreciate Minister Jarvis’ willingness to engage with us,” Cr MacCarthy said. “We are confident that through collaboration we can identify a solution that recognises both the importance of the forestry sector and the financial sustainability of regional local governments.”

Regional councils remain committed to working in partnership with the State Government to secure a long-term arrangement that restores fairness and protects essential community services.

Based on these facts, it is crucial to the Shire of West Arthur to ensure that rating of properties is done on a responsible and equitable basis.

OPTION 2 – Support an investigation into whether a Biodiversity Rate Incentive should be considered.

Any Council decision to introduce a biodiversity-related rate incentive must comply with the Shire’s rating powers and procedural requirements:

Council may impose differential general rates based on (among other things) land zoning, land use/purpose, or other prescribed characteristics. If a proposed differential rate is more than twice the lowest differential general rate, Ministerial approval is required.

Before imposing differential rates, Council must give local public notice, invite submissions (minimum 21 days), publish ‘objects and reasons’ on the Shire website, and consider submissions prior to adopting rates. State guidance highlights risks where notice/approval processes are not followed, including potential for rates to be quashed by the State Administrative Tribunal.

Council may resolve to waive or grant concessions in relation to a rate or service charge, but this is subject to the *Rates and Charges (Rebates and Deferrals) Act 1992*, and an absolute majority is required for waiving/granting concessions. Regulations also restrict when concessions can be granted (e.g., not based on whether land is occupied by the owner).

Western Australia’s biodiversity legislation includes mechanisms for biodiversity conservation covenants and identifies covenant arrangements that can bind successive owners and provide for enforcement.

The ratepayer cites examples of other WA local governments recognising conservation land through rating mechanisms. For example, the Shire of Serpentine-Jarrahdale publicly describes a ‘Conservation Concession (50%)’ and an Environmental Conservation Zone approach that reduces rates for land retained and maintained for conservation values.

If Council directs further investigation, the Administration should report back on:

1. Eligibility definition
 - What qualifies as ‘permanent conservation covenant’ (e.g., covenant registered on title, statutory covenant type, enforceability, duration).
2. Rating mechanism options
 - New differential rate category for ‘Covenanted Conservation Land’ based on land use/purpose (preferred).
 - A case-by-case concession policy (higher governance risk if used broadly).
3. Equity and impacts
 - Effect on overall rate yield and whether the reduction would shift burden to other ratepayers or require service reductions.
4. Administration and compliance
 - Verification of covenants (title evidence), audits, application process, renewal/review cycles, and compliance with statutory notice requirements.
5. Budget and timeframes
 - A consultation and adoption timetable aligned with the annual budget cycle.

CONSULTATION:

Other local government CEOs
Manager Corporate Services
Manager Financial Reporting

STATUTORY ENVIRONMENT:

Local Government Act 1995
s6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* Absolute majority required.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

At this stage, the financial impact is unknown. A future report should quantify:

- number of potentially eligible properties;
- estimated rate revenue foregone under various discount levels; and
- options to manage any revenue implications.

STRATEGIC IMPLICATIONS:

The property owner’s proposal is consistent with the Shire’s articulated objective that natural biodiversity is maintained and valued, including weed and pest management and biodiversity considerations in land use decision-making. It also aligns with the Shire’s Local Biodiversity Strategy goals to retain, protect and enhance natural areas and to reduce invasive species impacts.

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	Council’s rate revenue becomes inadequate to service the operational needs of the Shire
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	Business disruption
Risk Action Plan (Controls or Treatment Proposed)	Adopt the officer recommendation as presented

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council decline to support the request to investigate a rate incentive for properties protected by permanent conservation covenants, based on a continuing decline of rateable properties in the Shire of West Arthur, and direct the CEO to advise the proponent of its decision.

From: Scott McEwing <smcewing@srk.com.au>
Sent: Sunday, 8 February 2026 11:31 AM
To: Vin FORDHAM LAMONT <ceo@westarthur.wa.gov.au>
Cc: lcyep@icloud.com
Subject: RE: Shire rates

Hi Vin. Hi Hope you are well. I have put some thought into a proposal for Shire rates as outlined, that could be presented to the council.

Context and summary

Given that the Shire of West Arthur is situated within a Global Biodiversity Hotspot and its Strategic Community Plan 'Towards 2031' prioritizes the protection of our natural environment, will the Council consider implementing a rate concession for properties protected by permanent Conservation Covenants? Landowners with conservation covenants, such as myself in Trigwell, are legally bound to manage weeds and feral animals and maintain high fire-safety standards at our own expense. These activities provide a significant 'public good' by protecting neighbouring agricultural land from pests and reducing regional fire risks, all while the land is permanently removed from commercial production.

Other Western Australian local governments, most notably the Shire of Serpentine-Jarrahdale, have successfully utilized a 50% rate discount for over a decade to recognize this contribution to the community. In light of these successful precedents and the Shire's own environmental targets, will the Shire investigate a formal 'Biodiversity Rate Incentive' policy for the upcoming 2026/27 budget to support residents who are perpetually protecting the Shire's natural capital? This proposal aligns with the Shire's "Towards 2031" Strategic Community Plan and provides a direct mechanism to achieve the goals of the Draft Biodiversity Strategy 2025.

Regional Context

The Shire of West Arthur is recognised as sitting at a critical ecological junction within the Southwest Australia Global Biodiversity Hotspot. Specifically, the Trigwell area serves as a vital ecotone between the Jarrah Forest and the Avon Wheatbelt IBRA bioregions. With over 90% of the Avon Wheatbelt already cleared, the remnant bushland on covenanted private property represents a "climate refuge" and a critical biological corridor for endemic species that exist nowhere else on Earth.

Alignment with 2025 Shire Strategies

This proposal is not merely a request for a discount, but a strategic partnership. The Shire’s 2025 Draft Biodiversity Strategy identifies the protection of remnant vegetation as a high priority. By incentivizing private conservation, the Shire:

- Secures long-term environmental outcomes without the capital cost of land acquisition.
- Ensures managed "green buffers" remain intact as the region transitions to include industrial renewable energy (e.g., neighbouring wind farm developments).
- Demonstrates leadership within the South West Botanical Province.

The "Public Good" of Active Management

Unlike unmanaged rural blocks, a conservation covenant typically mandates high-intensity management that benefits the entire Shire community:

- Mandatory Feral Animal Control: Legally required management of foxes, pigs, and rabbits reduces the pest pressure on neighbouring agricultural properties, protecting local livestock and crop yields.
- Enhanced Fire Mitigation: Maintaining an ongoing investment in fuel-load management. This acts as a strategic managed break, reducing the risk of high-intensity wildfires spreading across the landscape.
- Permanent Resource Sacrifice: By covenanting the land, it is permanently removed from commercial production. Currently, I am effectively paying via full Shire rates for providing an environmental amenity to the Shire.

Established Precedents in WA

Local governments across Western Australia have already recognized the administrative and environmental wisdom of this model:

Local Government	Incentive Model	Details
Shire of Serpentine-Jarrahdale	50% Rate Discount	Offers a dedicated "Environmental Conservation" zone. Properties in this zone receive a 50% discount compared to the standard rural rate to

Local Government	Incentive Model	Details
		reward the preservation of natural assets.
Shire of Augusta-Margaret River	Differential Rating	Features a specific "UV Conservation" category. This provides a separate rating path that accounts for the restricted land use and management burdens of conservation-protected land.
City of Wanneroo	Rural Conservation Rate	Historically used differential rating to lower the financial burden on rural landowners who maintain high-value native vegetation instead of clearing for agriculture.
Shire of Mundaring	Biodiversity Stewardship	While primarily focused on grants, they have been a vocal advocate for recognizing the "public service" private landholders provide in the Perth Hills.

Conclusion

Under Section 6.47 of the Local Government Act 1995, the Council has the authority to grant this concession. I request that the Shire investigates the adoption of a Biodiversity Rate Incentive for the 2026/27 budget to support landholders who are perpetually safeguarding the Shire's natural capital.

With thanks

Scott McEwing

Rating Strategy



Rating Strategy

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Financial Services
Responsible Officer	Manager Finance
Affected Business Units	Finance Rates

Objective

To determine the most appropriate and affordable rating strategy for the consistent, efficient and equitable collection of Shire revenue to ensure sufficient funds to meet its service delivery and ongoing infrastructure and asset management obligations.

The purpose of this strategy is to consider how the rate burden can be most equitably distributed, and to capitalise on rates growth without placing an undue burden on any one valuation class.

Thus, providing a robust and considered framework for Rates categories, Minimum Rates, Differential Rates, and rates growth that incorporates the principles of:

- Objectivity
- Fairness and Equity
- Consistency
- Transparency
- Administrative efficiency.

Scope

This strategy does not determine the percentage increase in rates each year, however this should be considered by Council during the annual budget development setting process.

Summary

This strategy establishes a framework by which a fair and equitable share of rates are paid by property owners, for the services and infrastructure within the Shire of Serpentine Jarrahdale.

This strategy does not determine the percentage increase or decrease in rates each year, as this is a decision to be made by Council as part of the Annual Budget Process.

What are rates?

Rates are a type of property tax that local governments charge property owners each year. Rates are one of the main ways councils raise money to pay for local services and facilities.

Each year, local governments prepare a budget to determine the funds required to deliver essential services and infrastructure for the community. This includes the maintenance of roads,



Rating Strategy

footpaths, parks, waste management, community facilities, libraries, and support for emergency services.

After accounting for revenue from grants, fees, charges, and other income sources, the remaining balance — known as the net funding requirement — must be raised through property rates. Rates ensure that all property owners contribute to the ongoing delivery of services and the development of their local community.

General Rates

General rates are the main form of property tax collected by local governments to fund the day-to-day delivery of services and the maintenance of infrastructure within the community.

They are applied to all rateable properties within the Shire and are calculated based on the property's assessed value, using either the **Gross Rental Value (GRV)** or the **Unimproved Value (UV)**, depending on the property type and land use.

Valuations

In Western Australia land is valued by Landgate Valuation Services (of the WA Valuer General's Office) and those values are forwarded to each Local Government for rating purposes.

Two types of values are calculated - **Gross Rental Value (GRV)** which generally applies for urban areas; and **Unimproved Value (UV)** which generally applies for rural land. GRV general valuations are currently carried out every 3 years and UV's are determined annually.

GRV means the gross annual rental that the land might reasonably be expected to realise if let on a tenancy from year to year upon condition that the landlord was liable for all rates, taxes and other charges thereon and the insurance and other outgoings necessary to maintain the value of the land. The GRV normally represents the annual equivalent of a fair weekly rental. For instance, a GRV of \$52,000 represents a weekly rental of \$1,000.

Under the *Valuation of Land Act 1978 (WA)* any person liable to pay a rate or a tax has the right to object to the values. Property owners having concerns over a valuation, may lodge a formal objection to the valuation with Landgate. The Shire has no control over the valuation of a property.

Minimum Rates

As per section 6.35 of the *Local Government Act 1995* Council is able to set a minimum amount payable for properties in its district, which is greater than the general rate which would otherwise be payable on that land.

The Shire imposes a differential minimum rate that applies to all rateable properties within the Shire. The minimum rate has been established to ensure all rateable properties, regardless of their value, are contributing to services and infrastructure provided by the Shire.

Differential Rates

Differential rating is a tool available to Western Australian local governments under the *Local Government Act 1995* that allows councils to apply different rates in the dollar to different categories of properties, rather than applying a single uniform rate across all properties.

This enables councils to distribute the rate burden more equitably and strategically based on land use, zoning, or other characteristics.

Rating Strategy



The Shire imposes the following Differential Rating Categories:

Description	Characteristics	Objects	Reasons
GRV Residential	Properties used for residential purpose	This category covers all improved non-rural properties used for residential purpose and all improved non-rural properties	The Shire's rating strategy is to achieve rate revenue that meets the shortfall from other revenue sources and allows for the delivery of services and the creation of infrastructure. The Shire desires to levy rates that are more equitable across different types of properties and thus has implemented differential rates.
GRV Commercial / Industrial	Non rural properties used for other purpose	This category covers all improved non-rural properties that are used for a purpose other than residential.	The Shire's rating strategy is to achieve rate revenue that meets the shortfall from other revenue sources and allows for the delivery of services and the creation of infrastructure. The Shire desires to levy rates that are more equitable across different types of properties and thus has implemented differential rates.
UV General	All rural properties not covered by another rating category	This category covers all rural properties not covered by another rating category	The Shire's rating strategy is to achieve rate revenue that meets the shortfall from other revenue sources and allows for the delivery of services and the creation of infrastructure. The Shire desires to levy rates that are more equitable across different types of properties and thus has implemented differential rates.
UV Rural Residential	All rural properties up to 50,000sqm whose predominant use is Residential.	This category covers all rural properties up to 50,000sqm whose predominant use is Residential.	The Shire's rating strategy is to achieve rate revenue that meets the shortfall from other revenue sources and allows for the delivery of services and the creation of

Rating Strategy



Description	Characteristics	Objects	Reasons
			<p>infrastructure. The Shire desires to levy rates that are more equitable across different types of properties and thus has implemented differential rates reflective of the costs associated with service delivery across the different rating categories.</p>
<p>UV Commercial/Industrial</p>	<p>All rural properties used predominantly for commercial/industrial purpose, excluding those used for intensive agriculture.</p>	<p>This category covers all rural properties used predominantly for commercial/industrial purpose, excluding those used for intensive agriculture.</p>	<p>The Shire's rating strategy is to achieve rate revenue that meets the shortfall from other revenue sources and allows for the delivery of services and the creation of infrastructure. The Shire desires to levy rates that are more equitable across different types of properties and thus has implemented differential rates.</p>
<p>UV Intensive Farming</p>	<p>All rural properties used for intensive agriculture (e.g. poultry farms and feed lots)</p>	<p>This category covers all rural properties used for intensive agriculture (e.g. poultry farms and feed lots)</p>	<p>The Shire's rating strategy is to achieve rate revenue that meets the shortfall from other revenue sources and allows for the delivery of services and the creation of infrastructure. The Shire desires to levy rates that are more equitable across different types of properties and thus has implemented differential rates.</p>



Rating Strategy

Specified Area Rates

The Shire is able to set a Specified Area Rate to meet the cost of undertaking a specific work, providing a service or facility if the local government considers that the ratepayers or residents in that area will:

- have benefited or will benefit from.
- have access to or will have access to.
- have contributed or will contribute to the need for, the work service or facility.

The Shire currently does not impose any Specified Area Rates.

Concessions

Under section 6.47 of the *Local Government Act 1995*, a local government may resolve to waive a rate or service charge or confer a concession in relation to it.

The purpose of granting rate concessions is to provide targeted support or incentives that align with the strategic objectives of the Shire. Concessions may be used to recognise and encourage land use or activities that deliver broader community, environmental, or economic benefits.

The Shire currently offers the following concessions:

Concession Type	Discount %	Circumstances in which the concession is granted	Object and reasons for the concession
Farmland Concession	31.0%	Where properties meet the council farmland concession policy criteria.	Council provides a rate concession to properties maintaining genuine farming interests. It ensures that Council is protecting and developing appropriate agricultural and horticultural industries and pursuits within the Shire.
Conservation Concession	50.0%	Where properties meet the conservation eligibility criteria.	Conservation zoning allows landowners with areas of high conservation value to receive reductions in council rates. The initiative has been established by Council to reward landowners who have retained and maintained bushland and wetland.

These concessions are reviewed periodically to ensure they remain relevant, equitable, and aligned with community priorities.



Rating Strategy

Fair Rating Strategy

The Shire’s Fair Rating Strategy is focused on three key areas:

Equity

The Department of Local Government’s Guidelines on Changing Rating Methodology states that rating principles should be applied fairly and equitably.

Each property should make a fair contribution to rates based on a method of valuation that appropriately reflects predominant use.

The Shire is committed to looking after both today’s community and future generations by balancing care for the environment, supporting social wellbeing, and encouraging a strong local economy. To help achieve this, rates will be set in a fair and reasonable way across the whole Shire.

Financial sustainability

The principle aim of long-term financial planning is to ensure that the Shire remains financially sustainable into the future. The Shire currently uses a Financial Health Indicator (FHI) as a measure of sustainability, with the industry benchmark being 70.

Financial Year Ended 30 June	2024	2023	2022	2021	2020
Financial Health Indicator	72	74	73	69	72

The Shire has maintained a stable financial position; however, it must remain mindful of several key risks that could impact long-term financial sustainability, including:

- Ongoing inflationary pressures driving cost increases across both operating and capital projects.
- A growing asset base requiring increased investment in maintenance.
- Aging infrastructure in need of renewal and upgrades.
- The need to ensure sufficient funds are available to meet co-contribution requirements for grant-funded programs, such as State Black Spot and Main Roads grants, in order to maximise external funding opportunities.

The Shire is committed to maintaining a balanced approach between managing operational cost pressures and investing in the renewal of community assets. This is done through sound financial management and continued advocacy efforts for external grant funding for asset renewal.

When setting rates, the Shire must ensure sufficient revenue is raised to support the renewal, maintenance, and upgrade of aging infrastructure; provide matching contributions for grant funding opportunities; and meet the rising costs of delivering essential services to the community.

Encouraging community aspirations

When considering rating the Shire will consider the outcomes and the three pillars contained within the Council Plan 2023-2033 being:

- Thriving - A well-planned Shire which support our community to flourish through sustainable growth, partnership and leadership.



Rating Strategy

- Liveable - A protected, enhanced and safe natural and build rural environment with access to services and facilities.
- Connected - Connected and vibrant neighbourhoods, celebrating our history and diversity.

Each year Council adopts an annual budget which allocates funds and resources to deliver against the community’s priorities. This will involve an ongoing review of Shire services to reflect the needs and priorities of our community, and these priorities will be taken into consideration when determining rates yields.

The Shire aims to ensure Fair Rating through the following strategic approaches:

Strategy One - Ensure correct valuation method is applied

The Shire of Serpentine Jarrahdale has two valuation options for the levying of rates, being either the Unimproved Value (UV) or the Gross Rental Valuation (GRV).

It is not the Shire that determines the valuation methodology used to raise rates.

Specifically, the *Local Government Act 1995* states:

6.28. Basis of rates

- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*
- (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

Therefore, the Shire should continue to work closely with the Ministers Office to ensure that all properties are rated using the correct valuation methodology.

Strategy Two - Maintain Differential Rating

The Shire currently utilises differential rating to meet its equity and financial sustainability obligations.

As the process of changing the valuation methodology is onerous and time consuming, sometimes properties can exist for a long time with an incorrect valuation method.

These shortcomings of the current system make it very difficult to accurately ensure that rates are levied on a method of valuation that appropriately reflects predominant use.

Strategy Three - Rural Valuation Review

In an effort to ameliorate any inequity caused by maintaining a differential rating system, the Shire will conduct a “Rural Valuation Review” of UV Rural Residential and UV Commercial / Industrial rated properties each year.

The effect of the Rural Valuation Review is to identify any property found to be liable for a lesser rate amount if they were rated on a GRV rating methodology, that would benefit from a change



Rating Strategy

of valuation methodology that are determined by Officers to be likely not to have another near to medium term review event forecast.

An example of properties expected to experience a near to medium term review event are likely to be in close proximity to the development fronts occurring in Byford, Cardup and Mundijong and will be required to have their valuation method reviewed upon subdivision occurring.

Officers are to conduct a change of valuation methodology process in keeping with the Ministers Rating policy - Valuation of Land, for all properties identified in the Rural Valuation Review.

This strategy is on hold for two years because as the Shire is unable to obtain the valuation data from Landgate to undertake this review.

Strategy Four - Concession Evaluation

The Shires current concessions are design to support and sustain the horticultural and agricultural industries in the Shire as well as encourage land stewardship and the protection of the natural environment.

These concessions will be reviewed periodically to ensure they remain relevant, equitable, and aligned with community priorities. This can include the adjustment of the current concession or through new concessions to encourage activities which assists in creating a Thriving, Liveable and Connected community.

Strategy Five – 2% Annual Increase in addition to CPI for Road Infrastructure fund.

A comprehensive surface condition assessment of the Shire’s sealed roads more than 10 years of age commenced in 2022 and was completed in 2023. The condition assessment was measured using the Western Australia Local Government Association (WALGA) Road Visual Condition Assessment Manual 1 – 5 road grading system. Condition grading per the manual is ratings of 1 to 2 being Very Good to Good, 3 being Fair and 4 to 5 being Poor to Very Poor respectively.

The table below provides a summary of road condition assessment survey data. Majority of the road assets have reached the intervention level of condition 3, 4, and 5. Whilst the 31% of road assets may offer a level of service in that is in good condition and remain trafficable, they may still be subject to load restrictions, lower or reduced speed limits or compromised user safety.

The 40% of road assets with a condition rating of Poor and Very Poor (condition 4 & 5):

Number of Inspected Sites	Condition 1 Very Good	Condition 2 Good	Condition 3 Fair	Condition 4 Poor	Condition 5 Very Poor
2805	224	645	813	617	505
%	8%	23%	29%	22%	18%

Rating Strategy



In order to rectify the Shire’s condition 5 roads, the Shire will need approximately \$114 million to be able to complete the works.

This strategy considers a 2% annual increase to rates in addition to CPI, with funds being placed in the Road and Bridge reserve for the purpose of renewal of the Shire’s aging infrastructure. This will yield approximately \$2m towards road projects over the next 3 years.

If these funds are leveraged against funding opportunities that require a one third Shire contribution this would enable the Shire to potentially undertake \$6m worth of road works. Alternatively, these funds can be used to fund works on roads which may not normally be eligible for grant funding.

Relevant Policies / Council Documents

- Council Plan 2023-2033.

Legislation / Local Law Requirements

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996.*

11.6 PROPOSED MAJOR LAND TRANSACTION - LOT 186 BURROWES STREET - OLD BOWLING GREEN

File Ref:	ADM398
Location:	Shire of West Arthur
Applicant:	Shire of West Arthur
Author:	Tahnee-Lee Lubcke, Projects Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	18/03/2026
Disclosure of Interest:	Nil
Attachments:	Nil

SUMMARY:

Council is requested to consider adopting the attached business plan and authorising the Chief Executive Officer to advertise it to seek feedback from the public on the proposed transaction in line with section 3.59 of the *Local Government Act 1995*.

BACKGROUND:

Pursuant to section 3.59 of the *Local Government Act 1995*, the Shire of West Arthur is obligated to prepare a Major Land Transaction Business Case prior to entering a Major Land Transaction concerning Lot 186, Burrowes Street, Darkan. A Major Land Transaction, as defined by the Act, refers to the acquisition, disposal or development of land that is not exempt under the Act, and where the value exceeds \$2 million or 10% of the Local Government's operating expenditures incurred from its municipal fund in the previous financial year.

The Business Plan should include an overall assessment of the transaction including the:

- Expected effect on provision of facilities and services by the Local Government and other persons providing facilities and services in the district
- Expected financial effect on the Local Government
- Expected effect on matters referred to in the Local Government's current plan prepared under section 5.56 of the Act, and
- The ability of the Local Government to manage the undertaking

The Shire of West Arthur is proposing to develop 5 houses on Lot 186, Burrowes Street into a grouped housing arrangement. The development of these houses may occur in a two-stage approach with three houses being built and the following two being built at a later stage. Upon completion of the project, it is anticipated that the ownership of the land would be transferred to West Arthur Cottage Homes Inc. It is expected that the construction of these houses will assist with servicing 5 of the 8 residents currently awaiting accommodation on the West Arthur Cottage Homes waitlist.

COMMENT:

If funding cannot be obtained for the development of the grouped housing arrangement, the Shire may need to secure a loan to facilitate the construction. The proposal put forth may be subject to changes as we approach the building phase and as the current market conditions evolve.

CONSULTATION:

Shire of West Arthur Chief Executive Officer
Shire of West Arthur Planning Consultant
Shire's Strategic Planning documents

STATUTORY ENVIRONMENT:

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996;

Planning and Development Act 2005 – Governs land use planning and development in Western Australia;

Planning and Development (Local Planning Schemes) Regulations 2015 – Provides for the preparation and adoption of local planning policies

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Initially, the Shire will be required to secure a loan to enable the commencement of the project. Should all five dwellings be constructed in a single stage, the anticipated loan amount is approximately \$1.8 million. However, it is more likely that the project will proceed in stages, with an initial construction of three dwellings, in which case the estimated loan requirement would be approximately \$1.2 million.

West Arthur Cottage Homes Inc will be responsible for servicing and repaying the loan over time. Accordingly, the loan is intended to be self-supporting and is not expected to impose any additional long-term financial burden on the Shire.

STRATEGIC IMPLICATIONS:

Shire of West Arthur Strategic Community Plan – Towards 2031

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

- Maintain and support the growth of medical facilities, childcare and aged services in the district
- Provide services and infrastructure that meet the needs of the community

Shire of West Arthur Corporate Business Plan 2021-2025

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

- Ageing in place initiatives (home care, transport, home maintenance)
- Independent Living Units management (partnership with West Arthur Cottage Homes)

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	Failing to comply with the Local Government Act 1995 and failing to provide transparency to the local community.
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	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	The implementation of the document ensures that the community’s concerns are considered regarding the Major Land Transaction and ensures compliance with s3.59 of the Local Government Act.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council, pursuant to s3.59 of the *Local Government Act 1995*, adopt the Major Land Transaction Business Plan as presented in Attachment 1 for advertising.

Note:

Officers anticipate receiving the order of costs from the civil engineer between the date of distribution of this agenda and the Council Meeting on 26 March 2026. When received, it will be attached to the actual business plan and provided to Council under separate cover.

11.7 ENDORSEMENT OF SHIRE SUBMISSION - DRAFT WESTERN AUSTRALIAN RENEWABLE ENERGY PLANNING CODE AND GUIDELINES

File Ref:	ADM883
Location:	Not applicable
Applicant:	Not applicable
Author:	Vin Fordham Lamont, Chief Executive Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	08/03/2026
Disclosure of Interest:	Nil
Attachments:	1. Shire Submission 2. Draft Renewable Energy Code and Guidelines

SUMMARY:

Council is requested to consider endorsement of the Shire of West Arthur's submission on the Western Australian Planning Commission (WAPC) Draft Renewable Energy Planning Code and supporting Guidelines, and authorise lodgement with the Department of Planning, Lands and Heritage within the public consultation period.

BACKGROUND:

The WAPC has released the Draft Renewable Energy Planning Code and Guidelines for public consultation, seeking feedback from stakeholders including local governments.

The Shire of West Arthur is a rural local government in the Wheatbelt with a dispersed population and an agriculturally dominated economy, meaning local roads, amenity, and community services can be particularly sensitive to large-scale construction activity and workforce influxes.

COMMENT:

The Shire has prepared a submission dated 8 March 2026 responding to the WAPC's Draft Renewable Energy Planning Code and Guidelines. The submission:

- Supports the intent of a clear and consistent statewide framework for assessing renewable energy infrastructure (initially wind farms, with flexibility to expand to solar farms, battery energy storage systems and transmission systems).
- Does not support the proposed introduction of a mandatory WAPC determination pathway for "significant" renewable energy projects, on the basis it would reduce local government decision-making and the ability to apply locally tailored conditions (e.g., local roads, amenity and emergency services).
- Highlights the Shire's local context, including a high concentration of anticipated proposals over coming years (noting multiple prospective wind farms and associated infrastructure), and seeks stronger recognition of social impacts and cumulative effects on small rural communities.
- Recommends mandatory requirements including Social Impact Assessment, Cumulative Impact Assessment, and improved community engagement/benefits planning, alongside practical measures around roads, noise monitoring, construction staging/workforce management and decommissioning assurance.

Council endorsement will enable the Shire to formally lodge the submission as an official Council position.

CONSULTATION:

The submission reflects the Shire's identified local context and key issues arising from anticipated renewable energy proposals and associated infrastructure in and around the district.

STATUTORY ENVIRONMENT:

Council may make submissions on State planning instruments and consultation processes as part of its advocacy and strategic planning role. This item seeks Council endorsement of the Shire's formal position for lodgement during the consultation period.

POLICY IMPLICATIONS:

Endorsing the submission supports the Shire's advocacy for:

- Appropriate local government roles in development assessment and conditioning; and
- Stronger requirements addressing cumulative and social impacts on small rural communities.

FINANCIAL IMPLICATIONS:

No direct financial impact is expected from endorsing and lodging the submission. (*Note: the submission advocates for resourcing/training support for local governments for implementation.*)

STRATEGIC IMPLICATIONS:

The submission seeks to ensure renewable energy development occurs in a way that protects community wellbeing, local amenity, road assets, emergency management capacity, and ongoing agricultural productivity within the Shire.

RISK IMPLICATIONS:

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

Risk Themes:

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

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

- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

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

Description of Key Risk	Not advocating on this matter risks the WAPC finalising the Renewable Energy Planning Code with elements that are detrimental to the Shire of West Arthur.
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	External threat or fraud
Risk Action Plan (Controls or Treatment Proposed)	Endorse submission as presented

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Endorse the attached Shire of West Arthur Submission on the Draft Renewable Energy Planning Code and Guidelines, dated 8 March 2026; and
2. Authorise the Chief Executive Officer to:
 - make minor editorial and administrative amendments that do not change the intent of Council’s position; and
 - lodge the endorsed submission with the Department of Planning, Lands and Heritage prior to the close of the public consultation period.

Submission on Draft Renewable Energy Planning Code and Guidelines

8 March 2026

To:

Executive Director Infrastructure Policy and Projects
Department of Planning, Lands and Heritage
140 William Street
Perth WA 6000

Email: renewableenergyplanning@dplh.wa.gov.au

Subject: Shire of West Arthur – Submission on Draft Renewable Energy Planning Code and Guidelines (Public Consultation)

Thank you for the opportunity to comment on the Western Australian Planning Commission's (WAPC) Draft Renewable Energy Planning Code and supporting Guidelines released for public consultation. The Shire of West Arthur welcomes a clear and consistent framework for assessing renewable energy proposals and offers the following submission.

Executive Summary

The Shire supports the intent of the Draft Code to provide statewide consistency for assessing renewable energy infrastructure, initially focused on wind farms, with flexibility to expand to solar farms, battery energy storage systems and transmission systems. However, the Shire does not support the introduction of a mandatory Western Australian Planning Commission (WAPC) determination pathway for significant renewable energy projects. We consider that such a pathway would remove local government rights to determine development applications and to place conditions addressing local roads, amenity and emergency services.

The Shire is currently facing a high concentration of proposals — five potential wind farms, a solar farm, a new power substation and multiple new transmission lines — over the next few years. We are concerned that the Draft Code and Guidelines do not adequately consider the social impacts and cumulative effects of concurrent renewable energy developments on small rural communities. We therefore advocate for mandatory Social Impact Assessment (SIA), cumulative impact assessment across projects, robust community engagement, and retention of local decision-making roles.

Local Context – Shire of West Arthur

The Shire of West Arthur is a rural local government area in the Wheatbelt region, covering approximately 2,834 km² with its administrative seat at Darkan. Our economy is dominated by agriculture, including wool and sheep, alongside timber and grain. With a small population

dispersed across a large area, local roads, community services and rural amenity are highly sensitive to large construction programs and workforce influxes. In the next few years, the Shire expects five wind farm proposals, one solar farm, a new power substation and several transmission line projects. The cumulative and social impacts of these developments must be assessed and managed proactively to protect community wellbeing and agricultural productivity.

Part One – General

1. Local planning framework (Code cl. 1.6): The Shire supports the ability for WAPC-approved local planning policies or plans to supplement the Code where a specific local or regional need exists. We recommend the Guidelines include a simple template for local governments to identify local issues (e.g., view corridors, school bus routes, emergency access, agricultural operations) that warrant tailored Performance Outcomes or Acceptable Outcomes, and that dedicated training and funding be provided to assist local governments to implement the Code.

Community and Social Impact – Mandatory Requirements

Given the number and scale of proposals in the Shire, we recommend the Code and/or Guidelines explicitly require:

- A Social Impact Assessment (SIA) proportional to project scale, addressing housing and accommodation pressures, local business capacity, cost-of-living impacts, service demand (health, emergency services, policing), community cohesion, and amenity (noise, dust, visual).
- A Cumulative Impact Assessment (CIA) that considers interactions with existing, approved and reasonably foreseeable renewable energy and transmission projects across the Shire and adjacent LGAs.
- A Community Benefits and Engagement Plan, with proponent-funded liaison capacity, transparent complaints handling, and measurable commitments developed with the Shire and local stakeholders.
- Construction staging and workforce management commitments to avoid peak overlaps across multiple projects, including traffic and road safety around school bus routes.

Part Two – Wind farms – Detailed Comments

WF Element 1 – Safety

- Support for minimum safety setback: We support a safety setback standard for wind turbines from non-host lots, reserves (including road reserves), and existing/approved habitable buildings. To aid implementation, please clarify measurement points and include examples for typical rural layouts.
- School bus routes and public roads: Include specific consideration of school bus routes and frequently used public roads in the safety assessment and traffic management plans.

WF Element 2 – Noise

- Post-construction compliance and monitoring: Require an independent post-construction noise compliance program, including verification against applicable WA noise regulations, cumulative impact assessment where multiple wind farms operate, and curtailment protocols where exceedances are detected.
- Complaints management: Mandate proponent-funded, transparent complaints handling with reporting to the Shire and WAPC, and specify timeframes for investigation and mitigation.

WF Element 3 – Single House Development Potential on Non-Host Lots

- Future dwelling potential mapping: Where the noise impact area may extend onto a non-host lot, require proponents to prepare a “Future Dwelling Potential Plan” demonstrating suitable, serviceable land remains outside the combined noise impact areas of the proposal and any nearby wind farms.
- Agricultural holdings: Provide guidance for assessment where non-host lots form part of contiguous agricultural landholdings with an existing dwelling elsewhere on the holding.

WF Element 4 – Landscape

- Significant views and landscapes: Support a performance-based approach that minimises unnecessary visual prominence. Recommend the Guidelines include criteria for identifying locally significant view corridors and landscape features, and require visual simulations from key public viewpoints agreed with the Shire.
- Lighting: Ensure aviation lighting design minimises visual impacts while meeting aviation safety requirements.

WF Element 5 – Shadow Flicker

- Thresholds and modelling: Support clear annual and daily thresholds and the distinction between theoretical and predicted actual modelling. Require site-specific verification within the first operational year and mitigation (e.g., curtailment or screening) where exceedances occur.

WF Element 6 – Natural Environment

- Birds, bats and threatened species: Require baseline surveys, ongoing monitoring, and adaptive management triggers (including turbine curtailment) where collision risk is identified.
- Water resources and land: Emphasise avoidance of sensitive water resources and land degradation, and require erosion, sediment and salinity management plans during construction and operation.

WF Element 7 – Natural Hazards

- Bushfire: Support siting and design to manage bushfire risk (e.g., BAL considerations) and require operational bushfire management plans developed with local emergency services.
- Flooding and severe weather: Require design measures to withstand local severe weather events and protect adjacent land uses.

WF Element 8 – Aviation and WF Element 9 – Electromagnetic Interference

- Stakeholder engagement: Require early consultation with CASA and local emergency services (including aerial firefighting) and assessment of potential interference with local communications (e.g., emergency radio, telemetry).

WF Element 10 – Transport

- Road use agreements: Require a road dilapidation survey, haulage route plan, school bus route risk assessment, and a binding road-use and maintenance agreement (including bonds) to restore local roads impacted by construction traffic and oversize/overmass movements.

WF Element 11 – Construction

- Workforce accommodation and local amenity: Require a workforce accommodation and impacts plan addressing housing pressure, water use, dust, and waste; and include measures to prioritise local procurement and employment where practicable.

WF Element 12 – Decommissioning

- Financial assurance: Require a decommissioning bond or other financial security to ensure removal of infrastructure and site rehabilitation at end of life or early cessation. Specify minimum removal depths for foundations, timelines for rehabilitation, and land restoration standards to support ongoing agricultural use.

Proposed Amendments to Planning Regulations – Shire Position

- Planning and Development (Significant Development) Regulations 2024 / Part 11B: The Shire does not support the proposal to classify significant renewable energy projects as mandatory significant development determined by the WAPC. This change would reduce local government decision-making and limit our ability to place locally tailored conditions. We instead advocate for:
 - Retention of local government as the determining authority for renewable energy applications within our district;
 - Where proponents elect to use Part 11B, a joint-determination model or mandatory incorporation of Shire-recommended local conditions (roads, amenity, emergency services) in any WAPC approval; and
 - Resourcing to ensure meaningful local participation in any State-led assessment.
- Planning and Development (Local Planning Schemes) Regulations 2015: The Shire supports amendments requiring development approval for new noise-sensitive uses near existing or approved wind farms and introducing relevant land-use definitions, with mapping-based guidance to identify where development approval is required.

Implementation and Transition

We recommend a clear implementation timeline, transitional arrangements for applications already in process, and a training program for local governments. As future Code parts (transmission systems, solar farms and battery energy storage systems) are prepared, the Shire seeks early engagement to ensure the framework works for small rural communities confronted by concurrent projects.

Thank you for considering our submission. We look forward to continuing to work with the WAPC and the Department of Planning, Lands and Heritage to support Western Australia's renewable energy transition while protecting the amenity and productivity of our communities.

Yours sincerely

Cr Karen HARRINGTON
Shire President

Vin FORDHAM LAMONT
Chief Executive Officer

Shire of West Arthur
Email: shire@westarthur.wa.gov.au
Phone: (08) 9736 2400



WAPC Western
Australian
Planning
Commission

LEADING A
CONTEMPORARY
PLANNING SYSTEM

DRAFT – PUBLIC CONSULTATION

December 2025

DRAFT CODE and GUIDELINE – PUBLIC CONSULTATION

Renewable Energy Planning Code and Guidelines

Prepared under Part 3A of the Planning and Development Act 2005

DRAFT – PUBLIC CONSULTATION

Acknowledgement of Country

The Western Australian Planning Commission acknowledges the Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters and community.

We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

Disclaimer

This document has been produced by the Department of Planning, Lands and Heritage on behalf of the Western Australian Planning Commission. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

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About this document

This document combines the provisions of the Renewable Energy Planning Code (the Code) and the supporting Guidelines.

The provisions of the Code appear in the main body of the document on a white background while the Guidelines are presented in grey boxes for ease of reference.

Terms shown in bold throughout the document are defined terms and have the meaning given in **Appendix 1 – Definitions**.

The Code (and any amendments to it) is made under Part 3A of the *Planning and Development Act 2005* and in accordance with the Planning and Development (Planning Codes) Regulations 2024.

The Code is intended to guide the assessment of development applications for energy infrastructure – including renewable energy facilities, battery energy storage systems and transmission systems – and sets out:

- the objectives and development provisions for their siting, design, construction, operation and decommissioning; and
- the materials required to accompany associated development applications.

The Code takes effect once it is incorporated into a local planning scheme, improvement scheme or the Swan Valley Planning Scheme.

The Guidelines do not form part of the Code and may be amended from time to time. They provide guidance on:

- matters addressed in the Code, including material required to accompany development applications;
- key reports and plans that may be required as a condition of development approval; and
- proponent-led preliminary community and stakeholder engagement.

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Part one

General

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1.1 Code Intent

The intent of the Code is to provide a clear and consistent development assessment framework for **energy infrastructure** (including **renewable energy facilities, transmission systems** and **battery energy storage systems**) that support the generation, storage and transmission of renewable energy across Western Australia. The Code sets out:

- a. objectives and development provisions for the siting, design, construction, operation and **decommissioning of energy infrastructure**;
- b. materials required to accompany development applications for **energy infrastructure**; and
- c. consistent standards and requirements to support quality decision-making across local government areas.

1.2 Code Application

The Code applies throughout Western Australia to the assessment of development applications for **energy infrastructure**, including:

- **wind farms** (Part 2);
- **transmission systems** (Part 3 – **to be prepared**);
- **solar farms** (Part 4 – **to be prepared**); and
- **battery energy storage systems** (Part 5 – **to be prepared**).

The Code does not apply to:

- offshore wind farms located in Commonwealth waters, which are regulated by the *Offshore Electricity Infrastructure Act 2021* and the *Offshore Electricity Infrastructure (Regulated Levies) Act 2021*; and
- energy infrastructure classified as public works where the public work is exempt from requiring development approval under a local planning scheme, in accordance with section 6 of the *Planning and Development Act 2005*.

Notwithstanding the above, proponents of public works that are exempt under section 6 are expected to have due regard to:

- the relevant local planning scheme, including any provisions that incorporate the Code, when planning, designing, constructing, operating and decommissioning energy infrastructure;
- orderly and proper planning, and the preservation of the amenity; and
- any advice provided by the responsible authority.

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1.3 Code Objectives

The objectives of the Code are to:

- a. guide the establishment of **energy infrastructure** to support a sustainable energy supply for Western Australia;
- b. avoid or minimise land use conflicts and adverse impacts on the surrounding environment, amenity, public health and safety; and
- c. promote development that responds to the characteristics of the site and its local context.

1.4 Operation of the Code

The Code is organised into different Elements, each addressing a specific planning issue or development phase.

Each Element includes one or more Element Objectives that support the Code Objectives and describe the intended planning goals or aims for that Element.

To demonstrate achievement of each Element Objective, applicants must respond to the associated development provisions, which may include:

- Performance Outcomes – general development principles or guidance; and/or
- Acceptable Outcomes – specific measurable development standards.

Some Elements only include Performance Outcomes, others include only Acceptable Outcomes, and some include both. Where both types of outcomes are provided for an Element Objective, applicants may respond to either the Performance Outcomes or the Acceptable Outcomes to demonstrate achievement of that Element Objective.

Where an Element includes only Acceptable Outcomes and does not provide a Performance Outcome pathway, compliance with the Acceptable Outcome is the sole means for satisfying the corresponding Element Objective.

Terms shown in **bold** throughout the Code are defined in **Appendix 1**.

Where reference is made in an Element Objective or development provision to:

- existing land uses and works, this is to be taken to refer to land uses and works currently being undertaken or have been carried out;
- approved land uses and works, this is to be taken to refer to land uses and works that have received a development approval or building permit.

In both cases, the reference applies to land uses and works on or prior to the date the **energy infrastructure** development application is lodged with the decision-maker.

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1.5 Development Applications and Decision-Making

1.5.1 Development Applications

In addition to material required under clause 63 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations), development applications for **energy infrastructure** must be accompanied by the material outlined in **Appendix 2**.

1.5.2 Consultation

Development applications for **energy infrastructure** must be advertised in accordance with clause 64 of Schedule 2 of the LPS Regulations.

Statutory Advertising of Development Applications

The statutory advertising process described in section 1.5.2 ensures that communities and stakeholders are formally notified and provided with the opportunity to make a formal submission on the proposed development. Decision-makers are responsible for this process and will consider submissions when determining applications for development approval.

Preliminary Community and Stakeholder Engagement

Prior to lodging a development application, proponents of energy infrastructure are encouraged to engage with communities and key stakeholders, including public and statutory authorities, as detailed in Appendix 3. Proactive and early community engagement offers a range of benefits, including:

- a. enables communities to provide informed feedback through access to accurate and timely information;
- b. helps proponents understand local values, concerns and aspirations to inform project design and decision-making;
- c. supports early identification of potential issues and mitigation strategies;
- d. provides an opportunity to identify potential community benefit initiatives; and
- e. builds trust that contributes to maintaining a social licence to operate.

The level of community engagement should be proportionate to the scale of the development and degree of public interest or sensitivity.

Proponents should provide clear, relevant and accessible information about the proposed development and actively seek community input on planning matters where engagement can meaningfully influence outcomes.

Development applications should be accompanied by a Community and Stakeholder Engagement Report (refer **Appendix 2**), detailing the outcomes of any preliminary engagement undertaken, including the influence it has had on shaping the proposal.

Landowner and Community Benefit Agreements

Proponents of energy infrastructure are expected to establish community benefit-sharing agreements with local communities. These agreements are intended to provide community benefits based on local and regional needs and assist in building and sustaining social licence. Guidance on developing these agreements is provided in the [Draft Guideline on Community Benefits for Renewable Energy Projects: Consultation Paper](#) (DEMIRS, 2025).

Where proponents of energy infrastructure are leasing land, they will enter into private lease agreements with landowners. They may also enter into agreements with neighbouring landowners to manage any development impacts. The Landowner’s Guide to Hosting Wind Farm Projects (DEMIRS, 2025) provides guidance on these.

Both community benefit-sharing agreements and landowner agreements sit outside the planning system. While proponents are encouraged to include relevant details of these agreements with their development applications, the decision-maker will not rely on these in determining an application.

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1.5.3 Assessment and Determination

Development applications should demonstrate achievement of the Element Objectives by satisfying the corresponding Performance Outcomes or Acceptable Outcomes.

Meeting an Acceptable Outcome provides a compliant pathway for assessment and approval. Where an Acceptable Outcome is achieved, the corresponding Element Objective is deemed satisfied.

In determining whether a development application satisfies the relevant Performance Outcomes, the decision-maker will exercise judgment and undertake a merit-based assessment of the application.

The decision-maker must be satisfied the development application meets the Code and Element Objectives and the Acceptable Outcomes or Performance Outcomes associated with each Element Objective.

In approving a development application, the decision-maker should also be satisfied the development will not create significant adverse impacts. Where potential adverse impacts are identified, they should be addressed, where practicable and in order of preference, through the following mitigation hierarchy:

- avoidance – avoid the adverse impact from occurring altogether;
- minimisation – limit the degree or magnitude of the adverse impact; and
- rectification – repair, rehabilitate or restore the impacted site as soon as possible.

The Elements of this Code represent the key planning issues considered common to all development proposals for energy infrastructure. In considering a development application, the decision-maker is to also have due regard to any other matters that may be relevant to the development as outlined in clause 67(2) of Schedule 2 of the LPS Regulations.

1.6 Local Planning Framework

Where there is a specific local or regional need, local planning policies, structure plans and local development plans, may, subject to WAPC approval:

- a. supplement the Element Objectives;
- b. modify and/or supplement the Performance Outcomes or Acceptable Outcomes of the Code.

Local governments, in preparing such local planning policies, structure plans and local development plans, and the WAPC in approving them, must ensure they are:

- a. warranted due to a specific need relating to the locality or region;
- b. consistent with the Code and Element Objectives; and
- c. consistent with the LPS Regulations.

Where a local planning policy, structure plan and local development plan that was in effect prior to commencement of the Code is inconsistent with this Code, the provisions of the Code prevail to the extent of the inconsistency.

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Part two

Wind farms – development standards

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Introduction

Part 2 of the Code sets out the specific requirements for wind farms.

Wind farms are a form of renewable energy facility that converts wind energy into electricity using wind turbines and comprises a range of associated infrastructure elements. Figure 1: Example of a wind farm project. They are typically located in high-wind, rural areas and are generally compatible with agricultural land uses.

Electricity generated from wind turbines can be supplied directly to the electricity grid, stored in battery energy storage systems or integrated into other energy systems such as hydrogen production and related technologies.

Wind farm projects progress through several phases: site selection and feasibility, design, approvals, construction, operation (approximately 30 years) and eventual repowering or decommissioning with site rehabilitation – each with its own considerations.

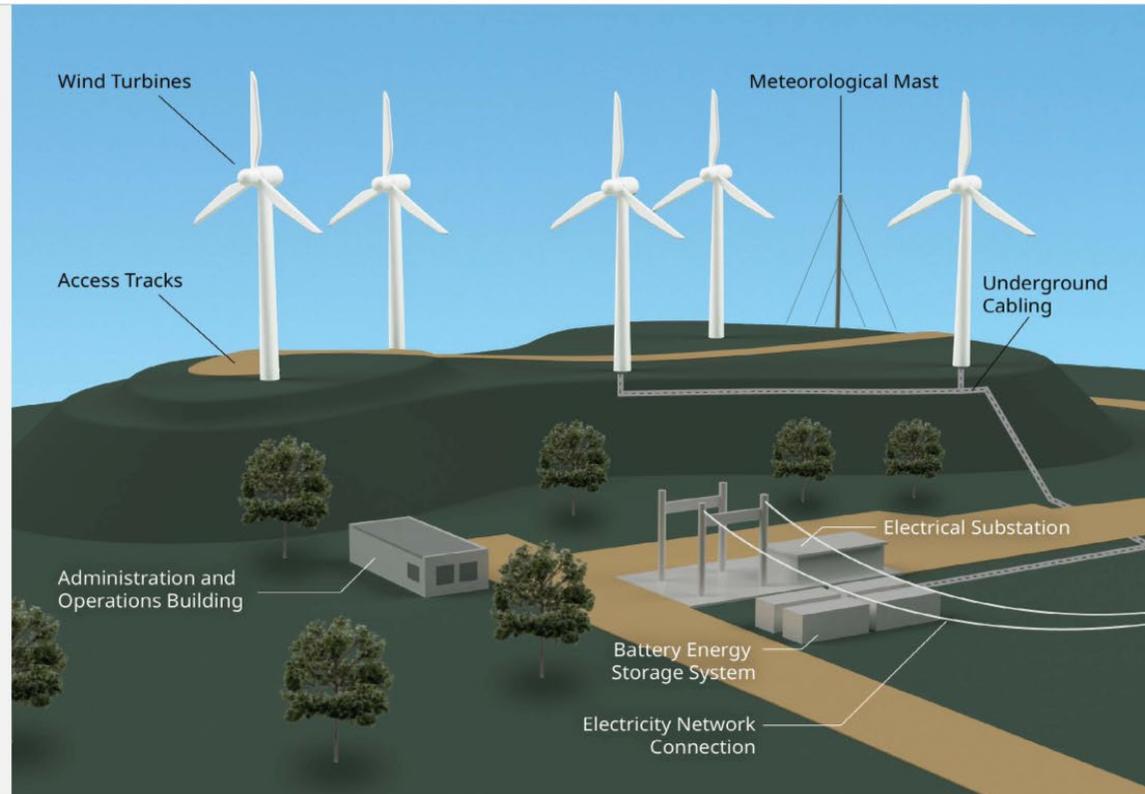


Figure 1: Example of a wind farm project

Wind Turbine Components

Wind turbine components referenced in the Code and supporting Guidelines are illustrated in Figure 2 and described below.

- *foundation* – anchors the wind turbine to the ground.
- *rotor* – includes the blades, hub and nacelle, which capture wind energy and convert it into rotational motion.
- *nacelle* – houses the gearbox, generator and other key components that convert rotational motion into electrical energy.
- *tower* – supports the rotor and raises it to access stronger, more consistent wind.

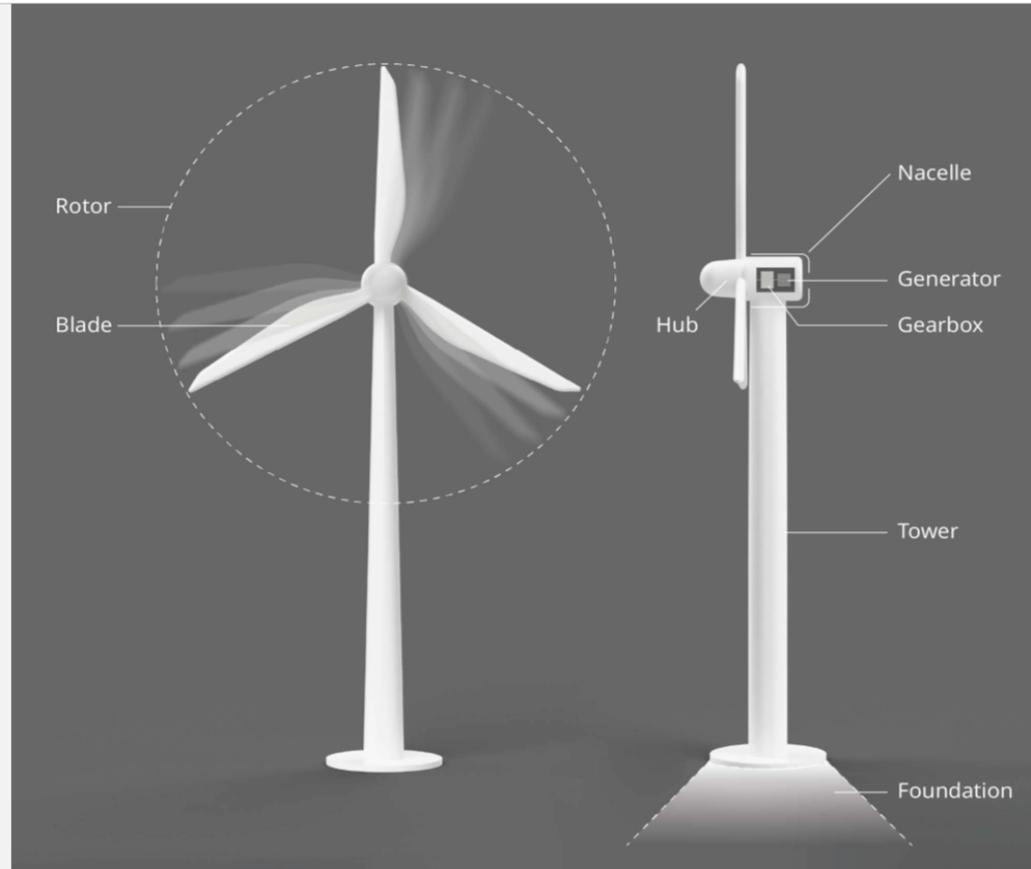


Figure 2: Wind turbine components

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Wind Turbine Measurements

Wind turbine measurements referenced in the Code and supporting Guidelines are illustrated in Figure 3 and described below.

- *blade length* – the length of a blade from the hub to the blade tip.
- *ground clearance* – the vertical distance from ground level at the base of the tower to the tip of the lowest blade in its lowest position.
- *blade tip height* – the vertical distance from ground level at the base of the tower to the tip of the highest blade in its uppermost position.
- *rotor swept path* – the circular area around the nacelle within which the blades rotate.
- *rotor diameter* – the diameter of the rotor swept path.
- *hub height* – the vertical distance from ground level at the base of the tower to the centre of the hub.

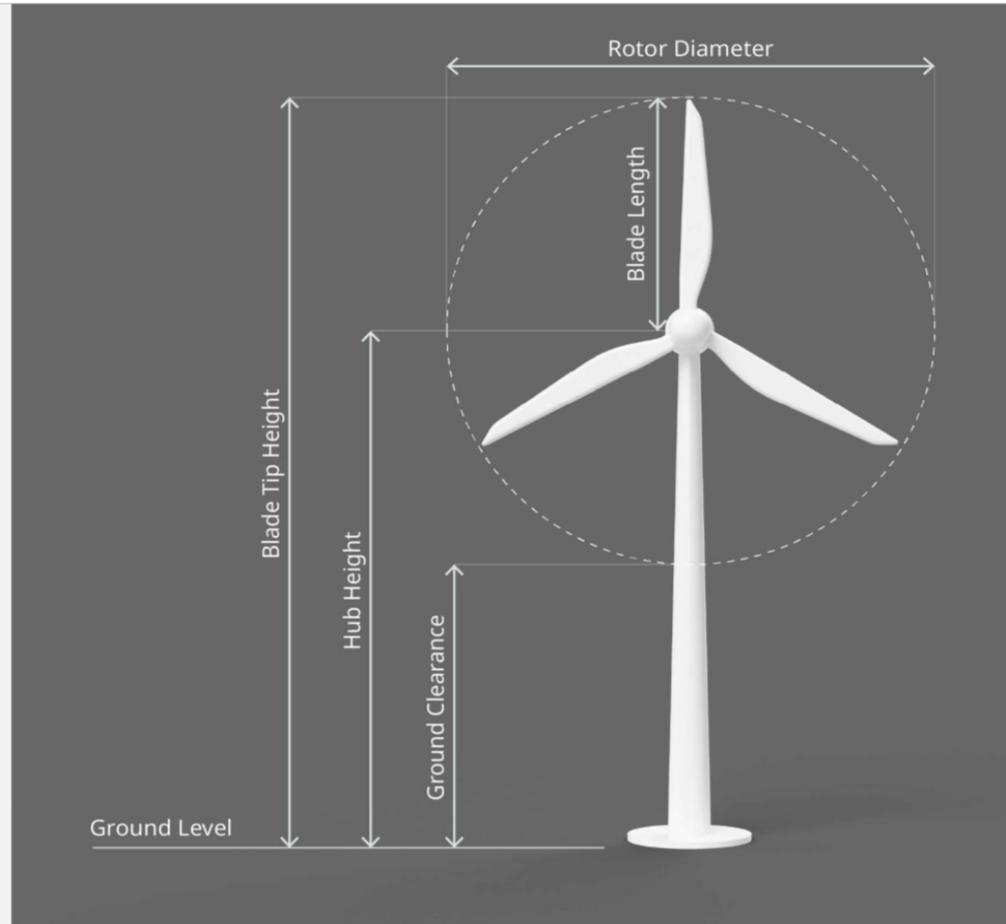


Figure 3: Wind turbine measurements

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Managing Noise Impacts from Wind Farms – Existing and New Noise-Sensitive Land Uses

Wind turbines can generate noise that extends beyond the boundaries of the host lot. It is important to protect existing noise-sensitive uses, such as houses, schools and health facilities, from unreasonable wind farm noise, while also avoiding the introduction of new sensitive uses in areas that may be exposed to noise levels exceeding acceptable limits under the Environmental Protection (Noise) Regulations 1997. This helps prevent future land use conflict and ensures existing wind farm operations are not compromised by subsequent nearby development.

The Code and the Deemed Provisions of the LPS Regulations work together to manage these issues.

Element 2 – Noise of the Code includes development provisions requiring that new wind farms are sited, designed and operated to avoid causing unacceptable noise impacts on existing noise-sensitive land uses.

Element 3 – Single House Development Potential on Non-Host Lots includes provisions requiring that potential wind farm noise impacts on nearby non-host lots are considered and assessed to avoid unreasonably limiting the ability to develop those lots with a single house, where one does not already exist.

To support these provisions, the Deemed Provisions of the LPS Regulations introduce development approval requirements for new houses and other new noise-sensitive land uses near wind farms, notwithstanding any exemptions that might otherwise apply. These provisions, which automatically apply under all Western Australian local planning schemes, require that applications for new noise-sensitive uses consider potential wind farm noise impacts where those uses are proposed in proximity to a wind farm. These provisions are aimed at helping to avoid exposing future development to unreasonable noise levels and to reduce the risk that existing wind farm operations are compromised by subsequent noise-sensitive developments.

Note: *The Deemed Provisions described in this section are proposed amendments to the LPS Regulations 2015 and are being progressed in parallel with public advertising of the draft Renewable Energy Planning Code. These provisions are not yet in effect and will be subject to formal gazettal following the consultation process.*

2.1 Micro-siting of Wind Turbines

Context

Micro-siting of wind turbines is an optional tool available to applicants that enables minor adjustments to individual turbine locations after development approval to address issues identified during detailed investigations.

To allow this flexibility, wind farm development applications may include wind turbine envelopes around indicative turbine locations.

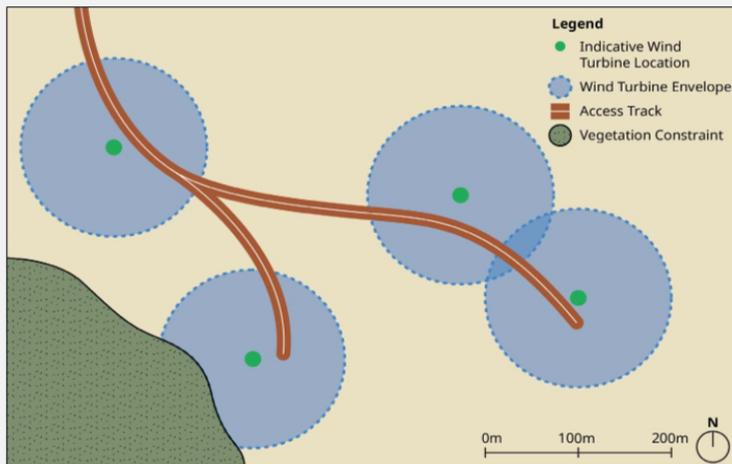


Figure 4: Example site plan showing wind turbine envelopes for micro-siting post-development approval

The following provisions apply only where an applicant chooses to use micro-siting. They outline how **wind turbine envelopes** can be incorporated into a development application to provide flexibility after approval:

- 2.1.1 **Wind turbine envelopes** may be used in a development application for a **wind farm** to enable minor adjustments to the location of **wind turbines** and their supporting structures within the envelope after approval, providing flexibility for micro-siting.
- 2.1.2 Where **micro-siting** is proposed, any reference to a **wind turbine** in the Element Objectives and development provisions (Performance Outcomes and Acceptable Outcomes) of the Code is to be interpreted as applying to a turbine envelope.
- 2.1.3 The maximum extent of each **wind turbine envelope** is a circle with a radius of 100 metres, measured from the centre of an indicative turbine location.
- 2.1.4 Each **wind turbine envelope** must contain no more than one turbine, and the total number of envelopes must not exceed the number of turbines proposed for the development.
- 2.1.5 All supporting structures for the **wind turbine**, including the **foundation**, must be fully contained within the turbine envelope.
- 2.1.6 Each **wind turbine envelope** must be located:
 - a. to avoid all known physical or environmental constraints where the siting of a turbine would be unsuitable; and
 - b. so that a turbine and its supporting structures can be positioned anywhere within the envelope and comply with all relevant objectives and development provisions of the Code.
- 2.1.7 Access tracks to wind turbines may be subject to minor realignment where necessitated by micro-siting, provided the decision maker is satisfied this will not result in any additional adverse environmental, amenity, safety or other impacts.
- 2.1.8 Post-construction, the applicant must provide the decision-maker with:
 - a. GPS coordinates for each constructed **wind turbine**; and
 - b. a plan showing the location of all constructed access tracks.

2.2 WF Element 1 – Safety

Context

Wind turbines can pose a potential risk of injury to people and property due to possible malfunctions, such as blade throw or structural collapse. These risks may arise from direct impacts or debris. While incidents are uncommon due to stringent manufacturing and installation standards – and the typically low population density of rural wind farm locations – the potential consequences of a major incident can be significant.

Element Objective

WF-EO1.1 Wind turbines are sited to minimise risks to people, property and infrastructure arising from hazards such as blade throw, wind turbine collapse and other safety incidents.

Performance Outcome

Not applicable – Acceptable Outcome applies.

Acceptable Outcome

Meeting this Acceptable Outcome satisfies the Element Objective.

WF-AO1.1 Wind turbines are set back a minimum of 1.1 times blade tip height from non-host lots, reserves (including road reserves), and existing and approved habitable buildings on host lots and non-host lots.

The safety setback required under **WF-AO1.1** is to be measured from the centre of the **wind turbine** tower to the non-host lot or reserve boundary, or in the case of a **habitable building**, to the nearest external wall of the **habitable building**.

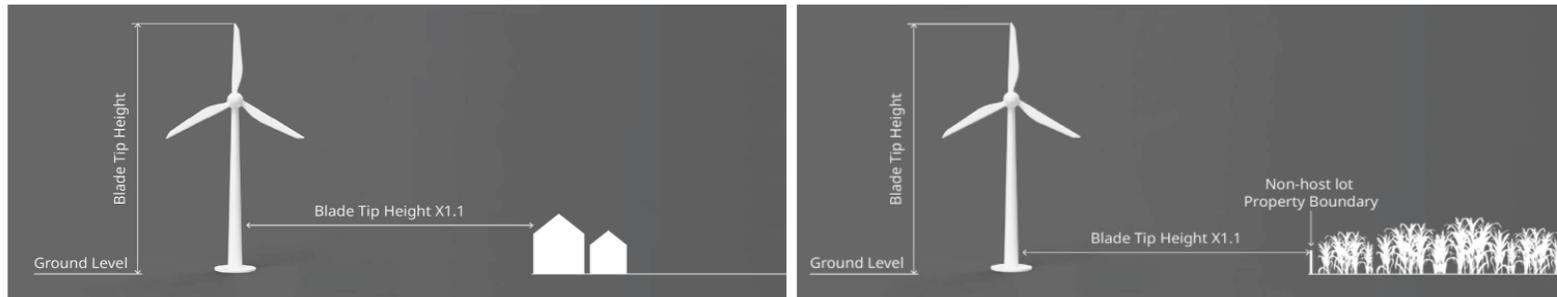


Figure 5: WF-AO1.1 Safety setback

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Element Objective

WF-EO1.2 Wind turbines are designed and constructed to ensure structural integrity and operational safety over their lifecycle.

Performance Outcome

Not applicable – Acceptable Outcome applies.

Acceptable Outcome

Meeting this Acceptable Outcome satisfies the Element Objective.

WF-AO1.2 Wind turbines are designed and constructed in accordance with relevant Australian and international standards.

Plans and Reports to Accompany a Development Application

Provide wind turbine blade tip height specifications and a site plan showing the location of all turbines, demonstrating compliance with the minimum setback requirements under **WF-AO1.1**.

Plans and Reports Recommended as Conditions of Development Approval

Independent Engineering Certification Report

To demonstrate satisfaction of **WF-AO1.2**, an Independent Engineering Certification Report prepared by a suitably qualified and independent structural engineer is required to certify:

- a. **Pre-construction:** That the wind turbines and their foundations have been designed in accordance with relevant Australian and international standards.
- b. **Post-construction:** That the wind turbines and their foundations have been constructed in accordance with relevant Australian and international standards.

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2.3 WF Element 2 – Noise

Context

Wind turbines produce noise with unique acoustic characteristics that can vary depending on location, wind speed and direction, and operational parameters. Noise from wind farms can travel long distances and may affect the amenity of houses and other noise-sensitive land uses. Infrastructure associated with wind farms, including transformers, substations, battery energy storage systems and transmission infrastructure, may also contribute to overall noise impacts.

Wind farm noise has the potential to impact both existing noise-sensitive land uses and areas identified in State and local planning frameworks for future urban and rural-residential development. Maintaining sufficient separation between wind turbines and these land uses or future growth areas ensures wind farms do not cause noise impacts that exceed the limits permitted under the Environmental Protection (Noise) Regulations 1997. This helps protect amenity and avoid constraining planned land use outcomes ¹.

Element Objective

WF-E02.1 Wind farms are sited, designed and operated to avoid an **unreasonable noise impact** on:

- a. any existing or approved **noise-sensitive land use**; and
- b. areas identified for the future development of **noise-sensitive land uses**.

Performance Outcome

WF-PO2.1 Wind turbines and other **associated infrastructure** are sited, designed and operated to avoid an **unreasonable noise impact** on any existing or approved **noise-sensitive land use** located on a **host** or **non-host lot**.

WF-PO2.2 Wind turbines and other **associated infrastructure** are sited to avoid an **unreasonable noise impact** on areas identified for future urban development ² or rural residential development in WAPC-endorsed State and local planning frameworks, to ensure these areas can be developed without constraint from wind farm noise impacts.

Acceptable Outcome

*Not applicable
– Performance Outcomes apply.*

¹ The impact of wind farms on the ability of nearby **non-host lots** to accommodate a future single house where the wind farm's **noise impact area** extends into the **non-host lot** is addressed separately under Element 3 – Single House Development Potential on Non Host Lots.

² Areas identified for future urban development include, but are not limited to, land identified in regional or local planning strategies, local planning schemes or approved structure plans, for residential, tourism, or other noise-sensitive urban uses.

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Plans and Reports to Accompany a Development Application

Noise Impact Assessment

A Noise Impact Assessment should be prepared by a qualified acoustic engineer and include, at a minimum:

- a. Predictive noise modelling identifying the extent of noise impacts arising from the wind farm.
- b. Consideration of cumulative noise impacts from approved or existing nearby wind farms in noise modelling.
- c. Identification and mapping of all existing and approved noise-sensitive land uses located on host and non-host lots within three kilometres of the wind farm development site.
- d. Identification of areas designated for future urban or rural residential development in State and local planning frameworks.
- e. Mapping of the modelled noise impact area of the wind farm, provided in the digital geospatial format specified by the Department of Planning, Lands and Heritage for publication as part of the Department’s dataset.
- f. Details of any operational or mitigation strategies – such as wind turbine shutdowns or reduced operation under certain conditions – incorporated into the modelling to achieve **WF-PO2.1** and **WF-PO2.2**.
- g. Assessment of the wind farm’s compliance with the Environmental Protection (Noise) Regulations 1997.
- h. Demonstration that existing and approved noise-sensitive land uses will not be affected by the modelled noise impact area.
- i. Demonstration that areas identified for future urban development in State and local planning frameworks will not be affected by the modelled noise impact area.

Plans and Reports Recommended as Conditions of Development Approval

Noise Monitoring Plan and Noise Monitoring Report

A Noise Monitoring Plan and Noise Monitoring Report may be required within the first 12 months of the wind farm becoming fully operational.

The Noise Monitoring Plan, prepared in consultation with the Department of Water and Environmental Regulation, establishes the context, methodology and parameters for any required post-construction noise monitoring.

The Noise Monitoring Plan should, at a minimum:

- a. Describe the goals of the monitoring (For example, determination of ‘as-built’ sound power levels (i.e. the actual measured noise of a wind turbine at source), investigate intrusive characteristics, demonstrate compliance with noise criteria);
- b. Describe the procedures and standards to be used for noise monitoring; and
- c. Be made publicly available on the wind farm operator’s website for the life of the wind farm.

A Noise Monitoring Report details the outcomes of monitoring undertaken in accordance with the Noise Monitoring Plan. Its primary purpose is to verify the Noise Impact Assessment inputs, rather than to measure noise levels at sensitive receivers.

The Noise Monitoring Report should, at a minimum:

- a. Compare monitoring data against monitoring goals (For example, measured vs predicted noise levels (i.e. what the actual on-the-ground noise level from a constructed wind farm is in comparison to that modelled in a Noise Impact Assessment), and measured vs modelled sound power levels (i.e. the actual noise generated by a constructed wind turbine at source in comparison to the value assigned as an input in a Noise Impact Assessment);
- b. Identify any additional measures required to mitigate identified deficiencies;
- c. Identify any required updates to the wind farm’s noise impact area; and
- d. Be made publicly available on the wind farm operator’s website for the life of the wind farm.

Noise modelling is the primary and most effective method for identifying and assessing potential noise impacts. Noise monitoring serves to verify the assumptions and parameters used in the Noise Impact Assessment and should not be used as a substitute for a comprehensive Noise Impact Assessment at the development application stage.

Operational Management Plan

An Operational Management Plan may be required to outline any operational management or mitigation measures necessary to ensure wind farm noise impacts remain at acceptable levels. The plan is to be made publicly available on the wind farm operator’s website for as long as the wind farm is operational.

2.4 WF Element 3 – Single House Development Potential on Non-Host Lots

Context

The development of a single house is commonly permitted as-of-right on rural zoned land across Western Australia, with many local governments exempting it from requiring development approval.

Operational noise from wind farms can extend beyond the development site and may exceed acceptable levels on nearby non-host lots, potentially rendering these areas unsuitable for the future development of a single house. However, due to the characteristics of wind turbine noise, it is not practical to require that a wind farm’s noise impact area be entirely contained within the boundaries of host lots.

It is therefore necessary to consider the noise impact of a proposed wind farm on affected non-host lots to ensure that it does not unreasonably constrain their development potential.

Element Objective

WF-E03.1 Wind farms are sited to ensure that **non-host lots** without an existing or approved **single house** retain sufficient land outside the **wind farm’s noise impact area** that is suitable for accommodating a future **single house**.

Performance Outcome

WF-PO3.1 A wind farm’s noise impact area may extend onto a non-host lot where:

- a. The **non-host lot** retains a suitable and sufficient area of land outside the **noise impact area(s)** of the **wind farm** and any other nearby existing or approved **wind farms**, for a future **single house**, which:
 - i. is permissible under the local planning scheme;
 - ii. is not affected by development constraints such as **conservation areas** or flood-prone land; and
 - iii. can be practically serviced, including with vehicle access and utility services; or
- b. The **non-host lot** forms part of a broader contiguous landholding used for agricultural purposes, where a **single house** already exists on another lot within the same holding, and the **non-host lot** is not intended or required to accommodate a separate **single house**.

Acceptable Outcome

Meeting this Acceptable Outcome satisfies the Element Objective.

WF-A03.1 The **non-host lot** is located entirely outside of the **wind farm’s noise impact area**.

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Plans and reports to accompany a development application

Single House Development Potential Impact Assessment
(not required where **WF-AO3.1** is satisfied)

Where **WF-PO3.1** applies, a Single House Development Potential Impact Assessment is to be submitted and should include:

- a. Details of affected non-host lot(s), including lot size and ownership;
- b. Identification and mapping of the following on affected non-host lot(s):
 - i. the noise impact area (including noise contours) of the proposed wind farm and any existing or approved nearby wind farms;
 - ii. existing land uses, buildings, structures and internal access tracks;
 - iii. physical development constraints, such as topography, flood-prone land, bushfire prone land and vegetation; and
 - iv. areas considered suitable for development of a single house, including their size and location.
- c. Details of engagement with the owners of affected non-host lots, including any stated development intentions and, where applicable, the desired location and rationale. (Note: While the outcomes of this engagement will inform the decision-maker’s assessment against this Element, they will not be determinative in the decision on the application.)
- d. An evaluation of development potential in accordance with **WF-PO3.1**.

An example assessment table is provided in **Appendix 5**.

Plans and Reports Recommended as Conditions of Development Approval

Not applicable.

2.5 WF Element 4 – Landscape

Context

Wind farms are large-scale infrastructure and are often located on elevated terrain to maximise wind capture, making them visible over significant distances.

Visual change to the landscape is an inherent outcome of wind farm development. The acceptability of this change depends on the sensitivity of the landscape and the nature of the viewing experience. In areas with significant landscapes or views of recognised State, national or international importance, such as World Heritage Areas and national parks (e.g. Purnululu National Park and Shark Bay) wind farms may require careful and responsive siting and design to avoid or minimise adverse impacts, and in some cases may be unsuitable.

In other settings, where the landscape is more accommodating of visual change, context-responsive design should still be considered where opportunities exist to minimise visual impacts in key locations.

Element Objectives³

WF-EO4.1 Wind farms are sited and designed to avoid or minimise adverse impacts on **significant landscapes** and **significant views**, particularly areas of recognised State, national or international importance.

WF-EO4.2 Wind farms are sited and designed with sensitivity to their **landscape** setting to minimise unnecessary visual disruption and prominence where practical opportunities exist, with the understanding that visual change to the landscape is an inevitable outcome of **wind farm** development.

Performance Outcome

Acceptable Outcome

WF-PO4.1 Where a **wind farm** may affect a **significant landscape** or **significant view**, it is sited and designed to avoid or minimise unnecessary visual disruption and prominence and adverse **landscape** and visual impacts. Siting and design responses may include (but are not limited to):

- a. siting **wind turbines** and **associated infrastructure** outside the **significant view** viewing corridor or **significant landscape** extent where feasible;
- b. reducing the number, height or spread of **wind turbines**;
- c. avoiding siting **wind turbines** and **associated infrastructure** on prominent ridgelines;
- d. using **landform** and tree planting to screen **wind turbines** and **associated infrastructure**.

WF-PO4.2 In all settings, **wind farms** are sited and designed to utilise practical opportunities available within the landscape setting, such as the screening effect of topography or vegetation, or new planting opportunities, to minimise unnecessary visual disruption and the prominence of **wind turbines**.

WF-PO4.3 Lighting associated with wind turbines is designed to avoid or minimise adverse impacts on views and **landscapes**, while ensuring compliance with aviation safety requirements.

WF-PO4.4 **Wind turbine blades** are finished with a surface treatment of low reflectivity to minimise blade glint.

*Not applicable
– Performance Outcomes apply.*

³ Element 4 objectives and performance outcomes replace the guidelines for wind farms in section 3.3 of the WAPC's Visual Landscape Planning in Western Australia: a manual for evaluation, assessment, siting and design (2007).

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Plans and Reports to Accompany a Development Application

Landscape and Visual Impact Assessment (LVIA)

A LVIA is required to demonstrate that **WF-PO4.1**, **WF-PO4.2** and **WF-PO4.3** can be satisfied. The LVIA should be prepared by a suitably qualified landscape planner, landscape architect, or other professional with relevant experience, in accordance with the methodology outlined in **Appendix 4**.

The scope of the LVIA should be proportionate to the scale and complexity of the wind farm and its landscape setting, ensuring that it provides sufficient information and analysis, and siting and design explanation to inform decision-making.

The assessment should:

- a. Describe and analyse the pre-development landscape and visual characteristics of the study area, including the general viewing experience of the area as illustrated through photographs of the site from key viewing locations.
- b. Describe the visual characteristics of the wind farm in its landscape setting, including: viewshed mapping; identification of significant landscapes and significant views; and description of existing or proposed landscape and visual management objectives that should inform wind farm siting and design.
- c. Assess potential landscape and visual impacts, identifying those areas and views most impacted and evaluating the nature and extent of those impacts in relation to landscape sensitivity, viewing experience, and relevant landscape and visual objectives(considering stakeholder feedback where relevant).
- d. Describe how the siting and design respond to identified impacts, including avoidance, minimisation or mitigation measures.
- e. Outline anticipated landscape and visual outcomes, and demonstrate how the Element Objectives and Performance Outcomes are met.

Plans and Reports Recommended as Conditions of Development Approval

Landscape Plan

Required where the LVIA recommends tree planting to mitigate impacts.

Lighting Management Plan

Required where mitigation of lighting impacts on dark skies or astrotourism is warranted, noting that management of dust impacts may be addressed as part of the Construction Management Plan (see Element 11 – Construction).

The Plan must:

- comply with minimum mandatory aviation safety lighting requirements from the approved Aviation Impact Assessment (see Element 8 – Aviation);
- be prepared in accordance with the Position Statement: Dark sky and astrotourism (WAPC, 2022).

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2.6 WF Element 5 – Shadow Flicker

Context

Shadow flicker is the recurring flickering of shadows cast by rotating wind turbine blades. Its intensity and duration depend on geographical location, time of year, blade height, proximity to wind turbines and cloud cover. Shadow flicker is most prevalent when the sun is low (early morning and late afternoon) and generally affects areas within an east-west arc of a turbine.

Extended periods of shadow flicker can cause annoyance for nearby visually sensitive land uses, including houses, short-stay accommodation and outdoor recreational areas like ovals and courts.

Element Objective

WF-E05.1 Wind turbines are sited, designed and operated to minimise shadow flicker impacts on any existing or approved **visually sensitive land use** located on a **non-host lot**.

Performance Outcome

WF-PO5.1 Wind turbines are sited and operated to ensure that shadow flicker at any **visually sensitive land use** on non-host lots does not exceed:

- a. **30 hours per year and 30 minutes on any single day**, based on theoretical shadow flicker modelling; or
- b. **10 hours per year**, based on predicted actual shadow flicker modelling.

Acceptable Outcome

Meeting this Acceptable Outcome satisfies the Element Objective.

WF-A05.1 Wind turbines are set back a minimum distance of 265 times the **maximum blade chord** length from any existing or approved **visually sensitive land use** on non-host lots.

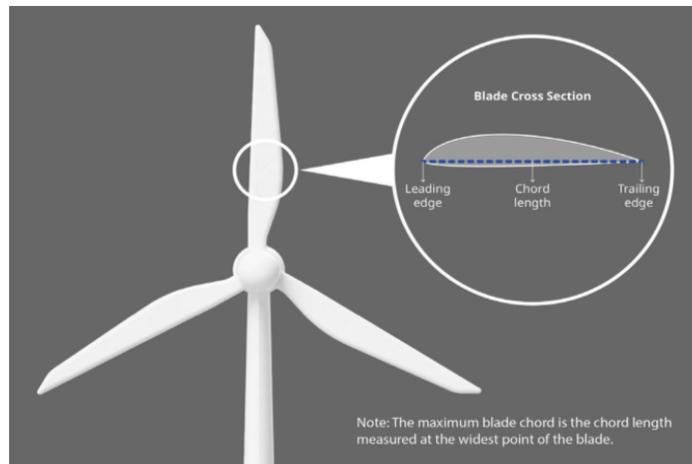


Figure 6: Maximum blade chord measurement



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Shadow Flicker Assessment

A Shadow Flicker Assessment is to be prepared by a suitably qualified consultant where **WF-PO5.1** applies and include:

Mapping and description of modelled annual maximum shadow flicker exposure for existing and approved visually sensitive land uses on non-host lots using either of the below methodologies:

- a. Theoretical shadow flicker modelling applying the parameters in Table 1; or
- b. Predicted actual shadow flicker modelling applying the parameters in Table 2.

Identification of any proposed mitigation measures and how they will be implemented through an Operational Management Plan.

Model Parameter	Setting
Distance for modelling the effect of shadows	265 times the maximum blade chord length
Minimum angle to the sun	3 degrees
Shape of the sun	Disk
Time and duration of modelling	One full year representing a non-leap year 12 to 15 years after the lodgement date for the development application
Orientation of the rotor	Sphere or disk facing the sun
Offset between rotor and tower	Not required
Time step	Ten (10) minutes or less
Effects of topography	Included
Height of visually sensitive land use	1.5 metres – 2 metres and window / balcony height where visually sensitive land use has more than one storey
Visually sensitive land use location	Modelling should be mapped to within 50 metres of the relevant boundary of a visually sensitive land use. The relevant boundary is defined as: <ul style="list-style-type: none"> a. the perimeter building wall for built land uses such as residential dwellings, short-stay accommodation, schools, hospitals, and childcare centres; and b. the nearest part of the reserve boundary for recreation areas.
Grid size for mapping and assessment of shadow flicker at a visually sensitive land use	Not more than 25 metres
Vegetation or topography blocking shadows	Where it can be demonstrated through a photomontage that the view of a shadow flicker source wind turbine is completely blocked, the contribution of that wind turbine to shadow flicker effect on a visually sensitive land use can be excluded from the modelling.

Table 1: Theoretical Shadow Flicker Modelling Parameters

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Mitigation	
Cloud cover assessment	Shadow flicker may be reduced to a maximum of 10 hours per year (see below for assessment of cloud cover).
Wind turbine curtailment	Shadow flicker may be reduced to a maximum of 10 hours per year, subject to implementation of this mitigation measure through an Operational Management Plan. While this mitigation is acceptable, it is less preferred due to greater compliance challenges and should be used only where other means of achieving compliance are not available.

Table 2: Predicted Actual Shadow Flicker Modelling – Summary of allowable mitigations

For predicative actual shadow flicker modelling, cloud cover adjustments must:

- a. Use Bureau of Meteorology cloud cover data (minimum three years) from the closest appropriate site (reporting at least 9am and 3pm cloud cover).
- b. Calculate monthly averages separately for the 9 am and 3 pm proportion of cloudy days.
- c. Reduce modelled shadow flicker in a given month by the relevant cloudiness proportion of cloudy days (evening shadow flicker must be reduced using the proportion from 3 pm and morning shadow flicker using the proportion from 9 am).
- d. Sum the reduced monthly totals to determine the revised annual modelled exposure.

Note: The predicted actual methodology does not include a daily limit for shadow flicker exposure as this is inherently satisfied within the annual limit.

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Operational Management Plan (required where wind turbine curtailment strategies are proposed to satisfy **WF-PO5.1**)

The Plan is to detail turbine curtailment strategies, implementation scheduling, and be publicly available on the operator’s website for the life of the wind farm.

2.7 WF Element 6 – Natural Environment

Context

Potential impacts of wind farms on the natural environment – including native vegetation, flora and fauna, water resources and soil health – vary according to the characteristics and location of each site.

Wind farm development typically requires significant site works to establish turbine foundations, electricity infrastructure, access tracks and temporary storage areas during construction. It is important that these works minimise native vegetation clearing, soil erosion and disruption to surface water and groundwater systems.

Clearing native vegetation can contribute to biodiversity and habitat loss. Wind farms may pose risks to birds and bats through collision with wind turbines and displacement from adjacent habitats. Ground-dwelling and burrowing fauna may also be affected.

Environmental Approvals

Where a proposal has the potential to significantly impact the environment, it must be referred by either the applicant or decision-maker to the Environmental Protection Authority (EPA) under Part IV of the *Environmental Protection Act 1986* (EP Act).

Before a development application can be determined:

- the EPA must determine whether to assess the proposal; and
- where assessment is required, the assessment must be completed and the Minister for the Environment must determine whether the proposal may be implemented.

Proposals involving native vegetation clearing may require a clearing permit under Part V of the EP Act.

Where a proposal may impact matters of national environmental significance, it must also be referred by the applicant to the Commonwealth Minister for the Environment under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

Given the timeframes for environmental surveys and approvals, early engagement with relevant government agencies (see **Appendix 3**) is strongly encouraged to identify environmental values, assess risks and understand submission requirements.

Element Objective

Flora and Fauna

WF-E06.1 Wind farms are sited, designed, constructed and operated to avoid or minimise adverse impacts on **flora and fauna**, in particular **threatened species, migratory species and threatened ecological communities**.

Performance Outcome

WF-PO6.1 Wind farms are sited outside and sufficiently set back from: **conservation areas, threatened ecological communities**, known habitats of **threatened species**, and migration paths of **migratory species**, including birds and bats.

WF-PO6.2 Wind farms are sited to avoid or minimise **native vegetation** clearing where practicable by locating in areas that have already been cleared or disturbed.

WF-PO6.3 Wind turbines are designed and operated to reduce adverse impacts on birds and bats, in particular **threatened species and migratory species**. This may include (but should not be limited to):

- positioning the height of the **rotor swept path** (see **Figure 7**) outside of known bird and bat flight paths;
- using design features that deter birds and bats and minimise the risk of bird and bat collision; and
- using technology to detect bird and bat activity and curtail the operation of **wind turbines** where needed.

WF-PO6.4 Land management practices are undertaken during the operation of the **wind farm** to:

- reduce the attractiveness of the site to birds and bats which are prone to collision with **wind turbines**; and
- maintain biosecurity and minimise the spread of pests, weeds and diseases.

Acceptable Outcome

Not applicable – Performance Outcomes apply.

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Figure 7: Rotor swept path

Element Objective

Water and Land

WF-E06.2 Wind farms are sited, designed and constructed to avoid or minimise **land degradation** and adverse impacts on the quantity and quality of water resources and in particular **sensitive water resources, public drinking water source areas** and **significant wetlands**.

Performance Outcome

Acceptable Outcome

WF-PO6.1 Wind farms are sited, designed and constructed in accordance with the draft Statement of Planning Policy 2.9 Planning for Water (WAPC, 2021) and draft Planning for Water Guidelines (WAPC, 2021). This includes but is not limited to:

- a. siting **wind farms** outside and sufficiently set back from **waterways, wetlands** and **dams**;
- b. siting **wind turbines** outside areas with high water tables or areas likely to disrupt natural drainage flows, **water resources, public drinking water areas** and **dams**; and
- c. designing and constructing stormwater, groundwater and sediment management systems (including rehabilitation and stabilisation of disturbed areas) to maintain water quantity and quality.

Not applicable – Performance Outcomes apply.

WF-PO6.2 Wind farms are sited and designed to avoid or minimise:

- a. disturbance of contaminated land or acid sulphate soils; and
- b. salinity mobilisation and erosion.

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Environmental Report

The Environmental Report is to identify:

- a. The extent, type and condition of features within and near the host lot.
- b. The extent and type of the proposed development, including any clearing of native vegetation.
- c. The risk of adverse environmental impacts addressing each of the environmental factors (as identified in the EPA's [Statement of Environmental Principles, Factors and Objectives](#) and Environmental Factor Guidelines) during construction and operation.
- d. Proposed mitigation measures to avoid, minimise and rectify adverse environmental impacts.

Environmental features should be identified through a combination of desktop analysis and environmental surveys and should identify where relevant:

- a. Climatic conditions including wind and rainfall.
- b. Native vegetation extent, type and condition.
- c. Flora and fauna and in particular, birds and bats, threatened species and their associated habitats, migratory species and their associated migration paths, and threatened ecological communities.
- d. Conservation areas.
- e. Water resources (including waterways and wetlands) and specifically sensitive water resources and significant wetlands, public drinking water source areas, dams as well as coastal waters (Note: these features are to be addressed in detail in the Water Management Report).
- f. Geology and soils including land prone to erosion, slip, collapse or subsidence, contamination, acid sulphate soils and salinity.
- g. Biosecurity risks (pests, weeds and diseases).

Surveys should be undertaken in accordance with relevant State Government environmental guidelines.

The level of detail provided in the Environmental Report will depend on the extent of environmental features on the site and their significance. Where a development proposal has been referred to the EPA under Part IV (Section 38) of the *Environmental Protection Act 1986*, the Environmental Report should include:

- a. Information provided by the proponent as part of the referral of the proposal to the EPA.
- b. The EPA's decision whether to assess the referred proposal.
- c. The proponent's Environmental Review Document and Environmental Management Plans (where applicable).
- d. The EPA report on the assessment of the proposal (where applicable).
- e. The Ministerial Approval Statement (where applicable).

Bird and Bat Management Plan

Prepared by a suitability qualified ecologist and include:

- a. Bird and bat utilisation survey results.
- b. Assessment of the risks of adverse impacts on birds and bats.
- c. Measures to mitigate these risks through wind farm siting and design, construction and operation, including post-construction monitoring and reporting of bird and bat activity and injury/mortality, as well as adaptive management responses where necessary.

Water Management Report

Demonstrates appropriate protection, management and use of water resources and public drinking water resource areas, including stormwater, groundwater and sediment management, during construction and operation.

should be prepared in accordance with the draft Statement of Planning Policy 2.9 – Planning for Water (WAPC, 2021) and draft Planning for Water Guidelines (WAPC, 2021).

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Plans and Reports Recommended as Conditions of Development Approval

Environmental Management Plan (EMP)

The EMP is to outline how environmental impacts will be managed and monitored during construction and operation. It should be prepared in accordance with the EPA's Instructions – [How to prepare Environmental Protection Act 1986 Part IV Environmental Management Plans](#).

Where relevant, the EMP should include any relevant elements of:

- The Bird and Bat Management Plan; and
- The Water Management Report

The EMP should be publicly available on the wind farm operator's website for the life of the project.

Reference Documents

The following documents provide guidance in relation to specific environmental impacts and potential approaches or principles that can be applied to avoid and minimise these impacts. They may assist in meeting the requirements of the Renewable Energy Planning Code.

- The Department of Water and Environment Regulation's (DWER) [Green Energy Proponent Guideline](#).
- Environmental Protection Authority's (EPA) [Statement of Environmental Principles, Factors and Objectives](#) and Environmental Factor Guidelines;
- EPA's [Technical Guidance – Subterranean Fauna Surveys for Environmental Impact Assessment](#).
- EPA's [Technical Guidance – Flora and Vegetation Surveys for Environmental Impact Assessment](#).
- EPA's [Technical Guidance – Terrestrial Vertebrate Fauna Surveys for Environmental Impact Assessment](#).
- EPA's [Rehabilitation of Terrestrial Ecosystems \(GS 6\)](#).
- Australian Government's [draft Onshore Wind Farm Guidance – Best practice approaches when seeking approval under the Australia's national environmental law \(May, 2024\)](#).
- WAPC's [Statement of Planning Policy 2.0 – Environment and Natural Resources Policy](#) (WAPC, 2003).
- WAPC's [draft Statement of Planning Policy 2.9 – Planning for Water](#) (WAPC, 2021) and [draft Statement of Planning Policy 2.9 Planning for Water Guidelines](#) (WAPC, 2021).

2.8 WF Element 7 – Natural Hazards

Context

Wind farm development must consider the exposure and vulnerability of people, property and infrastructure to natural hazards including bushfire, flooding, coastal erosion and inundation, landslides and other land movements (karst), earthquakes and cyclones. Climate change may increase the frequency and severity of some hazards, and this must inform site selection, design and long-term resilience measures.

Element Objective

WF-E07.1 Wind farms are sited, designed, constructed and operated to avoid or minimise risks to people, property and infrastructure arising from **natural hazards**.

Performance outcome

Acceptable Outcome

Fire

*Not applicable
– Performance Outcomes apply.*

WF-PO7.1 Wind turbines and associated infrastructure (excluding access tracks) are sited:

- a. Outside **bushfire prone areas** where possible; or
- b. Within **bushfire prone areas** where the pre-development radiant heat impact does not exceed Bushfire Attack Level (BAL)-29 (29kW/m²), as shown in pre-development BAL contour mapping; or
- c. where (a) or (b) cannot be achieved, with asset protection zones (i.e. low fire fuel areas) established around **wind turbines** and **associated infrastructure** to reduce the post-development radiant heat impact to BAL-29 or below, while avoiding or minimising native vegetation clearing and ensuring that any additional landscaping or **revegetation** does not contribute to an unacceptable fire risk.

WF-PO7.2 Wind turbines and associated infrastructure are spaced apart to:

- a. reduce the risk of fire spreading between components, considering radiant heat flux as a potential ignition source; and
- b. enable safe and effective aerial firefighting operations with a minimum separation of 300 metres between turbines.

WF-PO7.3 Wind turbines and associated infrastructure incorporate features that minimise ignition risk and support emergency response, including:

- a. fire and lightning detection, power disconnection, and independent shutdown systems that can operate independently of local communications during an emergency;
- b. non-combustible or fire-resistant materials in construction;
- c. aviation obstacle lighting;
- d. safe storage of hazardous, flammable and/or combustible materials consistent with *Planning for Bushfire Guidelines (WAPC, 2024)*, specifically Bushfire Protection Criteria 7: Development - Commercial and industrial A2.4 Storage of hazardous, flammable and/or combustible materials.

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Performance outcome

Acceptable Outcome

WF-PO7.4 Wind farms include vehicular access enabling efficient, safe and reliable emergency response and evacuation, consistent with the Planning for Bushfire Guidelines (WAPC, 2024). This includes:

- a. at least two ingress/egress points, preferably from two different public roads, and for each part of the **development site** where the site is divided by a public road(s).
- b. internal access tracks that:
 - i. have suitable gradients, vertical clearances and all-weather surfaces;
 - ii. provide a minimum four-metre trafficable width to each **turbine** and key infrastructure components such as substations and control offices;
 - iii. include passing bays at least every 600 metres, with a minimum size of 20 metres long and six metres wide; and
 - iv. provide adequate turn-around areas for emergency vehicle manoeuvring.

WF-PO7.5 Wind farms provide sufficient, accessible water supply and firefighting infrastructure. The number, size and locations of water tanks is to be determined in consultation with the Department of Fire and Emergency Services and local brigade, and include at a minimum:

- a. one 45,000-litre static water tank at each property entrance from a public road;
- b. one additional 45,000-litre static water tank within the **development site**;
- c. water tank fittings compliant with relevant *Planning for Bushfire Guidelines* (WAPC, 2024) standards; and
- d. a hardstand at each tank for emergency vehicles.

WF-PO7.6 Wind farm operations support emergency response by:

- a. maintaining firebreaks, **asset protection zones**, access tracks, water supply, hardstands and fire equipment; and
- b. enacting emergency procedures, such as **turbine** shutdown, blade repositioning, power disconnection, activation of obstacle lighting to support aerial firefighting, and facilitating emergency vehicle and water access.

WF-PO7.7 Any new **habitable building** associated with the **wind farm**, located wholly or partly within a **bushfire prone area**, is sited, designed and constructed in accordance with State Planning Policy (SPP) 3.7 Bushfire (WAPC, 2024) and the Planning for Bushfire Guidelines (WAPC, 2024).

Other Hazard Management

WF-PO7.8 Wind farms are sited, designed, constructed and operated to avoid or minimise risks associated with:

- a. coastal erosion and inundation, where within a **coastal zone**;
- b. flooding;
- c. cyclones and earthquakes (see *Element 1 - Safety*, **WF-AO1.2**); and
- d. landslides and other land movement (karst), avoiding slopes 15 per cent or greater as per SPP 3.4 Natural Hazards and Disasters (WAPC, 2006).

Not applicable
 – Performance Outcomes apply.

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BAL Contour Map

A BAL contour map showing radiant heat impact areas is required where wind farm infrastructure is wholly or partly in a bushfire prone area. The BAL contour map is to be prepared by an accredited Level 2 or 3 bushfire planning practitioner in accordance with the method, manner and form set out in Appendix A.3 of the Planning for Bushfire Guidelines (WAPC, 2024).

Bushfire Management Plan (BMP)

Required where:

- a. wind farm infrastructure is wholly or partly in a bushfire prone area with a pre-development radiant heat impact exceeding BAL-29 as shown on the BAL contour map; or
- b. any **habitable building** associated with the wind farm is wholly or partly in a bushfire prone area.

Where relating to habitable buildings, the BMP should meet the requirements of SPP 3.7 Bushfire (WAPC, 2024), Planning for Bushfire Guidelines (WAPC, 2024) and the [Bushfire Management Plan \(BMP\) Manual](#) template.

Coastal Hazard Risk Management and Adaptation Plan

Required where triggered by SPP 2.6 State Coastal Planning Policy (WAPC, 2006). Prepared in accordance with the Coastal Hazard Risk Management and Adaption Planning Guidelines (WAPC, 2019).

Geotechnical Assessment

Required where turbines or associated infrastructure are proposed on land vulnerable to landslip (slopes greater than 15 per cent) or other geotechnical hazards (such as karst). The assessment must:

- a. detail geology and soil conditions;
- b. demonstrate suitability for development; and
- c. recommend minimum design and construction standards to mitigate risks.

Prepared by a suitably qualified geotechnical engineer in accordance with AS 1726:2017: Geotechnical Site Investigations.

Plans and Reports Recommended as Conditions of Development Approval

Emergency Management Plan (EMP)

An EMP may be required as a condition of development approval. It should identify the actions to be undertaken in the event of a natural hazard emergency (including structural incidents and bushfire) during the construction, operation and decommissioning phases of the wind farm.

The EMP should be prepared with input from relevant local stakeholders, including:

- a. Department of Fire and Emergency Services (DFES), including DFES Aerial Services;
- b. local bushfire and emergency response organisations; and
- c. host lot and non-host lot landowners and occupiers.

Where relating to bushfire, the EMP should be prepared generally in accordance with the Bushfire Emergency Plan Manual (WAPC, 2024).

2.9 WF Element 8 – Aviation

Context

Wind turbines can pose hazards to aviation due to their height, potential conflict with aircraft operations, interference with radar systems and the creation of turbulence. Consideration must be given at all stages of a wind farm project to the safety, efficiency and operational integrity of airports, aerodromes, aircraft landing areas and other aviation operations and services, including agricultural spraying, aerial mustering, military aviation and emergency air services.

While wind turbines are generally conspicuous during daylight due to their scale, aviation lighting is the primary means of ensuring visibility at night or in low-visibility conditions, and must balance safety requirements with minimising amenity impacts.

Element Objective

WF-E08.1 Wind farms are sited, designed, constructed and operated to maintain the safety, efficiency and operational integrity of airports, **aerodromes, aircraft landing areas** and associated aviation operations and navigation, including low-flying aviation activities.

Performance Outcome	Acceptable Outcome
<p>WF-PO8.1 Wind turbines and associated infrastructure are sited, designed, constructed and operated to:</p> <ul style="list-style-type: none"> a. avoid hazards or unacceptable risks to aircraft safety; b. avoid or minimise adverse impacts on the safety, efficiency or operational integrity of: <ul style="list-style-type: none"> i. airports, aerodromes and aircraft landing areas and associated aviation operations and navigation; and ii. low-flying aviation operations, including aerial agricultural activities (spraying and mustering), recreational aviation, military aviation, helicopter operations and emergency air services; and c. avoid or minimise adverse impacts on the development and operation of future aviation infrastructure identified in State and local planning frameworks. <p>WF-PO8.2 Where aviation risks and impacts cannot be fully avoided, they are minimised through effective mitigation measures.</p> <p>WF PO8.3 Wind turbines and associated infrastructure incorporate appropriate lighting and marking to address safety risks while minimising impacts.</p>	<p><i>Not applicable – Performance Outcomes apply.</i></p>



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Aviation Impact Assessment

An Aviation Impact Assessment should be prepared by a suitably qualified aviation consultant and include a comprehensive assessment of risks to aviation safety, efficiency and operational integrity, along with proposed mitigation and management strategies.

The Assessment should meet the requirements of:

- a. [National Airports Safeguarding Framework \(NASF\) Guideline D: Managing the Risk to Aviation Safety of Wind Turbine Installation \(Wind Farms/ Wind Monitoring Towers\)](#).
- b. [CASA Advisory Circular AC 139.E-05v1.1 Obstacles \(including wind farms\) outside the vicinity of a CASA certified aerodrome](#).
- c. [Airservices Australia Aviation Impact Statement - Developments at and around airports](#), which includes specific requirements relating to wind farms.

Impacts and Risks

An Aviation Impact Assessment must address (where relevant):

- a. Identify obstacle locations and heights both Above Ground Level and Australian Height Datum.
- b. Identify surrounding airports, aerodromes and aircraft landing areas, flight paths, airspace (Obstacle Limitation Surface, Procedures for Air Navigational Services – Aircraft Operations, Declared Defence Aviation Areas and any declared/prescribed airspace) and other relevant considerations.
- c. Consider future airports identified in State and local planning frameworks to ensure proposed/planned wind turbines do not impact the ability to deliver future aviation infrastructure requirements.
- d. Assess potential impacts and risks of the project on aviation activity, including navigation, radar, wake/turbulence and communications.
- e. Demonstrate consideration of cumulative impacts of other approved or operating wind farms in the vicinity.
- f. Assess impacts of wind turbines on low-flying activities conducted in the vicinity of the wind farm, such as aerial agricultural activities spraying, mustering, recreational aviation, military aviation, helicopter operations and emergency air services.

- g. Identify required aviation obstacle lighting, having regard to the defined air traffic routes, aircraft operating heights, approach/departure procedures, radar interference, communication systems and navigation aids.
- h. Consider crane use during construction.
- i. Detail operational procedures during bushfire events, for example, turbine shutdowns, blade positioning, lighting activation to minimise interference with aerial firefighting operations and activating lighting to increase visibility of turbines to pilots.
- j. Conduct a risk analysis in accordance with AS/NZS ISO 31000:2018 Risk Management – Guidelines.

Consultation

While decision-makers will refer applications to the Civil Aviation Safety Authority (CASA), AirServices Australia and the Department of Defence, the Aviation Impact Assessment must demonstrate that the applicant has consulted with the following parties and appropriately addressed any concerns raised:

- a. nearby airport, aerodrome and aircraft landing area owners, operators and users;
- b. neighbouring non-host lot landowners;
- c. aircraft operators known to fly in the area (aerial spraying, mustering, recreational aviation and helicopter operators, and emergency air services including but not limited to DFES and the Royal Flying Doctor Service);
- d. Airservices Australia to determine if any aerodrome operating procedures may be affected by the project (prior to consulting with CASA) and whether any aeronautical communications, navigation or surveillance equipment may be affected;
- e. Department of Defence to determine whether any defence aerodromes and facilities, Declared Defence Aviation Area (DAA) – protected airspace, low flying military aviation activities or aeronautical communications, navigation or surveillance equipment may be affected;

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- f. CASA – regarding air safety and lighting/markings. Where CASA advises that a proposed wind turbine or other structure proposed in an application will be hazardous and poses an unacceptable risk to aircraft safety, it should not be supported by a decision-maker. Additionally, the Civil Aviation Safety Regulations 1998 require that a person proposing to construct or erect any object that extends to a height of 100 metres or more above local ground level must, as soon as practicable after forming the intention to construct or erect the proposed object or structure, give notice to CASA (see Civil Aviation Safety Regulations, Regulation 139.175).

Marking and Lighting

The Assessment should:

- a. outline lighting and marking recommendations in accordance with CASA and/or Department of Defence advice and National Airports Safeguarding Framework Guideline D;
- b. consider measures to minimise the impact on amenity such as radar-activated lighting (specific advice should be sought from CASA and/or the Department of Defence);
- c. consider the WAPC’s Position Statement: Dark Sky and Astrotourism (WAPC, 2022);
- d. identify the proposed colour of turbines (usually white unless otherwise supported by CASA and the Department of Defence); and
- e. detail monitoring reporting and maintenance procedures for lighting outages, including CASA notification.

Other Mitigation Measures

The Assessment should also:

- a. provide as-constructed details of turbines and monitoring masts (including the specific location coordinates and heights AGL and in AHD) to Airservices Australia Vertical Obstacle Database so they are registered on the national database. Notification is to be of any tall structure’s permanent obstacles, including wind turbines, meteorological masts or wind-monitoring towers, greater than 30 metres or more above ground level within 30 kilometres of an aerodrome; or 45 metres or above ground level elsewhere;
- b. detail marking of overhead transmission lines consistent with Australian Standard AS 3891.1 Air Navigation (with visual identification tools such as marker balls) and in consultation with the transmission network provider.

Where mitigation requires changes to aerodrome procedures, these must be resolved before an application is determined.

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Operational Management Plan

The Plan is to detail operational and aviation impact mitigation measures identified in the approved and updated (where relevant) Aviation Impact Assessment or recommended by CASA or the Department of Defence. It must also include procedures for responding to any unanticipated impacts identified post-construction or through complaints.

The plan must be publicly available on the wind farm operator’s website for the life of the wind farm.

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2.10 WF Element 9 – Electromagnetic Interference

Context

Wind turbines can interfere with or degrade microwave, television, radar and radio transmissions through electromagnetic interference (EMI). This may be caused an electric and magnetic (electromagnetic) field forming around the wind turbine or where radiocommunications are obstructed by the physical structure of the turbine. Services that can be impacted include emergency services, aviation, television and radio broadcasting, internet, weather monitoring and mobile networks.

Element Objective

WF-E09.1 Wind farms are sited, designed and operated to avoid or minimise **EMI**, ensuring the ongoing reliability and functionality of essential services, including communications, radar, weather monitoring, television and radio broadcasting and radio astronomy.

Performance Outcome

WF-P09.1 Wind farms are sited, designed and operated to avoid EMI wherever practicable, ensuring reliable and functional essential services consistent with regulatory and operational requirements, ensuring continuity for civilian, government and commercial systems.

WF-P09.2 Where **EMI** to essential services cannot be fully avoided, it is minimised through effective mitigation measures, including adjusting wind turbine siting and design, or implementing technical solutions (for example, filters or signal boosters) to maintain service performance.

Acceptable Outcome

Not applicable – Performance Outcomes apply.

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Electromagnetic Interference Assessment

An EMI Assessment is to be prepared by a suitably qualified engineer or specialist with demonstrated expertise.

The Assessment is required to:

- a. Assess potential impacts on services, including (but not limited to) point-to-point microwave links, aviation, defence and meteorological radar and communications, emergency service communications, utility communications, mobile voice-based communications, wireless and satellite internet, broadcast and digital radio, digital and satellite television, trigonometry stations, GPS, observatories and radio astronomy.⁴
- b. Engage with key stakeholders⁵ (as listed in Appendix 3, but not limited to) and document:
 - i. statutory or operating requirements of stakeholders that may require consideration; and
 - ii. evidence of stakeholder input into and/or review of the EMI Assessment, including confirmation that any identified impacts are acceptable or that proposed avoidance or mitigation measures are supported.
- c. Demonstrate the consideration of the National Airports Safeguarding Framework Guideline G: Protecting Aviation Facilities – Communication, Navigation and Surveillance (Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts) where applicable.
- d. Demonstrate consideration of any requirements for Radio Quiet Zones regulated by the Australian Communications and Media Authority and Department of Local Government, Industry Regulation and Safety, including relevant local planning scheme provisions.
- e. Assess and describe the magnitude, risks and implications of identified impacts on affected facilities and services.
- f. Describe avoidance and mitigation measures ensuring achievement of **WF-PO9.1** and **WF-PO9.2**, including any ongoing mitigation required during wind farm operation.
- g. Outline the implementation program for mitigation measures and how this will be communicated to affected stakeholders and the community.
- h. Describe how post-construction signal strength testing will be used to verify predicted impacts on television, radio and mobile phone coverage, and how any unanticipated impacts will be addressed through additional or revised mitigation measures.

⁴ The assessment should consider the worst-case scenario where wind turbine envelopes are being considered.

⁵ Some stakeholders may require detailed technical information and several months to provide input prior to the lodgement of the development application.

Plans and Reports Recommended as Conditions of Development Approval

Signal Strength (Television, Radio and Mobile Phone) Testing Report

A Signal Strength Testing Report may be required to record pre-and post-operation signal strength and quality. The report must demonstrate either:

- a. no EMI impacts on television, radio or mobile coverage, or
- b. where impacts occur, that they are consistent with the EMI Assessment and addressed through mitigation.

Where unacceptable impacts are identified that were not anticipated in the EMI Assessment, the wind farm operator may be required to:

- a. prepare an addendum to the EMI Assessment identifying the cause and extent of the impact; and
- b. update the Operational Management Plan to include additional or revised mitigation measures and implementation programs.

Operational Management Plan

The Plan is to detail EMI mitigation measures identified in the approved (and updated) EMI Assessment, as well as procedures for responding to unanticipated EMI impacts identified through testing or community complaints.

The Plan is to be made publicly available on the wind farm operator’s website for the life of the wind farm.

2.11 WF Element 10 – Transport

Context

The transportation of wind farm components, construction materials and workforce personnel must be efficiently managed and coordinated to protect Western Australia’s transport network. This includes the movement of large and heavy components such as turbine blades, towers and nacelles, as well as construction materials, waste and workforce transit. Careful planning and management of transport routes and vehicle movements helps minimise disruption, maintain community safety and preserve the function of local and regional transport infrastructure.

This element principally applies to the construction and operational phases of wind farm development. Transport impacts during decommissioning are addressed in Element 12 – Decommissioning.

Element Objective

WF-EO10.1 The movement of people, materials and equipment associated with a **wind farm** is managed to:

- a. minimise disruption to transport networks and ensure their safe and efficient operation; and
- b. avoid and minimise adverse impacts on property, infrastructure and vegetation.

Performance Outcome

WF-PO10.1 Transport routes for oversize overmass (OSOM) vehicle movements are selected, and vehicle movements are scheduled to:

- a. maintain road and rail user safety;
- b. avoid unreasonable disruption to local and regional transport networks;
- c. avoid or minimise the need for:
 - i. modifications to road and rail infrastructure, and utility services;
 - ii. vegetation clearing; and
 - iii. adverse impacts on adjoining properties.

WF-PO10.2 Workforce vehicular access points are sited to minimise disruption to local and regional transport networks.

Acceptable Outcome

*Not applicable
– Performance Outcomes apply.*

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Plans and Reports to Accompany a Development Application

Transport Impact Assessment

An Assessment should be prepared in accordance with the [Transport Impact Assessment Guidelines](#) (WAPC, 2016) and include:

- a. Port-to-project transport routes for OSOM movements, supported by a Route Survey consistent with Main Roads Western Australia (MRWA)'s [Oversize Vehicle Route Survey – Audit Regime](#). The assessment should demonstrate safe accommodation of vehicles, considering road widths, roadside impediments, swept path analysis and height clearances.
- b. Identification of required permanent and temporary modifications to road and rail infrastructure to facilitate transport movements, including estimated costs. Contributions may be required consistent with SPP 3.6 Infrastructure Contributions (WAPC, 2021) as part of any development approval without the need for a Development Contribution Plan.
- c. Forecast workforce and OSOM movements during construction and operational phases.
- d. Assessment of transport movement impacts, including:
 - i. the operation of the road network, particularly intersections (supported by SIDRA analysis where required);
 - ii. operation of the rail network where rail crossings are proposed;
 - iii. impacts on adjoining properties and associated land uses, buildings, infrastructure (including utility services) and vegetation, including responsibilities for mitigating impacts; and
 - iv. utility services within the road reserve (for example, overhead utilities), including any required relocation or protection.
- e. An engagement summary documenting consultation with MRWA, local governments, port and rail operators and other relevant authorities.

Plans and Reports Recommended as Conditions of Development Approval

Construction Traffic Management Plan

The Plan should outline how construction-related transport activities will be managed to minimise impacts on the transport network, local communities and the environment. It should include:

- a. Final port-to-site routes for required OSOM movements, supported by route assessments and approvals from relevant authorities.
- b. Management of temporary and permanent road infrastructure modifications, including changes to intersections, bridges, road widening, service relocation, signage and lighting.
- c. Vegetation clearing requirements associated with transport access, including required clearing permits.
- d. Procedures for managing disruptions to utility services, including notification protocols and coordination with service providers.
- e. Coordination of OSOM⁶ and workforce vehicle movements to avoid peak periods (for example, holidays, school terms, local events) and to manage cumulative impacts where multiple renewable energy projects use shared corridors.
- f. Management plans for safety, noise, dust and public notification.
- g. Rectification and restoration of the road network and other affected infrastructure following construction, including the developer's responsibilities for repairs and reinstatement works.
- h. An engagement summary documenting consultation with MRWA, local governments, port and rail operators and other relevant authorities.

Pre- and Post-Construction Road Pavement Survey

A road pavement survey may be required before and after construction to assess any damage from OSOM and heavy vehicle use. This may form a condition of development approval to ensure necessary road repairs are addressed by the developer.

Railway Safety Management Plan

Where OSOM rail crossings are proposed, a Railway Safety Management Plan should be prepared by a suitably qualified consultant, in consultation with the rail infrastructure owner and rail service operator.

⁶ MRWA approval is required for the use of Restricted Access Vehicles and the transport of OSOM loads. An OSOM Transport Management Plan, prepared in accordance with MRWA's [Guidelines for Preparing an Oversize Overmass Transport Management Plan](#), must be submitted and accepted by MRWA prior to any OSOM movements. Early engagement with MRWA is strongly recommended to support timely assessment and coordination.

2.12 WF Element 11 – Construction

Context

Wind farm construction requires extensive site preparation and logistical activities that can affect the environment, local amenity and services. Activities typically include transporting components and construction materials, constructing access tracks, establishing laydown areas, and installing turbines, foundations and supporting infrastructure such as transmission lines, battery storage and worker facilities.

Significant resources, including water and gravel, are required for turbine foundations and roadworks. Construction may place pressure on local supplies, infrastructure and services, and must therefore be carefully managed to minimise disruption, ensure safety and protect the environment.

Element Objective

WF-EO11.1 Wind farms are constructed to:

- a. avoid or minimise adverse impacts on the environment, amenity and safety;
- b. maintain sustainable use and management of local resources and infrastructure; and
- c. maintain safe and efficient movement of people, materials and equipment.

Performance Outcome

- WF-PO11.1** The construction phase of **wind farms** is managed to avoid or minimise adverse environmental impacts, including effects on **flora, fauna**, water, land, air quality and noise.
- WF-PO11.2** Land disturbed during construction must be **rehabilitated** post-construction.
- WF-PO11.3** Construction activities are planned and executed to maintain site safety and minimise risks to workers and the public, including risks associated with equipment use and, where relevant, aviation interactions.
- WF-PO11.4** Use of local resources and infrastructure, including water, gravel and waste disposal facilities, is sustainable and does not place undue strain on local supply or services.
- WF-PO11.5** Waste generation is avoided or minimised and, where waste is generated, it is reused or recycled where possible and disposed of responsibly in accordance with best practice.
- WF-PO11.6** Vehicular movement of **wind farm** components, construction materials and workforce personnel is coordinated to minimise disruption to transport networks and ensure their safe and efficient operation.

Acceptable Outcome

*Not applicable
– Performance Outcomes apply.*

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Plans and Reports to Accompany a Development Application

Construction Management Plan

A Construction Management Plan should be prepared to ensure construction activities are well managed and impacts are avoided or minimised.

The plan must:

- include a program of works;
- describe measures to manage potential adverse impacts;
- detail how disturbed land will be rehabilitated; and
- address the matters outlined below (where applicable), along with any other relevant matters identified through assessment or arising from other elements of the Code.

Safety and emergency management

- a. Safety and site hygiene management
- b. Natural hazard management, including fire and emergency management
- c. Fuel and chemical storage and handling
- d. Unexploded ordnance
- e. Aviation impacts and management

Environmental Management

- a. Biosecurity, weed and pest management
- b. Dust, noise and vibration management
- c. Site contamination and remediation
- d. Flora and fauna protection and management
- e. Site stabilisation and revegetation of disturbed areas post-construction
- f. Drainage, erosion and sediment control
- g. Dewatering and acid sulphate soil management

Resource management and services

- a. Waste management
- b. Wastewater management, including treatment and disposal
- c. Water and basic raw material supply (for example, gravel for foundations)

Transport

- a. Transport impacts associated with construction are addressed in Element 10 – Transport.

Plans and Reports Recommended as Conditions of Development Approval

Not applicable.

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2.13 WF Element 12 – Decommissioning and Rehabilitation

Context

Wind turbines typically operate for 20 to 25 years. At the end of their operational life, they may be decommissioned or repowered to extend operation or increase generation capacity.

Decommissioning involves dismantling and removing turbines and other above-ground infrastructure, and disconnecting from the electricity grid where applicable. Below-ground infrastructure, such as foundations, cabling and conduits, may also be required to be removed. However, in some circumstances removal may not be necessary if the infrastructure does not interfere with the future use of the land (for example, grazing of the State’s rangeland farming areas). Access tracks may also be retained where they support ongoing or future land uses.

Proponents are expected to have appropriate financial arrangements (for example, bank guarantees or bonds) in place with host-lot owners to meet their decommissioning obligations and ensure that infrastructure is responsibly removed or managed at the end of its operational life.

Element Objective

WF-EO12.1 Wind farms are **decommissioned** upon ceasing operation to:

- a. avoid or minimise adverse impacts on the environment, amenity and safety;
- b. facilitate sustainable waste management; and
- c. maintain safe and efficient movement of people, materials and equipment.

WF-EO12.2 Wind farm host lots are rehabilitated upon **decommissioning** to their pre-development state or to a condition compatible with their intended ongoing or future land use.

Performance Outcome	Acceptable Outcome
<p>WF-PO12.1 Wind farms are decommissioned and rehabilitated within 18 months of ceasing operation.</p> <p>WF-PO12.2 Wind farms are decommissioned by removing:</p> <ul style="list-style-type: none"> a. above-ground infrastructure, unless retention is agreed with the landowner for repurposing (for example, access tracks); and b. below-ground infrastructure to the extent necessary to support future land uses. <p>WFPO-12.3 Land disturbed as a result of the wind farm and its decommissioning is rehabilitated to an acceptable condition that supports future land uses, in consultation with the host-lot owner.</p> <p>WF-PO12.4 Wind farms are decommissioned to avoid or minimise adverse environmental impacts, including effects on flora, fauna, water, land, air quality and noise.</p> <p>WF-PO12.5 Decommissioning activities are planned and executed to maintain site safety and minimise risks to workers and the public, including risks associated with equipment use and, where relevant, aviation interactions.</p> <p>WF-PO12.6 Waste generation is minimised through reuse and recycling consistent with best practice and all waste is disposed of at licensed facilities with confirmed capacity.</p> <p>WF-PO12.7 Vehicular movement of wind farm components, materials and workforce personnel is coordinated to minimise disruption to transport networks and ensure their safe and efficient operation.</p>	<p><i>Not applicable</i> – Performance Outcomes apply.</p>

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Plans and Reports to Accompany a Development Application

Preliminary Decommissioning and Rehabilitation Management Plan

This Plan should accompany the development application and:

- a. confirm the operator’s commitment to decommissioning and rehabilitation;
- b. provide a high-level scope of decommissioning and rehabilitation works;
- c. outline consultation undertaken with the host-lot owner, including agreement on the scope of works and financial arrangements; and
- d. detail proposed consultation with adjoining landowners, the community, local government and relevant government agencies.

Plans and Reports Recommended as Conditions of Development Approval

Detailed Decommissioning and Rehabilitation Plan

A Plan should be prepared prior to the end of the wind farm’s operational life – generally at least six months in advance – unless otherwise agreed with the decision-maker. The Plan must be approved before decommissioning commences.

Where repowering is proposed and the replacement turbines and associated infrastructure are not like-for-like, a new development application may be required.

Where partial repowering is proposed, the Plan must clearly identify turbines to be decommissioned and specify the scope, staging and rehabilitation measures.

Decommissioning and rehabilitation works should be completed within 18 months of the turbines ceasing operation.

The Plan must describe the scope and staging of decommissioning and rehabilitation works, and address the following matters, along with any other matters arising through assessment or from other elements of the Code:

Safety and emergency management

- a. Safety and site hygiene management
- b. Natural hazard management, including fire and emergency management
- c. Fuel and chemical storage, handling and disposal
- d. Aviation impacts and management

Environmental management

- a. Biosecurity, weed and pest management
- b. Dust, noise and vibration management
- c. Site contamination and remediation
- d. Vegetation retention, rehabilitation and associated monitoring
- e. Flora and fauna protection and management
- f. Drainage, erosion and sediment control
- g. Wastewater management

Waste Management

- a. Identification of waste types and volumes, including:
 - i. confirmation that all waste will be removed from the site;
 - ii. outline how waste will be reused, recycled or disposed of in approved and licensed waste management facilities; and
 - iii. identify the licensed waste management facility or facilities proposed to be used and confirm their capacity to accommodate the waste.

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Plans and Reports Recommended as Conditions of Development Approval

Transport

- a. Transport impacts associated with decommissioning must be addressed in accordance with the requirements of Element 10 – Transport, adapted for the decommissioning phase.
- b. A Decommissioning Traffic Management Plan is to be prepared and include:
 - i. identification of haulage routes and OSOM vehicle movements, conducted safely and in a manner that minimises adverse impacts on the transport network, consistent with MRWA's Movement of High Risk OSOM Vehicles Policy;
 - ii. coordination of vehicle movements to avoid peak traffic periods and cumulative impacts where multiple renewable energy projects affect shared corridors;
 - iii. dilapidation surveys and arrangements for repairing any road damage caused by heavy vehicles; and
 - iv. engagement with MRWA, local governments and relevant authorities to confirm routes and obtain necessary approvals.

Consultation and Landowner Agreements

- a. Outline consultation undertaken and agreements in place with the host-lot owner regarding the scope of works, including decisions on infrastructure removal or retention to support future land uses.
- b. Outline financial arrangements to fund decommissioning and rehabilitation, including guarantees or security arrangements to ensure responsibilities are met in the event of operator insolvency.⁷
- c. Outline consultation undertaken or proposed with adjoining landowners, the community, local government and relevant government agencies and authorities.

⁷ Development approvals and associated decommissioning responsibilities run with the land. If the wind farm operator becomes insolvent, these responsibilities transfer to the landowner. Landowners should therefore secure appropriate guarantees to avoid being burdened with decommissioning and rehabilitation obligations.

CONTENTS PART ONE PART TWO APPENDICES

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Appendix 1 – Definitions

The terms defined in the Code apply to all grammatical forms of the word.

Aerodrome – means an area of land or water (including any buildings, installations and equipment) intended for use wholly or partly for the arrival, departure or movement of aircraft and is certified as an aerodrome under the regulations made under the *Civil Aviation Act 1988* (Cth).

Aircraft landing area – means an area of ground intended for use for the conduct of take-off and landing and associated aircraft operations for private, aerial work or charter activities.

Airport – means an aerodrome with significant facilities. This includes:

- Federally leased airports regulated by the *Airports Act 1996*.
- a certified **aerodrome** available for use in regular public transport operations (i.e. commercial fee-paying passengers) and may include contiguous land for aviation-related infrastructure/activities.
- defence airfields under the *Defence Act 1903* and joint-user airports under control of the Department of Defence where an arrangement under section 20 of the *Civil Aviation Act 1988* (Cth) is in force.
- land zoned/reserved for the purpose in the scheme.

Asset Protection Zone – means a managed buffer zone located between a bush fire hazard and a building or piece of infrastructure used to reduce bushfire risk by strategically controlling vegetation and limiting plant flammability within the zone.

Associated infrastructure – means the permanent and temporary buildings, structures and other infrastructure associated with energy infrastructure, including meteorological masts, habitable buildings (such as control or office buildings), storage buildings, fuel storage tanks, mobile concrete batching plants, internal access tracks, fencing, firefighting equipment, gates and signage.

Battery energy storage system – means the use of premises for the operation of one or more battery storage devices that:

- a. convert electricity into stored energy; and
- b. release stored energy as electricity; and

includes any equipment necessary for the operation of the plant.

Bushfire prone area – means an area designated by the Fire and Emergency Services Commissioner under section 18P of the *Fire and Emergency Services Act 1998* as being subject, or likely to be subject, to bushfires. Refer to Department of Fire and Emergency Services [Bushfire Prone Area map](#).

Coastal zone – means those areas of water and land that may be influenced by coastal processes.

Conservation areas – has the meaning given in the *Environmental Protection Act 1986*.

Dam – means any artificial structure, barrier or levee, whether temporary or permanent, which does or could impound, divert or control water, silt, debris or liquid borne materials, together with its appurtenant (associated) works.

Decommission – means the removal of buildings, structures and infrastructure associated with a land use once it fully or partially ceases operation.

Development site – means that part of a lot(s) on which a building or structure that is the subject of the development stands or is to be constructed.

Ecological community – has the meaning given in the *Biodiversity Conservation Act 2016*.

Electromagnetic interference – means the effect of disturbing or degrading communications and monitoring signals currently in operation and transmitted via microwave, very high frequency and ultra-frequency systems resulting from siting and operation of energy infrastructure and other structures.

Energy infrastructure – means renewable energy facilities, transmission systems and battery energy storage systems.

Fauna – has the meaning given under the *Biodiversity Conservation Act 2016*.

Flora – has the meaning given under the *Biodiversity Conservation Act 2016*.

Ground clearance – means the vertical distance from the ground level at the base of a wind turbine to the tip of its blade when it is in its lowermost position (see Figure 2).

Ground level – means the finished ground level resulting from the development.

Habitable building – has the meaning given under State Planning Policy 3.7 Bushfire (WAPC, 2024).

Host lot – means the lot or lots on which the development is proposed or located and includes all land within the development application or approval area.

Land degradation – has the meaning given under the *Soil and Land Conservation Act 1945*.

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Landforms – has the meaning given under the Environmental Protection Authority's Environmental Factor Guideline – Landforms as follows: The distinctive, recognisable physical features of the earth's surface having a characteristic shape produced by natural processes. A landform is defined by the combination of its geology (composition) and morphology (form).

Landscape – means the cumulative expression of natural and cultural features, patterns and processes in a geographical area, including human perceptions and associations with visual landscape incorporating appearance and the type of views provided.⁸

Maximum blade chord length – means the widest point of a wind turbine blade cross-section, measured from the trailing edge to the leading edge of the blade (refer Figure 6).

Micro-siting – means the movement of wind turbines by small distances within the wind turbine envelope during the detailed design or construction stages of a development.

Migratory species – has the meaning given in the *Environment Protection and Biodiversity Conservation Act 1999* (Cth).

Native vegetation – has the meaning given in the *Environmental Protection Act 1986*.

Natural hazards – means processes or phenomena that have the potential to cause significant adverse impacts to people, property and infrastructure associated with fires, floods, coastal erosion and inundation, landslides, other land movements (karst), earthquakes and cyclones.

Noise impact area – means an area of land in the vicinity of a noise-generating land use that is either currently or projected in the future to be affected by an unreasonable noise impact from that land use as identified through a Noise Impact Assessment.

Noise-sensitive land use – means a land use or development occupied or designed for occupation or use for residential purposes (including dwellings, residential buildings or short-stay accommodation), caravan park, camping ground, educational establishment, child care premises, hospital, nursing home, corrective institution or place of worship.

Non-host lot – means any lot adjoining or in proximity to a host lot that may be impacted by the development or land use.

Predicted actual shadow flicker modelling – means a modelling approach for wind turbines that estimates realistic **shadow flicker** at a specific location by accounting for meteorological conditions (such as cloud cover), turbine operations and mitigation measures, such as curtailment and shutdown, with the aim of providing a more realistic forecast of shadow flicker under typical operating conditions.

⁸ Best Practice Note Landscape Assessment and Sustainable Management 10.1, NZ Institute of Landscape Architects 2017

Public drinking water source area – means underground water pollution control areas, catchment areas and water reserves that are constituted under the *Metropolitan Water Supply, Sewerage, and Drainage Act 1909* or the *Country Areas Water Supply Act 1947*.

Rehabilitation – means a process where disturbed land is returned to a stable, productive and self-sustaining condition, taking future land use into account.

Renewable energy facility/facilities – means premises and structures used to generate electricity from a **renewable source/s**. It does not include renewable energy electricity generation where the electricity produced principally supplies and is incidental to an associated domestic, business or community related premises.

Renewable sources – has the meaning given in the *Electricity Corporations Act 2005*.

Repowering – means the replacement or substantial upgrade of one or more existing **wind turbines** or **associated infrastructure** to extend the facility's operating life or improve its generating capacity.

Revegetation – means returning vegetation (indigenous or otherwise) to an area.

Rotor swept path – means the circular area surrounding the nacelle within which the blades rotate (see **Figure 7**). **Sensitive water resources** – means areas in which development has the potential to affect water-dependent ecosystems, natural waterways and estuaries, **wetlands** and selected coastal inlets and embayment that have been recognised at either the state or national level as having high ecological, social, cultural and/or economic values and are sensitive to contamination associated with land use and development. They include:

- a) estuary catchments on the Swan and Scott Coastal Plains;
- b) land that drains to and is within two kilometres of Irwin Inlet, Wilson Inlet, Torbay Inlet, Manarup Lagoon, Lake Powell, Princess Royal Harbour and Oyster Harbour;
- c) land that drains to and is within two kilometres of the estuarine areas of the following: Dampier Creek (Broome), Hill River, Irwin River (Mid West), Margaret River (South West), Murchison River, Hardy Inlet, Chapman River, Walpole-Nornalup Inlet, Wellstead Estuary and Greenough River;
- d) land that drains to and is within two kilometres of the following coastal embayments: Cockburn Sound, Coral Bay, Cowaramup Bay, Flinders Bay, Geographe Bay, Jurien Bay, Koombana Bay, Mangles Bay, Peaceful Bay, Roebuck Bay, Shark Bay (south of the northern tip of Peron Peninsula) and Warnbro Sound;
- e) land that drains to and is within one kilometre of other estuarine areas, except for portions approved by government for uses such as ports;
- f) within one kilometre up groundwater gradient and 250 metres down groundwater gradient of a **significant wetland**; or where the groundwater gradient is unknown or seasonably variable within one kilometre of the **significant wetland**;

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- g) habitats of specially protected water-dependent **fauna** and the area within one kilometre of groundwater-dependent **threatened ecological communities** and groundwater-dependent priority **ecological communities**; and
- h) wild rivers catchments.

Site-specific assessments undertaken during the planning process may identify additional significant **water resources**.

The sensitive **water resource** area boundaries are identified on the policy map of Sensitive Water Resource Areas and may be refined through higher resolution mapping in accordance with the definition provided above.

Shadow flicker – means the recurrent flickering effect caused when rotating wind turbine blades cast shadows across the ground or nearby buildings, creating alternating patterns on light and shade.

Significant landscape – means a **landscape** area or feature that holds special importance or value, formally recognised in international, national or state legislation or policy and which warrants consideration in planning and development decisions. May include World Heritage areas, national and state parks.

Significant view – means a public view that holds special importance or value for its visual qualities or economic or cultural significance, formally recognised in international, national or state legislation or policy which warrants consideration in planning and development decisions. May include views from iconic scenic or tourist routes, trails and lookouts.

Significant wetland – means Ramsar wetlands and those listed in the Australian Government's Directory of Important Wetlands in Australia; wetlands categorised as Conservation Category in the Department of Biodiversity, Conservation and Attractions' Swan Coastal Plain wetlands dataset, wetlands listed in the South Coast Significant Wetlands dataset, other endorsed wetland datasets and other wetlands that have been identified for protection during the land planning process.

Single house – has the meaning given in the Planning and Development (Local Planning Schemes) Regulations 2015.

Solar farm – means a **renewable energy facility** that uses solar energy to generate electricity and includes ground-mounted photovoltaic and thermal technology and any **associated infrastructure**.

Theoretical shadow flicker modelling – means a modelling approach used to determine the maximum theoretical extent and duration of shadow flicker at a specific location. It is based on geometric simulation that accounts for the sun's path, topographic variation and the wind turbine specifications such as blade chord length and hub height.

Threatened ecological community – has the meaning given in the *Biodiversity Conservation Act 2016* and the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth).

Threatened species – has the meaning given in the *Biodiversity Conservation Act 2016* and the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth).

Transmission system – has the meaning given in the *Electricity Industry Act 2004*.

Turbine curtailment – means the intentional reduction or stopping of blade rotation to avoid or minimise an impact, such as noise, shadow flicker, the risk to wildlife.

Unreasonable noise impact – means a level of noise impact that exceeds the lowest assigned level permitted for a "Noise sensitive premises: highly sensitive area" in Table 1 of the Environmental Protection (Noise) Regulations 1997.

Visually sensitive land use – means a land use where people live or regularly spend extended periods of time, including residential dwellings, short-stay accommodation, schools, hospitals, recreation areas and generally excludes commercial or industrial premises.

Water resources – means watercourses, **waterways** and their estuaries, inlets and floodplains, **wetlands**, groundwater, surface water, stormwater and drainage. A water resource includes all aspects of the water resource, including water, organisms and other components and ecosystems that contribute to the physical condition and ecological health of the water resource.

Waterway – means any river, creek, stream or brook, including its foreshore area or reserve, floodplain, estuary and inlet. This includes systems that flow permanently, for part of the year or occasionally; and parts of the waterway that have been artificially modified.

Wetland – means an area of seasonally, intermittently or permanently waterlogged or inundated land, whether natural or otherwise, and includes a lake, swamp, marsh, spring.

Wind farm – means a renewable energy facility that uses wind energy to generate electricity and includes wind turbines and any **associated infrastructure**.

Wind turbine – means a structure that incorporates a machine designed to convert wind energy into electricity and comprises a foundation, tower, nacelle and rotor. It does not include a wind mill, which uses wind energy to generate mechanical energy.

Wind turbine envelope – means a defined area of land measured from the centre of an indicative wind turbine location within which a wind turbine and its foundation may be sited.

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Appendix 2 – Material to Accompany a Development Application

Clause 1.5.1 of the Code requires the following information to accompany an application for development approval for **energy infrastructure**.

All Energy Infrastructure

1. Outcomes from any pre-lodgement community and stakeholder engagement undertaken including:
 - a. Details of pre-lodgement engagement activities undertaken.
 - b. Summary of information, plans and images shared.
 - c. Feedback received, including key issues raised.
 - d. Explanation of how feedback was considered or addressed.
2. Confirmation of servicing availability (such as water, power, waste) for any proposed **habitable buildings**.
3. Details of the proposed **transmission system** and transmission line route to connect the **renewable energy facility** and/or **battery energy storage system** to the state's electricity grid and the status of the connection approval where relevant.

Wind Farms

Site Plan Details

1. A plan showing:
 - a. Location and GPS coordinates for each **wind turbine** (where individual siting is confirmed), or GPS-defined boundaries of **wind turbine envelopes**.
 - b. Setbacks of **wind turbines** and **wind turbine envelopes** from **non-host lot** boundaries and reserves.
2. A plan showing the location, design and depth of **wind turbine foundations**, electricity cabling and other underground infrastructure.
3. A plan showing the location of any **associated infrastructure**.

Wind Turbine Specifications

1. Total number and characteristics of the **wind turbines**, including:
 - a. **hub height**;
 - b. **blade length** and **rotor diameter**;
 - c. **maximum blade chord**;
 - d. **blade tip height**;
 - e. **ground clearance**;
 - f. **rotor swept path**;
 - g. colours, materials and finishes;
 - h. noise-generation characteristics;
 - i. aviation safety lighting; and
 - j. transformer locations (near to or inside the tower).

Reports and Plans

1. Noise Impact Assessment
2. Single House Development Potential Impact Assessment (where relevant)
3. Landscape and Visual Impact Assessment
4. Shadow Flicker Assessment (where relevant)
5. Environment Report
6. Bird and Bat Management Plan
7. Water Management Report
8. Bushfire Attack Level (BAL) Contour Map
9. Bushfire Management Plan
10. Coastal Hazard Risk Management and Adaptation Plan (where relevant)
11. Geotechnical Assessment (where relevant)
12. Aviation Impact Assessment
13. Electromagnetic Interference Assessment
14. Transport Impact Assessment
15. Construction and Environmental Management Plan
16. Preliminary Decommissioning and Rehabilitation Management Plan

Note: Information required in the above reports and plans is detailed in Part Two – Wind Farms

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Appendix 3 – Preliminary Engagement – Community and Stakeholders

Proponents of energy infrastructure are encouraged to undertake preliminary engagement with communities, stakeholders and relevant public and statutory authorities prior to lodging a development application. Early engagement helps identify potential issues, build understanding and support, and inform project design and assessment.

Engagement should include, as relevant:

- a. Adjacent and nearby landowners and occupiers, particularly those with noise-sensitive or visually sensitive land uses likely to be affected;
- b. Local governments of the host district and any adjoining districts;
- c. Local communities and community groups, including Aboriginal communities, resident groups and business associations;
- d. The Department of Energy and Economic Diversification and electricity network operators where connection to the electricity network is proposed;
- e. Public and statutory authorities, especially those responsible for issuing other approvals), and any other key stakeholders.

Proponents should seek advice from local governments on:

- relevant stakeholders and community groups to be engaged; and
- appropriate engagement methods tailored to local community needs and expectations.

The following tables identify relevant public and statutory authorities, along with other key stakeholders, that proponents should consult for different types of energy infrastructure.

Note: Tables for other types of energy infrastructure will be added as the Code is expanded.

Wind Farms:

Authorities/ Stakeholders	Wind Farm Elements											
	1 - Safety	2 - Noise	3 - Single House Devt Potential	4 - Landscape	5 - Shadow Flicker	6 - Natural Environment	7 - Natural Hazards	8 - Aviation	9 - Electromagnetic Interference	10 - Transport	11 - Construction	12 - Decommissioning
State Government:												
Department of Biodiversity, Conservation and Attractions	X		X		X							
Department of Fire and Emergency Services	X ¹						X ¹	X ¹	X ¹			
Department of Local Government, Industry Regulation and Safety	X								X			
Department of Planning, Lands and Heritage							X ²					
Department of Primary Industries and Regional Development						X	X				X	
Department of Transport and Major Infrastructure							X ²			X		
Department of Water and Environmental Regulation		X				X	X				X	

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Authorities/ Stakeholders	Wind Farm Elements											
	1 - Safety	2 - Noise	3 – Single House Devt Potential	4 - Landscape	5 – Shadow Flicker	6 – Natural Environment	7 – Natural Hazards	8 - Aviation	9 – Electromagnetic Interference	10 - Transport	11 - Construction	12 – Decommissioning
Environmental Protection Authority						X						
Main Roads Western Australia										X		
Public Transport Authority										X		
Australian Government:												
AirServices Australia							X	X				
Australian Communications and Media Authority									X			
Bureau of Meteorology									X			
Civil Aviation Safety Authority							X					
Commonwealth Scientific and Industrial Research Organisation									X ³			
Department of Climate Change, Energy, the Environment and Water					X							

Authorities/ Stakeholders	Wind Farm Elements											
	1 - Safety	2 - Noise	3 – Single House Devt Potential	4 - Landscape	5 – Shadow Flicker	6 – Natural Environment	7 – Natural Hazards	8 - Aviation	9 – Electromagnetic Interference	10 - Transport	11 - Construction	12 – Decommissioning
Department of Defence								X	X			
Dept of Industry, Science and Resources									X ³			
Other Key Stakeholders:												
Aircraft Operators								X	X			
Airport / aerodrome owners / operators and users								X	X			
Astronomical observatories									X ⁴			
Australian Rail Track Corporation										X		
Local fire and emergency services brigades and emergency management groups						X		X	X			
Port authorities										X		
Royal Flying Doctor Service								X	X			

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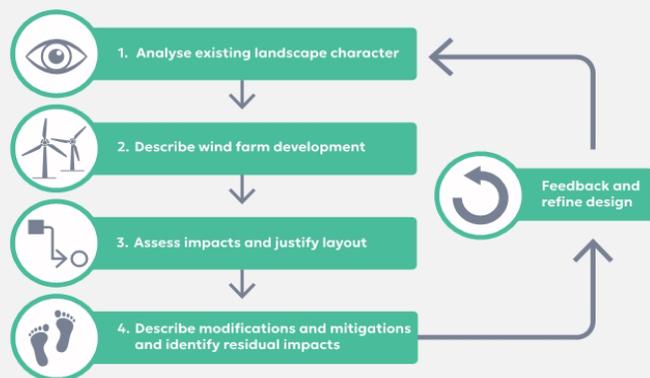
Authorities/ Stakeholders	Wind Farm Elements											
	1 - Safety	2 - Noise	3 – Single House Devt Potential	4 - Landscape	5 – Shadow Flicker	6 – Natural Environment	7 – Natural Hazards	8 - Aviation	9 – Electromagnetic Interference	10 - Transport	11 - Construction	12 – Decommissioning
Telecommunications providers									X			
Tourism and heritage associations				X								
TV and radio broadcasters									X			
Utility service agencies and companies									X			
<p>Notes:</p> <ol style="list-style-type: none"> 1. The Department of Fire and Emergency Services’ Land Use Services Branch and Aviation Services Branch should be specifically consulted. 2. The Department of Planning, Lands and Heritage and Department of Transport and Major Infrastructure should be consulted where coastal hazards are present. 3. The Commonwealth Scientific and Industrial Research Organisation (CSIRO) and Department of Industry, Science and Resources should be consulted where the wind farm is within the Australian Radio Quiet Zone (260 kilometres from the Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory and Square Kilometre Array). 4. Astronomical observatories should be consulted where the wind farm is within proximity to these. 												

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Appendix 4 – Landscape and Visual Impact Assessment Methodology

This section outlines how the general principles of landscape and visual assessment in Visual Landscape Planning in Western Australia: A manual for evaluation, assessment siting and design (WAPC, 2007) are to be applied to wind farm development applications. These principles should be applied in preparing Visual and Landscape Impact Assessment (VLIA) reports to demonstrate achievement of the Element Objectives and Performance Outcomes for Element 4 - Landscape.

The LVIA should follow the steps outlined below, with each step clearly documented in the LVIA report.



1. Analyse Existing Landscape Character

Spatially define and describe the extent of the study area. This includes the preparation of base plans showing:

- Wind farm development site and distance bands measured from the development site boundary at 1km, 1.5km, 2km, 5km, 10km, 15km and to the extent of the study area.
- Key landscape context features such as national and state reserves, tourist drives, key lookouts and features of high landscape and visual sensitivity such as water features and distinctive landforms.
- Location of non-host lot dwellings in proximity to the development site, up to 2km at a minimum.
- Topography and substantial areas of remnant bushland and other existing screening vegetation such as roadside vegetation.
- Landscape character types⁹ and any other landscape areas and specific features, or considerations relevant to landscape and visual assessment.

Refer to examples – **Figure A4.1:** Location and Context and **Figure A4.2:** Landscape Character – Study Area.

2. Describe Wind Farm Development

Describe the visual components of the wind farm in its landscape setting. This should be supported by maps and graphics, including:

- Diagrams of individual wind turbines, including dimensions and siting locations.
- Viewshed mapping showing theoretical turbine visibility (measured from at least nacelle height), graded to show the number of turbines visible. Two viewshed maps should be prepared showing visibility across the full extent of the LVIA study area and visibility for an area up to 5km from the development site boundary.
- Identification of potentially affected **significant landscapes** and **significant views** where turbines should be avoided or not be visible or, if visible, should not be visually prominent; and
- Other areas in which it would be appropriate to minimise visual disruption and prominence of turbines, acknowledging that some change in landscape character is inevitable.

⁹ Landscape character types refers to areas of land that have uniform patterns of landform, vegetation, water form and land use, defined at a range of scales beginning with state level units identified in 'Reading the Remote – Landscape Characters of Western Australia' and which may be developed at finer scales in local or regional landscape studies.

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Refer to examples - **Figure A4.3:** Viewshed (Nacelle Height) and Key Viewing Locations – Study Area, and **Figure A4.4:** Viewshed (Nacelle Height) and Key Viewing Locations – Development Site and Surrounds and **Figure A4.5:** Landscape Areas, Features and Key Viewing Locations – Development Site and Surrounds.

3. Assess Impacts and Justify Layout

The LVIA should assess and illustrate how the siting and design of the wind farm responds to:

- a. Avoiding or minimising impacts on significant landscapes and significant views, including consideration of the sensitivity of viewers and the magnitude of change to landscape character.
- b. The capacity of the landscape to absorb change, considering factors such as topography, vegetation and opportunities for mitigation through screening or topography.
- c. The location, layout and visual prominence of turbines and associated infrastructure and visual disruption to representative public views, and how the design responds to landscape and visual management objectives¹⁰ in a contextually sensitive manner to the landscape.

At a minimum, this section should include wireframes¹¹ from representative public viewing locations to illustrate the visual effect of the wind farm, highlighting general public viewing experiences and potentially sensitive public views, with commentary on their sensitivity to change. Photomontages¹² may be included to support wireframes and provide a more realistic illustration of change. Refer to examples such as **Figures A4.6 to A4.8** for visual impact areas, key viewing locations and wireframe/photomontage outputs.

4. Describe Modifications and Mitigations and Identify Residual Impacts

Building on the assessment of impacts and justification of layout, this step should demonstrate how the wind farm design has been refined to reduce visual impacts. This includes:

- a. Adjustments to siting and layout of turbines and associated infrastructure to respond to landscape and visual sensitivities.
- b. Measures to minimise lighting effects while meeting aviation requirements, as identified in the Aviation Impact Assessment.
- c. Use of new screening vegetation.
- d. Clear illustration of residual visual effects after mitigation, supported by graphics and a map identifying areas of greatest impact and any proposed mitigation planting (if applicable).

Refer to **Figure A4.8** for example outputs.

¹⁰ Landscape and visual management objectives means objectives for managing impacts on significant landscapes, significant views or landscape character types.

¹¹ A wireframe refers to a type of visualisation that is a computer-generated line drawing based on a digital terrain model that illustrates the three-dimensional shape of the landscape and the outline of a development.

¹² A photomontage is a type of visualisation that superimposes an image of a proposed development onto a photograph or series of photographs to illustrate its appearance within the existing landscape.

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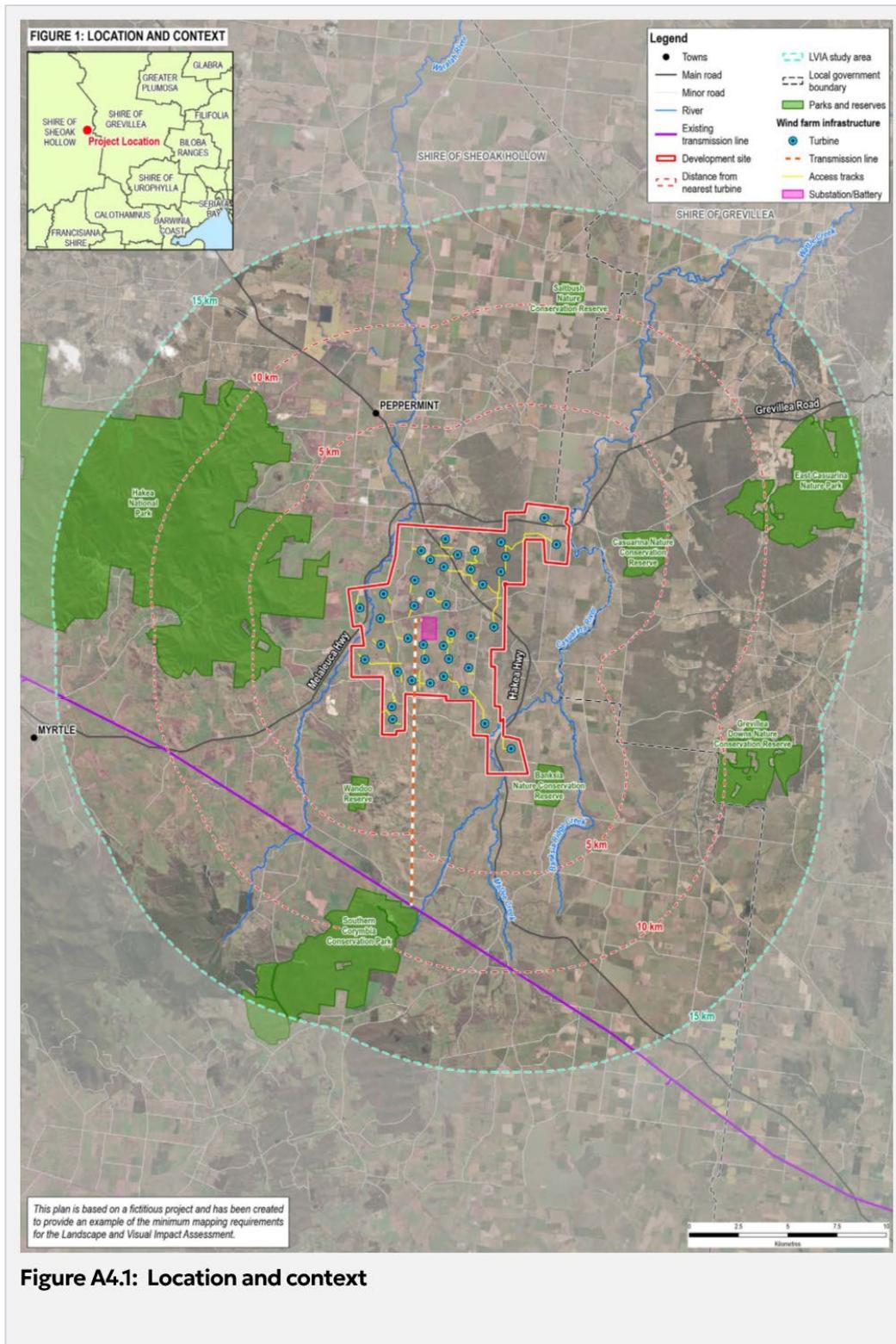
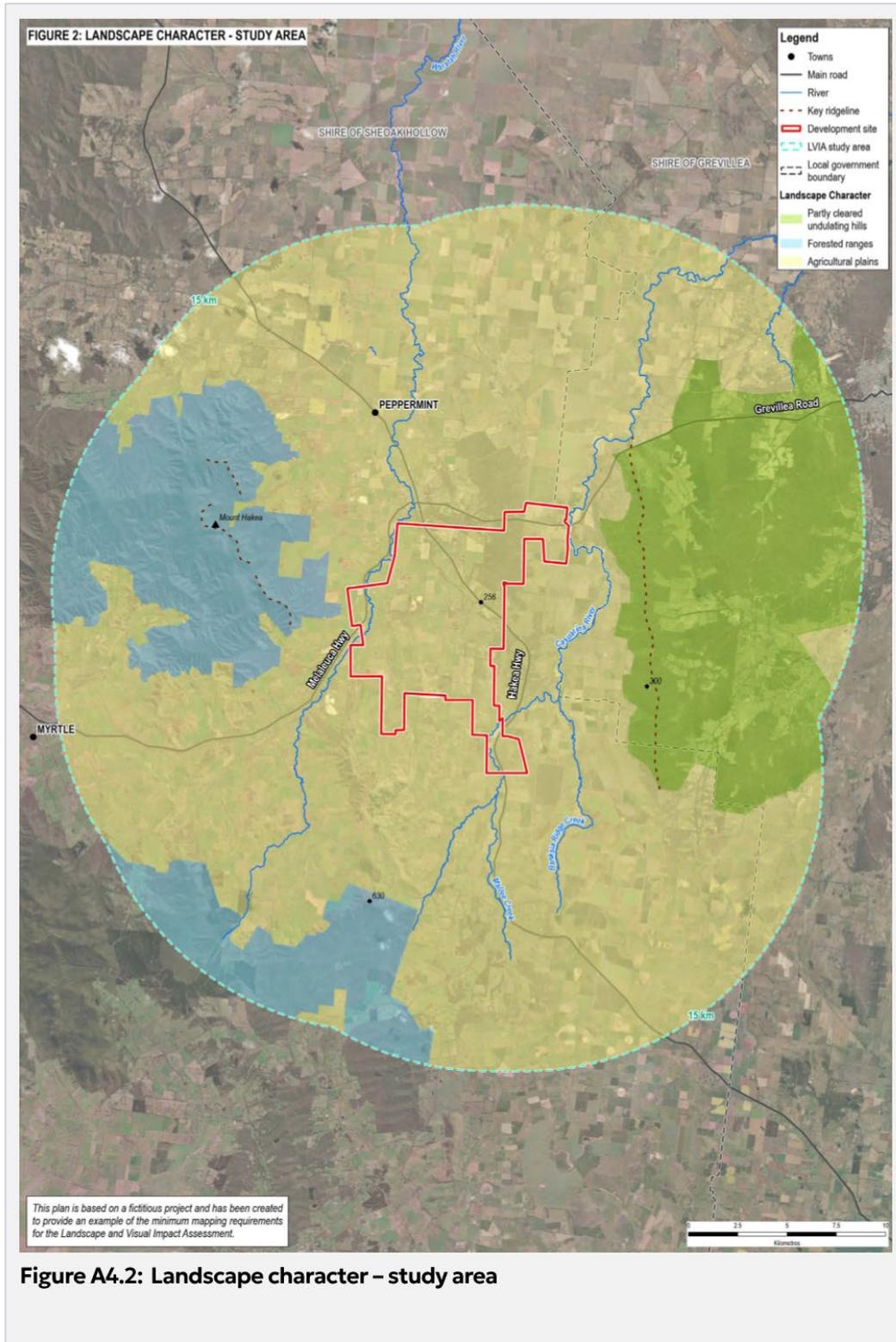
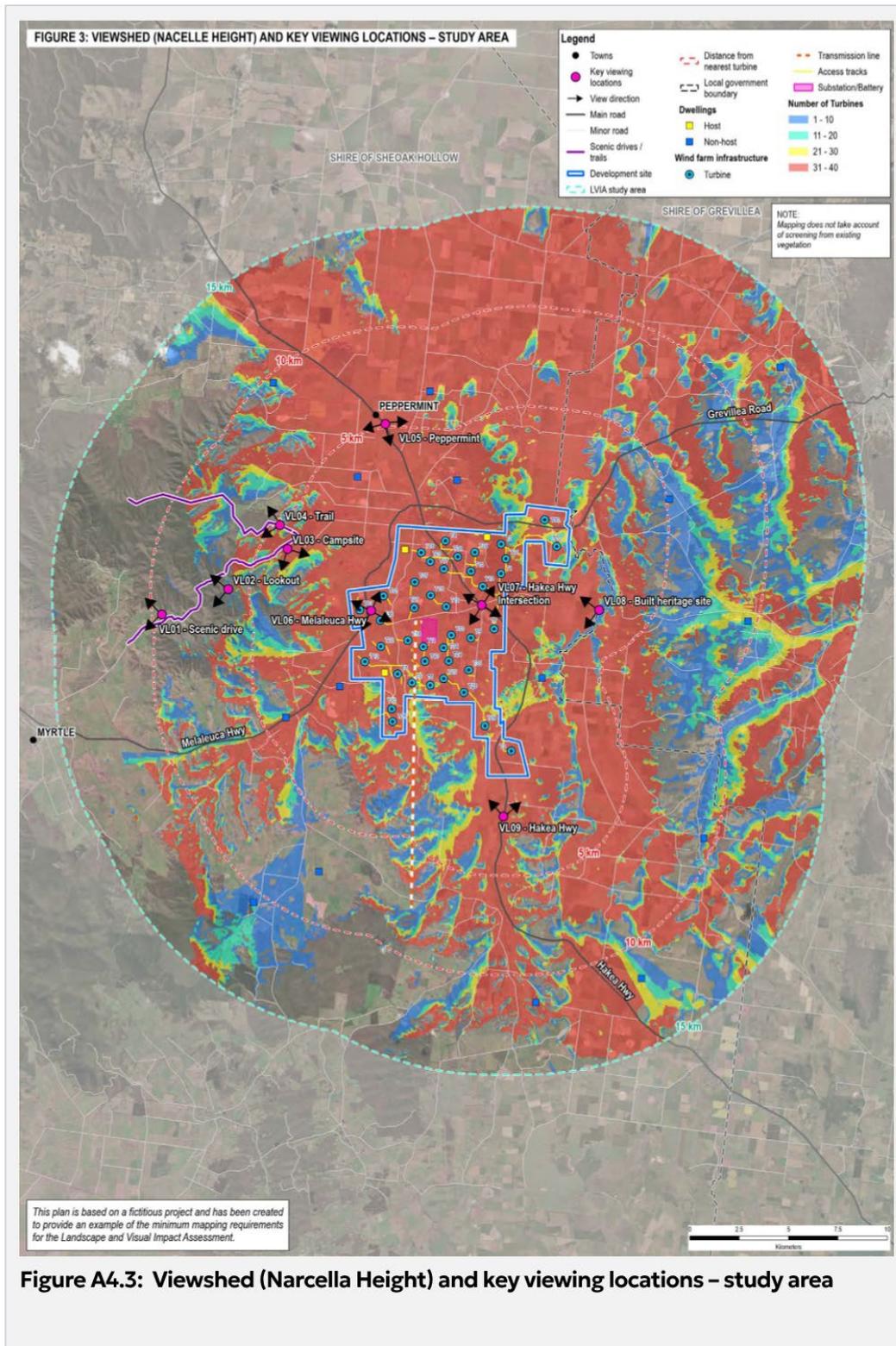


Figure A4.1: Location and context

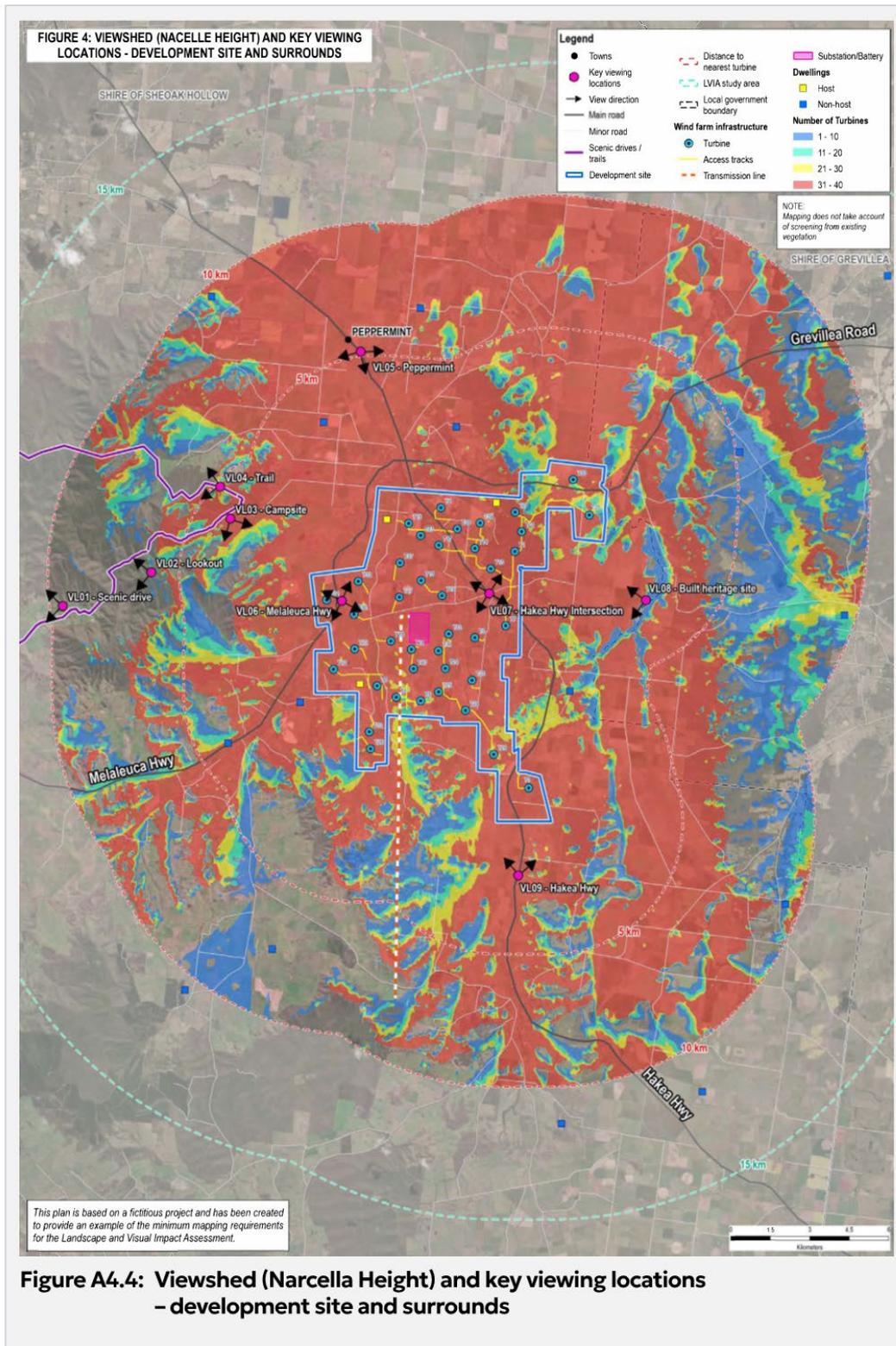
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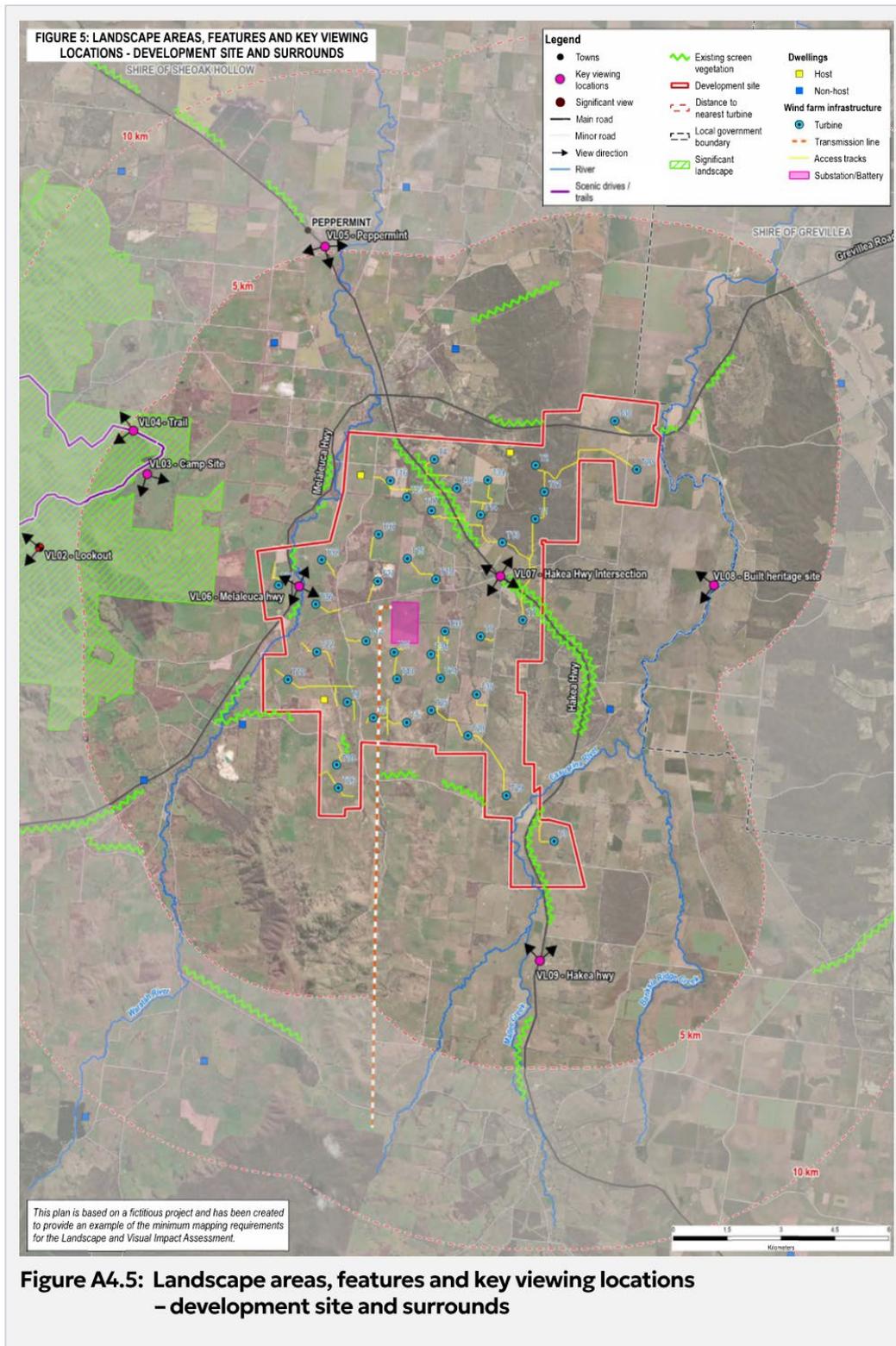


Figure A4.5: Landscape areas, features and key viewing locations – development site and surrounds

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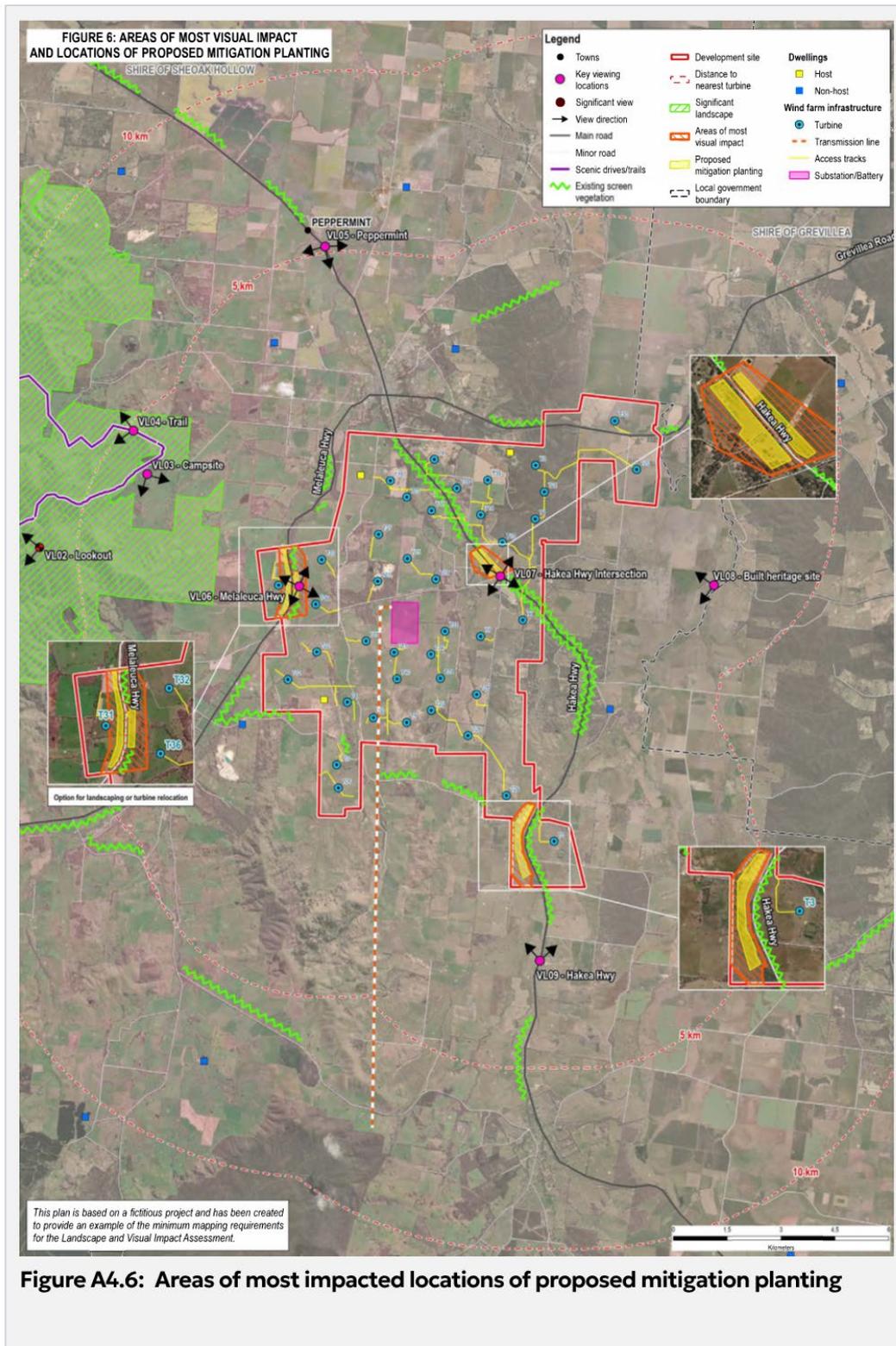


Figure A4.6: Areas of most impacted locations of proposed mitigation planting

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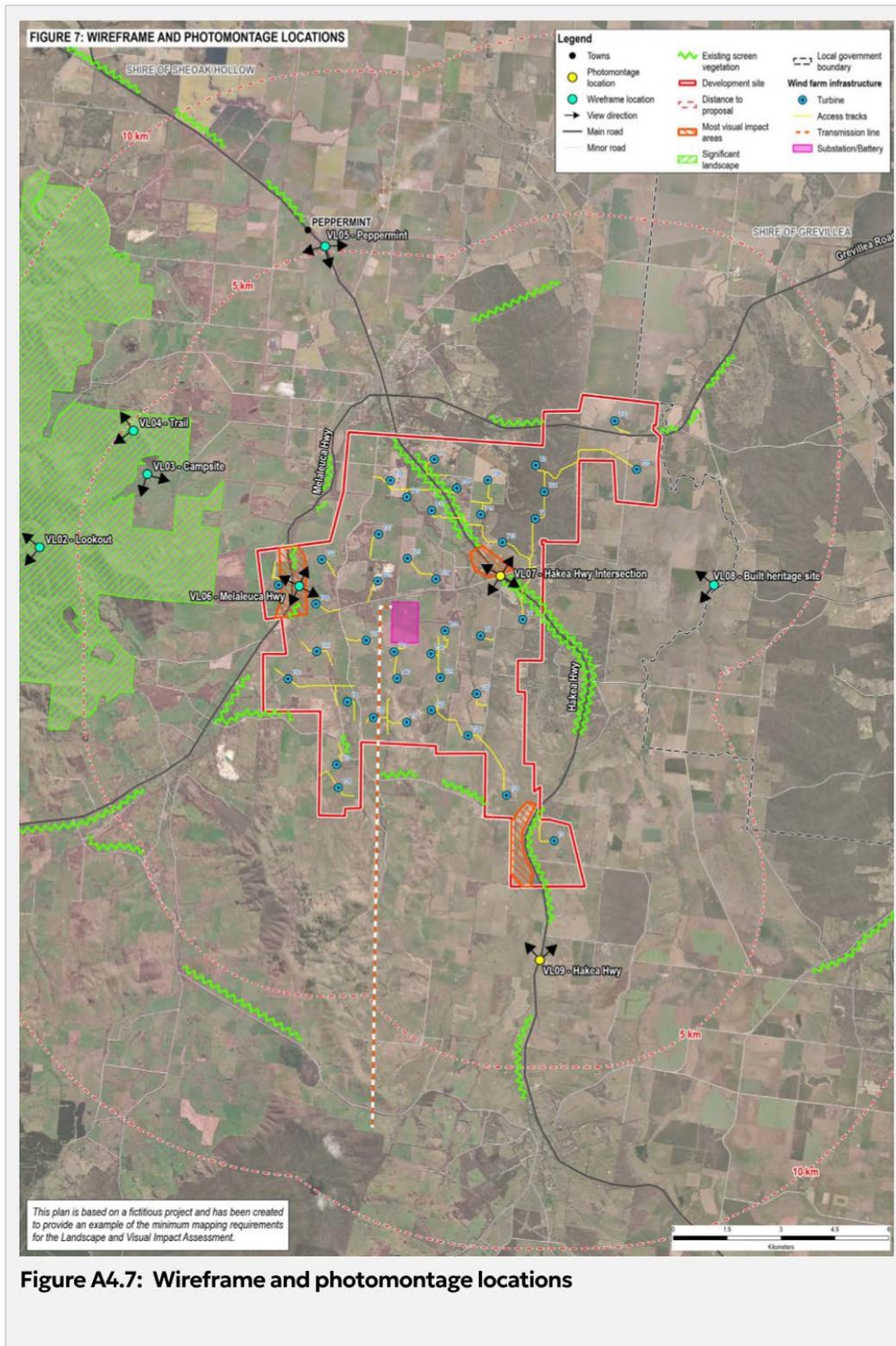


Figure A4.7: Wireframe and photomontage locations

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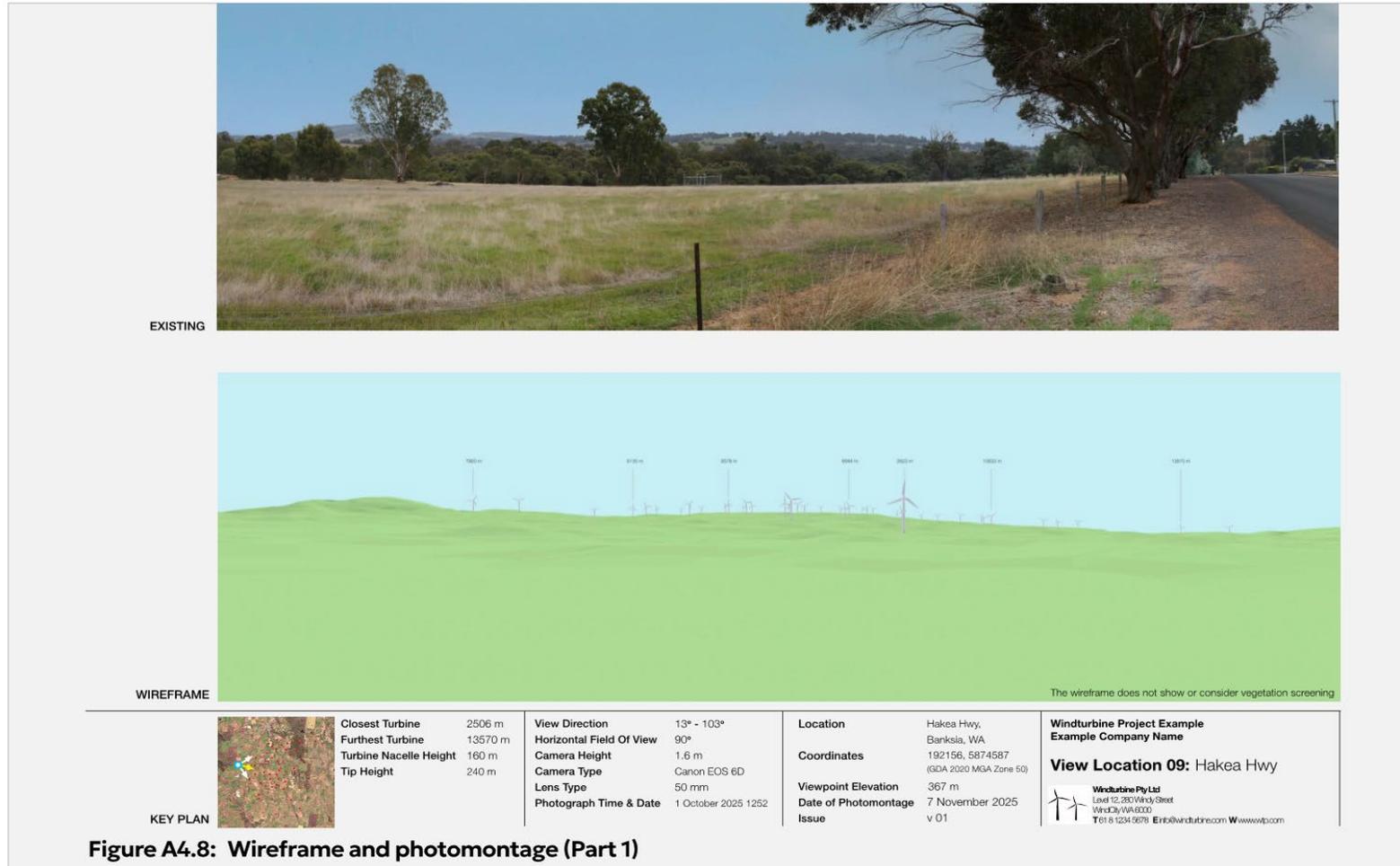
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Appendices

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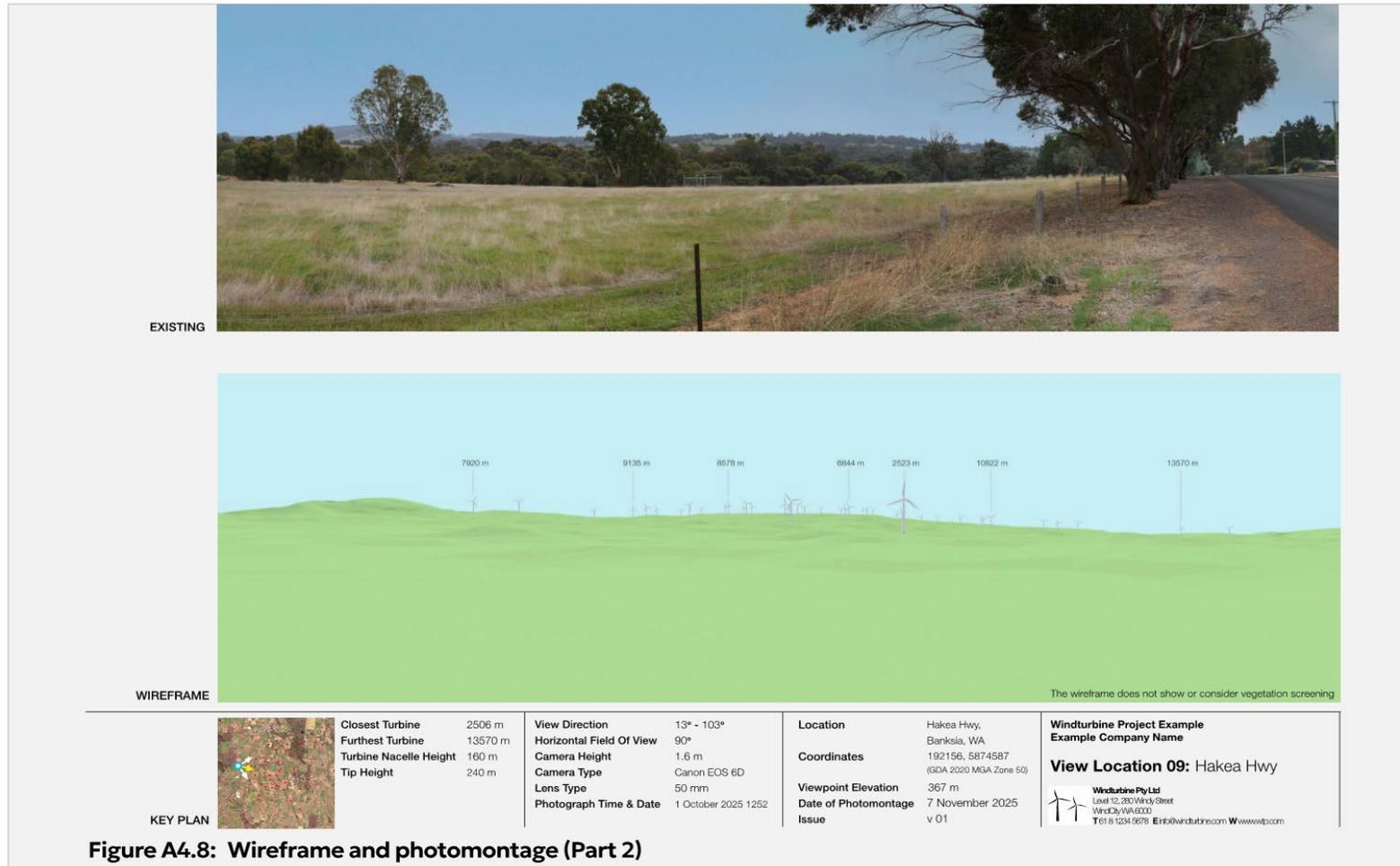


Figure A4.8: Wireframe and photomontage (Part 2)

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Appendix 5 – Examples of Single House Development Potential Impact Assessment on Non-Host Lots

The following examples are provided to demonstrate how a Single House Development Potential Impact Assessment may be undertaken to demonstrate achievement of the Performance Outcomes of WF Element 3 – Single House Development Potential on Non-Host Lots.

Non-host Lot	Details	Assessment
<p>Lot 1 Example Road, Scenarioville</p>	<p>Lot/Landholding Details The lot is 500ha in area. The lot does not form part of a broader contiguous landholding.</p> <p>Current Land Use The lot is predominately cleared of native vegetation and used for cropping purposes.</p> <p>Land Use Permissibility A single house is a discretionary land use under the local planning scheme.</p> <p>Wind Farm Noise Impact A small proportion of the lot 10 per cent - 50ha) in the north-western corner is subject to an unreasonable noise impact from wind turbines.</p> <p>Other Development Constraints A small proportion of the lot (10 per cent - 50ha) is covered by native vegetation. No other development constraints have been identified that would affect the potential to accommodate a single house.</p> <p>Servicing and Access Road and service access to the lot is via Example Road, which runs along its eastern boundary.</p> <p>Landowner Consultation Landowners have been consulted and have advised they intend to develop a single house on the southern portion of the lot.</p>	<p>The development potential impact of the wind farm is considered acceptable.</p> <p>There is sufficient land (80 per cent of lot - 400ha) without development constraints, including portions that can be easily accessed and serviced.</p>

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Non-host Lot	Details	Assessment
<p>Lot 2 Scenario Road, Example town</p>	<p>Lot/Landholding Details The lot is 100ha in area. The lot forms part of a broader contiguous landholding that includes Lot 3 Scenario Road, which has an existing single house.</p> <p>Current Land Use The lot is used for cropping purposes, however, a significant proportion of the lot is covered by native vegetation.</p> <p>Land Use Permissibility A single house is a discretionary land use under the local planning scheme.</p> <p>Wind Farm Noise Impact A large proportion of the (60 per cent - 60ha) of the lot on its western side is subject to an unreasonable noise impact from wind turbines.</p> <p>Other Development Constraints The lot is constrained by native vegetation and steep topography on its eastern side, which is likely prevent the development of a single house.</p> <p>Servicing and Access Road and service access to the lot is via Scenario Road, which runs along its western boundary and is remote from the land that is suitable for development.</p> <p>Landowner Consultation Landowners have been consulted and have advised they do not intend to develop a single house on the lot.</p>	<p>Development potential impact of the wind farm is considered acceptable.</p> <p>Lot 2 operates as part of a larger, consolidated farming property that already accommodates a single house. The landowners have advised they have no intention to develop Lot 2 for an additional dwelling.</p>

11.7 EXECUTION OF COMMON SEAL - REGIONAL EARLY EDUCATION AND DEVELOPMENT INC

File Ref:	AD944
Location:	N/A
Applicant:	N/A
Author:	Sharon Bell, Community Development Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	17/03/2026
Disclosure of Interest:	Nil
Attachments:	1. 20260316 - Lease between Shire of West Arthur and REED

SUMMARY:

Council is requested to authorise by Council Resolution, the affixation of the Common Seal to execute the Lease between the Shire of West Arthur and Regional Early Education and Development Inc (REED).

BACKGROUND:

The Agreement for Lease was originally made between Darkan and District Sports Club Inc (DDSC) and REED IN 2016. In 2024, DDSC indicated that they wanted their lease with the Shire of West Arthur updated, and to remove any requirement of them managing the area of the Darkan Sport and Community Centre dedicated to childcare.

COMMENT:

The Shire of West Arthur prepared a lease in September 2025. Due to insurance requirements, REED had to investigate some lease requirements, and the final draft lease was approved in February 2026. As the premises are located on Reserve 39163, Section 18 of the *Land Administration Act 1997* – Ministers Consent required the Shire to obtain ministerial consent to the lease. Consent from the Minister was received on 16 March 2026, and the lease finalised.

CONSULTATION:

REED
CEO

STATUTORY ENVIRONMENT:

- Local Government Act 1995:
 - S9.49A Execution of Documents
- Land Administration Act 1997:
 - S18 Ministers Consent

POLICY IMPLICATIONS:

Policy C19 – Execution of Documents and Use of Common Seal

FINANCIAL IMPLICATIONS:

Cost of preparation of new lease

STRATEGIC IMPLICATIONS:

West Arthur Strategic Community Plan 2021-2031

Community – Safe, Friendly and Inclusive

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

- Provide infrastructure to meet the needs of the community.

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (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 ensure new lease is in place.
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	Ineffective facility or event management
Risk Action Plan (Controls or Treatment Proposed)	Execute lease as recommended.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council authorise the Shire President and Chief Executive Officer to execute the following attached document under the Common Seal of the Shire of West Arthur:

1. Lease between the Shire of West Arthur and Regional Early Education and Development Inc.



Lease between

Shire of West Arthur

and

**Regional Early Education and Development Inc
(REED)**

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LEASE

This Lease, dated 16 March 2026

PARTIES

SHIRE OF WEST ARTHUR of 31 Burrowes Street, Darkan WA 6392 ("the Lessor")

and

REGIONAL EARLY EDUCATION AND DEVELOPMENT INC of 6 William Kennedy Way, Narrogin, WA 6312 ("the Lessee")

RECITALS

- a) The Lessor has the Lessor's Interest in the Land
- b) The Lessor has agreed to lease the Premises to the Lessee on and subject to the terms and conditions of this Lease

OPERATIVE PROVISIONS

1. INTERPRETATION

1.1. Definitions

In this Lease, unless the contrary intention appears:

"Building" means the building or buildings and all other fixed improvements erected on the Land and includes the premises as defined in this agreement.

"Commencement Date" means the commencement date of the Term specified in Item 3 of Schedule 1.

"Land" means the land described in Item 2 of Schedule 1.

"Lessee" if only one Lessee is a party means the Lessee and the executors, administrators and permitted assignees of the Lessee, and if there are two or more Lessee parties means the Lessees and each of them and each of their executors, administrators and permitted assigns and if the Lessee or any of the Lessees is a corporation includes the successors and permitted assigns of the Lessee.

"Lessee's Covenants" means the covenants, terms and conditions expressed or implied in this Lease and on the part of the Lessee to be performed and observed.

"Lessor" if only one Lessor is a party means the Lessor and the executors, administrators and assigns of the Lessor, and if there are two or more Lessors parties hereto means the Lessors and each of them and each of their executors, administrators and assigns and if the Lessor or any of the Lessors is a corporation includes the corporation and its successors and assigns.

"Lessor's Interest" means the Lessor's interest in the Land, which interest is described in Item 2 of Schedule 1.

"Permitted Purpose" means the purpose specified in Item 6 of Schedule 1.

"Premises" means the premises described in Item 2 of Schedule 1, being the area exclusively occupied by Regional Early Education and Development as indicated on attached plan (Appendix A) and consists of centre main room, kitchen, laundry/toilets, staff respite room, sleep room, admin/committee room, storeroom and Playground A, for the periods of use as specified in Item 4 of Schedule 2.

"Rate of Interest" means the general maximum rate of interest charged from time to time by the Lessor on outstanding rates.

"Rent" means the Rent payable by the Lessee pursuant to this Lease.

"Term" means the term of this Lease as specified in Item 3 of Schedule 1 commencing on the Commencement Date and any shorter period in the event of the early determination of the Term.

1.2. Interpretation

In this Agreement, unless the contrary intention appears:

- a) Words suggesting the singular include the plural and vice versa.
- b) Words suggesting any gender include any other gender.
- c) Reference to a person include a company, corporation, and unincorporated or incorporated association or statutory authority.
- d) references to clauses, paragraphs, subparagraphs, and Schedules are to clauses, paragraphs, and subparagraphs of, and schedules to, this Agreement as amended from time to time in accordance with the terms of this Agreement.
- e) Headings used for clauses, paragraphs, subparagraphs, Schedules, and the table of contents are for ease of reference only and will not affect the interpretation of this Agreement.
- f) References to laws include any modification or reenactment of those laws or any legislative provisions substituted for those laws and all orders, local laws, planning schemes, by-laws, regulations, and other statutory instruments issued under those laws.
- g) Where the words "includes" or "including" are used, they are to be taken to be followed by the words "without limitation" unless the contrary intention appears.
- h) A reference to any body is:
 - i. If that body is replaced by another organisation, deemed to refer to that organisation; and
 - ii. If that body ceases to exist, deemed to refer to the organisation which most nearly or substantially serves the same purposes or objects as that body; and
- i) All dollar amounts specified in this Agreement are in Australian dollars.

2. LEASE

2.1. Lease

The Lessor grants a lease to the Lessee, and the Lessee takes a lease of the Premises on and subject to the terms of this Lease.

2.2. Term

The Premises are to be held by the Lessee as tenant for the Term commencing on the Commencement Date and expiring on the expiry date specified in Item 3 of Schedule 1: Rent.

- i. The Lessee must pay to the Lessor for the first and each subsequent year of the Term, the Rent specified in Item 4 of Schedule 1.
- ii. The Rent is payable in the manner set out in Item 5 of Schedule 1.
- iii. Subject to such consents as are required by this Lease or a law, this lease may be varied by the agreement of the parties in writing.

3. OBLIGATIONS

3.1. Rates and Taxes

The Lessor must punctually pay all rates, assessments, levies or taxes levied or assessed or to be levied by the Commonwealth, the State, the local government, any water supply authority, any sewerage authority or by any other authority, whether statutory, governmental, or otherwise.

3.2. Outgoings

The Lessor must punctually pay for all costs associated with outgoings, including water rates, water consumption, gardening, and power, which are either provided to or used on the Premises.

3.3. Maintenance

The Lessor must keep and maintain every part of the Premises and all lighting and electrical installations and all drainage and septic systems and all other fixtures and fittings in good and substantial repair, order and condition, fair wear and tear excepted the Lessee need not carry out repairs of a structural nature.

3.4. Cleaning

The Lessee must keep and maintain the Premises well cleansed and drained in good sanitary condition and properly disinfected, free from rubbish, refuse, and disused material of any kind arising from the agreed periods of use as defined in Section 4 of Schedule 2, and the Lessor must observe, perform, discharge, execute and take such sanitary measures and precautions and subject to clause 3.21, construct such works and make such amendments, alterations and additions to the Building at any time as are during the Term be required by or under any written law.

3.5. Make Good Damage

At the Lessee's own expense from time to time, the Lessee must make good any breakage, defect or damage to the Premises or any adjoining premises or facilities or any other property caused by want of care, misuse or abuse on the part of the Lessee or the Lessee's employees, agents, contractors, invitees, licensees, sub-tenants or other persons claiming through or under the Lessee or otherwise occasioned by any breach or default of the Lessee under this Lease.

3.6. Entry by Lessor to View and Repair

- a) The Lessee must permit the Lessor, the Lessor's architects, agents and contractors at all reasonable times to enter into and upon the Premises in order to view and examine the state of repair, order and condition and to leave upon the Premises notice of any lack of repair, order, condition, neglect or defect for which the Lessee is liable and requiring the Lessee to make good the same within the time specified in the notice and the Lessee must make good the same in accordance with the notice to the satisfaction of the Lessor.
- b) The Lessee must permit the Lessor, the Lessor's agents and contractors at all reasonable times and, in the case of emergency, at any time to enter into and remain upon the Premises with all necessary plant, equipment and materials to carry out any works or make any repairs or alterations or additions to the Premises provided that the Lessor will not cause unnecessary interference with the use of the Premises by the Lessee.

3.7. Abatement of Nuisances

- a) The Lessee must not do or omit to do any act, matter or thing which may be or be deemed to be a nuisance within the meaning of any Act or under any planning scheme, local law or regulation applicable to the Premises or the use or occupation of the Premises by the Lessee and the Lessee must immediately abate any such nuisance or alleged nuisance.

- b) The Lessee must ensure that the Premises are not used in any manner which may be or become a nuisance, disturbance or annoyance to the quiet and comfort of any occupier of any premises in the vicinity of the Premises and on being required to do so by the Lessor or any employee or agent of the Lessor the Lessee must immediately abate the nuisance, disturbance or annoyance.

3.8. Pests

The Darkan District Sports Club must keep the Premises free of ants, cockroaches, termites, rodents, pests and vermin.

3.9. No living in Premises

The Lessee must not use or permit the use of any part of the Premises for living or sleeping for any unlawful purpose.

3.10. Defacing

The Lessee must not mark, paint, drill, write on or in any way deface any wall, ceiling, floor, wood, stone or ironwork of the Premises unless permitted by the Lessor.

3.11. Rubbish

The Lessee must not permit any rubbish or garbage to accumulate on the Premises unless confined in suitable containers.

3.12. Compliance with Written Laws

The Lessor must comply with, carry out and perform the requirements of any Act, ordinance, town planning scheme, local law, regulation or written law or of any notice, requisition or order under a written law applicable to the Premises or the use or occupation of the Premises.

3.13. Permitted Purpose

The Lessee must use the Premises only for the Permitted Purpose or for any other purpose first approved in writing by the Lessor.

3.14. Insurances

The Lessee must, at Lessee’s expense, effect and keep current, with an insurance company approved by the Lessor the following insurances in relation to the Premises:

Public risk

- a) A policy covering public risk which will:
 - (i) be in the name of the Lessee and provide for a minimum cover of twenty million dollars (\$20,000,000.00) for each accident, claim or event or such higher amount as the Lessor specifies; and
 - (ii) extend to cover any liability for the death of, or injury to, any person or damage to any person’s property sustained when such person is using or entering or near any entrance, passage, stairway, display or display window to into or of the Premises, or sustains the injury

or damage as a result of an act or omission of the Lessee, its agent, licensee, employee or representative operating a business on or from the Premises, or sustains the injury or damage as a result of consuming food or drink supplied on or from the Premises or as a result of goods sold on or from the Premises; and

(iii) require the insurance company and the Lessee to give the Lessor at least 30 days written notice before either cancellation of the policy or a reduction in its level or extent of cover; and

(iv) provide cover which is primary and not contributory with any policies effected by the Lessor.

Fittings and chattels

(b) a policy covering the Lessee's fittings, fixtures and chattels contained in or about the Premises for its full insurable value against loss or damage resulting from fire and extraneous risks including but not limited to water, storm and rainwater damage.

3.15. Evidence of Insurance Cover

- i. Before taking possession of the Premises, the Lessee must deliver the insurance policies required under this Lease to the Lessor.
- ii. The Lessee must give satisfactory evidence to the Lessor that the policies have been renewed within 7 days after the expiration of each policy term.

3.16. Not to Void Insurances

The Lessee must not at any time do or allow anything which may either render the insurances on the Premises or any part of it void or voidable.

3.17. Compliance with Insurance Regulations

- i. The Lessee must comply with insurance, sprinkler and fire alarm regulations as they relate to the use of the Premises.
- ii. The Lessee must pay to the Lessor the cost of any alterations to any sprinkler or fire alarm installation which may become necessary by reason of the non-compliance by the Lessee with the regulations of the Insurance Council of Australia or the requirements of the Lessor's insurer or both of them.

3.18. Indemnity

The Lessee must indemnify the Lessor and keep the Lessor indemnified from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which the Lessor may suffer or incur in connection with loss of life, personal injury or damage to property arising from or out of any occurrence in upon or at the Premises or the use by the Lessee of the Premises or to any person or the property of any person using or entering or near any entrance to the Premises or occasioned (wheresoever it may occur) wholly or in part by any act, neglect, default or omission by the Lessee its agents, contractors, servants, workers, customers, members or any other person or persons using or upon the Premises with its consent or approval expressed or implied.

a) No Indemnity for Lessors negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants or agents against any loss, damage, expense, action or claim to the extent it is directly caused by a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

3.19. Alterations and Improvements

The Lessee must not, without the prior written consent of the Lessor, make or permit to be made any alteration in or additions to the Premises or remove from the Premises any improvement, and the Lessee must not cut, maim or injure or suffer to be cut, maimed or injured any of the walls, floors, ceilings, plumbing, gas or electrical fixture or fittings or timbers.

3.20. Notice of Defects

The Lessee must give to the Lessor immediate notice in writing of any damage to or defect in the Premises or the water or sewerage pipes, gas pipes, electrical light fixtures or any plant fittings or equipment in the Premises.

3.21. No Security

The Lessee must not mortgage, encumber or change the Premises on this Lease.

3.22. Assignment or Subletting

- i. The Lessee must not, without the consent of the Lessor, assign, sublet, transfer or part with possession of the whole or any part of the Premises or the benefit of this Lease or any estate or interest in the Premises of this Lease;
- ii. The provisions of sections 80 and 82 of the Property Law Act 1969 do not apply to this Lease.

3.23. Signs

The Lessee must not, without the prior written consent of the Lessor, affix or exhibit or permit to be affixed to or exhibited upon any part of the exterior of the Premises or in any place visible from outside the Premises any placard, sign, notice, poster, hoarding or advertisement.

3.24. Lessee to Make Good

- 1. At the expiration or sooner determination of this Lease:
 - i. the Lessee must yield up the Premises to the Lessor in the condition required by this Lease; and
 - ii. the Lessee must remove from the Premises all fixtures, fittings and chattels brought onto the Premises by or for the use of the Lessee except for any structural improvements and any fixtures, fittings and chattels provided for the use of the Lessee and which the Lessor determines should remain in the Premises. The Lessee must not do or allow any damage to the Premises in such removal. If however any damage occurs the Lessee must immediately make it good; and

- iii. the Lessee must remove any lettering, signs, names, advertisements and notices erected, painted, displayed or affixed onto or within the Premises and make good any damage caused by reason of such erection, painting, displaying, affixing or removal. If the Lessee defaults under this clause the Lessor may remove and make good at the Lessee's expense.
2. If the Lessee fails to remove its fixtures, fittings and chattels, the Lessor may, at its option, do either or both of the following:
 - i. remove and store any of them in such a manner as the Lessor determines at the cost of the Lessee; and
 - ii. treat them as if the Lessee had abandoned its interest in them and they had become the property of the Lessor. The Lessor may then deal with them in such a manner as the Lessor determines. If the Lessor sells them, it need not account to the Lessee for the proceeds of sale but may apply the proceeds of sale as it sees fit.

3.25. No Registration or Caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

3.26. Interest on Arrears

The Lessee must pay to the Lessor on demand interest at the Rate of Interest plus 2% on all moneys owing by the Lessee but unpaid in breach of the provisions of this Lease for more than 30 days from and including the due date for payment, such interest to be calculated on a daily basis on the total of the moneys owing from time to time and computed from and including the due date for payment until the date of actual payment.

3.27. Vandalism

Should it become aware, the Lessee must immediately report to the Lessor any acts of vandalism or any incident which occurs on or adjacent to the Premises which is or is likely to involve a breach of the peace or become the subject of a report to the police.

3.28. Storage of Dangerous Materials

Except in accordance with the prior written consent of the Lessor, the Lessee must not store or keep on the Premises any inflammable liquids, acetylene gas, dangerous chemicals or volatile or explosive oils, compounds or substances

3.29. Special Conditions

The Lessee must observe and perform the special conditions set out in Schedule 2.

4. QUIET POSSESSION

If the Lessee pays the Rent and performs its covenants contained in this Lease, it will peaceably possess and enjoy the Premises for the Term without any interruption from the Lessor or any person lawfully claiming through, from or under its subject always to the rights, powers, remedies and reservations of the Lessor contained in this Lease.

5. MUTUAL AGREEMENTS

5.1. Default

- a) The Rent or any part of it is in arrears for 14 days even if it has not been formally demanded
- b) The Lessee breaches or does not comply with any provision whether expressed or implied in this Lease
- c) Repairs required by any notice given by the Lessor under this Lease are not completed within the time specified in the notice
- d) the Lessee defaults in the payment of any moneys owing to the Lessor other than rent whether under this Lease or any other account, after 14 days written demand for payment has been made by the Lessor on the Lessee; the Lessee is a corporation and an order is made or a resolution is passed for the winding up of the Lessee except for the purpose of reconstruction or amalgamation with the written consent of the Lessor which consent will not unreasonably withheld
- e) the Lessee is a corporation and ceases or threatens to cease to carry on business or goes into liquidation whether voluntary or otherwise or is wound up or if a liquidator or receiver (in both cases whether provisional or otherwise) is appointed
- f) the Lessee is a corporation and is placed under official management or an administrator is appointed under or pursuant to the provisions of the relevant Corporations Law or enters into a composition or scheme of arrangement
- g) the interest of the Lessee under this Lease is taken in execution
- h) the Lessee or any person claiming through the Lessee conducts any business from the Premises after the Lessee has committed an act of bankruptcy
- i) the Lessee abandons or vacates the Premises; or
- j) the Lessee being an incorporated association is wound up or resolves to be dissolved or wound up voluntarily

then the Lessor may in addition to its other powers either:

- i. re-enter on the Premises or any part of them with force if necessary and eject the Lessee and all other persons from and repossess the Premises; and/or
- ii. by notice in writing to the Lessee terminate this Lease.

5.2. Lessor's Powers

If the Lessor exercises its powers under clause 5.1, this Lease is to terminate, but the Lessee will not be released from liability for any breach of or non-compliance with any provision of this Lease and the remedies available to the Lessor for recovery of arrears of rent or for prior breach, or non-compliance will not be affected. On such determination, if the Lessee fails to remove its fixtures, fittings and chattels, the Lessor may, at its option, do either or both of the following:

- a) remove and store any of them in such a manner as the Lessor determines at the cost of

the Lessee; and

- b) if the Lessee does not remove or recover them within a month after termination of the Lease, treat them as if the Lessee had abandoned its interest in them and they had become the property of the Lessor, and the Lessor may then deal with them in such a manner as the Lessor determines. If the Lessor sells them, it need not account to the Lessee for the proceeds of sale but may apply the proceeds of sale as it sees fit.

5.3. Destruction of the Premises

1. Where the Building or any part of the Building are at any time damaged or destroyed by fire, flood, lightning, storm or tempest so as to make them unfit for the occupation and use of the Lessee, then the Rent or a proportionate part of the Rent, according to the nature and extent of the damage sustained is to abate and all remedies for recovery of the rent or such proportionate part of the rent are to be suspended until the Building are rebuilt or made fit for the occupation and use of the Lessee.
2. If the Lessor does not rebuild the Building or make them fit for the use and occupation of the Lessee within a reasonable time then either party may terminate this Lease by one month's notice in writing to the other without right or claim for damage by reason of the termination of the Lease but without prejudice to the rights of either party for any prior breach of or failure to comply with a provision of this Lease.
3. Nothing in this Lease imposes on the Lessor any obligation to rebuild the Building or to make the Building fit for the use and occupation of the Lessee.

5.4. Entry by Lessor

If the Lessee fails to duly and punctually observe or perform any provision of this Lease, the Lessor is entitled to carry out the observance or performance of the provision, and for that purpose, the Lessor or the Lessor's architects, servants, agent or workers may if necessary enter the Premises and the cost and expense incurred in the observance or performance together with interest thereon at a rate of 2% per annum greater than the Rate of Interest is to be a debt due by the Lessee to the Lessor and is to be payable on demand and may be recovered by the Lessor in the same manner as if the debt were for rent due under this Lease in arrears by action in law and such cost expense and interest is to be a charge on the term.

5.5. Works by Lessor

1. The Lessor may by itself or its agents at all reasonable times enter the Premises or any part of the Premises for any one or more of the following purposes:
 - a) complying with the terms of any legislation affecting the Premises or Building and any notices served on the Lessor or Lessee by any statutory, licensing, municipal or other competent authority;
 - b) carrying out any repairs, alterations or works of a structural nature;
 - c) installing any services such as air-conditioning apparatus, automatic fire sprinklers, gas pipes, water pipes, drainage pipes, cables or electrical wiring; making any repairs which the Lessor may think necessary to the Premises or Building;
 - d) making any improvements or alterations to the adjoining Building which the Lessor may

consider necessary;

- e) taking inventories of fixtures;

exercising the powers and authorities of the Lessor under this Lease, provided that, except in the case of an emergency, the Lessor is to give to the Lessee at least 7 days' prior notice orally or in writing.

2. In carrying out the works referred to in this clause, the Lessor is not to cause unnecessary interference with the use of the Premises by the Lessee.

5.6. Holding Over

If the Lessee holds over the Premises upon the expiry of the Term, then a tenancy from year to year is not to be presumed, but the tenancy in that event is to be and continue to be a tenancy from month to month at the rental then payable but otherwise upon the terms and conditions contained in this Lease insofar as they are applicable and is to be determinable at the expiration of one month's notice by either party to the other at any time.

5.7. No Waiver

1. No waiver (whether expressed or implied) by the Lessor of any breach of any covenant, obligation or provision contained or implied in this Lease is to operate as a waiver of any other breach of the same or any other covenant, obligation or provision contained or implied in this Lease it is not to operate as a waiver of the essentiality of any obligation which by virtue of this Lease is an essential term of this Lease.
2. In particular, any demand by the Lessor for, or any acceptance by the Lessor of, rent or other moneys payable under this Lease will not constitute a waiver by the Lessor of any breach of any provision in this Lease and is not to create any new tenancy between the parties.
3. No custom or practice which has grown up between the parties in the course of administering this Lease is to be construed so as to waive or lessen the right of the Lessor to insist on the performance by the Lessee of all or any of the Lessee's obligations under this Lease.

5.8. No Warranty

1. This document embodies the whole transaction of leasing made by this Lease and all warranties, conditions and representations collateral or otherwise concerning the leasing whether written, oral, expressed or implied and whether consistent with this document or not are cancelled.
2. This Lease may be amended only by instruments in writing executed by the Lessor and the Lessee.
3. The Lessee acknowledges that it has entered into this Lease without relying on any representation or warranty by the Lessor except as stated in this clause and after satisfying itself as to the suitability of the Premises for the purpose of which the Premises are leased.

5.9. Lessor's Right to Install Services

The Lessor reserves to itself and to its employees, agents and contractors the right to enter upon the Premises or the Building at all reasonable times with all necessary materials and appliances to erect, make, excavate, lay or install in, on, over or under the Premises or the Building any posts, drains,

pipes, conduits, cables, wires or other things requisite for any existing or future service to the Premises together with the right to enter upon the Premises or the Building for the purpose of inspecting, removing, maintaining, altering or adding to any such things in relation to an existing service to the Premises and, in each such case the Lessor is to cause as little inconvenience and damage to the Lessee as is practicable in the circumstances.

5.10. Execution of Works by Lessor

If the Lessor desires or is required to:

- a) execute any works which by law the Lessor is bound and has been required to execute on the Premises or the Building; or
- b) build any further stories upon the Building; or
- c) alter, repair, add to or re-build any part of the Premises or the Building; or
- d) construct, erect, lay down, alter, repair, cleanse or maintain any drain, ventilator, shaft, water pipe, electric wires or gas pipes in connection with or for the accommodation of the Building or any adjoining property; or
- e) underpin; or
- f) reinstate or re-build in case of fire,

then and in any such case the Lessor may with or without employees, agents, workers and contractors and appliances enter upon the Premises and carry out such works doing as little damage to the Premises as is reasonably possible and restoring them without unreasonable delay but without making compensation for any damage or inconvenience to the Lessee provided that in each case the Lessor is to cause as little inconvenience and damage to the Lessee as is practicable in the circumstances.

5.11. Notices

1. Any notice or demand from the Lessor to the Lessee is to be taken to be duly served if left for the Lessee on the Premises, if posted by prepaid letter addressed to the Lessee at the address set out in this Lease or if sent by facsimile machine to the Lessee's facsimile machine.
2. Any notice or demand from the Lessee to the Lessor is to be taken to be duly served if posted by prepaid letter addressed to the Lessor at its office.
3. A notice or demand posted is to be taken to be duly served at the expiration of 48 hours after the time of posting and any notice given by one party to the other may be signed on behalf of the party giving it by a director, secretary, chief executive officer or solicitor.

6. ESSENTIAL TERMS

The Lessee and the Lessor agree that each of clauses 2.3, 3.1, 3.2, 3.3, 3.14, 3.15 and 3.23 are essential terms of this Lease, and any breach or failure by the Lessee to comply with any of those clauses is to entitle the Lessor to all rights and remedies available to it in respect of breach of or failure to comply with an essential term.

7. GST

1. If GST is imposed or levied in respect of any supply by a party under or in accordance with this Lease (including the supply of the Premises or the supply of any goods, services, rights, benefits or other things) then the party making the supply may recover the GST Amount from the party receiving the supply in addition to the Consideration. The party making the supply must provide such invoices to the party receiving the supply as are required pursuant to the GST Legislation.
2. In sub-clause (1):

"Consideration" means any amount or consideration payable or to be provided pursuant to any provision of this Lease other than this clause;

"GST" means any form of goods and services tax or similar value-added tax;

"GST Amount" means the Consideration (after deducting the GST Exempt Component) multiplied by the Rate;

"GST Exempt Component" means any part of the Consideration which solely relates to a supply that is free or exempt from the imposition of GST;

"GST Legislation" means A New Tax System (Goods and Services Tax) Act 1999 and any other legislation or regulation which imposes, levies, implements or varies a GST or any applicable ruling issued by the Commissioner of Taxation;

"Rate" means the rate at which GST Legislation from time to time imposes or levies GST on the relevant supply under this Lease;

"Supply" includes supply as defined under GST Legislation.

SCHEDULE 1

Item 1	Lessee's Name and Address	REGIONAL EARLY EDUCATION AND DEVELOPMENT INC 6 William Kennedy Way, Narrogin, WA 6312
Item 2	Building Premises	Darkan Sport and Community Centre, South Road, Darkan, WA 6392 The area exclusively occupied by Regional Early Education and Development is indicated on the attached plan (Appendix A) and consists of the centre main room, kitchen, laundry/toilets, staff respite room, sleep room, admin/committee room, storeroom, and Playground A. Additionally, Regional Early Education and Development has non-exclusive access to the disabled toilet, toy library, community kid zone, and playground B. These premises are located on Reserve 39163, Lot on Plan 360P071868.
Item 3	Term: Commencement Date: Expiry Date: Further Term: Commencement Date: Expiry Date:	Five (5) Years 16 March 2026 15 March 2031 Five (5) Years
Item 4	Annual Rent payable	\$5,000 Fixed for the first five (5) years, then rate to be renegotiated for the further five (5) year term.
Item 5	Manager of Payment of Rent:	In quarterly instalments as and when demanded
Item 6	Permitted Purpose	Early education and childcare services

SCHEDULE 2: SPECIAL CONDITIONS**Maintenance, repair and cleaning****Generally**

1. The Lessor AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:
 - a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
 - b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.
2. The Lessor shall where maintaining, replacing or repairing:
 - a) any electrical fittings and fixtures;
 - b) any plumbing;
 - c) any air-conditioning fittings and fixtures;
 - d) any gas fittings and fixtures,
 - e) in or on the Premises use only licensed trades persons

Telephone

The Lessee will set up a telephone account and install an ADSL enabled telephone line in the REED Admin Office for the sole use of the Lessee. The Lessee will be responsible for its telephone service and associated costs.

Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from dirt and rubbish.

Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

Maintain surroundings

- a) The Lessor must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings including but not limited to any flora, gardens lawns, shrubs, hedges and trees.
- b) The Lessor will undertake a quarterly inspection of trees to assess risk to safety and take remedial action as necessary at the Lessor's expense.
- c) The Parties agree that any pruning of trees must be undertaken by the Lessor.
- d) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

Pest Control

The Lessor must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

Secure Entrance to Premises

The Lessor will provide a secure entrance to the Premises via an Evva Air Key System. This system will be maintained by Lessor, with entry granted to Lessee's staff. The system will be on the rear door of the Premises.

Drains

- a) The Lessor must keep and maintain the waste pipes, drains and conduits originating in the Premises or connected thereto in a clean, clear and free flowing condition and must pay to the Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.
- b) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

Signage

The Lessor authorises appropriate signage relevant to demonstrate the Premises undertakes the business of the Lessee, subject to any signage being removed and the premises made good at the conclusion of the use of the Premises.

Resources

1. The Lessor authorises the transfer of all existing assets and resources located on the Premises on the commencement of the lease term for the use of the Lessee in carrying out

its permitted purpose as defined in Schedule 1, Item 6.

Use by REED

1. The occupancy of The Premises by the Lessee is for the specified business working days of each and every Tuesday, Wednesday, Thursday and Friday, between 8.00 am and 5.00 pm, of the full 52 weeks of the calendar year, or at other times as mutually agreed by the Lessor and Lessee.
2. The Lessee may utilise the Community Playground B and Community Kidzone if unoccupied during the childcare service operating hours or at other times as mutually agreed by the Lessor and the Lessee.
3. The Lessee will vacate as promptly as possible from the Community Playground B and Community Kidzone upon occupation by another user authorised by the Lessor.

Special Conditions – Minister for Lands Consent

This Lease is made subject to and is conditional upon the granting of consent by the Minister for Lands pursuant to the Land Administration Act (if necessary), and shall be applied for by the Lessor at the cost in all things of the Lessee. The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or the Minister for Lands, or brought, maintained or made against the Lessor. The Lessee must not, without the consent of the Minister of Lands, assign, sublet, transfer or part with possession of the whole or any part of the Premises or the benefit of this Lease or any estate or interest in the Premises of this Lease.

Use by others

1. The Lessee may make the Premises available for use by other persons or organisations during such period or periods as may be agreed between the Lessee and such other person or organisation provided such use is consistent with the Permitted Purpose.
2. The Lessee shall be entitled to require such other person or organisation as shall utilise the Premises as aforesaid to pay to the Lessee a reasonable fee as agreed in consultation between the Lessee, Lessor and Groups listed in (3) to cover costs associated with the use of the Premises including the use of utilities and other consumables.

EXECUTED by the parties

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

 Signature of Chief Executive Officer

 Signature of Shire President

 Name (please print)

 Name (please print)

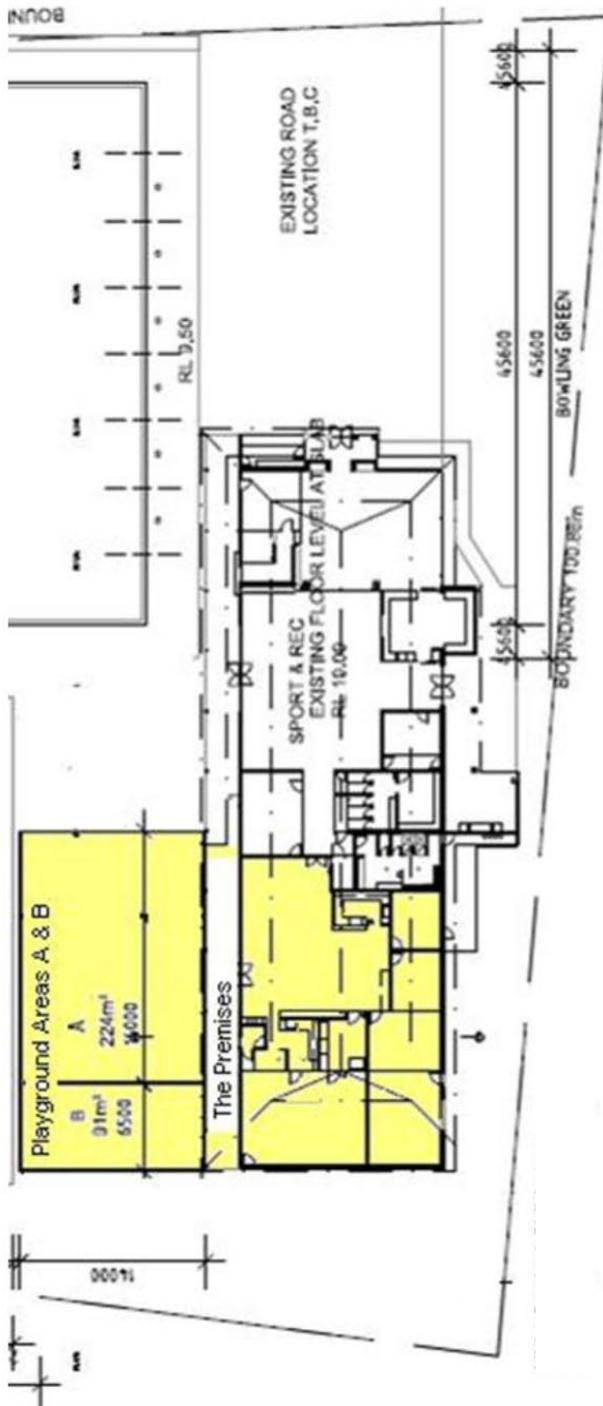
 Date

**CHIEF EXECUTIVE OFFICER,
 REGIONAL EARLY EDUCATION AND DEVELOPMENT INC**

 Name (please print)

 Date

APPENDIX A – Darkan District Sports Club Floor Plan





Department of Planning,
Lands and Heritage



Our ref: 01833-1985 Case: 2600597
Enquiries: Wendy Astle Ph: 6552 4672
Email: delivery@dph.wa.gov.au

16 March 2026

Sharon Bell
Shire of West Arthur
PO Box 112
DARKAN WA 6392

BY EMAIL ONLY: cdo@westarthur.wa.gov.au

Dear Sharon

**SECTION 18 MINISTERS CONSENT TO A LEASE BETWEEN SHIRE OF WEST ARTHUR (LESSOR)
AND REGIONAL EARLY EDUCATION AND DEVELOPMENT INC (LESSEE) – RESERVE 39163**

Thank you for your recent correspondence regarding consent to a Lease over Reserve 39163 being Lot 360 on Deposited Plan 71868 which is set aside for the purpose of 'Sporting Club and Community Purposes' and managed by the Shire of West Arthur with power to lease for any term not exceeding 21 years subject to the consent of the Minister for Lands.

In accordance with section 18 of the *Land Administration Act 1997* (LAA) approval from the Minister for Lands is granted to the proposed Lease provided to the Department of Planning, Lands and Heritage (Department) by email dated 16 March 2026 on the condition that the final Lease executed by the parties is on the same terms as that provided to the Department with that email. If the final document executed by the parties is not on the approved terms, then it may be void under section 18 LAA.

Please note that this approval is for the purposes of section 18 LAA only and does not constitute an endorsement as to the terms and effect of the document. The Department cannot provide any advice in respect of the Lease and recommends that each party obtain their own independent advice as to their rights and obligations under the Lease.

This approval is subject to the registration requirements of the *Transfer of Land Act 1893*. You will need to provide a copy of this letter to Landgate if the documents are to be lodged for registration at Landgate.

Should you have any enquiries please don't hesitate to contact me on any of the above details.

Yours sincerely

Wendy Astle
Senior State Land Officer
Delivery – Land Use Management

140 William Street Perth WA 6000 | Locked Bag 2506 Perth WA 6001 | (08) 6551 8002
info@dph.wa.gov.au | www.dph.wa.gov.au
ABN 68 565 723 484



12 CORPORATE SERVICES**12.1 MONTHLY FINANCIAL REPORTS - FEBRUARY 2026**

File Ref:	ADM339
Location:	N/A
Applicant:	N/A
Author:	Melinda King, Manager Financial Reporting
Authorising Officer:	Rajinder S Sunner, Manager Corporate Services
Date:	19/03/2026
Disclosure of Interest:	Nil
Attachments:	1. Monthly Financial Report February 2026

SUMMARY:

Council is requested to consider the financial reports for the periods ending 28 February 2026.

BACKGROUND:

The financial reports for the period ending 28 February 2026 are attached.

COMMENT:

If you have any questions regarding details in the financial reports, please get in touch with the office before Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

CONSULTATION:

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council accept the financial reports for the period ending 28 February 2026.

SHIRE OF WEST ARTHUR
MONTHLY FINANCIAL REPORT
 (Containing the required statement of financial activity and statement of financial position)
For the period ended 28 February 2026

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 28 FEBRUARY 2026**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	2,252,484	2,252,484	2,251,551	(933)	(0.04%)	
Grants, subsidies and contributions	13	1,668,654	1,263,203	1,314,565	51,362	4.07%	▲
Fees and charges		406,331	297,749	300,681	2,932	0.98%	
Interest revenue		122,314	51,355	53,468	2,113	4.11%	
Other revenue		139,059	50,257	94,421	44,164	87.88%	▲
Profit on asset disposals	6	14,292	6,619	49,092	42,473	641.68%	▲
		4,603,134	3,921,667	4,063,778	142,111	3.62%	
Expenditure from operating activities							
Employee costs		(2,273,833)	(1,679,840)	(1,620,271)	59,569	3.55%	▲
Materials and contracts		(1,668,570)	(937,377)	(934,023)	3,354	0.36%	
Utility charges		(119,390)	(69,644)	(63,927)	5,717	8.21%	
Depreciation		(3,676,619)	(459,775)	(456,408)	3,367	0.73%	
Finance costs		(23,952)	(12,512)	(12,512)	0	0.00%	
Insurance		(157,053)	(157,053)	(158,910)	(1,857)	(1.18%)	
Other expenditure		(83,800)	(26,533)	(19,108)	7,425	27.98%	▲
Loss on asset disposals	6	(27,554)	0	0	0	0.00%	
		(8,030,771)	(3,342,734)	(3,265,159)	77,575	2.32%	
Non-cash amounts excluded from operating activities	Note 2(b)	3,689,881	389,696	343,826	(45,870)	(11.77%)	▼
Amount attributable to operating activities		262,244	968,629	1,142,445	173,816	17.94%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	4,428,614	277,784	275,815	(1,969)	(0.71%)	
Proceeds from disposal of assets	6	161,364	47,000	49,092	2,092	4.45%	
Proceeds from financial assets at amortised cost - self supporting loans		32,059	15,897	15,897	0	0.00%	
		4,622,037	340,681	340,804	123	0.04%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(4,028,421)	(637,420)	(559,216)	78,204	12.27%	▲
Payments for construction of infrastructure	5	(1,662,428)	(616,414)	(621,569)	(5,155)	(0.84%)	
		(5,690,849)	(1,253,834)	(1,180,785)	73,049	5.83%	
Amount attributable to investing activities		(1,068,812)	(913,153)	(839,981)	73,172	8.01%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	0	110,000	110,000	0	0.00%	
Transfer from reserves	4	1,016,027	0	0	0	0.00%	
		1,016,027	110,000	110,000	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(91,151)	(48,070)	(48,070)	0	0.00%	
Transfer to reserves	4	(956,688)	(16,643)	(18,463)	(1,821)	(10.94%)	▼
		(1,047,839)	(64,713)	(66,533)	(1,821)	(2.81%)	
Amount attributable to financing activities		(31,812)	45,288	43,467	(1,821)	(4.02%)	
MOVEMENT IN SURPLUS OR DEFICIT							
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	968,629	1,142,445	173,816	17.94%	▲
Amount attributable to investing activities		(1,068,812)	(913,153)	(839,981)	73,172	8.01%	▲
Amount attributable to financing activities		(31,812)	45,288	43,467	(1,821)	(4.02%)	▲
Surplus or deficit after imposition of general rates		0	939,144	1,205,952	266,809		

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 28 FEBRUARY 2026**

	Supplementary Information	30 June 2025	28 February 2026
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	2,863,502	5,538,269
Trade and other receivables		554,984	224,098
Other financial assets		32,059	16,162
Inventories	8	102,097	102,097
Other assets	8	0	2,056
TOTAL CURRENT ASSETS		3,552,642	5,882,682
NON-CURRENT ASSETS			
Other financial assets		276,008	276,008
Property, plant and equipment		19,859,864	19,970,407
Infrastructure		112,232,866	112,846,700
TOTAL NON-CURRENT ASSETS		132,368,738	133,093,115
TOTAL ASSETS		135,921,380	138,975,797
CURRENT LIABILITIES			
Trade and other payables	9	396,377	113,157
Other liabilities	12	30,198	2,230,037
Borrowings	11	91,151	43,081
Employee related provisions	12	372,217	373,651
TOTAL CURRENT LIABILITIES		889,943	2,759,926
NON-CURRENT LIABILITIES			
Borrowings	11	484,327	594,327
Employee related provisions		34,035	34,035
Other provisions		55,324	55,324
TOTAL NON-CURRENT LIABILITIES		573,686	683,686
TOTAL LIABILITIES		1,463,629	3,443,612
NET ASSETS		134,457,751	135,532,185
EQUITY			
Retained surplus		6,638,093	7,694,064
Reserve accounts	4	2,219,793	2,238,256
Revaluation surplus		125,599,865	125,599,865
TOTAL EQUITY		134,457,751	135,532,185

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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 March 2026

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 28 February 2026
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	3	2,863,502	2,863,502	5,538,269
Trade and other receivables		487,562	554,984	224,098
Other financial assets		32,059	32,059	16,162
Inventories	8	102,097	102,097	102,097
Other assets	8	3,936	0	2,056
		<u>3,489,156</u>	<u>3,552,642</u>	<u>5,882,682</u>
Less: current liabilities				
Trade and other payables	9	(354,531)	(396,377)	(113,157)
Other liabilities	12	(30,198)	(30,198)	(2,230,037)
Borrowings	11	(91,151)	(91,151)	(43,081)
Employee related provisions	12	(366,876)	(372,217)	(373,651)
		<u>(842,756)</u>	<u>(889,943)</u>	<u>(2,759,926)</u>
Net current assets		2,646,400	2,662,699	3,122,756
Less: Total adjustments to net current assets	Note 2(c)	(1,808,020)	(1,802,678)	(1,916,804)
Closing funding surplus / (deficit)		838,380	860,021	1,205,952

(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*.

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(14,292)	(6,619)
Add: Loss on asset disposals	6	27,554	0
Add: Depreciation		3,676,619	459,775
Movement in current employee provisions associated with restricted cash		0	(63,460)
Total non-cash amounts excluded from operating activities		3,689,881	389,696
			343,826

(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 Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 28 February 2026
Adjustments to net current assets	\$	\$	\$
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
Total adjustments to net current assets	Note 2(a)	(1,808,020)	(1,802,678)
			(1,916,804)

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 28 FEBRUARY 2026**

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	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	51,362	4.07%	▲
ESL grant received for 2024/2025 ESL overexpenditure \$44,892			
Contribution received to inspect rail trail structures \$2,500			
Cultural activity contribution \$1,927			
Other revenue	44,164	87.88%	▲
Workers compensation reimbursement received \$29,473.			
Sustainable development reimbursement received \$5,149			
Profit on asset disposals	42,473	641.68%	▲
Profit on sale to be processed. No material variance expected.			
Expenditure from operating activities			
Employee costs	59,569	3.55%	▲
Employee costs are below budget due to staff changeover			
Materials and contracts	3,354	0.00%	
Ranger services are \$12,000 greater than expected year to date.			
Plant operating costs are \$6,172 greater than budget. Fuel greater by \$24,728 and repairs below by \$18,556			
There are minor non reportable underspends which offset these amounts.			
Other expenditure	7,425	27.98%	▲
No material variance			
Non-cash amounts excluded from operating activities	(45,870)	(11.77%)	▼
Profit/Loss on sale of vehicle to be processed - no material variance expected.			
Outflows from investing activities			
Payments for property, plant and equipment	78,204	12.27%	▲
Road counters below budget.			
Manager of Works and Services vehicle below budget.			
Roller and ute below budget.			
Truck purchase below budget. Plant purchases below budget will require lower transfer from Reserve account.			
Inflows from financing activities			
Proceeds from new debentures	0	0.00%	
Council decision made to fund Industrial land in Growden Place Western Power connection. Loan \$110,000.			
Outflows from financing activities			
Transfer to reserves	(1,821)	(10.94%)	▼
No material variance			
Surplus or deficit at the start of the financial year	21,641	2.58%	▲
Variance is due to insurance and bushfire reimbursements relating to 2425 received post budget adoption.			
Surplus or deficit after imposition of general rates	266,809	0.00%	▲
Due to variances described above			

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	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	\$0.94 M	\$1.21 M	\$0.27 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$3.30 M	59.6%
Restricted Cash	\$2.24 M	40.4%

Refer to 3 - Cash and Financial Assets

Payables	
	% Outstanding
Trade Payables	\$0.00 M
0 to 30 Days	56.5%
Over 30 Days	43.5%
Over 90 Days	43.5%

Refer to 9 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.20 M	87.0%
Trade Receivable	\$0.02 M	29.2%
Over 30 Days		
Over 90 Days		24.5%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.26 M	\$0.97 M	\$1.14 M	\$0.17 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	YTD Budget	% Variance
\$2.25 M	\$2.25 M	(0.0%)

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	YTD Budget	% Variance
\$1.31 M	\$1.26 M	4.1%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	YTD Budget	% Variance
\$0.30 M	\$0.30 M	1.0%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.07 M)	(\$0.91 M)	(\$0.84 M)	\$0.07 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	Adopted Budget	%
\$0.05 M	\$0.16 M	30.4%

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	Adopted Budget	% Spent
\$0.62 M	\$1.66 M	37.4%

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	Adopted Budget	% Received
\$0.28 M	\$4.43 M	6.2%

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.03 M)	\$0.05 M	\$0.04 M	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	(\$0.05 M)
Interest expense	(\$0.01 M)
Principal due	\$0.64 M

Refer to 11 - Borrowings

Reserves	
	\$
Reserves balance	\$2.24 M
Interest earned	\$0.02 M

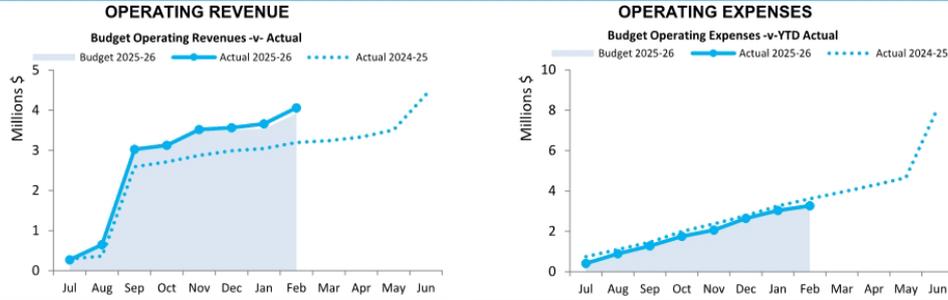
Refer to 4 - Cash Reserves

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

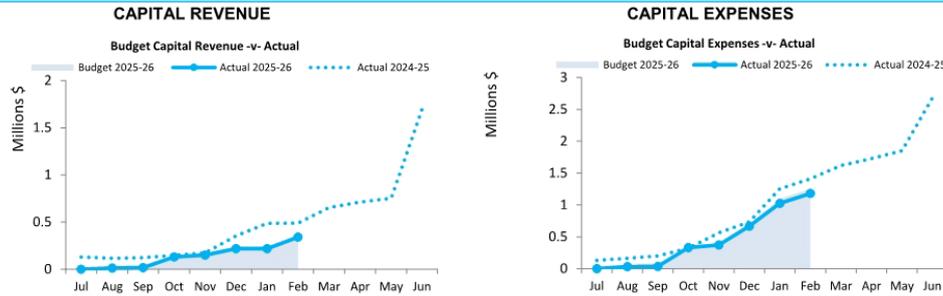
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

2 KEY INFORMATION - GRAPHICAL

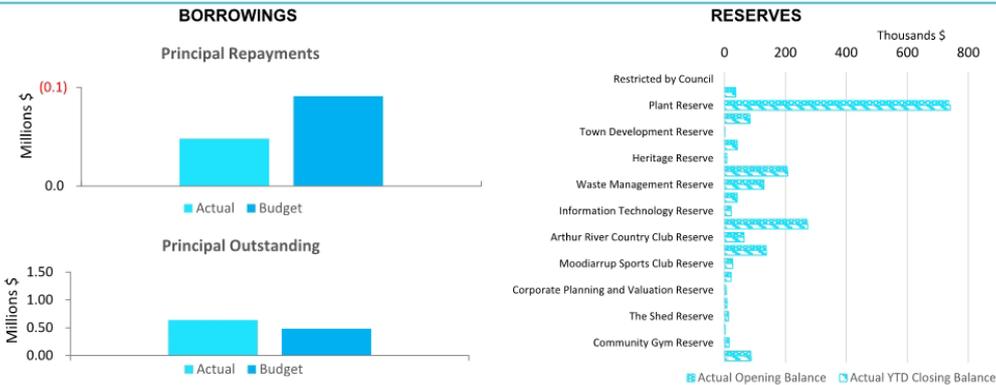
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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	483,741	0	483,741	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	66,172	0	66,172	0	NAB	0.50%	N/A
Municipal cash at bank - at call	Cash and cash equivalents	750,000	0	750,000	0	WA Treasury	3.80%	N/A
Municipal term deposit	Cash and cash equivalents	2,000,000	0	2,000,000	0	NAB	4.10%	3/3/2026
Reserve - CM	Cash and cash equivalents	0	175	175	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	738,081	738,081	0	BOQ	4.42%	25/6/2026
Total		3,300,013	2,238,256	5,538,269	0			
Comprising								
Cash and cash equivalents		3,300,013	2,238,256	5,538,269	0			
		3,300,013	2,238,256	5,538,269	0			

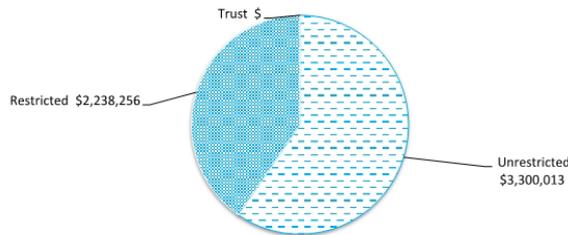
KEY INFORMATION

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 28 FEBRUARY 2026**

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave Reserve	37,034	1,243	40,000	0	78,277	37,034	308	0	0	37,342
Plant Reserve	735,456	24,675	200,000	(652,420)	307,711	735,456	6,116	0	0	741,572
Building Reserve	83,703	2,808	0	(80,000)	6,511	83,703	696	0	0	84,399
Town Development Reserve	1,728	58	0	0	1,786	1,728	14	0	0	1,742
Recreation Reserve	41,676	1,398	0	(16,000)	27,074	41,676	347	0	0	42,023
Heritage Reserve	7,437	250	0	0	7,687	7,437	62	0	0	7,499
Community Housing Reserve	205,439	6,893	12,000	0	224,332	205,439	1,709	0	0	207,148
Waste Management Reserve	128,158	4,300	0	0	132,458	128,158	1,066	0	0	129,224
Darkan Swimming Pool Reserve	41,361	1,388	0	(10,000)	32,749	41,361	344	0	0	41,705
Information Technology Reserve	22,166	744	0	0	22,910	22,166	184	0	0	22,350
Darkan Sport and Community Centre Reserve	270,835	9,087	40,000	0	319,922	270,835	2,253	0	0	273,088
Arthur River Country Club Reserve	64,240	2,155	6,000	0	72,395	64,240	534	0	0	64,774
Museum Reserve	136,563	4,582	0	(5,000)	136,145	136,563	1,136	0	0	137,699
Moodiarrup Sports Club Reserve	26,680	895	5,000	0	32,575	26,680	222	0	0	26,902
Landcare Reserve	21,626	726	0	(8,000)	14,352	21,626	180	0	0	21,806
Corporate Planning and Valuation Reserve	5,034	169	0	0	5,203	5,034	42	0	0	5,076
Kids Central Reserve	7,971	267	0	0	8,238	7,971	66	0	0	8,037
The Shed Reserve	13,455	451	0	0	13,906	13,455	112	0	0	13,567
Recreation Trails Reserve	2,827	95	0	0	2,922	2,827	24	0	0	2,851
Community Gym Reserve	15,098	507	0	(10,000)	5,605	15,098	126	0	0	15,224
Economic Development Reserve	86,456	3,303	0	(50,927)	38,832	86,456	719	0	0	87,175
Road Reserve	264,850	8,482	579,212	(183,680)	668,864	264,850	2,203	0	0	267,053
	2,219,793	74,476	882,212	(1,016,027)	2,160,454	2,219,793	18,463	0	0	2,238,256

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Capital acquisitions				
Land - freehold land	3,164,890	56,000	55,663	(337)
Buildings - non-specialised	114,525	0	3,359	3,359
Furniture and equipment	6,000	0	0	0
Plant and equipment	743,006	581,420	500,194	(81,226)
Acquisition of property, plant and equipment	4,028,421	637,420	559,216	(78,204)
Infrastructure - roads	1,337,741	475,460	479,017	3,557
Infrastructure - Other	324,687	140,954	142,552	1,598
Acquisition of infrastructure	1,662,428	616,414	621,569	(151,253)
Total capital acquisitions	5,690,849	1,253,834	1,180,785	(229,457)
Capital Acquisitions Funded By:				
Capital grants and contributions	4,428,614	277,784	275,815	(1,969)
Borrowings	0	110,000	110,000	0
Other (disposals & C/Fwd)	161,364	47,000	49,092	2,092
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	819,050	745,878	(73,172)
Capital funding total	5,690,849	1,253,834	1,180,785	(73,049)

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.

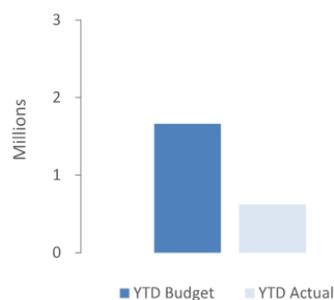
Initial recognition and measurement for assets held at cost

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 28 FEBRUARY 2026**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

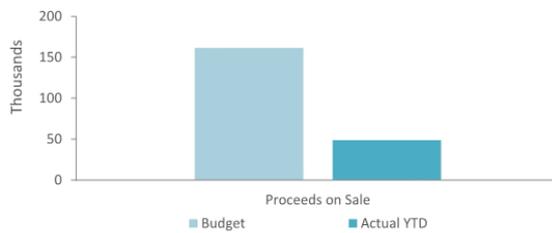
Account Description	Adopted			Variance
	Budget	YTD Budget	YTD Actual	(Under)/Over
	\$	\$	\$	\$
Furniture				0
Replace Printer/Copier	(6,000)	0	0	0
	0	0	0	0
Land & Buildings				
Staff house - King Street completion	(114,525)	(1,000)	(707)	(293)
Station Masters House completion of transfer	0	0	(2,652)	2,652
Housing project head works HSP 1	(145,876)	(45,000)	(44,113)	(887)
Housing project head works HSP 2	(2,992,014)	(1,000)	(920)	(80)
Industrial Land Growden Place	(27,000)	(11,000)	(10,630)	(370)
		0	0	0
				0
Infrastructure				
Point to Point wireless - Darkan Hall	(9,954)	(9,954)	(10,622)	668
Darkan Town Dam tank upgrade	(42,036)	(39,000)	(38,442)	(558)
SOWA building water catchment	(37,438)	0	0	0
Disaster ready - Darkan Town Hall	(91,371)	0	0	0
Standpipe card readers	(86,242)	(78,000)	(79,735)	1,735
Niche wall - Darkan Cemetary	(20,000)	(6,000)	(6,017)	17
Darkan Gym replacement equipment	(10,000)	(8,000)	(7,736)	(264)
Truck Parking Bay - Survey design	(10,743)	0	0	0
Burrows - Hillman back lane drainage	(16,903)	0	0	0
		0	0	0
				0
Plant & Equipment				
	0	0	0	0
	0	0	0	0
6 Wheeler 3 way Tip and dolly	(349,420)	(349,420)	(309,196)	(40,224)
Ute replacement	(50,000)	(50,000)	(43,026)	(6,974)
Works manager vehicle replacement	(65,000)	(65,000)	(53,261)	(11,739)
MCS vehicle replacement	(41,586)	0	0	0
Roller	(90,000)	(90,000)	(82,865)	(7,135)
Pip Jeter trailer	(120,000)	0	0	0
Road counters	(27,000)	(27,000)	(11,846)	(15,154)
				0
				0
				0
				0
Roads				
Bowelling Duranillin Road - RRG	(348,838)	(92,000)	(91,261)	(739)
Boyup Brook Road (Arthur River-Dinninup Road) - RRG	(265,203)	(10,000)	(10,478)	478
Moodiarrup Changerup Road - RRG	(105,000)	(105,000)	(105,778)	778
Darkan Williams Road - WSFN	(49,121)	(16,000)	(16,397)	397
Bridge works Bokal North Road - R2R	(71,248)	(58,000)	(58,576)	576
Bridge work Hughes Mill Road - R2R	(71,247)	(47,000)	(46,494)	(506)
Bridge work Boyup Brook Arthur River Road - R2R	(8,460)	(8,460)	(10,206)	1,746
Trigwell Bridge - R2R	(168,619)	(35,000)	(34,283)	(717)
Stewart Street Memorial Drive - R2R	(94,751)	(19,000)	(19,305)	305
Bokal North Road - R2R	(155,254)	(85,000)	(86,239)	1,239
		0	0	0
		0	0	0
	(5,690,849)	(1,255,834)	(1,180,785)	(75,049)

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land									
	Industrial land Growden Place	64,059	50,000	0	(14,059)	0	0	0	0
Plant and equipment									
	Holden Rodeo - credited in March	0	2,000	2,000	0	0	4,545	4,545	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	5,456	5,456	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
		174,626	161,364	14,292	(27,554)	0	49,092	49,092	0



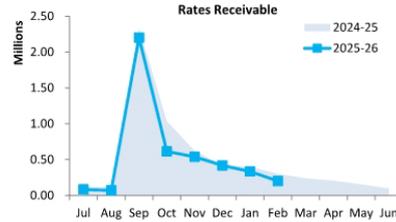
**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2025	28 Feb 2026
	\$	\$
Opening arrears previous years	280,916	218,668
Levied this year	2,114,496	2,251,551
Less - collections to date	(2,176,744)	(2,149,301)
Gross rates collectable	218,668	320,918
Allowance for impairment of rates receivable	(119,665)	(119,665)
Net rates collectable	99,003	201,253
% Collected	90.9%	87.0%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	16,175	980	90	5,600	22,845
Percentage	0.0%	70.8%	4.3%	0.4%	24.5%	
Balance per trial balance						
Trade receivables						22,845
Total receivables general outstanding						22,845

Amounts shown above include GST (where applicable)

KEY INFORMATION

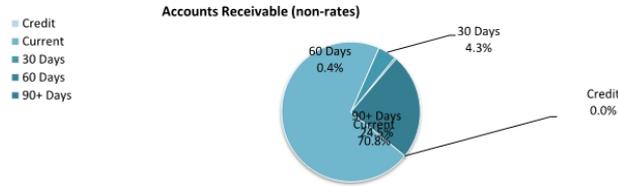
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 28 FEBRUARY 2026**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 28 February 2026
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	32,059		(15,897)	16,162
Inventory				
Fuel and materials	22,979	0	0	22,979
Land held for resale	79,118		0	79,118
Other assets				
Prepayments	0	2,056	0	2,056
Total other current assets	134,156	2,056	(15,897)	120,315

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

OPERATING ACTIVITIES

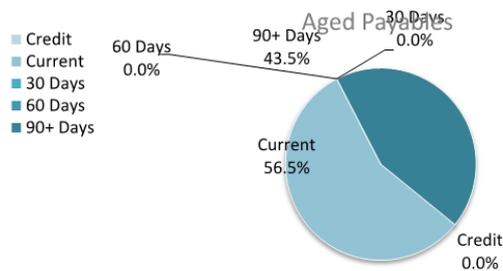
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	63,980	0	0	49,177	113,157
Percentage	0.0%	56.5%	0.0%	0.0%	43.5%	
Balance per trial balance						
Sundry creditors						561
ATO liabilities						30,528
Other payables						49,177
Collections						32,891
Total payables general outstanding						113,157

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 28 FEBRUARY 2026**

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	Rate Revenue	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
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
Unimproved value									
UV Rural	0.002883	369	704,777,000	2,031,872	0	2,031,872	2,031,872	(421)	2,031,451
Sub-Total		496	706,304,950	2,149,187	0	2,149,187	2,149,187	(202)	2,148,985
Minimum payment									
Minimum Payment \$									
Gross rental value									
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
Sub-total		153	12,455,293	99,131	0	99,131	99,131	(731)	98,400
Amount from general rates						2,248,318			2,247,385
Ex-gratia rates						4,166	0	0	4,166
Total general rates						2,252,484			2,251,551

SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Industrial Land	72	5,798	0	0	(5,798)	(5,798)	0	0	(71)	(86)
ERP	75	117,196	0	0	(13,606)	(27,499)	103,590	89,697	(2,377)	(5,216)
Loader	74	204,133	0	0	(12,769)	(25,795)	191,364	178,338	(4,020)	(9,145)
Industrial Land Power	76	0	110,000	0	0	0	110,000	0	0	0
		327,127	110,000	0	(32,173)	(59,092)	404,954	268,035	(6,468)	(14,447)
Self supporting loans										
WA Cottage Homes	73	248,351	0	0	(15,897)	(32,059)	232,454	216,292	(4,057)	(9,505)
		248,351	0	0	(15,897)	(32,059)	232,454	216,292	(4,057)	(9,505)
Total		575,478	110,000	0	(48,070)	(91,151)	637,408	484,327	(10,525)	(23,952)
Current borrowings		91,151					43,081			
Non-current borrowings		484,327					594,327			
		575,478					637,408			

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

New borrowings 2025-26

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
Industrial Land Power Connection	110,000	0	WATC	Fixed	10	35,926	5.44	0	0	110,000
	110,000	0				35,926		0	0	110,000

Unspent borrowings

Particulars	Date Borrowed	Unspent Balance	Borrowed During	Expended During	Unspent Balance
		30 June 2025	Year	Year	28 February 2026
Industrial Land Power Connection	46,044	0	110,000	0	110,000
		0	110,000	0	110,000

The Shire has no unspent debenture funds as at 30th June 2025, nor is it expected to have unspent funds as at 30th June 2026.

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 28 FEBRUARY 2026**

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 28 February 2026 \$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		30,198	0	2,475,654	(275,815)	2,230,037
Total other liabilities		30,198	0	2,475,654	(275,815)	2,230,037
Employee Related Provisions						
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	1,434	0	9,121
Total Provisions		372,217	0	1,434	0	373,651
Total other current liabilities		402,415	0	2,477,088	(275,815)	2,603,688

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 28 FEBRUARY 2026**

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 28 Feb 2026	Current Liability 28 Feb 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission - General (WALGGC)	0	0	0	0	0	328,274	246,207	246,206
Grants Commission - Roads (WALGGC)	0	0	0	0	0	356,592	267,444	267,443
Grants Commission - Special Project Bridges	0	0	0	0	0	674,000	505,500	505,500
Governance								
National Australia Day Grant	0	0	0	0	0	0	0	2,000
DFES Grant - Operating	0	0	0	0	0	58,000	44,664	44,663
DFES Grant - Operating 2425 additional funding	0	0	0	0	0	0	0	44,892
Community Amenities								
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	10,000	0	10,000	10,000	25,000	0	0
	0	10,000	0	10,000	10,000	1,668,454	1,263,203	1,310,092
Contributions								
Contributions Minor	0	0	0	0	0	200	0	4,473
	0	0	0	0	0	200	0	4,473
TOTALS	0	10,000	0	10,000	10,000	1,668,654	1,263,203	1,314,565

**SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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)	28 Feb 2026	28 Feb 2026	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Law, Order, Public Safety								
Wi - Fi Grant	0	4,500	(4,500)	0	0	4,777	4,500	4,500
Disaster Ready Grant	0	0	0	0	0	73,097	0	0
Transport								
Roads to Recovery	10,289	0	0	10,289	10,289	569,579	0	0
Regional Road Group	0	189,343	(138,345)	50,998	50,998	479,361	141,744	138,345
WSFN	19,909	0	(16,397)	3,512	3,512	49,121	15,000	16,397
Economic Services								
Dwer Community Water	0	23,540	(23,540)	0	0	29,425	23,540	23,540
DWER Community Water tanks	0	13,014	0	13,014	13,014	26,026	0	0
DWER Standpipe readers		48,000	(48,000)	0		59,338	48,000	48,000
Housing Support Program Stream 1	0	92,848	(44,113)	48,735	48,735	145,876	44,000	44,113
Housing Support Program Stream 2	0	2,094,409	(920)	2,093,489	2,093,489	2,992,014	1,000	920
	30,198	2,465,654	(275,815)	2,220,037.00	2,220,037.00	4,428,614	277,784	275,815

**SHIRE OF WEST ARTHUR
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						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
Reduction in Financial Assistance Grant - addressed in budget					0	0
Road closure expenditure postponed	OCM-2025-136	Operating expenses		24,400		24,400
Reduced wages parks and gardens	OCM-2025-136	Operating expenses		7,500		31,900
Printer replacement postponed	OCM-2025-136	Capital expenses		6,000		37,900
Lotterywest grant - Lake Towerrinning - included in budget	OCM-2025-136	Operating revenue		20,000	0	57,900
Landcare expenditure reduction	OCM-2025-136	Operating expenses		37,000		94,900
Variance in surplus - included in previous year.	OCM-2025-136	Operating revenue		20,630		115,530
Transfer to road reserve needs to increase by \$94,788. - address in budget review						115,530
Election cost reduction	OCM-2025-136	Operating expenses		7,500		123,030
Membership fees IPWEA	OCM-2025-136	Operating expenses			(7,500)	115,530
Reduce reticulation at Admin Office	OCM-2025-136	Operating expenses		8,000		123,530
Purchase Starlink for Fire brigades and works	OCM-2025-136	Operating expenses			(1,500)	122,030
Purchase CCTV cameras	OCM-2025-136	Operating expenses			(3,500)	118,530
Purchase tablet for works manager	OCM-2025-136	Operating expenses			(3,000)	115,530
Sale of Land - 17 Nangip Crescent, Darkan. Reserve price not disclosed.	OCM-2026-016	Capital revenue		0	0	115,530
				241,030	(125,500)	115,530

12.2 ACCOUNTS FOR PAYMENT LISTING - FEBRUARY 2026

File Ref:	ADM338
Location:	N/A
Applicant:	N/A
Author:	Kylie Whitaker, Finance Officer
Authorising Officer:	Rajinder S Sunner, Manager Corporate Services
Date:	06/02/2026
Disclosure of Interest:	Nil
Attachments:	1. Accounts for Payment Listing - February 2026 2. Corporate Card Summary Statement - 24 January to 25 February 2026

SUMMARY:

Council is requested to endorse payments of accounts for February 2026 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 February 2026 Municipal Fund vouchers 06022026.1-06022026.32, 20022026.1-20022026.31, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$376,240.22 listed (attached) as approved for payment.
2. note the attached Corporate Credit Card facility transaction summary from 24 January 2026 to 25 February 2026.

**Shire of West Arthur
Creditor Payments
February 2026**

Date	Reference		Amount
3/02/2026	Direct Debit	Synergy	89.13
		Rees Rd Supply Charge & Consumption 7 Nov - 17 Dec 25	
5/02/2026	Direct Debit	Synergy	216.35
		Town Dam Loc 4537 Darkan Rd Supply Charge & Consumption 8 Nov 25 - 13 Jan 25	
10/02/2026	Direct Debit	Synergy	498.44
		CRC Supply Charge & consumption 16 Dec 25 - 19 Jan 25	
12/02/2026	Direct Debit	Aware Super Clearing House	12,623.88
		Fortnightly superannuation contributions	
16/02/2026	Direct Debit	Rentfind Technologies Pty Ltd	22.00
		Rent Find Monthly Fee	
16/02/2026	Direct Debit	Water Corporation	1,995.84
		10 & 18 Gibbs, 31 Arthur, 6, 8, 22, 2/12, 1/12, 52, 1/10, 2/10 Hillman, 15 & 25 Nangip, 10 & 11 King, Rail Rsv House Supply Charge & Consumption 28 Nov 25 - 28 Jan 26	
18/02/2026	Direct Debit	Water Corporation	2.05
		10 King Street Supply Charge & Consumption 28 Nov 25 - 28 Jan 25	
19/02/2026	Direct Debit	Synergy	130.53
		Dura School Supply Charge & Consumption 28 Nov 25 - 29 Jan 25	
19/02/2026	Direct Debit	Synergy	130.53
		Town Dam Lot 4573 Supply Charge & Consumption 28 Nov 25 - 29 Jan 25	
19/02/2026	Direct Debit	Water Corporation	1,653.38
		Growden Standpipe Rear of Lot 2 28 Nov 25 - 28 Jan 26	
19/02/2026	Direct Debit	Water Corporation	2,775.32
		Perry Park, Caravan park, Growden Pl Rear of Lot 3, Admin Office, Darkan Hall, CRC, Depot, Cemetery Supply Charge & Consumption 28 Nov 25 - 28 Jan 26	
23/02/2026	Direct Debit	Telstra	45.00
		Mobile, Landlines & Data for Shire facilities to 1/2/26	
24/02/2026	Direct Debit	Telstra	2,905.73
		Mobile, Landlines & Data for Shire facilities to 1/2/26	
25/02/2026	Direct Debit	Synergy	102.21
		Dura Hall Supply Charge & Consumption 28 Nov 25 - 13 Jan 26	
25/02/2026	Direct Debit	Synergy	1,617.48
		Streetlights 25 Dec 25 - 24 Jan 26	
27/02/2026	Direct Debit	National Australia Bank	237.35
		Merchant Fee	
27/02/2026	Direct Debit	National Australia Bank	31.00
		Account Fee 086724 508314385	
27/02/2026	Direct Debit	National Australia Bank	10.00
		Account Fee 086852 508314406	

**Shire of West Arthur
Creditor Payments
February 2026**

27/02/2026	Direct Debit	Aware Super Clearing House	12,619.60
		Fortnightly superannuation contributions	
27/02/2026	Direct Debit	NAB Credit Card	2,091.79
		See attached statement	
12/02/2026	Eft	Salaries and Wages	62,520.89
		Payroll	
26/02/2026	Eft	Salaries and Wages	62,884.23
		Payroll	
6/02/2026	06022026.1	Albany Records Management	237.05
		Destruction of Archive boxes & travel fee	
6/02/2026	06022026.2	Australia Post	176.68
		Postage for third Instalment Notices	
6/02/2026	06022026.3	Avalon Surveys	5,692.50
		Lodgements with WAPC & Landgate - Growden	
6/02/2026	06022026.4	Baker Douglas	27.00
		Caravan Park Refund	
6/02/2026	06022026.5	Bell Sharon	208.85
		Reimbursement for seniors meals groceries	
6/02/2026	06022026.6	Blueforce	1,031.80
		CCTV - Video Software Licence - February 26	
6/02/2026	06022026.7	Bookeasy Australia Pty Ltd	220.00
		Caravan Park Booking System - January 26	
6/02/2026	06022026.8	Broad Electrical & Air Conditioning	2,638.90
		Lake Towerinning BBQs x 3 parts labour & travel	
6/02/2026	06022026.9	Burgess Rawson	1,414.73
		Water Use 02/10/25 - 28/11/25 L7348-1 West to Eastern Boundary	
6/02/2026	06022026.10	Coastal Freightlines Pty Ltd	110.88
		Lake Water Samples	
6/02/2026	06022026.11	Coates Hire Operations Pty Ltd	160.23
		Small plate compactor environmentals & waiver charges	
6/02/2026	06022026.12	Creative Spaces	3,844.50
		BBHC Football Exhibition Panels, Object labels, project management	
6/02/2026	06022026.13	Darkan Agri Services	9,028.31
		Various items for maint./cleaning of shire buildings	
6/02/2026	06022026.14	DKM Workplace Solutions	213.40
		Feb 26 Workplace Employment Support Svcs Subscription	
6/02/2026	06022026.15	Everlon	6,618.70
		Items for niche wall	
6/02/2026	06022026.16	Exurban Rural and Regional Planning	3,037.44
		Town Planning Consultancy Services January 2026	
6/02/2026	06022026.17	Fleays Store	77.85
		Milk & biscuits for shire & council meetings	
6/02/2026	06022026.18	Fuel Distributors of WA	65.90
		Fuel for Ford Everest AW01 30/1/26	

**Shire of West Arthur
Creditor Payments
February 2026**

6/02/2026	06022026.19	Great Southern Fuel Supplies	263.86
		Fuel purchase - Fire truck Darkan	
6/02/2026	06022026.20	Infinitum Technologies Pty Ltd	6,546.98
		Managed Service Agreement - Gold	
6/02/2026	06022026.21	Landgate	97.80
		Certificate of Title, Caveat & Transfer 17 Nangip Cr	
6/02/2026	06022026.22	Magiq Software Limited	1,443.75
		Magiq #82204 - Asset register - Roads & bridges	
6/02/2026	06022026.23	MJ & F Dawson ATF The Dawson Family Trust	275.00
		Coolroom hire for Australia Day	
6/02/2026	06022026.24	Morrell Cr Neil	124.08
		Reimbursement for diesel for Arthur River Fuel Truck	
6/02/2026	06022026.25	Officeworks	224.66
		Various stationery items for office	
6/02/2026	06022026.26	Procure Locksmiths	685.00
		EVVA airkey - 12 months unlimited credit sports club, admin office & gym	
6/02/2026	06022026.27	QHSE Integrated Solutions Pty Ltd T/As Skytru	218.90
		Skytrust intelligence System	
6/02/2026	06022026.28	Shire of Lake Grace	379.33
		4WDL Dinner at LG Convention - 4 Attendees	
6/02/2026	06022026.29	Sprys Meat Market	201.45
		Seniors Meals - meat	
6/02/2026	06022026.30	WA Contract Ranger Services Pty Limited	1,617.00
		Ranger Services January 2026	
6/02/2026	06022026.31	Warren Blackwood Waste	3,179.54
		Recycling, Commercial & Domestic waste January 26	
6/02/2026	06022026.32	West Arthur Community Resource Centre	45,384.15
		Transfer of Westcare Funds from shire to CRC	
20/02/2026	20022026.1	ABCO Products	218.35
		Toilet paper & freight for public conveniences	
20/02/2026	20022026.2	Air Liquide	57.28
		Cylinder Fees	
20/02/2026	20022026.3	Alanz P/L t/as Huckleberry Tank & Water Servi	42,286.00
		Tanks, pipework, pipe fittings & accessories for Town Dam	
20/02/2026	20022026.4	Allpest South West	1,034.00
		Spider spray at pool & pest treatment at daycare	
20/02/2026	20022026.5	AMPAC Debt Recovery (WA)	1,673.70
		Rate Recovery Costs A718, A985 & A986 & A727	
20/02/2026	20022026.6	Bell Sharon	149.77
		Reimbursement for Seniors Meals - groceries	
20/02/2026	20022026.7	Bunbury Machinery	102.82
		Cover Dust & freight for Kubota Petro Zero Turn Mower	
20/02/2026	20022026.8	City of Kalamunda	300.00
		Building Services 20/11-31/12/25	

**Shire of West Arthur
Creditor Payments
February 2026**

20/02/2026	20022026.9	Collie Salvage and Hardware	582.70
		S&er Belt 76mm, belt cloth, & 5L oil, new door & consumables.	
20/02/2026	20022026.10	Darkan Earthmoving	6,743.00
		3000m3 Gravel Pushed & dozer mobilisation for Bowelling Duranillin Road	
20/02/2026	20022026.11	David Wills and Associates	1,012.00
		3E Engagement with Western Power - Old Bowling Green	
20/02/2026	20022026.12	DKM Workplace Solutions	213.40
		Mar 26 Workplace Employment Support Services Subscription	
20/02/2026	20022026.13	Fuel Distributors of WA	20,332.81
		12000 Litres Diesel & fuel for executive vehicles	
20/02/2026	20022026.14	G & M Detergents	307.52
		1 ctn dog waste bags & 1 ctn wrapped soaps	
20/02/2026	20022026.15	Genus Environmental Pty Ltd	350.00
		Caravan Park Refund	
20/02/2026	20022026.16	Great Aussie Stock Aids	392.94
		Reimbursement for fuel for Arthur River	
20/02/2026	20022026.17	Infinitum Technologies Pty Ltd	6,947.48
		Managed Service Agreement - Gold	
20/02/2026	20022026.18	King Melinda	29.99
		Reimbursement for 2026 Diary	
20/02/2026	20022026.19	Knack Pty Limited	12,792.48
		Reimbursement of overpayment of rates	
20/02/2026	20022026.20	MJ & F Dawson ATF The Dawson Family Trust	385.00
		Cool Room Hire - Australia Day	
20/02/2026	20022026.21	Pederick Engineering	29.70
		B5113 1/4" Bonded Washer	
20/02/2026	20022026.22	Sprys Meat Market	321.73
		Seniors Meals meat	
20/02/2026	20022026.23	St Luke's Family Practice	770.00
		Darkan Clinic Doctor Service & travel Fees - January 26	
20/02/2026	20022026.24	Sumware Consulting Ltd t/as Athanaeum Library	628.00
		Library Software 12 months commencing 1/2/26	
20/02/2026	20022026.25	Team Global Express	90.99
		MJB Freight & Bunbury Machinery Freight	
20/02/2026	20022026.26	Telfer Caroline	445.00
		2025 Council Photos	
20/02/2026	20022026.27	The Great Awakening Cafe	400.00
		Prepared catering for Giggle & Grow playgroup session	
20/02/2026	20022026.28	The Royal Automobile Club of WA	666.00
		Businesswise Absolute OAW, AW01 & AW0 25/3/26-24/3/27	
20/02/2026	20022026.29	Western Australian Electoral Commission	4,046.75
		WAEC - 2025 LG Election Service Charges	

**Shire of West Arthur
Creditor Payments
February 2026**

20/02/2026	20022026.30	Westrac Bunbury	2,309.27
		Segment 01 replace a/c compressor, labour, mobilisation & environmental 2016 Cat 12M Grader	
20/02/2026	20022026.31	Whitaker Geoffrey & Kylie	29.99
		Reimbursement for 2026 Diary	
MUNICIPAL FUND		VOUCHERS	
		DIRECT DEBIT	39,797.61
		EFT	125,405.12
		06022026.1-06022026.32	95,446.22
		20022026.1-20022026.31	105,648.67
		LICENSING FEBRUARY 2026 TRANSFERS	9,942.60
		TOTAL	376,240.22



SHIRE OF WEST ARTHUR
PAYMENTS OF ACCOUNTS BY MAB VISA CARD
FOR THE STATEMENT PERIOD: 24 January 2026 to 25 February 2026

DATE	PAYEE	PO NUMBER	DESCRIPTION	SOMA EXPENSE CODE	EXPENSE DESCRIPTION	TOTAL
27-Jan-26	Bunnings	103526	103526 Jamieson for filler room	E143070	OTHER PROPERTY & SERVICES-Administration Overheads:Other Admin Expenses	\$26.95
06-Feb-26	Transport WA Perth	103522	103522 3 plates 500AW 090AW 74AW	E143025	OTHER PROPERTY & SERVICES-Private Works:Online Licensing	\$675.00
09-Feb-26	Stardlink Internet	103415	103415 Stardlink internet	E143020	RECREATION & CULTURE-Administration Overheads:Computer Maintenance	\$135.00
23-Feb-26	Perth Soft Wash	103700	103700 Ceramir removal easy clean aerosol and surcharge	E143020	RECREATION & CULTURE-Other Recreation:Reserves M'te	\$242.38
24-Feb-26	Reconciliation Aust	103570	103570 Reconciliation Action Plan	E143025	GOVERNANCE-Other Governance:Corporate Planning	\$1,975.00
CARD 1 PAYMENTS						\$2,658.33
BAINDER SUNNER Cardholder Name		VINCENT FORDHAM LAMONT Reviewed by CEO				
GARY RASMUSSEN Cardholder Name		VINCENT FORDHAM LAMONT Reviewed by CEO				\$75.90
VINCENT FORDHAM LAMONT Cardholder Name		VINCENT FORDHAM LAMONT Reviewed by CEO				\$75.90
CARD 2 PAYMENTS						
VINCENT FORDHAM LAMONT Cardholder Name		VINCENT FORDHAM LAMONT Reviewed by CEO				
VINCENT FORDHAM LAMONT Cardholder Name		VINCENT FORDHAM LAMONT Reviewed by CEO				
CARD 3 PAYMENTS						
VINCENT FORDHAM LAMONT Cardholder Name		KAREN HARRINGTON Reviewed by Shire President				\$19.90
VINCENT FORDHAM LAMONT Cardholder Name		KAREN HARRINGTON Reviewed by Shire President				\$170.00
TOTAL MAB VISA CARD PAYMENTS: 4336-XXXX-XXXX-2507						\$2,844.13
Direct Debit Date						27-Feb-26

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

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

Kyle Whitaker

DATE: 4.3.26



12.3 BUDGET 2025-26 AMENDMENT - GOLF CLUB SHED

File Ref:	ADM130
Location:	N/A
Applicant:	N/A
Author:	Rajinder S Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	18/02/2026
Disclosure of Interest:	Nil
Attachments:	1. A1 Sheds Quote 2. ASHLC74178 Rev B - Darkan Sport Comm Centre – Action Sheds Quote 3. SHIRE OF WEST ARTHUR SHED ERECT QUOTATION 11032026 4. SHIRE OF WEST ARTHUR shed quote 16112025 5. DDSC Shed Cost

SUMMARY:

Council is requested to consider an amendment to the adopted 2025-2026 annual budget to accommodate the cost of installing a new shed at the Darkan Golf Club.

BACKGROUND:

The Manager Financial Reporting consulted this week with the Treasurer of the Darkan and District Sports Club Inc (DDSC) regarding a request to withdraw 90% of the cost of a new shed at the club from Council's Darkan Sport and Community Centre Reserve.

COMMENT:**Shed Supply and Installation Proposal**

In November 2025, the Darkan and District Sports Club (DDSC) accepted a quotation from A1 Sheds for the supply and installation of a new shed at the Darkan Sport and Community Centre. The total quoted amount was \$83,278.23, inclusive of GST, with the breakdown being \$55,578.23 for the shed itself and \$27,500 for installation. Subsequently, both quotes have now been issued in the name of the Shire of West Arthur.

To secure the quoted price, DDSC has paid 10% upfront. They have requested that the Shire cover 90% of the shed cost and the entire installation cost, amounting to a total of \$77,700.41 (comprising \$50,200.41 for the shed and \$27,500 for installation, GST inclusive; (\$70,636.73 GST exclusive). This payment is sought from the Darkan Sport and Community Centre Reserve.

Upon Council approval, the Shire will issue purchase orders to A1 Sheds for both the supply and installation of the shed. An initial payment of 80% will be made to A1 Sheds to enable commencement of shed production.

The balance of the Darkan Sport and Community Centre reserve as of February 2026 was \$273,088, and the Darkan and District Sports Club has requested \$70,636.73 from the reserve to pay for the new Golf Club Shed.

CONSULTATION:

Chief Executive Officer
Manager Financial Reporting
DDSC

STATUTORY ENVIRONMENT:

Local Government Act 1995

s6.8 Expenditure from municipal fund not included in annual budget.

POLICY IMPLICATIONS:

F29 – Purchasing Policy

FINANCIAL IMPLICATIONS:

\$70,636.73 is proposed to be transferred from the Darkan Sport and Community Centre reserve to the Shire's municipal account.

STRATEGIC IMPLICATIONS:

Community Strategic Plan West Arthur Towards 2031

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

Outcome: Our cultural heritage is preserved and promoted

Strategy: Investigate opportunities to develop our historical assets

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

Consequence 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 ensure the community has access to suitable infrastructure which is essential for supporting local activities, events, and services.
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	Inadequate asset management
Risk Action Plan (Controls or Treatment Proposed)	Approve the officer's recommendation.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council

1. Approve the following amendment to the adopted 2025-2026 annual budget to accommodate the installation of a new shed at the Darkan Golf Club.
 - Allocate \$70,636.73 (Excluding GST) expenditure to fund the new shed.
 - Transfer \$70,636.73 (Excluding GST) from the Darkan Sports and Community Centre Reserve to the Municipal Account.



A1 SHEDS

ABN – 55841155950

RMB 583 A LEGGOE ROAD,

BEAUFORT RIVER,

6394

DARKAN SPORTS AND COMMUNITY CENTRE

PAYMENT CONTRACT

QUOTE NUMBER - 441369

TOTAL AMOUNT - \$55,778.23

10% deposit on order

- \$5,577.80 including GST

80% to place order to manufacture.

- \$44,622.60 including GST

Remaining 10% to be paid 1 week from delivery to site.

- \$5,577.80 including GST

NAME: WAYNE DUFFIELD

SIGNATURE: W P Duffield

DATE: 28th November 2025



Action Sheds Australia PTY LTD
 Address: 55 Erceg Road
 Yangebup, WA, PC: 6164
 Phone: 6559 1970
 Email: luke@actionsheds.com.au

Date: **23/10/2025**
 Quote Number: **ASHLC74178**
 Quoted By: **Luke Cheesewright**
 Date Quoted: **23/10/2025**

QUOTATION



CUSTOMER DETAILS

Name: **Darkan Sports & Community Centre**
 Address: **Moodiarrup Road**
 Suburb: **Darkan** State: **WA** P/C: **6392**
 Phone (H): _____ Mobile: **0488361137** Phone (O): _____
 Email: **petahulse@bigpond.com**

SITE ADDRESS

Address: **Moodiarrup Road**
 Suburb: **Darkan** State: **WA** P/C: **6392**

YOUR ENDURANCE SHED DETAILS

Structure Type: **Premier Garage**
 Wind Region: **A0** Open Design: **No**
 Terrain Category: **2** Vsite: **41 m/s**
 Importance Level: **2** Ms: **1.00**
 Mt: **1.00**

SPECIFICATIONS:	Main Shed	Awning Front	Awning Back
Span (Width):	12000 mm	#N/A	#N/A
Height:	4500 mm	#N/A	#N/A
Roof Pitch:	10 deg	#N/A	#N/A
Nominal Bay Spacing:	5000 mm	#N/A	#N/A
No. of Bays:	4	#N/A	#N/A
Length:	20000 mm		
Wall Sheeting Type:	0.42 TL-5		
Roof Sheeting Type:	0.42 TL-5		
Downpipe Type:	Steel		
Base Type:	On Slab		
Footing Type:	Chemset		

COLOUR CHOICES

Main Shed	Options
Roof Colour: Surfmist	Window Colour: Surfmist
Wall Colour: Surfmist	PA Door Colour: Woodland Grey
Barge / Fascia Colour: Woodland Grey	Roller Door Colour: Woodland Grey
Gutter Colour: Woodland Grey	Sliding Door Colour: Surfmist
Downpipe Colour: Surfmist	Dividing Wall Colour: Surfmist

OPTION ITEMS LIST:

- 1 x PA Door
- 1 x Heavy Reg A, B & C (200/47) K/L Lock 920 Wide
- 3 x Sliding Doors
- 2 x H4000 x W6000 - Bottom Run SLD
- 1 x H3000 x W5000 - Bottom Run SLD
- 1 x Open Bay
- (F1) 3 x roll x Ausmesh Safety Wire - 1800 x 50m roll
- (E1) 1 x Eng - Certificate (WA) - Enduro

QUOTE NOTES:

- Please confirm with your council or building certifier that the "Design Criteria" is correct.
- Please confirm with your council if a BAL assessment will be required.
- Roller door heights are nominal and subject to minor change during manufacturing drawing production.
- Fielders Extra Charges or Notes
- Includes Delivery to site
- Includes solar roof loading
- Sliding doors bottom run - lock with drop bolt
- Commercial PA - 920mm with lever/lever lock
- F4

- The price is subject to price increases in accordance with engineering changes and/or steel price rises announced by Bluescope from an effective price rise date . Final price can only be confirmed once 50% payment is made and shed goes into production.

Signed: _____
 Date: _____

THIS QUOTATION INCLUDES:	DEPOSIT:	PROGRESS PAYMENT:	BALANCE:	SUPPLY KIT ONLY:	TOTAL PRICE: (incl extra charges listed)
Council Fees: No	\$5,974.77 (incl GST)	\$23,899.08 (incl GST)	\$29,873.85 (incl GST)	\$59,747.70 (incl GST)	\$59,747.70 (incl GST)
Engineering Costs: Yes					
Rubbish Removal: No					
Delivery: Yes					
Demolition: No					
Stormwater and Earthworks: No					
Labour: No					
Accommodation: No					



Unit 1 -55 Erceg Road Yangebup WA 6164

Phone: 1300778628

Fax: 0865558043

Construction Quote

Quote Number: ASHLC74178

Date: 30/10/2025

Suburb: Darkan WA

Name: Darkan Sports & Community Centre

Description	Amount Inc. GST
Shed Kit	
<i>Shed Kit by Action Sheds Australia as per supply quotation</i>	
Length (m) Width (m) Height (m) Roof Pitch	
20.00 12.00 4.50 10.00	\$59,747.70
Concrete	
<i>Concrete Slab</i>	\$39,528.00
Length (m) Width (m) Slab Thickness (mm)	
20.00 12.00 100mm SL72 mesh	
Concrete cost is an estimate only & may be subject to change & can only be confirmed at time of scheduling. Includes footings, mesh & plastic.	
Concrete cost may be subject to a site inspection by concreter and the final engineering design dependent on load bearing on slab. To be paid in full on completion. (No allowance for earthworks /siteworks prior to concrete works)	
Installation	
<i>Estimate cost of building installation</i>	\$30,750.00
Install cost is an estimate only & may be subject to change & can only be confirmed at time of scheduling. Cost for machinery/lifting equipment hire and/or extra labour costs if machinery isn't used.	
	\$4,600.00
Install to be paid as per payment schedule.	
Install cost may be subject to change upon site inspection	
Erecting schedule maybe subject to change depending on availability of contractors at time of scheduling.	
<i>Installation Payment Schedule</i>	
Structural Steel Completion	\$22,977.50
Sheeting Completed	\$8,837.50
Shed Lock up and completed	\$3,535.00
Extras	
Local Council Applications - Includes Development Application and Standard certified Class 7-8 Building Permit Fees Only & occupancy permit. Building is less than 500m2 & located more than 3mtrs from boundary. And Water Corp fees.	\$5,960.00
<i>Owner to pay verge bond if required</i>	
Includes MGI Construction PTY LTD Registered Builder Licence	\$5,000.00
Total cost for supply of kit & Installation Including GST	
	\$145,585.70

Notes:

- *Due to building demands and fluctuating commodities, your contractor prices may increase ie (Install, Concrete, Earthworks, Electrical & Plumbing) To be confirmed at the time when your contractor has been scheduled.
- *Allowance made for site bin (x1), however no allowance for site amenities or temporary fencing during installation - if required please let us know.
- *Install cost is based on minimum 500mm setback to boundary/fences, please notify us if distance will be closer.
- ** Roof installation to be completed with use of static lines and temporary anchor points (by install team), no allowance for edge protection or certified roof system (by others). Access to roof by EWP, if scaffold tower is required additional costs will apply.
- ** Allowance in installation to cover site inductions, pre-mobilisation paperwork and on site SWMS/JSA etc as required.

Includes site bin
Inclusions as explicitly listed above all other items not listed are extra.

- * MGI Construction / Action sheds will not install windows and/or supply flashings for windows supplied by customer.
- * If earthworks are done by owner & project is going through our registered Building company a compaction certificate may be required.
- *** Shire fees include Development Application, Certified Building Permit (as basic commercial classification) and site plan. As discussed, Shire is to supply survey of site for this site plan and Shire will have to peg out and set out for slab area when earthworks are completed.
- *** Note that installation cost includes travel and accommodation for install team - subject to seasonal pricing in area and when installation is done.

Terms & Conditions

Commercial Terms & Conditions

*Quotation is valid for 30 Days

*Shed edge area to be clear, level & hard soil. 1m for sheds between 2.4m to 3.5n high & 3m for machinery access on sheds above 4m in height

*Concrete slab to be laid by client

*Earthworks by client

*Site area to be clear & flat

*Site to have power & water supplied by client

*When customer is providing their own windows and/or doors extra charges will apply

*Includes Standard 1-hour site inductions only



Unit 1 -55 Erceg Road Yangebup WA 6164

Phone: 1300778628

Fax: 0865558043

Construction Quote

Quote Number: ASHLC74178

Date: 30/10/2025

Suburb: **Darkan WA**

Name: **Darkan Sports & Community Centre**

Exclusions

*Excludes all electrical & plumbing works

*VOC for EWP or forklift provided on site by client or mine site.

Signature:

Date:

Name and position of person signing on behalf of company:

20000

Height: 4500

12000

Heavy Reg A, B & C (200/47) K/L Lock 920 Wide Opening

H3000 x W5000 - Bottom Run SLD

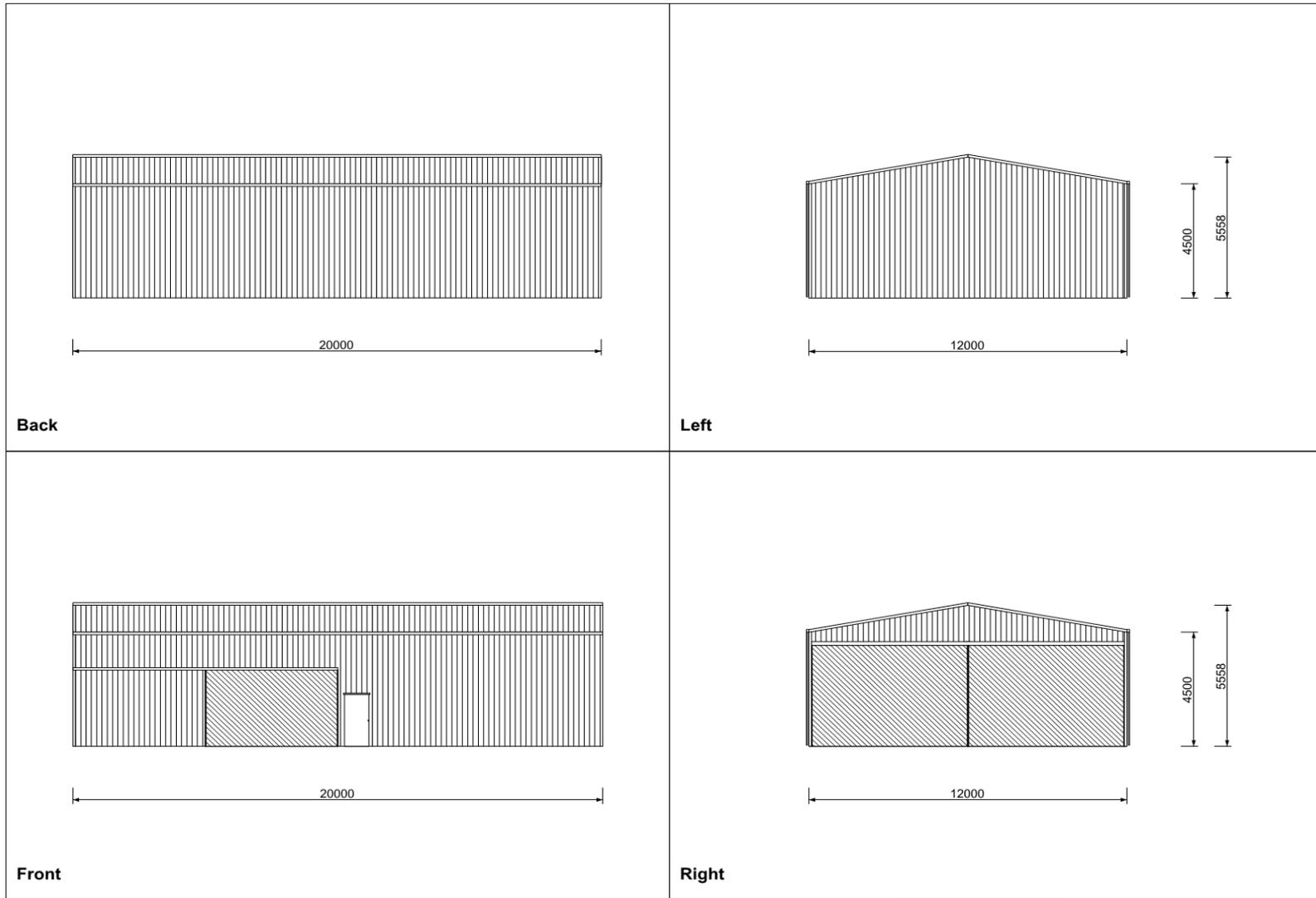
H4000 x W6000 - Bottom Run SLD

OPTION ITEMS LIST:

- 1 x PA Door
- 1 x Heavy Reg A, B & C (200/47) K/L Lock 920 Wide
- 3 x Sliding Doors
 - 2 x H4000 x W6000 - Bottom Run SLD
 - 1 x H3000 x W5000 - Bottom Run SLD
- 1 x Open Bay
- (F1) 3 x roll x Ausmesh Safety Wire - 1800 x 50m roll
- (E1) 1 x Eng - Certificate (WA) - Enduro

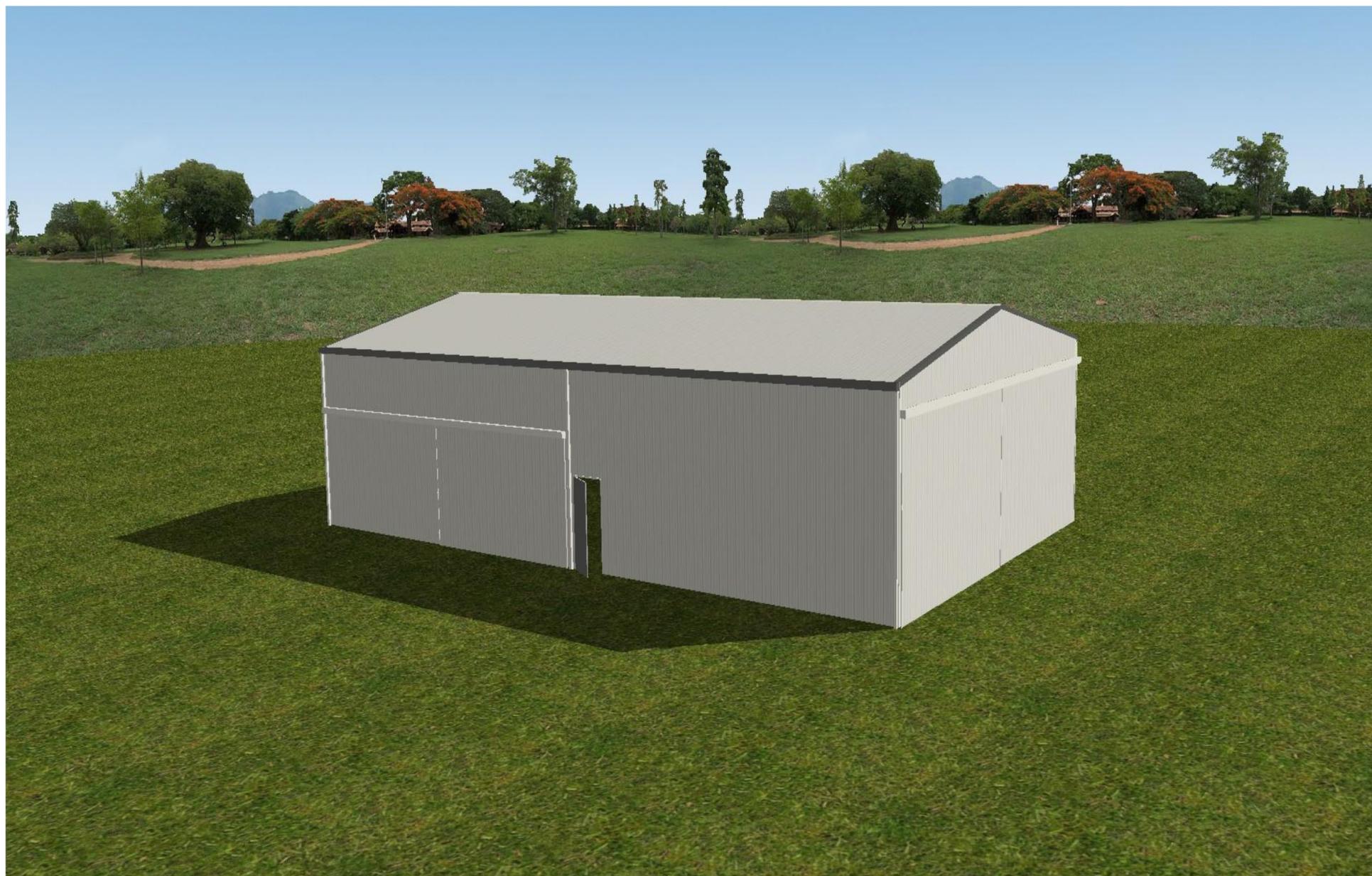
Company: Action Sheds Australia PTY LTD Address: 55 Erceg Road Phone: 6559 1970 Email: luke@actionsheds.com.au		CLIENT NAME: Darkan Sports & Community Centre SITE ADDRESS: Moodiarup Road Darkan, WA, PC: 6392	CLIENT SIGNATURE:
TITLE: Plan View			
		QUOTE No: ASHLC74178 SCALE: NTS	REV: A
		DATE: 23/10/2025 PAGES: 1 of 2	

Produced by Endurance TruQuote v4.6.1.0



<p>Company: Action Sheds Australia PTY LTD Address: 55 Erceg Road Phone: 6559 1970 Email: luke@actionsheds.com.au</p>		<p>CLIENT NAME: Darkan Sports & Community Centre SITE ADDRESS: Moodiarup Road Darkan, WA, PC: 6392</p>	<p>CLIENT SIGNATURE: </p>	<p>TITLE: Elevations View QUOTE No: ASHLC74178 SCALE: NTS DATE: 23/10/2025 PAGES: 2 of 2 REV: A</p>
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GENERAL SPECIFICATION

1. BUILDING UPGRADES. Due to ongoing development Endurance reserves the right to modify the design from the date of quotation and up to the date of delivery modification.
2. STANDARDS & CODES .All buildings are designed in accordance with the following standards:
 - AS/NZS1170.1 - Dead & Live Loads
 - AS/NZS1170.2 - Wind Loads
 - AS/NZS4600 - Cold-formed Steel Structures
 - AS1397 - Steel Sheet & Strip
3. WIND REGION .It is the customers responsibility to check with the local Authority of the correct design criteria. The building quoted has been designed to the wind category stated on the attached quotation.
4. ADDITIONAL LOADINGS. No allowance has been made for Snow Loading, Ceiling Loads and earthquakes unless specifically stated on the attached quotation.
5. DIMENSIONS SHEDS. The dimensions stated are nominal sizes only, but generally they are from the overall girts for the width and length and to the top of fascia for the height. We reserve to right to adjust these dimensions slightly due to door/ window combinations etc. The exact dimensions are those shown on the plans issued when the building goes to production. On the Carports, the dimensions stated are: span over columns and length overall dimension from the outside of the end columns.
6. ROOF AND WALL CLADDING. The Building Roof can be clad with a choice of two profiles. Fielders TL5 or Fielders Corri. Minimum thickness 0.42 BMT. Thicker Steel is available on request. The Building Walls can be clad in the choice of 3 wall profiles Fielders TL5 0.42 or 0.35 BMT . Fielders Corri 0.42BMT or Fielders Low Profile 0.35BMT. All these profiles are available in the base Zinalume finish or Colorbond finish. Thicker profiles special coatings are available on request. Check your Quotation for details. The sheeting fixings to be accordance with manufacturer’s recommendations.
7. FLASHINGS. All flashings are manufactured from 0.55mm BMT material. The profile is selected from one of our standard profiles designed to suit the application. Should additional or non standard profiles are requested than an additional charge will apply.
8. GUTTERS. A wide selection of gutter profiles are available (dependant on State). Please check you Quotation for details .
9. DOWNPIPES. A choice of either 100 x 75 or 90mm diameter PVC downpipes are supplied (check your Quotation for details). Downpipes discharge at ground level.
10. GALVANISED STEEL SECTIONS. All Cold Rolled sections specified have a minimum coating of 350g/m2. SHS & RHS sections have a pre-Galvanized minimum coating of 125g/m2.
11. FASTENERS & SCREWS . All screws supplied are a Class 4 and in accordance with the Engineering design. All in accordance with AS/NZ 3566. Cyclone screws are use in Region C & D. Most major connections are bolted. These bolts to be 16 diameter 8.8. All other bolts ie Purlin & Girt fixings to be 12 diameter 4.6 bolts.
12. PORTAL FRAMES. Endurance has a large selection of frame designs. Including Knee Brace and NO knee brace (Haunch Design). Apex Plate with or without a collar tie. Plus a varied selection of Base Plate Types ie On-Slab or In-Slab. Check your Quotation and Engineering plans for details.
13. BRACING .Our designs use either strap bracing of various sizes and or a combination of threaded rod. These braces are positioned in locations shown on the standard engineering plans. Should these braces have to be repositioned to your special requirements then additional costs shall apply.
14. FOOTINGS & SLAB The foundation sizes and slab details provided are for Soil Types A, S and M only. All other Soil Types require further design and additional costs will be incurred. Refer to the Engineering Plan for details .
15. ACCESSORIES.
 - ROLLER DOORS. All Roller Doors are wrapped to prevent damage with delivery. There are three types of Roller doors – Series A and Series AA (centre lift lock-no chains) and Series B – chain or motor operation. (open from inside). The size shown on the Quotation is the curtain size. All doors are available with electric motors and or windlocks.
 - PA DOORS. There is a wide selection of PA Doors. Check your Quotation for type quoted.
 - WINDOWS. There is a selection of window sizes available. A header flashing is supplied as standard. Class 1 windows are fully flashed and fully framed. All windows are positioned with the head at approx 2100mm from top of slab.
 - SLIDING DOORS .There is a vast variety of sliding door combinations available. Top Hung Standard on all Premier and Z Series Buildings. Bottom Rail System for Aircraft Hangars. Sliding Doors are not wind rated.
 - SKYLIGHTS. They are available in either Fiberglass (2400gm/m2) or Polycarbonate (maximum length 8m) to match the profile of the roof. Safety mesh is included if stated in the quote otherwise to be supplied by others.
 - INSULATION. Either Fiberglass Wool or Bubble included mesh if included in quote.
 - VENT RIDGE. A selection of ridge vents is available. Check Quotation for size. The vent ridge colour is to match the roof finish.
 - MEZZANINE FLOOR. Supply is for bearers & joists only. No flooring or balustrade is supplied. The mezzanine floor generally is based on the grid to match the position of the end wall columns. Check column locations are suitable for your layout. Standard floor assumes 2kpa Live Load. Heavier loads available on request.

CONDITIONS OF SALE

1. The attached price is valid for a period of 30 days from the date of this quotation.
2. The price is based on data listed on the layout plans & engineering plan number nominated on the quotation.
3. It is the clients responsibility to gain Council approval unless stated on the quotation.
4. The price is based on 'site unseen'. If the price includes delivery to site we assume the site is accessible for a semi trailer and the goods can be unloaded within 3m of the building area. We do not accept any cost or consequential damages to the purchaser for damage to access driveways, landscape and the like.
5. The dimensions stated on the quotation and shown on the plans included Engineering Plans are nominal and are not to be used for construction. ONLY the dimensions shown on the construction plans are to be used for building.
6. Any variation to the quotation must be in writing and agreed by all parties.
7. Should the cancellation occur we reserve the right to charge a cancellation fee based on the amount of work done at the time of cancellation. Minimum fee 10% of contract price.
8. Should a delivery date be stated it is done in good faith and intentions. We will not be held responsible for any consequential damages should we fail to deliver on the stated date.
9. Any claim for shortages or damage to material in transit are to be made within 3 days of delivery. These claims to be in writing with photos of damaged items attached.

Client Signature:

A1 Sheds

A.B.N. 55 841 155 950
 RMB 583A Leggoe Road Beaufort River WA 6394

Invoice No.: 84
 Date: 11/03/2026

SHIRE OF WEST ARTHUR
 31 Burrowes St
 Darkan Western Australia 6392

Deliver To:

Quotation

Item Code	Description	Unit Price	Quantity	GST	Total
	SHED ERECT DARKAN COMMUNITY AND SPORTS INCLUDING MACHINERY	25000.00	1	2500.00	27500.00

Total excluding GST \$25000.00
 GST \$2500.00
 Total including GST \$27500.00
 Amount Received \$0.00
Invoice Balance \$27500.00

INVOICE MADE PAYABLE TO BANKWEST BSB 306015 ACCOUNT NUMBER 0114933



A1 SHEDS *		Quotation	
ABN: 55 841 155 950	Phone: 0448 815 756	No: 441369	
Address: 583A LEGOE ROAD, BEAUFORT RIVER WA 6394	Fax: 0458 033 097	Date: 16/11/2025	
Email: a1shederections@gmail.com		Valid: 14 Days	

Shire of West Arthur
31 Burrowes Street,
Darkan WA 6392
M: 0897362400

I would like to submit the following quotation for your proposed new steel building.

Building Specifications

Building Length: 20.00m
 Building Width: 12.00m
 Wall Height: 4.50m
 Roof Pitch: 10.0°
 Roof Sheeting: Trimdek 0.42 BMT - Colour: To Be Advised
 Wall Sheeting: Trimwall 0.35 BMT - Colour: To Be Advised
 Steel Sliding Doors: 1 x Steel Sliding Door (4200 x 3924)
 2 x Steel Sliding Door (4100 x 5700)
 P/A Doors: 1 x Personal Access Door (2040 x 820) - Colour (To Be Advised)

Quotation Amount

Quotation Amount including GST: \$ 55,778.23

Conditions

1. Minimum 10% deposit on order.
2. Balance to be paid 1 week prior to delivery on site.
3. Standard lead time of 3 weeks.

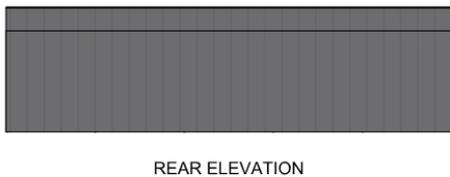
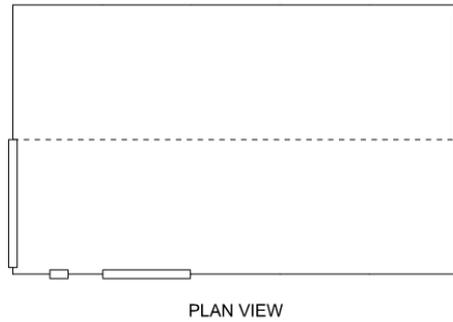
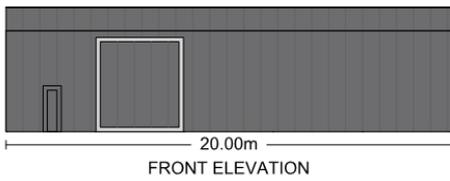
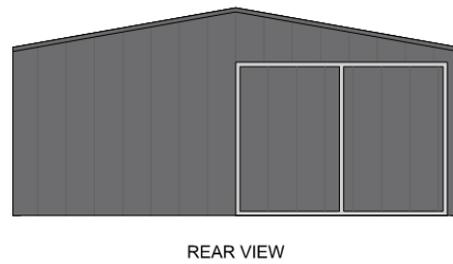
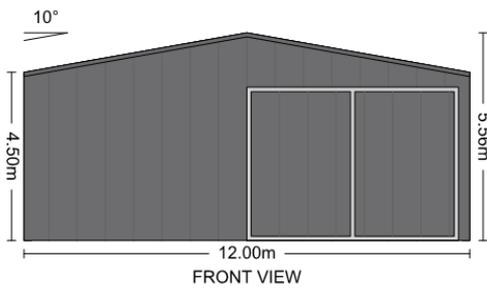
If you wish to proceed with ordering this building, please sign and return the attached Terms and Conditions page with your deposit to the above address. You will also need to have your final colours selected at this time. Colours cannot be changed once the building is ordered.

Please phone me for any further details or information. I trust this quotation meets with your approval and look forward to assisting with your project.

Regards
A1 SHEDS *



A1 SHEDS *		Quotation	
ABN: 55 841 155 950	Phone: 0448 815 756	No: 441369	
Address: 583A LEGOE ROAD, BEAUFORT RIVER WA 6394	Fax: 0458 033 097	Date: 16/11/2025	
Email: a1shederections@gmail.com		Valid: 14 Days	





A1 SHEDS *		Quotation	
ABN: 55 841 155 950	Phone: 0448 815 756	No: 441369	
Address: 583A LEGOE ROAD, BEAUFORT RIVER WA 6394	Fax: 0458 033 097	Date: 16/11/2025	
Email: a1shedirections@gmail.com		Valid: 14 Days	

Specifications Summary

Wind Design Speed	
Wind Region	Region: A1, Terrain Category: 2.50, Importance Level: 2
Wind Multipliers	Md: 1.00, Mc: 1.00, Mz: 0.87, Ms: 1.00, Mt: 1.00
Design Speed	39.16 m/s

Portal Frames	
End Portal Frame	C20015
Internal Portal Frame	C20019
Knee Braces	Yes
Apex Braces	Yes

* End portal frames are upgraded to internal frames for unsheeted bays or where dominant openings cover 50% of the bay.

Roof Purlins	
Purlin Type	Z10010 (No Bridging Required)
Purlin Spacing	1194mm

Wall Girts	
Side Wall Girt	Z10010 (No Bridging Required)
Side Wall Girt Spacing	1350mm
End Wall Girt	Z10010 (No Bridging Required)
End Wall Girt Spacing	1350mm

Bays	
Bay Count	5
Bay Sizes	4.00m, 4.00m, 4.00m, 4.00m, 4.00m

Rain Goods	
Gutter	Trimline Gutter - Colour: To Be Advised
Down Pipe	Downpipe: Rect 100 x 75 x 2.4m - Colour: To Be Advised
Barge Cap	Barge Capping Trim Line - Colour: To Be Advised
Ridge Cap	Type 111 Ridge Cap 10 deg 0.55 - Colour: To Be Advised

* Shed Builder and/or the consulting engineer reserve the right to alter any nominated engineering specification without further notice.



A1 SHEDS *		Quotation
ABN: 55 841 155 950	Phone: 0448 815 756	No: 441369
Address: 583A LEGOE ROAD, BEAUFORT RIVER WA 6394	Fax: 0458 033 097	Date: 16/11/2025
Email: a1shedirections@gmail.com		Valid: 14 Days

TERMS & CONDITIONS OF SALE

1. PAYMENT

- (a) The Customer shall pay the Supplier the amount(s) stated as per payment schedule accompanying the order.
- (b) The Supplier is not obliged to deliver any Goods unless the Customer has paid all amounts in full.
- (c) The Customer must pay to the Supplier all debt collection costs, including any legal fees associated with the recovery or attempted recovery of any amount due to the Supplier under the Agreement.
- (d) As the Goods for each building are made as required, any orders cancelled after order placement will not be refunded.
- (e) The Supplier reserves the right to charge additional amounts for manufacturer price increases that occur after order placement and before the Customer takes receipt of the Goods.

2. OWNERSHIP OF THE GOODS

- (a) Ownership of the Goods does not pass to the Customer until all amounts due are paid to the Supplier.
- (b) Unless payment for the Goods is made to the Supplier by due date, the Supplier, or its agents or employees, may at any time enter on to the site where the Goods are stored and remove the Goods.
- (c) The Customer must indemnify the Supplier in respect of any claims, losses, costs or damages that the Supplier may incur as a result of the Supplier taking action under clause 2(b).
- (d) Until the Customer has paid for the Goods;
 - (i) The Customer must not use, sell, lease, dispose, assign or encumber the Goods (by mortgage, lien, charge or otherwise) without the consent of the Supplier; and
 - (ii) The Customer must store the Goods separately in a readily identifiable state.

3. DELIVERY

- (a) The Customer will at his expense provide or cause to be provided full and clear access to the delivery site.
- (b) Times for delivery are approximate and the Supplier can in no way be held responsible for variations to the proposed times.
- (c) Where delivery is specified to be made to a site, any additional mechanical assistance required to unload the Goods (e.g. crane, etc) must be paid for and organised by the Customer.
- (d) The Customer is to immediately notify the Supplier in writing upon discovery of any defect or shortage in the Goods. The Customer is deemed to have accepted the Goods and shall not have any claim in respect of defects or shortage unless the Supplier is notified in writing within forty eight (48) hours of delivery of the Goods.

4. COUNCIL

- (a) The Customer agrees to pay any additional costs incurred should the Local Council require any changes be made to the building.
- (b) A rejection of any building application or scope of works by the Local Council does not constitute a cancellation of the order and all moneys payable by the Customer to the Supplier shall become immediately due and payable.

5. ERECTION

- (a) This contract is based on our standard engineering designs and does not allow for underground obstructions, rock, hard ground, or unstable or reactive soil conditions. The Customer agrees to pay any additional costs incurred by the Supplier in this regard.
- (b) The Customer must provide a clear and accessible site for the building, clear of vegetation or obstruction. The site must be level to within a 100mm tolerance. The customer agrees to pay any earthworks required in preparing the site.
- (c) Down pipes are supplied to ground level only. It is the Customer's responsibility to handle the discharge of roof water and obtain any relevant Council approvals.
- (d) It is the Customer's responsibility to provide power to the construction site if required.
- (e) It is the Customer's responsibility to clean the construction site upon completion.

6. GENERAL

- (a) Minor variations in measurements from those shown in the order shall not give rise to any claim for damages or breach of Agreement.
- (b) To the extent permitted by law, the Supplier's liability with respect to the supply of defective or faulty Goods is limited to the lowest of:
 - (i) The replacement or repair of the Goods; or
 - (ii) Payment of the costs of replacing the Goods or supplying equivalent Goods, in each case, at the Suppliers discretion. The Supplier shall not be liable for any labour costs associated with such repair or replacement.
- (c) The Customer warrants that he has carried out his own inquiries and investigations as to adequacy or suitability of the Goods for the purpose for which the Customer intends to use the Goods and the Customer has not relied on the Supplier or the supplier's employees, agents or distributors in determining the adequacy or suitability of the Goods for the Customer's purposes.
- (d) If the Customer defaults under any term of the Agreement or these Terms & Conditions, the Supplier may terminate the Agreement and all moneys payable by the Customer to the Supplier shall become immediately due and payable.

I hereby authorise the Supplier to commence immediate order, manufacture and delivery of the building detailed in this quote. I understand that by signing this document, the order of the building becomes NON-CANCELLABLE and that I am bound by the above Terms and Conditions of Sale.

Signature: _____

Date: _____

Darkan District Sports Club - Purchase of Shed and Installtion cost - March 2026

Shed Cost	Purchase Shed	Concrete Pad	Installtion	Approvals	Builder License	Totals
Action Shed & MGI Construction	\$59,747.70	\$39,528.00	\$35,350.00	\$5,960.00	\$5,000.00	\$145,585.70
A1 Sheds	\$55,778.23		\$27,500.00			\$83,278.23
Total Span	\$58,943.00					\$58,943.00

DDSC requested from Reserve Account	GST Inc	GST, Exc.
90% of Shed Cost	\$50,200.41	\$45,636.73
100% of Installation Cost	\$27,500.00	\$25,000.00
Totals	\$77,700.41	\$70,636.73

12.4 SHIRE OF WEST ARTHUR ICT STRATEGIC PLAN 2025-2030

File Ref:	ADM983
Location:	N/A
Applicant:	N/A
Author:	Rajinder S Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	12/03/2026
Disclosure of Interest:	Nil
Attachments:	1. Shire of West Arthur ICT Strategic Plan 2025-2030 - Final

SUMMARY:

Council is requested to adopt the Shire of West Arthur's Information and Communication Technology (ICT) Strategic Plan 2025-2030.

BACKGROUND:

The Shire is progressively strengthening its ICT governance and planning to ensure that technology investment, cyber-security, and service delivery are aligned to organisational objectives and managed in a controlled and transparent manner.

As part of recent audit discussions, the external auditor recommended that Council adopt a forward ICT Strategic Plan to support appropriate oversight of ICT risks, prioritisation of projects and budgeting for essential systems and controls. This item provides the Committee with the proposed ICT Strategic Plan 2025–2030 for consideration and recommendation to Council.

COMMENT:

The development of the ICT Strategic Plan was carried out in close collaboration with the Shire's ICT service provider, Infinitum Technology. This consultation ensured that the plan reflects current best practices and leverages the provider's expertise in addressing the Shire's specific technological requirements. By engaging Infinitum Technology throughout the process, the Shire was able to incorporate expert guidance and practical insights, supporting the alignment of ICT initiatives with organisational objectives.

The ICT Strategic Plan was presented to the Audit, Risk and Improvement Committee (ARIC) on Monday, 16 March 2026. Following its review, ARIC has recommended to Council that the Shire of West Arthur's Information and Communication Technology (ICT) Strategic Plan 2025-2030 be adopted.

CONSULTATION:

Chief Executive Officer
Manager Financial Reporting
Records Officer
Infinitum Technology

STATUTORY ENVIRONMENT:

Local Government Act 1995
Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Financial implications will be addressed through the budget process.

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	The Shire may experience increased cyber-security exposure, unplanned system outages, and fragmented technology investment, resulting in service disruption and reduced ability to meet governance and compliance expectations.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (3)
Principal Risk Theme	IT or Communications Failure / Inadequate safety or security practices
Risk Action Plan (Controls or Treatment Proposed)	Adopt the Shire of West Arthur Information and Communication Technology Strategic Plan 2025-2030 as presented.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopt the Shire of West Arthur Information and Communication Technology Strategic Plan 2025-2030, as presented.



Shire of West Arthur

Information & Communication Technology (ICT) Strategic Plan

2025 - 2030



Shire of West Arthur

31 Burrowes Street
 (PO Box 112)
 DARKAN WA 6392
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 Email: shire@westarthur.wa.gov.au
 Website: www.westarthur.wa.gov.au
 Contact: Chief Executive Officer

Document Control

Version	Approved By – Name	Title / Resolution	Date

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Executive Summary

Strategic Direction and Community Commitment

The Shire of West Arthur is experiencing a period of significant transformation and advancement. In response to these changes and recognizing the importance of meeting the evolving aspirations of the community, Shire has initiated the development of multiple Strategic and Business Plans. These plans are designed to deliver objectives across short-, medium- and long-term timeframes. Among these, the ICT Strategic Plan is a key component of the IPR Framework, reflecting Shire's commitment to comprehensive strategic planning and leadership. This approach is focused on strengthening the community, fostering growth, and diversifying the local economy.

Role of ICT in Modern Operations

Information & Communication Technology (ICT) has revolutionized nearly every facet of society. It now serves as the foundation for communication, interaction, decision-making, and business activities. The Shire of West Arthur relies on ICT to enhance operational efficiency and effectiveness in service delivery. As technological advancements continue, ICT will remain central to the Shire's efforts to provide improved services for the community and stakeholders.

ICT Service Provision and Strategic Planning

Currently, ICT services support approximately 28 employees, including full-time, part-time, and casual staff—across Administration and Works Crew divisions. These services also extend to the community and stakeholders. The ICT Strategic Plan outlines a clear action plan to guide the ongoing development and delivery of ICT services, ensuring alignment with the needs of the Shire of West Arthur.

Risk Management

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Lack of investment into ICT	Possible (3) x Moderate (3) = High (9)	ICT Strategic / forward planning involving stakeholders to determine needed and desired current and future outcomes that can be budgeted for.
Health & Safety	EOL/less than OSH/WSH ideal ICT hardware and prolonged machine noise exposure	Possible (3) x Moderate (3) = High (9)	EOL hardware replacement decisions to consider OSH/WSH requirements. Suitable placement or enclosures for noisy ICT gear such as servers and switches.
Reputation	Slow take up of new technologies	Likely (4) x Minor (2) = High (8)	ICT Team continuing to engage with Shire stakeholders, 3 rd party vendors, and other councils re: current and emerging technologies and methods of delivering desired services.
Service Interruption	Cyber Attack	Likely (4) x Major (4) = Extreme (16)	Effective utilisation of firewall and anti-virus software (regular updates) Staff education Effective user authentication
Service Interruption	Prolonged loss of internet	Possible (3) x Moderate (3) = High (9)	Identification of single- points-of-failure and the implementation of suitable fail-over devices and processes.
Service Interruption	Underinvestment in ICT	Likely (4) x Medium (3) = High (12)	ICT Strategic / forward planning involving stakeholders to determine needed and desired current and future outcomes that can be budgeted for.
Compliance	No strategic direction established for ICT	Possible (3) x Moderate (3) = High (9)	ICT Strategic / forward planning involving stakeholders to determine needed and desired current and future outcomes that can be budgeted for.
Property	ICT asset management, accountability, security, disposal & replacement	Possible (3)x Moderate (3) = High (9)	ICT managed asset register/database established for Shire's ICT assets including mobile devices.
Environment	Visual, RF, and potential community concerns re: impact of ICT infrastructure including antennae, towers, wifi & mobile boosters, microwave dishes, CCTV placement and solar backed battery installations, on the local environment.	Likely (4) x Minor (2) = High (8)	Utilising vendors and providers to advise, install, and maintain suitable equipment that is not only in keeping with best practices but also minimises any undesired impacts on the local environment.

Current Business Systems and Applications

Business systems and applications include the core business system being Magiq ERP and Monarch systems, the Microsoft 365 office suite and other ad hoc applications.

MAGIQ ERP - three-year contract

Magiq ERP is the main business system utilised by the Shire of West Arthur for management of all shire data. Finance, importing data etc.

Monarch EDRMS - yearly

EDRMS - Electronic Documents and Records Management System, delivers end-to-end experience that supports your organization. From capturing, organizing, analyzing and making sense of information using automated electronic documents.

Apollo - yearly

Apollo is a purpose-built platform that empowers local governments, councils, and enterprise boards to operate with greater clarity and control. From structured agendas to secure distribution, Apollo brings transparency and professionalism to every stage of the meeting lifecycle.

Adobe Pro - yearly

The Shire of West Arthur uses Adobe Pro each year to support the creation, editing, and management of official documents, ensuring staff can efficiently produce high-quality PDFs for internal processes and community-facing communications.

Microsoft 365 - yearly

The Shire of West Arthur currently utilizes Microsoft 365 business premium licensing to provide both in-house and cloud/global access to current and standard office products including Word, Excel, Teams collaboration/communications, and Email.

Copilot - yearly

The Shire of West Arthur uses Microsoft Copilot to improve staff efficiency, supports better decision-making, and enhances delivery by leveraging AI tools already integrated within its Microsoft 365 environment

Room management - yearly

This is used for managing Caravan Bookings.

Air key - cloud based

Maintenance fees. The cloud-based system offers 24/7 access to the GYM, Shire office, Reed Childcare Centre, and Darkan District Sports Club.

Race roster - cloud based

Membership signs up for various facilities round the town for Kids Central, Darkan Swimming Pool, and the GYM.

Think Project – yearly

The work department utilizes a dedicated system to record all data related to Shire’s infrastructure, specifically focusing on roads and bridges. This includes maintaining comprehensive records of the entire network within Shire.

Detailed road counts are collected for the Main Road of Western Australia. The data gathered serves an important purpose: it is used to inform and support the planning of future maintenance activities for the road network, ensuring ongoing infrastructure reliability and safety.

Ad Hoc Applications

Shire has a portfolio of applications, some of which are SaaS (Software as a Service). The acquisition of these is usually user driven. It is not the role of ICT to adjudicate on a user’s need for a particular application. ICT does not have the capacity or expertise to provide user support and network communication constraints need to be considered. Appropriate governance is in place for acquisition decisions.

Some of these systems include

Adobe Reader

Google Chrome

Backup

All data is backed up via Veeam 365 in hourly increments with infinite retention. Block-level backup technology that continuously tracks and stores incremental changes in data. Advanced verification technology and multiple processes to test backups and ensure validity. End-to-end, always-on encryption to continually protect data at rest and in transit.

Infrastructure

Shire has infrastructure consisting of network communications, ICT hardware and telephone System.

Network Communications

Currently, the Shire site operates on a Telstra 100 Mb connection. The Depot uses Starlink with a VPN connection configured for communications between both sites.

Infrastructure ICT Hardware

Equipment is replaced according to needs and age, and the ICT Team has created, implemented and maintained an extensive ICT related register/database which includes servers, workstations, network/comms equipment, mobile devices, fixed telephony and printers. However, there is no formal policy relating to ICT asset management. An ICT asset management plan will guide both hardware and software investment and renewal and asset management.

Telephony

The telephone system is provided by Telstra and has been in place since September 2022. Contract has lapsed so options can be explored.

Data and Systems Security

Shire is committed to developing, implementing, and regularly reviewing comprehensive policies and procedures that safeguard access to ICT systems and services. These policies will address two main areas: the protection of data to maintain internal confidentiality, and measures to defend against external cyber threats. By ensuring both internal and external protection, Shire aims to uphold the integrity and security of its ICT environment.

Office of the Auditor General (OAG) published report 9: 2023-24 6 December 2023 for Implementation of Essential Eight Cyber Security Controls. Essential eight controls include.

- Application control – planned
- Patch applications - yes
- Patch operating systems – yes
- Configure Microsoft Office macro settings – yes
- User application hardening – planned
- Restrict administrative privileges - yes
- Multi-factor authentication - yes
- Regular backups - yes

Shire has been working with the current ICT provider to improve all these areas over the years. It would be recommended to complete audit for the essential eight controls in 2025/26 to ensure all areas are covered appropriately.

Business Continuity

Much of the following can also be considered additional details to the infrastructure: “Network Communications” section of this document.

The Shire’s current business continuity / DR options from an ICT point of view include: Manual and auto fail-over or redirection capabilities to mobile in the event of fixed phone service interruptions.

UPS (Uninterrupted Power Supply) in the data cabinet to keep services running for a short period.

Shire generator that runs the admin building in the event of an extended power outage.

A more mobile work force with policies, processes, and equipment established (and tested) to enable extended “working from home” type situations.

Multiple forms and levels of data backups.

All the above options have been put to and passed the test over the last year, both deliberately, and because various situations required it.

Security

The Shire currently does not have a formal cybersecurity plan and primarily relies on its firewall and anti-virus software. Information to help staff stay safe online is shared periodically across the organisation.

A formal cybersecurity risk assessment and plan will be developed using a recognised framework, followed by periodic penetration testing to ensure ongoing resilience.

Current security measures include:

Multi-Factor Authentication (MFA): Duo is utilised for 2FA on Microsoft 365 and workstations.
Email Security: Check Point Email Collaboration is in place to protect against phishing and malicious content.

Endpoint Monitoring: Rocket Cyber provides 24/7 monitoring and SOC (Security Operations Center) services for workstations.

Device Security Policies: Windows Defender is managed via Microsoft Intune to enforce security policies across workstations.

Cybersecurity Training and Simulations: Regular staff training sessions and phishing simulation exercises to improve awareness and reduce human-related risks.

Future opportunities to strengthen security include:

Expanding MFA and application whitelisting across all critical systems.
Implementing a structured cybersecurity framework for governance and compliance.

ICT Actions

The Shire of West Arthur is utilising a baseline for the Shire’s ICT Strategic Framework as recommended by the Department of Local Government, Sports & Cultural Industries.

The framework has the following 7 elements:

- Governance
- Emerging Trends and Technologies
- Business Systems and Applications
- Infrastructure and Technology
- Disaster Recovery
- Security
- Project Management

The table below identifies the key items that are required as part of the Strategic Framework, including review dates or the date of expected completion or adoption.

Governance					
ICT decisions and operations within the Shire will be controlled and guided through a formalised ICT Governance framework. This framework will ensure the alignment of ICT activities with business priorities.					
Item	2025/26	2026/27	2027/28	2028/29	2029/30
ICT Strategic Plan	Review		Review		Review
Annual Operating Plan (Budget)	Review	Review	Review	Review	Review
Service level agreements	Tender	Review	Review	Review	Review

Emerging Trends and Technologies					
ICT policies and procedures need to be current enabling the organisation to conduct considered reviews of emerging technologies and trends, to ensure they meet current and emerging needs of the organisation.					
Item	2025/26	2026/27	2027/28	2028/29	2029/30
Computer & Mobile Device Policy	Review	Review	Review	Review	Review

Business Systems and Applications					
Appropriately managed business systems and applications will help consolidate and streamline business processes.					
Item	2025/26	2026/27	2027/28	2028/29	2029/30
Inventory Register in Place	Review		Review		Review
	Review/ Plan	Plan	Replace		Review

Infrastructure and Technology					
ICT has extensive assets and services under management. The best value and maximum benefit from this investment can only be obtained if suitably managed.					
Item	2025/26	2026/27	2027/28	2028/29	2029/30
ICT Systems Manual to be developed	Develop		Review		Review
Audit Asset Register	Audit		Audit		Audit

IT Disaster Recovery					
ICT needs to work with the organisation to establish mission critical services and ensure that disaster recovery and business continuity plans meet current and emerging needs.					
Item	2025/26	2026/27	2027/28	2028/29	2029/30
Disaster Recovery/Business Continuity Plan	Review		Review		Review
Test Disaster Recovery Plan	Audit	Audit	Audit	Audit	Audit

Security					
The threat of cyber security incidents continues to rise. The Shire needs to develop and implement security policies and procedures to meet this increasing threat.					
Item	2025/26	2026/27	2027/28	2028/29	2029/30
Develop Cyber Security Policy	Develop		Review		Review
Provide Cyber Security Training	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

Project Management					
The effective delivery of ICT projects requires a suitable management framework to be implemented.					
Item	2025/26	2026/27	2027/28	2028/29	2029/30
Project Management ICT Procedure to be developed		Develop		Review	

Appendix 1: Hardware Lifecycles Replacement Schedule

Computer ID	Description	Type	User	Location	Replacement Due
SOWA-LT-09	Spare Laptop	Laptop	Tahnee-Lee LUBCKE	Shire office	2026-27
SOWA-LT-07	Works	Laptop	works	Depot	2026-27
SOWA-LT-01	Tahnee	Laptop	Tahnee-Lee LUBCKE	Shire office	2026-27
SOWA-LT-02	Gary	Laptop	Gary Rasmussen	Depot	2026-27
SOWA-LT-03	Vin	Laptop	vin Fordham Lamont	Shire office	2026-27
SOWA-LT-04	Mechanic	Laptop	Mechanic	Depot	2026-27
SOWA-LT-05	Abbey	Laptop	Abbey ruins	Shire office	2026-27
SOWA-LT-06	Melinda	Laptop	Melinda King	Shire office	2026-27
SOWA-LT-08	Sharon	Laptop	Sharon Bell	Shire office	2026-27
SoWA-SO-CHAMBERS	Chambers	Desktop	Chamber	Shire office	2026-27
SOWA-WS-01	Raj	Desktop	Rajinder Sunner	Shire office	2026-27
SOWA-WS-02	Bec	Desktop	Rebecca McClure	Shire office	2027-28
SOWA-WS-03	Abbey	Desktop	Abbey ruins	Shire office	2027-28
SOWA-WS-04	Amy	Desktop	Amy White	Shire office	2027-28
SOWA-WS-05	Kylie	Desktop	Kylie Whitaker	Shire office	2027-28
SOWA-WS-06	Renee	Desktop	Renee Schinzig	Shire office	2026-27
SOWA-WS-07	Cass	Desktop	Cassandra Squires	Depot	2026-27
Samsung	Works	Tablet	Gary Rasmussen	Chamber	2029-30
iPad 1	President	iPad	Cr Karen Harrington	Chamber	2027-28
iPad 2	Deputy President	iPad	Cr Duncan South	Chamber	2027-28
iPad 3	Councillor 1	iPad	Cr Neil Morrell	Chamber	2027-28
iPad 4	Councillor 1	iPad	Cr Graeme Pierce	Chamber	2027-28
iPad 5	Councillor 1	iPad	Cr Russell Prowse	Chamber	2027-28
iPad 6	Councillor 1	iPad	Cr Natalie O'Neil	Chamber	2027-28
iPad 7	Councillor 1	iPad	Cr Helen Lubcke	Chamber	2027-28
iPad 8	MCS	iPad	Rajinder Sunner	Shire office	2027-28

Appendix 2: ICT 5 Year Operational Budget

<i>ICT FIVE Year Operational Budget</i>						
Expenditure Item	GL Account	2025-26	2026-27	2027-28	2028-29	2029-30
Subscription - MAGIQ	E14201512	\$28,201	\$29,611	\$31,092	\$32,646	\$34,278
Subscription - Apollo	E04100112	\$11,000	\$11,550	\$12,128	\$12,734	\$13,371
Subscription - Email Integration	E14202012	\$6,823	\$7,164	\$7,523	\$7,899	\$8,294
Subscription - EDRMS	E14202512	\$13,010	\$13,660	\$14,343	\$15,060	\$15,813
Subscription - Room Manager	E13204012	\$2,400	\$2,520	\$2,646	\$2,778	\$2,917
Think Project - Ramm Subs, Inc. Pocket RAMM	E12907012	\$9,604	\$11,345	\$11,912	\$12,507	\$13,133
Council Connect - Subscription	E14202012	\$9,400	\$9,870	\$10,364	\$10,882	\$11,426
WALGA - Subscription	E04201512	\$17,770	\$18,658	\$19,591	\$20,571	\$21,599
Build Plus - Subscription	E14301512	\$1,650	\$1,733	\$1,819	\$1,910	\$2,006
IT Management inc. office Subscriptions	E14202012	\$74,500	\$78,225	\$82,136	\$86,243	\$90,555
Telephone, Mobile, Telstra IP Telephony (TIPT)	E14207012	\$23,459	\$24,632	\$25,863	\$27,156	\$28,514
Update ICT, Laptop, iPads	E14202012		\$32,500	\$26,000		\$2,000
Total Expenditure		\$197,817	\$241,467	\$245,416	\$230,387	\$243,906
<i>Total By Expenditure Type</i>						
Expenditure Item		2025-26	2026-27	2027-28	2028-29	2029-30
Computer Operating Expenses		\$74,500	\$78,225	\$82,136	\$86,243	\$90,555
Subscriptions		\$99,858	\$106,111	\$111,416	\$116,987	\$122,837
Telephone, Mobile		\$23,459	\$24,632	\$25,863	\$27,156	\$28,514
Update ICT, Laptop, iPads		\$0	\$32,500	\$26,000	\$0	\$2,000
Total Expenditure		\$197,817	\$241,467	\$245,416	\$230,387	\$243,906

12.5 SHIRE OF WEST ARTHUR FRAUD AND CORRUPTION CONTROL PLAN 2026-2028

File Ref:	ADM984
Location:	N/A
Applicant:	N/A
Author:	Rajinder S Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	12/03/2026
Disclosure of Interest:	Nil
Attachments:	1. Fraud and Corruption Control Plan 2026-2028

SUMMARY:

Council is requested to adopt the Shire of West Arthur Fraud and Corruption Control Plan 2026-2028.

BACKGROUND:

The Shire of West Arthur (the 'Shire') maintains a zero-tolerance policy toward fraud and corruption. The Shire is committed to nurturing an organisational culture that prioritises integrity and accountability. This is achieved through the demonstration of professional conduct that is consistent with the responsibilities and values of the organisation. The Shire also provides clear guidance to enable an effective risk management strategy, specifically addressing the management of fraud and corruption risks.

The Shire initially adopted the Fraud and Corruption Control Plan in April 2023. In accordance with internal procedures, this plan requires review every two years to ensure ongoing relevance and effectiveness. The revised Fraud and Corruption Control Plan for 2026-2028 has been amended to reflect the latest requirements and maintain compliance with applicable legislation and regulations.

COMMENT:

The Shire's Fraud and Corruption Control Policy and Plan are applicable to a broad range of stakeholders. This includes all employees, regardless of whether their engagement is permanent, through secondment, contract, temporary or labour hire agency, volunteering, work experience, or traineeship. It also covers all elected members, as well as any external parties who are involved in delivering goods or services to the Shire.

While the Chief Executive Officer (CEO) retains overall responsibility for establishing and maintaining proper controls to prevent fraud and corruption, and for monitoring associated risks, accountability is shared among all employees, elected members, contractors, and volunteers. Each party has an important role in upholding the integrity of the organisation and in supporting fraud and corruption control initiatives. The Shire expects all stakeholders to promptly report any suspected fraudulent or corrupt activity, ensuring a collective commitment to transparency and ethical conduct.

The Fraud and Corruption Control Plan for 2026-2028 was presented to the Audit, Risk and Improvement Committee (ARIC) at its meeting held on Monday, 16 March 2026. Following its review, the Committee has recommended that Council formally adopt the Fraud and Corruption Control Plan for 2026-2028.

CONSULTATION:

Chief Executive Officer
Dean McAuliffe – DKM Workplace Solutions
Records Officer
Infinitum Technology

STATUTORY ENVIRONMENT:

Local Government Act 1995
Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS:

Risk Management Policy
Fraud and Control 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	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	Fraud, corruption, and misconduct risks that can harm organisational integrity and trust.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (3)
Principal Risk Theme	Reputation damage, legal issues, or financial loss. Proactive risk management
Risk Action Plan (Controls or Treatment Proposed)	Adopt the Shire of West Arthur Fraud and Corruption Control Plan 2026-2028 as presented.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopt the Shire of West Arthur Fraud and Corruption Control Plan 2026-2028, as presented.



Shire of West Arthur

Fraud and Corruption Control Plan 2026- 2028.docx



Document History

Item	Date	Action	Description
1		Draft	Approved by the Chief Executive Officer and supported by Resolution of Council
2	March 2026	Review	Two-year review and update due in 2028

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1. Introduction

The Shire of West Arthur (the 'Shire') has a zero tolerance to fraud and corruption.

The Shire is committed to an organisational culture that promotes a high standard of integrity and accountability by demonstrating professional behaviours that are consistent with our role and values and provides clear direction in supporting an effective risk management strategy, including fraud and corruption risk.

The Fraud and Corruption Control Plan (the Plan) details the Shire's intended action in monitoring fraud and corruption, and implementing prevention, detection and response initiatives.

The Plan has been developed in line with the Shire's Strategic Community Plan, Corporate Business Plan, and Fraud and Corruption Policy, and Australian Standards 8001:2021. It integrates with the Shire's Risk Management Framework and Audit Risk and Improvement Committee Charter.

2. Scope

The Shire's Fraud and Corruption Prevention Policy and Plan apply to:

- all employees whether by way of permanent appointment, secondment, contract, temporary or labour hire agency arrangement, volunteering, work experience or trainees (Parties);
- all elected members; and
- all contractors, consultants and service providers engaged by the Shire.

Whilst the Chief Executive Officer (CEO) has overall responsibility to ensure proper controls are in place to prevent fraud and corruption, a shared responsibility applies to all stakeholders, employees, elected members, independent members of the Audit, Risk and Improvement Committee (ARIC), contractors, and volunteers (All Parties). All Parties are required to report suspected fraudulent or corrupt activity.

3. Definitions

Fraud – 'Fraud' is defined by Australian Standard AS 8001-2021 (Fraud and Corruption Control) as dishonest activity causing actual or potential financial loss to the organisation including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity. It also includes deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal benefit.

Fraud may include (but is not limited to):

- theft or obtaining property, financial advantage or any other benefit by deception;
- providing false or misleading information, or failing to provide information where there is an obligation to do so;
- causing a loss, or avoiding or creating a liability by deception;
- making, using or possessing forged or falsified documents;
- unlawful use of computers, vehicles, telephones and other property or services; and
- manipulating expenses or salaries.

Whilst conduct must be dishonest for it to be fraud the conduct need not necessarily represent a breach of criminal law.

Corruption - is defined as an act done contrary to the interests of the Shire with intent to give or receive some advantage or benefit inconsistent with official duty and the rights of others.

Corruption may include (but is not limited to):

- conflict of interest;
- dishonesty using influence;
- blackmail;
- failure to disclose gifts or hospitality;
- acceptance of a bribe; or
- unauthorised release of confidential, private information or intellectual property.

Serious misconduct - as defined by the Corruption, Crime and Misconduct Act 2003 is when a public officer:

- acts corruptly or corruptly fails to act in the course of their duties; or
- corruptly takes advantage of their position for the benefit or detriment of any person; or
- commits an offence which carries a penalty of two or more year's imprisonment.

Minor misconduct as defined by section 4(d) of the Corruption, Crime and Misconduct Act 2003 occurs if a public officer engages in conduct that:

- i. adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- ii. constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or
- iii. constitutes or involves a breach of trust placed in the public officer by reason of his or her office or employment as a public officer; or
- iv. involves the misuse of information or material that the public officer has acquired in connection with his or her functions as the public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person.

4. Relationship with Policies, Procedures and or Plans

The Shire has a range of policies and processes in place that govern and support its day-to-day operations and decision making.

Fraud and corruption prevention and detection controls are embedded in various policies and processes including (but not limited to):

- Fraud & Control Policy
- Code of Conduct (Employees)
- Code of Conduct (Council Members, Committee Members and Candidates)
- Council Members Entitlements Policy
- Purchasing Policy
- Standards for CEO Recruitment Performance and Termination Policy
- Register of Financial Interest Disclosures

- Register of Gifts
- Complaints Register
- Register of Interest Disclosures

The Shire's policies and documents are reviewed at regular intervals and are available on the Document Centre page of the Shire's website.

5. Internal Control Systems

All business processes, especially those identified as having higher risk of fraud and corruption, are subject to a rigorous system of internal controls that are documented, reviewed and update regularly, and understood by relevant employees.

Strong internal controls are important in protecting against fraud and corruption. In many cases where fraud and corruption are detected, it is possible to identify a fundamental control weakness or failure that either allowed the incident to occur or failed to detect it quickly after it occurred.

Managers must ensure and are responsible for ensuring:

- appropriate work systems, including internal controls, are established and maintained;
- segregation of duties, delegations, access controls and approved processes are in place for high risk areas;
- control assurance reviews are conducted (compliance testing) and failures investigated and remediated.

6. Roles and Responsibilities

Council

Council has the responsibility to adopt the Fraud and Control Policy and Plan.

Audit, Risk and Improvement Committee

The Audit Risk and Improvement Committee's responsibilities include –

- reviewing risk management frameworks and associated procedures for the effective identification and management of fraud risks;
- overseeing development and implementation of the Fraud and Corruption Prevention Plan, and to provide assurance that the Shire has appropriate processes and systems in place to prevent, detect and effectively respond to fraud-related information; and
- providing leadership in preventing fraud and corruption.

CEO

The CEO is responsible for –

- coordinating the fraud and corruption risk assessment process;
- developing and maintaining this Fraud and Corruption Prevention Plan, in consultation with key stakeholders;
- communicating the existence and importance of the Fraud and Corruption Prevention Plan;
- delivering and/or coordinating fraud and corruption training;
- provision of adequate resources to support fraud prevention and ensures the implementation of adequate controls for managing fraud and corruption risks within the Shire; and

- reporting serious or systematic misconduct to the Corruption and Crime Commission and or the Public Sector Commission in accordance with the Corruption, Crime and Misconduct Act 2003.

Management Team (MT)

The Management Team is responsible for –

- implementing initiatives and supporting the Fraud and Corruption Prevention Plan with particular focus on prevention;
- ensuring compliance in managers' areas of responsibility;
- coordinating the fraud and corruption risk assessment process;
- developing and maintaining this Fraud and Corruption Prevention Plan, in consultation with key stakeholders;
- monitoring control weaknesses identified through audits and risk assessments and implement corrective actions;
- communicating the existence and importance of the Fraud and Corruption Prevention Plan; and
- delivering and/or coordinating fraud and corruption training.

Public Interest Disclosure (PID) Officer

The PID Officer investigates disclosures and takes action following the completion of investigations under the Public Interest Disclosure Act 2003.

All Employees

All employees have a responsibility to;

- contribute to preventing fraud and corruption by following the Code of Conduct,
- comply with controls, policies and processes;
- resist opportunities to engage in fraudulent or corrupt behaviour;
- complete mandatory fraud awareness training; and
- report suspected fraudulent or corrupt incidents or behaviour.

7. Risk Assessment

Each service area within the Shire will systematically identify, assess and review fraud and corruption risks at least every 2 years and integrate fraud risks into the Shire's risk register for the CEO's and Audit, Risk and Improvement Committee's review.

Accordingly, a key outcome of the fraud and corruption risk assessment process is the development of a treatment plan that specifically addresses the risks identified.

These measures should be monitored for effectiveness over time and adjusted as needed.

8. Reporting Suspected Fraud and Corruption Incidents

The Shire's Public Interest Disclosure (PID) Information Guidelines provide clear direction in regard to employees reporting suspicious or known illegal or unethical conduct. The policy also provides for alternative internal means by which to report matters of concern.

Reports can be made anonymously. Anonymous reports will be examined and investigated on the available evidence.

All employees have the right to make a disclosure in accordance with the Public Interest Disclosure Act 2003. This is encouraged where any person wishes to access the protections afforded by the Act.

The Shire’s Public Interest Disclosure Information Guidelines are available on the Shire’s website at [Public Interest Disclosures](http://www.westarthur.wa.gov.au/public-interst-disclosures-pid) (www.westarthur.wa.gov.au/public-interst-disclosures-pid).

Anonymous complaints may be made to a range of external agencies such as the Crime and Corruption Commission or the Public Sector Commission. Please refer to their websites for further details.

[Corruption and Crime Commission](http://www.ccc.wa.gov.au/report_misconduct) (www.ccc.wa.gov.au/report_misconduct)

[Public Sector Commission](http://www.wa.gov.au/organisation/public-sector-commission/minor-misconduct-public-officers) (www.wa.gov.au/organisation/public-sector-commission/minor-misconduct-public-officers)

The Shire will protect whistleblowers and ensure confidentiality, natural justice and procedural fairness in all investigations where reports are made regarding suspected fraud and or corruption.

9. Planning and Resourcing

The Shire is committed to allocating the required resources across the organisation to ensure appropriate controls in regard to fraud and corruption. In particular, resources will be made available to –

- develop and implement the Plan;
- undertake fraud and corruption risk assessments;
- deliver organisational training and awareness;
- review incidents reports; and
- undertake investigations.

The Table 9.1 outlines the action the Shire will undertake to develop and implement the Plan.

Table 9.1

Objective	Action	Responsible Officer	Timeframe
Planning	Review Fraud and Corruption Control Plan in 2026.	Manager Corporate Services	Complete
	Monitor the operation of the Fraud and Corruption Control Plan through the internal audit processes.	Manager Corporate Services	Annual
	Communicate the Fraud and Corruption Control Plan	Manager Corporate Services	Ongoing
	Review the Fraud and Corruption Control Plan.	Manager Corporate Services	Once every 2 years
	Fraud Awareness Training for Employees and Elected Members	Manager Corporate Services	Annual

	Dissemination of Public Interest Disclosure Policy and Officer’s details on the internet.	Manager Corporate Services	Ongoing
	Pre employment screening for all new employees	Manager Corporate Services	Ongoing
Ensure that an appropriate level of resources is applied to controlling fraud and corruption risk.	Appoint a Fraud and Corruption Control Officer.	CEO	Ongoing
Internal Audit Activity	Fraud and Corruption risks are considered and featured in internal audit activities.	CEO	Ongoing

10. External Resources

Where required, external assistance will be engaged to support the delivery of any aspect of this Plan.

11. Prevention

Robust internal controls and systems are a prime defence mechanism against fraud and corruption. These controls include but are not limited to those detailed in Table 11.1.

Table 11.1

Objective	Action	Responsible Officer	Timeframe
Implementing and Maintaining an Integrity Framework	Codes of Conduct deemed as key enablers are monitored and regularly reviewed.	Manager Corporate Services	Annual
	Leadership Team – lead by example in which behaviours to follow.	CEO, Managers	Ongoing
	Ethical culture and awareness of fraud and corruption prevention to be promoted and monitored through Code of Conduct training.	Manager Corporate Services	Induction and Ongoing, breaches monitored, and trends addressed through policies, training and reporting.
	Declarations of interest procedures to be maintained and reviewed.	Manager Corporate Services	Once every 2 years
	Staff advised of their obligations when receiving gifts and reporting in the Gifts Register.	Manager Corporate Services	Ongoing and as required
	Dissemination of Public Interest Disclosure Policy and Officer’s details on the internet.	Manager Corporate Services	Ongoing

Management Commitment to Control Risks of Fraud and Corruption	Leadership has a high-level awareness of the risks of fraud and corruption, and if not, appropriate awareness training is provided.	CEO, Managers	Ongoing
Accountability	Statement to promote staff accountability for their own work processes.	Manager Corporate Services	Ongoing
	Preventing fraud and corruption is annotated in the position descriptions.		
Internal Controls	Biannual reports to the Audit, Risk and Improvement Committee on the review and improvement of the Shire's internal control framework.	Manager Corporate Services	Biannual
	Fraud and Corruption Control Policy/Plan available to all staff via the Document Centre.		
	Internal audit to regularly review processes and provide recommendations in respect of fraud and corruption risks.		
	Review segregation of duties and delegations		Annual
Assessing Fraud and Corruption Risk	Continually assess fraud and corruption risks.	CEO, Manager Corporate Services	Ongoing
	Monitor and review the fraud and corruption complaints.		
	Ensure all new employees receive Code of Conduct training in their induction and throughout the period of their employment, appropriate to their level of responsibility.	Manager Corporate Services	As required
	Ensure updates and changes to fraud related policies, procedures, Code of Conduct etc. are effectively communicated to all employees.	Manager Corporate Services	As required
	Encourage staff to report any suspected incidences of fraud or corruption.	CEO, Managers	Ongoing
	Implement data analytics and exception reporting in finance and procurement.	Manager Corporate Services	Ongoing
Employment Screening	Pre-employment screening to validate applicant qualifications, identity, working with children, transcripts and other certifications.	Manager Corporate Services	As required

	Pre-employment screening is included and monitored as part of the recruitment policy/procedure.		Ongoing
Supplier Vetting	Review Purchasing policy to ensure suppliers are bona fide.	Manager Corporate Services	Annual
	Undertake Vendor audits.		Ad hoc

12. Detection

The Shire has the following measures as detailed in Table 12.1 in place to identify and detect incidents of fraud and corruption.

Table 12.1

Objective	Action	Responsible Officer	Timeframe
Detection System	Conducting unscheduled internal reviews and audits on a surprise basis.	Manager Corporate Services	Ad hoc
	Comprehensive fraud and corruption risk audit to include a review of: <ul style="list-style-type: none"> • IT and information security • Grants and other payments • Tendering processes, purchasing and contract management • Services provided to the community • Revenue collection • Use of credit cards • Travel allowance and other allowances • Salaries • Money, property and other physical assets 	Manager Corporate Services, Manager Financial Reporting	Annual
	Annual report to Audit, Risk and Improvement Committee regarding the position of Risk Management, Internal Controls and Legislative Compliance.	Manager Corporate Services	Annual
External Auditor	External audit of appropriateness and effectiveness of Shire systems and procedures in relation to: <ol style="list-style-type: none"> i. Risk management ii. Internal control iii. Legislative compliance 	CEO, Manager Corporate Services, Manager Financial Reporting, Audit, Risk and Improvement Committee	Once in every four financial years
Avenue for Reporting	There are adequate means for reporting suspicious or known illegal	CEO, Manager Corporate Services	Ongoing

	or unethical conduct available to all personnel.		
Public Interest Disclosure	Dissemination of Public Interest Disclosure Policy and Officer’s details on the internet.	Manager Corporate Services	Ongoing
Whistle Blower Protection	Monitor policy to actively protect whistleblowers.	CEO, Managers	Ongoing
Accountability	Statement to promote staff accountability for their own work processes.	Manager Corporate Services	Ongoing
	Preventing fraud and corruption is annotated in the position descriptions.		
Supplier Vetting	Review Tendering and Purchasing policies to ensure suppliers are bona fide.	Manager Corporate Services	Annual
	Undertake Vendor audits.		Ad hoc
	Conduct random supplier and invoice integrity checks.	Manager Corporate Services	Bi-annual
Actual vs Budget Analysis	Monitor actual income or expenditure.	Managers, Budget Responsible Officers	Ongoing

13. Response

Fraud response as detailed in Table 13.1 is a key element of the overall Fraud and Control Plan. As fraud and corruption are criminal offences the primary responsibility for investigating and initiating prosecution for suspected fraud or corruption rests with the Police Service.

Table 13.1

Objective	Action	Responsible Officer	Timeframe
Policies and Procedures	Fraud and Corruption Control Policy/Plan reviewed, maintained and communicated.	CEO, Manager Corporate Services	Once every 2 years
Investigation	Internal Investigation process established.	CEO, Manager Corporate Services,	As required
	Appointment of external investigator		
Internal Reporting	Maintain a fraud and corruption incident register.	Manager Corporate Services	Ongoing
	Table fraud and corruption incident register at the Audit, Risk and Improvement Committee meeting.	CEO	Six monthly
Disciplinary Procedures	Disciplinary action, which may include termination of employment, is taken against officers involved in any misconduct in accordance with the Shire’s policies.	CEO, Managers	As required

External Reporting	The Shire will report suspected fraudulent and corrupt conduct in accordance with the <i>Corruption, Crime and Misconduct Act 2003</i> , and to the Police where appropriate.	CEO, Managers	As required
Civil Action for Recovery of Losses	The Shire may seek to recover any money or assets lost due to incidents of fraud and corruption where appropriate.	CEO, Manager Corporate Services	As required
Review of Internal Controls	Where fraud is detected, assess adequacy of internal controls and consider whether improvements are required.	Manager Corporate Services	As required
Fidelity Guarantee Insurance	Maintain a fidelity guarantee insurance policy, which insures the entity against the risk of loss arising from internal fraudulent conduct.	Manager Corporate Services	Ongoing

14. Review

The Fraud and Control Plan will be reviewed at least once every two years. The next review will be due in 2028.

12.6 SHIRE OF WEST ARTHUR INTEGRITY FRAMEWORK 2026

File Ref:	ADM965
Location:	N/A
Applicant:	N/A
Author:	Rajinder S Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	12/03/2026
Disclosure of Interest:	Nil
Attachments:	1. Shire of West Arthur Integrity Framework 2026

SUMMARY:

Council is requested to consider adopting the Shire of West Arthur Integrity Framework 2026.

BACKGROUND:

The Shire of West Arthur delivers a variety of services and manages public resources with a strong focus on ethics, transparency, and accountability. To ensure community trust, the Shire employs systems to prevent, detect, and respond to misconduct, fraud, and corruption.

The Integrity Framework 2026 outlines expectations for Council members, management, and staff, summarising governance mechanisms such as internal controls and formal reporting. It promotes continual improvement by aligning integrity risks with broader risk strategies and prioritises education and capability-building for all stakeholders.

COMMENT:

The Integrity Framework 2026 brings together the Shire's key integrity-related policies, controls and practices into a single, accessible reference document. Adoption of the Framework will support consistent standards of ethical conduct, improve awareness of reporting and response pathways, and strengthen the Shire's governance and assurance environment. The Shire acknowledges the valuable contribution made by the intern from the University of Western Australia's McCusker Centre for Citizenship in assisting with the development and consolidation of this Framework.

The Shire of West Arthur Integrity Framework 2026 was presented to the Audit, Risk and Improvement Committee (ARIC) on Monday, 16 March 2026. Following its review, the Committee has recommended that Council adopt the Shire of West Arthur Integrity Framework 2026.

CONSULTATION:

Chief Executive Officer
Annette Sanner – Intern from the McCusker Centre
Records Officer

STATUTORY ENVIRONMENT:

Local Government Act 1995
Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS:

Nil

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.

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Risk Matrix:

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Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (25)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Non-compliance with regulations or policies can lead to reputational, financial, or operational harm. Causes include weak processes, poor training, or insufficient oversight.
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)	Adopt the Shire of West Arthur Integrity Framework 2026 as presented.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopt the Shire of West Arthur Integrity Framework 2026, as presented.

Shire of West Arthur



Integrity Framework 2026



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1. The CEO's message – Promoting Integrity

The Shire of West Arthur provides a comprehensive array of services, programs, and facilities to its community, with a justified expectation that these are delivered and managed efficiently and effectively. As stewards of public funds and personal information, the Shire is obligated to establish and maintain the trust of its community in the utilisation of these resources, ensuring an overall benefit for the entire community. This trust is cultivated and sustained by ensuring that all individuals associated with the Shire of West Arthur, including elected members, employees, contractors, suppliers, and volunteers, operate with integrity and conduct themselves in an ethical, transparent, and accountable manner.

Integrity is fundamental to good governance, and organisations that uphold integrity not only minimise instances and impacts of misconduct, fraud, and corruption but also achieve organisational benefits such as enhanced productivity and efficiency, positive working relationships, and effective collaboration and engagement. The Shire's Integrity Framework aims to guide the organisation in providing the highest level of integrity for its community. It consolidates the instruments, processes, and structures within the organisation that promote integrity and help prevent corruption and misconduct.

The Shire of West Arthur is committed to ensuring that all elected members, employees, contractors, suppliers, and volunteers comprehend and operate within the Integrity Framework, and that the elements contained within are continuously enhanced and reviewed so that integrity becomes an integral part of the Shire's daily business, decision-making, and operations.

Vin Fordham Lamont

Chief Executive Officer

2. Integrity

2.1 Defining Integrity

Integrity in local government refers to the consistent alignment of public officials’ decisions and behaviours with shared ethical values, established standards, and the overarching obligation to prioritise the public interest. It entails acting transparently, accountably, and impartially, including in circumstances where oversight is limited. Integrity is demonstrated when public officials subordinate personal interests to the collective welfare of the community and ensure that their actions could withstand informed public scrutiny.

Integrity is important in ensuring the Shire of West Arthur is trusted and accountable for its actions. It is achieved by:

- **Embedding ethical conduct as the foundation of democratic governance**

By consistently applying ethical standards, the Shire of West Arthur reinforces public legitimacy, enhances institutional credibility, and ensures fair and effective service delivery in direct interaction with our community.

- **Recognising and mitigating ongoing integrity risks**

Bribery, undue influence, and the misuse of gifts or benefits remain persistent threats. Acknowledging these risks is essential for protecting decision-making from distortion and safeguarding public confidence.

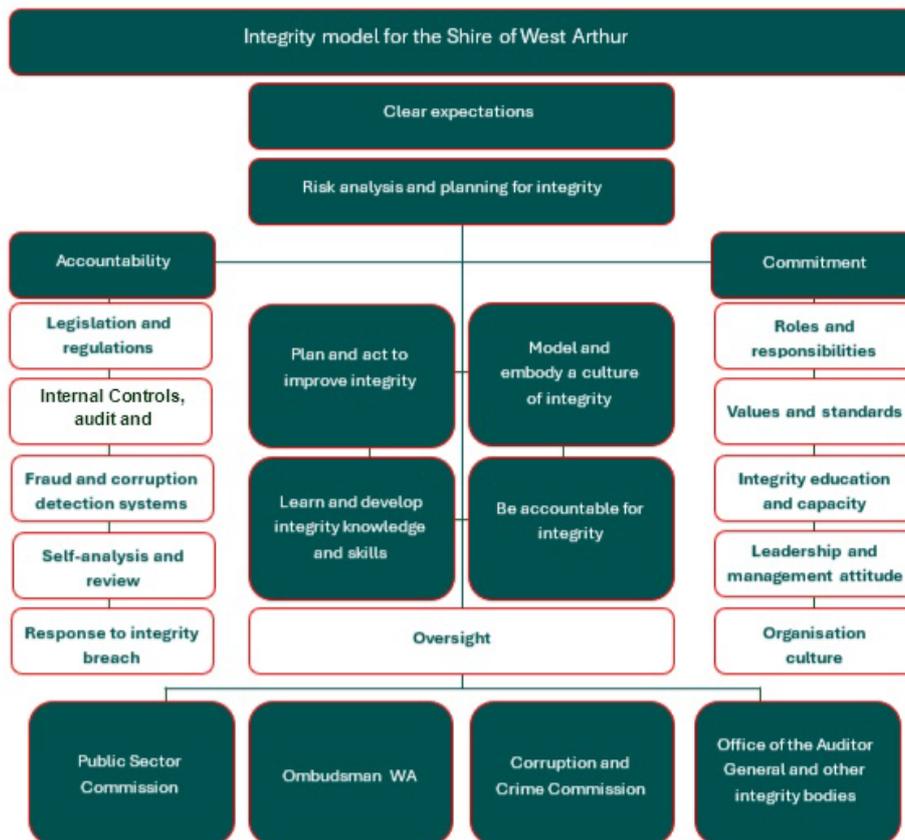
- **Establishing a shared understanding of integrity and strong leadership commitment**

A clearly defined and commonly accepted concept of integrity enables consistent behavioural expectations and policy alignment. Leadership plays a central role in setting the tone and embedding integrity as an operational norm.



2.2 Integrity Model at the Shire of West Arthur

The Shire of West Arthur’s integrity framework brings together the instruments, processes, structures and conditions required to foster integrity and prevent corruption at the Shire. Our integrity framework includes elements of risk management, management and commitment, deterrent and prevention measures, detection measures, and staff education and training.



The Shire’s Integrity Model is underpinned by three of the Shire’s organisational values:

Leadership

- Being ethical and acting with integrity.
- Leading by example, being decisive, setting direction and providing good governance.
- Maintaining open and transparent communication across the whole organisation.

Honesty

- Being truthful and acting with personal integrity.
- Admitting mistakes, taking responsibility for them and being able to move on within a no-blame culture.
- Building trust through reliability and consistency.

Accountability

- Being accountable to each other, to the community, and to get things right the first time.
- Being accountable to the environment and Aboriginal culture.
- Being accountable to achieve the best outcome and best value of money for our community.

3. Plan and Act to Improve Integrity

3.1. Roles and Responsibilities

The Shire’s Integrity Framework encompasses areas tasked with defining, supporting, managing, and enforcing integrity throughout the organisation. This includes essential components like the Council and Committees or individuals charged with implementing integrity policies, as well as supplementary areas that, while not directly supporting the Integrity Framework, are essential for its operation. Clearly assigning responsibilities within the Shire’s operations is crucial to ensure collaboration, avoid overlaps, and prevent fragmentation. These responsibilities involve developing, implementing, monitoring, and evaluating integrity standards and tools. The following table outlines the various bodies or positions within the Shire of West Arthur that are integral to the City’s integrity system.

Body/ Position	Integrity Responsibilities
Council	<ul style="list-style-type: none"> • Complies with and operates lawfully and in accordance with the Local Government Act 1995 and other relevant legislation. • Responsible for oversight of integrity matters and strategic governance. • Sets integrity expectations and embodies these through the Shire’s: <ul style="list-style-type: none"> → Code of Conduct for Council Members, Committee Members and Candidates. → Risk Management Framework. → Integrity Framework. • Authorises policy relating to integrity matters. • Delegates powers and functions to the Chief Executive Officer and relevant officers.

Body/ Position	Integrity Responsibilities
	<ul style="list-style-type: none"> • Endorses the City’s Annual Compliance Audit Return. • Appoints members and adopts the Terms of Reference of the Audit, Risk and Improvement Committee.
Elected Members	<ul style="list-style-type: none"> • Adheres to and always demonstrates the highest standard of conduct and integrity in the discharge of their duties. • Models a culture of integrity through the active demonstration of the Shire’s values and by communicating the importance of meeting integrity standards. • Participates in the Council’s decision-making processes in an impartial, unbiased and informed manner. • Gives due consideration to all matters and information contained in Council Agendas and Business Papers. • Manages, declares and records gifts and conflicts of interest.
Audit, Risk & Improvement Committee	<ul style="list-style-type: none"> • Acts in accordance with its Terms of Reference. • Monitors the effectiveness of the Shire’s Risk Management Framework including integrity risks. • Receives reports on strategic integrity matters. • Considers reports by the Office of Auditor General including but not limited to the annual external audit. • Reports to Council on integrity risks, audit activities and integrity controls.
Executive Management Team	<ul style="list-style-type: none"> • Comply with and operate lawfully and in accordance with the Local Government Act 1995 and other relevant legislation. • Adhere to and always demonstrate the highest standard of conduct and integrity in the discharge of their duties. • Drive a culture of integrity through the active demonstration of the Shire’s values and by communicating the importance of meeting integrity standards. • Participate in the Shire’s decision-making processes in an impartial and unbiased manner. • Deliver optimal and fit for purpose operational performance to meet the expectations and needs of the Shire’s communities. • Share and communicate information on integrity practices and policies and promote ethical behaviour within your team. • Identify, report, manage and control integrity risks. • Provide advice and support to staff on integrity matters.

Body/ Position	Integrity Responsibilities
	<ul style="list-style-type: none"> • Manage, declare and record gifts and conflicts of interest. • Manage and control integrity risks related to conflicts of interest related to the business of the Business Unit.
<p>Manager Corporate Services</p>	<ul style="list-style-type: none"> • Develops and implements core integrity processes and systems for the Shire’s finances. • Ensures compliance with all legislative requirements, policies and procedures related to financial management and reporting, and financial audits. • Manages, declares and records gifts and conflicts of interest.
<p>Employees</p>	<ul style="list-style-type: none"> • Comply with and operate lawfully and in accordance with the Local Government Act 1995 and other relevant legislation at all times. • Adhere to and always demonstrate the highest standard of conduct and integrity in the discharge of their duties. • Reflect the Shire’s values and integrity standards. • Participate in the Shire’s decision-making processes in an impartial and unbiased manner. • Comply with all Shire policies and work directions. • Apply appropriate practices for risk management, internal controls, and fraud and corruption prevention. • Report misconduct, corruption or fraud. • Participate in training and development opportunities to enhance integrity awareness, knowledge and capacity. • Manage, declare and record gifts and conflicts of interest.
<p>Contractors / Suppliers</p>	<ul style="list-style-type: none"> • Adhere to the Shire’s Code of Conduct for Employees, Volunteers and Contractors. • Comply with and operate lawfully and in accordance with relevant contractual and legislative obligations as detailed in contracts with the Shire. • Comply with Shire policies, processes and systems developed for organisational (and contractor) integrity. • Manage, declare and record conflicts of interest.
<p>Volunteers</p>	<ul style="list-style-type: none"> • Adhere to the Shire’s Code of Conduct for Employees, Volunteers and Contractors.

Body/ Position	Integrity Responsibilities
	<ul style="list-style-type: none"> • Comply with and operate lawfully and in accordance with relevant contractual and legislative obligations as detailed in contracts with the Shire. • Comply with Shire policies, processes and systems developed for organisational (and volunteer) integrity. • Manage, declare and record conflicts of interest.

3.2. Legislation and Regulations

The primary legislative instrument governing the Shire of West Arthur is the Local Government Act 1995. This Act provides the Shire with the authority to make and enforce local laws, adopt policies and strategies, and carry out its responsibilities in accordance with the expectations of the community. It forms the foundation for the Shire’s administrative and decision-making functions, including planning, financial management, service delivery, and public accountability.

In addition to its enabling legislation, the Shire is subject to a range of State and Commonwealth laws that shape its obligations across integrity, financial stewardship, transparency, recordkeeping, and conduct. These include the Corruption, Crime and Misconduct Act 2003, which governs the reporting and management of serious misconduct; the Financial Management Act 2006, which sets principles for financial accountability; and the State Records Act 2000, which establishes standards for creating and managing public records. The Shire must also comply with the Freedom of Information Act 1992, supporting public access to information; the Public Sector Management Act 1994, which outlines standards for public administration and employee conduct; the Public Interest Disclosure Act 2003, which protects individuals reporting wrongdoing; and the Equal Opportunity Act 1984, which promotes fair and non-discriminatory practices. Together, these Acts help ensure the Shire’s operations remain transparent, responsible, and consistent with broader public sector expectations.

The Shire’s legislative obligations are further supported by policies, procedures and planning instruments. Together, these instruments form the legal and regulatory backbone of the Shire’s integrity framework and help guide its day-to-day operations, decision-making processes and long-term planning.

4. Risk Analysis and Planning for Integrity

The Shire’s Risk Management Policy has been developed to ensure that sound Risk Management practices and procedures are fully integrated into the Council’s strategic and operational planning processes and provide direction on how Council is to manage risk. This Policy was developed using International Organisation for Standardisation (ISO) Standard 31000:2018 Risk Management – Principles and Guidelines. The Policy and the supporting documentation and practice will be reviewed in the 2025-26 financial year as part of the Council’s commitment to best practice in risk management.

4.1. Internal controls, audit and governance

The Shire undertakes activities and implements internal controls to minimise its integrity risks including the following:

Policies and Procedures: one responsibility of a Council under the Local Government Act is to adopt policies guiding the Shire’s operations and decision making. The policies span various areas such as governance, corporate and community services, people and culture, etc., and are reviewed every four years or on an as needs basis. Council policies can be viewed on the Shire’s website: <https://www.westarthur.wa.gov.au/documents/760/shire-of-west-arthur-policy-manual>

The Shire adopted the following policies, procedures, documents to embed integrity into its day-to-day operations:

Policy Title	How it relates to integrity	Custodian
C7- Code of Conduct for Council Members, Committee Members & Candidates	Supports integrity by setting clear behavioural standards for elected members and candidates, promoting honesty, impartiality, transparency, and appropriate management of conflicts of interest in decision making.	CEO
PC12- Employees Code of Conduct	Supports integrity by defining expected standards of ethical conduct for employees, including impartial service delivery, appropriate use of information and resources, and avoidance and disclosure of conflicts of interest.	CEO
C6 - Code of Conduct Complaint Handling	Supports integrity by providing a transparent, fair and accessible process for managing behaviour complaints about Council Members, Committee Members and Candidates, reinforcing accountability under the Code of Conduct.	CEO

Policy Title	How it relates to integrity	Custodian
F22 - Fraud and Control	Supports integrity by establishing principles and responsibilities for preventing, detecting and responding to fraud and corruption, helping protect public resources and maintain community trust.	CEO
F25 - Risk Management Policy	Supports integrity by requiring systematic identification, assessment and management of risks, including integrity and misconduct risks, and linking risk controls to governance, internal control and decision making.	CEO
F29 - Purchasing Policy	Supports integrity by mandating fair, consistent and transparent purchasing processes, managing conflicts of interest, ensuring probity and proper recordkeeping in procurement decisions.	Manager Corporate Services
F5 - Investment of Surplus Funds	Supports integrity by requiring prudent, lawful and transparent investment of surplus funds, with restrictions on speculative investments and reporting requirements that safeguard public money.	Manager Corporate Services
C18 - Equal Opportunity, Harassment & Bullying	Supports integrity by promoting a fair, discrimination-free and harassment-free workplace, ensuring employment decisions are merit-based and consistent with equal opportunity legislation.	CEO
C3 - Audit & Risk Management Committee – Terms of Reference	Supports integrity by defining the committee’s role in overseeing financial reporting, internal control, risk management, legislative compliance and audit, strengthening assurance and independent oversight.	CEO
C4 - Behaviour Complaints Committee Terms of Reference	Supports integrity by establishing governance arrangements for the Behaviour Complaints Committee to deal with alleged breaches of the Council Members’ Code of Conduct in a structured and impartial way	CEO

Policy Title	How it relates to integrity	Custodian
C5 - CCTV & Data Management	Supports integrity by regulating the use, access and release of CCTV footage, protecting privacy and ensuring appropriate, accountable use of surveillance information in investigations and compliance activities.	CEO
C9 - Internal Control	Supports integrity by requiring robust internal controls to prevent fraud, mismanagement and misuse of resources, and by recognising integrity policies and procedures as core control mechanisms.	CEO
C11 - Legislative Compliance	Supports integrity by mandating systems and processes to identify, comply with and monitor legislative obligations, including mechanisms to report and address non-compliance.	CEO
C16 - Commencing Legal Action	Supports integrity by setting principles for when and how legal action is commenced, ensuring decisions are authorised, consistent, and in the public interest rather than driven by personal or political motives	CEO
C19 - Execution of Documents and Use of Common Seal	Supports integrity by controlling how documents and the common seal are executed, ensuring authority, proper approvals and accurate records for binding commitments of the Shire.	CEO
C22 - Public Interest Disclosure	Supports integrity by providing a framework for public interest disclosures, protecting whistleblowers and ensuring serious wrongdoing is appropriately reported, investigated and addressed.	CEO
C26 - Related Party Disclosures	Supports integrity by requiring transparent disclosure and management of related party relationships and transactions, reducing the risk of undisclosed conflicts and preferential treatment.	CEO
F8 - Asset Management	Supports integrity by ensuring assets are planned, maintained and renewed responsibly, safeguarding public assets, meeting legislative obligations and supporting informed, sustainable decisions.	Manager Corporate Services
F17 - Record Keeping	Supports integrity by requiring accurate creation, capture, protection and lawful access to records, providing reliable evidence of decisions and actions and supporting transparency, accountability and FOI.	Manager Corporate Services
F18 - Senior Employees	Supports integrity by designating senior employee roles and linking them to related party and governance requirements, clarifying accountability at senior levels of the organisation.	CEO

Policy Title	How it relates to integrity	Custodian
F24 - ICT Risk Management	Supports integrity by requiring ICT risks (including security, availability and confidentiality of information) to be identified and managed, protecting information assets that underpin transparent and reliable operations.	Manager Corporate Services
F27 - ICT Incident Management Procedures	Supports integrity by setting expectations for reporting, responding to and recording ICT incidents, ensuring timely remediation, learning from incidents and maintaining reliable systems and data.	Manager Corporate Services
F28 - Revenue Collection	Supports integrity by prescribing consistent, fair and transparent revenue collection and debt management practices, ensuring monies owed are pursued appropriately, and write-offs are controlled.	Manager Corporate Services
F31 - Information and Communication Technology Asset Disposal Policy	Supports integrity by controlling how ICT assets are disposed of, ensuring data is securely removed, assets are not misused, and disposal complies with legislative and delegation requirements.	Manager Corporate Services
F34 - Digitisation Policy	Supports integrity by setting rules for digitising records so that electronic copies are reliable, authentic and admissible, allowing paper records to be managed or disposed of in a controlled way.	Manager Corporate Services
F35 - Source Records Policy	Supports integrity by defining how original 'source' records are managed once digitised, ensuring ongoing evidentiary value and compliance with records standards and disposal authorities.	Manager Corporate Services
PC4 - Employee Gratuities & Gifts	Supports integrity by regulating gifts and gratuities to employees, reducing the risk that benefits influence decisions or create perceptions of favouritism or impropriety.	CEO
PC7 - Discrimination, Harassment and Prevention of Bullying Policy	Supports integrity by prohibiting discrimination, harassment and bullying, requiring respectful conduct and providing avenues to address unacceptable behaviour, thereby reinforcing ethical culture.	CEO

Policy Title	How it relates to integrity	Custodian
PC8 - Grievance, Investigation and Resolution Policy	Supports integrity by providing a structured process for raising, investigating and resolving staff grievances in a fair, timely and confidential manner, independent of undue influence.	CEO
PC9 - Disciplinary Policy	Supports integrity by outlining how alleged misconduct is assessed and what disciplinary actions may follow, ensuring responses are consistent, procedurally fair and proportionate.	CEO
C25 - Professional Development of Council Members	Supports integrity by ensuring Council Members have access to appropriate training and development, including governance and ethics, so they can discharge their duties competently and responsibly.	CEO

4.2. Fraud and corruption detection systems

The Shire’s Fraud and Corruption Control Policy demonstrate the Shire’s commitment to the prevention, detection, response and monitoring of fraud and corrupt activities. The Shire has a zero tolerance for fraud or corruption and will take all reasonable steps that are necessary to prevent fraud and corruption from occurring.

Financial management detection systems include:

- Monthly data and exception issues analysis/reporting.
- Monthly reconciliations and review of exception reports.
- Fortnightly payroll certification reports and monthly payroll data integrity checking.
- Internal audit reviews.
- Annual statutory external audit by the Office of the Auditor General and reporting in the Shire’s Annual Report.
- Annual budget process and mid-year review to critically review and examine forward budget projections.
- Annual review of the Strategic Financial Management Plan.

Governance detection systems include:

- Regular review of conflicts of interest, gifts and declarations.
- Regular review of registers to ensure compliance with legislative/policy requirements.
- Quarterly review of legislative compliance

5. Model and embody a culture of integrity

A strong integrity culture does not emerge by chance; it is intentionally shaped through shared values, consistent behaviours and organisational systems that reinforce ethical expectations. For the Shire of West Arthur, cultivating such a culture ensures that officers act in the public interest, strengthens community trust and reduces the risk of misconduct or corruption. Integrity must be visible in everyday actions, conversations, decisions and service delivery.

5.1. Values and standards

The Shire's values and standards define the behaviours, attitudes and principles that guide all officers in their work. They articulate what the Shire stands for and set clear expectations for how employees, elected members, contractors and volunteers interact with each other and the community.

The Shire promotes accountability, connection and excellence as its core values. These are supported by practical standards of behaviour that ensure decisions are made fairly, impartially and with appropriate care. Officers are expected to act lawfully, manage conflicts of interest, uphold the reputation of the Shire and treat all people with courtesy and professionalism.

To be meaningful, these values and standards are embedded into daily work practices. They are reflected in the Code of Conduct, recruitment and induction processes, performance management, customer service, procurement activities and community interactions. Clear standards provide officers with confidence about what is expected of them and help create a consistent ethical foundation across the organisation.

5.2. Leadership and management attitude

Leaders at all levels play a critical role in shaping and sustaining a culture of integrity. Their actions, decisions and communication signal what the Shire considers acceptable and important. When leaders demonstrate integrity consistently, it empowers others to do the same.

Leadership at the Shire sets a clear and unambiguous tone that integrity is essential and non-negotiable. Leaders model ethical behaviour, uphold the Shire's values, and ensure their conduct aligns with organisational expectations. They are responsible for identifying emerging risks, addressing behavioural concerns early, encouraging reporting of issues and ensuring that policies and processes are applied consistently.

The Shire's leaders foster an environment where officers feel safe to raise concerns, suggest improvements and speak openly about risks. They actively support fair decision-making, transparency, accountability and continuous learning. Through their example, they help embed integrity as a natural and consistent part of organisational life.

The Shire's leadership fosters integrity by:

- Comprehending and applying management and monitoring tools, such as performance management, procedures for addressing substandard performance, and disciplinary and reporting protocols.

- Maintaining consistency and clarity in expectations, ensuring they are in line with values and policies, and engaging in difficult conversations about performance and integrity.
- Trusting their team while still fulfilling their duties by overseeing work performance and integrity standards and addressing any concerns that arise.
- Taking consistent, appropriate, and proportionate actions to address issues.
- Fostering environments where employees feel safe to challenge the status quo by speaking up.

By adhering to established ethical standards, employees and leaders are more likely to act responsibly when under pressure, which bolsters resilience and continuity, especially in times of crisis.

5.3. Organisation culture

The Shire's organisational culture reflects the shared beliefs and practices that shape how officers work, interact and respond to challenges. A culture built on integrity strengthens internal trust, supports effective service delivery and makes the Shire more resilient to misconduct, fraud and corruption.

A positive integrity culture is one where officers feel responsible for ethical behaviour, understand the consequences of their actions and are committed to acting in the public interest. It is reinforced by clear communication, accessible policies, strong governance systems and consistent leadership.

The Shire promotes a culture that values openness, accountability, respectful communication and continuous improvement. Officers are encouraged to raise concerns, report breaches and identify opportunities to strengthen integrity practices. Integrity expectations are incorporated into training, team discussions and decision-making processes, ensuring they remain visible and relevant.

The Shire also supports a learning environment, recognising that awareness, education and shared understanding are essential for maintaining integrity. By continually monitoring cultural indicators, reviewing behaviour expectations and promoting ethical practices, the Shire's organisational culture remains strong, coordinated and aligned with community expectations.

6. Learn and develop integrity, knowledge, and skills

6.1. Integrity Education and Capacity

As part of its ongoing commitment to improvement and to build integrity capacity, knowledge and skills among its Council members, employees, contractors and volunteers, the Shire will implement enhancements to its existing training program, through the provision of refresher courses and the delivery of knowledge in accessible ways (both formally and informally) to ensure that our people have a genuine understanding and knowledge of their obligations and opportunities to improve the integrity of their work.

The Shire currently provides regular proactive mandatory training in accountable and ethical decision making, an introduction to the principles of governance in local government and a program of inductions for new starters.

Further opportunities exist to better deliver knowledge in the following areas:

- Council Policy initiatives and changes
- Public Interest Disclosures and reporting suspected wrongdoing
- Disclosures of gifts and interests
- Management of conflicts of interest
- Use of Council resources

An enhanced program of training will be developed as an outcome of the Integrity Framework. In addition to the existing formal and informal integrity advisory service provided by the Shire's Corporate Service team, the Integrity Framework will mandate the development of accessible and plain language resources to assist and guide the Shire's people. This resource will be particularly aimed at those wishing to self-direct their own integrity learning, or who may prefer to seek advice anonymously, particularly concerning disclosures and reporting suspected wrongdoing.

The Governance team engages from time to time and as necessary with the Public Sector Commission, WA Ombudsman, the Crime and Corruption Commission, WA Local Government Association and Department of Local Government, Industry Regulation and Safety to ensure it is up to date with developments in the integrity space.

A record of all formal training undertaken by employees is retained on file by the Shire's Corporate Services team. A register of Councillor training is published on the Shire's website and reported to Council annually. Records of contractor inductions are also maintained. The Shire's program of training and development is regularly monitored and reviewed.

7. Be accountable for integrity

Every Councillor, employee, contractor and volunteer of the Shire of West Arthur is accountable for the integrity of their actions, which includes the obligation to report suspected misconduct or wrongdoing. The ultimate accountability rests with the Chief Executive Officer and the Council, which work in partnership to ensure that the Shire's approach to eliminating the risks of corruption and misconduct are robust and fit for purpose. A key element of the Integrity Framework is to set a regime of assurance that the measures and controls in place to support integrity within the organisation.

7.1. Response to integrity breaches

The Shire of West Arthur adopts a zero-tolerance approach to corrupt conduct and maladministration. Any such behaviour will be addressed promptly through established procedures, and, when necessary, reported to the appropriate external authorities. Misconduct encompasses the mismanagement of public resources and improper use of powers and functions by Council members, employees, contractors, or volunteers.

The Shire actively encourages the reporting of suspected corrupt or improper conduct, whether it has occurred, is occurring, or may occur in the future. It is committed to providing protection and support to individuals who report suspected wrongdoing, taking all reasonable steps to shield them from any detrimental action or reprisal. The Shire expressly prohibits Council members and employees from engaging in or attempting acts of victimisation or reprisal against anyone who makes a report.

All allegations of misconduct are subject to thorough investigation and are managed in accordance with the principles of natural justice and procedural fairness. For reports involving the Chief Executive Officer, the President has discretion to refer the matter to an external, independent investigator. Where allegations of misconduct are substantiated, they will be addressed in accordance with relevant legislation, the Code of Conduct, or internal disciplinary processes, and will be reported as appropriate.

Certain types of misconduct impose statutory reporting obligations on the Chief Executive Officer, who must notify the Public Sector Commission, the Department of Local Government, Industry Regulation and Safety (for minor misconduct), the Corruption and Crime Commission (for serious misconduct), and/or the WA Police (for criminal conduct). In cases where misconduct is found, the Shire will use these findings to inform and improve its integrity practices and controls.

Chief Executive Officer and Executive Management Team

The CEO is responsible for the operational oversight of integrity across the organisation. This includes:

- keeping integrity as a standing item in Executive discussions
- undertaking the responsibilities of the Shire's Complaints Officer
- receiving regular reports from across the organisation on:
 - financial performance and any proposed budget adjustments
 - declarations of conflict of interest, secondary employment, gifts and benefits

- o training, development and conduct matters related to integrity
- o risk controls and emerging integrity risks
- o internal audit findings and implementation of corrective actions
- o insights from staff and stakeholder surveys relevant to ethical culture

The Executive Management Team supports the CEO in reviewing this information and ensuring that key decisions are guided by due diligence, sound process and the principles of good governance.

Council, Audit, Risk and Improvement Management Committee

Council and its Audit and Risk Management Committee oversee the Shire's integrity systems at the governance level. Their responsibilities include:

- adopting the Annual Compliance Audit Return and reviewing outcomes
- receiving regular reporting on internal audit coverage and priorities
- monitoring matters relating to misconduct, conflicts of interest or emerging sector-wide risks
- endorsing delegations of authority to the CEO and relevant officers
- overseeing the Shire's Risk Management Framework, including controls that relate to integrity
- reviewing relevant policies and procedures to ensure they remain fit for purpose
- conducting three-yearly reviews of the appropriateness and effectiveness of:
 - o the Shire's financial management systems
 - o internal controls and compliance processes
 - o risk management and integrity-related governance mechanisms

This governance-level oversight helps ensure the Shire's systems remain robust, proportionate and in line with legislative obligations and public expectations.

8. Relevant documents at the Shire of West Arthur

- C7 - Code of Conduct for Council Members, Committee Members and Candidates
- PC12 - Employee Code of Conduct
- C3 - Audit and Risk Committee Terms of Reference and Charter
- F25 - Risk Management Policy
- F22 - Fraud and Control Policy
- C13 - Caretaker Policy in Lead to Elections
- C1 - Attendance at Events by Council Members and CEO
- F12 - Customer Service Policy
- C22 - Public Interests Disclosure Policy
- Community Strategic Plan West Arthur Towards 2031
- Public Registers



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12.7 SHIRE OF WEST ARTHUR WORKFORCE PLAN 2026-2030

File Ref:	ADM013
Location:	N/A
Applicant:	N/A
Author:	Rajinder S Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	15/03/2026
Disclosure of Interest:	Nil
Attachments:	1. Shire of West Arthur Workforce Plan 2026-2030

SUMMARY:

Council is requested to consider adopting the Shire of West Arthur's Workforce Plan 2026-2030 as presented.

BACKGROUND:

The cost of the workforce represents a major element in the delivery of services by Council. As such, the Workforce Plan plays a vital role in shaping both the Long-Term Financial Plan and the annual operational budget. By aligning workforce requirements with available and projected resources, the plan ensures that staffing levels and associated costs are sustainable and support the Shire's service objectives.

Under Regulation 19DA of the Local Government (Administration) Regulations 1996, all local governments are required to develop and integrate plans, referred to as informing strategies, covering asset management, workforce planning, and long-term financial planning. In addition, local governments are permitted to create further informing strategies to address other significant strategic priorities as they see fit.

COMMENT:

Workforce planning, as defined by the Australian National Audit Office (2005), is a continuous process of shaping the workforce to ensure that it can deliver organisational objectives both now and into the future.

This definition highlights several key aspects of workforce planning:

- Workforce planning is an ongoing process rather than a one-off activity.
- It involves a dynamic process, not a static action or fixed set of tasks.
- The purpose of workforce planning is to strategically shape the workforce to meet organisational goals.
- It facilitates change in response to the evolving needs of Local Government.
- Workforce planning is operationally integrated with organisational objectives, ensuring alignment between staffing and strategic direction.
- It is designed to meet immediate, short-term, long-term, and anticipated future workforce requirements.

The development of the Workforce Plan is undertaken by the CEO or by officers and consultants acting under the CEO's direction. Although the preparation process is managed by the administration, formal adoption of the Workforce Plan by Council is a crucial step. This adoption supports Council's responsibilities under section 5.2 of the *Local Government Act 1995*, which requires the establishment of an appropriate organisational structure for effectively administering the Local Government and achieving the objectives set out in the Community Strategic Plan.

To maintain alignment with the evolving needs of the Shire, the Workforce Plan will be reviewed annually. This process ensures the Plan remains relevant and responsive to current workforce requirements and organisational objectives.

CONSULTATION:

Chief Executive Officer
Records/Payroll Officer
DKM Workforce Solutions

STATUTORY ENVIRONMENT:

Local Government Act 1995

5.56. Planning for the future

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

Local Government (Administration) Regulations 1996

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

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

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

POLICY IMPLICATIONS:

F19 – Workforce Planning

FINANCIAL IMPLICATIONS:

The financial implications associated with this plan are thoroughly reviewed on an annual basis, coinciding with the adoption of the Annual budget. This process is essential for maintaining alignment with the organisation's financial objectives and ensures fiscal responsibility is upheld throughout the year. The expenditure required for the development of this plan was incorporated into the current annual budget, providing transparency and accountability in financial planning.

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	Failing to maintain key assets threatens local community services, as neglected infrastructure or equipment can cause disruptions. Ongoing asset management is essential for consistent service delivery.
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	Oversights in governance and compliance.
Risk Action Plan (Controls or Treatment Proposed)	Adopt the Shire of West Arthur Workforce Plan 2026-2030 as presented.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopt the Shire of West Arthur Workforce Plan 2026-2030 as presented.

Shire of West Arthur

Workforce Plan
2026 – 2030



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MESSAGE FROM THE CEO

As the CEO of the Shire of West Arthur, I am pleased to present the 2026 – 2030 Workforce Plan. This plan outlines our approach to managing our workforce to meet the evolving needs and challenges faced by the Shire. Our workforce is the backbone of our organisation, and this plan aims to ensure that we have the right people, with the right skills, in the right positions at the right time.

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

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

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



Vin Fordham Lamont
Chief Executive Officer
Shire of West Arthur

STRATEGIC WORKFORCE PLANNING FRAMEWORK

What is Workforce Planning?

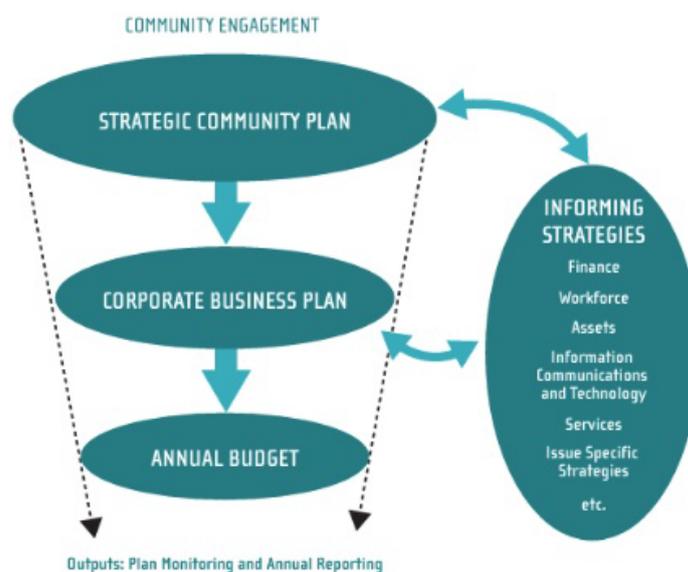
Workforce planning is a continuous and strategic process that ensures the Shire has the right people, in the right roles, at the right time to deliver the objectives outlined in the *Strategic Community Plan* and *Corporate Business Plan*. It involves assessing current and future workforce needs, identifying internal and external factors that influence workforce capability, and developing strategies to address identified gaps.

Effective workforce planning helps the Shire proactively manage change, support organisational resilience, and align staffing resources with service delivery priorities and community expectations. It provides a structured approach to attract, develop, retain, and transition talent, while supporting informed decision-making and long-term sustainability.

The workforce includes not only directly employed staff but also those engaged through contracts and outsourcing arrangements.

Purpose and Principles of Workforce Planning

The Workforce Plan is a core informing strategy under the Integrated Planning and Reporting (IPR) Framework, which is a legislative requirement for all Western Australian local governments. It ensures workforce strategies are aligned with the Shire’s strategic goals and service delivery needs.



The purpose of the Shire’s Workforce Plan is to:

- Attract, develop, and retain a skilled and committed workforce;
- Ensure workforce resources meet current and future service requirements;
- Support safe, inclusive, and productive workplaces; and
- Enable long-term organisational sustainability and adaptability.

- The Shire's approach to workforce planning is guided by the following principles:
- **Strategic alignment** – Workforce strategies are directly linked to the Shire's strategic vision, values, and goals.
- **Integration with corporate planning** – Workforce planning is embedded in the broader IPR Framework and coordinated with asset, financial, ICT, and community planning.
- **Inclusive and collaborative process** – Engagement with managers, employees, and key stakeholders ensures shared ownership and practical implementation.
- **Accountability and delivery** – Clear roles, responsibilities, and timelines support implementation, with leadership oversight.
- **Continuous improvement** – Progress is regularly evaluated, and data is used to refine strategies and improve outcomes.

Integration with the Integrated Planning and Reporting Framework

Workforce planning is one of the key informing strategies within the Shire's IPR Framework. It directly contributes to the alignment and delivery of the following components:

- **Strategic Community Plan** – Ensures the workforce can deliver long-term community priorities and aspirations.
- **Corporate Business Plan** – Aligns workforce resourcing with operational and medium-term planning.
- **Annual Budget** – Informs workforce-related investment and resource decisions.
- **Other Informing Strategies** – Coordinates with financial, asset, ICT, and risk strategies to ensure sustainable service delivery.

The Workforce Plan is reviewed annually to ensure it remains relevant and responsive to changing needs.

SHIRE OF WEST ARTHUR PROFILE

Regional and Community Context

Located in the far southwest of Western Australia's Wheatbelt Region, the Shire of West Arthur spans approximately 2,850 square kilometres and includes the communities of Arthur River, Bokal, Boolading, Bowelling, Cordering, Dardadine, Darkan, Duranillin, McAlinden, Meeking, Mokup, Moodiarrup, and Trigwell.

With a population of around 797 (My council 2022/23), the Shire is a prosperous mixed-farming area underpinned by wool, sheep, grain, and beef production. Supporting industries include timber, forestry, transport, and earthmoving. Non-agricultural services contribute to local resilience, including a primary school, childcare services, a community resource centre, healthcare and aged care services, recreational amenities, and retail offerings.

The Shire's administrative centre is based in the town of Darkan (population approx. 200), located on Coalfields Road, 204 kilometres south of Perth and 115 kilometres east of Bunbury.

Organisational Context

The Shire of West Arthur is governed by a **Council of seven elected members** who provide leadership and strategic direction on behalf of the community. Council is responsible for setting policy, allocating resources, and overseeing the performance of the local government.

The Chief Executive Officer (CEO) is appointed by Council and holds responsibility for the day-to-day operations of the Shire. The CEO leads a workforce that is committed to delivering high-quality services to the community in line with the Council's strategic priorities.

As of January 2026, the Shire employs approximately 24 full-time equivalent (FTE) staff, comprising:

- 20 full-time employees
- 5 part-time employees
- 2 casual or temporary staff

These employees operate across three broad service areas:

- Office of the CEO
- Works and Services
- Corporate Services

The workforce is small, flexible, and deeply embedded in the local community, often performing a wide range of roles that reflect both operational necessities and community needs.

Community Vision and Strategic Alignment

The Shire's Community Strategic Plan: West Arthur Towards 2031 provides a foundation for strategic workforce planning. It articulates a vision that supports people, place, and prosperity:

Community Vision

To be a safe, friendly, welcoming community with a dynamic and expanding local economy. This vision is supported by five key strategic themes, each of which has workforce planning implications:

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

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

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

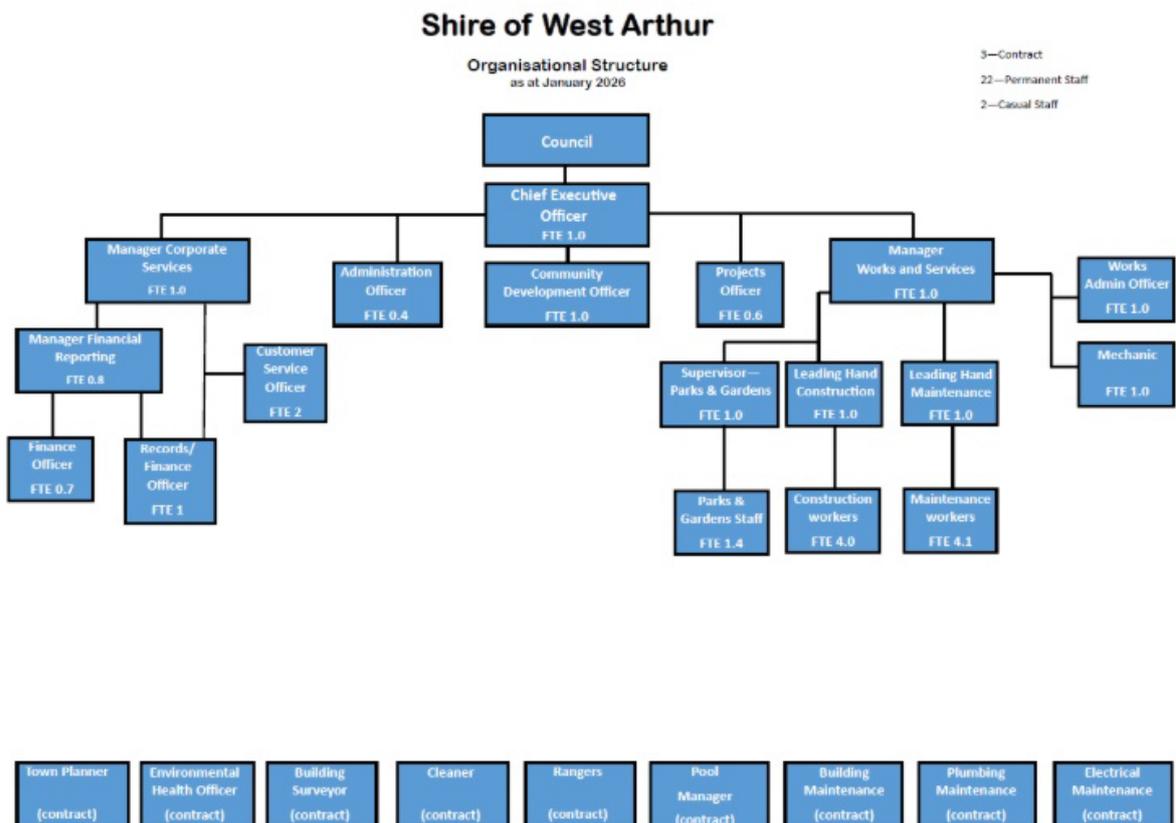
The Natural Environment: We value our natural assets and manage these to meet the needs of the community.

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

As the Shire navigates a range of external and internal challenges, including those associated with workforce supply, technological change, and evolving community expectations, this *Workforce Plan* supports strategic shifts in how services are designed, delivered, and resourced to ensure alignment with the Shire’s long-term goals.

Workforce Profile

Organisational Structure



Workforce Demographics

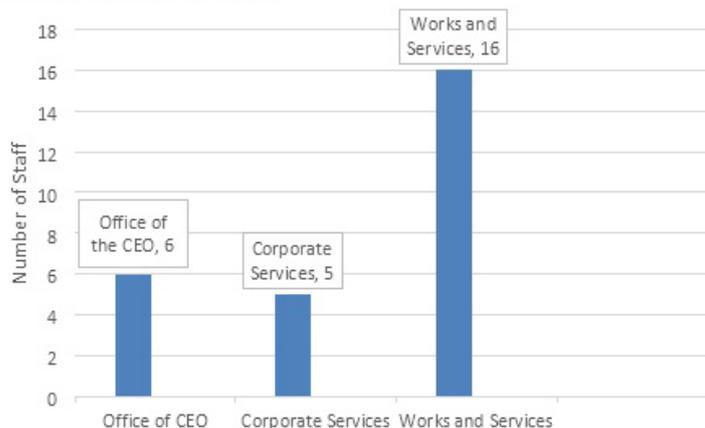
Number of Employees

As of January 2026, the Shire has 25 full/part-time, and 2 casual/temporary employees, which equates to 24 full-time equivalent (FTE) employees.

Status	No. of Employees
Permanent Full Time	20
Permanent Part-Time	5
Casual	2
TOTAL	27

Work Groups

The staff are employed in three key work areas:



Age Profile

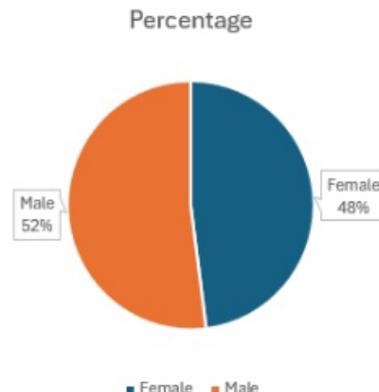
The employees’ age profile is shown in the graph below. While detailed age band comparisons are not publicly available for the WA local government sector, the broader WA public sector had a median employee age of approximately 44 years in 2023–2024.

In comparison, 55% of the Shire of West Arthur’s workforce is aged 55 and over, with 11% aged 65 and over, indicating a significantly older workforce profile than the general WA public sector. This highlights the importance of workforce planning for succession and knowledge retention.

Age Group	Shire of West Arthur No.	Shire of West Arthur %
Under 25 years	3	11%
25-34 years	2	7.5%
35-44 years	2	7.5%
45-54 years	5	19%
55-64 years	12	44%
65+ years	3	11%

Gender Profile

The Shire of West Arthur workforce comprises 48% female employees and 52% per cent male employees. There are no women on the 3- person senior management team. Women are more highly represented in the part-time workforce.



Aboriginal and/or Torres Strait Islander

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

Disability

There is 1 disclosed disability in the Shire’s employee records.

Length of Service

The average length of employment is 6.7 years. Six employees have more than ten years of service.

Years of Service	No.	%
0 to 2	8	30%
2+ to 5	12	44%
5+ to 10	1	4%
10+	6	22%

Staff Turnover

As of January 2026, six staff members had commenced employment, and five had resigned in the current financial year.

Labour Market Profile

Overview as per 2021 Census.

The following statistics provide an overview of the key characteristics of the Shire’s population and labour market. This information is valuable not only for understanding the potential pool of prospective employees but also for assessing how closely the Shire’s workforce reflects its broader community. Ideally, the composition of the workforce should broadly align with the diversity present within the local population.

The Shire of West Arthur has a total population of 776, comprising 414 males and 362 females.

Employment and Unemployment Rates

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

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

Age Profile

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

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

Qualifications

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

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

² All statistics are from the ABS 2021 Census unless otherwise stated.

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

Aboriginal and Torres Strait Islander Population

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

Disability

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

Regional Labour Market

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

Wider Labour Market

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

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

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

12.8 CHANGE OF THE BASIS OF RATES FROM UV TO GRV

File Ref:	A2633, A2634, A2512, A2560, A2511, A2623, A508, A2723, A2719
Location:	N/A
Applicant:	N/A
Author:	Rajinder S Sunner, Manager Corporate Services
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	16/02/2026
Disclosure of Interest:	Nil
Attachments:	1. A2633-Lot 28 Growden Place, Darkan 2. A2634-Lot 29 Growden Place, Darkan 3. A2512-Lot 182 Growden Place, Darkan 4. A2560-Lot 183 Growden Place, Darkan 5. A2511-Lot 181 Growden Place, Darkan 6. A2623-Lot 69 Coalfields Road, Arthur River 7. A508-204 Agg Road, Duranillin Both Lots 8. A2723-Lot 30 Growden Place, Darkan 9. A2719-Lot 27 Growden Place, Darkan 10. UV to GRV Valuation Flowchart 11. Operational Guideline to Changing Method Valuation

SUMMARY:

Officers seek Council endorsement to apply to the Minister for Local Government for a determination under Section 6.28(1) of the *Local Government Act 1995*, to alter the rating methodology from Unimproved Valuation (UV) to Gross Rental Valuation (GRV).

BACKGROUND:

Officers are requesting Council's formal endorsement to apply to the Minister for Local Government. This application is made in accordance with Section 6.28(1) of the *Local Government Act 1995*. The purpose of the request is to seek approval for a change in the rating methodology from the current Unimproved Valuation (UV) system to the Gross Rental Valuation (GRV) system for the following properties:

	Assess No	Lot No	Property Address	Zoning	Subdivision	Deposit Plan #
1.	A2633	28	28 Growden Place	UV Industrial	Darkan	28DP409160
2.	A2634	29	29 Growden Place	UV Industrial	Darkan	29DP409160
3.	A2512	182	85 Growden Place	UV Industrial	Darkan	182P27669/1
4.	A2560	183	183 Growden Place	UV Industrial	Darkan	183P27669
5.	A2511	181	42 Growden Place	UV Industrial	Darkan	181P27669
6.	A2623	69	69 Coalfields Road	UV Rural	Arthur River	69P410925
7.	A508		204 Agg Road	UV Rural	Duranillin	2344DP128722 and 2353DP128721
8.	2723	30	30 Growden Place	Still to settle and have requested valuation	Darkan	30DP409160
9.	2719	27	27 Growden Place	Settled and have requested valuation	Darkan	27DP409160

Aerial photos of each of the above properties are attached for information purposes.

Council has used GRVs for land with mainly non-rural purposes to keep rating methods consistent for such properties.

To switch from UV to GRV, Council must notify affected property owners and get Ministerial approval before making changes.

Council’s usual process is to apply for these changes and implement them from the date of Ministerial approval.

COMMENT:

Impacts of Changing the Basis of Rates from UV to GRV

The proposed shift from Unimproved Value (UV) to Gross Rental Value (GRV) as the basis for property rates will alter how rates are allocated within the community. This change is expected to bring both benefits and challenges for property owners and ratepayers.

Positive Impacts

- **Enhanced Equity:** By connecting rates more directly to the level of property development and usage, the new system aims to distribute the rating burden more fairly among property owners.
- **Alignment with Council Services:** Contributions toward Council services and infrastructure will better reflect the demand generated by property improvements and activities.
- **Revenue Stability:** The transition to GRV provides a more stable revenue base, supporting Council’s capacity for long-term financial planning.
- **Reduced Exposure to Land Value Fluctuations:** Reliance on GRV lessens the impact of changing land values on rate calculations, making Council finances less volatile.

Negative Impacts

- Potential Rate Increases: Owners of properties that are improved, rented, or commercially utilised may experience higher rates under the GRV system.
- Financial Pressure on Vulnerable Groups: Small businesses and households on fixed incomes could face increased financial strain because of higher rates.
- Pass-Through Costs to Tenants: Property owners may respond to increased rates by raising rents, which would affect tenants.
- Perceived Fairness During Transition: Some ratepayers may view the change as unfair, particularly during the initial period of adjustment.

While the change to GRV has the potential to improve fairness and support Council's financial sustainability, it is important that implementation is managed carefully. Ongoing monitoring will be needed to address impacts on vulnerable residents and local businesses and ensure the transition is as smooth as possible.

Management will notify the property owners who are affected by the proposed change in the rating method. This notification will outline the intention to alter the Basis of Rates from Unimproved Value (UV) to Gross Rental Value (GRV) for the properties listed above.

Following the notification process, Management will apply to the Minister seeking approval for this change. The transition from UV to GRV will take effect from the date on which the Minister grants approval for the application.

Council Rate Setting Process

Once the Minister's approval has been granted for the change in valuation method, the next step involves formal consideration by Council. At this stage, an agenda item will be prepared and presented to Council, seeking a formal resolution to set the rate in the dollar for the affected properties. After Council adopts the rate in the dollar, this figure will be used in conjunction with the Gross Rental Value (GRV) assigned to each property to determine the final amount of rates payable by each impacted ratepayer. This ensures each property owner is charged rates based on the updated valuation method as approved.

CONSULTATION:

Chief Executive Officer
Manager Financial Reporting
Finance Officer

STATUTORY ENVIRONMENT:

Section 6.28 of the *Local Government Act 1995*

6.28. Basis of rates

- (1) *The Minister is to –*
 - (a) *determine the method of valuation of land to be used by a local government as the basis for a rate; and*
 - (b) *publish a notice of the determination in the Government Gazette.*
- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –*
 - (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

- (3) *The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.*
- (4) *Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as at 1 July in each financial year.*
- (5) *Where during a financial year –*
- (a) *an interim valuation is made under the Valuation of Land Act 1978;*
 - (b) *a valuation comes into force under the Valuation of Land Act 1978 as a result of the amendment of a valuation under that Act; or*
 - (c) *a new valuation is made under the Valuation of Land Act 1978 in the course of completing a general valuation that has previously come into force,*
- the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:**Transition from UV to GRV**

If Council adopts the recommendation contained in this Agenda Item, the individual Lots will cease to be rated under the UV basis and will be rated under the GRV basis from the date of Ministerial approval.

Determination of Final Rates Payable

The Council will determine the final amount payable by each property owner following the revised valuation, ensuring that the updated figures are applied in accordance with statutory requirements and Council's adopted rating methodology.

Uncertainty in Rate Revenue

At this time, Officers are unable to determine whether these changes will result in any increase/decrease in rate revenue.

STRATEGIC IMPLICATIONS:

Strategic Plan – West Arthur Towards 2031

Theme: Leadership and management – inspirational, dynamic, transparent

Outcome 4.3 – Establish and maintain sound business and governance structures

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

This recommendation supports the Council's goal of exercising sound financial management and optimising the utilisation of Shire assets.

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

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

Description of Key Risk	Lower rate payable per property than is fair and reasonable.
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	Loss of Revenue.

Risk Action Plan (Controls or Treatment Proposed)	Approve the officer recommendations as presented.
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VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council direct the Chief Executive Officer to correspond with the affected landowners advising them of the proposed change and forward an application to the Department of Local Government, Industry Regulation and Safety seeking the Minister’s approval to change the Basis of Rates from Unimproved Valuation (UV) to Gross Rental Valuation (GRV) for the following properties:

	Assess No	Lot No	Property Address	Zoning	Subdivision	Deposit Plan #
1.	A2633	28	28 Growden Place	UV Industrial	Darkan	28DP409160
2.	A2634	29	29 Growden Place	UV Industrial	Darkan	29DP409160
3.	A2512	182	85 Growden Place	UV Industrial	Darkan	182P27669/1
4.	A2560	183	183 Growden Place	UV Industrial	Darkan	183P27669
5.	A2511	181	42 Growden Place	UV Industrial	Darkan	181P27669
6.	A2623	69	69 Coalfields Road	UV Rural	Arthur River	69P410925
7.	A508		204 Agg Road	UV Rural	Duranillin	2344DP128722 and 2353DP128721
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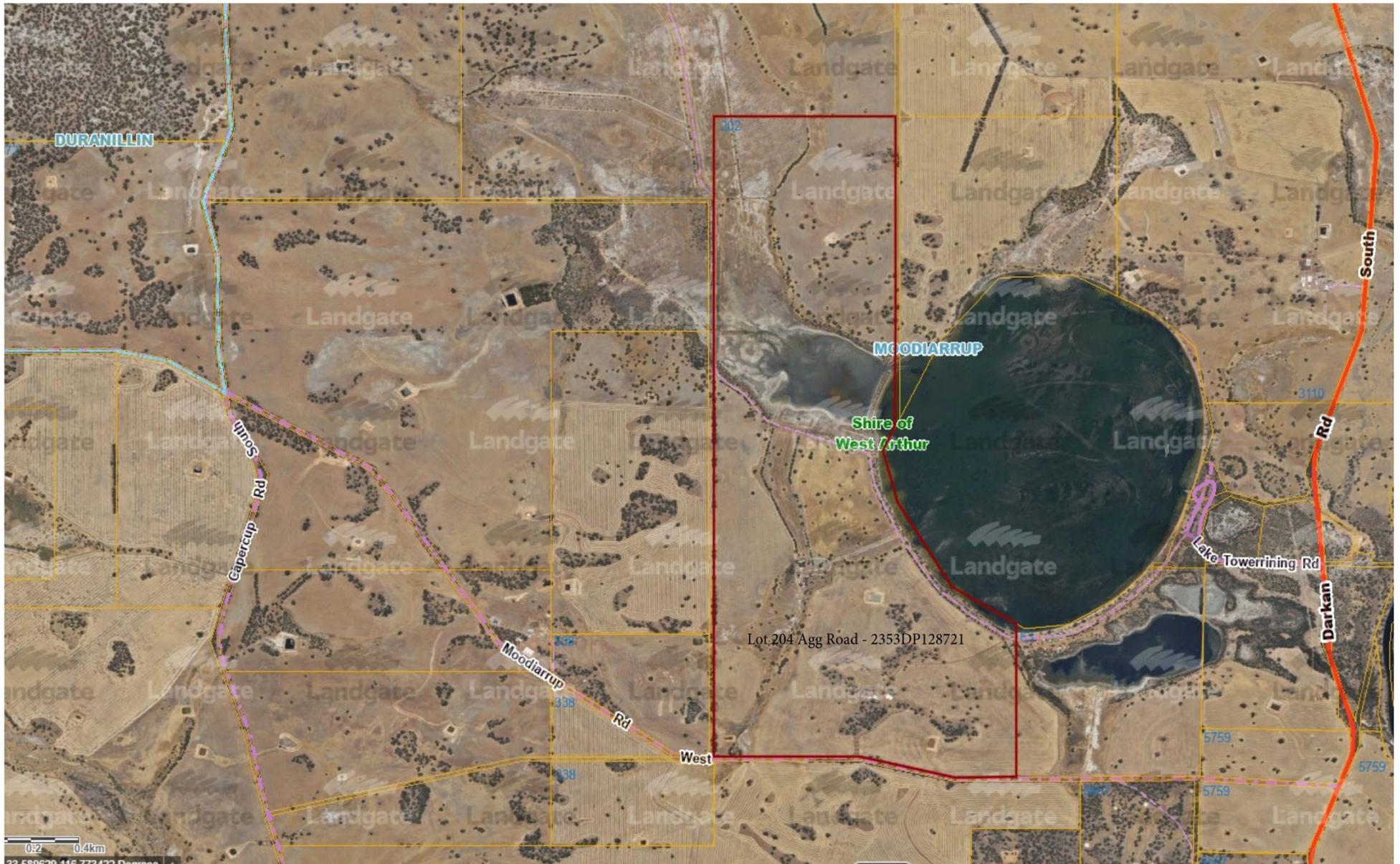














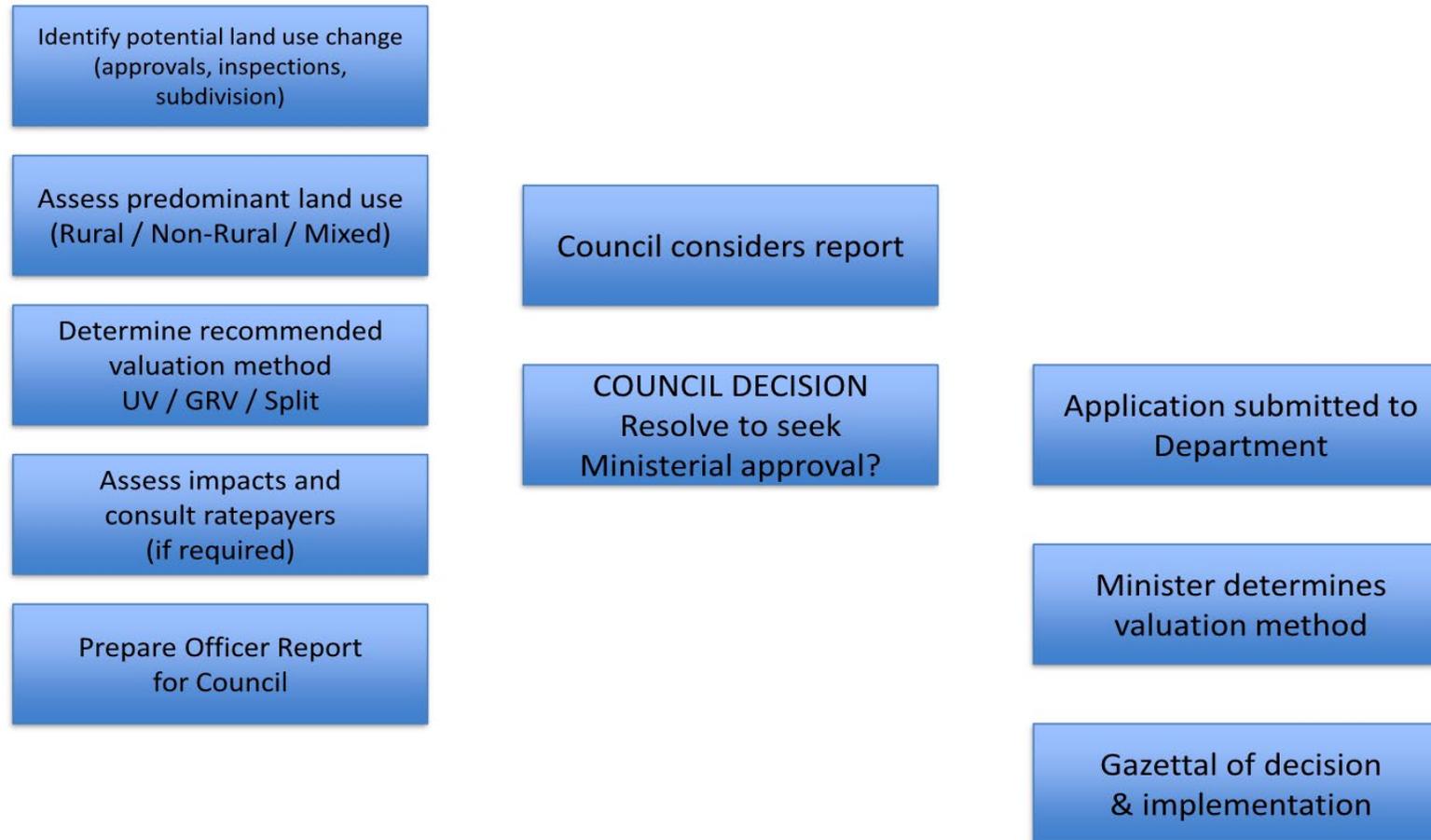


Changing Method of Land Valuation (UV ↔ GRV) – Decision Process

Local Government Officers

Council

Minister / Department





Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 02 – March 2012

Changing Methods of Valuation of Land

1. Introduction

For most local governments, rates are the principal source of revenue. With limited alternatives, local governments need to optimise this source to generate revenue for their operations.

A key to optimising the rating system is to ensure that the appropriate method of valuation of land is used as the basis for rates. Urban land that is rated on its unimproved value (UV) would normally attract a lesser rate assessment than it would if rated on its gross rental value (GRV). Generally, this is also the case if rural land is rated on its GRV rather than its UV.

Applying the appropriate method of valuation to each property will also minimise complaints from ratepayers of inconsistent and inequitable treatment.

1.1 Purpose of Guidelines

The purpose of these guidelines is to facilitate changes to the method of valuation of land by:

- setting out a process to identify and make changes to methods of valuation;
- encouraging local governments to introduce appropriate systems to identify and record land use changes that may affect the predominant use of land;
- specifying and documenting factors that should be considered when determining the predominant use of land as publicly accessible policies;
- proposing when and how local governments should consult with affected ratepayers in the process of changing methods of valuation; and
- specifying the information needs of

the Department of Local Government and Communities and the Minister for Local Government.

1.2 Development of Guidelines

The guidelines are a continuation of work undertaken by a Government committee appointed in November 2000 to consider problems arising from mixed uses on rural land which were, for the most part, faced by local governments in the south west of the State and on the fringe of the metropolitan area. The Local Government (Non Urban) Valuation Review Committee (the committee), completed its report in April 2001 after consulting with 33 local governments.

The guidelines borrow from the research and findings of the committee and take into account:

- observations made by Departmental officers;
- difficulties raised by local government officers; and
- complaints received from ratepayers about unfair treatment.

1.3 Legislation

Under section 6.28 of the *Local Government Act 1995* (the Act), the Minister for Local Government is responsible for determining the method of valuation of land to be used by a local government as the basis for a rate.

In determining the method of valuation, the Minister is to have regard to the general principle that the basis for a rate on any land is to be:

- where the land is used predominantly for rural purposes, the UV of the land; and
- where the land is used predominantly for nonrural purposes, the GRV of the land.

1.4 Role of Local Government

Each local government has a role in ensuring that the rating principles of the Act are correctly applied to rateable land within their district such that rural land is rated on its UV and non-rural land is rated on its GRV.

To this end, local governments should have systems and procedures in place to:

- identify and record any changes in land use;
- review the predominant use of land affected by significant land use changes; and
- ensure timely applications for the Minister’s approval.

These systems and procedures are discussed in the following guidelines.

1.5 Principles to Observe

In implementing suitable systems and procedures, local governments should observe the principles of:

- objectivity;
- fairness and equity;
- consistency;
- transparency; and
- administrative efficiency.

The prospects for a satisfactory outcome will be significantly improved if these principles are correctly applied.

Objectivity

As far as possible the predominant use of land should be reviewed and determined on the basis of an objective assessment of relevant criteria. External parties should be able to understand how and why a particular determination was made.

Fairness and equity

Rating principles should be applied fairly and equitably. Each property should make a fair contribution to rates based on a method of valuation that appropriately reflects predominant use.

Consistency

Rating principles should be applied, and determinations should be made, in a consistent manner. Like properties should be treated in a like manner.

Transparency

Systems and procedures for determining the method of valuation of land should be clearly documented and available for the public to inspect. This is fundamental to the “good government” principle upon which the Act is based. The right to govern accompanies the obligation to do so openly and fairly.

Administrative efficiency

Rating principles and procedures should be applied and implemented in an efficient and cost-effective manner.

2. Overview of the Process for Changing the Method of Valuation

There are several steps in the process of changing the method of valuation of land for rating purposes. Each step is important in achieving a successful outcome.

- Step 1 Identifying land use changes that may affect predominant use.
- Step 2 Reviewing predominant use.
- Step 3 Consulting affected parties.
- Step 4 Changing the method of valuation.

2.1 Step 1 – Identifying Land Use Changes that may Affect Predominant Use

New developments and changes to land use can alter the predominant use of land and thereby the method of valuation that is used to rate it. It is important that local governments are able to readily identify and record within their rating systems significant changes to the use of land.

Means of identifying and recording changes in land use

There are several ways to identify and record changes to land use for rating purposes. They include, but are not limited, to the following –

- (a) Development and other statutory approvals;
- (b) Property inspections; and
- (c) Land use surveys.

(a) Development and other statutory approvals

Statutory approvals are the easiest way to identify changes to land use since the necessary information is already in the possession of the local government.

Planning, building and health approvals are especially effective.

Establishing a link between the planning, building and health approval systems and the rating system will enable a local government to readily identify approved changes to land use that may affect the predominant use of land. The approval of a subdivision, zoning or building application or a change in land use should trigger a review process that concludes with an assessment of the need for a valuation or rating change.

Local governments that have not linked these systems should consider doing so.

(b) Property inspections

Property inspections provide another means of keeping track of land use changes. Persons carrying out inspections should possess information about approved developments on the inspected properties so that they can report any unauthorised change in land uses. These reports should be used to update the rate record.

(c) Land use surveys

A land use survey can be a very important means of updating land use for rating purposes (valuation changes and differential rates) particularly in areas that have been subject to significant growth and development. A survey has the added benefit of enabling a local government to monitor compliance with town planning

schemes, building approvals and other legislation.

In local governments that have experienced significant growth or diversification in land uses and have been unable to keep track of land use changes across their district, a land use survey offers the opportunity to bring record systems up-to-date. Internal systems can then be used to maintain the accuracy of the local government’s records.

Local governments should consider conducting a land use survey of their district (or part of it e.g. the area outside townsites) as the starting point for maintaining an accurate rate record.

2.2 Step 2 – Reviewing Predominant Use

Reviewing predominant use of land by individual lot or other means

The Act does not define the term “land” for the purpose of determining predominant use. Legal advice suggests that the term could be applied to a lot, part of a location or any part of a local government’s district. It is for those administering the provisions of section 6.28 to define the term according to the prevailing circumstances.

Thus, where a local government identifies new developments or land uses, it can decide whether to review the predominant use of the affected land only, or a larger or smaller area of land. It has several options for doing so:

(a) By portion of a lot (split valuation)

Where a local government identifies that a rateable property contains distinctly

rural and non-rural uses on separately identifiable portions of the property, it may consider applying different methods of valuation to those distinct portions. This is commonly referred to as “split valuations”.

Example 1:

A modern winery has over 90% of the land covered by vines for grape production. However, the remaining land has significant “non-rural” development including, restaurant, tearooms, sales office, onsite manufacturing/processing, chalets/accommodation and tourist attractions. These developments are clustered together on a separate part of the property. In this scenario, it may be difficult to make an objective assessment of predominant use and the option of split valuations may provide a fair and reasonable solution.

Example 2:

A large wheat/sheep farm contains a transport depot, mechanical workshop, small processing plant and sales outlet all located together on the property. In the interests of rating fairness the local government may consider applying GRVs to the non-rural uses leaving the working farm on UV.

Split valuations should only be considered as an option where the predominant use of a property cannot be determined objectively and fairly or where it is appropriate to do so for reasons of rating fairness.

They must be used consistently and fairly particularly in relation to properties of a similar type and use.

Where split valuations are used, the UV and GRV areas will need to be defined with reasonable precision. This may involve a limited Global Positioning Survey (GPS) being undertaken or the area being surveyed by a licensed surveyor so that Landgate can prepare a technical description of the areas. This will be at the local government’s cost.

(b) By individual lot (spot valuation)

Individual lots are generally the smallest units of land for which a local government will review predominant use.

Spot valuations, as they are commonly referred to, are most frequently used in situations where there are a number of individual lots within a valuation area that are used for purposes that are not consistent with the predominant use of land within that valuation area.

Example:

In a predominantly rural area valued on UV, there are a number of non-rural uses including service stations, road houses, tourist accommodation and small commercial or industrial operations. The local government has the option of applying GRVs to each of these properties or leaving them on UV.

Spot valuations can be effective in promoting rating equity by ensuring that properties with similar uses are rated on the same method of valuation regardless of their location within the district.

However, they also can be more labour intensive and less administratively efficient than other options.

Spot valuations must be used consistently and fairly.

(c) By subdivision

This may be a suitable option where:

- the majority of lots within a subdivision are used for a purpose that is not consistent with the purpose for which the subdivision is valued; or
- land within an approved subdivision can only be used for a purpose that is not consistent with the purpose for which the land is valued.

Example 1:

Houses have recently been built on three two hectare lots within a 10 lot special rural subdivision currently valued on UV. Four of the lots already have houses on them. The local government could decide to review the predominant use of each of the seven lots with houses on them on the basis of their residential development or review the predominant use of all of the land within the subdivision on the basis that the subdivision is now predominantly non-rural.

Example 2:

A residential subdivision is approved on the fringes of the metropolitan area on land valued on UV. The local planning scheme does not permit the land to be used for rural purposes. The local government could decide to change the method of valuation of the approved subdivision to GRV on the basis that the development has changed the predominant use to non-rural.

While it can be more administratively efficient than other options, care should be taken to ensure that it is used fairly and consistently.

(d) By townsite or land outside the townsite

A number of local governments have adopted a very simple approach to defining land for valuation purposes. "Land" is either land within a townsite in which case it is predominantly non-rural and rated on its GRV or it is land outside a townsite and is predominantly rural and rated on its UV.

This option is suitable for local governments with few rural uses within townsites and few non-rural uses outside townsites. However, it is less suited to situations where land uses are more complex and varied and where in the interests of equity and consistency, another approach is desirable.

In areas where this option is currently being used and there are significant changes to land uses, local governments must decide whether to remain with this option or use spot valuations.

(e) By whole district

Whole districts are the largest unit of land for which a local government will determine predominant use. It is an option used by highly urbanised metropolitan and regional local governments. It is unlikely to be an option for local governments that are not in this situation.

Checking the district for like property

When a local government identifies the need to review the predominant use of land of a particular type, in the interests of equity, it should check its district to identify

properties of a similar type that should also be reviewed. Typically a local government would only do this when a property in a rural setting was developed or used for a non-rural purpose.

Example 1:

A council has approved a service station on a major highway outside a townsite. The property is rated on its UV and the predominant use needs to be reviewed.

However, there are two other service stations on major highways in the district rated on UV. The predominant use of each of these properties should be simultaneously reviewed to ensure fairness and consistency.

Example 2:

A fringe metropolitan local government is advised that the Western Australia Planning Commission has approved a new special rural subdivision with lots of between one and two hectares that cannot be used for rural pursuits under its planning scheme. The land is currently valued on its UV and the officer identifies a need to review the predominant use. However, there are several other subdivisions on UV rated land with similar sized lots and restrictions. For equity reasons, they should be reviewed together.

When predominant use should be reviewed

Local governments can begin to review the predominant use of land when it is apparent that the use of land has changed or is about to change. However, an application to change the method of valuation should not be made until a change in the predominant use of the land has actually occurred or substantially commenced.

Reviews of predominant use can be prompted by any of the following.

(a) Building and development approvals

The issuing of planning, building and other development approvals give a clear indication of what improvements are occurring or are likely to occur on the land. A review of predominant use can begin at this stage but an application to change the method of valuation should be left until development has substantially commenced.

Example:

A building licence is issued for the construction of six chalets on land in a rural area. The local government begins the review as soon as the licence is issued but waits until the floor and walls of the chalets have been completed before making application to change the method of valuation from UV to GRV. By this stage it is clear that a change from a rural to a non-rural use is inevitable.

(b) Town planning scheme amendments

Town planning scheme amendments can restrict the type of development that is permitted on land. Some planning

schemes for example, impose significant restrictions on the clearing of land and the use of livestock and other activities usually associated with the rural use of land. This can effectively restrict the use of affected land to a non-rural purpose eg residential, commercial etc.

A review of land affected by such restrictions can begin when the planning scheme amendment is approved but an application to change the method of valuation should be left until the land has been subdivided or substantially developed.

Example:

A planning scheme imposes clearing restrictions on two vacant rural lots, each of five hectares. An area of one hectare is left on each lot for development. The local government begins the review when the scheme amendment is approved but waits until the owners obtain building licences and construct houses to plate height before applying to change the method of valuation from UV to GRV.

(c) Subdivision of land

The subdivision of land into smaller lots often leads to a change in the predominant use of the land. For example, the subdivision of a broad acre farm into small rural/residential lots may signal a change to a non-rural use. A review of the predominant use of land affected by a subdivision application can begin when the application receives conditional approval. However, an application to change the method of valuation of the land should not be made until the WA Planning Commission has endorsed the surveyed plan of subdivision.

In the case of farmland that has been subdivided into smaller rural/residential lots, local governments should carry out an inspection of the subdivided land to ensure it is no longer used for farming purposes before making application for approval. There are instances where subdivided land has continued to be used for rural purposes after the subdivision is approved.

Example 1:

A large track of land on the outskirts of Perth is cleared and subdivided into residential blocks. Road and drainage works are carried out and real estate agents appointed to pre-sell the land on a stage by stage basis prior to the issue of titles. The local government applies to change the method of valuation of the new lots to GRV as the predominant use of the land is no longer rural.

Example 2:

Part of a farm is subdivided into rural/residential lots. The land has been rezoned to special rural zone. However, the land is still used for farming purposes and, while this remains the case, an application should not be made to change the method of valuation from UV to GRV.

Predominant use – factors to be considered

Assessing the predominant use of land is fundamental to determining the method of valuation to be used for rating purposes. The Act does not define the term “predominant.” Consequently, an assessment has to be made on a case by case basis as a question of “fact and degree” as to whether or not the use of a

particular property should be categorised as predominantly rural or non-rural.

Local governments should take all relevant factors into consideration, including the following:

(a) Activity conducted on the land

Many activities may be associated with the use of a property. The nature, scale and extent of each activity should be taken into account in any assessment of predominant use.

Example:

A house is situated on a two hectare property. On the property, there is a vegetable patch and some fruit trees. The occupier also keeps live stock, including a cow, two sheep, two horses and several chickens and ducks. There is no doubt some rural activities are undertaken on the property. However, these activities are undertaken on a small scale. The produce is mainly for personal consumption. Although from time to time the occupier may sell some produce at a roadside stall, the occupier is not deriving his/her livelihood from “working the land”. The predominant use can be said to be residential.

(b) Development on the land

The nature, scale and extent of the development of a property can give an indication of the nature, scale and intensity of associated uses. They can also affect the capacity for a property to be used for other purposes.

Example 1:

More than half of a small rural property is occupied by chalets and associated developments. The rest of the lot is used occasionally to graze sheep and cattle. Given the scale of the chalet development it would be difficult to determine that the predominant use is rural.

Example:

A portion of a property is being used for an agricultural purpose and the remainder is being used for holiday accommodation. The income generated from the holiday accommodation is significantly more than that from the agricultural pursuit. The predominant use could arguably be said to be non-rural.

Example 2:

A large rural property is used for growing wheat and grazing sheep and next to the farmhouse is two chalets for holiday accommodation (eg farm stays). It would be difficult to assess the property as having a predominant non-rural use when the majority of the land is being used for primary production.

Note 1.

Care should be taken to ensure the “rural” component of the income is not abnormally affected, at the time of assessment by drought, short term market fluctuations or transitional phases from one type of rural activity to another. For example, the progressive down-sizing of a sheep flock prior to converting the property to beef production.

Note. In Example 2 even though the main income may be derived from rental of holiday accommodation, it would be difficult to sustain an argument that the predominant use is non-rural when only a very small portion is used for holiday accommodation. A split valuation may offer a better alternative.

Note 2.

Local governments have no legislative power to require information on income generated by various activities undertaken on land. It can request this information but there is no obligation on an owner/ occupier to provide such information. Local governments also need to be mindful of the sensitivity of supplying such information and ensure the management and publication of such information protects an individual’s privacy and/or commercial confidentiality.

(c) Income

Where a property is used for two or more different purposes, the income generated from each use can be a guide to assessing the predominant use of the land.

(d) Town planning scheme restrictions

A town planning scheme can effectively restrict the use of land to a rural or non-rural purpose and should be considered in assessing predominant use.

Example:

Some town planning schemes prohibit the keeping of live stock on certain small rural holdings. In addition, severe limitations may be placed on clearing of the land so that only a building envelope for a house may be cleared. It is arguable that these restrictions effectively determine that the land cannot be used for rural purposes.

Note.

Where rural land is re-zoned for nonrural purposes but continues to be used for rural purposes it should retain its rural (UV) valuation.

Vacant land

As vacant land is generally not used for any purpose, it is arguable what the predominant use of such land might be. In determining the "predominant use" of vacant land consideration should be given to the predominant use of the surrounding land and any planning/development restrictions that apply to the vacant land in question.

Example:

A vacant two hectare property is situated in a special rural zone. The surrounding properties are of a similar size and zoning and most of them are developed for residential purposes with people living on them. Most of the residents of these properties keep some animals and grow produce mainly for personal consumption. However, due to the small scale of the "rural activities" the predominant use is residential. As the majority of

the surrounding properties are used predominantly for non-rural purposes, the vacant land could be deemed to be predominantly non-rural.

Rating of mining, petroleum and resource interests

As of 1 July 2012, local governments will be able to apply gross rental valuations to mining, petroleum and resource interests. This policy will be trialled for three years, ending on 30 June 2015.

Gross Rental Valuations can apply to land defined as a relevant interest under section 6.29(1) of the *Local Government Act 1995*, such as a mining tenement held under the *Mining Act 1978*, or a permit, drilling reservation, leave or licence held under the *Petroleum and Geothermal Energy Resources Act 1967*, or any other type of mining, petroleum or resource interest used for the extraction, processing or refining of minerals or petroleum as defined under the above legislation.

However, gross rental valuations will only apply to the above in respect of particular improvements such as accommodation, recreation and administration facilities, associated buildings and maintenance workshops that are expected to be situated permanently (a minimum of 12 months).

It should be noted that nothing in this policy affects existing gross rental valuation arrangements between a proponent and a local government, or from a proponent and a local government reaching an agreement to include any other type of improvements for gross rental valuation.

2.3 Step 3 – Consulting Affected Parties

Valuer General (VG)

Prior to making any significant changes to valuation systems, local governments should liaise with the VG to obtain an indication of the notional values and likely costs associated with supplying additional valuations. The notional values will assist local governments to model the effects of the changes for the local government and ratepayers alike. This will assist decision making.

It should be noted that there is no requirement for the VG to supply these additional values, therefore a charge on a fee for service basis applies. Where there is no Water Corporation requirement for a GRV, additional values supplied would be charged at the full prescribed rate. No valuation subsidy is available.

Where a local government wishes to undertake analysis of the likely impacts resulting from a change to the method of valuation, it may be more cost effective to request the VG to supply values for a random or a representative sample of the affected properties.

Consulting Ratepayers

Community participation in the decisions and affairs of the local government is a key principle of the Act. In keeping with this principle, affected property owners should be informed of proposed changes to the method of valuing their properties and provided with an opportunity to comment especially where the changes are expected to significantly alter the rates payable.

For this comment to be meaningful, the information disseminated should include reasons for seeking to change the method of valuation, an indication of the overall likely impact of such changes and details of how to comment on the proposed changes.

It should be noted that where the need to change the method of valuation is being driven by frontal development (e.g. large scale subdivisions in metropolitan fringe local governments) a modified consultation process may be more appropriate.

(a) When to consult and inform

Each local government should decide on the extent of consultation required in each situation. The following examples highlight some of the scenarios, which should prompt a local government to inform and/or consult ratepayers about proposed changes –

- the local government believes there is inequity in the rating of some properties within the district and is considering changing the method of valuing them to address this inequity;
- there may be some doubt about the predominant use of the land;
- the proposed changes are likely to have a significant impact on ratepayers; or
- information is required to make an assessment of the appropriate valuation system to be used.

This consultation should take place prior to Council's final decision to seek approval for the proposed changes.

(b) Methods

Many options exist for consulting or informing the community or special interest groups therein. For example:

- letters to each affected landowner;
- advertisements in local news papers/news letters;
- public meetings/workshops; and/or
- use of the Internet.

2.4 Suggested Information to be Provided to Property Owners

- a) General advice to the district (via advertisement) of Council’s decision to undertake the review and the rationale for the review. (Could be based on the discussion paper presented to Council.)
- b) Advice to the affected property owners of a land use study. (Should include rationale for the review and details of the review process.)
- c) Advice to the affected property owners on the outcome of the land use study as it relates to their property, the likely impact that any change in valuation method will have on their property, the details of how to lodge an objection to the determined land use and appeal procedures.
- d) The outcome of any objections or appeals.

2.5 Step 4 – Changing the Method of Valuation

Making recommendation to council

Changes to the method of valuing land may have significant impacts on ratepayers and a local government’s rate revenue.

Accordingly, the council should consider any proposal for change before it is presented to the Minister for a decision.

The officer’s report to the council should include the following information –

- details of the property(s) involved, including size and current uses;
- details of improvements on the land;
- current system of valuation used and the proposed change;
- indication of the likely impact that the change would have on the rate assessment of the affected property(s);
- details of consultation undertaken with affected ratepayers and their views;
- a statement indicating whether similar properties in the district are valued on the same system;
- whether consideration should be given to phasing in the effects of the valuation change; and
- the date when the proposed change should take effect.

Where valuation changes are proposed on a “by lot” basis, it may be appropriate to present the above information in a table format showing details for each lot with a map for information purposes.

If changes are proposed affecting a larger area with many properties it is recommended that a map identifying the properties concerned is provided to council.

Note.

The above information forms the basis of the information required for an application to the Minister.

Making a submission to the Minister

Applications should be made to the Department of Local Government and Communities. They can be made at any time during a financial year. The Act does not place any limitation on when a new valuation can apply.

For administrative purposes, it may be simpler for new valuations to be made effective from 1 July each financial year. To ensure this occurs, it is important that the Department receives applications no later than April in any year. This will allow sufficient time to obtain the Minister's approval, obtain technical descriptions from Landgate and advertise the changes in the Government Gazette prior to the new financial year. However this would depend on whether the VG can provide the new valuations.

(a) Content of submission

The Department's role is to assess applications and prepare a report for the Minister's consideration.

Applications must include the following information:

Assessment of predominant use

The local government's assessment of the predominant use of the property (ie an explanation of the factors that were considered when determining the predominant use). The officer's report to council together with an extract from the Council minutes of the item and Council's resolution should be included in the submission.

Description of the land

The description of the affected land must be accurate and clear. If details are provided in a table form, information should include certificate of title details, lot or location numbers, location names and street names.

Plans of individual lots or certificates of titles may also be provided. Where the land involves a subdivision, a copy of the approved subdivisional plan should be provided showing the lots involved. Other cadastral plans may also be provided showing relevant properties. If a plan is used to depict the land the land area must be clearly marked and the markings must follow cadastral boundaries or GPS readings.

Impact on rate assessment

Proposals for change should include information on the likely impact on the rate assessments of the affected land. This may require valuations for the properties to be obtained from the VG (based on the proposed valuation method). However, if the VG is not prepared to provide valuations, indicative comparisons could be made with similar land. If the impact is substantial it may be appropriate to include evidence that the landowner has been advised of the proposed changes.

Like land to be included

Information is to be included confirming that council has considered whether there are other similar properties in the district that should also have their system of valuation changed. This is to ensure that the local government has treated similar properties in the district consistently, equitably and with fairness. If other properties have already had their system

of valuation changed, this fact should also be disclosed to show that the property(s) currently under consideration are being brought into line with the others.

Effective date

It is possible for changes to take effect from the commencement of a particular financial year or during the financial year. Local governments should specify the date that they would like the Minister to approve as the date from which the change is to take effect (i.e. an effective date of the Minister's approval, or date of gazettal). The effective date cannot be retrospective because approvals cannot be granted retrospectively.

Rating of mining, petroleum and resource interests submission content

The following detailed information is required to be submitted with an application:

Description of the land

A full description and plan of the improvements to be rated on gross rental value are required, as well as any maps and diagrams of the land, where possible, to help identify any improvements.

Impact on rate assessment

An estimated gross rental valuation from the VG for the subject site, at the local government's expense, should also be included in the submission so that a comparison can be made to the site's existing rates.

Consultation with affected parties

Local governments are required to consult with the proponents of such facilities to achieve a common understanding, and ideally, reach an agreement on the improvements that are subject to the proposal.

Submissions will require evidence that the proponent has been informed of the estimated gross rental valuation, as well as any copies of objections or comments the proponent has submitted in response.

Determining the application

The Minister will determine the method of valuing the land in accordance with the provisions of section 6.28.

Action following the Minister's decision

Following the Minister's approval, the Department may need to obtain technical descriptions of the land from Landgate so that it may be included in a notice published in the Government Gazette. The effective date of the change is either the date of publication of the notice or such other date as may be determined by the Minister and specified in the notice.

The Department will write to the local government and the VG enclosing a copy of the notice. This signifies that the action has been completed.

3. Implementation Options

3.1 Phasing in of Valuations

Section 6.31 of the Act provides that valuations can be phased in, in accordance with Schedule 6.1. In particular, clause 2 of Schedule 6.1 deals with phasing in of valuations where a determination is made by the Minister under section 6.28 of the Act to change the method of valuing land from UV to GRV.

It is recommended that officers inform their council about the option to phase in valuations pursuant to Schedule 6.1 when submitting proposals for council approval.

Where changes are made which result in significant increases in rate assessments on properties, local governments are urged to consider phasing in the valuations.

3.2 Differential Rating

Changes to the method of valuing land can result in increases or decreases in rate assessments. For example, the conversion of small rural holdings to GRV could lead to a significant increase or decrease in the rate assessment (depending on the geographic location and property values) and consequently an increase or reduction in revenue for the local government. Differential rating can be used to modify the impact of the change.

3.3 Concessions

Section 6.47 of the Act enables a council to grant a concession on rates. There is no limit on the amount of the concession. For example, it can be 1% to 100% of the total rates assessed on a property. Granting concessions can offset sharp increases or decreases in rate assessments following a change to the method of valuation.

To grant a concession, a schedule showing the full details of the property, the person(s) and the amount of the concession must be submitted for the council's approval each financial year.

4. Differential Rating

4.1 Recommendations of the Local Government (Non Urban) Valuation Review Committee

The Local Government (Non Urban) Valuation Review Committee in its report recommended the use of a tiered approach to UV-based rating using the differential rating provisions of the Act. The proposal recognises that there is considerable variation in scale, nature and intensity of commercial use on some rural properties. It recommended that properties be categorised into groups according to the level and scale of non-rural activity. A progressively higher rate in the dollar could then be applied (for example, up to 5 times higher) depending on the level of non-rural activity.

The Committee recommended the following possible rating groups.

- Non-rural (GRV) – For example, include service large scale mining activity with significant infrastructure and high density caravan parks.
- Rural (UV) – For example, broad acre farms, vineyards, poultry farms, piggeries, farms with small scale ancillary development.
- Associated Rural (UV times 2) – For example, low density holiday chalets on rural properties, small scale retail outlet for goods produced on-site – for example, cellar door sales associated with small scale wine production or a craft shop selling goods produced on-site, etc.
- Associated Rural (UV 5 times) – for example, small hotel or resort style accommodation, wine production, other rural related activities such as a small restaurant associated with the agricultural activity on the property.

Local governments are free to consider an approach of this kind to address perceived rating anomalies or inequities within their districts. Before doing so however, local governments should satisfy themselves (and if necessary, the Minister) that the method of valuation of the land they intend to rate is the correct method in terms of the Act. Differential rating should not be used as a substitute for properly applying the principles of section 6.28.

5. Conclusion

Local governments have an obligation to ensure that rateable land in their district is valued on the appropriate method for rating purposes. As the use of land can change from time to time, it is important for local governments to have a system in place to detect land use changes so that it can modify the valuation method accordingly. Having this information up to date will avoid criticism from ratepayers about the equities of their rating policies.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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12.9 2025-2026 HALF YEARLY BUDGET REVIEW

File Ref: ADM131
Location: Not applicable
Applicant: Not applicable
Author: Melinda King, Manager Financial Reporting
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 19/03/2026
Disclosure of Interest: Nil
Attachments: 1. 2025-26-Budget-Review

SUMMARY:

The half yearly budget review has been prepared to consider the Shire’s financial position at 28 February 2026 and performance from 1 July 2025 to 28 February 2026 in relation to the adopted annual budget and estimated revenue and expenditure for the remainder of the year.

BACKGROUND:

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The review of budget for the period ended 28 February 2026 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2026 and is presented for Council’s consideration.

Consideration of the status of various projects and programs was undertaken to ensure budget amendments are proposed within the review document based on management estimates.

Council’s Audit, Risk and Improvement Committee (ARIC), at its meeting of 16 March 2026, resolved to recommend to Council that the 2025-2026 Budget Review document, as presented, be adopted and that certain budget amendments be made. The recommended amendments are discussed in the following section.

COMMENT:

The budget review report includes explanations of predicted variances contained within the statement of financial activity.

Features of the review of budget for the period ended 28 February 2026 include:

<p>Increase in operating income – Grants, subsidies and contributions</p> <ul style="list-style-type: none"> • Emergency Services Levy grant funding - additional revenue has been received \$44,892 • LotteryWest Lake signage project funding not received - reconsider in 2026/27 budget (\$20,000) • Landcare grant not received. (\$7,000) 	
<p>Increase in operating income – Fees and charges</p> <ul style="list-style-type: none"> • Town Planning fees are expected to be over budget \$10,076 • Caravan park income expected to be over budget \$8,000 • Private works income is expected to be below budget (\$7,000) • Techvision income is expected to be below budget (\$6,800) 	

Increase in operating income – Interest revenue • Interest will be over budget	\$39,000
Increase in operating income - Other revenue • Worker’s compensation reimbursement received over budget	\$29,473
Increase in operating expenditure – Materials and contracts • Legal costs below budget • Animal control expenditure will be over budget • Lake signage funded by LotteryWest to be reconsidered in future budget • Fuel expected to be over budget • Plant repairs expected to be below budget • Gym equipment expected to be below budget	\$15,000 (\$12,500) \$20,000 (\$85,000) \$15,000 \$10,000
Decrease in operating expenditure - Utilities • Utility charges are expected to be under budget	\$10,000
Decrease in operating expenditure – Employee costs • Employee costs are expected to be below budget due to vacant positions/employee turnover during the year	\$42,130
Decrease in capital grants, subsidies and contributions • Housing Support Program funding will be carried forward to 2026/2027 • Darkan Hall evacuation funding will not be received this year	(\$2,906,014) (\$73,097)
Proceeds on disposal of assets • MCS vehicle will not be traded this year	(\$46,364)
Decrease in capital expenditure - Purchase of land and buildings • Staff housing expenditure will be below budget • Housing Support Program 2 project will be carried forward to 2026/2027	\$20,000 \$2,906,014
Decrease in capital expenditure - Purchase of plant and equipment • Plant purchases below budget	\$123,923
Decrease in capital expenditure – Infrastructure other • Truck bay survey will be reconsidered in 2026/2027 budget • Darkan Hall evacuation centre project will not go ahead this year	\$10,000 \$91,371
Transfers from Reserve account • Reduced transfer from building reserve expected • Transfer from plant reserve expected to be under budget	(\$20,000) (\$82,337)

Overall Change (surplus) \$128,567

In considering the expected variations within the attached budget review, the closing position is expected to increase to \$225,108. The predicted variances through the budget review are \$128,567. The adopted budget amendments prior to the budget review result in a forecast surplus of \$96,541. This includes special project bridge funding of \$94,788 (to be addressed via budget variation when project timeline is received).

Following completion of the budget review and to properly consider the impact of estimated projections at 30 June 2026, some items have been identified as requiring a budget amendment to properly account for these movements where appropriate. Proposed budget amendments for these items are presented as a separate recommendation to the budget review for Council consideration.

Reserve transfers requiring an amendment will be addressed in June 2026 when final figures are available. Projects to be carried forward will be included in the 2026/2027 budget.

CONSULTATION:

Chief Executive Officer
Manager Corporate Services
Manager Works and Services
Projects Officer
Audit Risk and Improvement Committee

STATUTORY ENVIRONMENT:

Local governments are required to conduct a budget review between 1 January and 28 February each financial year. This is a requirement covered by Regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

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

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

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

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

Risk Matrix:

Consequence		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	Failing to undertake a legislated requirement to review the annual budget
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure the budget review is included in the Compliance Calendar

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

1. That Council adopt the budget review for the 2025/2026 financial year, as presented and recommended by the Audit, Risk and Improvement Committee.
2. That Council adopt, by absolute majority, the following budget amendments to the 2025/2026 adopted annual budget which were recommended by the Audit, Risk and Improvement Committee:

Operating Expenditure

Materials and contracts	E14401512 Fuel and Oil	Increase provision by \$85,000
Materials and contracts	E05101012 Animal Control	Increase provision by \$12,500

Operating Revenue

Operating Grants, Subsidies, Contributions	I05101020 ESL	Increase provision by \$44,892
Interest Income	I03301015 Interest Muni	Increase provision by \$39,000
Operating reimbursement	I14611021 Workers Comp	Increase provision by \$13,608

SHIRE OF WEST ARTHUR

BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 28 FEBRUARY 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF WEST ARTHUR
STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

Budget v Actual						
Note	Adopted Budget	Updated Budget Estimates (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)	
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Revenue from operating activities						
	2,252,484	2,252,484	2,251,551	2,252,484	0	
General rates				1,686,346	17,692	▲
Grants, subsidies and contributions	4.1	1,668,654	1,668,654	1,324,565		
Fees and charges	4.2	406,331	406,331	300,681	4,276	▲
Interest revenue	4.3	122,314	122,314	50,356	161,314	▲
Other revenue	4.4	139,059	139,059	94,421	168,532	▲
Profit on asset disposals		14,292	14,292	49,092	14,292	0
	4,603,134	4,603,134	4,070,666	4,693,575	90,441	
Expenditure from operating activities						
Employee costs	4.5	(2,273,833)	(2,266,333)	(1,620,271)	(2,224,203)	42,130 ▲
Materials and contracts	4.6	(1,668,570)	(1,607,170)	(934,023)	(1,644,670)	(37,500) ▼
Utility charges	4.7	(119,390)	(119,390)	(63,927)	(109,390)	10,000 ▲
Depreciation		(3,676,619)	(3,676,619)	(448,480)	(3,676,619)	0
Finance costs		(23,952)	(23,952)	(12,512)	(23,952)	0
Insurance		(157,053)	(157,053)	(158,910)	(157,053)	0
Other expenditure		(83,800)	(83,800)	(19,108)	(83,800)	0
Loss on asset disposals		(27,554)	(27,554)	0	(27,554)	0
	(8,030,771)	(7,961,871)	(3,257,231)	(7,947,241)	14,630	
Non-cash amounts excluded from operating activities		3,689,881	3,689,881	335,898	3,689,881	0
Amount attributable to operating activities		262,244	331,144	1,149,333	436,215	105,071
INVESTING ACTIVITIES						
Inflows from investing activities						
Capital grants, subsidies and contributions	4.8	4,428,614	4,428,614	281,423	1,449,503	(2,979,111) ▼
Distributions from investments in associates				0	0	
Proceeds from disposal of assets	4.9	161,364	161,364	49,092	115,000	(46,364) ▼
Proceeds from self supporting loans		32,059	32,059	15,897	32,059	0
		4,622,037	4,622,037	346,412	1,596,562	(3,025,475)
Outflows from investing activities						
Purchase of land and buildings	4.10	(3,279,415)	(3,389,415)	(58,810)	(463,401)	2,926,014 ▲
Purchase of plant and equipment	4.11	(743,006)	(743,006)	(500,194)	(619,083)	123,923 ▲
Purchase of furniture and equipment		(6,000)	0	0	0	0
Purchase and construction of infrastructure-roads		(1,337,741)	(1,337,741)	(479,019)	(1,337,741)	0
Purchase and construction of infrastructure-other	4.12	(324,687)	(324,687)	(142,762)	(223,316)	101,371 ▲
		(5,690,849)	(5,794,849)	(1,180,785)	(2,643,541)	3,151,308
Non-cash amounts excluded from investing activities		0	0	0	0	
Amount attributable to investing activities		(1,068,812)	(1,172,812)	(834,373)	(1,046,979)	125,833
FINANCING ACTIVITIES						
Cash inflows from financing activities						
Proceeds from new borrowings		0	110,000	110,000	110,000	0
Transfers from reserve accounts	4.13	1,016,027	1,016,027	0	913,690	(102,337) ▼
		1,016,027	1,126,027	110,000	1,023,690	(102,337)
Cash outflows from financing activities						
Repayment of borrowings		(91,151)	(91,151)	(48,070)	(91,151)	0
Transfers to reserve accounts		(956,688)	(956,688)	(6,150)	(956,688)	0
		(1,047,839)	(1,047,839)	(54,220)	(1,047,839)	0
Amount attributable to financing activities		(31,812)	78,188	55,780	(24,149)	(102,337)
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year		838,380	860,021	860,021	860,021	0
Amount attributable to operating activities		262,244	331,144	1,149,333	436,215	105,071
Amount attributable to investing activities		(1,068,812)	(1,172,812)	(834,373)	(1,046,979)	125,833
Amount attributable to financing activities		(31,812)	78,188	55,780	(24,149)	(102,337)
Surplus or deficit after imposition of general rates	3(a), 4.14	0	96,541	1,230,761	225,108	128,567 ▲

**SHIRE OF WEST ARTHUR
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

1. BASIS OF PREPARATION

This budget review has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

**SHIRE OF WEST ARTHUR
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

2. SUMMARY GRAPHS - BUDGET REVIEW



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

SHIRE OF WEST ARTHUR
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2026

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

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 28 February 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
(a) Composition of estimated net current assets					
Current assets					
Cash and cash equivalents	2,863,502	2,202,283	2,298,824	5,535,157	4,435,800
Financial assets	32,059	33,136	33,136	16,162	33,136
Trade and other receivables	214,307	202,562	202,562	224,098	202,562
Inventories	102,097	100,597	100,597	102,097	100,597
Other assets	340,677	3,936	3,936	2,056	3,936
Assets classified as held for sale	65,107	0	0	0	65,107
	3,617,749	2,542,514	2,639,055	5,879,570	4,841,138
Less: current liabilities					
Trade and other payables	(396,379)	(334,729)	(334,729)	(113,157)	(334,729)
Other liabilities	0	0	0	(2,214,429)	0
Capital grant/contribution liability	(30,198)	0	0	0	(2,008,409)
Borrowings	(91,150)	(88,646)	(88,646)	(43,081)	(88,646)
Employee related provisions	(372,217)	(366,876)	(366,876)	(373,651)	(366,876)
	(889,944)	(790,251)	(790,251)	(2,744,318)	(2,798,660)
Net current assets	2,727,805	1,752,263	1,848,804	3,135,252	2,042,478
Less: Total adjustments to net current assets	(1,867,787)	(1,752,263)	(1,752,263)	(1,904,491)	(1,817,370)
Closing funding surplus / (deficit)	860,018	0	96,541	1,230,761	225,108

(b) Non-cash amounts excluded from operating activities

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

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 28 February 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	(822)	(14,292)	(14,292)	(49,092)	(14,292)
Less: Fair value adjustments to financial assets at fair value through profit or loss	2,663				
Add: Loss on disposal of assets	15,368	27,554	27,554	0	27,554
Add: Depreciation on assets	3,680,409	3,676,619	3,676,619	448,480	3,676,619
Non-cash movements in non-current assets and liabilities:					
Employee benefit provisions	(11,660)	0	0	0	0
Movement in accrued wages	8,083			(63,490)	
Non-cash amounts excluded from operating activities	3,694,041	3,689,881	3,689,881	335,898	3,689,881

(c) Current assets and liabilities excluded from budgeted deficiency

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

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 28 February 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
Adjustments to net current assets					
Less: Reserve accounts	(2,219,793)	(2,160,454)	(2,160,454)	(2,225,943)	(2,160,454)
Less: Financial assets at amortised cost - self supporting loans	(32,059)	(33,136)	(33,136)	(16,162)	(33,136)
Less: Land held for resale	(79,118)	(79,118)	(79,118)	(79,118)	(79,118)
Less: Assets held for resale	(65,107)	0	0	0	(65,107)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	91,150	88,646	88,646	43,081	88,646
- Employee benefit provisions	437,140	431,799	431,799	373,651	431,799
Total adjustments to net current assets	(1,867,787)	(1,752,263)	(1,752,263)	(1,904,491)	(1,817,370)



**SHIRE OF WEST ARTHUR
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

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

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

FINANCIAL ASSETS AT AMORTISED COST

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

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

TRADE AND OTHER RECEIVABLES

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

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

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

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

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

INVENTORIES

General

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

CONTRACT ASSETS

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

CONTRACT LIABILITIES

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

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

PROVISIONS

Provisions are recognised when the Shire of West Arthur has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of West Arthur's operational cycle. In the case of liabilities where the Shire of West Arthur does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire of West Arthur's intentions to release for sale.

TRADE AND OTHER PAYABLES

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

PREPAID RATES

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

EMPLOYEE BENEFITS

Short-Term Employee Benefits

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

The Shire of West Arthur's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the net current funding position. Shire of West Arthur's current obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the net current funding position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire of West Arthur's obligations for long-term employee benefits where the Shire of West Arthur does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, are presented as current provisions in the net current funding position.

**SHIRE OF WEST ARTHUR
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

4 PREDICTED VARIANCES

	<u>Variance</u>	
	\$	
Revenue from operating activities		
4.1 Grants, subsidies and contributions	17,692	▲
Lotterywest Grant for Lake signage to be reconsidered in 2026/2027 budget (\$20,000)		
ESL grant received for 2024/2025 additional expenditure \$44,892		
Landcare grant will not be received (\$7,200)		
4.2 Fees and charges	4,276	▲
Town planning fees are greater than budget \$10,076		
Caravan park income expected to be greater than budget \$8,000		
Private works expected to be less than budget (\$7,000)		
Techvision income will be below budget (\$6,800)		
4.3 Interest revenue	39,000	▲
Interest income on municipal funds is expected to be greater than budget \$39,000		
4.4 Other revenue	29,473	▲
Workers compensation reimbursement received \$29,473 additional income		
Expenditure from operating activities		
4.5 Employee costs	42,130	▲
Wages are forecast to be \$42,130 below budget		
4.6 Materials and contracts	(37,500)	▼
Legal costs are expected to be below budget \$15,000		
Animal control expenditure expected to be greater than budget (\$12,500)		
Lake signage funded by Lotterywest will be considered for 2026/2027 budget \$20,000		
Fuel is expected to be greater than budget. (\$85,000)		
Parts and repairs are below budget \$15,000		
Gym equipment will be below budget \$10,000		
4.7 Utility charges	10,000	▲
Utilities are expected to be below budget		
Inflows from investing activities		
4.8 Capital grants, subsidies and contributions	(2,979,111)	▼
HSP2 funding will be carried forward to 2026/2027 \$2,906,014		
Darkan Hall evacuation funding will not be received this year		
4.9 Proceeds from disposal of assets	(46,364)	▼
Proceeds on sale of MCS vehicle below budget \$46,364		
Outflows from investing activities		
4.10 Purchase of land and buildings	2,926,014	▲
Staff house expenditure expected to be below budget - transfer less from Reserve		
HSP2 project will be carried forward to 2026/2027 \$2,906,014		
4.11 Purchase of plant and equipment	123,923	▲
Plant purchases below budget - lower transfer to fund from the reserve account of \$82,337		
Truck \$40,000 Ute \$6,974 Works Manager vehicle \$11,739 Roller \$7,135 Jet trailer \$1,335 Metro count \$15,154		
MCS vehicle will not be traded this year - net trade was to be funded from municipal funds. \$41,586		
4.12 Purchase and construction of infrastructure-other	101,371	▲
Truck bay survey will be reconsidered for 2026/2027 budget		
Darkan Hall evacuation centre project will not go ahead this year		
Cash inflows from financing activities		
4.13 Transfers from reserve accounts	(102,337)	▼
Reduce transfer from reserve required for CEO house \$20,000		
Plant purchases funded by reserve will be less than budget \$82,337		
4.14 Surplus or deficit after imposition of general rates	128,567	▲
Due to variances described above		

13 WORKS AND SERVICES

Nil

14 REGULATORY SERVICES**14.1 DEVELOPMENT APPLICATION - PROPOSED METEOROLOGICAL MAST**

File Ref:	A2715
Author:	Vin Fordham Lamont, Planning Consultant
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	19/03/2026
Disclosure of Interest:	Nil
Location:	Lot 8 on Plan 16210 Trigwell Bridge Rd, Bowelling
Applicant:	GHD Pty Ltd on behalf of Vestas Development Australia Pty Ltd
Owner:	The Water Resources Ministerial Body
Proposal:	Construction and temporary use of a proposed meteorological monitoring mast.
Attachments:	1. Development Application Documentation & Plans 2. Copy of Submissions Received During Public Advertising

SUMMARY:

This report recommends Council grant conditional approval to a development application received for the construction and temporary use of a proposed meteorological monitoring mast on Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling.

BACKGROUND:

The applicant has submitted a development application on behalf of Vestas Development Australia Pty Ltd requesting Council's approval for the construction and use of a proposed meteorological monitoring mast on Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling for a period of up to six (6) years.

The proposed mast will be constructed to monitor wind speed and direction to help determine the suitability of the immediate locality for generating wind power and inform the design layout for the future proposed Bowelling Wind Farm.

The proposed mast will have an overall height of approximately 122 metres above natural ground level with setbacks greater than 50 metres to all designated lot boundaries. It will be constructed using steel lattice framework on concrete footings and occupy a total area of approximately two (2) hectares including all the associated guy wires and anchor blocks.

Specific details of the proposed development, including documentation and plans, are provided in Attachment 1.

Lot 8 comprises a total area of approximately 278.74 hectares and is located approximately 28 kilometres south-west of the Darkan townsite in the locality of Bowelling.

The subject land is gently sloping throughout, contains superficial natural drainage lines in various locations, and was historically developed and used for extensive agricultural purposes. The property was purchased by the State Government in December 2008 and has been extensively revegetated for catchment management purposes due to its location in the Wellington Dam Catchment Area. The property is now characterised by large areas of regrowth vegetation that is expected to be preserved in perpetuity to protect and maintain water quality in the catchment area.

There are no significant improvements on Lot 8 aside from vehicle access tracks, fire breaks, dams and a cleared powerline corridor that runs through the property from east to west.

Soils on the land appear suitable and capable of accommodating the proposed development with little to no risk of subsidence, landslip or soil erosion.

Lot 8 has direct frontage and access to Trigwell Bridge Road along its western boundary which is a local road under the care, control and management of the Shire that has been constructed to a basic rural standard (i.e. unsealed road carriageway). Access to/from the land is provided via an unsealed crossover within the adjoining road reserve to the west that appears to have been constructed in a location and alignment that provides safe and convenient access for all vehicle types including those associated with the proposed development.

Lot 8 has not been identified as priority agricultural land, is not subject to inundation or flooding during extreme storm events, and does not contain any buildings or places of cultural heritage significance. Whilst portions of the property have been designated by the Fire and Emergency Services Commissioner as being bushfire prone, the proposed development is not habitable in nature and will not be undertaken within these areas. As such the requirements of State Planning Policy 3.7 entitled 'Bushfire' and the associated guidelines are not applicable.

Immediately adjoining and other nearby land uses are varied in nature and include extensive agriculture (i.e. broadacre cropping and grazing), tree plantations, vegetated water supply catchment areas and powerline corridors. It is significant to note the proposed development is well removed from all existing certified and uncertified aerodromes in the district and will not therefore have any negative impacts on controlled or designated airspace.

COMMENT:

Lot 8 is classified 'Rural' zone in the Shire of West Arthur Local Planning Scheme No.2 (LPS2).

The stated objectives in LPS2 for the development and/or use of any land classified 'Rural' zone are as follows:

- i) *To ensure the continuation of broad-hectare agriculture as the principal land use in the district, encouraging where appropriate the retention and expansion of agricultural activities;*
- ii) *To provide for intensive agricultural uses and diversified farming which retain the rural character and amenity of the locality, and which are consistent with land suitability;*
- iii) *To help protect rural land from land degradation and further loss of biodiversity by:*
 - *minimising clearing of remnant vegetation;*
 - *encouraging retention and protection of remnant vegetation;*
 - *encouraging development and protection of vegetation corridors;*
 - *encouraging development of sustainable surface and sub-surface drainage works;*
 - *encouraging rehabilitation of salt-affected land;*
 - *encouraging soil conservation through land management measures; and*
 - *encouraging identification and protection of wetlands;*
- iv) *To consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment;*
- v) *To allow for facilities for tourists and travellers, and for recreation uses; and*

- vi) *To have regard to use of adjoining land at the interface of the rural zone with other zones to avoid adverse effects on local amenities.*

Lot 8 is also located on the outer edge of the 'Wellington Reservoir Catchment Special Control Area'. Under the terms of LPS2 development approval is required for any new development within the boundaries of this Special Control Area with the key aims being to avoid development that could cause surface water pollution and to maintain or restore water quality to potable levels. The application was therefore referred to the Department of Water and Environmental Regulation in accordance with the procedural requirements of LPS2 inviting feedback and comment within 42 days. The Department advised as follows:

- *The subject land is located outside a Public Drinking Water Source Area. The catchment has however been subject to Country Areas Water Supply Act 1947 (CAWS Act) native vegetation clearing controls since 1976 to prevent salinisation of water resources;*
- *The proposal is located within the gazetted CAWS Act Wellington Dam Catchment Area. This a controlled catchment where the clearing of native vegetation has been regulated since 1976;*
- *DWER notes that the proposed development application involves clearing for the development footprint of the mast;*
- *As the proposed site is situated on DWER owned compensated land, a CAWS Act Licence to Clear is required in addition to a clearing permit under the Environmental Protection Act 1986 (EP Act);*
- *In view of the CAWS compensated land, and requirement for a clearing permit under the EP Act, the applicant is advised to contact the Department's Native Vegetation Regulation section by email (admin.nvp@dwer.wa.gov.au) or by telephone (6364 7098) to discuss permit requirements under the said Acts; and*
- *In relation to the watercourse located about 30 metres south of the proposed development care should be taken to:*
 - *ensure ground disturbing works do not result in the mobilisation of sediment into the watercourse;*
 - *avoid having heavy machinery traverse the watercourse;*
 - *avoid disturbing the bed and banks of the watercourse – noting that any such works (such as a creek crossing) is likely required to require a bed and banks permit under the Rights in Water and Irrigation Act 1914 – in view of the proposal's location in the Collie Irrigation District; and*
 - *avoid conducting works during the wet period of the year, where erosion and sediment transport is more likely.*

A meteorological mast is a use not specifically referred to in the Zoning Table of LPS2 and must therefore be considered and determined in accordance with clause 4.4.2 of the Scheme. As such, Council must determine whether the proposed development:

- a) *is consistent with the objectives of the 'Rural' zone and is therefore a use that may be permitted in the zone subject to any conditions considered relevant; or*
- b) *may be consistent with the objectives of the 'Rural' zone and advertise the application for public comment in accordance with the procedural requirements of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015; or*
- c) *is not consistent with the objectives of the 'Rural' zone and is therefore not permitted in the zone.*

Having regard for:

- i) *the small area to be occupied by the proposed development (i.e. approximately 2 hectares) and the fact it will not compromise the continuation of broad-hectare agriculture as the principal land use in the district;*
- ii) *the relatively minor scale of the proposed development with minimal earthworks and surface drainage works required;*
- iii) *the fact no express objections were raised by any government agencies, immediately adjoining or other nearby landowners, and the local community more broadly during the mandatory 28 day public consultation process;*

- iv) the need for the proponent to obtain approvals under other legislation to ensure the land's natural environmental features are suitably protected;
- v) the Shire's ability to address fire safety concerns in accordance with the *Bush Fires Act 1954*, the Shire of West Arthur Annual Bushfire Notice and a condition/s of development approval (e.g. preparation of a Construction Management Plan by the proponent for endorsement by the Shire prior to the commencement of development); and
- vi) the beneficial contribution the proposed development will have in facilitating the current transition to renewable energy sources and the long term development and growth of the local and State economy,

it is concluded the proposal is consistent with the objectives of the subject land's current 'Rural' zoning classification and is therefore a use that may be permitted within the zone subject to any conditions Council considers appropriate.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2 and all relevant local planning policies, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the outcomes from public advertising including advice received from the Civil Aviation Safety Authority and the Department of Water and Environmental Regulation. This assessment has confirmed the proposal is compliant or capable of compliance with the following relevant requirements:

- The general aims and objectives of LPS2 including those specific to all land classified 'Rural' zone;
- Land capability and land use compatibility including the continuation of broadacre agricultural activity;
- Lot boundary setbacks;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment, water resources and cultural heritage significance;
- Vehicle access and parking;
- Aviation safety; and
- Bushfire, flood risk and stormwater drainage management.

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

1. The proposed mast will not give rise to any noise and air emissions (gases, dust and odours) once construction has been completed. As such there is no need to consider the requirements of State Planning Policy 4.1 entitled 'Industrial Interface' or the Environmental Protection Authority's Guidance Statement No.3 entitled 'Separation Distances between Industrial and Sensitive Land Uses'.
2. All works associated with the proposed development will be undertaken over a two (2) week period using a small construction workforce comprising up to six (6) people who will be accommodated in Collie and travel to site on a daily basis. Given the proposed works are temporary in nature, the proponent must comply with the requirements of the *Public Health Act 2016* and associated guidelines for the management of public health risks associated with temporary toilets in Western Australia. A suitable advice note is recommended for inclusion in any development approval that may ultimately be granted by Council to alert the proponent to this requirement.
3. No personnel will be on site during operation of the proposed mast. As such the need for ongoing access to the proposed development for routine maintenance purposes during the operational phase is expected to be minimal.
4. The local road network is considered to be suitable and capable of supporting all heavy and light vehicle movements required during the construction and operational phases of the proposed development with the largest heavy vehicles expected to have a general mass limit of 22.5 tonnes

which is consistent with the Restricted Access Vehicle (RAV) ratings applicable to the local road network.

5. The applicant has also confirmed as follows:
 - There will be minimal disturbance to the site during the construction phase, with appropriate measures to be taken to ensure the stabilisation of topsoil, retention of surrounding native vegetation and appropriate management of erosion and drainage;
 - ART Group will undertake all the proposed construction works on behalf of Vestas Development Australia Pty Ltd in accordance with a continuously reviewed Construction Work Health and Safety Management Plan, Construction Emergency Management Plan and Safe Work Management Procedures;
 - Waste management will be undertaken in accordance with Part 5 of the Shire's *Animal's Environment and Nuisance Local Law 2024*. Temporary toilets will be provided on site to capture waste which will be disposed of at an appropriate facility;
 - Machinery and equipment will be stored on the land during construction within a temporary laydown area; and
 - The proposed mast will be secured with a metal grill barrier, climb protection and security fencing to deter unauthorised access.

6. The Aviation Impact Assessment report submitted in support of the application and advice received from the Civil Aviation Safety Authority (CASA) confirmed the following:
 - a) *The mast structure should be constructed with alternating markings for at least the top third of the mast (i.e. alternating contrasting bands of colour);*
 - b) *Marker balls or high visibility flags/sleeves should be installed on the upper third of the outside guy wires to improve the mast's visibility for the benefit of aircraft operators;*
 - c) *Guy wire ground attachment points should be constructed using contrasting colours to the surrounding ground/vegetation;*
 - d) *Low intensity obstacle lighting is recommended due to the potential for day time low level aerial agricultural flying, and during poor light and/or dusk. Consideration will need to be given to potential community impacts from the obstacle lighting during the hours of darkness; and*
 - e) *Details of the mast's coordinates and elevation should be provided to Airservices Australia by the proponent for possible inclusion in an obstacle database maintained by that agency and publication on aeronautical charts.*

It is significant to note Airservices Australia did not provide any comment during the public advertising process despite numerous follow ups by the applicant and the reporting officer. CASA and the proponent's aviation consultant have also confirmed all of the abovementioned safety measures are not mandatory but should be considered to ensure the proposed mast can be readily identified by pilots in low light atmospheric conditions and at night.

Given Council has historically imposed conditions on previous development approvals granted for masts of this type requiring the installation of suitable markings and the provision of suitable information to Airservices Australia, it is considered reasonable to again do so in this case. The installation of low intensity obstacle lighting has not been a requirement of any previous development approvals granted by Council given advice previously received from CASA however it is understood the proponent is planning to install lighting of this type for safety purposes.

7. Whilst the proposed development is likely to have a minor negative visual impact on the immediate locality due to the height of the proposed mast in its rural landscape setting and the various markings and visibility devices recommended by the Aviation Impact Assessment and CASA, this impact must be balanced with the benefits the mast will provide when planning for the future proposed wind farm. In this case it is contended the benefits outweigh the minor negative visual impact expected to arise which it should be noted are not permanent given the

proposed development only has a lifespan of up to six (6) years and was not identified as an issue of concern during the 28 day public advertising process.

8. The proposed development is generally consistent with the objectives of the State Planning Strategy and State Energy Transformation Strategy in terms of ensuring the delivery of secure, reliable, sustainable and affordable electricity that meets the State's growing demand. It is also consistent with the objectives of the Shire's Wind Farms Policy and recently endorsed Local Planning Strategy which are aligned with the State Planning Framework. As such it is expected to make a beneficial contribution to the current transition to renewable energy sources and the long term development and growth of the local and State economy.

In light of the above findings, it is concluded the proposal for the subject land is acceptable and unlikely to have any significant negative impacts on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions and associated advice notes. As such it is recommended Council exercise discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the specific requirements of the Shire's local planning framework.

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

- i) The proposal is well founded, permissible and has scope to be lawfully approved;
- ii) The proposal is capable of being implemented in accordance with the standards and requirements of the Shire's local planning framework subject to compliance with a number of conditions;
- iii) The proposal is unlikely to have any negative environmental, social, economic or governance impacts; and
- iv) The proponent is obliged to address/satisfy all other statutory and regulatory requirements to ensure the development is undertaken in an orderly and proper manner.

CONSULTATION:

The application was advertised for public comment in accordance with the procedural requirements of clause 64 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the minimum required period of 28 days. This process included:

- Publication of a public notice and copy of the application on the Shire's website;
- Publication of a public notice in the Shire's newsletter and Facebook page;
- Correspondence to all immediately adjoining landowners inviting their feedback/comment; and
- Referral of the application to Airservices Australia, the Civil Aviation Safety Authority and the Department of Water and Environmental Regulation for review and comment.

At the conclusion of public advertising submissions had been received from the Civil Aviation Safety Authority and Department of Water and Environmental Regulation with no express objections raised. A copy of all submissions received is provided in Attachment 2.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

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

- *Shire of West Arthur Local Planning Policy No.5 – Wind Farms*

FINANCIAL IMPLICATIONS:

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

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

STRATEGIC IMPLICATIONS:

The proposed development is generally consistent with the following elements of the Shire's Local Planning Strategy (2024), Strategic Community Plan Towards 2031, Corporate Business Plan 2021-2025 and Economic Development Strategy 2023-2033.

Local Planning Strategy (2024)

- Section 1.2.4.1 – Protect, conserve and enhance environmental and landscape values for the benefit of current and future generations;
- Section 1.2.4.3 - Manage land use to protect water resources for drinking water, amenity, environmental management, recreation, tourism, agriculture, mining, industry and cultural heritage;
- Section 1.2.5.8 - Plan for strategic regional infrastructure which supports the ongoing sustainable development in the Strategy Area and surrounding region.
- 1.3.2.14 - Support the protection and conservation of sites with significant heritage and cultural values and continue to reflect the Shire's unique heritage.

Strategic Community Plan Towards 2031

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

Local Economy Outcome 2.3 – Existing businesses develop and grow;

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

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

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

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

Built Environment Outcome 4.4 – Appropriate planning and development.

Corporate Business Plan 2023/24 – 2026/27

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

Economic Development – Support agricultural diversification opportunities;

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

Climate and Environment – Maintain and improve key natural assets.

Economic Development Strategy 2023-2033

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

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

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

RISK IMPLICATIONS:

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

Risk Themes:

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

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

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (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	Development occurs in a manner not consistent with legislative requirements
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2) Non-compliance results in imposed penalties
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance failure

Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with conditions of approval and other applicable legislation and regulations.
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VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:**That Council:**

1. **Determine** the proposed development of a meteorological monitoring mast on Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling is consistent with the objectives of the land's current 'Rural' zoning classification in the Shire of West Arthur Local Planning Scheme No.2 and may therefore be permitted in the zone; and
2. **Approve** the development application submitted by GHD Pty Ltd on behalf of Vestas Development Australia Pty Ltd for the construction and temporary use of a proposed new meteorological monitoring mast on Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the documentation and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period it shall not be carried out without the further approval of the local government having first being sought and obtained.
4. This approval is valid for a period of six (6) years only unless otherwise approved by the local government.
5. A Construction Management Plan shall be prepared and submitted to the local government for consideration of endorsement prior to the commencement of development. The plan required by this condition must address the following matters:
 - i) Days and hours of construction;
 - ii) Location of all temporary construction, laydown and storage areas including the nature and timing of decommissioning and ground reinstatement works;
 - iii) Location of all temporary construction related buildings and associated infrastructure including the nature and timing of decommissioning and ground reinstatement works;
 - iv) Construction waste management including all vegetation required to be removed;
 - v) Occupational health and safety measures;
 - vi) Drainage and erosion management;
 - vii) Site access and traffic management arrangements including parking;
 - viii) Potential hazards / risks and emergency management measures including those relating to bushfire; and

- ix) Contact details for key personnel including the builder, building supervisor and proponent including details of the complaints handling system to be used during the construction process.
6. The proposed mast shall be constructed with alternating markings for at least the top one third portion of the structure (i.e. alternating contrasting bands of colour) in accordance with Part 139 (Aerodromes) Manual of Standards 2019.
 7. Marker balls or high visibility flags/sleeves must be installed on the upper one third portion of the outside guy wires to improve the mast's visibility for the benefit of aircraft operators prior to commissioning and use of the proposed mast for its intended purpose.
 8. Guy wire ground attachment points shall be constructed using contrasting colours to the surrounding ground and vegetation and fenced prior to commissioning and use of the proposed mast for its intended purpose.
 9. Details of the proposed mast's coordinates and elevation shall be provided to Airservices Australia by the proponent for inclusion in an obstacle database maintained by that agency and publication on aeronautical charts. Evidence of the notification required by this condition shall be provided to the local government within seven (7) days of the notification being provided to Airservices Australia.
 10. The removal and/or trimming of any native vegetation within any local road reserves used to access the proposed development is not permitted unless otherwise approved by the local government.
 11. The proponent shall, at its own cost, arrange for the immediate repair of any damage and/or extraordinary wear and tear on the local road network arising from the proposed development in accordance with any written directive and specifications issued by the local government's Chief Executive Officer.
 12. All waste generated during the construction process shall be disposed or recycled at an approved/licensed waste disposal and/or recycling facility. No waste is permitted to be stored and disposed on the land.
 13. The proposed mast and all associated improvements shall be removed from the land in their entirety with the area they occupied reinstated to its original condition insofar as practicable within 90 days of expiry of this approval unless otherwise approved by the local government.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the proponent and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of West Arthur under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the proponent to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The proponent is advised a building permit application for the proposed mast is not required given the exemption afforded by Section 70 of the *Building Act 2011*. Notwithstanding this fact it is strongly recommended the mast be constructed in accordance with plans prepared by a structural engineer to ensure it is structurally sound.
4. The proponent is reminded of its obligation to ensure compliance with the requirements of the *Public Health Act 2016* and associated guidelines for the management of public health risks associated with temporary toilets in Western Australia. To confirm the relevant requirements in this

regard please contact the local government's Environmental Health Officer on 9890 0900 or eho@narrogin.wa.gov.au.

5. The proponent is reminded of their obligation to ensure compliance with the *Bush Fires Act 1954* and the Shire of West Arthur Annual Bushfire Notice to help guard against any future potential bushfire risk given portions of the property the subject of this approval have been designated by the Fire and Emergency Services Commissioner as being bushfire prone. In addition, the proponent's employees and contractors must comply with any Shire of West Arthur Harvest and Vehicle Movement ban in place at the time of carrying out any work. It is strongly recommended the proponent liaise with the local government's Chief Fire Control Officer prior to the commencement of development.
6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of West Arthur Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
7. If the proponent/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination

999 Hay Street, Level 10
Perth, Western Australia 6000
Australia
ghd.com

ATTACHMENT 1



Our ref: 12672815

19 December 2025

Vin Fordham Lamont
Chief Executive Officer
Shire of West Arthur

Application for Development Approval – Meteorological Mast

Dear Mr Lamont,

Vestas Development Australia Pty Ltd (Vestas) is seeking Development Approval to construct a single meteorological mast (met mast) under the Shire of West Arthur (the Shire) Local Planning Scheme No. 2 (LPS2) at the location described in Table 1.

The purpose of the met mast is to support investigations of wind resource for the Bowelling Wind Farm; a renewable energy facility with a power generation capacity of up to 500 megawatts. Bowelling Wind Farm is proposed to be located generally to the north east of Muja Conservation Park and approximately 80 kilometres east of Bunbury.

This letter provides the following information to support the application for development approval:

- Description of the proposed works, including the location and specifications of the met mast
- Justification for the project against the applicable legislation and planning frameworks of the State government and the Shire
- Discussion of relevant environmental and social factors associated with the proposed met mast.

This application is supported by the following appendices:

- Signed development application form (refer **Attachment 1**)
- Certificate of title (refer **Attachment 2**)
- Development plans (refer **Attachment 3**)
- Aviation Impact Assessment (refer **Attachment 4**).

Met mast location

The met mast is proposed to be situated at the land parcel and location described in Table 1 and illustrated in Figure 1. The location is approximately 13.5 kilometres south of Bowelling townsite. The location is accessible via Trigwell Bridge Road. Trigwell Bridge Road connects to Collie-Lake King Road at Bowelling siding.

The met mast location is approximately 3.5 kilometres south of the boundary with Bennelaking Conservation Park. The location is approximately 1.6 kilometres from the near dwelling, located west of Trigwell Bridge Road.

The land comprises a mixture of cleared farmland, small gulleys and waterways, as well as Eucalyptus wandoo plantation. A copy of the certificate of title for the lot is provided as **Attachment 2**.

 The Power of Commitment

GHD Pty Ltd | ABN 39 008 488 373

Table 1 Met mast location & lot details

Coordinates (MGA50)	Lot	Plan	Volume / Folio	Street Address	Proprietor	Area (ha)
Easting: 116° 32' 3.10" E	8	P016210	1953/982	N/A	The Water Resources Ministerial Body	278.7441 ha
Northing: 33° 31' 55.69" S						

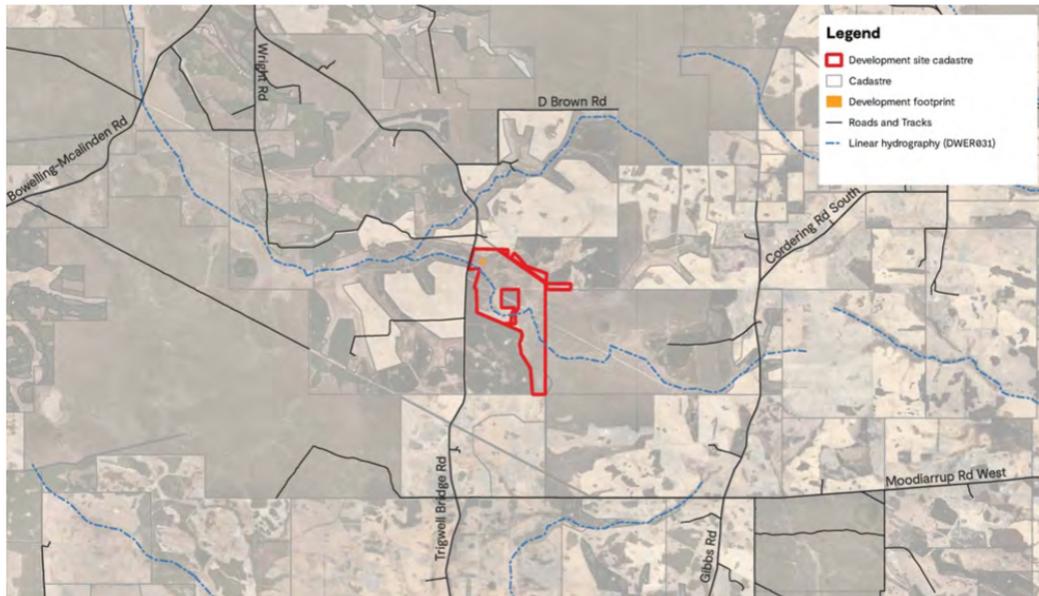


Figure 1 Proposal location

Met mast specifications

The proposal comprises the installation of a 120 metre (hub height) guyed lattice mast and wind monitoring system. The met mast includes medium intensity flashing red lights at a height of approximately 110 metres and a lightning finial extending to approximately 122 metres.

The development footprint comprises approximately 0.9175 hectares (ha), as illustrated in Figure 2. Clearing of this footprint will be required for met mast installation and laydown, and to connect and maintain guy wires. Not all of this 0.91 ha comprises mature vegetation (refer *Environmental and social considerations*).

Construction of the met mast is anticipated to occur over two weeks, whereby concrete foundations will be poured, and the mast will be installed section by section. Guy wires will be mounted at two heights and anchored into the ground between 40 metres and 80 metres from the mast. The mast will operate for up to 6 years before decommissioning. Following decommissioning, the mast sections and concrete foundations will be removed so that no component of the installations will remain on site. There will be no ancillary facilities required for personnel during the operation of the met mast. Specification diagrams of the proposed met mast are provided in **Attachment 3**.

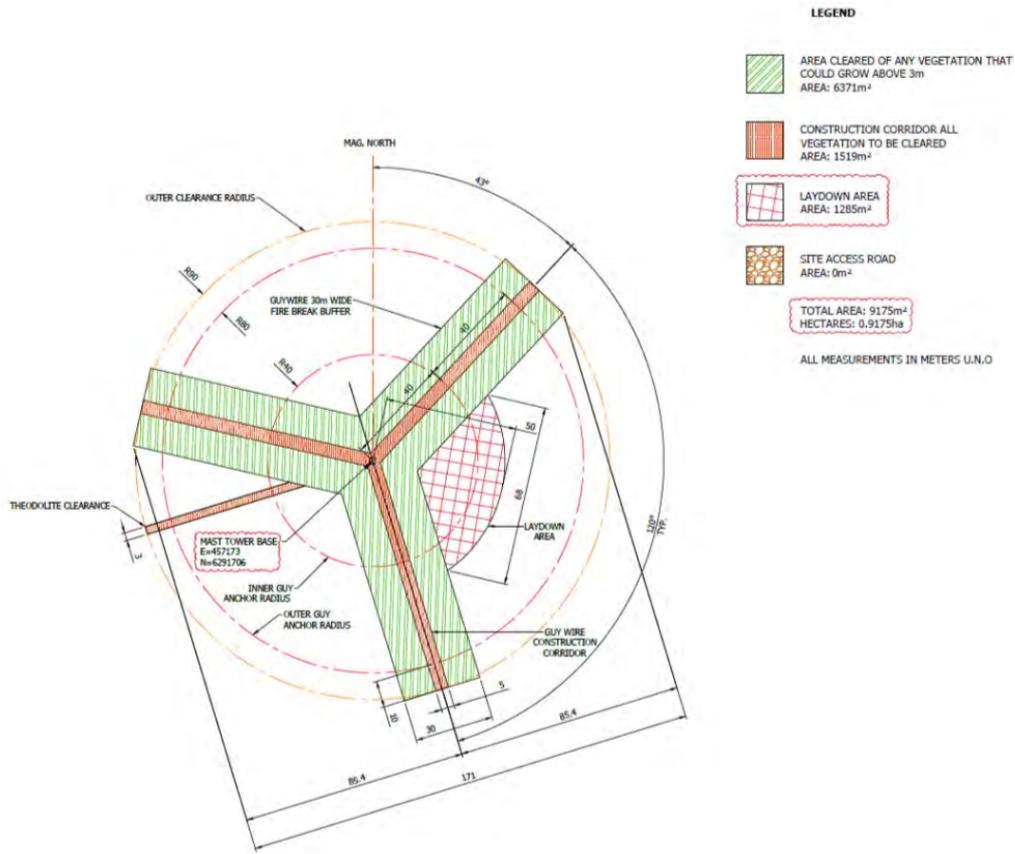


Figure 2 Proposal layout and footprint (Source: ART Group)

Planning considerations

Table 2 Summary of planning considerations

Framework	Proposal consideration
Legislation	
<i>Planning and Development Act 2005</i>	<p>The PD Act sets the basis of the planning system including the role and functions of decision-makers. Section 4 (Terms Used) of the PD Act provides that:</p> <p><i>'development means the development or use of any land, including —</i></p> <ul style="list-style-type: none"> a) <i>any demolition, erection, construction, alteration of or addition to any building or structure on the land;</i> b) <i>the carrying out on the land of any excavation or other works'</i> <p>The carrying out of works for the project will involve the excavation of land and the installation of structures. Works that are consistent with the term development are subject to development approval.</p>
<i>The Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i>	<p>If clearing of native vegetation is proposed, a permit from either the Department of Water and Environmental Regulation (DWER) or the Department of Local Government, Industry Regulation and Safety (LGIRS) is required, unless a suitable exemption applies.</p> <p><i>The Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i> address a number of matters related to clearing of native vegetation:</p>

Framework	Proposal consideration
	<ul style="list-style-type: none"> - Regulation 5 – Prescribed clearing, outlines clearing activities that do not require a permit if occurring outside of an environmentally sensitive area declared under section 51B of the Environmental Protection Act 1986 (EP Act). - Regulation 5, Item 12, provides an exemption for clearing for vehicular tracks, done by or with prior authority of the owner of the property on which the clearing is to take place. <p>Vestas will obtain a Native Vegetation Clearing Permit before undertaking any clearing of native vegetation which is not exempt.</p>
<p><i>Civil Aviation Safety Regulations 1998</i></p>	<p>The Civil Aviation Safety Regulations 1998 (CASR) provide regulatory controls for aviation safety in Australia.</p> <p>Regulation 129.165 provides the scenarios in which the Civil Aviation Safety Authority (CASA) must be notified of proposed objects and structures:</p> <p>(1) <i>This regulation applies if a person proposes to construct or erect an object or structure that:</i></p> <ul style="list-style-type: none"> a) <i>will have a height of 100 metres or more above ground level;</i> (2) <i>The person must, as soon as practicable after forming the intention to construct or erect the proposed object or structure, give written notice to CASA of the following:</i> <ul style="list-style-type: none"> a) <i>the proposal;</i> b) <i>the proposed height and location of the object or structure;</i> <p>As noted, the proposed met masts are greater than 100 metres. Details regarding consultation and safety measures taken by the Proposal in relation to aviation impact are provided in Table 3.</p>
<p>State Planning Policies and Position Statements</p>	
<p>SPP 2.5 – Rural planning</p>	<p>State Planning Policy 2.5 – Rural Planning (SPP2.5) seeks to protect and preserve Western Australia’s rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values. This policy applies to the Proposal, which is located on land zoned Rural use under LPS2.</p> <p>The proposal would have an insignificant impact on rural land supply and value within the Shire, due to its small footprint. The proposal does not involve any activities or land uses that would impact or constrain the use of surrounding rural land.</p>
<p>SPP 3.7 – Bushfire</p>	<p>State Planning Policy 3.7 – Bushfire (SPP3.7) seeks to guide the implementation of effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. It applies to all land designated as bushfire prone by the Department of Fire and Emergency Services (DFES) Commissioner as highlighted on the Map of Bush Fire Prone Areas.</p> <p>While the proposal is nearby to designated bushfire prone areas, it does not involve buildings/structure that are subject to regulation under the guidance of SPP3.7.</p> <p>Construction management during controlled bushfire risk situations is discussed further in this report.</p>
<p>Position Statement – Renewable Energy Facilities</p>	<p>The Position Statement guides the planning approval process for renewable energy facilities, guiding their development whilst minimising impacts to the natural environment and landscape. The Position Statement identifies matters to be considered in assessment of development applications for renewable energy facilities. The Proposal’s consideration of these factors is provided in Table 3.</p>
<p>Shire of West Arthur Local Planning Strategy</p>	
<p>Strategic Plan</p>	<p>The Shire’s Local Planning Strategy was endorsed in 2025, providing the planning context, objectives and intentions for long-term growth and change within the local government area.</p> <p>The Strategy emphasises a focus on pressures for change which may impact the rural economy and environment. A vision statement is defined to ‘To foster sustainable growth and development within the Shires of Wagin, West Arthur and Williams by embracing our rich agricultural heritage, enhancing our vibrant communities, and preserving our unique natural landscapes.’</p>

Framework	Proposal consideration
	<p>In regard to rural land, the Local Planning Strategy encourages the diversification of agricultural production, as well as other land uses which complement and do not interfere with established farming.</p> <p>The Proposal encourages the diversification of rural land uses by supporting the progression of the Bowelling Wind Farm project. The Proposal will not interfere with established farming or other surrounding rural land uses.</p>
Shire of West Arthur Local Planning Scheme No. 2	
Land use class and permissibility	<p>The proposal does not align with any use class listed under LPS2 and is expected to be considered a 'use not listed' by the Shire. As according to LPS2:</p> <p>If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type or class of activity of any other use the local government may:</p> <ul style="list-style-type: none"> a) <i>determine that the use is consistent with the objectives of the particular zone and is therefore permitted; or</i> b) <i>determine that the proposed use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or</i> c) <i>determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.</i> <p>Assessment of the Proposal against zone objectives is provided in below.</p>
Zone and objectives	<p>The site is zoned 'Rural' under LPS2. Clause 4.2 of LPS2 sets out the objectives of the Rural zone:</p> <ul style="list-style-type: none"> - <i>To ensure the continuation of broad-hectare agriculture as the principal land use in the district, encouraging where appropriate the retention and expansion of agricultural activities.</i> - <i>To provide for intensive agricultural uses and diversified farming which retain the rural character and amenity of the locality, and which are consistent with land suitability.</i> - <i>To help protect rural land from land degradation and further loss of biodiversity by:</i> <ul style="list-style-type: none"> • <i>minimising clearing of remnant vegetation</i> • <i>encouraging retention and protection of remnant vegetation</i> • <i>encouraging development and protection of vegetation corridors</i> • <i>encouraging development of sustainable surface and sub-surface drainage works</i> • <i>encouraging rehabilitation of salt-affected land</i> • <i>encouraging soil conservation through land management measures</i> • <i>encouraging identification and protection of wetlands</i> - <i>To consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.</i> - <i>To allow for facilities for tourists and travellers, and for recreation uses.</i> - <i>To have regard to use of adjoining land at the interface of the rural zone with other zones to avoid adverse effects on local amenities</i> <p>The Proposal is a non-rural land use, but does not interfere with the objectives of the Rural zone. Given the structure and small footprint of the met mast, it will not adversely affect the environment, natural resources or surrounding rural land uses.</p>
General development requirements	<p>Clause 5.18 of LPS2 sets out the site and general development requirements for the Rural zone. A minimum setback of 20 metres from all lot boundaries is required for development within the Rural zone, which is achieved by the Proposal.</p>
Local Planning Policy 5 – Wind farms	<p>LPP5 articulates the Council's strategic position in relation to location, scale, design, and development of wind farms within the municipality.</p> <p>LPP5 encourages proposals for wind farms involve engagement with key agencies, including Department of Defence, CASA and Air Services Australia.</p> <p>LPP5 notes the need to consider visual impacts from key heritage listed places and conservation reserves.</p>

Environmental and social considerations

Table 3 Summary of environmental considerations

Consideration	Project alignment
Environmental impact	<p>An initial desktop of environmental constraints identified:</p> <ul style="list-style-type: none"> – No Environmentally Sensitive Areas (DWER-046) – No Threatened or Priority flora, fauna or ecological communities (DBCA-036; DBCA-037; DBCA-038) – No contaminated sites (DWER-059) <p>A reveille/site assessment for the Bowelling Wind Farm area was completed in August 2025. The area of the proposed met mast was not surveyed but was observed as Eucalyptus wandoo plantation with some regrowth Eucalyptus rudis in lower areas over introduced (weed) grasses. The vegetation is likely in Completely Degraded condition. Further assessment of vegetation will occur in 2026. Where further applications are required to remove native vegetation, Vestas' will obtain relevant approvals prior to works.</p>
Cultural heritage	<p>A search of the Aboriginal Cultural Heritage Inquiry System found no registered places of Aboriginal cultural heritage significance within or in proximity to Lot 8.</p> <p>A search of the inHerit database found no registered places of European cultural heritage significance within or within proximity to Lot 8.</p> <p>The Site lies within the South West Settlement Native Title Determination, and the Gnaala Karla Booja Indigenous Land Use Agreement (WI2015/005).</p>
Public and aviation safety	<p>An Aviation Impact Assessment (AIA) has been prepared by Aviation Projects to support this Proposal (refer Attachment 4).</p> <p>The AIA does not identify any significant aviation risks associated with the met mast. It is noted that the AIA was prepared on the basis of a different met mast location that has now been deemed unsuitable for reasons unrelated to aviation impact. The different location is less than 2 km to the north of the current location. While the met mast has been re-sited, there are no additional or differing aviation impacts arising from the relocation. Vestas will continue to engage with Air Services Australia and CASA to ensure appropriate registration of the met mast. The met mast is located a considerable distance from Hillman Airstrip to avoid interaction with activities undertaken by the Royal Australian Air Force.</p> <p>The AIA notes the specific considerations outlined in LPP5 relating to air safety. Vestas has referred preliminary information about the project to CASA, with advice returned from CASA summarised as follows:</p> <ul style="list-style-type: none"> – CASA confirms the proposed WMT site is outside any Obstacle Limitation Surface (OLS) protection area. The nearest certified aerodrome is Bunbury Airport, approximately 81 km west. – CASA is unaware of any Aeroplane Landing Area (ALA) near the site; the closest identified ALA is Wagin airfield, about 79 km east. – The WMT is outside the 7 nm RAAF transport aircraft buffer and 5 nm paratrooper buffer for Hillman Farm Airstrip. – The WMT is a guyed mast with alternating markings on the top third. CASA recommends adding marker balls, flags or sleeves on upper guy wires for visibility. – CASA supports low-intensity steady red lighting for safety during agricultural flying and poor light conditions. Medium-intensity flashing red lighting is acceptable if preferred. – Lighting impacts during night hours should be assessed and managed. – CASA advises notifying Airservices to confirm no impact on airspace procedures, ATC or CNS facilities.
Visual amenity	<p>The met mast is not expected to have a significant impact to the visual amenity of the surrounding rural landscape. Despite their significant height, the structure has a small ground footprint, is slim and designed with a lightweight lattice structure. The met mast will be visible from local access roads but are not located in proximity to residential dwellings or public spaces.</p> <p>It is noted that safety measures such as aviation safety markers, painting or lighting, will increase the visibility of the structure to some extent. These features are required for compliance with aviation safety standards.</p> <p>The masts are temporary structures and will be decommissioned after a maximum period of 6 years.</p>

Consideration	Project alignment
Construction impact	<p>Workforce and accommodation</p> <p>Up to 6 workers will be present on-site during construction. Workers will be accommodated off-site in the Collie district and drive to the project site.</p> <p>On-site facilities</p> <p>The project will maintain waste management at the site in accordance with Part 5 of the Shire's <i>Animal's Environment and Nuisance Local Law 2024</i>. Temporary toilets will be provided at the project location. Temporary toilets will capture waste, before being disposed of at an appropriate refuge facility.</p> <p>Machinery and equipment will be stored at the land during construction within a temporary construction laydown area.</p> <p>Site access and deliveries</p> <p>Major units are expected to be delivered by Class 3 (2 axel vehicles) with a general mass limit not exceeding 22.5 tonnes. Concrete will be delivered by a single 4-axel vehicle of similar maximum weight. Most other components will be delivered on trailers to utes and other similar vehicles.</p> <p>Access to site as well as all deliveries will occur via Coalfields Road, Bowelling-Duranillin Road and Trigwell Bridge Road. Lot 8 has direct frontage to Trigwell Bridge Road.</p> <p>No roadside clearing of vegetation or infrastructure is anticipated.</p> <p>Ground disturbance</p> <p>Any service access tracks and laydown areas required during construction, operation and decommissioning will be constructed and managed in consultation with the landowner.</p> <p>There will be minimal disturbance to the site occurring during construction, with appropriate measures being taken to ensure the stabilisation of topsoil, retention of surrounding native vegetation and appropriate management of erosion and drainage.</p> <p>Safety in construction</p> <p>ART will install the met mast on behalf of Vestas. ART maintains continuously reviewed:</p> <ul style="list-style-type: none"> - Construction WHS Management Plan - Construction Emergency Management Plan - Safe Work Management Procedures. <p>These procedures ensure the safe movement of plant and machinery around the work site. Adherence to ART's internal procedures ensures guy wires are not interacted with by plant, machinery or other forms of potential conflict during installation.</p> <p>ART's Construction WHS Management Plan includes provisions relating to the provision of firefighting equipment and adherence to emergency response plans.</p> <p>Vestas will ensure construction of the project complies with bush fire notices, harvest and burning bans issued by the Shire pursuant to the <i>Bushfire Act 1954</i>. This includes restrictions on the operation of forestry machinery and other plant/equipment during harvest bans.</p>
Traffic management	<p>Minimal additional vehicle movements are anticipated during the construction, operation and decommissioning of the met mast. Construction will occur over a short period approximately 2 weeks. No personnel will be required on site during the operation of the met mast. Minimal site access will be required to undertake routine maintenance during the operational phase.</p>
Site access and security	<p>The met mast will be secured with a metal grill barrier, climb protection and security fencing to deter unauthorised access.</p>

Summary

This development applications proposes the installation of a met mast to support the development of the Bowelling Wind Farm.

The proposal is consistent with the applicable planning framework and will have negligible impacts on the amenity of the surrounding area. The siting of the met masts has considered and minimised potential impacts on the environment, cultural heritage values, visual amenity and aviation safety.

The met mast is proposed to be installed at the land for a period of up to 6 years. This recognises the temporary nature of the structures and will ensure removal, should the Bowelling Wind Farm project not proceed.

Kind regards,



Aaron Augustson
Technical Director - Planning

+61 8 62228424
aaron.augustson@ghd.com

Attachment 1

Signed application form

Application for Development Approval

Local Planning Scheme No 2

Planning and Development (Local Planning Schemes) Regulations 2015

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



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

An application for development approval is to be accompanied by -

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

Application Fee

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

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

Note:

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



Owners Details

Name: THE WATER RESOURCES MINISTERIAL BODY
 ABN (if applicable): 28 420 443 065
 Postal Address: LOCKED BAG 10, JOONDALUP WA
 Post Code: 6919
 Email: imu@dwcr.wa.gov.au
 Mobile Number: 0422019329 Home Number: _____
 Contact person for correspondence: NEIL SCANES - PROJECT OFFICER
 Signature: _____ Date: _____
 Signature: B. Walker Date: 17 / 12 / 2025

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

Applicant Details (if different from owner)

Name: GHD Pty Ltd ABN (If Applicable): 39 008 488 373
 Postal Address: Level 10, 999 Hay Street, Perth
 Post Code: 6000
 Email: Aaron.Augustson@ghd.com
 Mobile Number: (08) 6222 8424 Home Number: _____
 Contact person for correspondence: Aaron Augustson

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

Yes No

Signature: *A. Augustson* Date: 12/12/25

Property Details

Lot Number: 8 House/Street Number: N/A Location Number: -
 Diagram or Plan Number: P016210 Certificate of Title (Vol. Number): 1953
 Folio: 982
 Title encumbrances (e.g., easements, restrictive covenants): Refer certificate of title

Street name: TRIGWELL BRIDGE RD Suburb: BOWELLING
 Nearest Street Intersection: TRIGWELL BRIDGE RD - D BROWN RD



Proposed Development *(see Note 1)*

Nature of development:

Works Use Works and Use

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

Yes No

No Works Use

Description of proposed works and/or land use: Use not listed (Meteorological monitoring mast)
(refer to information on cover page)

Description of exemption claimed (if relevant): N/A

Nature of any existing buildings and/or land use: Rural

Approximate cost of proposed development: \$200,000

Estimated time of completion: Early 2026

Notes

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

Office Use Only

Acceptance Officer's Initials: _____ Date received: _____

Local government reference number: _____



Attachment 2

Certificate of title



TITLE NUMBER	
Volume	Folio
1953	982

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

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

BGRoberts
 REGISTRAR OF TITLES 

LAND DESCRIPTION:

LOT 8 ON PLAN 16210

REGISTERED PROPRIETOR:
 (FIRST SCHEDULE)

THE WATER RESOURCES MINISTERIAL BODY OF PRIME HOUSE 8 DAVIDSON TERRACE JOONDALUP WA 6027
 (A K890291) REGISTERED 25/3/2009

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

- 1. Q462627 PROFIT A' PRENDRE. CERTAIN RIGHTS AND INTERESTS TO FOREST PRODUCTS COMMISSION OF LEVEL 7 233 ADELAIDE TERRACE PERTH WA 6000 FOR A TERM OF 35 YEARS FROM AND INCLUDING 01.01.2024 AS TO PORTION ONLY - SEE DEPOSITED PLAN 429416 REGISTERED 17/6/2025.

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

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

STATEMENTS:

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

SKETCH OF LAND: 1953-982 (8/P16210)
 PREVIOUS TITLE: 1953-981
 PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF WEST ARTHUR
 RESPONSIBLE AGENCY: DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (SWWC)

Superseded - Copy for Sketch Only

Page 1 (of 2 pages) 1953 VOL. 982 FOL.

LT. 39

ORIGINAL - NOT TO BE REMOVED FROM OFFICE OF TITLES

Application F126870
Volume 1953 Folio 981

WESTERN



AUSTRALIA

REGISTER BOOK
VOL. 1953 FOL. 982



CERTIFICATE OF TITLE

UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

I certify that the person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements and encumbrances shown in the Second Schedule hereto.

Dated 5th March, 1993

[Signature]
REGISTRAR OF TITLES



ESTATE AND LAND REFERRED TO

Estate in fee simple in portion of each of Wellington Locations 3701 and 4131 and being Lot 8 on Plan 16210, delineated on the map in the Third Schedule hereto, limited however to the natural surface and therefrom to a depth of 60.96 metres.

FIRST SCHEDULE (continued overleaf)

~~Maringee Farms Pty. Ltd. of 39 Stirling Highway, Nedlands.~~

SECOND SCHEDULE (continued overleaf)

- ~~As to Wellington Location 4131 only:~~
- ~~1. MORTGAGE D150162 to Perth Building Society. Registered 19.11.85 at 3.05 o/c~~
~~Discharged F126856 5.3.93~~
- ~~As to Wellington Location 4131 only:~~
- ~~2. MORTGAGE D150163 to Perth Building Society. Registered 19.11.85 at 3.05 o/c~~
~~Discharged F126856 5.3.93~~

THIRD SCHEDULE (see overleaf)

PERSONS ARE CAUTIONED AGAINST ALTERING OR ADDING TO THIS CERTIFICATE OR ANY NOTIFICATION HEREON

NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

E85333/11/88-1 500-S/2860

Superseded - Copy for Sketch Only

LT: 39

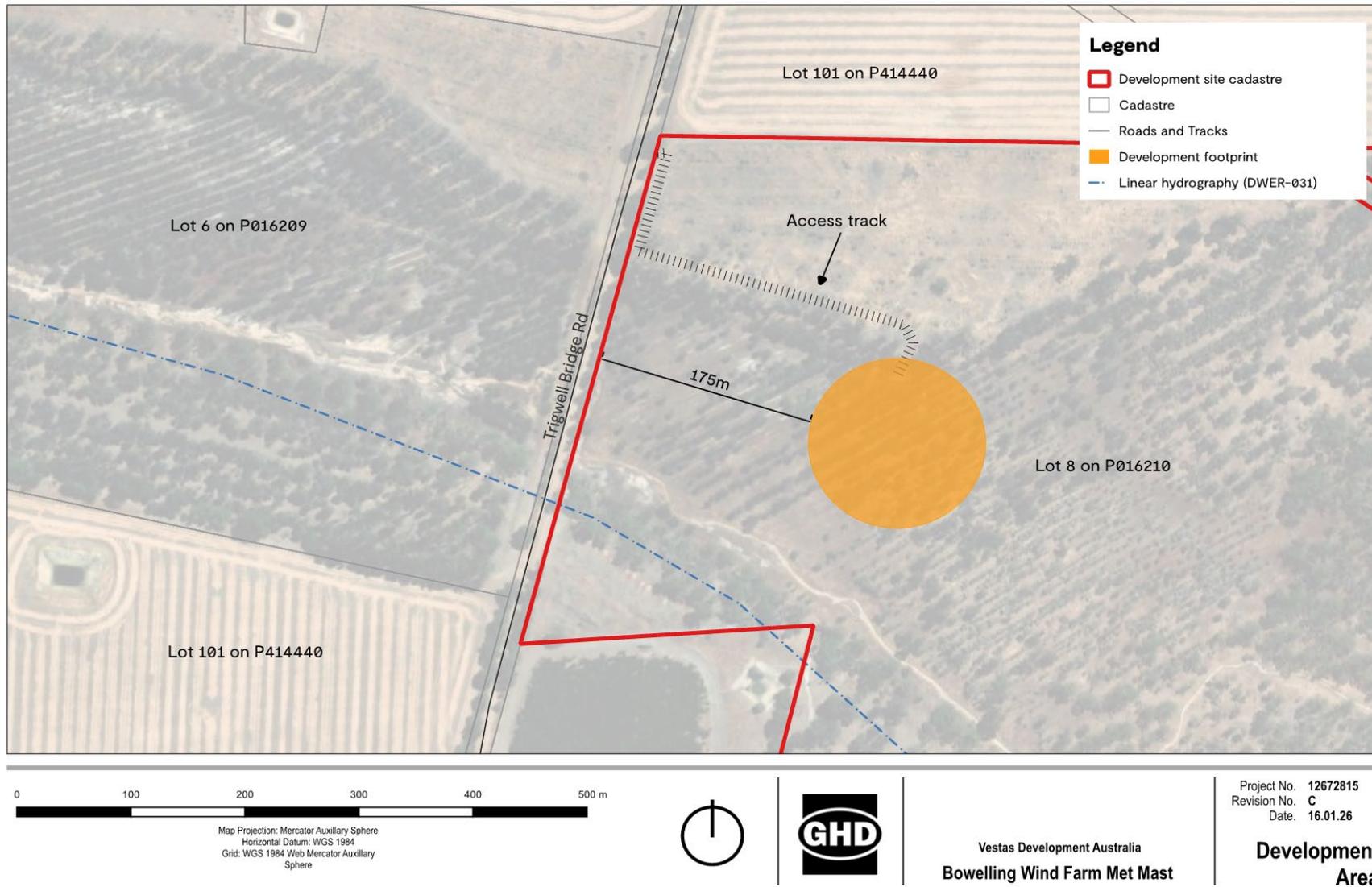
NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

REGISTERED PROPRIETOR	INSTRUMENT		REGISTERED	TIME	SEAL	CERT. OFFICER
	NATURE	NUMBER				
Water Authority of Western Australia of 629 Newcastle Street, Leederville. Application G137095. The registered proprietor is <u>Water and Rivers Commission of Hyatt Centre, 3 Plain Street, East Perth</u> . By virtue of the <u>Water Agencies Restructure (Transitional and Consequential Provisions) Act 1995</u> . Registered 27th March, 1996 at 11:32 hours.	Transfer	F126871	5.3.93	10.52		

CERTIFICATE OF TITLE VOL. 1953 982

Attachment 3

Met mast drawings and specifications

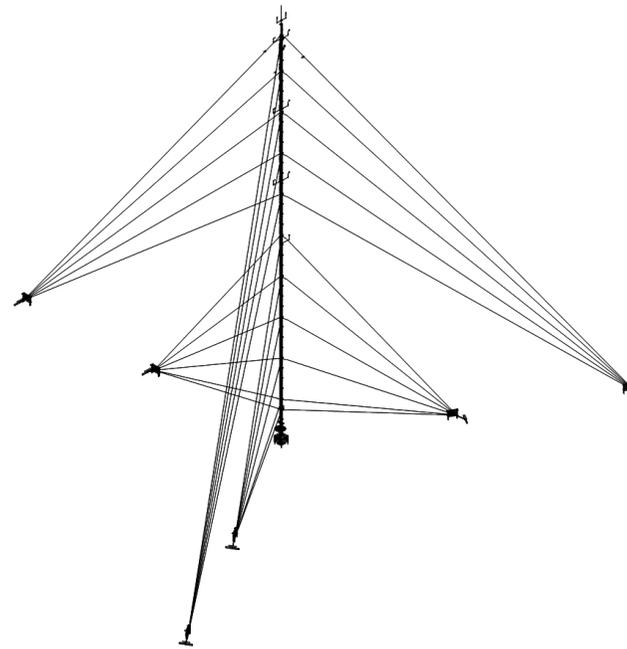




CLIENT: VESTAS
SITE: BOWELLING WIND FARM, WA
ART ASSET NUMBER: AA00670
MAST NAME: MM1
COORDINATES: **UTM 50 H:** 457173, 6291706
LAT/LONG: -33.513337°N, 116.538858°E
DESCRIPTION: 120m (NOM.) TEMPORARY GL55-36 GUYED LATTICE MAST



DRAWING REGISTER	
DRAWING TITLE	SHEET No.
TITLE SHEET & DRAWING REGISTER	1/13
GENERAL NOTES	2/13
MAST PLAN	3/13
MAST ELEVATION	4/13
MAST AND GUY WIRE CONNECTION DETAILS	5/13
MAST ANCILLARY LAYOUT DETAILS	6/13
MAST FOOTING DETAILS - BURIED	7/13
MAST FOOTING DETAILS - CONC. IN-SITU	8/13
EARTHING G.A.	9/13
FENCING G.A.	10/13
FALL ARREST G.A.	11/13
ANTI CLIMB G.A.	12/13
AVIATION LIGHT G.A.	13/13



1
S-01 ISOMETRIC VIEW

REV	DESCRIPTION	DATE
03	REVISED SH 4, 5, 6 & ADDED SH 13	30/10/25
02	REVISED SHEET 4, 5, 6, 10, 14	16/10/25
01	REVISED SH 1, 3, 4, 6 ADDED SH 13 & 14	29/09/25
00	ISSUED FOR CONSTRUCTION	19/09/25



119-125 QUARRY ROAD
 MURWILLUMBAH, 2484, NSW
 P: (02) 6672 6200
 E: admin@art-group.com.au
 W: www.art-group.com.au

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CLIENT



PROJECT
 BOWELLING WIND FARM, WA
 MM1 120M (NOM.) MET MAST
 GL55-36 GUYED LATTICE MAST
 TEMPORARY DEPLOYMENT

SHEET TITLE
 TITLE SHEET & DRAWING REGISTER

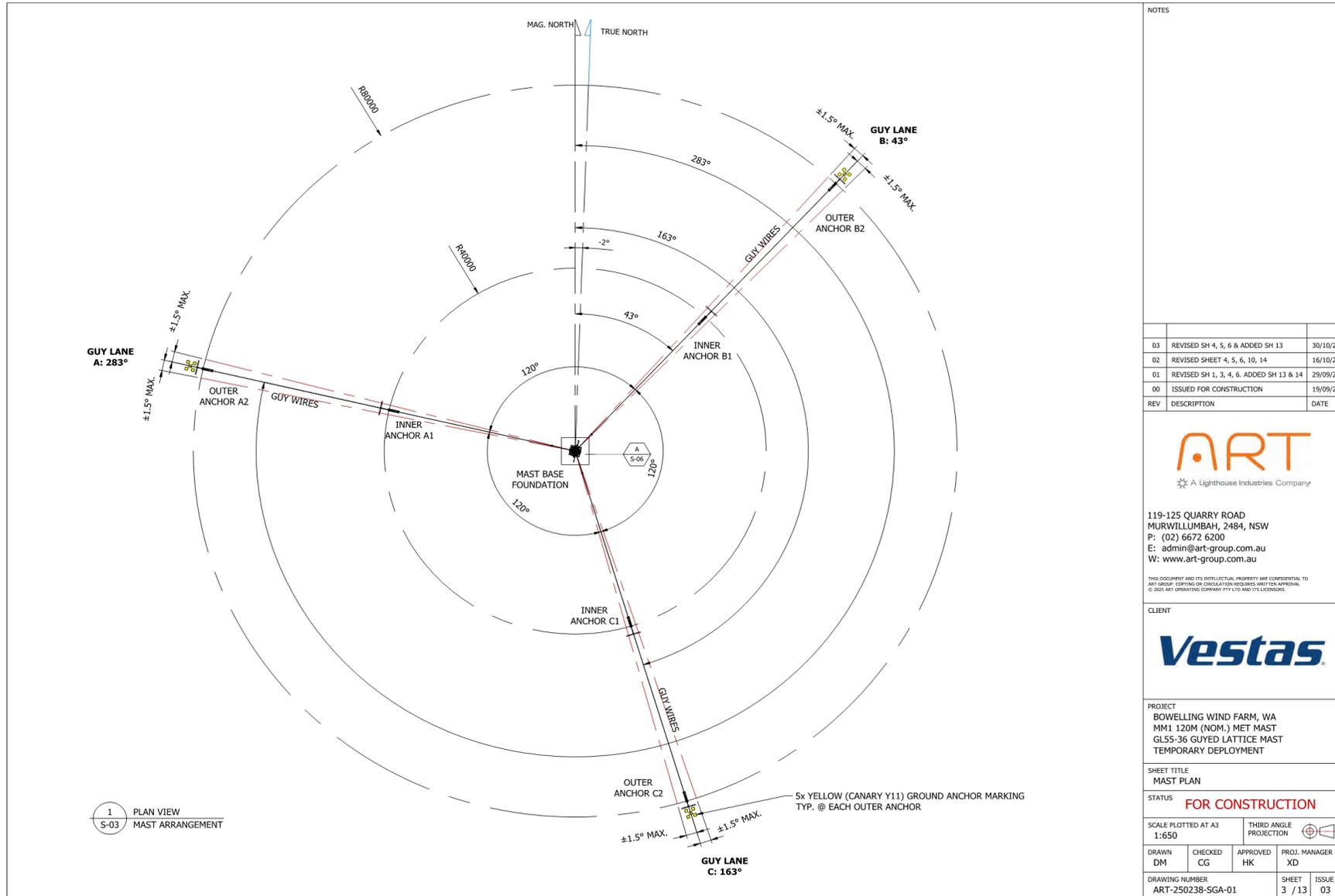
STATUS **FOR CONSTRUCTION**

SCALE PLOTTED AT A3
 N.T.S. THIRD ANGLE PROJECTION

DRAWN	CHECKED	APPROVED	PROJ. MANAGER
DM	CG	DN	XD

DRAWING NUMBER	SHEET	ISSUE
ART-250238-SGA-01	1 / 13	03

GENERAL NOTES		MAST DESIGN CRITERIA		NOTES																						
<p>1. ALL MAST STEELWORK COMPONENTS, ASSEMBLIES AND PARTS CALLED OUT ON DETAILS, SECTIONS AND BILLS OF MATERIALS ARE THE PROPRIETARY PRODUCTS OF ART GROUP UNLESS NOTED OTHERWISE (U.N.O.). COMPLETE DETAILS AND INFORMATION OF THE ART GROUP PRODUCTS SHOWN ON PRODUCTION SHOP DRAWINGS.</p> <p>2. ALL DIMENSIONS TO BE CHECKED ON-SITE BEFORE CONSTRUCTION.</p> <p>3. ALL DIMENSIONS SHOWN ARE IN MILLIMETERS U.N.O.</p> <p>4. DIMENSIONS SHALL NOT BE OBTAINED BY SCALING DRAWINGS.</p> <p>5. ALL WORKMANSHIP AND MATERIALS SHALL BE AS PER THE CURRENT AUSTRALIAN STANDARDS AND THE BY-LAWS, AND ORDINANCES OF THE RELEVANT BUILDING AUTHORITY.</p> <p>6. ALL STRUCTURE AND TEMPORARY WORK SHALL BE MAINTAINED IN A STABLE CONDITION AT ALL TIMES. NO COMPONENT SHALL BE OVERSTRESSED.</p> <p>7. INSTALL LAD-SAF FALL ARREST SYSTEM AS PER MANUFACTURER'S SPECIFICATIONS.</p>		<table border="1"> <thead> <tr> <th colspan="2">WIND PARAMETERS (AS1170.2:2021 & AS3995-1994)</th> </tr> </thead> <tbody> <tr> <td>WIND REGION</td> <td>A1</td> </tr> <tr> <td>TERRAIN CATEGORY</td> <td>2</td> </tr> <tr> <td>IMPORTANCE LEVEL (AS1170.0:2002)</td> <td>1</td> </tr> <tr> <td>TOPOGRAPHIC MULTIPLIER Mt</td> <td>1.057</td> </tr> <tr> <td>DIRECTIONAL MULTIPLIER Md</td> <td>1.00</td> </tr> <tr> <td>CLIMATE CHANGE MULTIPLIER Mc</td> <td>1.00</td> </tr> <tr> <td>REGIONAL WIND SPEED Vr (m/s)</td> <td>38</td> </tr> <tr> <td>SERVICE WIND Vs (m/s)</td> <td>27</td> </tr> <tr> <td>DEPLOYMENT TYPE</td> <td>TEMPORARY</td> </tr> <tr> <td>STRUCTURE SERVICE LIFE (1)</td> <td>6 YEARS</td> </tr> </tbody> </table>		WIND PARAMETERS (AS1170.2:2021 & AS3995-1994)		WIND REGION	A1	TERRAIN CATEGORY	2	IMPORTANCE LEVEL (AS1170.0:2002)	1	TOPOGRAPHIC MULTIPLIER Mt	1.057	DIRECTIONAL MULTIPLIER Md	1.00	CLIMATE CHANGE MULTIPLIER Mc	1.00	REGIONAL WIND SPEED Vr (m/s)	38	SERVICE WIND Vs (m/s)	27	DEPLOYMENT TYPE	TEMPORARY	STRUCTURE SERVICE LIFE (1)	6 YEARS	<p>1. DESIGN SERVICE LIFE FOR STRUCTURE, FOOTINGS AND PROTECTIVE COATINGS SUBJECT TO ROUTINE INSPECTION AND MAINTENANCE. CONTACT ART FOR RECOMMENDED MAINTENANCE SCHEDULE AND REQUIREMENTS.</p> <p>* A LIVE LOAD OF 2 PERSONNEL (100KG EACH) CLIMBING THE STRUCTURE FOR MAINTENANCE HAS BEEN CONSIDERED. IN ACCORDANCE WITH AS 3995, THE STRUCTURE IS CLASSIFIED AS A CLASS C STRUCTURE AND ALLOWS ACCESS ONLY FOR TWO EXPERIENCED AND QUALIFIED RIGGERS (ADVANCED RIGGING HIGH RISK WORK LICENCED).</p>
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<p>LOCATION</p>		<p>NOTES: (A)</p>		<p>03 REVISED SH 4, 5, 6 & ADDED SH 13 30/10/25</p> <p>02 REVISED SHEET 4, 5, 6, 10, 14 16/10/25</p> <p>01 REVISED SH 1, 3, 4, 6 ADDED SH 13 & 14 29/09/25</p> <p>00 ISSUED FOR CONSTRUCTION 19/09/25</p> <table border="1"> <thead> <tr> <th>REV</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	REV	DESCRIPTION	DATE																			
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<p>EARTHING</p>		<p>1. THE SAFE WORKING LOAD (SWL) OR WORKING LOAD LIMIT (WLL) OF ALL RIGGING COMPONENTS INCLUDING SHACKLES, TURNBUCKLES AND TERMINATIONS SHALL MATCH OR EXCEED THE DESIGN CAPACITIES OF THE ADJOINING GUY WIRE. LIKEWISE, THE ULTIMATE CAPACITY OF THESE COMPONENTS SHALL EXCEED THE MINIMUM BREAKING FORCE (MBF) OF THE ADJOINING GUY WIRE.</p> <p>2. RIGGING COMPONENTS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATION AND UNDERGO PERIODIC MAINTENANCE AND INSPECTION AS PER SUPPLIER RECOMMENDATIONS AND RELEVANT AUSTRALIAN STANDARDS.</p> <p>3. RIGGING COMPONENTS SHALL BE AS FOLLOWS UNLESS NOTED OTHERWISE IN THE RIGGING SCHEDULE:</p>		<p>119-125 QUARRY ROAD MURWILLUMBAH, 2484, NSW P: (02) 6672 6200 E: admin@art-group.com.au W: www.art-group.com.au</p> <p><small>THIS DOCUMENT AND ITS INTELLECTUAL PROPERTY ARE CONFIDENTIAL TO ART GROUP. COPYING OR CIRCULATION REQUIRES WRITTEN APPROVAL. © 2023 ART OPERATING COMPANY PTY LTD AND ITS LICENSORS.</small></p>																						
<p>1. UNLESS OTHERWISE SPECIFIED ART IS NOT RESPONSIBLE FOR THE SITE EARTHING SYSTEM COMPLIANCE TO AS/NZS 1768-2021 Cl 3.5.3 (EARTHING RESISTANCE RECOMMENDED VALUES) AS WELL AS THE PROVISION OF GEOTECHNICAL AND SOIL RESISTIVITY SURVEY DATA.</p> <p>2. THE METAL GUY WIRES ARE CONSIDERED ADEQUATELY EARTHED AS THEY ARE ATTACHED TO BURIED STEEL ANCHOR RODS SET IN EARTH (REFER TO AS/NZS 1768-2021 APPENDIX 15.1.)</p> <p>3. THE TOWER METALLIC STRUCTURE IS CONSIDERED A NATURAL DOWN CONDUCTOR AND REQUIRES NO ADDITIONAL DOWNCONDUCTOR (REFER TO AS/NZS 1768-2021 Cl 3.3.3)</p>		<p>1. 8.25mm GUY WIRES: 7/2.5mm STRANDS G1320 TENSILE STRENGTH = 1320MPa MINIMUM BREAKING FORCE (MBF) = 50kN PRE-TENSION TO 3.5kN TERMINATION – GFG-083-CL FANWRAP WHITE (MBF = 44.1kN) THIMBLE – 10mm PART NO. 302510 THIMBLE (MBF = 63.1kN) SHACKLE – 16mm GRADE 'S' BOW (SWL = 3.25t) TURNBUCKLE – 5/8" GRADE 'P' (WLL = 1.59t AND PROOF TESTED TO 2xWLL)</p>																								
<p>MAST ERECTION</p>		<p>1. THE MAST INSTALLATION DESIGNED FOR DERRICK-POLE OR CRANE ERECTION. FOR DERRICK-POLE LIFTS, ONLY ONE SECTION AT A TIME TO BE RAISED WITH DERRICK-POLE.</p> <p>2. FOR CRANE LIFTS THE PROPOSED LIFTING ARRANGEMENT SHALL BE CONFIRMED WITH THE STRUCTURAL ENGINEER.</p> <p>3. GUYED LATTICE MASTS BY NATURE HAVE NO REDUNDANCY AND ARE A HIGH-RISK ACTIVITY TO ERECT. ONLY EXPERIENCED AND QUALIFIED RIGGERS (ADVANCED RIGGING HIGH RISK WORK LICENCED) WITH A PROVEN CONSTRUCTION METHODOLOGY AND A DEMONSTRATED HISTORY OF GUYED LATTICE MAST ERECTION SHALL BE ENGAGED FOR MAST ERECTION WORKS. SAFE WORK METHOD STATEMENTS (SWMS) SHALL BE DEVELOPED AND STRICTLY ADHERED TO ALONG WITH WHS REGULATIONS.</p>		<p>CLIENT</p> <p>Vestas</p>																						
<p>FOOTINGS & FOUNDATIONS</p>		<p>2. 10mm GUY WIRES: 19/2.00mm STRANDS G1320 TENSILE STRENGTH = 1320MPa MINIMUM BREAKING FORCE (MBF) = 71kN PRE-TENSION TO 5kN TERMINATION – GFG-100 FANWRAP YELLOW (MBF = 70.5kN) THIMBLE – 11mm PART NO. 302511 THIMBLE (MBF = 76.3kN) SHACKLE – 19mm GRADE 'S' BOW (SWL = 4.75t) TURNBUCKLE – 7/8" GRADE 'P' (WLL = 3.27t AND PROOF TESTED TO 2xWLL)</p>																								
<p>1. ALL TOPSOIL AND UPPER STRATA CONTAINING ORGANIC MATTER SHALL BE REMOVED.</p> <p>2. IF MATERIAL ON-SITE IS NOT SUITABLE FOR STANDARD COMPACTION SPECIFICATIONS, THEN IMPORTED FILL OR BACKFILL SHALL CONSIST OF APPROVED MATERIAL INSTALLED AS PER COMPACTION SPECIFICATIONS.</p> <p>3. GROUND COLLAPSE CONTROL MEASURES SHALL BE USED WHERE GROUND COLLAPSE MAY OCCUR BY APPLYING EITHER SHORING, BENCHING AND OR BATTERING. LOCAL WHS CODE OF PRACTICE SHALL BE ADHERED TO.</p> <p>4. THE MINIMUM ALLOWABLE BEARING CAPACITY REQUIRED OF FOUNDATION MATERIAL SHALL BE 100kPa UNO. IN THE MAST DESIGN CRITERIA TABLE.</p> <p>5. THE FOLLOWING GEOTECHNICAL DESIGN ASSUMPTIONS HAVE BEEN MADE UNO. IN THE GEOTECHNICAL REPORT:</p> <p>a. SOLID ROCK, LOOSE FILL AND SOFT CLAYS ARE NOT ENCOUNTERED</p> <p>b. WATER TABLE IS NOT ENCOUNTERED</p> <p>c. FINAL BACKFILL DENSITY IS AT LEAST 16kN/M3 OR HIGHER</p> <p>d. CLAYS HAVE A MINIMUM 5kPa SHORT TERM COHESION WITH FRICTION ANGLE 25° OR HIGHER</p> <p>e. SANDS ARE COHESIONLESS WITH FRICTION ANGLE 32° OR HIGHER</p> <p>f. AGGRESSIVE SOILS ARE NOT ENCOUNTERED</p>		<p>3. 13.75mm GUY WIRES: 19/2.75mm STRANDS G1320 TENSILE STRENGTH = 1320MPa MINIMUM BREAKING FORCE (MBF) = 134kN PRE-TENSION TO 10.0kN TERMINATION – GFG-138 FANWRAP WHITE (MBF = 133kN), THIMBLE – 16mm PART NO. 302516 THIMBLE (MBF = 161kN) SHACKLE – 22mm GRADE 'S' BOW (SWL = 6.5t) TURNBUCKLE – 1" GRADE 'P' (WLL = 4.54t AND PROOF TESTED TO 2xWLL)</p>																								
<p>GUY ANCHOR COMPACTION SPECIFICATIONS</p>		<p>CONCRETE</p>		<p>PROJECT</p> <p>BOWELLING WIND FARM, WA MM1 120M (NOM.) MAST MAST GL55-36 GUYED LATTICE MAST TEMPORARY DEPLOYMENT</p> <p>SHEET TITLE</p> <p>GENERAL NOTES</p> <p>STATUS</p> <p>FOR CONSTRUCTION</p> <p>SCALE PLOTTED AT A3</p> <p>N/A</p> <p>THIRD ANGLE PROJECTION</p> <table border="1"> <thead> <tr> <th>DRAWN</th> <th>CHECKED</th> <th>APPROVED</th> <th>PROJ. MANAGER</th> </tr> <tr> <td>DM</td> <td>CG</td> <td>DN</td> <td>XD</td> </tr> </thead> </table> <p>DRAWING NUMBER</p> <p>ART-250238-SGA-01</p> <table border="1"> <thead> <tr> <th>SHEET</th> <th>ISSUE</th> </tr> </thead> <tbody> <tr> <td>2 / 13</td> <td>03</td> </tr> </tbody> </table>	DRAWN	CHECKED	APPROVED	PROJ. MANAGER	DM	CG	DN	XD	SHEET	ISSUE	2 / 13	03										
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<p>1. THE LEVEL OF TOLERANCE OF GUY ANCHOR FOOTING ELEVATION MAY VARY AS FOLLOWS (HIGHER/LOWER) WITHOUT ENGINEERING REVIEW MAINTAINING NOMINATED GUY ANCHOR ANGLES AS SPECIFIED BY THE STRUCTURAL ENGINEER.</p> <p>INNER FOOTING: 3.0m</p> <p>OUTER FOOTING: 5.0m</p>		<p>1. ALL WORKMANSHIP AND MATERIALS SHALL BE AS PER AS3600.</p> <p>2. PLACE CONCRETE WITH COMPRESSIVE STRENGTH Fc 32MPa AS DEFINED IN AS1379.</p> <p>3. ALL CONCRETE SHALL HAVE 80MM SLUMP AND NOMINAL 20M AGGREGATE SIZE.</p> <p>4. MAST BASE FOUNDATION: CONCRETE COVER OF 75mm MIN. TOP, BOTTOM AND SIDES.</p> <p>5. GUY ANCHOR FOUNDATION: MIN. 50mm CONCRETE COVER AROUND THE STEEL ANCHOR BEAM; FOR TOTAL CONCRETE DEPTH REFER TO THE GUY ANCHOR FOOTING SCHEDULE.</p> <p>6. NO HOLES OR CHASES OTHER THAN THOSE SHOWN ON THE STRUCTURAL DRAWINGS SHALL BE MADE IN CONCRETE MEMBERS WITHOUT WRITTEN APPROVAL FROM THE STRUCTURAL ENGINEER.</p> <p>7. REINFORCEMENT SYMBOLS: N - GRADE 500 NORMAL DUCTILITY DEFORMED BAR. SL/RL - DENOTES GRADE 500 LOW DUCTILITY RIBBED FABRIC THE NUMBER FOLLOWING THESE SYMBOLS INDICATES BAR DIAMETER IN MILLIMETRES U.N.O. REINFORCEMENT TO COMPLY WITH AS4671.</p>																								
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NOTES

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02	REVISED SHEET 4, 5, 6, 10, 14	16/10/25
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00	ISSUED FOR CONSTRUCTION	19/09/25
REV	DESCRIPTION	DATE

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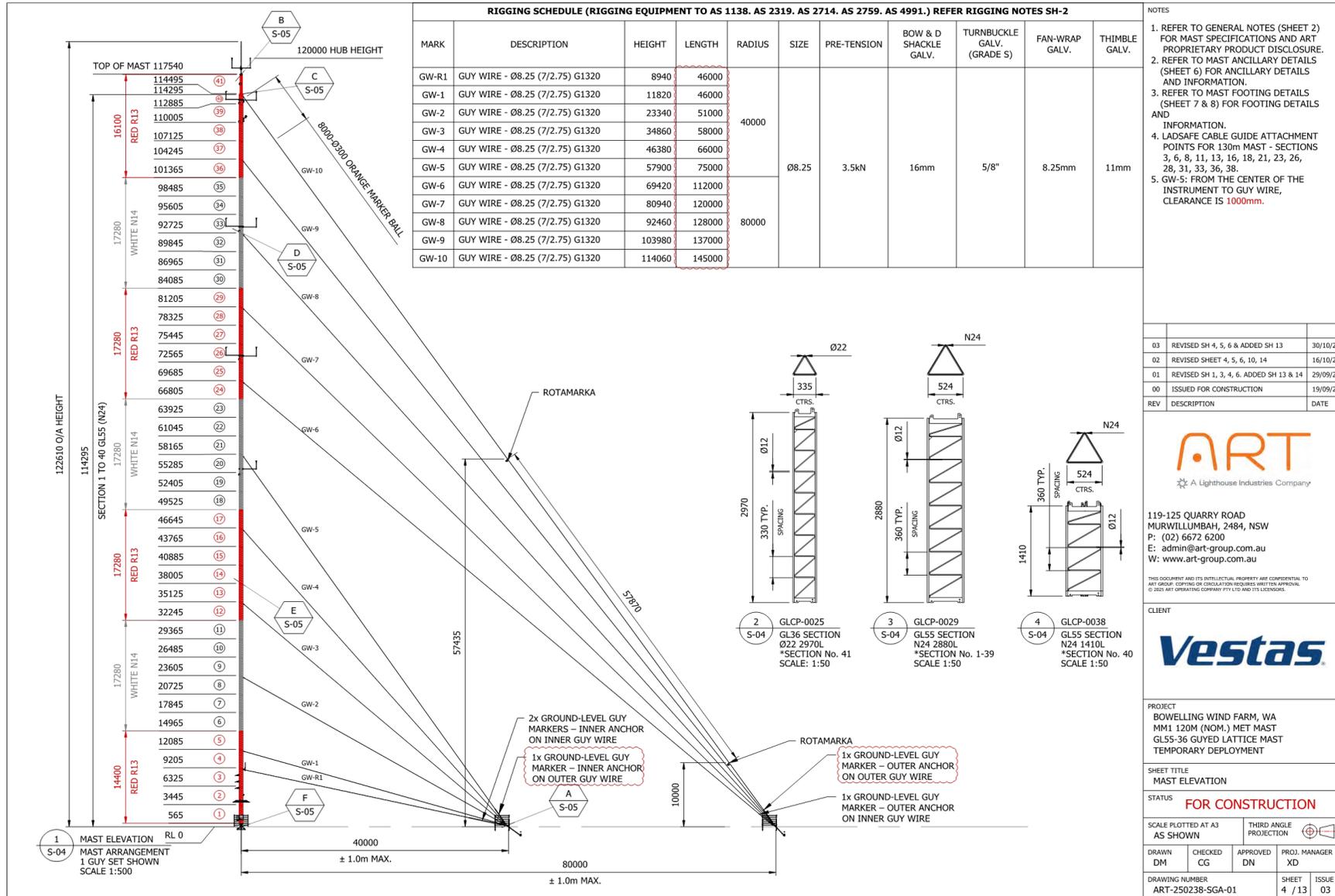
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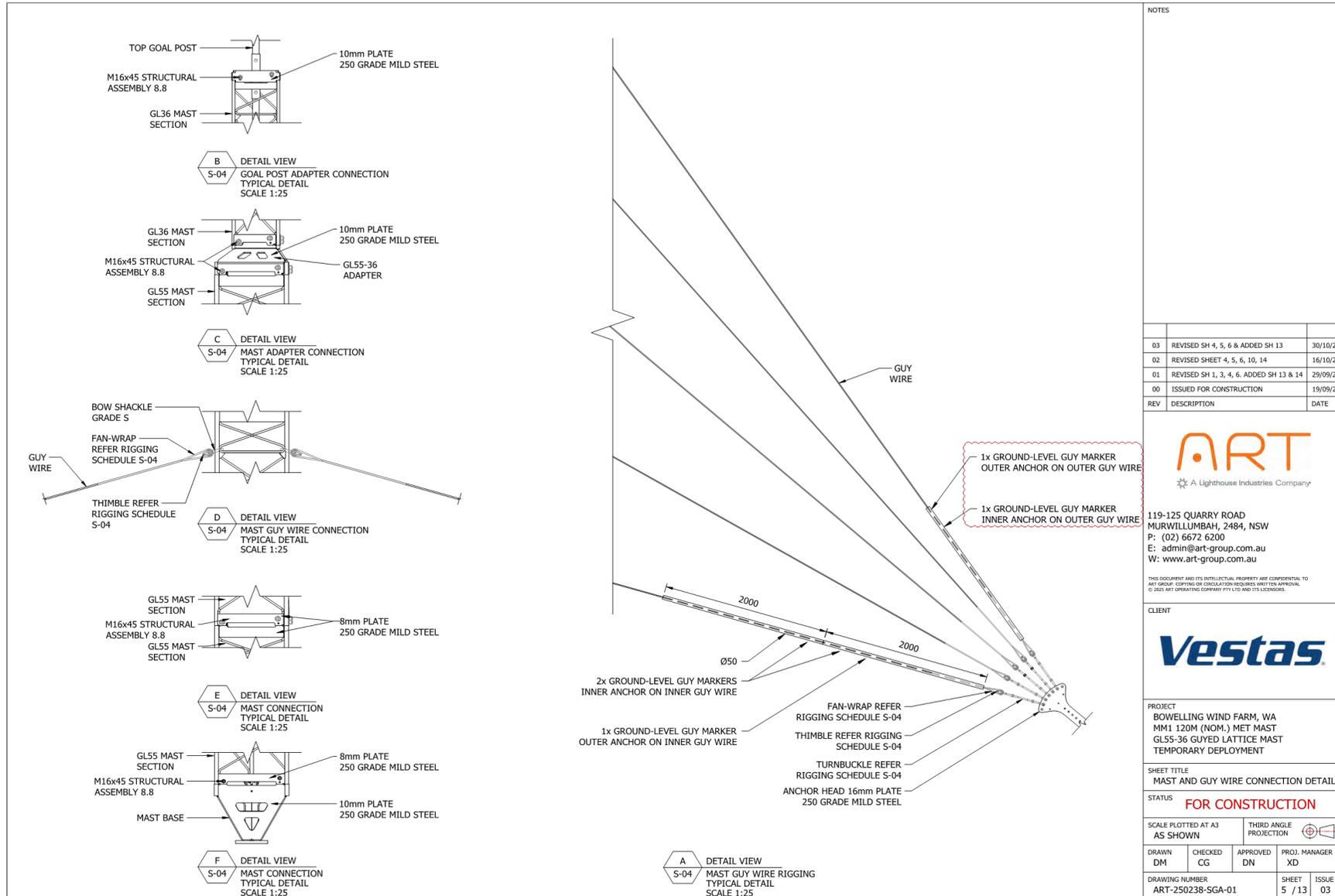
Vestas

PROJECT
BOWELLING WIND FARM, WA
MM1 120M (NOM.) MET MAST
GL55-36 GUYED LATTICE MAST
TEMPORARY DEPLOYMENT

SHEET TITLE
MAST PLAN

STATUS **FOR CONSTRUCTION**





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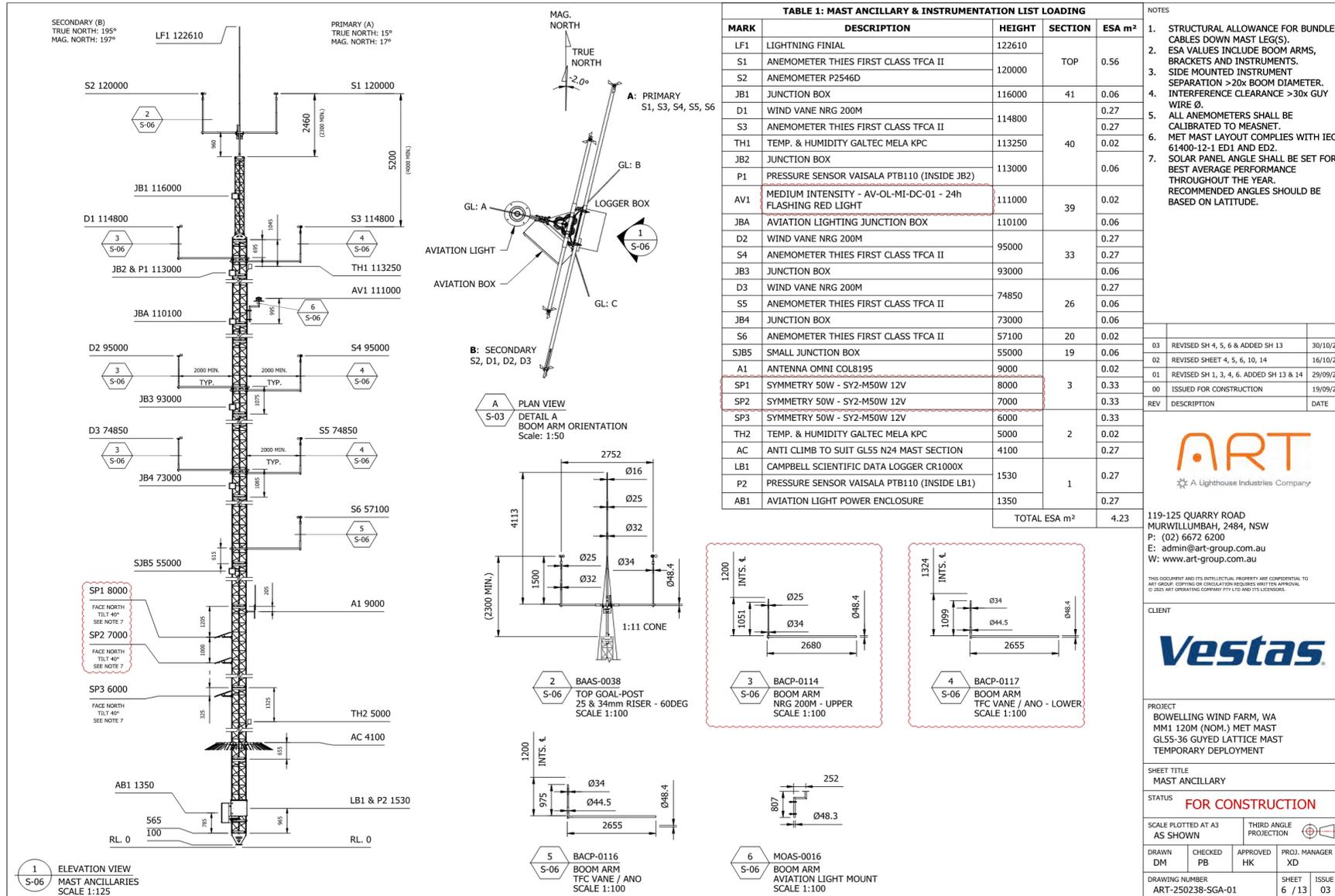
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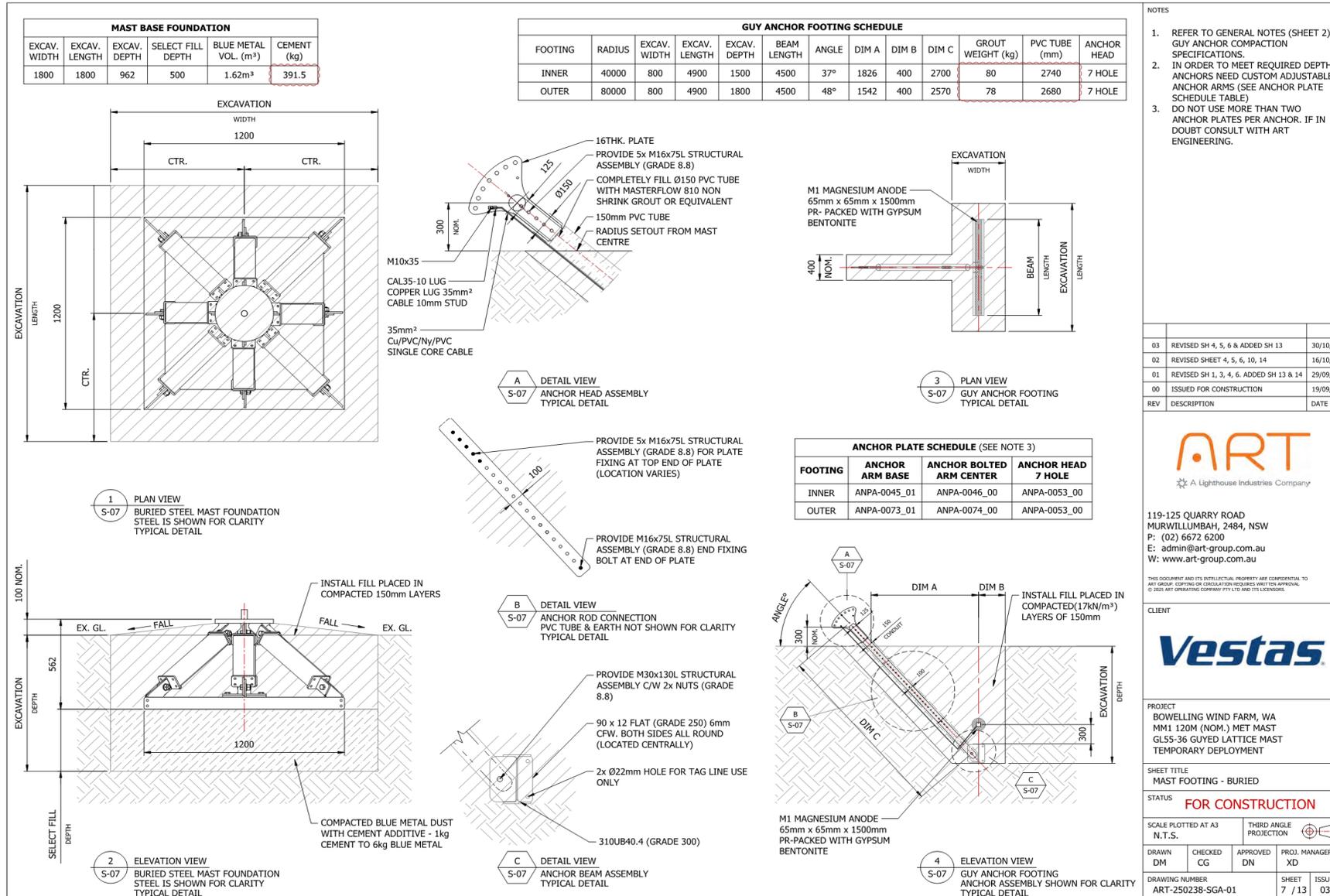
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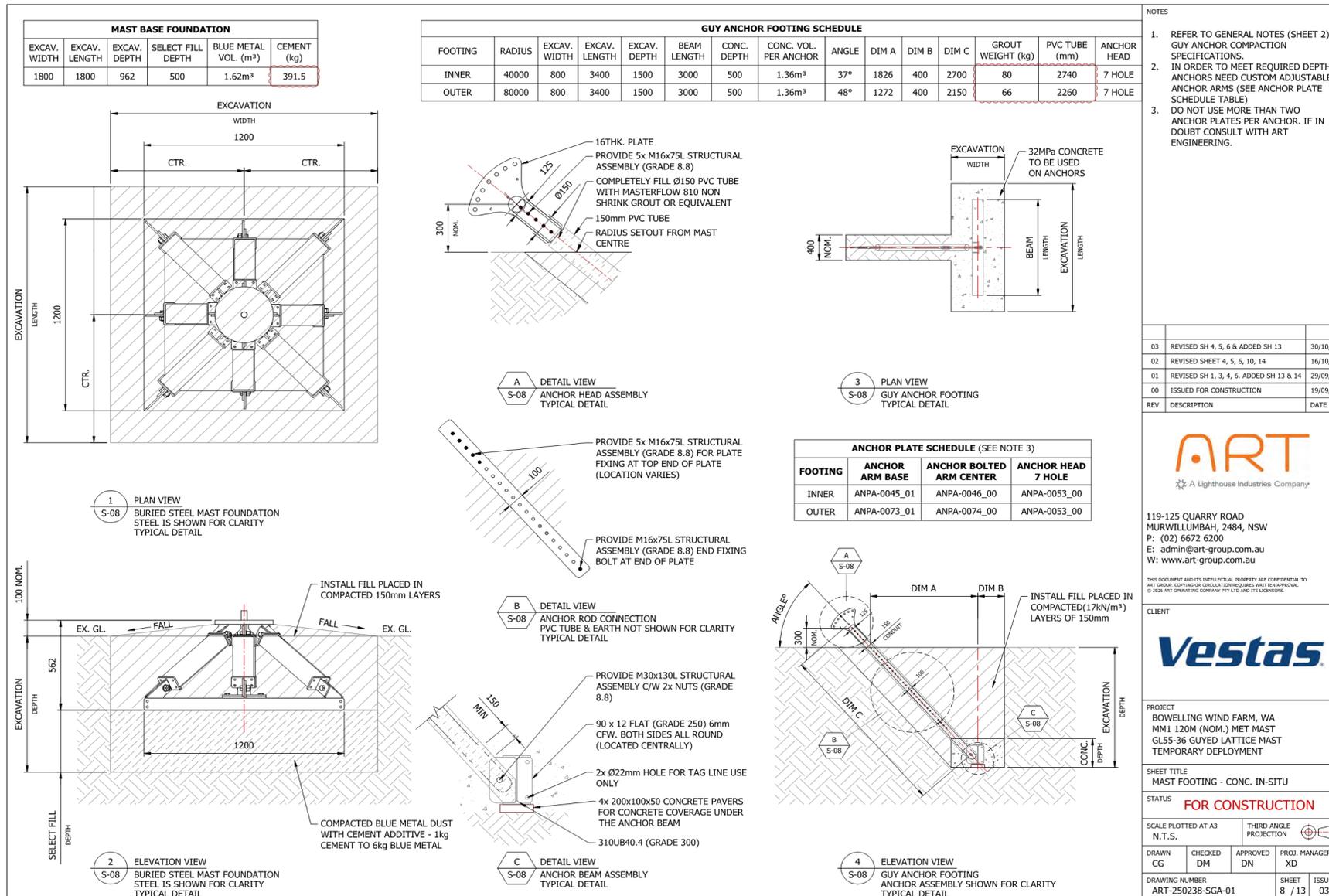
SHEET TITLE
MAST AND GUY WIRE CONNECTION DETAILS

STATUS **FOR CONSTRUCTION**

SCALE PLOTTED AT A3 AS SHOWN		THIRD ANGLE PROJECTION	
DRAWN DM	CHECKED CG	APPROVED DN	PROJ. MANAGER XD
DRAWING NUMBER ART-250238-SGA-01		SHEET 5 / 13	ISSUE 03







NOTES

- REFER TO GENERAL NOTES (SHEET 2) GUY ANCHOR COMPACTION SPECIFICATIONS.
- IN ORDER TO MEET REQUIRED DEPTH, ANCHORS NEED CUSTOM ADJUSTABLE ANCHOR ARMS (SEE ANCHOR PLATE SCHEDULE TABLE)
- DO NOT USE MORE THAN TWO ANCHOR PLATES PER ANCHOR. IF IN DOUBT CONSULT WITH ART ENGINEERING.

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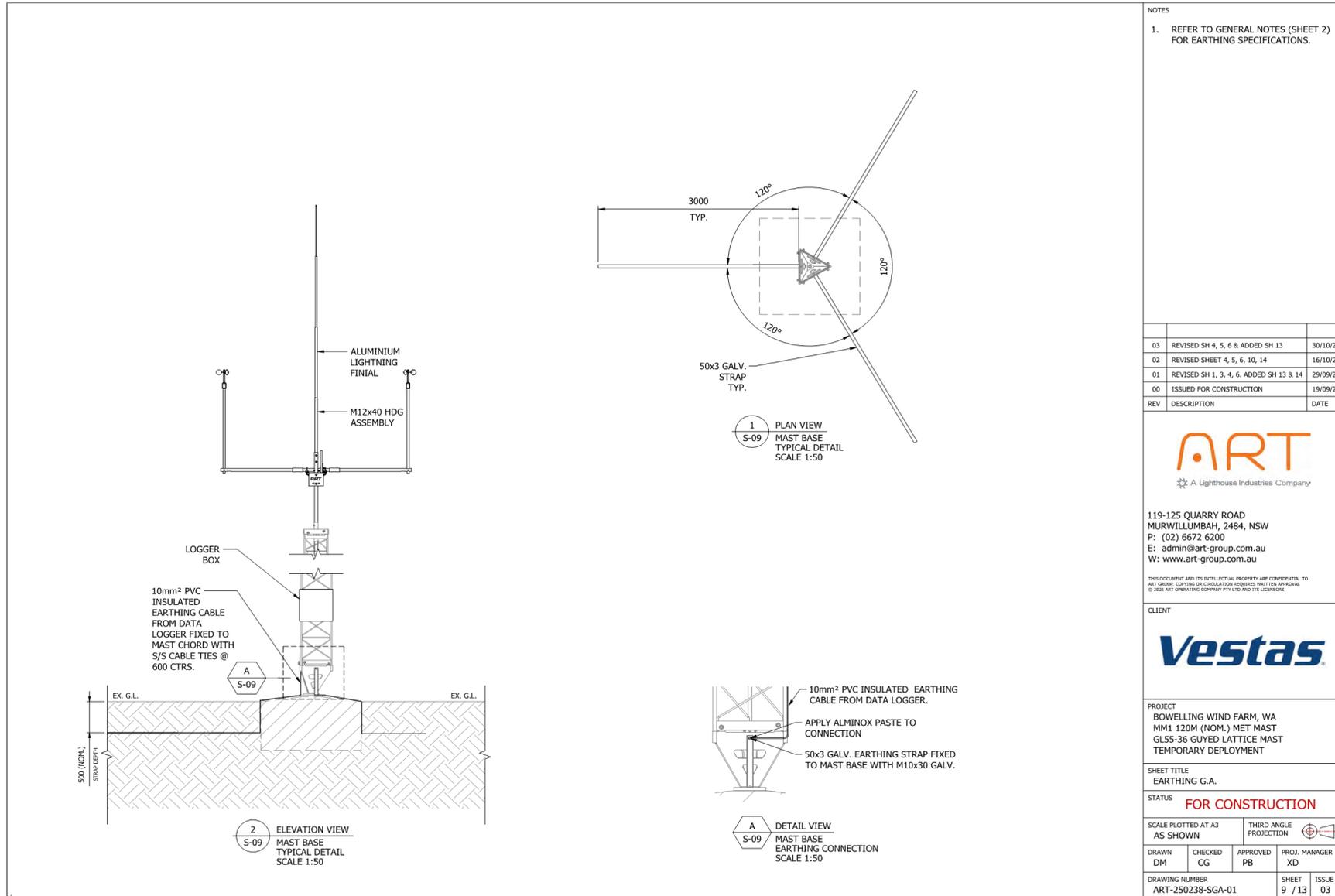
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PROJECT
 BOWELLING WIND FARM, WA
 MM1 120M (NOM.) MET MAST
 GL55-36 GUYED LATTICE MAST
 TEMPORARY DEPLOYMENT

SHEET TITLE
 MAST FOOTING - CONC. IN-SITU

STATUS
FOR CONSTRUCTION

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DRAWN CG	CHECKED DM
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DRAWING NUMBER ART-250238-SGA-01	SHEET 8 / 13
	ISSUE 03



NOTES
1. REFER TO GENERAL NOTES (SHEET 2) FOR EARTHING SPECIFICATIONS.

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MM1 120M (NOM.) MET MAST
GL55-36 GUYED LATTICE MAST
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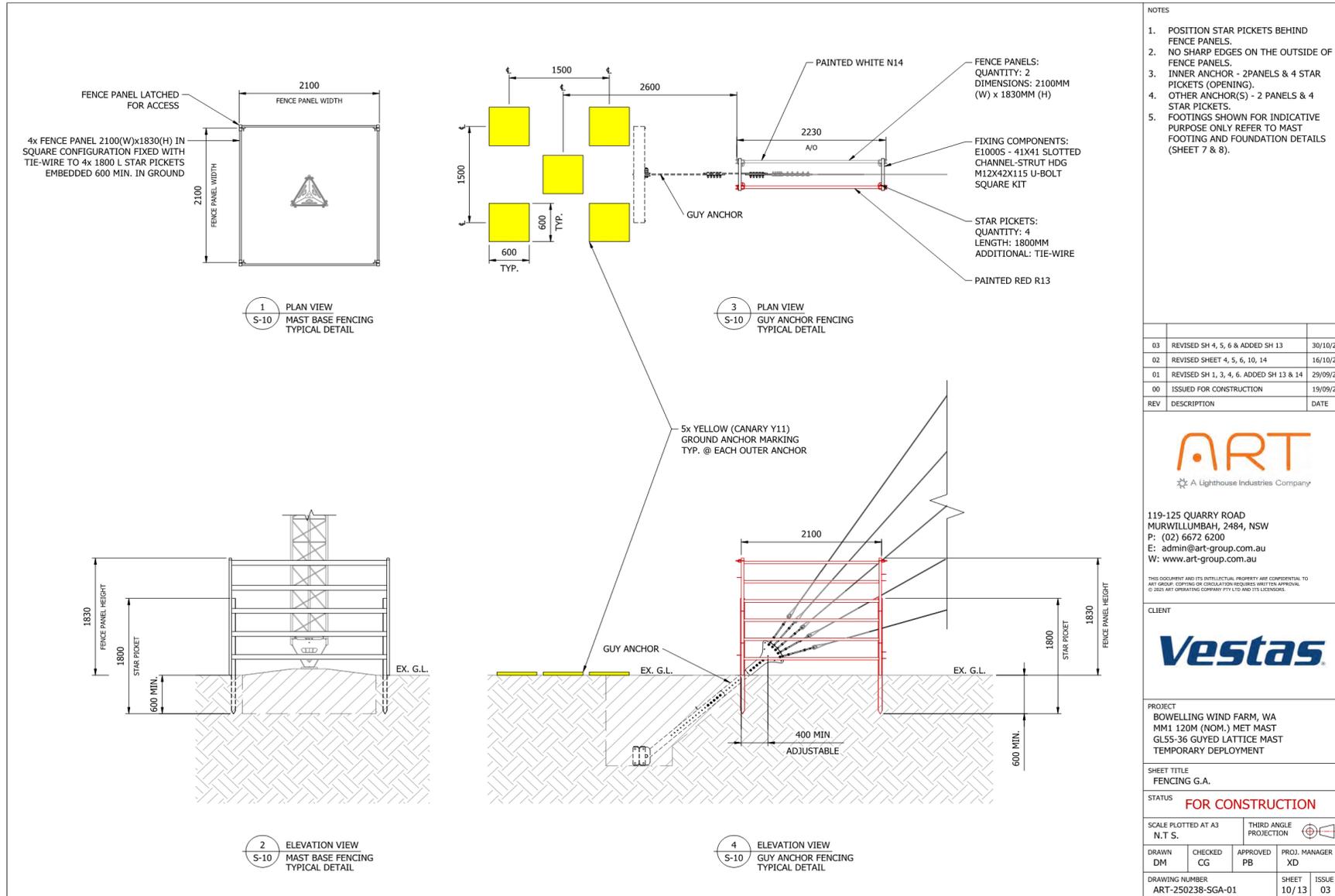
SHEET TITLE
EARTHING G.A.

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DRAWING NUMBER ART-250238-SGA-01	SHEET 9 / 13	ISSUE 03
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LAD-SAF FALL ARREST SYSTEM INSTALLATION NOTES:

INSTALL LAD-SAF FALL ARREST SYSTEM AS PER MANUFACTURER'S SPECIFICATIONS. GENERALLY, THE LAD-SAF SYSTEM IS INSTALLED FROM THE TOP DOWN WITH THE FOLLOWING PROCEDURE:

1. INSTALL THE TOP BRACKETS
2. INSTALL THE TOP COMPONENT TO BRACKETS
3. INSTALL THE CABLE TO THE TOP COMPONENT
4. INSTALL THE CABLE GUIDES
5. INSTALL THE BOTTOM BRACKET
6. INSTALL THE BOTTOM COMPONENT TO BRACKET
7. TENSION THE CABLE
8. INSPECT THE INSTALLATION
9. INSTALL THE I-SAFE RFID TAG AT BOTTOM OF MAST

1 FRONT VIEW LAD-SAF FALL ARREST TOP ASSEMBLY GL55/36 MAST TYPICAL DETAIL

2 FRONT VIEW LAD-SAF FALL ARREST CABLE GUIDE GL55/36 MAST TYPICAL DETAIL

3 FRONT VIEW LAD-SAF FALL ARREST BOTTOM ASSEMBLY GL55/36 MAST TYPICAL DETAIL

4 SIDE VIEW LAD-SAF FALL ARREST TOP ASSEMBLY GL55/36 MAST TYPICAL DETAIL

5 SIDE VIEW LAD-SAF FALL ARREST CABLE GUIDE GL55/36 MAST TYPICAL DETAIL

6 SIDE VIEW LAD-SAF FALL ARREST BOTTOM ASSEMBLY GL55/36 MAST TYPICAL DETAIL

7 ISOMETRIC VIEW LAD-SAF FALL ARREST TOP ASSEMBLY GL55/36 MAST TYPICAL DETAIL

8 ISOMETRIC VIEW LAD-SAF FALL ARREST CABLE GUIDE GL55/36 MAST TYPICAL DETAIL

9 ISOMETRIC VIEW LAD-SAF FALL ARREST BOTTOM ASSEMBLY GL55/36 MAST TYPICAL DETAIL

ART GL36 MAST SECTION

LAD-SAF TOP ASSEMBLY FIXED TO ART FALL ARREST BRACKET (FAPA-0002_02) WITH 4x M10x70 HDG BOLT & NUT KIT USING WASHER & SPRING WASHER AS PER MANUFACTURER'S SPECIFICATIONS WITH SUPPLIED FIXINGS

U-BOLT KIT WITH WASHER (34W L85 T50) TO MAST CHORD (LEGS)

Ø10mm LAD-SAF CABLE

Ø10mm LAD-SAF CABLE INSTALLED THROUGH ART LAD-SAF CABLE GUIDE

ART LAD-SAF CABLE GUIDE INSTALLED @5760mm & 8640mm ALTERNATING 2x & 3x GL55 SECTIONS FOR AN AVERAGE SPAN OF 7200mm MAX. INTERVALS FIXED TO ART MAST SECTION HORIZONTAL WEBBING WITH 1x ART CUSTOM U-BOLT ASSEMBLY

ART GL55 MAST SECTION

ART GL55 MAST SECTION

Ø10mm LAD-SAF CABLE FIXED TO LAD-SAF BOTTOM ASSEMBLY WITH MANUFACTURER'S SUPPLIED FIXINGS AS PER MANUFACTURER'S SPECIFICATIONS

I-SAFE RFID TAG REFER TO MANUFACTURER'S SPECIFICATIONS FOR INSTALLATION AND USE

TENSION LAD-SAF AS PER MANUFACTURER'S SPECIFICATIONS

LAD-SAF BOTTOM ASSEMBLY FIXED TO ART FALL ARREST BRACKET (FAPA-0002_02) AS PER MANUFACTURER'S SPECIFICATIONS WITH SUPPLIED FIXINGS & 4x M10 HDG U-BOLT KIT WITH WASHER WITH WASHER AND SPRING WASHER(34W L85 T50) TO MAST CHORD (LEGS)

ART GL55 MAST BASE

450 NOM.

5760 MAX. TYP.

8640 MAX (3x GL55 SECTIONS) TYP.

5760 MAX (2x GL55 SECTIONS) TYP.

200

8640 MAX (3x GL55 SECTIONS) TYP.

5760 MAX (2x GL55 SECTIONS) TYP.

200

NOTES

1. USE SPRING WASHERS WHERE REQUIRED.
2. CHECK ALL FASTENERS ARE PROPERLY TIGHTENED.
3. CLEAN ALL SURFACES BEFORE APPLYING REFLECTORS.

03	REVISED SH 4, 5, 6 & ADDED SH 13	30/10/25
02	REVISED SHEET 4, 5, 6, 10, 14	16/10/25
01	REVISED SH 1, 3, 4, 6 ADDED SH 13 & 14	29/09/25
00	ISSUED FOR CONSTRUCTION	19/09/25
REV	DESCRIPTION	DATE

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CLIENT

Vestas

PROJECT
BOWELLING WIND FARM, WA
MM1 120M (NOM.) MET MAST
GL55-36 GUYED LATTICE MAST
TEMPORARY DEPLOYMENT

SHEET TITLE
FALL ARREST G.A.

STATUS **FOR CONSTRUCTION**

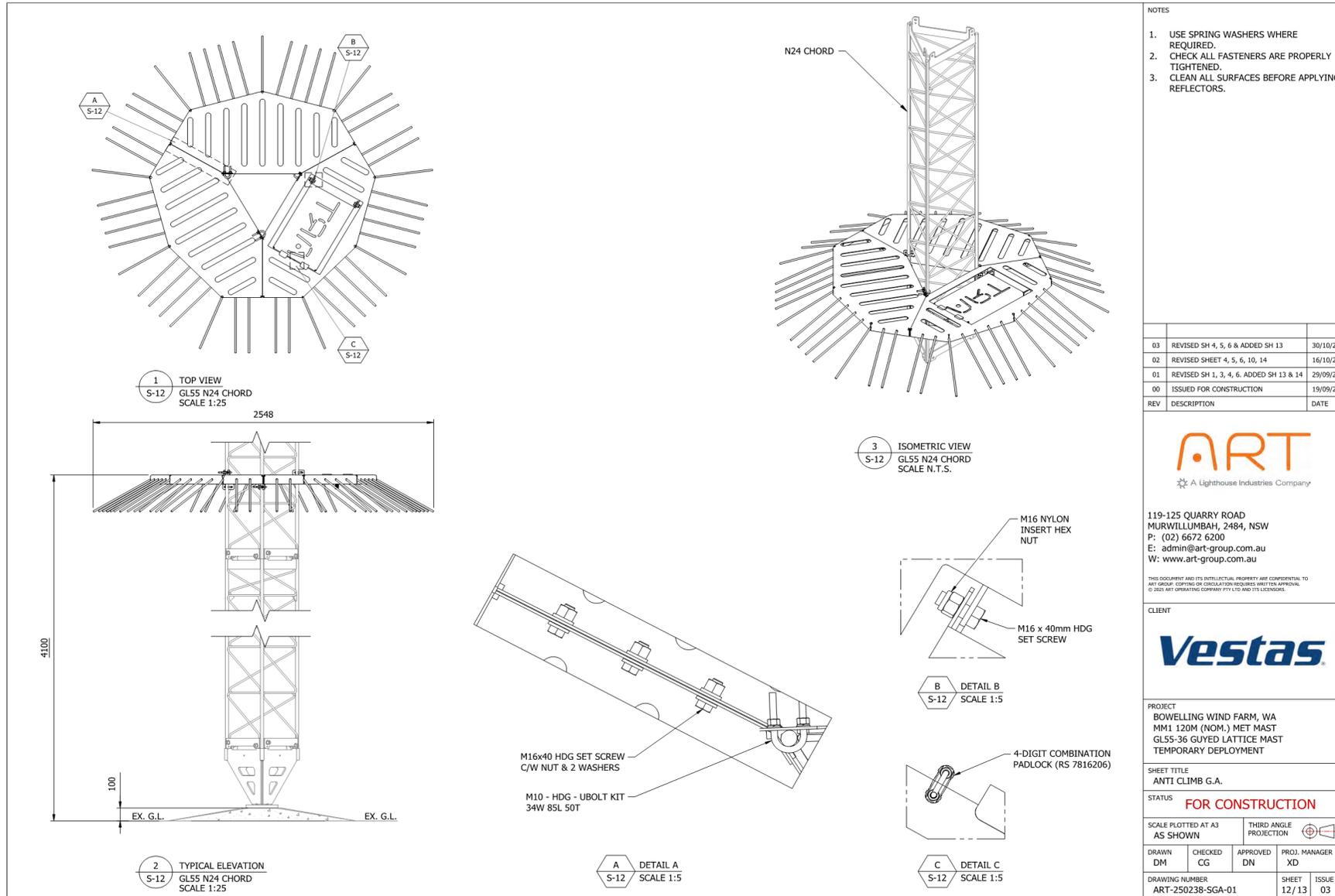
SCALE PLOTTED AT A3
1:20

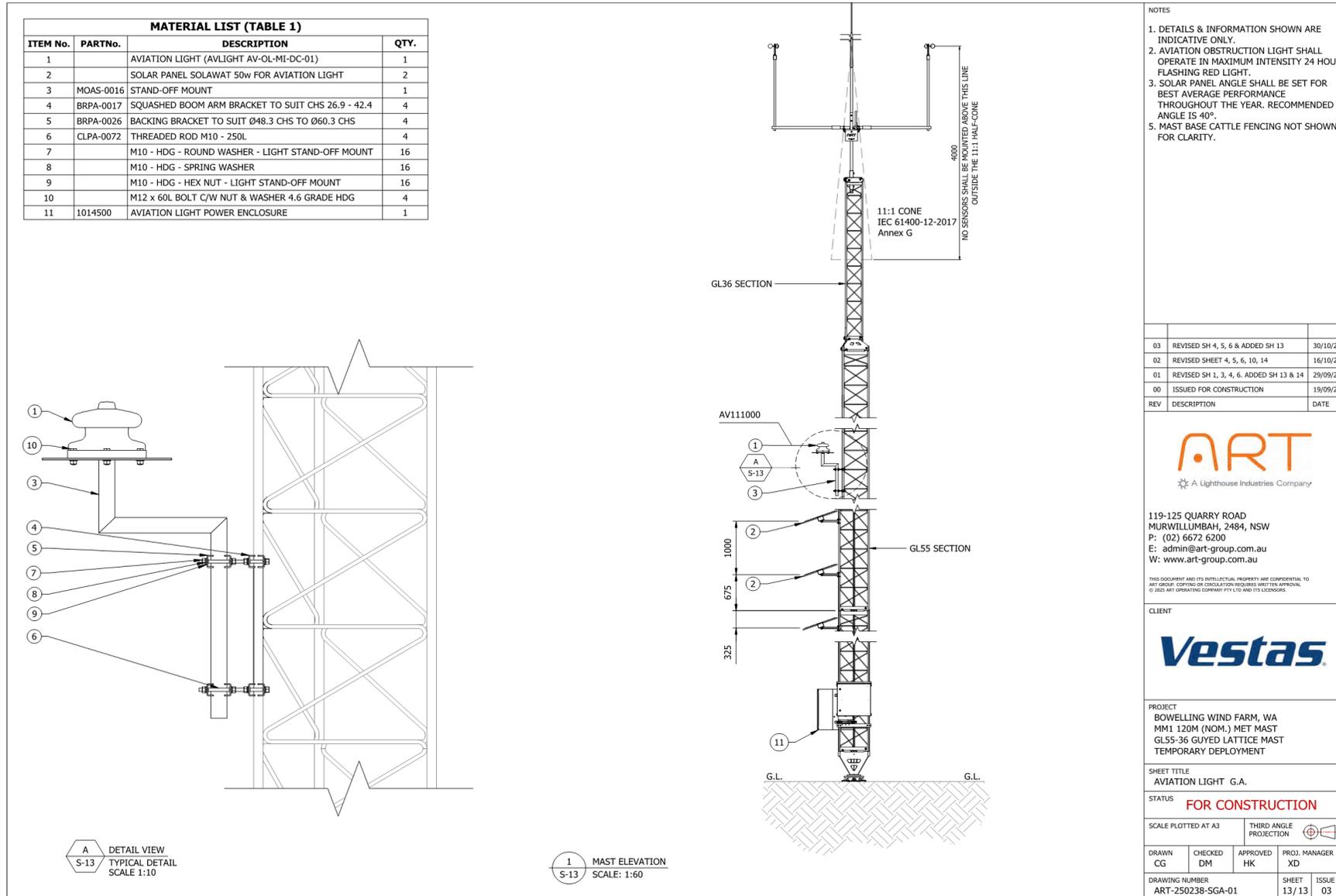
THIRD ANGLE PROJECTION

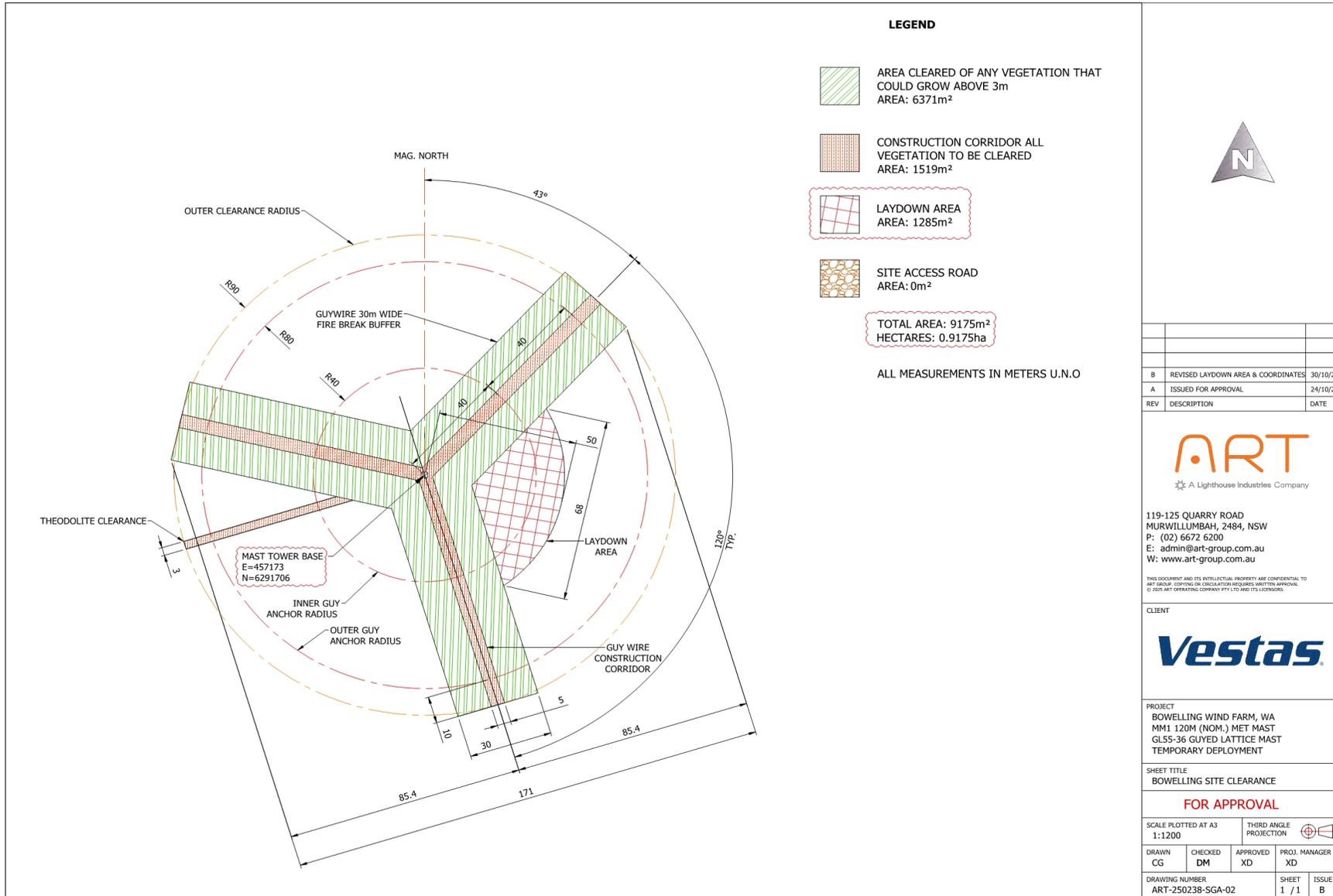
DRAWN DM	CHECKED CG	APPROVED DN	PROJ. MANAGER XD
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DRAWING NUMBER
ART-250238-SGA-01

SHEET 11/13	ISSUE 03
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Attachment 4

Aviation Impact Assessment

 **AVIATION PROJECTS**

Aaron Augustson
Technical Director - Planning
GHD

November 2025

By email:

Our reference: 102308.01

Dear

Re: Bowelling Wind Farm Wind Monitoring Tower – Aviation Impact Assessment

GHD is managing the development process for the proposed Bowelling Wind Farm (the Project) in the Shire of West Arthur Local Government Area (LGA), Western Australia. GHD is currently proposing one (1) Meteorological Mast (WMT) to be installed within the Project Site.

Aviation Projects has prepared an Aviation Impact Assessment (AIA) for the WMT against relevant aspects of the applicable planning scheme, Civil Aviation Safety Regulations (CASR) Part 139–Aerodromes and National Airports Safeguarding Framework (NASF).

1.1. References

The following information sources were referenced during the preparation of this report:

- Airservices Australia
 - Aeronautical Information Package (AIP), effective 27 November 2025.
 - Designated Airspace Handbook (DAH), effective 27 November 2025.
- Civil Aviation Safety Authority (CASA)
 - Civil Aviation Regulations 1988 (CAR).
 - Civil Aviation Safety Regulations 1998 (CASR).
 - Advisory Circular (AC) 91-02 V1.2, *Guidelines for aeroplanes with MTOW not exceeding 5700 kg – suitable places to take off and land*, dated November 2022.
 - AC 91-10 v1.6: *Operations in the vicinity of non-controlled aerodromes*, dated September 2025.
 - CASR Part 173 Manual of Standards (MOS) – *Standards Applicable to Instrument Flight Procedure Design*, version 1.8, dated August 2022.
 - CASR Part 139 MOS– *Aerodromes*, F2025L00663 compilation date 12 June 2025.
 - AC 139.E-01 v1.0–*Reporting of Tall Structures*, dated December 2021.
 - AC 139.E-05 v1.1 *Obstacles (including wind farms) outside the vicinity of a CASA certified aerodrome* (October 2022).

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- Department of Infrastructure, Transport, Regional Development, Communications and Arts, Australian Government, National Airport Safeguarding Framework, Guideline D *Managing the Risk to aviation safety of wind turbine installations (wind farms)/Wind Monitoring Towers*, dated July 2012.
- International Civil Aviation Organization (ICAO)
 - Annex 14—Aerodromes.
 - Doc 8168 *Procedures for Air Navigation Services—Aircraft Operations* (PANS-OPS).
- OzRunways, aeronautical navigation charts extracts, dated November 2025.
- Planning Position Statement – Renewable energy facilities (14 Dec 2022).
- Shire of West Arthur’s draft Planning Policy No 5 – Wind Farms.
- Other references as noted.

1.2. Project description

The proposed WMT is within the Shire of West Arthur LGA. The WMT’s height is approximately 123 m (404 ft) above ground level (AGL), and the ground elevation of the WMT is approximately 268 m Australian Height Datum (AHD) (based on Google Earth data).

Considering the accuracy of the Google Earth database, a 5 m buffer error has been applied to the ground elevation. This results in a maximum height of approximately 396 m AHD (1299.2 ft above mean sea level (AMSL)).

Figure 1 Shows the location of the proposed WMT (Source: GHD, Google Earth).

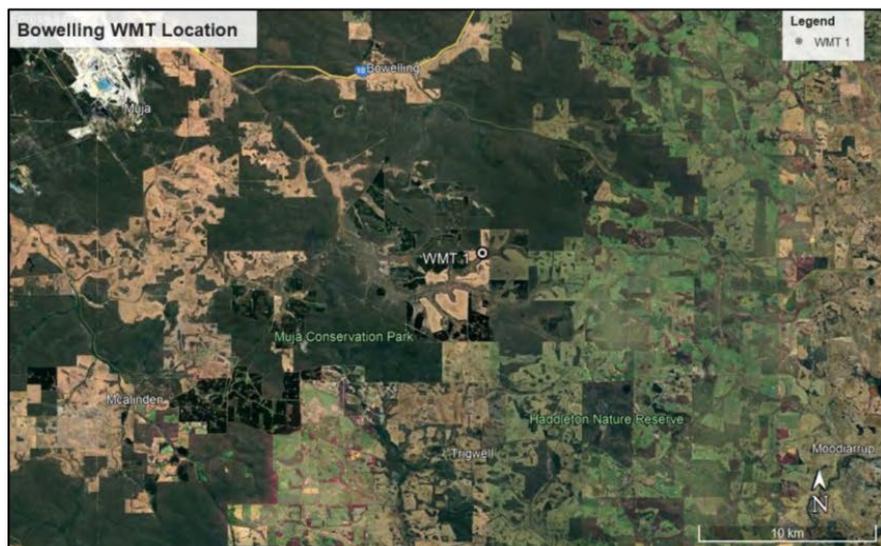


Figure 1 WMT’s location

102308-01_BOWELLING WIND FARM_WMT_AIA_DRAFT_V01





Figure 2 Shows the proposed steel lattice and guy wire construction.

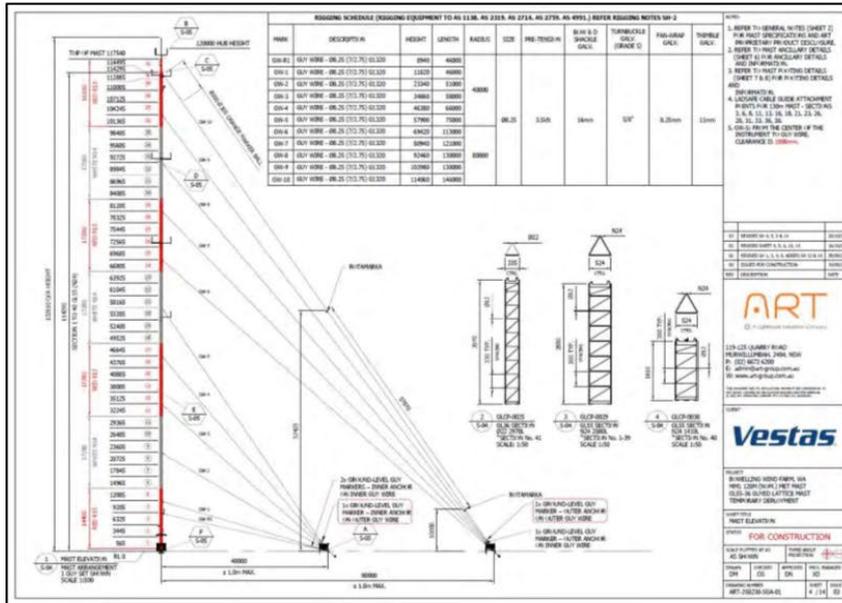


Figure 2 Proposed Guyed Lattice Mast

1.3. Western Australia Government, Department of Planning, Lands and Heritage

The Western Australian Planning Commission administers responsibility for approving renewable energy facilities through local councils. The Department of Planning, Lands and Heritage has published *Position Statement: Renewable energy facilities* (December 2022) on behalf the Western Australia Planning Commission. These guidelines provide advice to inform planning decisions about a wind energy facility proposal.

The intent of this position statement is to:

- Outline the Western Australian Planning Commission (WAPC) requirements to support the consistent consideration and provision of renewable energy facilities within Western Australia
- Identify assessment measures to facilitate appropriate development of renewable energy facilities.

The position statement applies to the preparation and assessment of planning instruments including regional and local planning schemes and strategies.

The position statement supersedes Planning Bulletin 67 Guidelines for Wind Farm Development (2004).



Section 5.3.1 *Community Consultation* and Section 5.3.5 *Public and Aviation safety* are relevant to this assessment and are extracted below:

Section 5.3.1 Community Consultation

Early consultation with the community and stakeholders by the proponents is encouraged to ensure that the proposal is compatible with existing land uses on and near the site. The local government should be consulted with respect to the community consultation program. Relevant stakeholders may include:

- Air Services Australia
- Australian Wind Alliance
- Civil Aviation Safety Authority

5.3.5 Public and aviation safety

Proponents of wind turbine proposals should refer to the National Airports Safeguarding Framework (NASF) Guideline D: Managing the Risk to Aviation Safety of Wind Turbine Installation (Wind Farms) / Wind Monitoring Towers to determine any potential aviation safety risks and possible mitigation measures.

Any potential aviation safety risks identified require consultation with Civil Aviation Safety Authority (CASA), Air Services Australia and/or the Commonwealth Department of Defence.

The position paper defines Renewable energy facility as premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

The comprehensive wind farm AIA will include consultation with relevant aviation stakeholders and address aviation-related matters included in the Position Statement.

1.4. Shire of West Arthur

The Shire of West Arthur prepared the Shire of West Arthur’s draft Planning Policy No 5 – Wind Farms, which included:

Hillman Airfield

Multiple submissions object to references that must not be located within the vicinity of Hillman Airfield as being too vague. Several of these recommend that an Aviation Impact Assessment should be required.

There are two distinct issues associated with of Hillman Airfield being the potential impact on:

- *The aircraft landing and take-off operations; and*
- *The sky diving and parachute training activities.*

Both of these issues have a greater impact because of the RAAF operations noting that:

- *RAAF transport aircraft require a 7nm (13km) buffer along the North / South axis of Hillman Farm airfield for approaches and take-offs, both in day and night.*

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- The military paratroopers require a min distance of 5nm (9kms) East / West of the axis of Hillman Farm airfield, due to long transit's, under canopy, from height both day and night.

This area is shown below, and again, it is emphasised that this is not a prohibition, but any development in this area will have to consider the potential impacts on these operations.

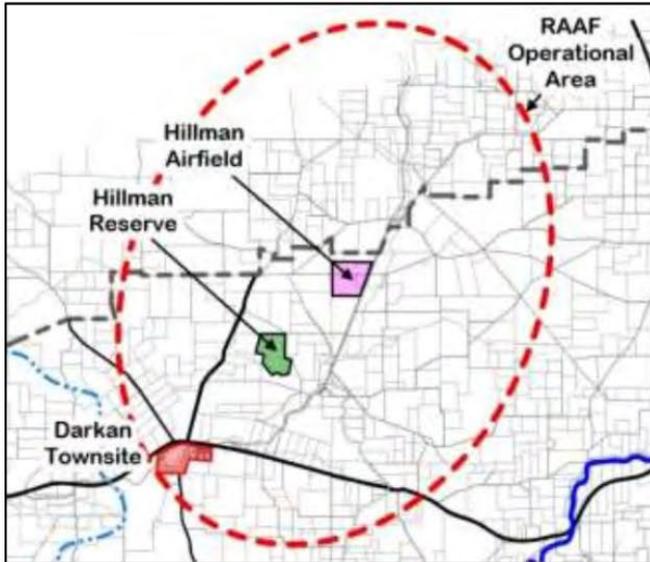


Figure 3 RAAF Operational Area

The WMT is located outside of the Hillman Farm RAAF area of interest

1.5. Nearby certified aerodromes

A certified aerodrome is an aerodrome regulated by the Civil Aviation Safety Authority (CASA) under Part 139 of the Civil Aviation Safety Regulations (CASR), with defined standards established in Part 139 (Aerodromes) Manual of Standards (MOS) 2019.

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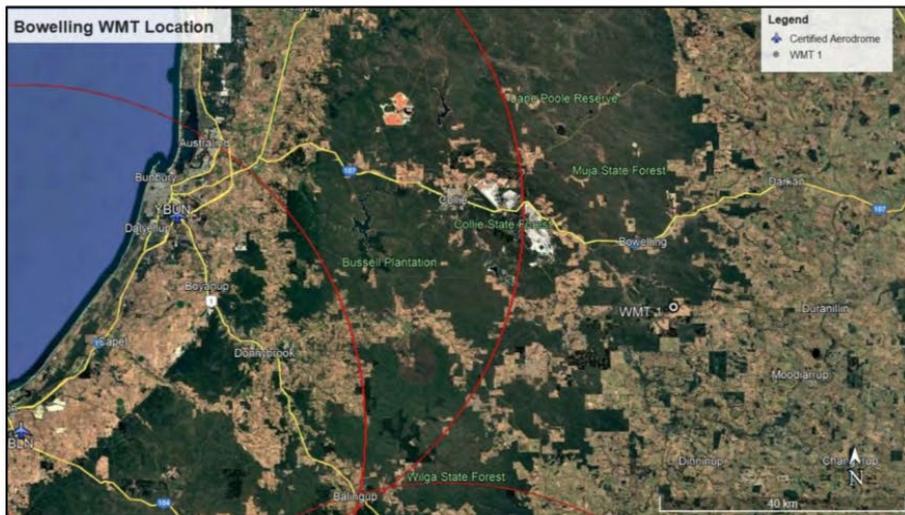


Figure 4 Location of certified aerodromes in relation to the proposed WMT

There are no certified aerodromes located within 30 nm of the proposed site. The closest certified aerodrome is Bunbury Airport (YBUN), approximately 81 km/43 nm west of the Project Site.

The 30 nm radius represents the 25 nm minimum sector altitude (MSA) for aerodromes with terminal instrument flight procedures. The 25 nm MSA is determined by assessing obstacles within 30 nm (25 nm plus 5 nm buffer) of the aerodrome reference point or navigational aid on which the MSA is based.

The location of the WMT's site relative to Bunbury Airport (YBUN) and Busselton Airport (YBLN) is shown in Figure 4 (Source: GHD, Google Earth). The red circle represents a 30 nm radius from the relevant aerodrome reference point (ARP).

1.6. Nearby uncertified aerodromes

A search of the following aviation datasets was used to identify uncertified aerodromes near the project area. They are not subject to CASR Part 139 regulations:

- AIP aeronautical charts effective 27 November 2025
- OzRunways - which sources its data from Airservices Australia (AIP). The aeronautical data provided by OzRunways is approved under CASA CASR Part 175

As a guide, an area of interest within a 3 nm radius of an uncertified aerodrome is used to assess the potential impacts of proposed developments on aircraft operations at or within the vicinity of the uncertified aerodrome.

There are no uncertified aerodromes located near the WMT.

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1.6.1. Shire of West Arthur’s draft Planning Policy No 5 – Wind Farms

As detailed in Section 1.4, the Shire of West Arthur has prepared the draft of planning policy No. 5, which included a 7 nm (13 km) buffer for RAAF transport aircraft operations and a 5 nm (9 km) buffer for military paratroopers. The WMT will not be within the buffer areas.

The WMT will not create a hazard to any uncertified aerodromes.

1.7. Air routes and Grid LSALT

CASR Part 173 MOS requires that the published lowest safe altitude (LSALT) for a particular airspace grid or air route provides a minimum of 1000 ft clearance above the controlling (highest) obstacle within the relevant airspace grid or air route tolerances.

1.7.1. Grid LSALT

The proposed WMT is within the airspace grid LSALT of 2900 ft AMSL, which has a protection surface of 1900 ft AMSL.

Figure 5 shows the Grid LSALT in proximity to the WMT (source: ERC Low National, OzRunways).

The WMT’s height is 396 m AHD (1299.2 ft AMSL), below the 1900 ft protection surface.

Therefore, the WMT will not impact the 2900 ft Grid LSALT.

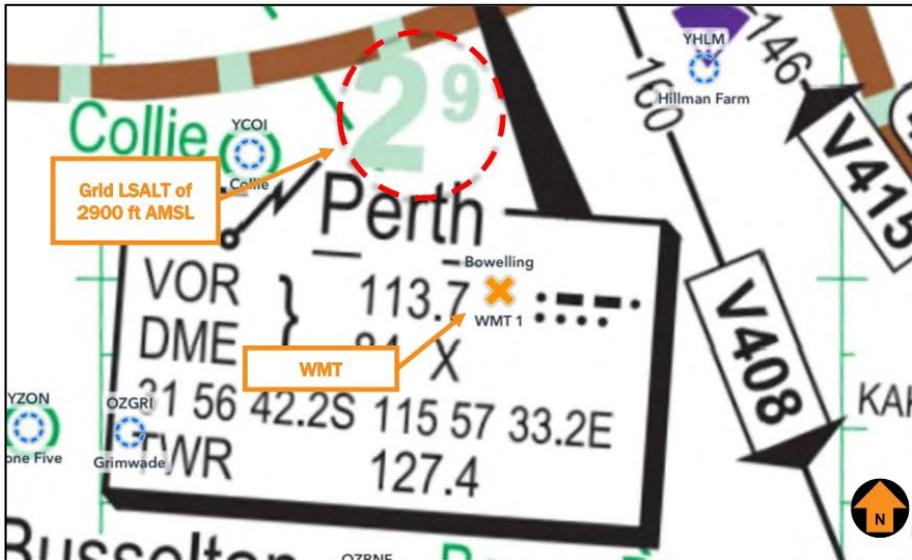


Figure 5 Grid LSALT in proximity to the WMT’s site.

1.7.2. Air Route LSALTs

A protection area 7 nm laterally on either side of an air route is used to assess the LSALT for the air route.

There is no air routes located within the area of interest. The WMT will not impact any nearby air route.



1.8. Airspace

The WMT is located outside of controlled airspace (wholly within Class G airspace) and is not located in any Prohibited, Restricted and Danger areas.

The WMT will not have an impact on controlled or designated airspace.

1.9. Aviation navigation facilities

NASF Guideline G, *Protection of Aviation Facilities - Communication, Navigation and Surveillance (CNS)* and CASR Part 139 MOS specify the area where development of buildings and structures has the potential to cause unacceptable interference to CNS facilities.

The WMT is located sufficient distance away from any nearby certified aerodromes or aviation facility and will not have an impact.

1.10. ATC Surveillance Radar Systems

Airservices Australia currently requires an assessment of the potential for wind farms to affect radar lines of sight.

The open lattice construction of slim wind monitoring towers does not impact ATC Surveillance Radar Systems.

1.11. Civil Aviation Safety Authority - regulatory context

The CASA regulates aviation activities in Australia. Applicable requirements include the Civil Aviation Regulations 1988 (CAR), CASR 1998, Advisory Circular (AC) 139 E 0.1-v1.0, and AC.139 E 0.5-v1.1. Relevant provisions are outlined in further detail in the following section.

1.11.1. CASR Part 139—Aerodromes

CASR 139.165 requires the owner of a structure (or proponents of a structure) that will be 100 m or more above ground level to inform CASA. This must be given in written notice and contain information on the proposal, the height and location(s) of the object(s) and the proposed timeframe for construction. This is to allow CASA to assess the effect of the structure on aircraft operations and determine whether or not the structure will be hazardous to aircraft operations.

The proponent of the WMT is required to report the WMT to CASA in accordance with CASR 139.165, as soon as practicable after forming the intention to construct or erect the proposed object or structure.

The notification should be provided to CASA via email to Aerodromes@casa.gov.au and Airspace.Protection@casa.gov.au.

1.11.2.AC 139.E-01 v1.0—Reporting of Tall Structures

AC 139.E-01 v1.0—*Reporting of Tall Structures*, CASA guides those authorities and persons involved in the planning, approval, erection, extension or dismantling of tall structures so that they may understand the vital nature of the information they provide.

2.2.1 The hazards that such buildings or structures may pose to aircraft requires assessment. CASA routinely performs such assessments however needs to be first notified of the obstacle, structure of source of a hazardous plume. The need to report such hazards is outlined in this AC.

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2.2.2 If you are the person who owns, controls or operates the object, structure or a source of a hazardous plume which is either present, imminent or has been approved for erection/construction, details need to be provided about:

- the construction, extension or dismantling of tall structures if the top is:
 - o 100 m or more above ground level
 - or
 - o affects the obstacle limitation surface of an aerodrome as defined in

2.2.3 In addition, tall structures may pose a specific hazard for the operation of low-flying Defence aircraft or to the flight paths of arriving/departing aircraft (refer Paragraph 2.1.3). Therefore, the RAAF and Airservices Australia require information on structures that are 30 m or more above ground level—within 30 km of an aerodrome or 45 m or more above ground level elsewhere for the RAAF, or 30 m or more above ground level elsewhere for Airservices Australia.

2.2.4 Information provided for the database should be accurate and readily interpreted. The tall structure report form has been designed to help owners and/or developers in this respect. The form is available on the Airservices Australia website (including a spreadsheet for reporting multiple structures) at: <https://www.airservicesaustralia.com/industry-info/airport-development-assessments/>

1.11.3.AC 139.E-05-v1.1 Obstacles including wind farms outside the vicinity of a CASA certified aerodrome – October 2022

AC 139.E-05-v1.1 provides advice about the lighting and marking of wind farms and other tall structures in submissions to planning authorities who are considering a wind farm or tall structure proposal.

2.1.2 Regardless of CASA advice, planning authorities make the final determination whether a wind farm or a tall structure not in the vicinity of a CASA regulated aerodrome will require lighting or marking.

2.2.1 All wind turbine developments and tall structures should be assessed to determine whether they could be a risk to aviation safety. This AC augments the information in the National Aerodromes Safeguarding Framework (NASF) Guideline D and provides additional guidance on the assessment of wind farm developments and guidance for establishing what reasonable measures may be put in place to mitigate any adverse effect the wind farm development could be to aviation safety.

2.2.2 For the purposes of this AC, navigable airspace is considered to be the airspace above the minimum altitudes of VFR and IFR flight, including airspace required to ensure the safe take-off and landing of an aircraft. Generally, minimum altitude limits equate to 500 ft (152 m) or 1 000 ft (305 m) above ground level depending on the situation, i.e., whether or not the flying is over a populous area. The presence of wind turbines, wind monitoring masts and other tall obstacles may create a risk to the safety of flight, due to the risk of collision. An entity that is proposing to introduce a hazard into navigable airspace, such as a wind farm, must mitigate the risk of the hazard on airspace users to ensure an acceptable level of safety is maintained.

2.2.4.1 Part 139 of the Civil Aviation Safety Regulations 1998 (CASR), regulates obstacles within the vicinity of certified aerodromes. This is supported by Part 139 (Aerodromes) Manual of Standards (MOS) which provides the definition of an obstacle as well as the standards for marking and lighting of an obstacle. Any wind turbine (where the height is defined to be the maximum height reached by the tip of the turbine blades), wind monitoring mast or other tall structure that penetrates an Obstacle Limitation Surface (OLS) of an aerodrome will be assessed in accordance with the provisions of Part 139 of CASR and the MOS.

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2.2.6.1 Outside the vicinity of an aerodrome, which is defined as being outside the OLS of an aerodrome, wind farms and other tall structures may constitute a risk to low-flying aviation operations which may be conducted down to 500 ft above ground level (AGL) over non-populous areas. Additionally, wind monitoring masts can also be hazardous to aviation, given they are very thin and difficult to see. Wind farms can also affect the performance of communications, navigation and surveillance (CNS) equipment operated by Airservices or the Department of Defence.

2.5 Aviation hazard lighting - International best practice

2.5.2 Australian regulations state that aircraft in uncontrolled airspace may operate under visual flight rules (VFR), which requires the pilot to remain clear of clouds and to adhere to visibility minima.

- in Class G airspace below 3000 ft Above Mean Sea Level (AMSL) or 1000 ft AGL (whichever is the higher) – remain clear of cloud with minimum visibility of 5000 m.
- in Class G airspace below 10 000 ft AMSL (subject to the above) – remain 1000 ft vertically and 1500 m horizontally from cloud and with 5000 m visibility.

Note: Helicopters may be permitted to operate in lower visibility and that further exemptions may apply to special cases such as military, search and rescue, medical emergency, agricultural and fire-fighting operations.

2.5.4 2000 candela medium intensity obstacle lighting recommendation satisfies the 5000 m VFR visibility requirements, according to practical exercises undertaken by the FAA and documented in AC 70/7460-1L (FAA, 2015).

2.5.5 In Australia, CASA has accepted the use of 200 candela lighting in some circumstances due to a lack of back lighting in rural and remote areas, meaning that a lower intensity light is still visible to pilots at an acceptable distance to permit a pilot to see and avoid the obstacle.

2.6 Hazard Lighting

2.6.1 This describes the reasoning behind CASA's preference to recommend aviation hazard lighting for tall structures and aircraft detection systems for wind farms.

2.6.2 Hazard lighting for wind farms and other tall structures is intended to alert pilots, flying at low altitude, to the presence of an obstacle allowing them sufficient awareness to safely navigate around or avoid it. The pilot is responsible for avoiding other traffic and obstacles based on the "alerted" see-and-avoid principle.

2.6.3 Unless the wind farm or tall structure is located near an airport, it is not expected to pose a risk to regular public transport operations. The kind of air traffic that is usually encountered at low altitude in the vicinity of a wind farm or tall structure includes light aircraft (private operators, flight schools, sport aviation, agricultural, survey, fire spotting and control) and helicopters (military, police, medical emergency services, survey, fire spotting and control). Hazard lights are therefore designed to provide pilots with sufficient awareness about the presence of the structure(s), so they can avoid it. This means that the intensity of the hazard lights should be such that the acquisition distance is sufficient for the pilot to recognise the danger, take evasive action and avoid the obstacle by a safe margin in all visibility conditions. This outcome considers the potential speed of an aircraft to determine the distance by which the pilot must become aware of the obstacle to have enough time and manoeuvrability to avoid it.

2.7 CASA's commitment to aviation safety

2.7.1 CASA will consider the lighting intensity management and systems that achieve an acceptable level of aviation safety on a case-by-case basis during its assessment.





2.7.2 A CASA determination will consider the environmental setting when determining the need and level of lighting required on a wind farm or tall structure. This may include consideration of lower lighting intensities for obstacles away from an aerodrome. The backlighting of some locations is almost non-existent, meaning the risk of an aviation hazard light being compromised by background lighting from a rural and remote town is lower than would otherwise apply in a residential area closer to a city.

There is no regulatory requirement to provide obstacle lighting on the proposed WMT that is not within the vicinity of an aerodrome. Generally, the voluntary provision of obstacle lighting should be considered to ensure visibility in low light and deteriorating atmospheric conditions. CASA will review the proposed WMT for potential hazards to aircraft operations and may recommend lighting the proposed WMT. The WMT is also less than 150 m AGL, which is outside of the navigable airspace mentioned in the AC above.

1.12. National Airport Safeguarding Framework Guideline D

NASF Guideline D: *Managing the Risk to Aviation Safety of Wind Turbine Installation (Wind Farms)/Wind Monitoring Towers* provides guidance to State/Territory and local government decision-makers, airport operators and developers of wind farms to jointly address the risk to civil aviation arising from the development, presence and use of wind farms and wind monitoring towers.

When wind turbines over 150 metres above ground level are to be built within 30 kms of a certified or registered aerodrome, the proponent should notify the Civil Aviation Safety Authority (CASA) and Airservices. If the wind farm is within 30km of a military aerodrome, Defence should be notified.

The Aeronautical Information Service of the Royal Australian Air Force (RAAF AIS) maintains a database of tall structures in the country. The RAAF AIS should be notified of all tall structures meeting the following criteria:

- 30 metres or more above ground level for structures within 30km of an aerodrome; or
- 45 metres or more above ground level for structures located elsewhere.

Marking and lighting of wind monitoring towers

Before developing a wind farm, it is common for wind monitoring towers to be erected for anemometers and other meteorological sensing instruments to evaluate the suitability or otherwise of a site. These towers are often retained after the wind farm commences operations to provide the relevant meteorological readings. These structures are very difficult to see from the air due to their slender construction and guy wires. This is a particular problem for low flying aircraft including aerial agricultural operations. Wind farm proponents should take appropriate steps to minimise such hazards, particularly in areas where aerial agricultural operations occur. Measures to be considered should include:

- *the top 1/3 of wind monitoring towers to painted in alternating contrasting bands of colour. Examples of effective measures can be found in the Manual of Standards for Part 139 of the Civil Aviation Safety Regulations 1998. In areas where aerial agriculture operations take place, marker balls or high visibility flags can be used to increase the visibility of the towers;*
- *marker balls or high visibility flags or high visibility sleeves placed on the outside guy wires;*
- *ensuring the guy wire ground attachment points have contrasting colours to the surrounding ground/vegetation; or*



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- a flashing strobe light during daylight hours.

1.13. Consultation

The following list of stakeholders was identified as requiring consultation:

- Airservices Australia
- Department of Defence

Details and results of the consultation activities have been provided in Table 1 below.

1.14. Summary

The following list of findings summarises the outcome of this assessment, based on the maximum height of 396 m AHD (1299.2 ft AMSL):

- There are no certified aerodromes located within 30 nm (55.6 km) of the WMT
- There are no uncertified aerodromes identified within 3 nm of the WMT's site.
- Shire of West Arthur prepared the draft of planning policy No. 5, which included a 7 nm (13 km) buffer for RAAF transport aircraft operations and a 5 nm (9 km) buffer for military paratroopers at Hillman Farm Airstrip. the WMT is outside the RAAF operation buffer area.
- The WMT will not affect any Grid or airway route segment LSALT
- The WMT will not have an impact on controlled or designated airspace.
- Marking the WMT is not mandatory, but the provision of obstacle marking should be considered to ensure the narrow mast can be readily identified by pilots flying at low level in the area around them. However, the following markings are recommended to be implemented in consideration of potential day VFR aerial work operations in accordance with NASF Guideline D, as shown in Figure 6 (Source: Part 139 MOS 2019):
 - Obstacle marking for at least the top 1/3 of the mast and be painted in alternating contrasting bands of colour
 - Marker balls or high visibility flags or high visibility sleeves placed on the outside guy wires
 - Guy wire ground attachment points in contrasting colours to the surrounding ground/vegetation.

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AVIATION PROJECTS

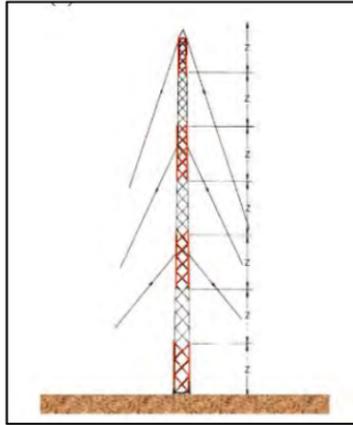


Figure 6 CASA Figure 8.110 (5) Markings

- CASA recommends that in addition to the above marking, low intensity obstacle lighting is recommended due to the potential for day time low level aerial agricultural flying, and during poor light and/or dusk. Consideration will need to be given to potential community impacts from the obstacle lighting during the hours of darkness.
- Due to exceeding 100 m AGL, details of the WMT must be reported to CASA as soon as practicable after forming the intention to construct or erect the proposed object or structure in accordance with CASR Part 139.165(1)(2). The notification should be provided to CASA via email to Airspace.Protection@casa.gov.au.
- Final details of met mast coordinates and elevation should be provided to Airservices Australia at least two weeks prior to construction commencing, by submitting the form at this webpage: https://www.airservicesaustralia.com/wp-content/uploads/ATS-FORM-0085_Vertical_Obstruction_Data_Form.pdf to the following email address: VOD@airservicesaustralia.com

If you wish to clarify or discuss the contents of this correspondence, please get in touch with me on .

Kind regards,



Brad O'Connor

Aviation Specialist Consultant

7 November 2025

102308-01_BOWELLING WIND FARM_WMT_AIA_DRAFT_V01



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AVIATION PROJECTS

Table 1 Stakeholder consultation details

<i>Agency/Contact</i>	<i>Activity/Date</i>	<i>Response/ Date</i>	<i>Issues Raised During Consultation</i>	<i>Action Proposed</i>
Airservices Australia				
Department of Defence				

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ATTACHMENT 2

From: Daniel Wong <daniel.wong@dwer.wa.gov.au>
Sent: Monday, 16 February 2026 4:29 PM
To: Shire of West Arthur <Shire@westarthur.wa.gov.au>; Vin FORDHAM LAMONT <ceo@westarthur.wa.gov.au>
Subject: REQ-0002478 - Proposed New Temporary Meteorological Mast Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling

OFFICIAL

16th February 2026
Our Reference: REQ-0002478
To: Shire of West Arthur
From: Department of Water and Environmental Regulation
Attention: Vin Fordham Lamont

Dear Vin,

RE: Proposed New Temporary Meteorological Mast Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling

Thank you for providing the above proposal for the Department of Water and Environmental Regulation (Department) to consider.

This proposal is for a new temporary meteorological mast for the purposes of collating meteorological data to ascertain the suitability of the locality for a possible future wind farm (see Screenshots 1 – 4 below).

DWER land

Our Land Management Unit (LMU) are aware of the proposed temporary met mast installation by Vestas, on portion of Lot 8 on Plan 16210 (CT 1953/982), being WRMB held freehold land, with DWER the responsible agency.

Please note:

- The land is already subject to an existing land access licence between the WRMB and Vestas.
- LMU (with support from CAWSA) have recently provided landowner consent by having the WRMB sign off on the DA form, in accordance with the requirements of the Shire's *Local Planning Scheme No.2*.

CAWS advice

- Part IIA of the Country Areas Water Supply Act 1947 and the Country Areas Water Supply (Clearing Licence) Regulations 1981 are designed to protect water resources from increased salinity by reducing land clearing in the catchment.
- The subject land is outside a Public Drinking Water Source Area. The catchment has however been subject to CAWS Act native vegetation clearing controls since 1976 to prevent salinisation of water resources.

- The proposal is located within the gazetted Country Areas Water Supply Act 1947 (CAWS Act) Wellington Dam Catchment Area. This a controlled catchment where the clearing native vegetation has been regulated since 1976.
- DWER notes that the proposed development application involves the clearing for the development footprint of the mast.
- **As the proposed site is situated on DWER owned compensated land, a CAWS Act Licence to Clear is required in addition to a clearing permit under the Environmental Protection Act (EP Act)**

Native vegetation clearing under the Environmental Protection Act

Under section 51C of the *Environmental Protection Act 1986* (EP Act), clearing of native vegetation is an offence unless:

- it is undertaken under the authority of a clearing permit
- it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required
- the clearing is subject to an exemption

Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes, are contained in Schedule 6 of the EP Act. Exemptions for low impact routine land management practices outside of environmentally sensitive areas (ESAs) are contained in the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (the Clearing Regulations).

In view of the CAWS compensated land, and requirement for a clearing permit under the EP Act (as alluded to above), the applicant is advised to contact the Department's Native Vegetation Regulation section by email (admin.nvp@dwer.wa.gov.au) or by telephone (6364 7098) to discuss permit requirements under the said Act.

The Department has not received a clearing permit application for this proposal.

Application forms are available from

<https://www.wa.gov.au/service/environment/environment-information-services/clearing-permit-forms>.

Additional information on how to apply for a clearing permit is available from

<https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permits>.

Information regarding clearing permit fees can be found here:

<https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permit-fees-frequently-asked-questions>.

Watercourse

A rough desktop measurement from our GIS shows the watercourse to be located about 30 metres south of the proposed development.

Care should be taken to:

- ensure ground disturbing works do not result in the mobilisation of sediment into the watercourse
- avoid having heavy machinery traverse the watercourse
- avoid disturbing the bed and banks of the watercourse – noting that any such works (such as a creek crossing) is likely required to require a bed and banks permit under the *Rights in Water and Irrigation Act 1914* – in view of the proposal’s location in the Collie Irrigation District
- avoid conducting works during the wet period of the year, where erosion and sediment transport is more likely

General

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned.

Thank you.

Yours sincerely

Daniel Wong

Environmental Officer
Department of Water and Environmental Regulation
Planning Advice South West Region

Email: daniel.wong@dwer.wa.gov.au
Phone: 08 9726 4113
Fax: 08 9726 4100
Postal: PO Box 261, Bunbury, WA 6231
Location: 71 McCombe Road, Bunbury, WA 6230

From: Airspace Protection <Airspace.Protection@casa.gov.au>
Sent: Thursday, 22 January 2026 7:49 AM
To: Shire of West Arthur <Shire@westarthur.wa.gov.au>
Cc: Vin FORDHAM LAMONT <ceo@westarthur.wa.gov.au>; Airspace Protection <Airspace.Protection@casa.gov.au>
Subject: F25/34502-2 - CASA Assessment Response- Wind Monitoring Tower, Bowelling Wind Farm, West Arthur Shire [SEC=OFFICIAL]

OFFICIAL

Good morning,

Thank you for the opportunity to comment on the development application for a proposed temporary meteorological mast for Bowelling Wind Farm.

From the relevant information contained on the Sire of West Arthur website, CASA notes that the Aviation Impact Assessment (AIA) to be relied upon for CASA comments is the same as the one provided directly to CASA by the proponent in November 2025 (see attached email from Vestas - *New Wind Monitoring Tower - Notice of Intention to Construct*). Therefore, CASA's assessment response is the same as that provided to the proponent in November 2025 (see attached email from CASA - F2534502-1 - *CASA Assessment Response - Wind Monitoring Tower Bowelling Wind Farm West Arthur Shire WA*). In summary:

Given the Wind Monitoring Tower (WMT) will be approximately 123 m Above Ground Level (AGL) or approximately 404 m AHD (as indicated in the *Aviation Projects AIA*) and the surrounding land use appearing to be a mix of bushland and agricultural, CASA agrees with the *Aviation Projects AIA Summary* that in addition to the above marking, low intensity steady red obstacle lighting is recommended due to the potential for day time low level aerial agricultural flying, and during poor light and/or dusk. Consideration will need to be given to potential community impacts from the obstacle lighting during the hours of darkness. If the proponent wishes to install a medium intensity flashing red obstacle light, CASA would have no objection.

CASA recommends that Airservices be advised of this proposal and assess this WMT to confirm no impact to airspace procedures, air traffic control or communications/navigation/surveillance {CNS} facilities. Should any impacts be identified, this CASA assessment should be considered void and a reassessment required.

Kind regards,

[Tony Aiezza](#)

Aerodromes Specialist - Geospatial Assessments

Office of Airspace Regulation

Air Navigation, Airspace and Aerodromes Branch

CASA \ Air Navigation, Transformation and Risk Division

t: 03 9518 2794

Level 13, 720 Bourke St, Melbourne VIC 3008
PO Box 2005, Canberra ACT 2601
www.casa.gov.au

From: [Airspace Protection](#)
To: ["Glen Wilson"](#)
Cc: [Airspace Protection](#)
Subject: F25/34502-1 - CASA Assessment Response - Wind Monitoring Tower, Bowelling Wind Farm, West Arthur Shire, WA [SEC=OFFICIAL]
Attachments: [image001.png](#)
[image002.png](#)

OFFICIAL

Good afternoon Glen,

Thank you for notifying CASA with regards to the construction of a new Wind Monitoring Tower (WMT) at Lot 2, Trigwell Bridge Road, Bowelling in the Shire of West Arthur, WA.

From the information provided to CASA and with particular reference to the *Bowelling Wind Farm Wind Monitoring Tower- Aviation Impact Assessment (AIA) (Aviation Projects, November 2025)*, CASA is not aware of any civil certified aerodrome in the vicinity of the proposed WMT site for which there would be an Obstacle Limitation Surface (OLS) that would require protection; therefore, it is outside CASA's formal regulatory framework for aerodromes. The nearest identified certified aerodrome is Bunbury Airport, approximately 81 km (or 43 nm) to the west of the wind farm project site.

CASA is also unaware of any unregulated aerodrome such as an 'Aeroplane Landing Area' (ALA) which is not published in the Aeronautical Information Publications (AIP) being within 2.5km of the proposed WMT site. From Google Earth, the nearest identified ALA is Wagin airfield approximately 79 km to the east of the proposed WMT site. Should there be an unregulated aerodrome within 2.5km of the proposed WMT site, the *CASA Advisory Circular 91-02 Guidelines for aeroplanes with MTOW not exceeding 5 700 kg - suitable places to take off and land* enclosed, makes recommendations with regard to enabling the safe take-off and landing of aircraft. Enquiries regarding whether there are any ALA's in close proximity to the proposed WMT site, should be directed to the local council officers.

CASA further notes from the *Aviation Projects AIA* that there is a 7 nm (13 km) buffer for RAAF transport aircraft operations and a 5 nm (9 km) buffer for military paratroopers at Hillman Farm Airstrip and that the WMT is outside the RAAF operation buffer area. This is a matter for RAAF to provide its views and outside CASA's formal regulatory framework for aerodromes.

From the information provided, the structure of the WMT is a guyed mast structure with alternating markings for at least the top third of the mast; and recommended to have marker balls or high visibility flags or high visibility sleeves placed on the upper third of the outside guy wires to assist with its visibility to aircraft. Obstacle marking and lighting information can be found in chapter 8, section 8.110 and chapter 9, division 4 of *Part 139 (Aerodromes) - Manual of Standards*. A copy of these *Manual of Standards* is available from the following link: [Part 139 \(Aerodromes\) Manual of Standards 2019 \(legislation.gov.au\)](#).

Given the WMT will be approximately 123 m Above Ground Level (AGL) or approximately 404 m AHD (as indicated in the *Aviation Projects AIA*) and the surrounding land use appearing to be a mix of bushland and agricultural, CASA agrees with the *Aviation Projects AIA Summary* that in addition to the above marking, low intensity steady red obstacle lighting is recommended due to the potential for day time low level aerial agricultural flying, and during poor light and/or dusk. Consideration will need to be given to potential community impacts from the obstacle lighting during the hours of darkness. If the proponent wishes to install a medium intensity flashing red obstacle light, CASA would have no objection.

CASA recommends that Airservices be advised of this proposal and assess this WMT to confirm no impact to airspace procedures, air traffic control or communications/navigation/surveillance {CNS} facilities. Should any impacts be identified, this CASA assessment should be considered

void and a reassessment required.

Kind regards,

[Tony Aiezza](#)

Aerodromes Specialist - Geospatial Assessments

Office of Airspace Regulation

Air Navigation, Airspace and Aerodromes Branch

CASA \ Air Navigation, Transformation and Risk Division

t: 03 9518 2794

Level 13, 720 Bourke St, Melbourne VIC 3008

PO Box 2005, Canberra ACT 2601

www.casa.gov.au

From: Glen Wilson

Sent: Friday, 14 November 2025 2:26 PM

To: Aerodromes ; Airspace Protection

Subject: New Wind Monitoring Tower - Notice of Intention to Construct

Some people who received this message don't often get email from wigle@vestas.com. [Learn why this is important](#)

Dear Sirs,

Further to our application for a Development Approval to the Shire of West Arthur for the construction of a wind monitoring tower within the Shire of West Arthur, I now write to you under Civil Aviation Safety Regulations (CASR) Part 139.165(1)(2) Notifying CASA of certain proposed objects or structures of the intention to construct a wind monitoring tower.

I attach all documents contained within our Development Application for your perusal including the Aviation Impact Assessment (however I identify certain details required under the regulations below for ease):

- The wind monitoring tower will have a height of 123m above ground level when constructed
- No emissions will be generated by the tower
- Is not a kind of aircraft
- We intend to construct the wind monitoring tower in Q1 2026 and the period of construction will take up to 14 days
- The tower is of steel lattice construction and will have guy wires from each corner as per the diagram below
- It is our intention to abide by any conditions prescribed by the Shire of West Arthur and your recommendations, can you please confirm that you require the following to be part of the construction:
 - The top 1/3rd of the tower to be painted in alternating contrasting bands of colour as referenced in the NASF, CASR Part 139 MOS Chapter 8.110
 - We currently propose to paint the whole of the tower as per the attached drawing

- Obstacle lighting
 - We currently propose to install a medium intensity flashing light to the tower as per the attached drawing

Please feel free to reach out to me directly should you have any questions and I very much look forward to hearing back from you in the near future.

Kind Regards

Glen Wilson

Development Manager

Vestas Development

wigle@vestas.com

+61 459 851 607



Classification: Confidential

Vestas will as part of your communication, interaction and business relationship with us collect and process personal data about you. You can read more about Vestas' collection and processing of your personal data and your rights as a data subject in our [Privacy Policy](#).

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.