ATTACHMENTS

Under Separate Cover

Ordinary Council Meeting

Thursday, 26 March 2026

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11.6 Proposed Major Land Transaction - Lot 186 Burrowes Street - Old Bowling Green

Attachment 1 - Shire of West Arthur Business Plan - Major Land Transaction (Lot 186)

Business Plan – Major Land Transaction (including headworks) at Lot 186 (2) Burrowes Street West, Darkan

OCTOBER 2025

Contents

Introduction

This Business Plan has been prepared by Council in regard to a proposal to enter into a major land transaction. Council is proposing to develop 5 houses on 2 (Lot 186) Burrowes Street, Darkan. The development of these houses may occur in a two-stage approach with three houses being built initially and the following two being built at a later stage. The lot is currently owned by the State of WA. The Shire is in the process of purchasing the crown land from the state and converting it to freehold. Upon completion of the project, the ownership of the land will be transferred to West Arthur Cottage Homes to manage it similar to how it manages the existing West Arthur Cottage Homes houses.

The following Business Plan has been formulated in compliance with section 3.58 – Disposal of property and section 3.59 – Commercial enterprises by local governments as outlined in the *Local Government Act 1995*.

land transaction means an agreement, or several agreements for a common purpose, under which a local government is to —

(a) acquire or dispose of an interest in land; or

(b) develop land;

major land transaction means a land transaction other than an exempt land transaction if the total value of —

(a) the consideration under the transaction; and

(b) anything done by the local government for achieving the purpose of the transaction,

is more, or is worth more, than the amount prescribed for the purposes of this definition;

The document aims to offer community members the chance to review this proposal and provide feedback before Council makes any decisions. It is a legal obligation for Local Government to announce its intention to engage in a major land transaction or any significant trading activity through Statewide advertising, inviting public submissions. The submissions received during the public consultation period will be considered by Council before any decision is made.

Background

Site Summary

Item	Description
Lot Details	Lot 186 on Deposited Plan 169054, comprised in Certificate of Title Volume LR3020 Folio 802
Address	2 Burrowes Street, Darkan
Distance from town centre	0.30km
Site Area	0.6761ha

The land in question is designated as Recreation & Open Space according to the Shire of West Arthur Local Planning Scheme No. 2. The zoning was sanctioned by the Minister for Planning on April 27, 2006.

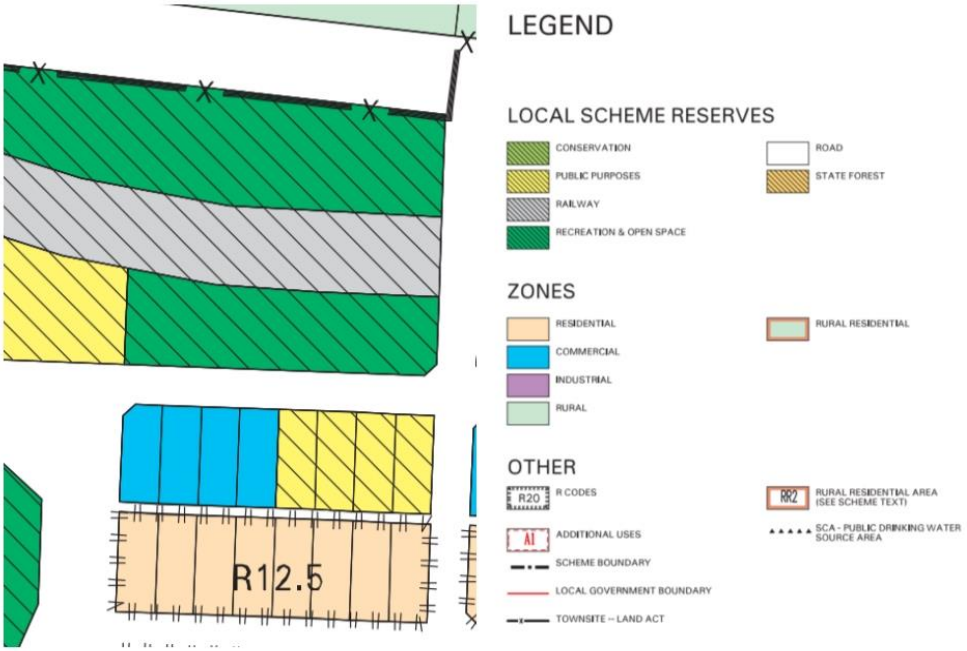

Figure 1: Local Planning Scheme No. 2 Zoning

The proposed subdivision will align with strategic documents prepared by the Shire of West Arthur in consultation with key stakeholders, businesses, and residents of the West Arthur community.

- Outcome 1.2 of the *Shire of West Arthur Strategic Community Plan – Towards 2031* - Support available for people of all ages and abilities – maintain and

support the growth of medical facilities, childcare, and aged services in the district.

- Outcome 2.2 of the *Shire of West Arthur Strategic Community Plan – Towards 2031* – A growing, diverse business community – promote the Shire to people outside the area as a fantastic place to live, work and visit.
- Outcome 1.2 of the *Shire of West Arthur Corporate Business Plan 2021-2025* – Support available for people of all ages and abilities – Investigate issues associated with housing and identify opportunities to provide additional housing or upgrade existing housing within the Darkan townsite where financially viable.
- Section 6 of the *Shire of West Arthur Economic Development Strategy 2023-2033* – Housing and Land Affordability.

Proposal Details

Design

The site under consideration, located directly opposite the existing West Arthur Cottage Homes development, is proposed to become Shire-owned land. The property, identified as Lot 186 (2) Burrowes Street, comprises a total land area of approximately 6,761m^2.

The proposed residential development is designed to deliver five dwellings, in accordance with a conceptual layout plan that provides for individual lot sizes ranging from 1,056m^2 to 2,422m^2. To enhance accessibility and functionality, a rear access laneway will be constructed parallel to Coalfields Highway, situated along the northern boundary of the site. This will ensure convenient rear access for residents and service vehicles.

At this stage, the land is intended for a group housing development rather than immediate subdivision. While subdivision may be considered at a later phase, the current proposal focuses on the construction of five standalone residences within the existing lot boundaries.

Development may proceed in two stages, with the initial phase comprising the construction of three dwellings, followed by the remaining two as funding becomes available. It is essential that all service connections including water, power, and sewerage are established during the initial stage to accommodate future expansion efficiently and cost-effectively.

A summary of the proposed lots is provided in the table below. The construction of all dwellings will align with the indicative concept plan to ensure consistency in design, access, and overall site functionality.

Lot No.	Area (m^2)
1	2422
2	1114
3	1086
4	1077
5	1056

Infrastructure and Servicing

The servicing component of the proposed development will include earthworks, internal road construction, and the establishment of water and power connections. As the existing power and water infrastructure currently runs along the frontage of the site, service extensions will be required to ensure adequate provision across the entire development area.

Western Power is responsible for the connection, network management, maintenance, and operational oversight of the power supply within the Shire, including all works necessary to connect the development to the local electricity network. Water Corporation will manage the water service connection to the town's existing water main. Contractors and the Shire of West Arthur will jointly undertake responsibilities for waste management and road construction, ensuring compliance with relevant design and environmental standards.

In addition, the property developer will be responsible for the delivery of ancillary infrastructure, including fencing, landscaping, and other site enhancement works necessary to complete the development to the required standard.

Project Objectives

Expected Effect on Local Governments Planning for the Future

As of 2023, the Shire of West Arthur recorded a total of 334 dwellings, of which approximately 12.3% were unoccupied. Many of these unoccupied dwellings are considered uninhabitable, contributing to the limited availability of suitable housing stock within the region. Furthermore, 29% of occupied dwellings are home to single-person households, highlighting a demographic trend toward smaller household compositions.

Between 2017 and 2021, the Shire received no residential building approvals, resulting in a constrained supply of new housing. Consequently, there is now a significant demand for residential accommodation within Darkan and the broader Shire area.

The Shire has also experienced increasing interest from elderly residents, drawn by its safe community environment, strong social capital, clean air, open spaces, and overall quality of life.

Looking ahead, national demographic projections indicate that by 2050, approximately 5% of Australia's population will be aged 85 years and over. This trend underscores the growing need for suitable, accessible, and affordable housing options for elderly residents.

The proposed development directly responds to this need by increasing the availability of age-appropriate housing in Darkan. This initiative will enable elderly residents to remain within their hometowns and close to their families, delivering substantial social, emotional, and economic benefits for individuals, families, and the broader community. Remaining in familiar surroundings and maintaining established social networks fosters a strong sense of belonging, security, and wellbeing, with positive impacts on both physical and mental health outcomes. The project therefore aligns with the Shire's strategic priorities to promote ageing in place, strengthen community resilience, and enhance the overall liveability of the region.

Financial Considerations

In alignment with the National Housing Accord, which targets the construction of 1.2 million new homes across Australia over a five-year period commencing on 1 July 2024, the Australian Government launched the Housing Support Program (HSP) to assist local governments in delivering housing-enabling infrastructure and development projects.

The Shire of West Arthur applied for Stream 1 of the Housing Support Program and was successfully awarded funding, along with five other local governments within the Wheatbelt region. Through this stream, the Shire received $176,765 to support planning and servicing works for Lot 186 Burrowes Street (Old Bowling Green) and Lot 309 Burrowes Street West.

In addition, the Shire's application for Stream 2 of the program was also approved, with an allocation of $718,136 in funding. This funding is designated for land acquisition, headworks and utility connections, site works, internal services, and contingencies associated with the development of Lot 186 Burrowes Street.

To progress to the construction phase, the Shire will be required to secure additional grant funding to support project delivery. Should external funding not be obtained, the Shire may need to access loan financing to enable the project to proceed. This approach would mirror the successful financial model used for the existing West Arthur Cottage Homes development.

Upon completion of construction, it is envisioned that ownership of the newly developed dwellings would be transferred to West Arthur Cottage Homes, in accordance with the established governance and operational framework. The existing self-supporting loan model has proven effective, resulting in no net financial cost to the Shire.

At present, West Arthur Cottage Homes does not have the financial capacity to independently undertake new housing construction. Therefore, the Shire will continue to explore external funding opportunities, including state and federal grants, or consider securing an additional loan through the WA Treasury Corporation to ensure the project's successful delivery.

Expected Net Income

The Shire plans to transfer the land directly to the existing managers of the local independent living units, enabling them to continue the delivery of senior housing services.

The West Arthur Cottage Homes Committee possesses extensive knowledge of the needs and challenges facing seniors within the community and is well-positioned to manage and operate local aged care and independent living facilities effectively. As a result of this transfer, the project is not expected to generate revenue for the Shire; the primary objective is to support community wellbeing, social outcomes, and the sustainability of local senior housing services.

Expect Project Costs

The estimated project costs are as follows:

Housing Support Program – Stream 1

Planning Action Item	Funding received
Geotechnical Engineering Report	$4,200
Bushfire Planning	$6,800
Utility Survey	$3,000
Contour and Feature Survey	$3,000

Housing Support Program – Stream 2

Planning Action Item	Funding received
Land Acquisition *(Purchase of Lot 186 from the State)*	$35,000
Headworks and Connections *(Power extension & connection, water extension & connection)*	$106,607
Site Works and Internal Services	$286,000

(Earthworks, septics, road construction & internal site servicing)	
Contingency *(20% regional weighting, 12% cost contingency & 5% design and professional fees)*	$290,529

For the proposed housing development, the Shire of West Arthur has obtained two quotes from two separate prefabricated modular home suppliers. The quotes cover the construction of one 3-bedroom, 2-bathroom dwelling and two 2-bedroom, 2-bathroom dwellings.

Each quote includes the following standard features:

- Base price of the house (built to silver spec liveable housing standard)
- Vinyl flooring throughout (excluding tiled wet areas)
- Roller blinds
- Split-system air conditioning
- In-ground installation of the modular home
- Provision for earthworks to accommodate modular homes partially dug into the ground
- Plumbing connections
- Polyethylene septic tank and leach drain system
- Single-phase electrical connection
- Carport and concrete slab for carport area
- Upgrade solar hot water systems
- Fencing
- Concrete driveways and paths

It should be noted that the quotes do not include allowances for:

- Western Power line relocation or upgrades (if required)
- Landscaping

These additional works would be undertaken internally by the Shire.

The estimated construction cost for each dwelling is as follows: 2-bedroom, 2-bathroom dwellings: approximately $250,000-$300,000 per unit. A 3-bedroom, 2-bathroom dwelling: approximately $350,000-$400,000 per unit.

Risk Assessment

Although the proposed development is anticipated to provide significant social, economic, and community benefits, particularly for elderly residents within the Shire, it

is essential to recognise and proactively manage the potential risks associated with the project. This plan below identifies the associated risks.

Risk	Action to Mitigate
Finance Risk	Follow the Shire's Procurement Policy. Obtain multiple quotes prior to the commencement of work. Apply for multiple funding streams. Consider self-supporting loan through WA Treasury if necessary.
Construction Risk *(cost overruns, delays)*	Efficient project planning and management. Engage early with Western Power, Water Corporation, and local contractors; include service connection allowances in project planning. Hold regular meetings to review the current stage of the project. To avoid delays with external bodies such as Western Power and the housing developer, ensure prompt responses to their information requests.
Environmental/Heritage Constraints	If necessary, consult with the Department of Planning, Lands & Heritage / Department of Biodiversity, Conservation and Attractions.
Legislative/Compliance Risks	The Shire of West Arthur will manage legislative and compliance risks associated with the residential subdivision by ensuring that all planning, procurement, financial management and reporting obligations under the Local Government Act 1995, relevant State planning frameworks, and the conditions of the Federal Government's Housing Support Program are strictly followed. Independent legal and statutory advice will be sought where required, and transparent governance processes will be maintained to demonstrate accountability and compliance at each stage of the project. Early engagement with the Shire's planning and building departments will ensure all documentation meets statutory requirements.

Expected Effect on the Provision of Facilities and Services by the Shire

The development of the site will be overseen by experienced professional personnel within the Shire of West Arthur. The Shire's Projects Officer, with the support and guidance of the CEO, will coordinate all aspects of the project to ensure timely delivery, compliance with statutory requirements, and alignment with Shire objectives.

Additional Shire services involved in the project include:

- Works & Services Department – potentially responsible for road design, earthworks, landscaping, and ongoing maintenance of infrastructure.
- Planning & Building Services – providing planning approvals, building compliance and regulatory guidance.
- Environmental Health Officers – overseeing the installation and compliance of septic and wastewater systems in accordance with health regulations.

The proposed housing is targeted at individuals aged 55 and over, addressing the growing demand for accessible and supportive accommodation in Darkan. Increasing the stock of aged care housing will enable older adults to maintain their independence while remaining within their community, contributing to enhanced quality of life and improved physical and cognitive health outcomes.

In addition, these housing arrangements help reduce the physical and emotional burden on families by minimising the need for long-distance caregiving. Families can monitor the health, wellbeing, and daily needs of their elderly relatives more effectively, while also supporting local caregivers, such as those from Wagin Home Care Program, and the West Arthur Community Resource Centre InCasa and Mable program in fulfilling their responsibilities.

Expected Effect on Other Persons Providing Facilities and Services

The proposed development aligns closely with State Government objectives for regional service provision and coordinated infrastructure planning. The subdivision and housing design will be progressed in consultation with key service agencies to ensure that lots are developed in a manner consistent with both existing and planned capacity for essential services.

Key agencies involved include:

- Water Corporation – for water supply and wastewater connections

- Western Power – for electricity supply and network capacity

Early engagement with these agencies will confirm service availability, identify any necessary infrastructure upgrades, and support coordinated planning to ensure reliable, sustainable delivery of essential utilities.

In addition, consultation will be undertaken with the West Arthur Cottage Homes, West Arthur Community Resource Centre Committee (InCasa and Mable) and Wagin Home Care Program to ensure that new residents have access to trusted community facilities and support services. This collaborative and integrated approach will enhance health outcomes, wellbeing and social inclusion for older residents, while ensuring alignment with State and regional strategic priorities for aged care and community service delivery across the Wheatbelt region.

Impact on Existing Businesses

Several local businesses within the Shire have previously indicated that a shortage of suitable housing in Darkan has constrained their ability to expand and attract employees. The retention of elderly residents within the Shire will help sustain local economic activity by maintaining consistent demand for goods and services. Seniors typically contribute steady expenditure on everyday essentials such as groceries, fuel, and household items, supporting the viability of local retailers and service providers.

The West Arthur Community Resource Centre currently coordinates the delivery of key health and wellbeing services, including a visiting doctor on a weekly basis, a community health nurse twice weekly, and a chiropractor every six weeks. In addition, the Centre facilitates a range of social and wellbeing programs such as seniors' exercise classes and community bingo. An increase in the elderly population is expected to drive greater demand for these services, creating opportunities for business expansion, local employment, and the establishment of new enterprises to meet growing community needs.

Expected Financial Effect on the Shire

Potential Liabilities

Indicative cost estimates provided by prefabricated modular home builders suggest that age-appropriate housing can be delivered at an approximate cost of $350,000–$400,000 for a three-bedroom, two-bathroom transportable dwelling, and $250,000–$300,000 for a two-bedroom, two-bathroom design. To facilitate the commencement of this project, it will be necessary to secure loan funding for the construction of the proposed dwellings. Initially, the Shire will assume responsibility for obtaining the loan to enable timely project delivery. However, the West Arthur Cottage Homes organisation

will be responsible for servicing and repaying the loan over the coming years. Consequently, this self-supporting loan arrangement is not expected to result in any additional long-term financial burden to the Shire.

In parallel, the Shire and West Arthur Cottage Homes will actively pursue external funding opportunities to assist with the capital costs associated with housing construction and to reduce the overall reliance on a loan.

A cost benefit analysis may be something that needs to be considered.

Effect on Matters Referred to in the Shire's Strategic Community Plan and Corporate Business Plan

The proposed project aligns strongly with the Shire of West Arthur's key strategic documents, which outline the community's long-term vision and priorities

Corporate Business Plan 2021-2025

The *Corporate Business Plan 2021-2025* translates these community aspirations into actionable priorities. Relevant outcomes and responses include:

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

- Support for Seniors - investigate and instigate, where possible, support to enable seniors to stay in our community including, transport (e.g. social or medical), and home maintenance;
- Continue to support Wagin Homecare in the provision of home care services to those that require assistance. Investigate alternative options for aged care.
- Investigate issues associated with housing and identify opportunities to provide additional housing or upgrade existing housing within the Darkan townsite where financially viable

Strategic Community Plan – Towards 2031

The *Strategic Community Plan – Towards 2031* identifies the need to ensure that support is available for people of all ages and abilities. Relevant strategies include:

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 to meet the needs of the community

Ability of the Shire to Manage the Undertaking

The Shire of West Arthur has a qualified and experienced team capable of effectively managing and overseeing the proposed development activities. Key personnel contributing to the project's successful completion include the Chief Executive Officer, Projects Officer, and Manager Works and Services, who collectively bring extensive experience in project planning, infrastructure delivery and community development.

To ensure all aspects of the project are delivered to the highest standard, the Shire will engage specialist external consultants and contractors to provide expertise beyond in-house capacity. This may include the Shire's contract building surveyor, planning consultant, and environmental health officer. This combined approach will ensure robust governance, accuracy and compliance with all statutory and regulatory requirements throughout the project's life.

Public Consultation Process

Section 3.59 of the *Local Government Act 1995* mandates that the Local Government publicise its intention to engage in any Major Land Transaction or Major Trading Undertaking. This is to be done through State-wide advertising, seeking public submissions upon this intent.

Submissions collected during the six-week public consultation period must be considered by the Council before any decisions are made on this issue. All public submissions will be compiled into a report that will be presented to the Council as part of an Ordinary Council Meeting, where they will be formally reviewed.

Promotions and Advertising

The anticipated tenants for the proposed development are expected to comprise primarily of existing residents currently on the West Arthur Cottage Homes waiting list. West Arthur Cottage Homes presently manages 10 seniors' housing units, all of which are fully tenanted, with approximately eight applicants currently awaiting accommodation. Priority allocation of the new dwellings will be given to individuals on this waiting list.

If vacancies remain following allocation to existing applicants, the Shire and West Arthur Cottage Homes will promote the availability of the housing more broadly through established communication channels, including the Shire's website, local newsletters, and community noticeboards. This approach ensures that occupancy levels are maintained while continuing to prioritise residents and those with established connections to the community.

Recommendation

- Proposed resolution for Council to adopt the Business Plan (following public advertising period and consideration of submissions).

Appendices

Appendix 1 Engineering Order of Costs

David Wills and Associates
Consulting Engineers

Project #: 25184

Engineering Order of Costs
Lot 186 Burrowes St, Darkan - 5 Lot Strata Subdivision

5 lots

Item	Description	Detail	Amount	GST applicable	GST
1.0	**Local Government Statutory Fees and Charges (GST exclusive)**				
1.1	WAPC planning application	$3,743 plus $83 per lot - rounded	$ 4,200.00	No	$ -
1.2	Deposited plan fees	$350 plus $93 per lot created - rounded	$ 900.00	No	$ -
1.3	Clearance fees	$73 per lot for the first 5 lots and then $35 per lot - rounded	$ 400.00	No	$ -
1.4	Council Engineering supervision fees	1.5% of R&D construction estimate - rounded	$ 3,100.00	No	$ -
1.5	Council Engineering maintenance bond (refundable)	5% of R&D construction estimate - rounded	$ 10,300.00	No	$ -
1.6	Public Open Space contribution (cash in lieu)	Not included	$ -	No	$ -
1.7	Council Developer Contributions fees	Estimated $1500/lot	$ 7,500.00	No	$ -
2.0	**Water Corporation Fees and charges**				
2.1	Water contributions	Standard infrastructure charge for water $2,756/lot (5 new) - rounded	$ 11,100.00	No	$ -
2.2	40mm water meter Water Supply connection		$ 11,000.00	No	$ -
2.3	5 x Submeter Application Fee and Installation	Application Fee $130.39, Installation Fee $203.93 per meter	$ 1,160.00	No	$ -
2.4	Water Corporation maintenance bond (refundable)	Not included	$ -	No	$ -
3.0	**Infrastructure Works**				
3.1	Construction (Earthworks and, Water only)	Developer funded construction - refer breakdown attached	$ 205,900.00	Yes	$ 20,590.00
3.2	Construction cost Contingency	20% surplus on construction works estimate	$ 41,180.00	Yes	$ 4,118.00
3.3	Electrical Services	Refer to: 25184 - 3E25106-R-01 Servicing Report (Rev B)	$ 110,000.00	Yes	$ 11,000.00
3.4	Communications Services **(If Required)**	Refer to: 25184 - 3E25106-R-01 Servicing Report (Rev B)	$ 18,000.00	Yes	$ 1,800.00
4.0	**Professional Services Fees**				
4.1	Town Planning	WAPC/Council application - estimate	$ 10,000.00	Yes	$ 1,000.00
4.2	Surveyor	Subdivision fees including peg & repeg - estimate	$ 15,000.00	Yes	$ 1,500.00
4.3		Feature Survey	$ 5,000.00	Yes	$ 500.00
4.4	Acoustic Engineer	Not included	$ -	Yes	$ -
4.5	Traffic Engineer	Not included	$ -	Yes	$ -
4.6	Flora & Fauna	Not included	$ -	Yes	$ -
4.7	Arborist	Not included	$ -	Yes	$ -
4.8	Archaeological & Heritage	Not included	$ -	Yes	$ -
4.9	Landscape Architecture	Not included	$ -	Yes	$ -
4.11	Geotechnical Engineer	Inspection, testing and reporting	$ 10,000.00	Yes	$ 1,000.00
4.12	Civil Engineer	Design, Tender and Contract Administration (excluding construction support and supervision)	$ 35,000.00	Yes	$ 3,500.00
4.13	Electrical Engineer	Electrical and telecommunications design - estimate	$ 20,000.00	Yes	$ 2,000.00
4.14	Structural Engineer	Not included	$ -	Yes	$ -
4.15	Project Manager	Not included	$ -	Yes	$ -
5.0	**Reimbursements**				
5.1	Council roadworks maintenance bonds		$ -	No	$ -
6.0	**Total**				
	Subtotal		**$ 519,740.00**		
	GST		$ 47,008.00		
	Total		**$ 566,748.00**		

Assumptions, Exclusions and Clarifications

1. An 'engineering order of cost' is an opinion only. No liability is accepted by DWA for any variance in actual costs. If a more accurate cost estimate is required, a qualified Quantity Surveyor should be commissioned. Detailed design may be required for Quantity Surveyor to undertake the task.
2. The costing is based on the proposed subdivision of Lot 186 Burrowes St, Darkan. Lot is to be subdivided into 5 Strata lots. Refer to attached plan showing outline of proposed lots.
3. This construction costing is a preliminary estimate only, based on rates extracted from Rawlinson's Australian Construction Handbook 2023 and recent experience on similar projects.
4. The costing is based on the entire project undertaken as a single contract.
5. The following items are excluded:
   a) Fencing, landscaping, site re-vegetation
   b) Excavation in rock
   c) Construction of retaining walls
   d) Removal of asbestos and contaminated waste
   e) Gravity Sewer reticulation
   f) Stormwater disposal

Project #: 25184

Engineering Order of Costs - Construciton Costs
Lot 186 Burrowes St, Darkan - 5 Lot Strata Subdivision

David Wills and Associates
Consulting Engineers

Item	Description	Unit	Qty	Rate	Price
3.1.1	**General**				
3.1.1.1	Comply with Conditions of Contract	Item	1	$15,000.00	$15,000.00
3.1.1.2	Insurances and CTF Levy	Item	1	$5,000.00	$5,000.00
3.1.1.3	Site establishment, site stabilisation, dust control - mobilisation, fortnightly site meetings and de-mobilisation of equipment, project management	Item	1	$15,000.00	$15,000.00
3.1.1.4	Location and protection of all existing services within & adjacent to the site	Item	1	$4,000.00	$4,000.00
3.1.1.5	Survey control and Setout	Item	1	$8,000.00	$8,000.00
3.1.1.6	Submit Traffic Management to Local Authority	Item	1	$2,500.00	$2,500.00
3.1.1.7	Traffic Management for the duration of the works.	Item	1	$5,000.00	$5,000.00
				Subtotal General:	**$54,500.00**

Construction		Unit	Qty	Rate	Price
3.1.2	**Siteworks and Earthworks**				
3.1.2.1	Remove topsoil and dispose of 6900m² x 100mm average thickness	m³	690	$23.00	$15,870.00
3.1.2.2	Demolish Existing shed	m²	65	$72.31	$4,700.00
3.1.2.3	Demolish Existing Concrete Water Tank (Assume 200mm thick x 2m high walls and inground infrastructure	m²	9	$640.00	$10,760.00
3.1.2.4	Demolish Existing concrete slabs and rock retaining wall (Assume avg 150mm thick)	m²	500	$100.00	$50,000.00
3.1.2.5	Disposal of demolished materials	t	200	$160.00	$32,000.00
3.1.2.6	Bulk Earthworks - Cut to fill to remove step	m³	600	$30.00	$18,000.00
					$131,330.00
3.1.3	**Water Reticulation**				
3.1.3.1	Supply and install fittings to Water Corporation requirements, including 25mm Dia PE80 water main from Water Meter to Lots	No.	1	$10,000.00	$10,000.00
3.1.3.2	Pressure testing, disinfection and testing	Item	1	$5,000.00	$5,000.00
3.1.3.3	Provide "As-Constructed" information of completed water reticulation	Item	1	$5,000.00	$5,000.00
				Subtotal Water Reticulation:	**$20,000.00**

TOTAL excluding GST	$205,900.00
Contingency 20%	$41,180.00
GST	$24,708.00
3.1 TOTAL - Construction (Earthworks and Water only)	**$271,788.00**

Assumptions, Exclusions and Clarifications

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2. The costing is based on the proposed subdivision of Lot 186 Burrowes St, Darkan. Lot is to be subdivided into 5 Strata lots. Refer to attached plan showing outline of proposed lots.

3. This construction costing is a preliminary estimate only, based on rates extracted from Rawlinson's Australian Construction Handbook 2023 and recent experience on similar projects.
4. The costing is based on the entire project undertaken as a single contract.
5. The following items are excluded:
   a) Fencing, landscaping, site re-vegetation
   b) Excavation in rock
   c) Construction of retaining walls
   d) Removal of asbestos and contaminated waste
   e) Gravity Sewer reticulation
   f) Stormwater disposal

LOT 186 BURROWES ST, DARKAN

REPORT FOR:
ELECTRICAL & COMMUNICATIONS SERVICES

RESIDENTIAL REDEVELOPMENT
3E25106-R-01

3E CONSULTING ENGINEERS PTY LTD

Electrical Engineering Excellence

LOT 186 BURROWES ST, DARKAN ELECTRICAL & COMMUNICATIONS SERVICES

DOCUMENT HISTORY AND STATUS

Revision	Date issued	Author	Reviewed by	Approved by	Revision Description
A	14/01/2026	JH	JH	JH	For Information
B	20/02/2026	JH	JH	JH	For Information

INTERNAL REF:
3E-DT-01_0

CONTENTS

1 SCOPE

We understand that a residential redevelopment of the subject site, Lot 186 Burrowes St, Darkan, is planned to comprise of 5 residential dwellings, perhaps in a survey or built strata arrangement (or similar). This report covers the likely order of the electrical & telecommunications services demand, and comments on the likely ability of the existing power & telco networks to meet the demands of the proposed development, or proposes the likely upgrades required to provide the supplies. It then provides the order of cost estimate for the supply scenario.

2 ELECTRICAL

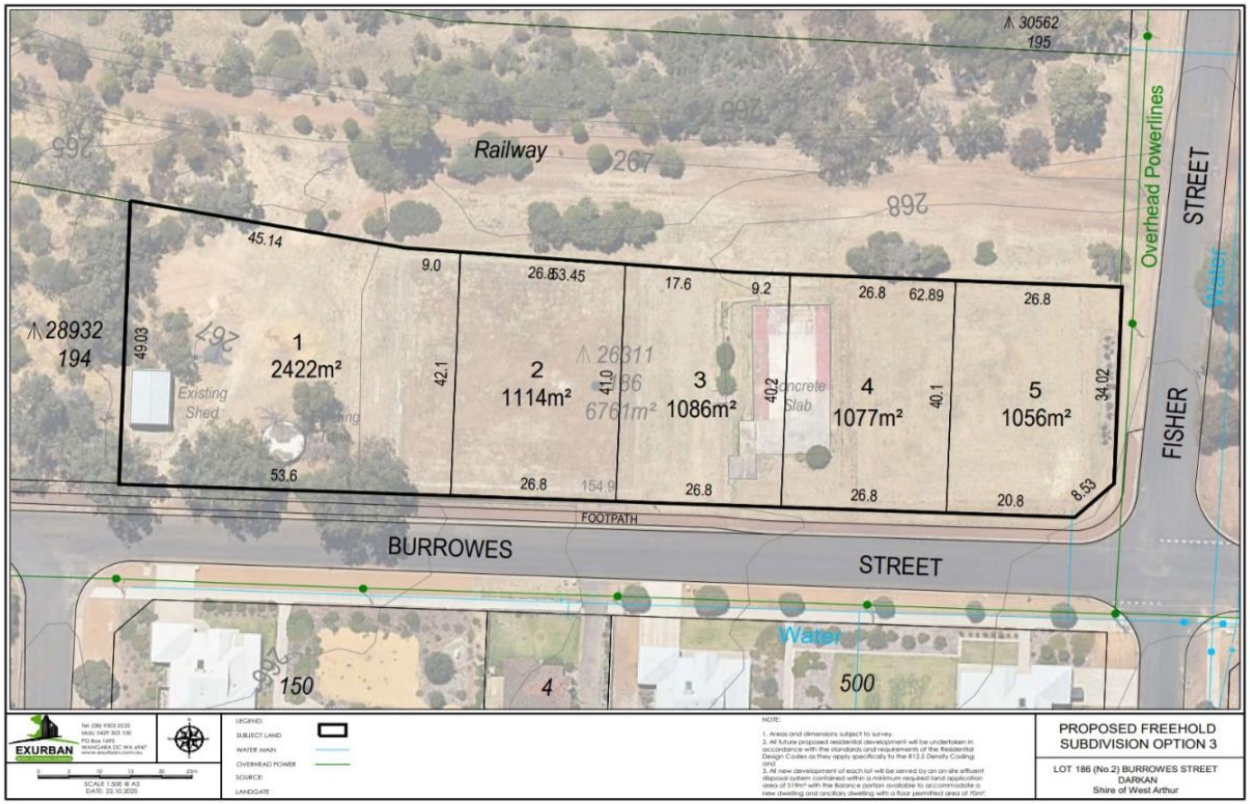
1) Existing Western Power distribution power network adjacent to the site comprises HV (22kV) & LV overhead network on the south side of Burrowes St and LV overhead network on the west side of Fisher St. The LV network is fed from a 315kVA/22kV pole top transformer on a wooden power pole on Fisher St, south of the subject site.
2) The estimated electrical demand for the proposed development is likely to be in the order of 80A/phase.
3) Based on network information procured from Western Power via the DIP feasibility process, the existing adjacent LV network is at or over capacity in that the volt drop is at or just over prescribed limits. Any additional load added to the adjacent LV network will exacerbate this. The existing pole top transformer does have sufficient capacity to supply the proposed development. The HV network has sufficient capacity to supply the proposed development.
4) The electrical supply arrangement may then comprise a new underground LV cable direct from the existing pole top transformer to the site, should WP allow such a connection.
5) One wooden power pole exists in the western verge of Fisher St and will sit adjacent to the eastern most building of the subject site. The pole may remain if the crossover of the house can be located with sufficient clearance to the existing pole. Consideration should be given to allowing for clearances between the existing LV overhead wires in the western verge of Fisher St and the future house building envelope on the eastern side of the subject site.
6) The likely order of cost of the identified WP network supply scenario is **$110k.** Note that this is for a WP LV pillar to be installed on the site by WP, with WP LV cable installed by WP, subject to detailed design by WP. This would be procured by a DQA application being submitted to WP to initiate their detailed design & quoting for the works. The cost estimate here does not cover the cost of the required Site Main Switchboard, and wiring to the houses and so on.

3 COMMUNICATIONS

1) Existing communications network adjacent to the site comprises underground Telstra pipes and several pits in the northern verge of Burrowes St.
2) NBN Co. broadband services in the area are provided by Satellite, through the NBN Co. Sky Muster service.
3) There are likely to be no constraints if a Telstra POTs copper phone connection is desired. There will be no constraints in accessing broadband through NBN Co.'s Sky Muster service.
4) Existing pits may need to be relocated to avoid the proposed housing crossovers.
5) A Pit and pipe fallback exemption may apply to this Development. An exemption request can be requested to the default Statutory Infrastructure Provider of the area – in this case, NBN. Please note that exemption not guaranteed until formally granted.

6) If exemption is not pursued, each lot must be provided with fibre-ready facilities in accordance with the requirements of the Telecommunications Act.
7) In the unlikely even that an exemption is not achieved, pit and pipe infrastructure is likely to cost in the order of **$15k**, with NBN Co. fees of in the order of **$3k** likely to be payable.

Appendix 2 Indicative Concept Design



11.7 Endorsement of Shire Submission - Draft Western Australian Renewable Energy Planning Code and Guidelines

Attachment 2 - Draft Renewable Energy Code and Guidelines

GOVERNMENT OF WESTERN AUSTRALIA

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.

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Contents

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.

DRAFT – PUBLIC CONSULTATION

Part one

General

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.

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.

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.

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.

DRAFT – PUBLIC CONSULTATION

Part two

Wind farms – development standards

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.

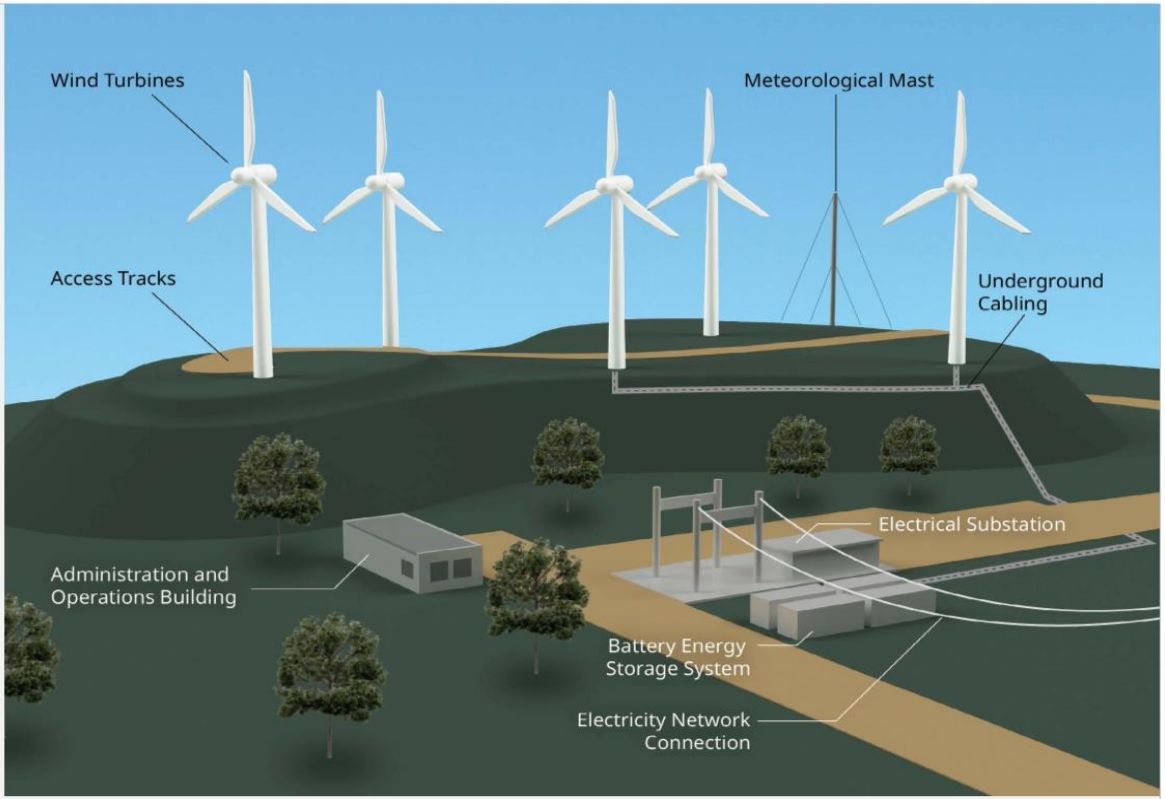

Figure 1: Example of a wind farm project

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.

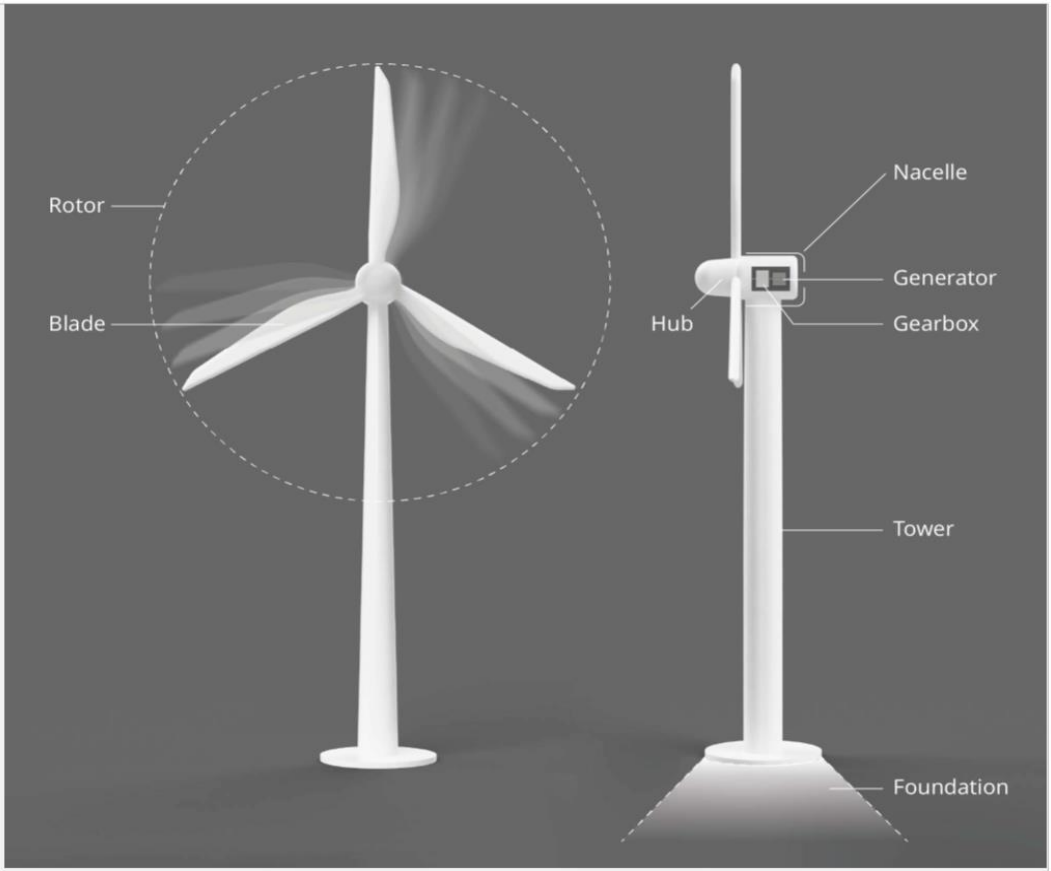

Figure 2: Wind turbine components

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.

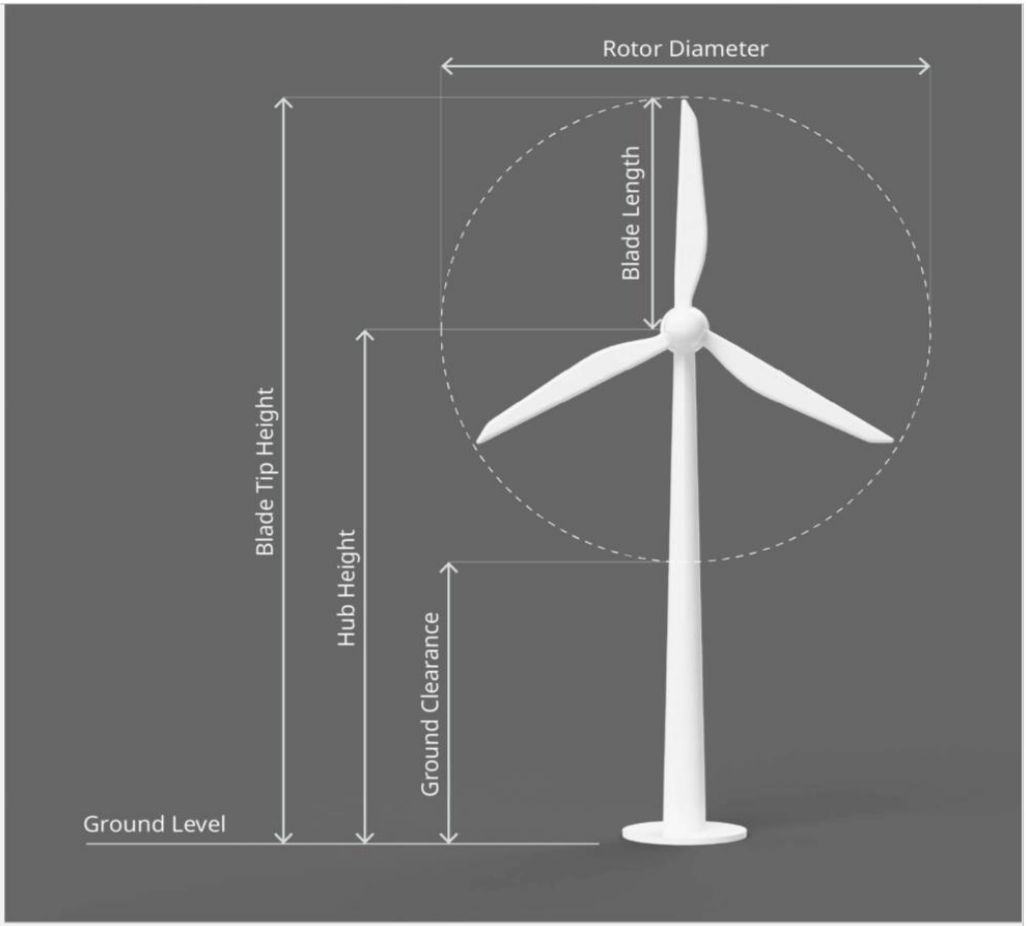

Figure 3: Wind turbine measurements

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.

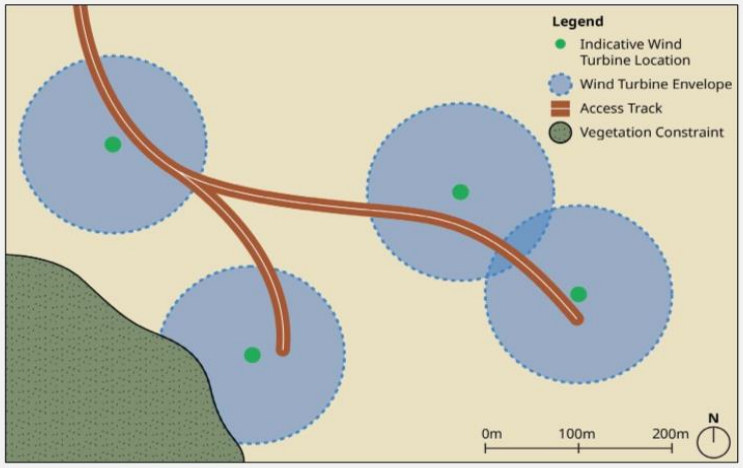

Figure 4: Example site plan showing wind turbine envelopes for micro-siting post-development approval

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	Acceptable Outcome *Meeting this Acceptable Outcome satisfies the Element Objective.*
Not applicable – Acceptable Outcome applies.	**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**.

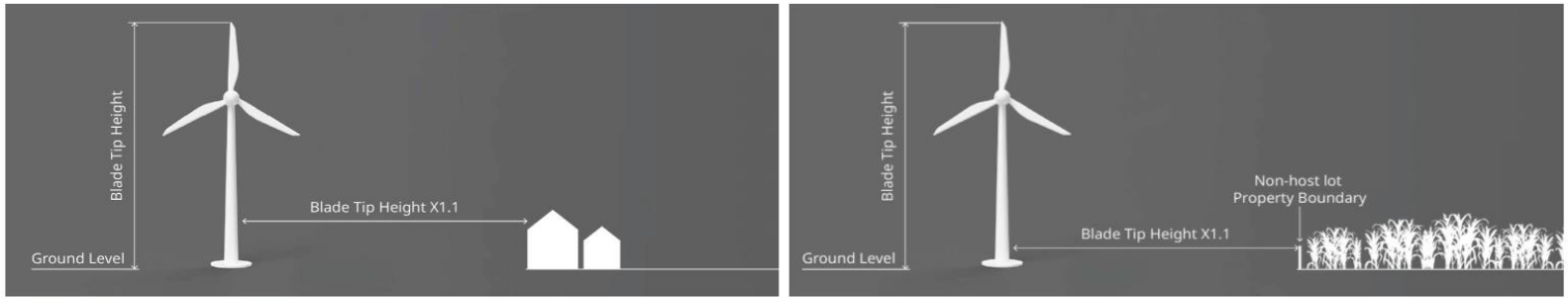

Figure 5: WF-AO1.1 Safety setback

Element Objective

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

Performance Outcome	Acceptable Outcome *Meeting this Acceptable Outcome satisfies the Element Objective.*
Not applicable – Acceptable Outcome applies.	**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.

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-EO2.1 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	Acceptable 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.	*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.

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-EO3.1 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	Acceptable Outcome *Meeting this Acceptable Outcome satisfies the Element Objective.*
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**.	**WF-AO3.1** The **non-host lot** is located entirely outside of the **wind farm's noise impact area.**

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 Objectives[3]

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).

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).

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-EO5.1 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	Acceptable Outcome *Meeting this Acceptable Outcome satisfies the Element Objective.*
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.	**WF-AO5.1 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.

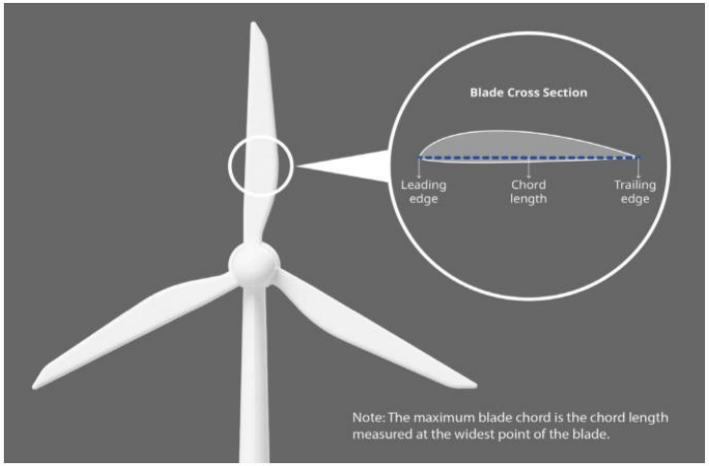

Figure 6:Maximum blade chord measurement

Plans and Reports to Accompany a Development Application

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: 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

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.

Plans and Reports Recommended as Conditions of Development Approval

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 env ironmental values, assess risks and understand submission requirements.

Element Objective

Flora and Fauna

WF-EO6.1 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	Acceptable 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): a. positioning the height of the **rotor swept path** (see **Figure 7**) outside of known bird and bat flight paths; b. using design features that deter birds and bats and minimise the risk of bird and bat collision; and c. 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: a. reduce the attractiveness of the site to birds and bats which are prone to collision with **wind turbines**; and b. maintain biosecurity and minimise the spread of pests, weeds and diseases.	*Not applicable – Performance Outcomes apply.*

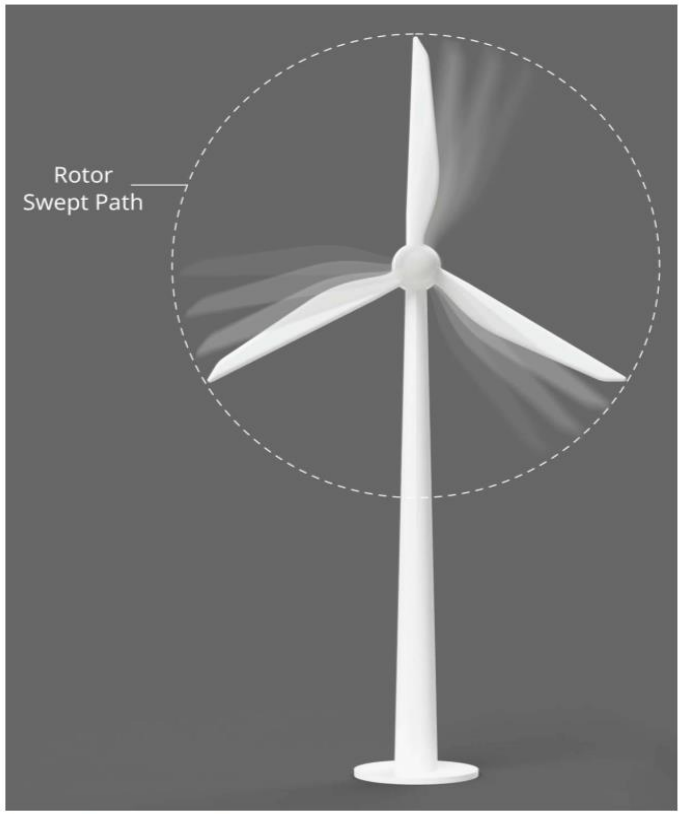

Figure 7: Rotor swept path

Element Objective

Water and Land

WF-EO6.2 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. **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.	*Not applicable – Performance Outcomes apply.*

Plans and Reports to Accompany a Development Application

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).

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-EO7.1 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 **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/m^2), 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.	*Not applicable* *– Performance Outcomes apply.*

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.*

Plans and Reports to Accompany a Development Application

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-EO8.1 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
WF-PO8.1 Wind turbines and **associated infrastructure** are sited, designed, constructed and operated to: a. avoid hazards or unacceptable risks to aircraft safety; b. avoid or minimise adverse impacts on the safety, efficiency or operational integrity of: 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. **WF-PO8.2** Where aviation risks and impacts cannot be fully avoided, they are minimised through effective mitigation measures. **WF PO8.3 Wind turbines** and associated infrastructure incorporate appropriate lighting and marking to address safety risks while minimising impacts.	*Not applicable – Performance Outcomes apply.*

Plans and Reports to Accompany a Development Application

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;

Plans and Reports to Accompany a Development Application

f. CASA – regarding air safety and lighting/marking. 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.

Plans and Reports Recommended as Conditions of Development Approval

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.

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-EO9.1 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	Acceptable Outcome
WF-PO9.1 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-PO9.2** 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.	*Not applicable – Performance Outcomes apply.*

Plans and Reports to Accompany a Development Application

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 stakeholders[5] (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	Acceptable 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.	*Not applicable – Performance Outcomes apply.*

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 OSOM[6] 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	Acceptable 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.	*Not applicable – Performance Outcomes apply.*

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.

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
WF-PO12.1 Wind farms are decommissioned and rehabilitated within 18 months of ceasing operation. **WF-PO12.2 Wind farms** are decommissioned by removing: 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. **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. **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. **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. **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. **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.	*Not applicable – Performance Outcomes apply.*

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.

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.

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Appendices

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*.

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**;

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.

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

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	

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			

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			

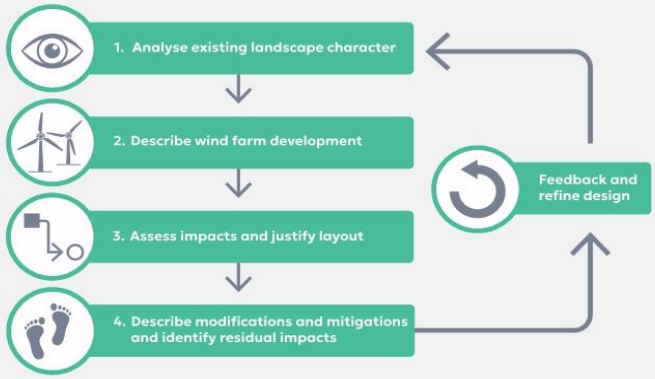
Notes:

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.

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:

a. 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.

b. 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.

c. Location of non-host lot dwellings in proximity to the development site, up to 2km at a minimum.

d. Topography and substantial areas of remnant bushland and other existing screening vegetation such as roadside vegetation.

e. Landscape character types[9] 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:

a. Diagrams of individual wind turbines, including dimensions and siting locations.

b. 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.

c. 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

d. 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.

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 objectives [10] in a contextually sensitive manner to the landscape.

   At a minimum, this section should include wireframes [11] 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. Photomontages [12] 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.

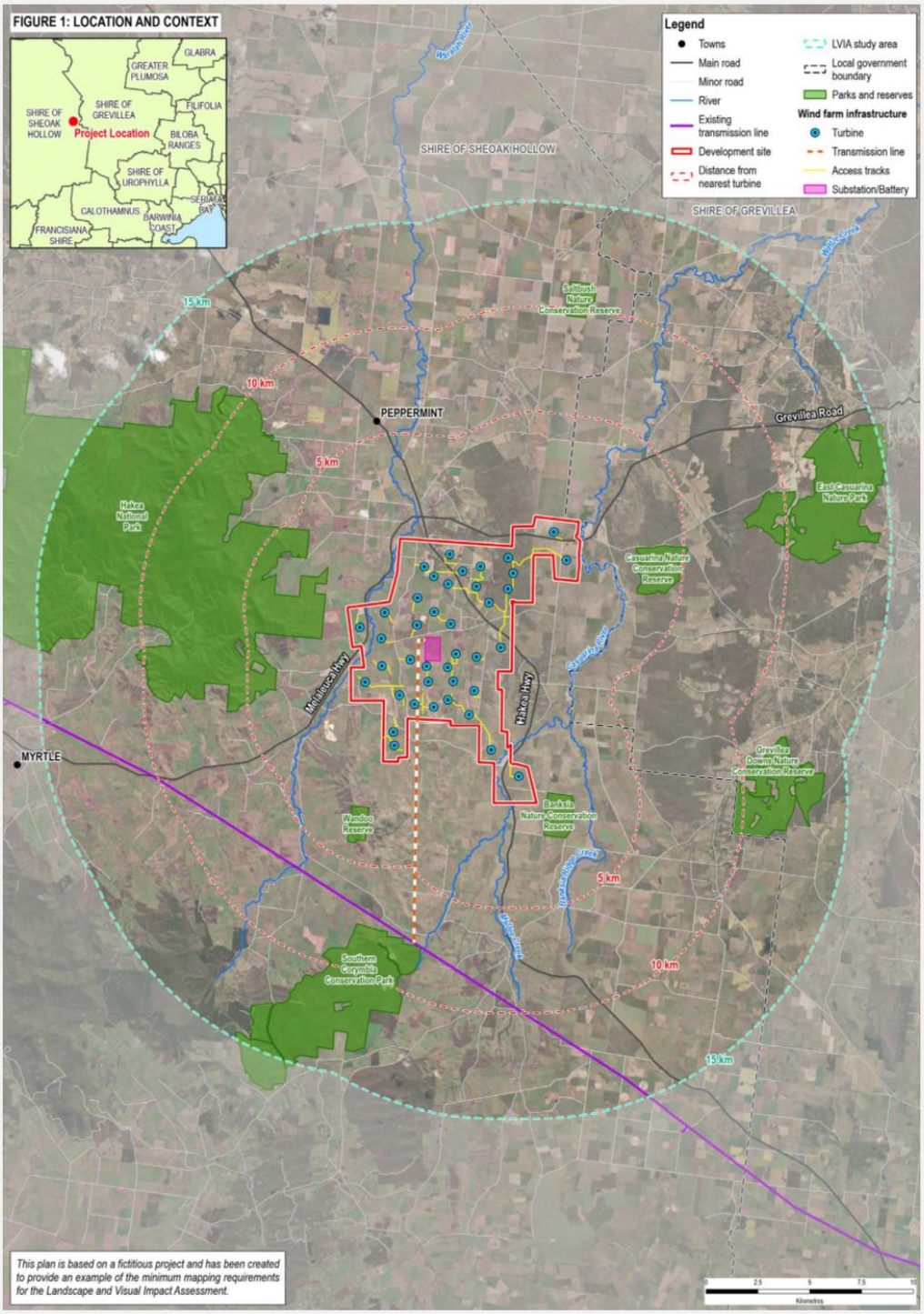


Figure A4.1: Location and context

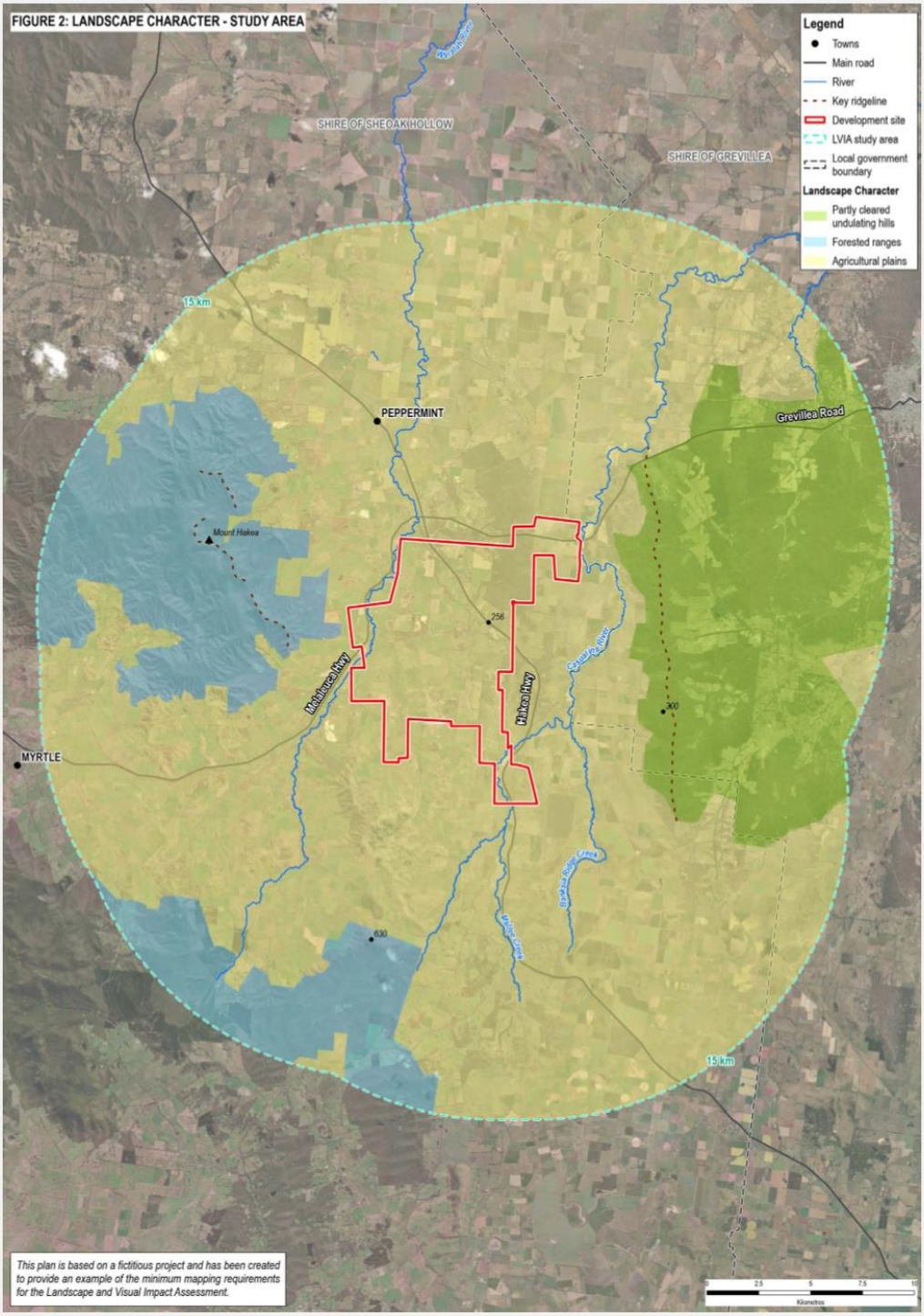


Figure A4.2: Landscape character – study area

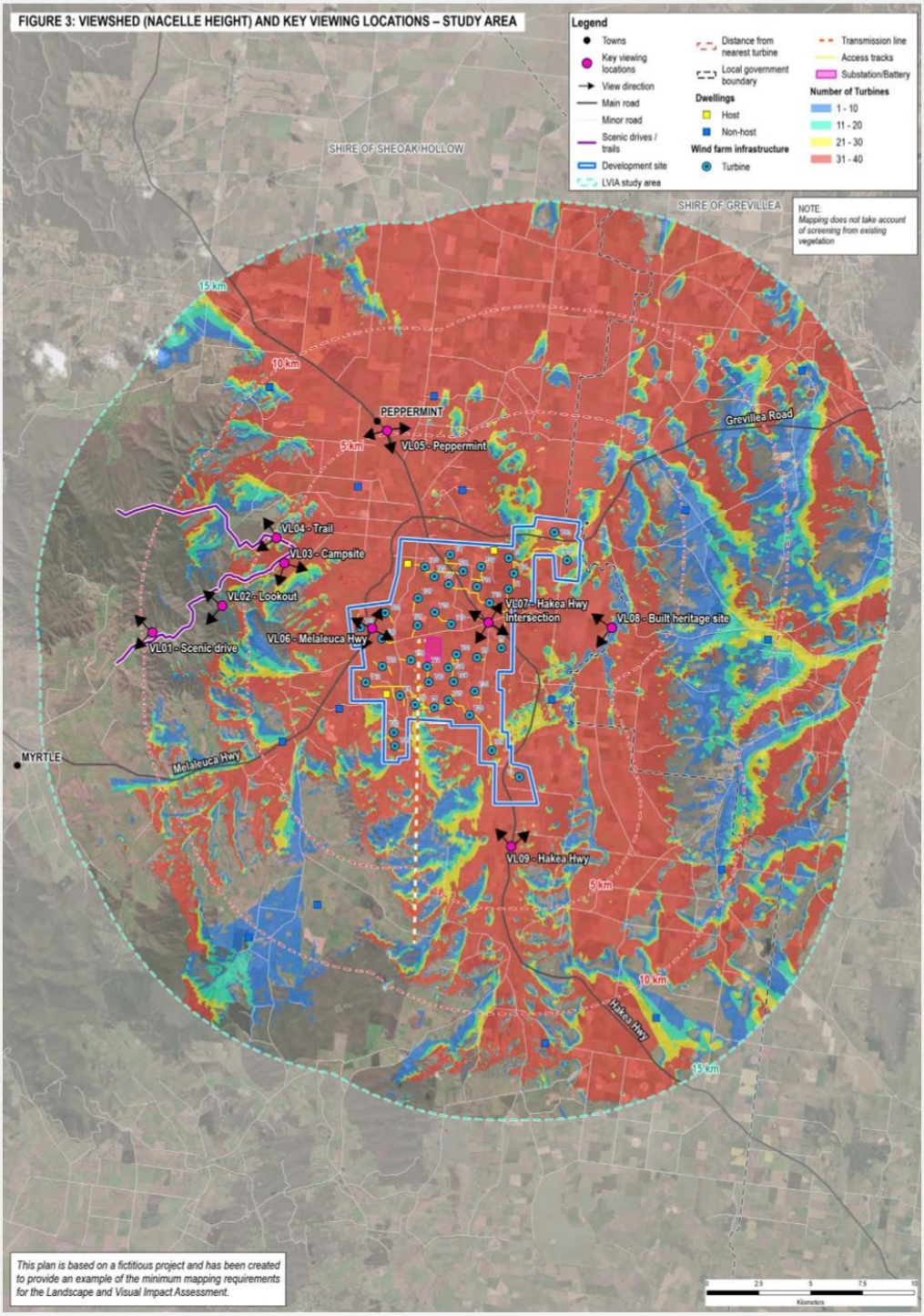


Figure A4.3: Viewshed (Narcella Height) and key viewing locations – study area

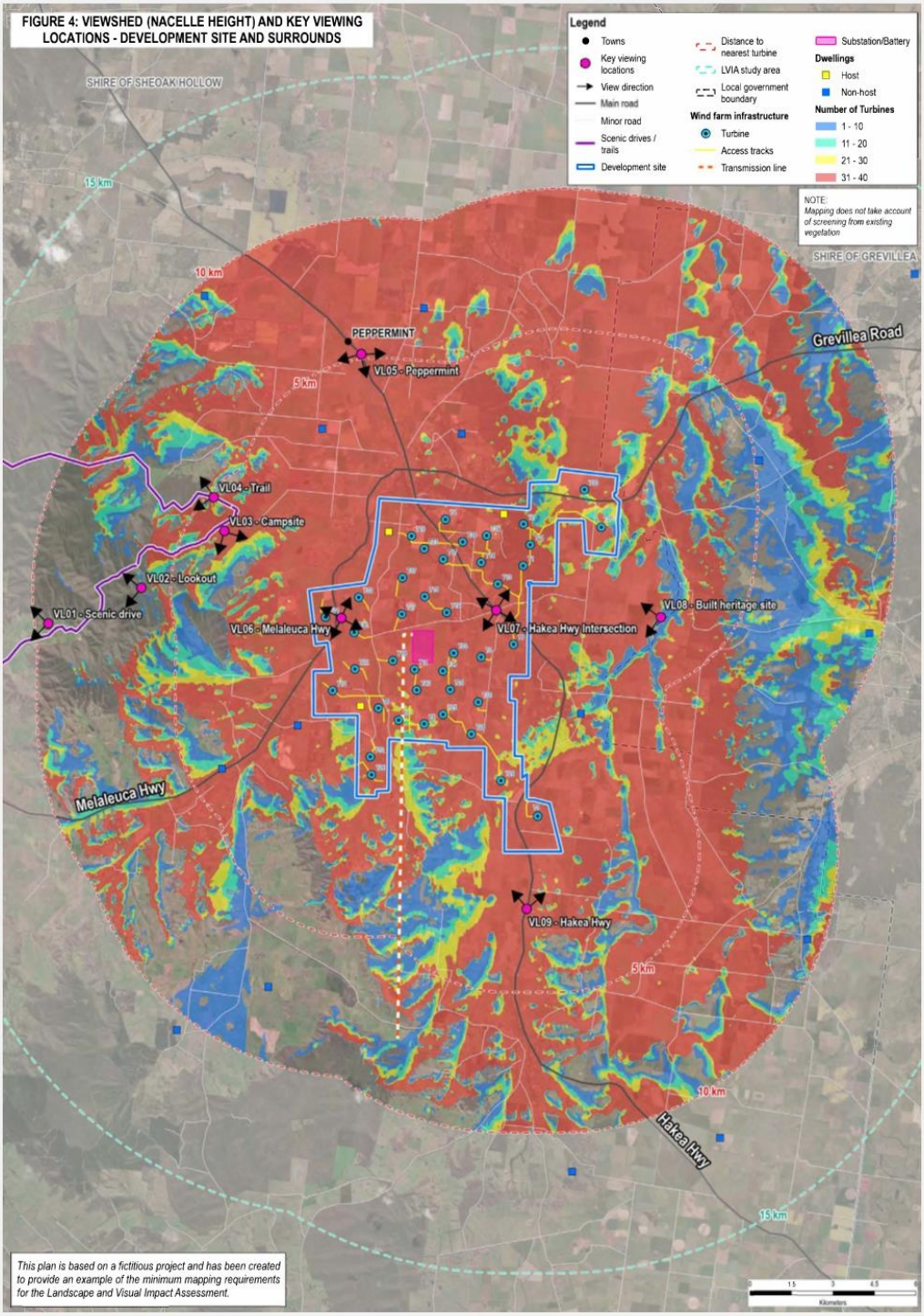


Figure A4.4: Viewshed (Narcella Height) and key viewing locations – development site and surrounds

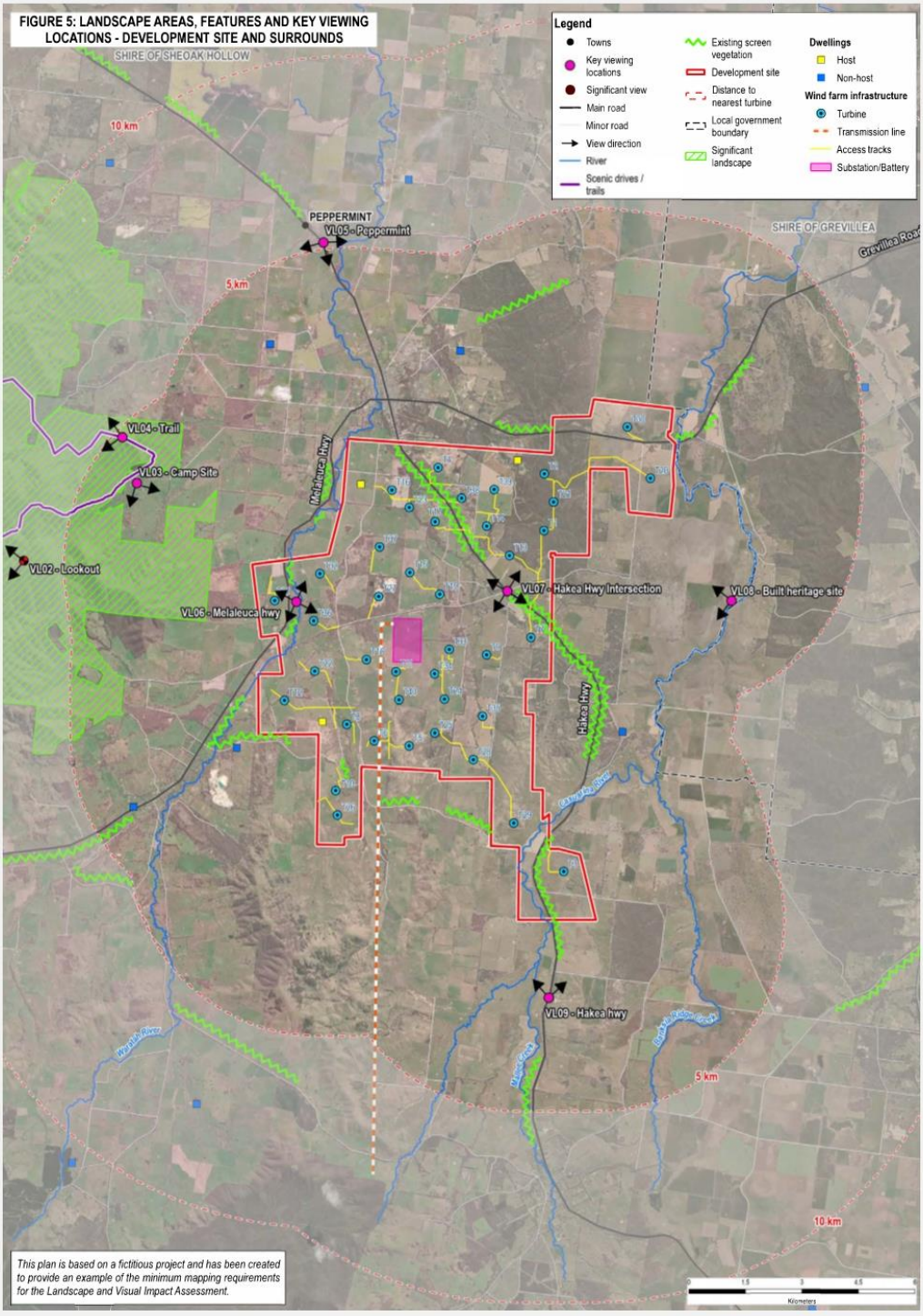


Figure A4.5: Landscape areas, features and key viewing locations – development site and surrounds

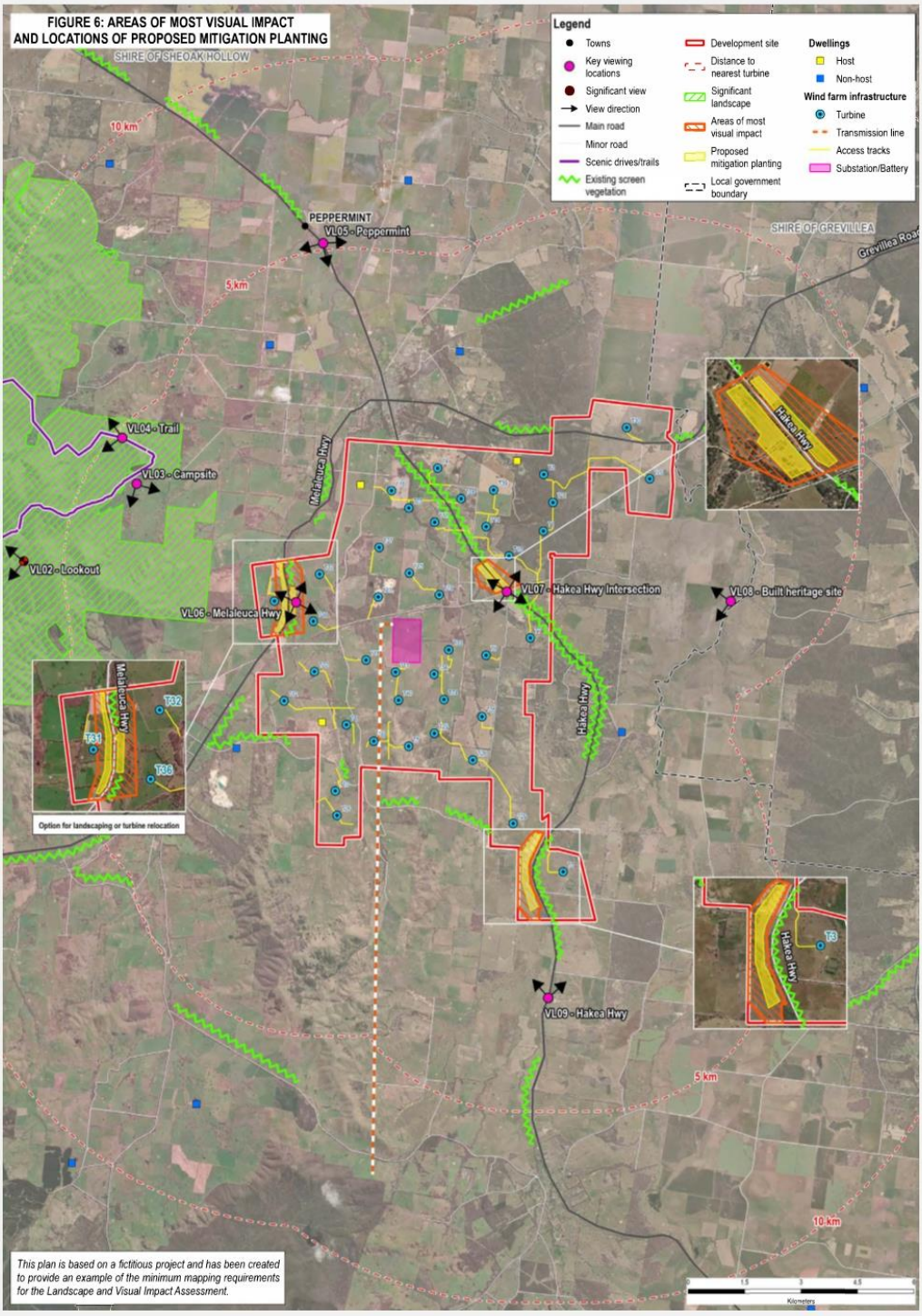


Figure A4.6: Areas of most impacted locations of proposed mitigation planting

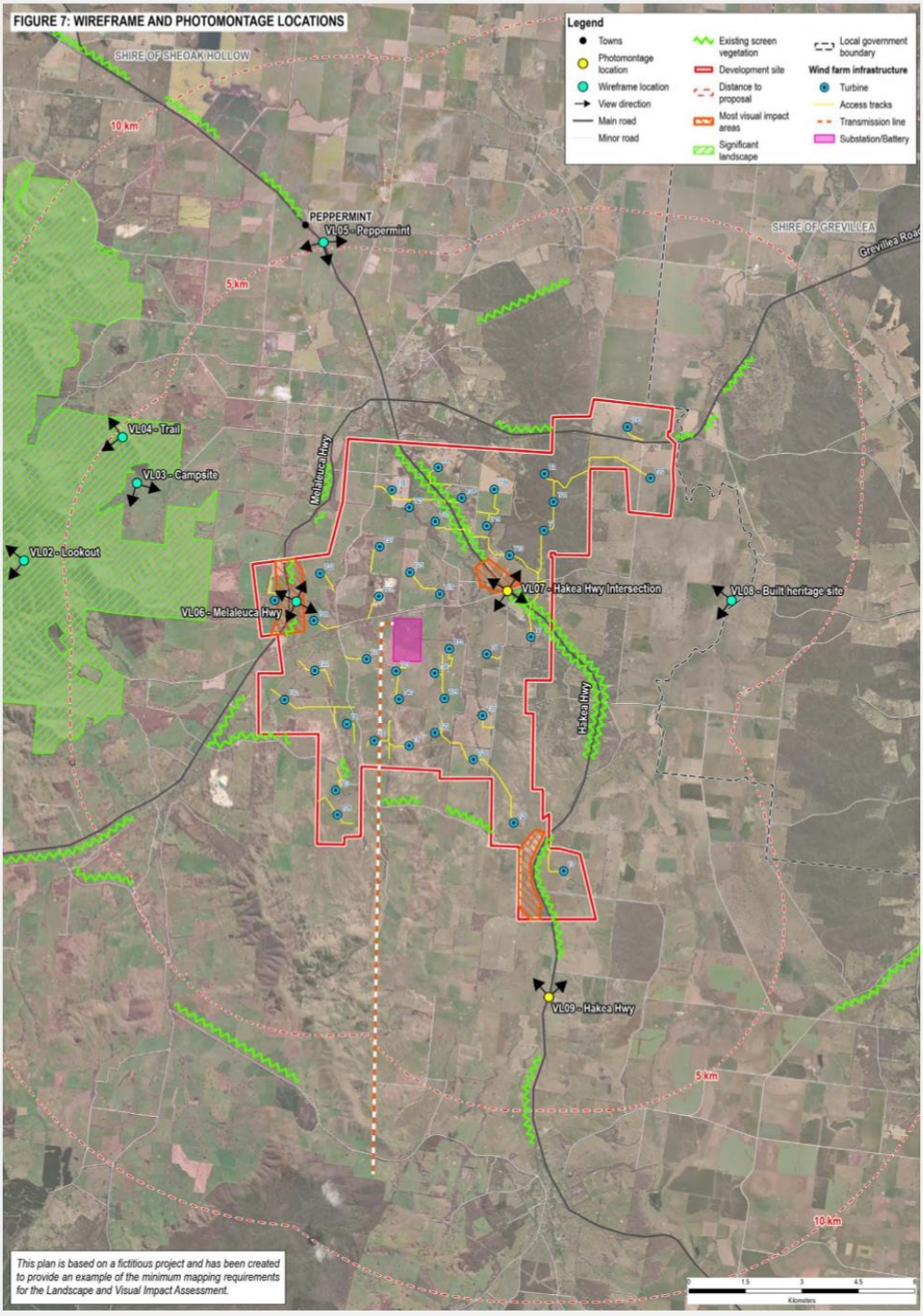


Figure A4.7: Wireframe and photomontage locations

DRAFT – PUBLIC CONSULTATION

EXISTING

WIREFRAME

KEY PLAN

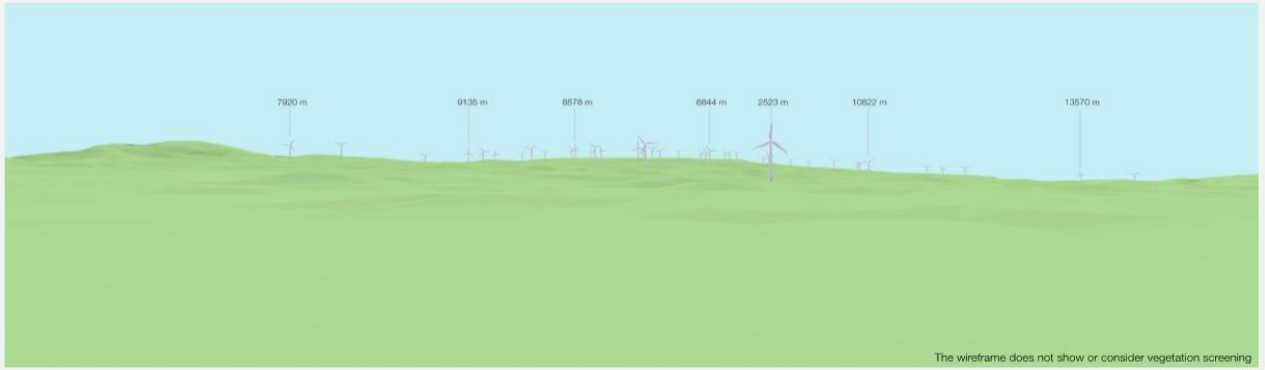
Closest Turbine	2506 m	View Direction	13° - 103°	Location	Hakea Hwy, Banksia, WA	Windturbine Project Example Example Company Name	
Furthest Turbine	13570 m	Horizontal Field Of View	90°	Coordinates	192156, 5874587 (GDA 2020 MGA Zone 50)	View Location 09: Hakea Hwy	
Turbine Nacelle Height	160 m	Camera Height	1.6 m	Viewpoint Elevation	367 m		
Tip Height	240 m	Camera Type	Canon EOS 6D	Date of Photomontage	7 November 2025		
		Lens Type	50 mm	Issue	v 01		
		Photograph Time & Date	1 October 2025 1252				

Windturbine Pty Ltd
Level 12, 280 Windy Street
WindCity WA 6000
T 61 8 1234 5678 E info@windturbine.com W www.wtp.com

Figure A4.8: Wireframe and photomontage (Part 1)

EXISTING

WIREFRAME



KEY PLAN

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Windturbine Pty Ltd
Level 12, 280 Windy Street
WindCity WA 6000
T 61 8 1234 5678 E info@windturbine.com W www.wtp.com

Figure A4.8: Wireframe and photomontage (Part 2)

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
Lot 1 Example Road, Scenarioville	**Lot/Landholding Details** The lot is 500ha in area. The lot does not form part of a broader contiguous landholding. **Current Land Use** The lot is predominately cleared of native vegetation and used for cropping purposes. **Land Use Permissibility** A single house is a discretionary land use under the local planning scheme. **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. **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. **Servicing and Access** Road and service access to the lot is via Example Road, which runs along its eastern boundary. **Landowner Consultation** Landowners have been consulted and have advised they intend to develop a single house on the southern portion of the lot.	The development potential impact of the wind farm is considered acceptable. There is sufficient land (80 per cent of lot - 400ha) without development constraints, including portions that can be easily accessed and serviced.

Non-host Lot	Details	Assessment
Lot 2 Scenario Road, Example town	**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. **Current Land Use** The lot is used for cropping purposes, however, a significant proportion of the lot is covered by native vegetation. **Land Use Permissibility** A single house is a discretionary land use under the local planning scheme. **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. **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. **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. **Landowner Consultation** Landowners have been consulted and have advised they do not intend to develop a single house on the lot.	Development potential impact of the wind farm is considered acceptable. 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.

12.4 Shire of West Arthur ICT Strategic Plan 2025-2030

Attachment 1 - Shire of West Arthur ICT Strategic Plan 2025-2030 - Final

Shire of West Arthur

Information & Communication Technology (ICT) Strategic Plan

2025 - 2030

Forest to Wheatbelt

Shire of West Arthur
31 Burrowes Street
(PO Box 112)
DARKAN WA 6392
Telephone: 08 9736 2400
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

Contents

Contents

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/WHS 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, 3rd 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 polices, 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 Continuality 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

ICT FIVE Year Operational Budget						
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

Total By Expenditure Type						
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

Attachment 1 - Fraud and Corruption Control Plan 2026-2028

Shire of West Arthur

Fraud and Corruption Control Plan 2026-2028.docx

Forest to Wheatbelt

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

Contents

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 (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 (www.ccc.wa.gov.au/report_misconduct)

Public Sector Commission (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: • 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: 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 *Corruption, Crime and Misconduct Act 2003*, 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

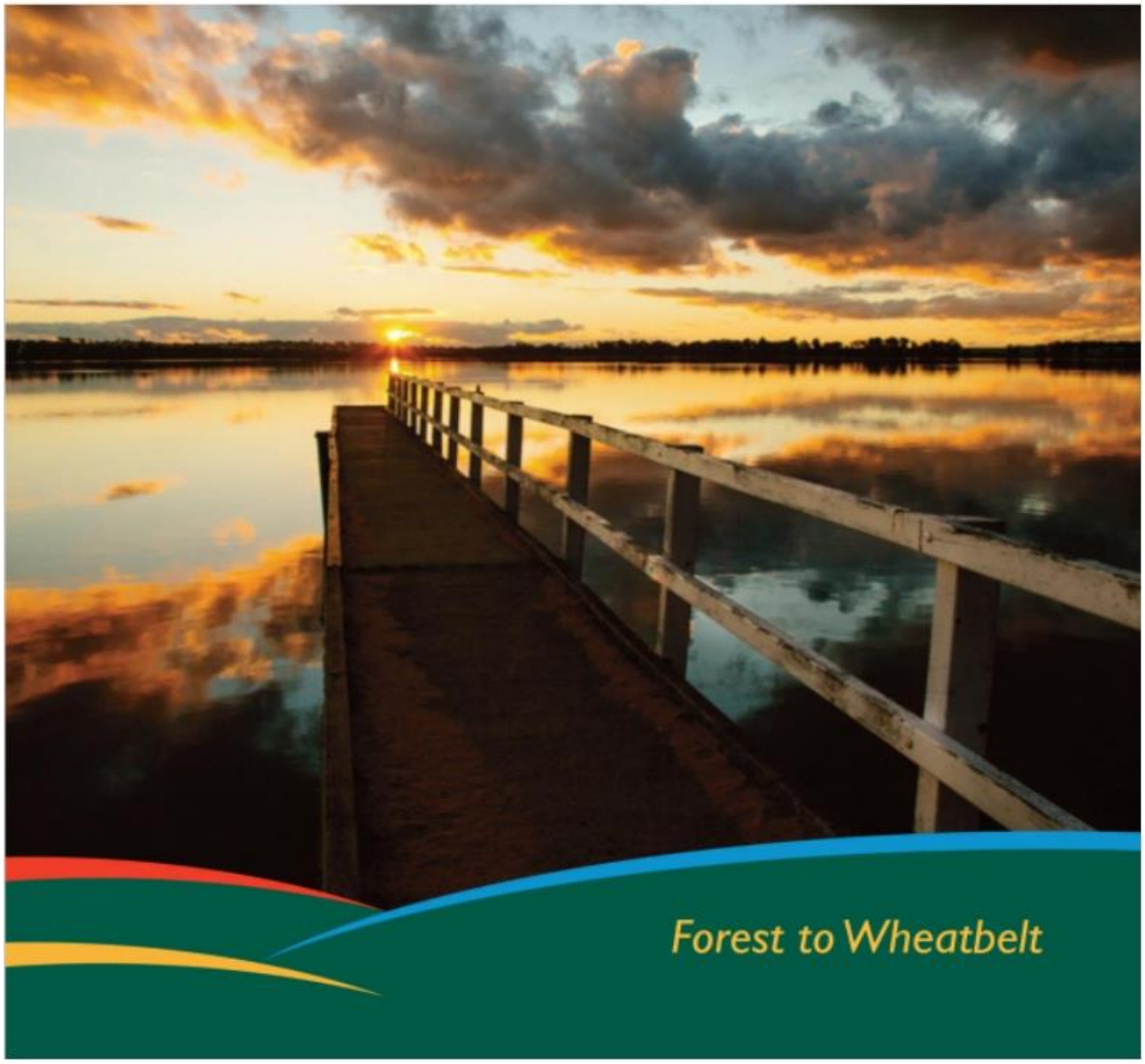
The Fraud and Control Plan will be reviewed at least once every two years. The next review will be due in 2028.

12.6 Shire of West Arthur Integrity Framework 2026

Attachment 1 - Shire of West Arthur Integrity Framework 2026

Shire of West Arthur

Integrity Framework 2026



Contents

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**

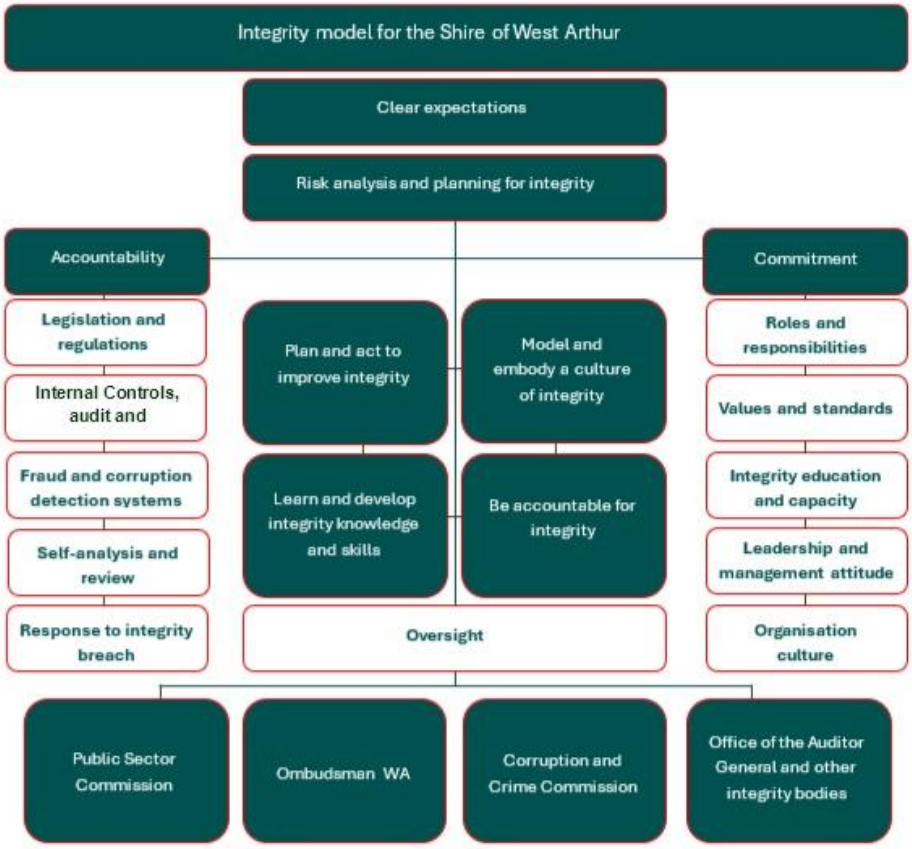
Bribery, undue influence, and the misuse of gifts or benefits remain persistent threats. Acknowledging these risks is essential for protecting decision-making from distortion and safeguarding public confidence.

- **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	• 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: → 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
	• 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	• 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	• 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	• 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
	• 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.
Manager Corporate Services	• 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.
Employees	• 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.
Contractors / Suppliers	• 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.
Volunteers	• Adhere to the Shire's Code of Conduct for Employees, Volunteers and Contractors.

Body/ Position	Integrity Responsibilities
	• 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

- training, development and conduct matters related to integrity
- risk controls and emerging integrity risks
- internal audit findings and implementation of corrective actions
- 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:
  - the Shire's financial management systems
  - internal controls and compliance processes
  - 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

Shire of West Arthur

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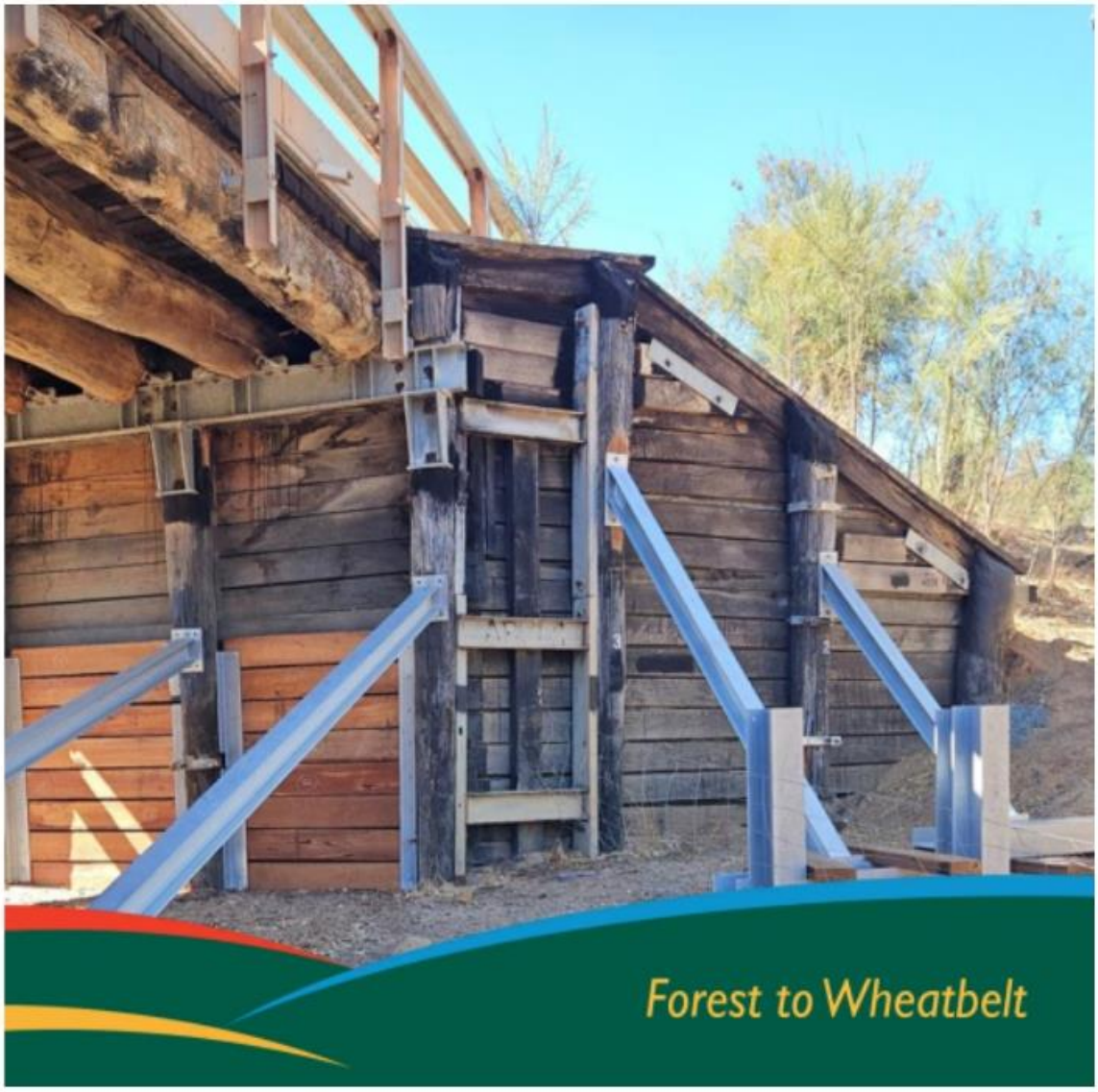
12.7 Shire of West Arthur Workforce Plan 2026-2030

Attachment 1 - Shire of West Arthur Workforce Plan 2026-2030

Shire of West Arthur

Workforce Plan
2026 – 2030



Contents

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?

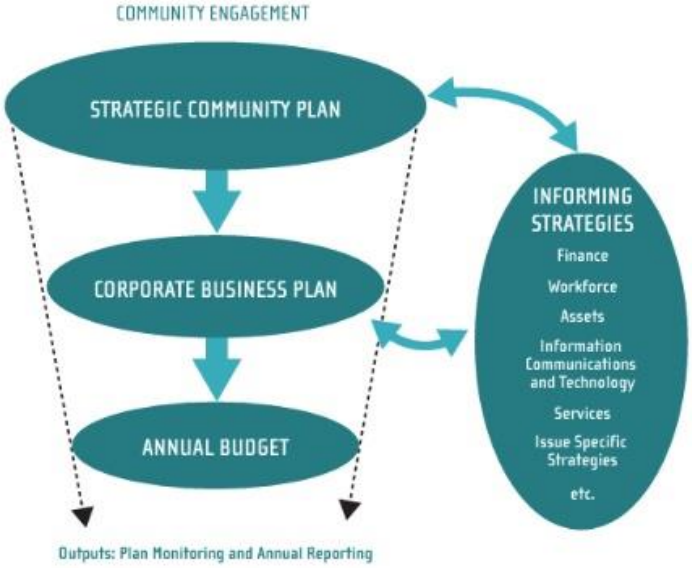
Workforce planning is a continuous and strategic process that ensures the Shire has the right people, in the right roles, at the right time to deliver the objectives outlined in the *Strategic Community Plan* and *Corporate Business Plan*. It involves assessing current and future workforce needs, identifying 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.

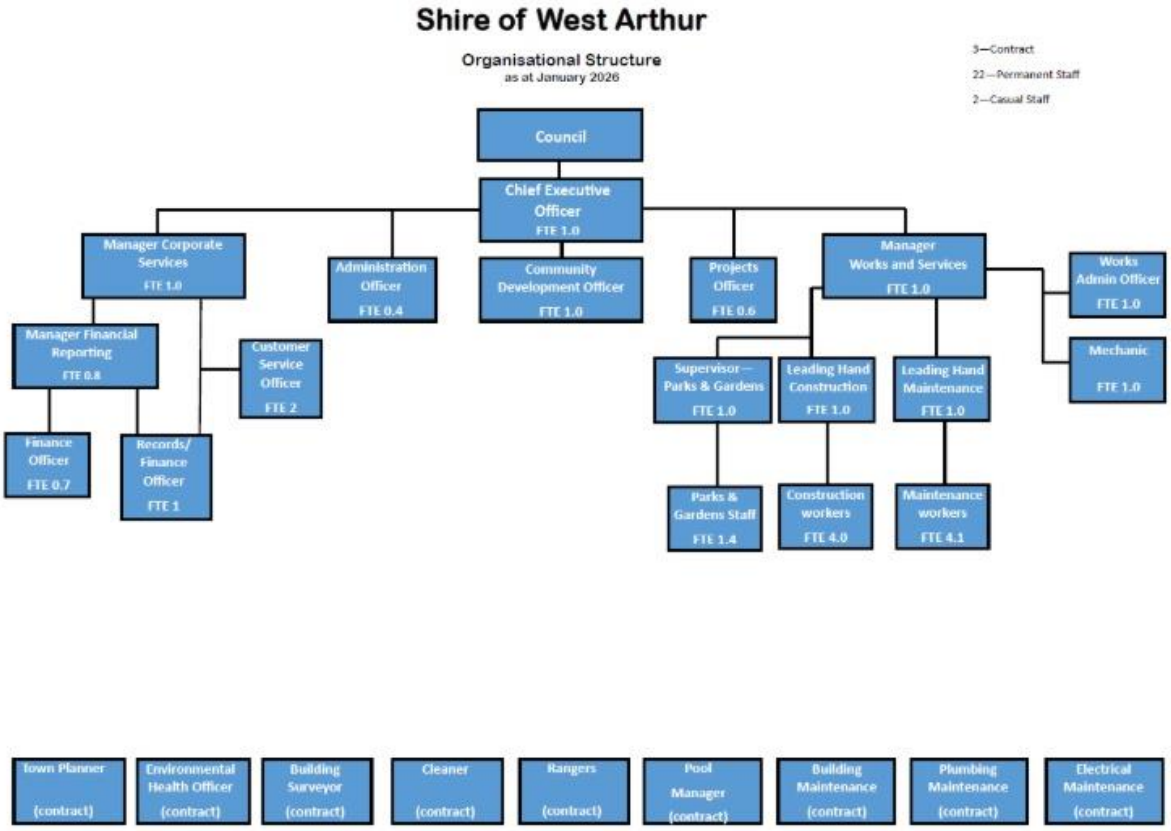
The Natural Environment: We value our natural assets and manage these to meet the needs of the community.

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

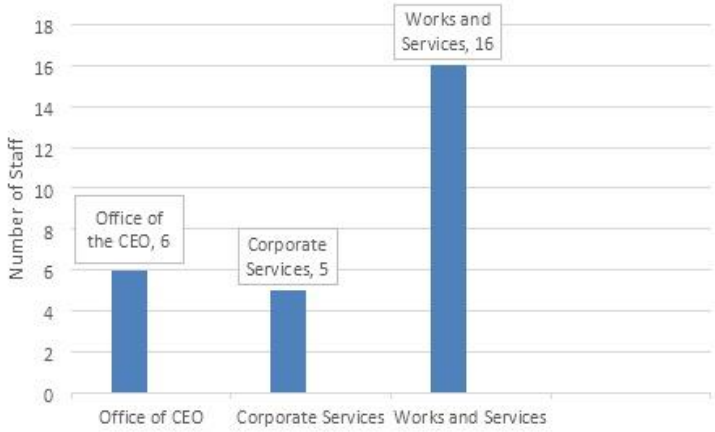
Number of Employees

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

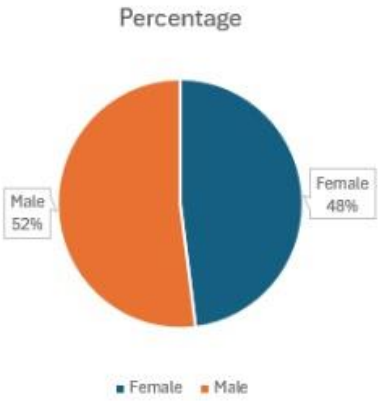
The employees' age profile is shown in the graph below. While detailed age band comparisons are not publicly available for the WA local government sector, the broader WA public sector had a median employee age of approximately 44 years in 2023–2024.

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%

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

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

Aboriginal and Torres Strait Islander Population

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

Disability

In the local population over 15 years, 3% experience need for assistance in one or more of communication, mobility or self-care. This compares with a Statewide figure of 5% (which is also the WA State Government target for the employment of people with disability)[1].

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

[1] 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

Attachment 11 - Operational Guideline to Changing Method Valuation

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 is 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 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. 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.

(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.

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.

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 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 confidentially.

(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.

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