



## CONFIRMED MINUTES

Shire of West Arthur  
Ordinary Council Meeting  
Thursday 26 March 2026

These Minutes were confirmed at the Ordinary Council meeting on 23 April 2026.

Signed:

Presiding Member at the meeting at which the Minutes were Confirmed.

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*The purpose of this council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.*

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**MINUTES OF SHIRE OF WEST ARTHUR  
ORDINARY COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS  
ON THURSDAY, 26 MARCH 2026 AT 7.30PM**

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

The Presiding Member declared the meeting open at 7.31pm.

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

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

COUNCILLORS:	Cr Karen Harrington	(Shire President)
	Cr Duncan South	(Deputy Shire President)
	Cr Neil Morrell	(Elected Member)
	Cr Graeme Peirce	(Elected Member)
	Cr Russell Prowse	(Elected Member)
	Cr Natalie O'Neill	(Elected Member)
	Cr Helen Lubcke	(Elected Member)
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Rajinder S Sunner	(Manager Corporate Services)
	Tahnee-Lee Lubcke	(Projects Officer)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)
APOLOGIES:	Nil	
ON LEAVE OF ABSENCE:	Nil	
ABSENT:	Nil	
MEMBER OF THE PUBLIC:	Nil	

**3 ANNOUNCEMENTS OF PRESIDING MEMBERS**

Nil

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

Nil

**5 PUBLIC QUESTION TIME**

Nil

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

Nil

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**8 DISCLOSURE OF INTEREST**

Cr Graeme Peirce declared a Financial interest in relation to item 12.8 Change of the basis of rates from UV to GRV.

**9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD****9.1 ORDINARY MEETING OF COUNCIL 26 FEBRUARY 2026**

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

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**VOTING REQUIREMENTS:**

Simple Majority

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**RESOLUTION OCM-2026-019**

**Moved:** Cr Graeme Peirce  
**Seconded:** Cr Neil Morrell

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 26 February 2026 be confirmed as true and correct.

**In Favour:** Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse,  
Natalie O'Neill, Helen Lubcke  
**Against:** Nil

**CARRIED 7/0**

## **10 REPORTS FROM COUNCILLORS**

### **Cr Karen Harrington (Shire President)**

Wednesday 4<sup>th</sup> March Cr Harrington attended an online meeting regarding the release of the WA Community Benefit Fund (CBF) Guidelines and received notification that the Shire of West Arthur was invited to participate in the pilot program, along with three other shires.

Thursday 5<sup>th</sup> March CBF pilot update with Powering WA.

Tuesday 10<sup>th</sup> March attended the FRRR Community Impact Forum at Beverly with Projects Officer and Community Development Officer. This was about funding becoming available and the strategy roadmap to use funds.

Wednesday 11<sup>th</sup> March Budget workshop hosted by Manager Corporate Services and Manager Financial Reporting. We reviewed council strategic documents and capital expenditure to date.

Thursday 12<sup>th</sup> March online meeting with Western Power to discuss their strategy to provide community initiatives via major works contractors.

Friday 13<sup>th</sup> March online meeting with Powering WA to discuss the LG pilot program and associated documents.

Monday 16<sup>th</sup> March attended the Department of Energy and Economic Diversification – Community Benefits Guideline Information Webinar

Attended the Audit Risk and Improvement Committee meeting where our new independent chair was introduced and welcomed.

Tuesday 17<sup>th</sup> March attended the Community Powering Agency Webinar – Power in Partnership. CPA released guidelines in relation to co-community ownership of renewable energy projects.

Thursday 19<sup>th</sup> March hosted Jodi Cook from Department of Energy and Economic Diversification with the CEO. We discussed the CBF guidelines and the challenges and opportunities that are arising during the energy transition and the potential impacts on community. We were able to show her key developments in the shire and future legacy infrastructure projects.

Monday 23<sup>rd</sup> March The CEO and I attended a meeting with Re-Alliance and other community leaders. Also attended a meeting with the other 3 pilots to discuss a strategy around CBF guideline.

Tuesday 24<sup>th</sup> March The CEO and I attended the Clean Energy Council Forum where we met other stakeholders such as local governments, developers, state government organisations and other industry reps.

Wednesday 25<sup>th</sup> March The CEO and I were invited to attend a presentation by the Office of the Australian Energy Infrastructure Commission. Both the Commissioner and the Assistant Commissioner were in attendance along with other local governments.

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

Cr South attended the Budget workshop hosted by the Manager Corporate Services and Manager Financial Reporting on Wednesday 11<sup>th</sup> March followed by the Regional Road Group meeting held on Friday 13<sup>th</sup> March.

### **Cr Neil Morrell**

Cr Morrell attended the Budget workshop hosted by the Manager Corporate Services and Manager Financial Reporting on Wednesday 11<sup>th</sup> March.

**Cr Graeme Peirce**

Cr Peirce attended the Budget workshop hosted by the Manager Corporate Services and Manager Financial Reporting on Wednesday 11<sup>th</sup> March. On Monday 16<sup>th</sup> March, attended the Audit, Risk and Improvement Committee meeting and the West Arthur Community Resource Centre Committee meeting held on Wednesday 18<sup>th</sup> March.

**Cr Russell Prowse**

Cr Prowse attended the Budget workshop hosted by the Manager Corporate Services and Manager Financial Reporting on Wednesday 11<sup>th</sup> March, attended a meeting with Nerida Pickup on Saturday 14<sup>th</sup> March regarding the Darkan Pony Club Facilities and on the 17<sup>th</sup> March attended a meeting regarding the change of rates from UV to GRV on certain properties.

**Cr Helen Lubcke**

Cr Lubcke attended the Budget workshop hosted by the Manager Corporate Services and Manager Financial Reporting on Wednesday 11<sup>th</sup> March.

**Cr Natalie O'Neill**

Cr O'Neill attended the Budget workshop hosted by the Manager Corporate Services and Manager Financial Reporting on Wednesday 11<sup>th</sup> March.

## 11 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 11.1 ADOPTION OF COMMUNICATIONS AGREEMENT BETWEEN THE CEO AND COUNCIL

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

#### **SUMMARY:**

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

#### **BACKGROUND:**

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

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

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

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

#### **COMMENT:**

Key practical features of the draft agreement include:

1. Purpose and governance intent

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

2. Requests must be made via approved channels

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

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

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

**CONSULTATION:**

- Shire President
- Chief Executive Officer

**STATUTORY ENVIRONMENT:**

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

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

**POLICY IMPLICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

Strategic Community Plan (West Arthur Towards 2031)

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

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

Relevant Strategy/Strategies:

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

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Compliance / governance risk if the Shire does not adopt an agreement (including reliance on a default agreement and potential inconsistency in practices).  Operational and reputational risk if Member requests are handled inconsistently or without clear timeframes and channels.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (12)
Principal Risk Theme	Compliance failure / Ineffective governance practices
Risk Action Plan (Controls or Treatment Proposed)	Adopt the communications plan as presented

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-020**

Moved: Cr Graeme Peirce

Seconded: Cr Helen Lubcke

That Council:

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

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O’Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**



## Shire of West Arthur

### Communications Agreement (Council ↔ CEO)

*Version 1.0*

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

#### **Parties**

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

#### **Division 1 — Purpose, Legal Basis and Application**

##### **1. Purpose**

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

##### **2. Legal basis**

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

##### **3. Application**

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

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

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

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

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

**6. Social or incidental interactions**

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

**7. CEO discretion on responder**

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

**8. Out-of-hours**

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

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

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

**10. Approved channels**

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

## **Division 4 — Requests for Information (general)**

### **11. Who may request**

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

### **12. What may be requested**

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

### **13. Requirements for requests**

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

### **14. Information not required to be provided**

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

### **15. Acknowledgement and timeframes**

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

### **16. Sharing responses**

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

### **17. Follow-up discussions and briefings**

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

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

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

**19. Who and how**

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

**20. Timeframes (administrative requests)**

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

**Division 6 — Media enquiries (President)****21. Discussing media without a formal request**

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

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

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

**23. First-stage meeting**

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

**24. If unresolved**

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

**Division 8 — Commissioners (only if appointed)**

**25. Requests by a Commissioner**

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

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

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

**27. CEO's notice of nominated employees**

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

**28. Privacy and confidentiality**

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

**29. Recordkeeping**

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

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

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

**31. Priority requests**

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

**32. Consolidation**

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

**Division 11 — Adoption, Term and Review**

**33. Adoption**

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

**34. Expiry and review triggers**

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

**Schedules**

**Schedule A — Nominated Employees**

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

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

**Schedule B — Request Templates**

**B1. Information Request (non-administrative)**

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

**B2. Administrative Request (assistance/information)**

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

**Execution**

<b>Shire President</b>	<b>Chief Executive Officer</b>
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____

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

**11.2 NEW POLICY PC16 EMPLOYMENT MILESTONE RECOGNITION**

<b>File Ref:</b>	<b>ADM015</b>
<b>Location:</b>	<b>Not applicable</b>
<b>Applicant:</b>	<b>Not applicable</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>09/03/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Draft Policy - PC16 - Employment Milestone Recognition</b>

**SUMMARY:**

Council is requested to consider adopting Policy PC16 – Employment Milestone Recognition, which establishes a formal framework for recognising and acknowledging long-term employee service milestones.

**BACKGROUND:**

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

The attached draft Policy PC16 – Employment Milestone Recognition has been developed to provide a consistent and transparent approach to acknowledging employees who reach significant employment milestones. The policy outlines eligibility criteria, recognition methods and administrative responsibilities.

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

**COMMENT:**

Policy PC16 establishes a formal process for recognising employees who reach key employment milestones through the presentation of a certificate and gift voucher, with values increasing in line with years of service, capped at \$250.

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

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

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

**CONSULTATION:**

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

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

- s.2.7(2)(b) – Council’s governing role includes determining the local government’s policies.

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

#### Local Government (Administration) Regulations 1996

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

#### Equal Opportunity Act 1984

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

#### Work Health and Safety Act 2020

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

#### **POLICY IMPLICATIONS:**

If adopted, this will be a new Council policy and will be included in the Shire's policy register as PC16 – Employment Milestone Recognition.

#### **FINANCIAL IMPLICATIONS:**

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

#### **STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan

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

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

#### **RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

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

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-021**

Moved: Cr Duncan South

Seconded: Cr Neil Morrell

That Council:

1. Adopt Policy PC16 – Employment Milestone Recognition as presented.
2. Note that Policy PC16 – Employment Milestone Recognition is to be effective from 1 February 2026 (backdated), in accordance with the policy.
3. Direct the Chief Executive Officer to take all actions necessary to implement this decision, including:
  - a) incorporating Policy PC16 into the Shire’s Policy Manual;
  - b) ensuring relevant internal administrative procedures are updated to support implementation; and
  - c) arranging for the policy to be published and communicated/advertised through appropriate Shire channels.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

<b>Policy Title</b>	<b>PC17 – Employment Milestones Recognition</b>
<b>Policy Type</b>	<b>People and Culture</b>
<b>Responsible Officer</b>	<b>Chief Executive Officer</b>



**Purpose**

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

**Scope**

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

**Definitions**

Nil

**Policy Statement**

**Milestone Recognition Criteria**

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

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

**Milestone Recognition Procedure**

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

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

**Effective Date**

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

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

**11.3 PROPOSED BUSH FIRE BRIGADES LOCAL LAW**

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

**SUMMARY:**

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

**BACKGROUND:**

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

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

**COMMENT:**

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

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

**Purpose of the local law:**

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

**Effect of the local law:**

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

Justification for the local law:

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

**CONSULTATION:**

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

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

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

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

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

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

**FINANCIAL IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan 2021-2031

Theme: Community – Safe, Friendly and Inclusive

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

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

- Business Disruption
- Community Disruption

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

**Risk Matrix:**

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

Description of Key Risk	The local laws will automatically be repealed if they are not reviewed, amended or replaced by 7 December 2026.
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Use of Local Law Explanatory Memorandum Checklist, WALGA template and experienced consultant to carry out local law making process.

**VOTING REQUIREMENTS:**

Simple Majority

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**OFFICER RECOMMENDATION:**

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

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

Cr Peirce moved the following motion.

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**RESOLUTION OCM-2026-022**

Moved: Cr Graeme Peirce

Seconded: Cr Neil Morrell

That Council defer this item to the Ordinary Meeting of Council to be held on 23<sup>rd</sup> April 2026 to enable certain amendments to be tabled which have been suggested by myself (as the Chief Bush Fire Control Officer) and the Community Emergency Services Manager to improve the draft local law.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

## DRAFT

### **BUSH FIRES ACT 1954 LOCAL GOVERNMENT ACT 1995**

SHIRE OF WEST ARTHUR

### **BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of West Arthur resolved on *[insert date]* to make the following local law.

#### **PART 1 - PRELIMINARY**

##### **1.1 Citation**

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

##### **1.2 Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**1.3 Repeal**

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

**1.4 Application**

This local law applies throughout the district.

**PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

*Division 1 – Establishment of a bush fire brigade*

**2.1 Establishment of a bush fire brigade**

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

**2.2 Name and officers of bush fire brigade**

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

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

### *Division 2 – Command at a fire*

#### **2.3 Ranks within the bush fire brigade**

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

### *Division 3 – Application of Rules to a bush fire brigade*

#### **2.4 Rules**

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

### *Division 4 – Transitional*

#### **2.5 Existing Bush Fire Brigades**

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

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### *Division 5 – Dissolution of bush fire brigade*

#### **2.6 Dissolution of bush fire brigade**

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

#### **2.7 New arrangement after dissolution**

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

### **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

#### *Division 1 – Local government responsibility*

##### **3.1 Local government responsible for structure**

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

##### **3.2 Officers to be supplied with Act**

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

#### *Division 2 – Chief Bush Fire Control Officer*

##### **3.3 Managerial role of Chief Bush Fire Control Officer**

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

##### **3.4 Chief Bush Fire Control Officer may attend meetings**

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

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### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

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

### *Division 3 – Annual general meetings of bush fire brigades*

#### **3.6 Holding of annual general meeting**

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

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

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

#### **3.8 Nomination of bush fire control officer to the local government**

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

#### **3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

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

### *Division 4 – Bush Fire Advisory Committee*

#### **3.10 Functions of Advisory Committee**

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

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### **3.11 Advisory Committee to nominate bush fire control officers**

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

### **3.12 Local government to have regard to nominees**

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

### **3.13 Advisory Committee to consider bush fire brigade motions**

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

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1 Types of membership of bush fire brigade**

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

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

### **4.2 Fire fighting members**

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

### **4.3 Associate members**

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

### **4.4 Cadet members**

Cadet members are –

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

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### **4.5 Honorary life member**

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

### **4.6 Notification of membership**

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

## **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

### **5.1 Rules to govern**

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

## **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

### **6.1 Policies of local government**

The local government may make policies under which it –

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

### **6.2 Equipment in brigade area**

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

### **6.3 Funding from local government budget**

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

### **6.4 Consideration in the local government budget**

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

## DRAFT

### FIRST SCHEDULE

## RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

### PART 1 - PRELIMINARY

#### 1.1 Interpretation

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

### PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

#### 2.1 Objects of bush fire brigade

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

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

#### 2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

#### 2.3 Conditions of membership

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

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

## DRAFT

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

### **2.4 Applications for membership**

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

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

### **2.5 Decision on application for membership**

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

### **2.6 DFES to be notified of registrations**

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

### **2.7 Termination of membership**

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

### **2.8 Suspension of membership**

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

## DRAFT

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

### **2.9 Existing liabilities to continue**

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

### **2.10 Member has right of defence**

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

### **2.11 Objection Rights**

A person whose -

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

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

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

## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

### **3.1 Chain of command during fire fighting activities**

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

### **3.2 Duties Of Captain**

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

### **3.3 Secretary**

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

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

### 3.4 Treasurer

The Treasurer is to –

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

### 3.5 Equipment Officer

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

### 3.6 Storage of equipment

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

### 3.7 Equipment Officer to report

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

## DRAFT

### PART 4 – COMMITTEE

#### 4.1 Management of bush fire brigade

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

#### 4.2 Constitution of Committee

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

### PART 5 – MEETINGS OF BUSH FIRE BRIGADE

#### 5.1 Ordinary meetings

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

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

### 5.2 Special meetings

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

### 5.3 Annual general meeting

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

### 5.4 Quorum

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

### 5.5 Voting

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

### 5.6 Auditor

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

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### PART 6 – MEETINGS OF COMMITTEE

#### 6.1 Meetings Of Committee

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

#### 6.2 Quorum

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

#### 6.3 Voting

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

### PART 7 – GENERAL ADMINISTRATION MATTERS

#### 7.1 Fees

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

#### 7.2 Funds

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

#### 7.3 Financial year

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

#### 7.4 Banking

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

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### 7.5 Disclosure of interests

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

### 7.6 Disagreements

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

## PART 8 – NOTICES AND PROXIES

### 8.1 Notices

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

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### 8.2 Proxies

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

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“PROXY

[INSERT NAME] BUSH FIRE BRIGADE

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

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

- MOTION           FOR   AGAINST   ABSTAIN
1. ....
  2. ....

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

Signed: \_\_\_\_\_

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

Dated this       day of               200.....

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APPENDIX I

APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

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

Applicant's Name .....

My private address is .....

My business address is .....

Usual Occupation .....

I can be contacted on:

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

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

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

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

I hold a current driver's licence No ..... Classes .....

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

I give these undertakings –

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

Date .....

Applicant's signature

Please list here any fire fighting equipment owned by you.

- 1. ....
2. ....
3. ....

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

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APPENDIX II
APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER

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

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

MDL No: ..... Classes: .....

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

.....

.....

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

Applicant's Name .....

My private address is .....

.....

My business address is .....

.....

I can be contacted on:

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

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

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

I give these undertakings –

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

Date .....

.....

Applicant's signature

BUSH FIRE BRIGADE USE ONLY:
APPROVED / DECLINED
Signed: .....

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APPENDIX III
APPLICATION FOR MEMBERSHIP - CADET MEMBER

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

Applicant's Name .....

My private address is .....

I can be contacted on:

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

Fax No: ..... (Home)

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

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

Date of Birth: .....

I give these undertakings –

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

Date .....

Applicant's signature

PARENT / GUARDIAN CONSENT:

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

Signed .....

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: .....

Brigade Captain

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

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

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

Townsite Land—

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

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

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

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

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

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

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

Dated this 31st Day of August, 1988.

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

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

Recommended—

IAN TAYLOR,  
Minister for Police and Emergency Services.

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

G. PEARCE,  
Clerk of the Council.

BUSH FIRES ACT 1954

Municipality of the Shire of West Arthur

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

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

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

Establishment of Brigade

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

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

Appointment of Officers

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

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

5098

GOVERNMENT GAZETTE, WA

[30 December 1988

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

Powers and Duties of Officers

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

Membership of Brigade

- 6. (1) The membership of a bush fire brigade may consist of the following:
  - (a) subscribing members; and
  - (b) firefighting members.
- (2) Subscribing members shall be those persons, who being interested in forwarding the objects of the brigade, pay an annual subscription to the funds of the brigade at the following rates:
  - (i) owner or occupier of land within the brigade area—minimum subscription of \$1.00
  - (ii) other persons—minimum subscriptions of \$0.50
- (3) Firefighting members shall be those persons, being able bodied persons over 15 years who are willing to render service at any bush fire when called upon; and who sign an undertaking in the form contained in the First Schedule to these by-laws.
- (4) No fees or subscriptions shall be payable by firefighting members and the enrolment of persons as such members shall in every case be subject to the approval of the Council.
- (5) A subscribing member shall be eligible for enrolment as a firefighting member.

Finance

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

Meetings of Brigades

8. Meetings will be held as necessary.

First Schedule

Form of Enrolment—Firefighting Member

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

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

Applicant's Signature.....  
 Date.....

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

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

Recommended—

IAN TAYLOR,  
 Minister for Emergency Services.

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

G. PEARCE,  
 Clerk of the Council.



## Shire of West Arthur

### Proposed Bush Fire Brigade Local Laws

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

Purpose of the local law:

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

Effect of the local law:

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

Justification for the local law:

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

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

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

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

**Vin Fordham Lamont**  
**Chief Executive Officer**  
**Shire of West Arthur**

**11.4 BIODIVERSITY RATE INCENTIVE**

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

**SUMMARY:**

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

**BACKGROUND:**

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

Council has power to:

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

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

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

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

**COMMENT:**

Council obviously has two options here.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Eligibility definition

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

**CONSULTATION:**

Other local government CEOs  
Manager Corporate Services  
Manager Financial Reporting

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
s6.47 Concessions

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

\* Absolute majority required.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

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

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

**STRATEGIC IMPLICATIONS:**

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

**RISK IMPLICATIONS:**

***Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it.*** The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. ***Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and***

***multiplying these scores by each other.*** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Council’s rate revenue becomes inadequate to service the operational needs of the Shire
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Business disruption
Risk Action Plan (Controls or Treatment Proposed)	Adopt the officer recommendation as presented

**VOTING REQUIREMENTS:**

Absolute Majority

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**RESOLUTION OCM-2026-023**

Moved: Cr Russell Prowse

Seconded: Cr Duncan South

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

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

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

### **Context and summary**

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

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

### **Regional Context**

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

**Alignment with 2025 Shire Strategies**

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

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

**The "Public Good" of Active Management**

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

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

**Established Precedents in WA**

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

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

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

**Conclusion**

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

With thanks

Scott McEwing

**Rating Strategy**



**Rating Strategy**

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

**Objective**

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

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

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

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

**Scope**

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

**Summary**

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

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

**What are rates?**

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

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



## Rating Strategy

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

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

## General Rates

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

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

## Valuations

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

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

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

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

## Minimum Rates

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

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

## Differential Rates

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

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

**Rating Strategy**



The Shire imposes the following Differential Rating Categories:

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

**Rating Strategy**



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



**Rating Strategy**

**Specified Area Rates**

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

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

The Shire currently does not impose any Specified Area Rates.

**Concessions**

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

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

The Shire currently offers the following concessions:

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

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



**Rating Strategy**

**Fair Rating Strategy**

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

**Equity**

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

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

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

**Financial sustainability**

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

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

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

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

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

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

**Encouraging community aspirations**

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

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



### Rating Strategy

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

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

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

#### Strategy One - Ensure correct valuation method is applied

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

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

Specifically, the *Local Government Act 1995* states:

##### 6.28. Basis of rates

(2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*

- where the land is used predominantly for rural purposes, the unimproved value of the land; and*
- where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

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

#### Strategy Two - Maintain Differential Rating

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

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

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

#### Strategy Three - Rural Valuation Review

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

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



**Rating Strategy**

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

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

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

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

**Strategy Four - Concession Evaluation**

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

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

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

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

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

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

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



### **Rating Strategy**

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

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

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

### **Relevant Policies / Council Documents**

- Council Plan 2023-2033.

### **Legislation / Local Law Requirements**

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

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

<b>File Ref:</b>	<b>ADM398</b>
<b>Location:</b>	<b>Shire of West Arthur</b>
<b>Applicant:</b>	<b>Shire of West Arthur</b>
<b>Author:</b>	<b>Tahnee-Lee Lubcke, Projects Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>18/03/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Shire of West Arthur Business Plan - Major Land Transaction (Lot 186) (under separate cover)</b> <b>2. Engineering Order of Costs - Lot 186 Burrowes St Darkan</b>

**SUMMARY:**

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

**BACKGROUND:**

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

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

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

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

**COMMENT:**

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

**CONSULTATION:**

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

**STATUTORY ENVIRONMENT:**

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996;

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

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

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

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

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

**STRATEGIC IMPLICATIONS:**

Shire of West Arthur Strategic Community Plan – Towards 2031

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

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

Shire of West Arthur Corporate Business Plan 2021-2025

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

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Failing to comply with the Local Government Act 1995 and failing to provide transparency to the local community.
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (16)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	The implementation of the document ensures that the community’s concerns are considered regarding the Major Land Transaction and ensures compliance with s3.59 of the Local Government Act.

**VOTING REQUIREMENTS:**

Simple Majority

---

**RESOLUTION OCM-2026-024**

Moved: Cr Graeme Peirce

Seconded: Cr Neil Morrell

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

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**



Project #: 25184

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

5 lots

Item	Description	Detail	Amount	GST applicable	GST
<b>1.0 Local Government Statutory Fees and Charges (GST exclusive)</b>					
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	\$ -

<b>2.0 Water Corporation Fees and charges</b>					
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	\$ -

<b>3.0 Infrastructure Works</b>					
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

<b>4.0 Professional Services Fees</b>					
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	\$ -

<b>5.0 Reimbursements</b>					
5.1	Council roadworks maintenance bonds		\$ -	No	\$ -

<b>6.0 Total</b>					
	Subtotal		\$ 519,740.00		
	GST		\$ 47,008.00		
	Total		\$ 566,748.00		

**Assumptions, Exclusions and Clarifications**

- 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.
- 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.
- 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.
- The costing is based on the entire project undertaken as a single contract.
- The following items are excluded:
  - Fencing, landscaping, site re-vegetation
  - Excavation in rock
  - Construction of retaining walls
  - Removal of asbestos and contaminated waste
  - Gravity Sewer reticulation
  - Stormwater disposal

Project #: 25184

**Engineering Order of Costs - Construction Costs  
Lot 186 Burrows St, Darkan - 5 Lot Strata Subdivision**



Item	Description	Unit	Qty	Rate	Price
<b>3.1.1 General</b>					
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
<b>3.1.2 Siteworks and Earthworks</b>					
3.1.2.1	Remove topsoil and dispose of 6900m <sup>2</sup> x 100mm average thickness	m <sup>3</sup>	690	\$23.00	\$15,870.00
3.1.2.2	Demolish Existing shed	m <sup>2</sup>	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	m <sup>2</sup>	9	\$640.00	\$10,760.00
3.1.2.4	Demolish Existing concrete slabs and rock retaining wall (Assume avg 150mm thick)	m <sup>2</sup>	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	m <sup>3</sup>	600	\$30.00	\$18,000.00

**\$131,330.00**

<b>3.1.3 Water Reticulation</b>					
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
<b>3.1 TOTAL - Construction (Earthworks and Water only)</b>	<b>\$271,788.00</b>

**Assumptions, Exclusions and Clarifications**

- 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.
- The costing is based on the proposed subdivision of Lot 186 Burrows 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



*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

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**INTERNAL REF:**

3E-DT-01\_0

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2 ELECTRICAL..... 1

3 COMMUNICATIONS ..... 1

## 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.

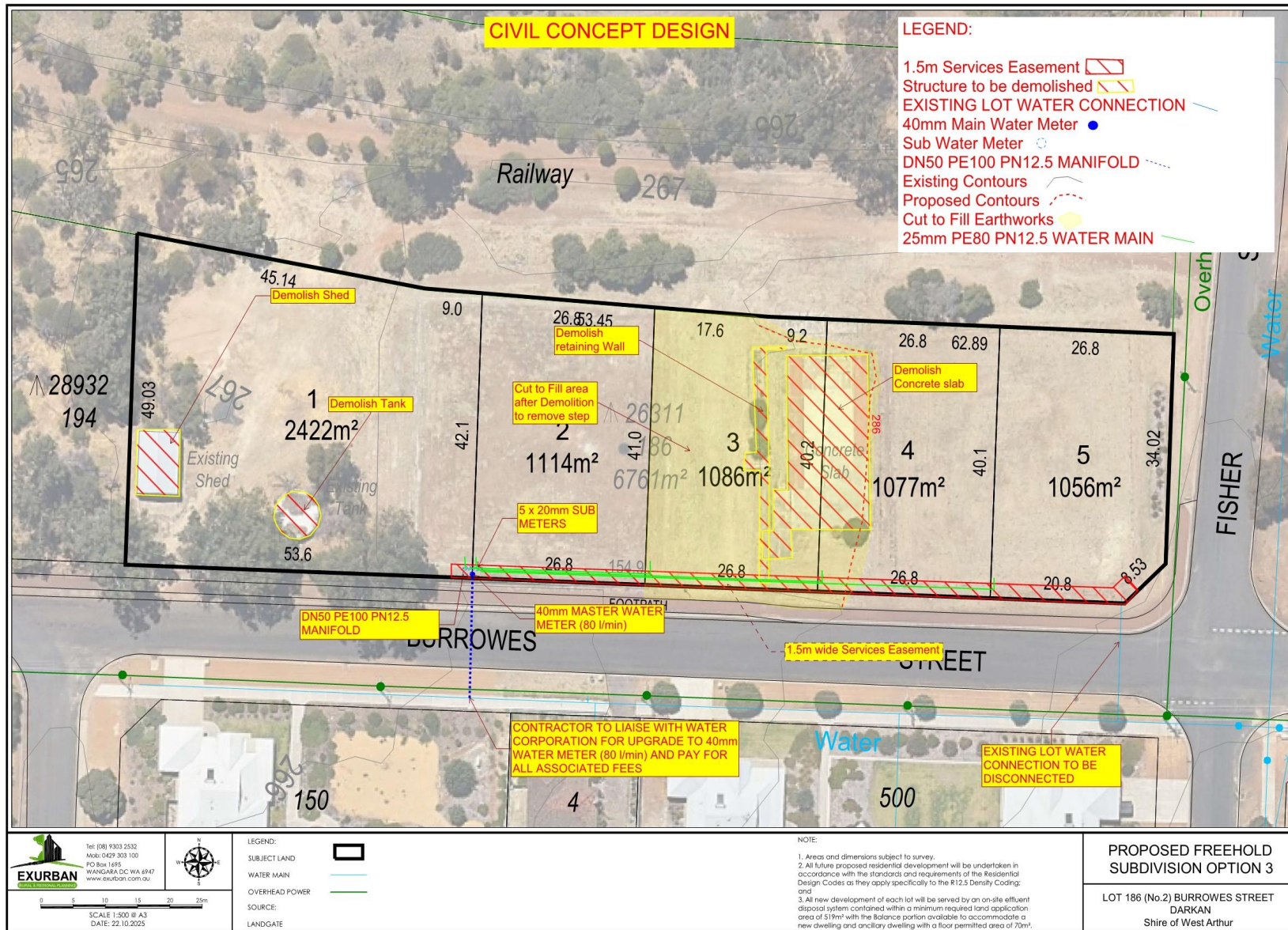
## 3 COMMUNICATIONS

- 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.

LOT 186 BURROWES ST, DARKAN

ELECTRICAL & COMMUNICATIONS SERVICES

- 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.



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

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

**SUMMARY:**

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

**BACKGROUND:**

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

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

**COMMENT:**

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

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

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

**CONSULTATION:**

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

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

Endorsing the submission supports the Shire's advocacy for:

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

**FINANCIAL IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

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

**RISK IMPLICATIONS:**

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

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- Inadequate supplier / contract management
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- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

**Risk Matrix:**

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

Description of Key Risk	Not advocating on this matter risks the WAPC finalising the Renewable Energy Planning Code with elements that are detrimental to the Shire of West Arthur.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (9)
Principal Risk Theme	External threat or fraud
Risk Action Plan (Controls or Treatment Proposed)	Endorse submission as presented

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-025**

Moved: Cr Neil Morrell  
 Seconded: Cr Graeme Peirce

That Council:

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

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

## **Submission on Draft Renewable Energy Planning Code and Guidelines**

8 March 2026

**To:**

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

Email: [renewableenergyplanning@dplh.wa.gov.au](mailto:renewableenergyplanning@dplh.wa.gov.au)

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

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

### **Executive Summary**

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

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

### **Local Context – Shire of West Arthur**

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

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

#### **Part One – General**

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

#### **Community and Social Impact – Mandatory Requirements**

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

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

#### **Part Two – Wind farms – Detailed Comments**

##### **WF Element 1 – Safety**

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

##### **WF Element 2 – Noise**

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

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

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

#### **WF Element 4 – Landscape**

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

#### **WF Element 5 – Shadow Flicker**

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

#### **WF Element 6 – Natural Environment**

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

#### **WF Element 7 – Natural Hazards**

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

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

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

**WF Element 10 – Transport**

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

**WF Element 11 – Construction**

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

**WF Element 12 – Decommissioning**

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

**Proposed Amendments to Planning Regulations – Shire Position**

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

**Implementation and Transition**

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

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

**Yours sincerely**

Cr Karen HARRINGTON  
Shire President

Vin FORDHAM LAMONT  
Chief Executive Officer

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

**11.7 EXECUTION OF COMMON SEAL - REGIONAL EARLY EDUCATION AND DEVELOPMENT INC**

<b>File Ref:</b>	<b>AD944</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Sharon Bell, Community Development Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>17/03/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. 20260316 - Lease between Shire of West Arthur and REED</b>

**SUMMARY:**

Council is requested to authorise by Council Resolution, the affixation of the Common Seal to execute the Lease between the Shire of West Arthur and Regional Early Education and Development Inc (REED).

**BACKGROUND:**

The Agreement for Lease was originally made between Darkan and District Sports Club Inc (DDSC) and REED IN 2016. In 2024, DDSC indicated that they wanted their lease with the Shire of West Arthur updated, and to remove any requirement of them managing the area of the Darkan Sport and Community Centre dedicated to childcare.

**COMMENT:**

The Shire of West Arthur prepared a lease in September 2025. Due to insurance requirements, REED had to investigate some lease requirements, and the final draft lease was approved in February 2026. As the premises are located on Reserve 39163, Section 18 of the *Land Administration Act 1997* – Ministers Consent required the Shire to obtain ministerial consent to the lease. Consent from the Minister was received on 16 March 2026, and the lease finalised.

**CONSULTATION:**

REED  
CEO

**STATUTORY ENVIRONMENT:**

- Local Government Act 1995:
  - S9.49A Execution of Documents
- Land Administration Act 1997:
  - S18 Ministers Consent

**POLICY IMPLICATIONS:**

Policy C19 – Execution of Documents and Use of Common Seal

**FINANCIAL IMPLICATIONS:**

Cost of preparation of new lease

**STRATEGIC IMPLICATIONS:**

West Arthur Strategic Community Plan 2021-2031

Community – Safe, Friendly and Inclusive

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

- Provide infrastructure to meet the needs of the community.

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Failure to ensure new lease is in place.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (12)
Principal Risk Theme	Ineffective facility or event management
Risk Action Plan (Controls or Treatment Proposed)	Execute lease as recommended.

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-026**

Moved: Cr Neil Morrell  
 Seconded: Cr Russell Prowse

That Council authorise the Shire President and Chief Executive Officer to execute the following attached document under the Common Seal of the Shire of West Arthur:

1. Lease between the Shire of West Arthur and Regional Early Education and Development Inc.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

Lease between

**Shire of West Arthur**

and

**Regional Early Education and Development Inc  
(REED)**



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## LEASE

This Lease, dated 16 March 2026

## PARTIES

SHIRE OF WEST ARTHUR of 31 Burrowes Street, Darkan WA 6392 ("the Lessor")

and

REGIONAL EARLY EDUCATION AND DEVELOPMENT INC of 6 William Kennedy Way, Narrogin, WA 6312 ("the Lessee")

## RECITALS

- a) The Lessor has the Lessor's Interest in the Land
- b) The Lessor has agreed to lease the Premises to the Lessee on and subject to the terms and conditions of this Lease

## OPERATIVE PROVISIONS

### 1. INTERPRETATION

#### 1.1. Definitions

In this Lease, unless the contrary intention appears:

**"Building"** means the building or buildings and all other fixed improvements erected on the Land and includes the premises as defined in this agreement.

**"Commencement Date"** means the commencement date of the Term specified in Item 3 of Schedule 1.

**"Land"** means the land described in Item 2 of Schedule 1.

**"Lessee"** if only one Lessee is a party means the Lessee and the executors, administrators and permitted assignees of the Lessee, and if there are two or more Lessee parties means the Lessees and each of them and each of their executors, administrators and permitted assigns and if the Lessee or any of the Lessees is a corporation includes the successors and permitted assigns of the Lessee.

**"Lessee's Covenants"** means the covenants, terms and conditions expressed or implied in this Lease and on the part of the Lessee to be performed and observed.

**"Lessor"** if only one Lessor is a party means the Lessor and the executors, administrators and assigns of the Lessor, and if there are two or more Lessors parties hereto means the Lessors and each of them and each of their executors, administrators and assigns and if the Lessor or any of the Lessors is a corporation includes the corporation and its successors and assigns.

**"Lessor's Interest"** means the Lessor's interest in the Land, which interest is described in Item 2 of Schedule 1.

**"Permitted Purpose"** means the purpose specified in Item 6 of Schedule 1.

**"Premises"** means the premises described in Item 2 of Schedule 1, being the area exclusively occupied by Regional Early Education and Development as indicated on attached plan (Appendix A) and consists of centre main room, kitchen, laundry/toilets, staff respite room, sleep room, admin/committee room, storeroom and Playground A, for the periods of use as specified in Item 4 of Schedule 2.

**"Rate of Interest"** means the general maximum rate of interest charged from time to time by the Lessor on outstanding rates.

**"Rent"** means the Rent payable by the Lessee pursuant to this Lease.

**"Term"** means the term of this Lease as specified in Item 3 of Schedule 1 commencing on the Commencement Date and any shorter period in the event of the early determination of the Term.

### **1.2. Interpretation**

In this Agreement, unless the contrary intention appears:

- a) Words suggesting the singular include the plural and vice versa.
- b) Words suggesting any gender include any other gender.
- c) Reference to a person include a company, corporation, and unincorporated or incorporated association or statutory authority.
- d) references to clauses, paragraphs, subparagraphs, and Schedules are to clauses, paragraphs, and subparagraphs of, and schedules to, this Agreement as amended from time to time in accordance with the terms of this Agreement.
- e) Headings used for clauses, paragraphs, subparagraphs, Schedules, and the table of contents are for ease of reference only and will not affect the interpretation of this Agreement.
- f) References to laws include any modification or reenactment of those laws or any legislative provisions substituted for those laws and all orders, local laws, planning schemes, by-laws, regulations, and other statutory instruments issued under those laws.
- g) Where the words "includes" or "including" are used, they are to be taken to be followed by the words "without limitation" unless the contrary intention appears.
- h) A reference to any body is:
  - i. If that body is replaced by another organisation, deemed to refer to that organisation; and
  - ii. If that body ceases to exist, deemed to refer to the organisation which most nearly or substantially serves the same purposes or objects as that body; and
- i) All dollar amounts specified in this Agreement are in Australian dollars.

## **2. LEASE**

### **2.1. Lease**

The Lessor grants a lease to the Lessee, and the Lessee takes a lease of the Premises on and subject to the terms of this Lease.

### **2.2. Term**

The Premises are to be held by the Lessee as tenant for the Term commencing on the Commencement Date and expiring on the expiry date specified in Item 3 of Schedule 1: Rent.

- i. The Lessee must pay to the Lessor for the first and each subsequent year of the Term, the Rent specified in Item 4 of Schedule 1.
- ii. The Rent is payable in the manner set out in Item 5 of Schedule 1.
- iii. Subject to such consents as are required by this Lease or a law, this lease may be varied by the agreement of the parties in writing.

## **3. OBLIGATIONS**

### **3.1. Rates and Taxes**

The Lessor must punctually pay all rates, assessments, levies or taxes levied or assessed or to be levied by the Commonwealth, the State, the local government, any water supply authority, any sewerage authority or by any other authority, whether statutory, governmental, or otherwise.

### **3.2. Outgoings**

The Lessor must punctually pay for all costs associated with outgoings, including water rates, water consumption, gardening, and power, which are either provided to or used on the Premises.

### **3.3. Maintenance**

The Lessor must keep and maintain every part of the Premises and all lighting and electrical installations and all drainage and septic systems and all other fixtures and fittings in good and substantial repair, order and condition, fair wear and tear excepted the Lessee need not carry out repairs of a structural nature.

### **3.4. Cleaning**

The Lessee must keep and maintain the Premises well cleansed and drained in good sanitary condition and properly disinfected, free from rubbish, refuse, and disused material of any kind arising from the agreed periods of use as defined in Section 4 of Schedule 2, and the Lessor must observe, perform, discharge, execute and take such sanitary measures and precautions and subject to clause 3.21, construct such works and make such amendments, alterations and additions to the Building at any time as are during the Term be required by or under any written law.

### **3.5. Make Good Damage**

At the Lessee's own expense from time to time, the Lessee must make good any breakage, defect or damage to the Premises or any adjoining premises or facilities or any other property caused by want of care, misuse or abuse on the part of the Lessee or the Lessee's employees, agents, contractors, invitees, licensees, sub-tenants or other persons claiming through or under the Lessee or otherwise occasioned by any breach or default of the Lessee under this Lease.

### **3.6. Entry by Lessor to View and Repair**

- a) The Lessee must permit the Lessor, the Lessor's architects, agents and contractors at all reasonable times to enter into and upon the Premises in order to view and examine the state of repair, order and condition and to leave upon the Premises notice of any lack of repair, order, condition, neglect or defect for which the Lessee is liable and requiring the Lessee to make good the same within the time specified in the notice and the Lessee must make good the same in accordance with the notice to the satisfaction of the Lessor.
- b) The Lessee must permit the Lessor, the Lessor's agents and contractors at all reasonable times and, in the case of emergency, at any time to enter into and remain upon the Premises with all necessary plant, equipment and materials to carry out any works or make any repairs or alterations or additions to the Premises provided that the Lessor will not cause unnecessary interference with the use of the Premises by the Lessee.

### **3.7. Abatement of Nuisances**

- a) The Lessee must not do or omit to do any act, matter or thing which may be or be deemed to be a nuisance within the meaning of any Act or under any planning scheme, local law or regulation applicable to the Premises or the use or occupation of the Premises by the Lessee and the Lessee must immediately abate any such nuisance or alleged nuisance.

- b) The Lessee must ensure that the Premises are not used in any manner which may be or become a nuisance, disturbance or annoyance to the quiet and comfort of any occupier of any premises in the vicinity of the Premises and on being required to do so by the Lessor or any employee or agent of the Lessor the Lessee must immediately abate the nuisance, disturbance or annoyance.

**3.8. Pests**

The Darkan District Sports Club must keep the Premises free of ants, cockroaches, termites, rodents, pests and vermin.

**3.9. No living in Premises**

The Lessee must not use or permit the use of any part of the Premises for living or sleeping for any unlawful purpose.

**3.10. Defacing**

The Lessee must not mark, paint, drill, write on or in any way deface any wall, ceiling, floor, wood, stone or ironwork of the Premises unless permitted by the Lessor.

**3.11. Rubbish**

The Lessee must not permit any rubbish or garbage to accumulate on the Premises unless confined in suitable containers.

**3.12. Compliance with Written Laws**

The Lessor must comply with, carry out and perform the requirements of any Act, ordinance, town planning scheme, local law, regulation or written law or of any notice, requisition or order under a written law applicable to the Premises or the use or occupation of the Premises.

**3.13. Permitted Purpose**

The Lessee must use the Premises only for the Permitted Purpose or for any other purpose first approved in writing by the Lessor.

**3.14. Insurances**

The Lessee must, at Lessee’s expense, effect and keep current, with an insurance company approved by the Lessor the following insurances in relation to the Premises:

Public risk

- a) A policy covering public risk which will:
  - (i) be in the name of the Lessee and provide for a minimum cover of twenty million dollars (\$20,000,000.00) for each accident, claim or event or such higher amount as the Lessor specifies; and
  - (ii) extend to cover any liability for the death of, or injury to, any person or damage to any person’s property sustained when such person is using or entering or near any entrance, passage, stairway, display or display window to into or of the Premises, or sustains the injury

or damage as a result of an act or omission of the Lessee, its agent, licensee, employee or representative operating a business on or from the Premises, or sustains the injury or damage as a result of consuming food or drink supplied on or from the Premises or as a result of goods sold on or from the Premises; and

(iii) require the insurance company and the Lessee to give the Lessor at least 30 days written notice before either cancellation of the policy or a reduction in its level or extent of cover; and

(iv) provide cover which is primary and not contributory with any policies effected by the Lessor.

Fittings and chattels

(b) a policy covering the Lessee's fittings, fixtures and chattels contained in or about the Premises for its full insurable value against loss or damage resulting from fire and extraneous risks including but not limited to water, storm and rainwater damage.

**3.15. Evidence of Insurance Cover**

- i. Before taking possession of the Premises, the Lessee must deliver the insurance policies required under this Lease to the Lessor.
- ii. The Lessee must give satisfactory evidence to the Lessor that the policies have been renewed within 7 days after the expiration of each policy term.

**3.16. Not to Void Insurances**

The Lessee must not at any time do or allow anything which may either render the insurances on the Premises or any part of it void or voidable.

**3.17. Compliance with Insurance Regulations**

- i. The Lessee must comply with insurance, sprinkler and fire alarm regulations as they relate to the use of the Premises.
- ii. The Lessee must pay to the Lessor the cost of any alterations to any sprinkler or fire alarm installation which may become necessary by reason of the non-compliance by the Lessee with the regulations of the Insurance Council of Australia or the requirements of the Lessor's insurer or both of them.

**3.18. Indemnity**

The Lessee must indemnify the Lessor and keep the Lessor indemnified from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which the Lessor may suffer or incur in connection with loss of life, personal injury or damage to property arising from or out of any occurrence in upon or at the Premises or the use by the Lessee of the Premises or to any person or the property of any person using or entering or near any entrance to the Premises or occasioned (wheresoever it may occur) wholly or in part by any act, neglect, default or omission by the Lessee its agents, contractors, servants, workers, customers, members or any other person or persons using or upon the Premises with its consent or approval expressed or implied.

a) No Indemnity for Lessors negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants or agents against any loss, damage, expense, action or claim to the extent it is directly caused by a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

**3.19. Alterations and Improvements**

The Lessee must not, without the prior written consent of the Lessor, make or permit to be made any alteration in or additions to the Premises or remove from the Premises any improvement, and the Lessee must not cut, maim or injure or suffer to be cut, maimed or injured any of the walls, floors, ceilings, plumbing, gas or electrical fixture or fittings or timbers.

**3.20. Notice of Defects**

The Lessee must give to the Lessor immediate notice in writing of any damage to or defect in the Premises or the water or sewerage pipes, gas pipes, electrical light fixtures or any plant fittings or equipment in the Premises.

**3.21. No Security**

The Lessee must not mortgage, encumber or change the Premises on this Lease.

**3.22. Assignment or Subletting**

- i. The Lessee must not, without the consent of the Lessor, assign, sublet, transfer or part with possession of the whole or any part of the Premises or the benefit of this Lease or any estate or interest in the Premises of this Lease;
- ii. The provisions of sections 80 and 82 of the Property Law Act 1969 do not apply to this Lease.

**3.23. Signs**

The Lessee must not, without the prior written consent of the Lessor, affix or exhibit or permit to be affixed to or exhibited upon any part of the exterior of the Premises or in any place visible from outside the Premises any placard, sign, notice, poster, hoarding or advertisement.

**3.24. Lessee to Make Good**

- 1. At the expiration or sooner determination of this Lease:
  - i. the Lessee must yield up the Premises to the Lessor in the condition required by this Lease; and
  - ii. the Lessee must remove from the Premises all fixtures, fittings and chattels brought onto the Premises by or for the use of the Lessee except for any structural improvements and any fixtures, fittings and chattels provided for the use of the Lessee and which the Lessor determines should remain in the Premises. The Lessee must not do or allow any damage to the Premises in such removal. If however any damage occurs the Lessee must immediately make it good; and

- iii. the Lessee must remove any lettering, signs, names, advertisements and notices erected, painted, displayed or affixed onto or within the Premises and make good any damage caused by reason of such erection, painting, displaying, affixing or removal. If the Lessee defaults under this clause the Lessor may remove and make good at the Lessee's expense.
- 2. If the Lessee fails to remove its fixtures, fittings and chattels, the Lessor may, at its option, do either or both of the following:
  - i. remove and store any of them in such a manner as the Lessor determines at the cost of the Lessee; and
  - ii. treat them as if the Lessee had abandoned its interest in them and they had become the property of the Lessor. The Lessor may then deal with them in such a manner as the Lessor determines. If the Lessor sells them, it need not account to the Lessee for the proceeds of sale but may apply the proceeds of sale as it sees fit.

**3.25. No Registration or Caveat**

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

**3.26. Interest on Arrears**

The Lessee must pay to the Lessor on demand interest at the Rate of Interest plus 2% on all moneys owing by the Lessee but unpaid in breach of the provisions of this Lease for more than 30 days from and including the due date for payment, such interest to be calculated on a daily basis on the total of the moneys owing from time to time and computed from and including the due date for payment until the date of actual payment.

**3.27. Vandalism**

Should it become aware, the Lessee must immediately report to the Lessor any acts of vandalism or any incident which occurs on or adjacent to the Premises which is or is likely to involve a breach of the peace or become the subject of a report to the police.

**3.28. Storage of Dangerous Materials**

Except in accordance with the prior written consent of the Lessor, the Lessee must not store or keep on the Premises any inflammable liquids, acetylene gas, dangerous chemicals or volatile or explosive oils, compounds or substances

**3.29. Special Conditions**

The Lessee must observe and perform the special conditions set out in Schedule 2.

**4. QUIET POSSESSION**

If the Lessee pays the Rent and performs its covenants contained in this Lease, it will peaceably possess and enjoy the Premises for the Term without any interruption from the Lessor or any person lawfully claiming through, from or under its subject always to the rights, powers, remedies and reservations of the Lessor contained in this Lease.

**5. MUTUAL AGREEMENTS**

**5.1. Default**

- a) The Rent or any part of it is in arrears for 14 days even if it has not been formally demanded
- b) The Lessee breaches or does not comply with any provision whether expressed or implied in this Lease
- c) Repairs required by any notice given by the Lessor under this Lease are not completed within the time specified in the notice
- d) the Lessee defaults in the payment of any moneys owing to the Lessor other than rent whether under this Lease or any other account, after 14 days written demand for payment has been made by the Lessor on the Lessee; the Lessee is a corporation and an order is made or a resolution is passed for the winding up of the Lessee except for the purpose of reconstruction or amalgamation with the written consent of the Lessor which consent will not unreasonably withheld
- e) the Lessee is a corporation and ceases or threatens to cease to carry on business or goes into liquidation whether voluntary or otherwise or is wound up or if a liquidator or receiver (in both cases whether provisional or otherwise) is appointed
- f) the Lessee is a corporation and is placed under official management or an administrator is appointed under or pursuant to the provisions of the relevant Corporations Law or enters into a composition or scheme of arrangement
- g) the interest of the Lessee under this Lease is taken in execution
- h) the Lessee or any person claiming through the Lessee conducts any business from the Premises after the Lessee has committed an act of bankruptcy
- i) the Lessee abandons or vacates the Premises; or
- j) the Lessee being an incorporated association is wound up or resolves to be dissolved or wound up voluntarily

then the Lessor may in addition to its other powers either:

- i. re-enter on the Premises or any part of them with force if necessary and eject the Lessee and all other persons from and repossess the Premises; and/or
- ii. by notice in writing to the Lessee terminate this Lease.

**5.2. Lessor's Powers**

If the Lessor exercises its powers under clause 5.1, this Lease is to terminate, but the Lessee will not be released from liability for any breach of or non-compliance with any provision of this Lease and the remedies available to the Lessor for recovery of arrears of rent or for prior breach, or non-compliance will not be affected. On such determination, if the Lessee fails to remove its fixtures, fittings and chattels, the Lessor may, at its option, do either or both of the following:

- a) remove and store any of them in such a manner as the Lessor determines at the cost of

the Lessee; and

- b) if the Lessee does not remove or recover them within a month after termination of the Lease, treat them as if the Lessee had abandoned its interest in them and they had become the property of the Lessor, and the Lessor may then deal with them in such a manner as the Lessor determines. If the Lessor sells them, it need not account to the Lessee for the proceeds of sale but may apply the proceeds of sale as it sees fit.

**5.3. Destruction of the Premises**

1. Where the Building or any part of the Building are at any time damaged or destroyed by fire, flood, lightning, storm or tempest so as to make them unfit for the occupation and use of the Lessee, then the Rent or a proportionate part of the Rent, according to the nature and extent of the damage sustained is to abate and all remedies for recovery of the rent or such proportionate part of the rent are to be suspended until the Building are rebuilt or made fit for the occupation and use of the Lessee.
2. If the Lessor does not rebuild the Building or make them fit for the use and occupation of the Lessee within a reasonable time then either party may terminate this Lease by one month's notice in writing to the other without right or claim for damage by reason of the termination of the Lease but without prejudice to the rights of either party for any prior breach of or failure to comply with a provision of this Lease.
3. Nothing in this Lease imposes on the Lessor any obligation to rebuild the Building or to make the Building fit for the use and occupation of the Lessee.

**5.4. Entry by Lessor**

If the Lessee fails to duly and punctually observe or perform any provision of this Lease, the Lessor is entitled to carry out the observance or performance of the provision, and for that purpose, the Lessor or the Lessor's architects, servants, agent or workers may if necessary enter the Premises and the cost and expense incurred in the observance or performance together with interest thereon at a rate of 2% per annum greater than the Rate of Interest is to be a debt due by the Lessee to the Lessor and is to be payable on demand and may be recovered by the Lessor in the same manner as if the debt were for rent due under this Lease in arrears by action in law and such cost expense and interest is to be a charge on the term.

**5.5. Works by Lessor**

1. The Lessor may by itself or its agents at all reasonable times enter the Premises or any part of the Premises for any one or more of the following purposes:
  - a) complying with the terms of any legislation affecting the Premises or Building and any notices served on the Lessor or Lessee by any statutory, licensing, municipal or other competent authority;
  - b) carrying out any repairs, alterations or works of a structural nature;
  - c) installing any services such as air-conditioning apparatus, automatic fire sprinklers, gas pipes, water pipes, drainage pipes, cables or electrical wiring; making any repairs which the Lessor may think necessary to the Premises or Building;
  - d) making any improvements or alterations to the adjoining Building which the Lessor may

consider necessary;

- e) taking inventories of fixtures;

exercising the powers and authorities of the Lessor under this Lease, provided that, except in the case of an emergency, the Lessor is to give to the Lessee at least 7 days' prior notice orally or in writing.

- 2. In carrying out the works referred to in this clause, the Lessor is not to cause unnecessary interference with the use of the Premises by the Lessee.

**5.6. Holding Over**

If the Lessee holds over the Premises upon the expiry of the Term, then a tenancy from year to year is not to be presumed, but the tenancy in that event is to be and continue to be a tenancy from month to month at the rental then payable but otherwise upon the terms and conditions contained in this Lease insofar as they are applicable and is to be determinable at the expiration of one month's notice by either party to the other at any time.

**5.7. No Waiver**

- 1. No waiver (whether expressed or implied) by the Lessor of any breach of any covenant, obligation or provision contained or implied in this Lease is to operate as a waiver of any other breach of the same or any other covenant, obligation or provision contained or implied in this Lease it is not to operate as a waiver of the essentiality of any obligation which by virtue of this Lease is an essential term of this Lease.
- 2. In particular, any demand by the Lessor for, or any acceptance by the Lessor of, rent or other moneys payable under this Lease will not constitute a waiver by the Lessor of any breach of any provision in this Lease and is not to create any new tenancy between the parties.
- 3. No custom or practice which has grown up between the parties in the course of administering this Lease is to be construed so as to waive or lessen the right of the Lessor to insist on the performance by the Lessee of all or any of the Lessee's obligations under this Lease.

**5.8. No Warranty**

- 1. This document embodies the whole transaction of leasing made by this Lease and all warranties, conditions and representations collateral or otherwise concerning the leasing whether written, oral, expressed or implied and whether consistent with this document or not are cancelled.
- 2. This Lease may be amended only by instruments in writing executed by the Lessor and the Lessee.
- 3. The Lessee acknowledges that it has entered into this Lease without relying on any representation or warranty by the Lessor except as stated in this clause and after satisfying itself as to the suitability of the Premises for the purpose of which the Premises are leased.

**5.9. Lessor's Right to Install Services**

The Lessor reserves to itself and to its employees, agents and contractors the right to enter upon the Premises or the Building at all reasonable times with all necessary materials and appliances to erect, make, excavate, lay or install in, on, over or under the Premises or the Building any posts, drains,

pipes, conduits, cables, wires or other things requisite for any existing or future service to the Premises together with the right to enter upon the Premises or the Building for the purpose of inspecting, removing, maintaining, altering or adding to any such things in relation to an existing service to the Premises and, in each such case the Lessor is to cause as little inconvenience and damage to the Lessee as is practicable in the circumstances.

#### **5.10. Execution of Works by Lessor**

If the Lessor desires or is required to:

- a) execute any works which by law the Lessor is bound and has been required to execute on the Premises or the Building; or
- b) build any further stories upon the Building; or
- c) alter, repair, add to or re-build any part of the Premises or the Building; or
- d) construct, erect, lay down, alter, repair, cleanse or maintain any drain, ventilator, shaft, water pipe, electric wires or gas pipes in connection with or for the accommodation of the Building or any adjoining property; or
- e) underpin; or
- f) reinstate or re-build in case of fire,

then and in any such case the Lessor may with or without employees, agents, workers and contractors and appliances enter upon the Premises and carry out such works doing as little damage to the Premises as is reasonably possible and restoring them without unreasonable delay but without making compensation for any damage or inconvenience to the Lessee provided that in each case the Lessor is to cause as little inconvenience and damage to the Lessee as is practicable in the circumstances.

#### **5.11. Notices**

1. Any notice or demand from the Lessor to the Lessee is to be taken to be duly served if left for the Lessee on the Premises, if posted by prepaid letter addressed to the Lessee at the address set out in this Lease or if sent by facsimile machine to the Lessee's facsimile machine.
2. Any notice or demand from the Lessee to the Lessor is to be taken to be duly served if posted by prepaid letter addressed to the Lessor at its office.
3. A notice or demand posted is to be taken to be duly served at the expiration of 48 hours after the time of posting and any notice given by one party to the other may be signed on behalf of the party giving it by a director, secretary, chief executive officer or solicitor.

#### **6. ESSENTIAL TERMS**

The Lessee and the Lessor agree that each of clauses 2.3, 3.1, 3.2, 3.3, 3.14, 3.15 and 3.23 are essential terms of this Lease, and any breach or failure by the Lessee to comply with any of those clauses is to entitle the Lessor to all rights and remedies available to it in respect of breach of or failure to comply with an essential term.

## 7. GST

1. If GST is imposed or levied in respect of any supply by a party under or in accordance with this Lease (including the supply of the Premises or the supply of any goods, services, rights, benefits or other things) then the party making the supply may recover the GST Amount from the party receiving the supply in addition to the Consideration. The party making the supply must provide such invoices to the party receiving the supply as are required pursuant to the GST Legislation.
2. In sub-clause (1):

**"Consideration"** means any amount or consideration payable or to be provided pursuant to any provision of this Lease other than this clause;

**"GST"** means any form of goods and services tax or similar value-added tax;

**"GST Amount"** means the Consideration (after deducting the GST Exempt Component) multiplied by the Rate;

**"GST Exempt Component"** means any part of the Consideration which solely relates to a supply that is free or exempt from the imposition of GST;

**"GST Legislation"** means A New Tax System (Goods and Services Tax) Act 1999 and any other legislation or regulation which imposes, levies, implements or varies a GST or any applicable ruling issued by the Commissioner of Taxation;

**"Rate"** means the rate at which GST Legislation from time to time imposes or levies GST on the relevant supply under this Lease;

**"Supply"** includes supply as defined under GST Legislation.

**SCHEDULE 1**

Item 1	Lessee's Name and Address	<b>REGIONAL EARLY EDUCATION AND DEVELOPMENT INC</b> <b>6 William Kennedy Way, Narrogin, WA 6312</b>
Item 2	Building Premises	<b>Darkan Sport and Community Centre, South Road, Darkan, WA 6392</b>  The area exclusively occupied by Regional Early Education and Development is indicated on the attached plan (Appendix A) and consists of the centre main room, kitchen, laundry/toilets, staff respite room, sleep room, admin/committee room, storeroom, and Playground A. Additionally, Regional Early Education and Development has non-exclusive access to the disabled toilet, toy library, community kid zone, and playground B.  These premises are located on Reserve 39163, Lot on Plan 360P071868.
Item 3	Term:  <b>Commencement Date:</b>  <b>Expiry Date:</b>  Further Term:  <b>Commencement Date:</b>  <b>Expiry Date:</b>	<b>Five (5) Years</b>  <b>16 March 2026</b>  <b>15 March 2031</b>  <b>Five (5) Years</b>
Item 4	<b>Annual Rent payable</b>	<b>\$5,000</b>  Fixed for the first five (5) years, then rate to be renegotiated for the further five (5) year term.
Item 5	<b>Manager of Payment of Rent:</b>	<b>In quarterly instalments as and when demanded</b>
Item 6	<b>Permitted Purpose</b>	<b>Early education and childcare services</b>

## **SCHEDULE 2: SPECIAL CONDITIONS**

### **Maintenance, repair and cleaning**

#### **Generally**

1. The Lessor AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:
  - a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
  - b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.
2. The Lessor shall where maintaining, replacing or repairing:
  - a) any electrical fittings and fixtures;
  - b) any plumbing;
  - c) any air-conditioning fittings and fixtures;
  - d) any gas fittings and fixtures,
  - e) in or on the Premises use only licensed trades persons

#### **Telephone**

The Lessee will set up a telephone account and install an ADSL enabled telephone line in the REED Admin Office for the sole use of the Lessee. The Lessee will be responsible for its telephone service and associated costs.

#### **Cleaning**

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from dirt and rubbish.

#### **Responsibility for Securing the Premises**

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

**Maintain surroundings**

- a) The Lessor must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings including but not limited to any flora, gardens lawns, shrubs, hedges and trees.
- b) The Lessor will undertake a quarterly inspection of trees to assess risk to safety and take remedial action as necessary at the Lessor's expense.
- c) The Parties agree that any pruning of trees must be undertaken by the Lessor.
- d) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

**Lessor's Fixtures and Fittings**

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

**Pest Control**

The Lessor must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

**Secure Entrance to Premises**

The Lessor will provide a secure entrance to the Premises via an Evva Air Key System. This system will be maintained by Lessor, with entry granted to Lessee's staff. The system will be on the rear door of the Premises.

**Drains**

- a) The Lessor must keep and maintain the waste pipes, drains and conduits originating in the Premises or connected thereto in a clean, clear and free flowing condition and must pay to the Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.
- b) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

**Signage**

The Lessor authorises appropriate signage relevant to demonstrate the Premises undertakes the business of the Lessee, subject to any signage being removed and the premises made good at the conclusion of the use of the Premises.

**Resources**

1. The Lessor authorises the transfer of all existing assets and resources located on the Premises on the commencement of the lease term for the use of the Lessee in carrying out

its permitted purpose as defined in Schedule 1, Item 6.

### **Use by REED**

1. The occupancy of The Premises by the Lessee is for the specified business working days of each and every Tuesday, Wednesday, Thursday and Friday, between 8.00 am and 5.00 pm, of the full 52 weeks of the calendar year, or at other times as mutually agreed by the Lessor and Lessee.
2. The Lessee may utilise the Community Playground B and Community Kidzone if unoccupied during the childcare service operating hours or at other times as mutually agreed by the Lessor and the Lessee.
3. The Lessee will vacate as promptly as possible from the Community Playground B and Community Kidzone upon occupation by another user authorised by the Lessor.

### **Special Conditions – Minister for Lands Consent**

This Lease is made subject to and is conditional upon the granting of consent by the Minister for Lands pursuant to the Land Administration Act (if necessary), and shall be applied for by the Lessor at the cost in all things of the Lessee. The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or the Minister for Lands, or brought, maintained or made against the Lessor. The Lessee must not, without the consent of the Minister of Lands, assign, sublet, transfer or part with possession of the whole or any part of the Premises or the benefit of this Lease or any estate or interest in the Premises of this Lease.

### **Use by others**

1. The Lessee may make the Premises available for use by other persons or organisations during such period or periods as may be agreed between the Lessee and such other person or organisation provided such use is consistent with the Permitted Purpose.
2. The Lessee shall be entitled to require such other person or organisation as shall utilise the Premises as aforesaid to pay to the Lessee a reasonable fee as agreed in consultation between the Lessee, Lessor and Groups listed in (3) to cover costs associated with the use of the Premises including the use of utilities and other consumables.

**EXECUTED by the parties**

THE COMMON SEAL of )  
 SHIRE OF WEST ARTHUR )  
 (ABN 96 9123 207 95) )  
 was hereunto affixed by a )  
 resolution of Council and in accordance with the )  
 provisions of the *Local Government Act 1995* (WA) )  
 in the presence of )

\_\_\_\_\_  
 Signature of Chief Executive Officer

\_\_\_\_\_  
 Signature of Shire President

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_  
 Name (please print)

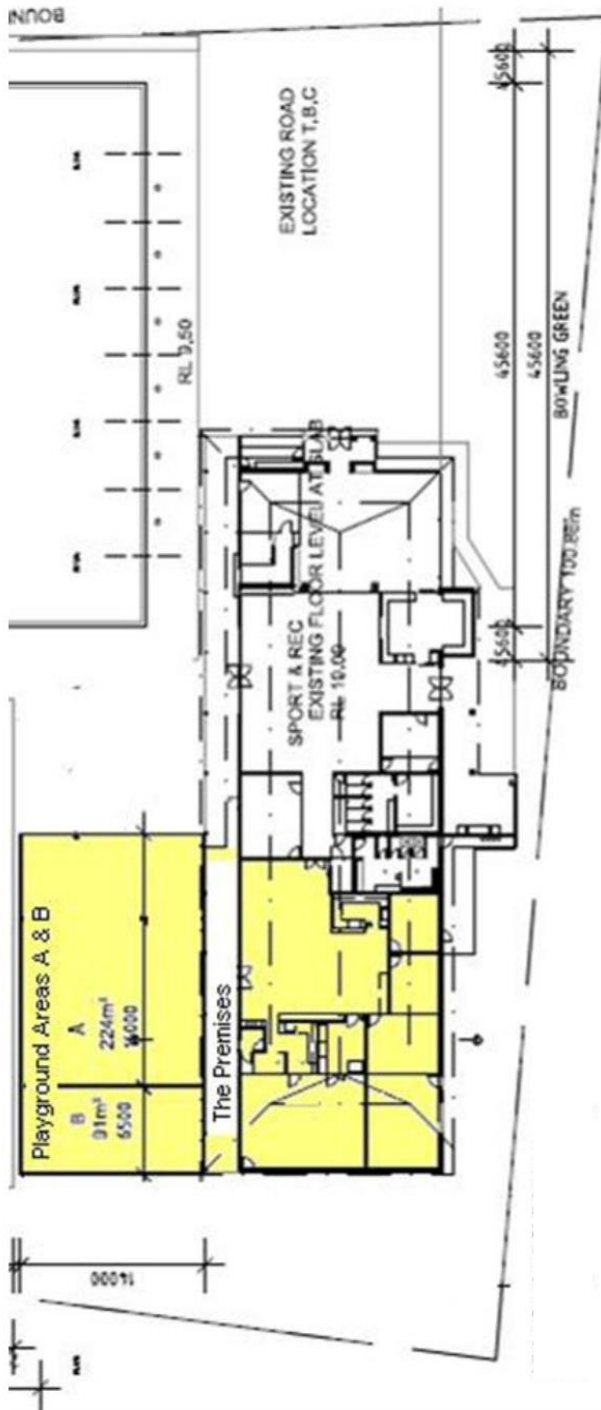
\_\_\_\_\_  
 Date

\_\_\_\_\_  
**CHIEF EXECUTIVE OFFICER,  
 REGIONAL EARLY EDUCATION AND DEVELOPMENT INC**

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_  
 Date

APPENDIX A – Darkan District Sports Club Floor Plan





Department of **Planning,  
Lands and Heritage**



Our ref: 01833-1985 Case: 2600597  
Enquiries: Wendy Astle Ph: 6552 4672  
Email: [delivery@dplh.wa.gov.au](mailto:delivery@dplh.wa.gov.au)

16 March 2026

Sharon Bell  
Shire of West Arthur  
PO Box 112  
DARKAN WA 6392

**BY EMAIL ONLY:** [cdo@westarthur.wa.gov.au](mailto:cdo@westarthur.wa.gov.au)

Dear Sharon

**SECTION 18 MINISTERS CONSENT TO A LEASE BETWEEN SHIRE OF WEST ARTHUR (LESSOR)  
AND REGIONAL EARLY EDUCATION AND DEVELOPMENT INC (LESSEE) – RESERVE 39163**

Thank you for your recent correspondence regarding consent to a Lease over Reserve 39163 being Lot 360 on Deposited Plan 71868 which is set aside for the purpose of 'Sporting Club and Community Purposes' and managed by the Shire of West Arthur with power to lease for any term not exceeding 21 years subject to the consent of the Minister for Lands.

In accordance with section 18 of the *Land Administration Act 1997* (LAA) approval from the Minister for Lands is granted to the proposed Lease provided to the Department of Planning, Lands and Heritage (Department) by email dated 16 March 2026 on the condition that the final Lease executed by the parties is on the same terms as that provided to the Department with that email. If the final document executed by the parties is not on the approved terms, then it may be void under section 18 LAA.

Please note that this approval is for the purposes of section 18 LAA only and does not constitute an endorsement as to the terms and effect of the document. The Department cannot provide any advice in respect of the Lease and recommends that each party obtain their own independent advice as to their rights and obligations under the Lease.

This approval is subject to the registration requirements of the *Transfer of Land Act 1893*. You will need to provide a copy of this letter to Landgate if the documents are to be lodged for registration at Landgate.

Should you have any enquiries please don't hesitate to contact me on any of the above details.

Yours sincerely

**Wendy Astle**  
**Senior State Land Officer**  
**Delivery – Land Use Management**

140 William Street Perth WA 6000 | Locked Bag 2506 Perth WA 6001 | (08) 6551 8002  
info@dplh.wa.gov.au | www.dplh.wa.gov.au  
ABN 68 565 723 484



## 12 CORPORATE SERVICES

### 12.1 MONTHLY FINANCIAL REPORTS - FEBRUARY 2026

<b>File Ref:</b>	<b>ADM339</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Melinda King, Manager Financial Reporting</b>
<b>Authorising Officer:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>19/03/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Monthly Financial Report February 2026</b>

#### **SUMMARY:**

Council is requested to consider the financial reports for the periods ending 28 February 2026.

#### **BACKGROUND:**

The financial reports for the period ending 28 February 2026 are attached.

#### **COMMENT:**

If you have any questions regarding details in the financial reports, please get in touch with the office before Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

#### **CONSULTATION:**

No consultation required.

#### **STATUTORY ENVIRONMENT:**

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the relevant month and
- (c) actual amounts of expenditure, revenue and income to the end of the relevant month and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the relevant month, and a note containing a summary explaining the composition of the net existing assets.

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications. Reported income and expenditure will be assessed by management as being consistent with the 2025/26 Annual Budget.

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

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

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-027**

Moved: Cr Duncan South  
 Seconded: Cr Graeme Peirce

That Council accept the financial reports for the period ending 28 February 2026.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

**SHIRE OF WEST ARTHUR**  
**MONTHLY FINANCIAL REPORT**  
 (Containing the required statement of financial activity and statement of financial position)  
**For the period ended 28 February 2026**

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

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***Statements required by regulation***

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**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	2,252,484	2,252,484	2,251,551	(933)	(0.04%)	
Grants, subsidies and contributions	13	1,668,654	1,263,203	1,314,565	51,362	4.07%	▲
Fees and charges		406,331	297,749	300,681	2,932	0.98%	
Interest revenue		122,314	51,355	53,468	2,113	4.11%	
Other revenue		139,059	50,257	94,421	44,164	87.88%	▲
Profit on asset disposals	6	14,292	6,619	49,092	42,473	641.68%	▲
		<b>4,603,134</b>	<b>3,921,667</b>	<b>4,063,778</b>	<b>142,111</b>	<b>3.62%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(2,273,833)	(1,679,840)	(1,620,271)	59,569	3.55%	▲
Materials and contracts		(1,668,570)	(937,377)	(934,023)	3,354	0.36%	
Utility charges		(119,390)	(69,644)	(63,927)	5,717	8.21%	
Depreciation		(3,676,619)	(459,775)	(456,408)	3,367	0.73%	
Finance costs		(23,952)	(12,512)	(12,512)	0	0.00%	
Insurance		(157,053)	(157,053)	(158,910)	(1,857)	(1.18%)	
Other expenditure		(83,800)	(26,533)	(19,108)	7,425	27.98%	▲
Loss on asset disposals	6	(27,554)	0	0	0	0.00%	
		<b>(8,030,771)</b>	<b>(3,342,734)</b>	<b>(3,265,159)</b>	<b>77,575</b>	<b>2.32%</b>	
Non-cash amounts excluded from operating activities	Note 2(b)	3,689,881	389,696	343,826	(45,870)	(11.77%)	▼
<b>Amount attributable to operating activities</b>		<b>262,244</b>	<b>968,629</b>	<b>1,142,445</b>	<b>173,816</b>	<b>17.94%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	4,428,614	277,784	275,815	(1,969)	(0.71%)	
Proceeds from disposal of assets	6	161,364	47,000	49,092	2,092	4.45%	
Proceeds from financial assets at amortised cost - self supporting loans		32,059	15,897	15,897	0	0.00%	
		<b>4,622,037</b>	<b>340,681</b>	<b>340,804</b>	<b>123</b>	<b>0.04%</b>	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(4,028,421)	(637,420)	(559,216)	78,204	12.27%	▲
Payments for construction of infrastructure	5	(1,662,428)	(616,414)	(621,569)	(5,155)	(0.84%)	
		<b>(5,690,849)</b>	<b>(1,253,834)</b>	<b>(1,180,785)</b>	<b>73,049</b>	<b>5.83%</b>	
<b>Amount attributable to investing activities</b>		<b>(1,068,812)</b>	<b>(913,153)</b>	<b>(839,981)</b>	<b>73,172</b>	<b>8.01%</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	11	0	110,000	110,000	0	0.00%	
Transfer from reserves	4	1,016,027	0	0	0	0.00%	
		<b>1,016,027</b>	<b>110,000</b>	<b>110,000</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(91,151)	(48,070)	(48,070)	0	0.00%	
Transfer to reserves	4	(956,688)	(16,643)	(18,463)	(1,821)	(10.94%)	▼
		<b>(1,047,839)</b>	<b>(64,713)</b>	<b>(66,533)</b>	<b>(1,821)</b>	<b>(2.81%)</b>	
<b>Amount attributable to financing activities</b>		<b>(31,812)</b>	<b>45,288</b>	<b>43,467</b>	<b>(1,821)</b>	<b>(4.02%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
Surplus or deficit at the start of the financial year		838,380	838,380	860,021	21,641	2.58%	▲
Amount attributable to operating activities		262,244	968,629	1,142,445	173,816	17.94%	▲
Amount attributable to investing activities		(1,068,812)	(913,153)	(839,981)	73,172	8.01%	▲
Amount attributable to financing activities		(31,812)	45,288	43,467	(1,821)	(4.02%)	▲
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>939,144</b>	<b>1,205,952</b>	<b>266,809</b>		

**KEY INFORMATION**

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

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

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

**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

	Supplementary Information	30 June 2025 \$	28 February 2026 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	2,863,502	5,538,269
Trade and other receivables		554,984	224,098
Other financial assets		32,059	16,162
Inventories	8	102,097	102,097
Other assets	8	0	2,056
<b>TOTAL CURRENT ASSETS</b>		<b>3,552,642</b>	<b>5,882,682</b>
<b>NON-CURRENT ASSETS</b>			
Other financial assets		276,008	276,008
Property, plant and equipment Infrastructure		19,859,864	19,970,407
		112,232,866	112,846,700
<b>TOTAL NON-CURRENT ASSETS</b>		<b>132,368,738</b>	<b>133,093,115</b>
<b>TOTAL ASSETS</b>		<b>135,921,380</b>	<b>138,975,797</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	396,377	113,157
Other liabilities	12	30,198	2,230,037
Borrowings	11	91,151	43,081
Employee related provisions	12	372,217	373,651
<b>TOTAL CURRENT LIABILITIES</b>		<b>889,943</b>	<b>2,759,926</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	484,327	594,327
Employee related provisions		34,035	34,035
Other provisions		55,324	55,324
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>573,686</b>	<b>683,686</b>
<b>TOTAL LIABILITIES</b>		<b>1,463,629</b>	<b>3,443,612</b>
<b>NET ASSETS</b>		<b>134,457,751</b>	<b>135,532,185</b>
<b>EQUITY</b>			
Retained surplus		6,638,093	7,694,064
Reserve accounts	4	2,219,793	2,238,256
Revaluation surplus		125,599,865	125,599,865
<b>TOTAL EQUITY</b>		<b>134,457,751</b>	<b>135,532,185</b>

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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

**BASIS OF PREPARATION**

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

**Local Government Act 1995 requirements**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**Judgements and estimates**

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

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

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

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

**SIGNIFICANT ACCOUNTING POLICES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 19 March 2026

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

	Supplementary Information	Adopted Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 28 February 2026
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	2,863,502	2,863,502	5,538,269
Trade and other receivables		487,562	554,984	224,098
Other financial assets		32,059	32,059	16,162
Inventories	8	102,097	102,097	102,097
Other assets	8	3,936	0	2,056
		<u>3,489,156</u>	<u>3,552,642</u>	<u>5,882,682</u>
<b>Less: current liabilities</b>				
Trade and other payables	9	(354,531)	(396,377)	(113,157)
Other liabilities	12	(30,198)	(30,198)	(2,230,037)
Borrowings	11	(91,151)	(91,151)	(43,081)
Employee related provisions	12	(366,876)	(372,217)	(373,651)
		<u>(842,756)</u>	<u>(889,943)</u>	<u>(2,759,926)</u>
<b>Net current assets</b>		<b>2,646,400</b>	<b>2,662,699</b>	<b>3,122,756</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	<b>(1,808,020)</b>	<b>(1,802,678)</b>	<b>(1,916,804)</b>
<b>Closing funding surplus / (deficit)</b>		<b>838,380</b>	<b>860,021</b>	<b>1,205,952</b>

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

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

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash amounts excluded from operating activities</b>	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	6	(14,292)	(49,092)
Add: Loss on asset disposals	6	27,554	0
Add: Depreciation		3,676,619	456,408
Movement in current employee provisions associated with restricted cash		0	(63,490)
<b>Total non-cash amounts excluded from operating activities</b>		<b>3,689,881</b>	<b>343,826</b>

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

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

	Adopted Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 28 February 2026
<b>Adjustments to net current assets</b>	\$	\$	\$
Less: Reserve accounts	4	(2,219,793)	(2,238,256)
Less: Financial assets at amortised cost - self supporting loans	8	(32,059)	(16,162)
- Current financial assets at amortised cost - self supporting loans			0
- Land held for resale		(79,118)	(79,118)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	91,151	43,081
- Employee Benefit Provision		431,799	373,651
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,808,020)</b>	<b>(1,916,804)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**3 EXPLANATION OF MATERIAL VARIANCES**

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

Description	Var. \$ \$	Var. % %	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	51,362	4.07%	▲
ESL grant received for 2024/2025 ESL overexpenditure \$44,892			
Contribution received to inspect rail trail structures \$2,500			
Cultural activity contribution \$1,927			
<b>Other revenue</b>	44,164	87.88%	▲
Workers compensation reimbursement received \$29,473.			
Sustainable development reimbursement received \$5,149			
<b>Profit on asset disposals</b>	42,473	641.68%	▲
Profit on sale to be processed. No material variance expected.			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	59,569	3.55%	▲
Employee costs are below budget due to staff changeover			
<b>Materials and contracts</b>	3,354	0.00%	
Ranger services are \$12,000 greater than expected year to date.			
Plant operating costs are \$6,172 greater than budget. Fuel greater by \$24,728 and repairs below by \$18,556			
There are minor non reportable underspends which offset these amounts.			
<b>Other expenditure</b>	7,425	27.98%	▲
No material variance			
<b>Non-cash amounts excluded from operating activities</b>	(45,870)	(11.77%)	▼
Profit/Loss on sale of vehicle to be processed - no material variance expected.			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	78,204	12.27%	▲
Road counters below budget.			
Manager of Works and Services vehicle below budget.			
Roller and ute below budget.			
Truck purchase below budget. Plant purchases below budget will require lower transfer from Reserve account.			
<b>Inflows from financing activities</b>			
<b>Proceeds from new debentures</b>	0	0.00%	
Council decision made to fund Industrial land in Growden Place Western Power connection. Loan \$110,000.			
<b>Outflows from financing activities</b>			
<b>Transfer to reserves</b>	(1,821)	(10.94%)	▼
No material variance			
<b>Surplus or deficit at the start of the financial year</b>	21,641	2.58%	▲
Variance is due to insurance and bushfire reimbursements relating to 2425 received post budget adoption.			
<b>Surplus or deficit after imposition of general rates</b>	266,809	0.00%	▲
Due to variances described above			

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.84 M	\$0.84 M	\$0.86 M	\$0.02 M
Closing	\$0.00 M	\$0.94 M	\$1.21 M	\$0.27 M

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	\$	% of total
Unrestricted Cash	\$3.30 M	59.6%
Restricted Cash	\$2.24 M	40.4%

Refer to 3 - Cash and Financial Assets

<b>Payables</b>	
	% Outstanding
Trade Payables	\$0.00 M
0 to 30 Days	56.5%
Over 30 Days	43.5%
Over 90 Days	43.5%

Refer to 9 - Payables

<b>Receivables</b>	
	% Collected
Rates Receivable	\$0.20 M
Trade Receivable	\$0.02 M
Over 30 Days	29.2%
Over 90 Days	24.5%

Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.26 M	\$0.97 M	\$1.14 M	\$0.17 M

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
YTD Actual	YTD Budget	% Variance
\$2.25 M	\$2.25 M	(0.0%)

Refer to 10 - Rate Revenue

<b>Grants and Contributions</b>		
YTD Actual	YTD Budget	% Variance
\$1.31 M	\$1.26 M	4.1%

Refer to 13 - Grants and Contributions

<b>Fees and Charges</b>		
YTD Actual	YTD Budget	% Variance
\$0.30 M	\$0.30 M	1.0%

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.07 M)	(\$0.91 M)	(\$0.84 M)	\$0.07 M

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
YTD Actual	Adopted Budget	%
\$0.05 M	\$0.16 M	30.4%

Refer to 6 - Disposal of Assets

<b>Asset Acquisition</b>		
YTD Actual	Adopted Budget	% Spent
\$0.62 M	\$1.66 M	37.4%

Refer to 5 - Capital Acquisitions

<b>Capital Grants</b>		
YTD Actual	Adopted Budget	% Received
\$0.28 M	\$4.43 M	6.2%

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.03 M)	\$0.05 M	\$0.04 M	(\$0.00 M)

Refer to Statement of Financial Activity

<b>Borrowings</b>	
	\$
Principal repayments	(\$0.05 M)
Interest expense	(\$0.01 M)
Principal due	\$0.64 M

Refer to 11 - Borrowings

<b>Reserves</b>	
	\$
Reserves balance	\$2.24 M
Interest earned	\$0.02 M

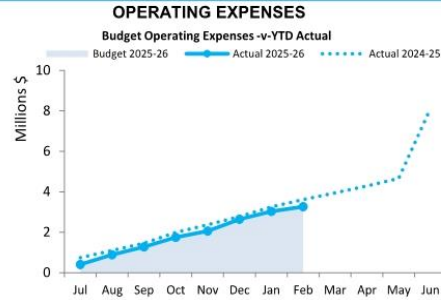
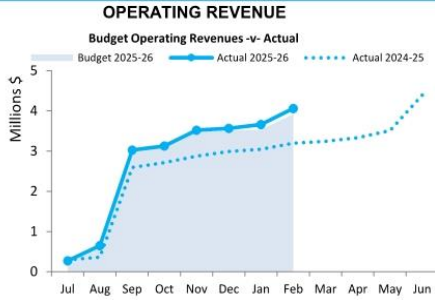
Refer to 4 - Cash Reserves

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

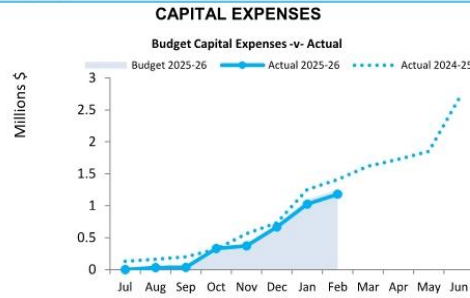
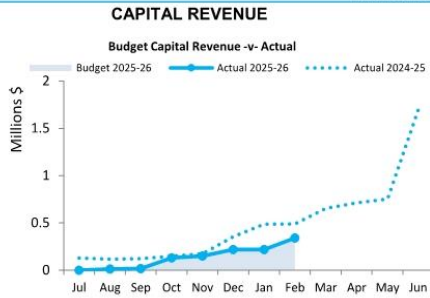
**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**2 KEY INFORMATION - GRAPHICAL**

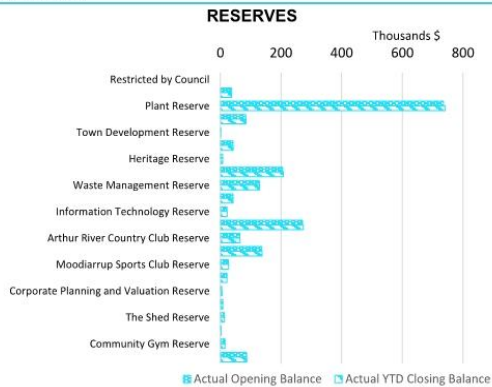
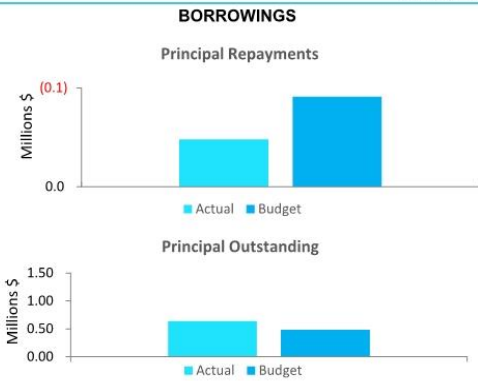
**OPERATING ACTIVITIES**



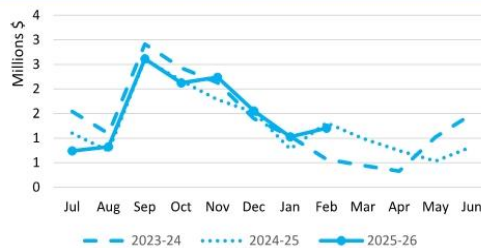
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal cash at bank	Cash and cash equivalents	483,741	0	483,741	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	66,172	0	66,172	0	NAB	0.50%	N/A
Municipal cash at bank - at call	Cash and cash equivalents	750,000	0	750,000	0	WA Treasury	3.80%	N/A
Municipal term deposit	Cash and cash equivalents	2,000,000	0	2,000,000	0	NAB	4.10%	3/3/2026
Reserve - CM	Cash and cash equivalents	0	175	175	0	NAB	0.50%	N/A
Reserve	Cash and cash equivalents	0	1,500,000	1,500,000	0	NAB	4.10%	16/6/2026
Cash on hand	Cash and cash equivalents	100	0	100	0	CASH	0.00%	N/A
Reserve - BOQ	Cash and cash equivalents	0	738,081	738,081	0	BOQ	4.42%	25/6/2026
<b>Total</b>		<b>3,300,013</b>	<b>2,238,256</b>	<b>5,538,269</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,300,013	2,238,256	5,538,269	0			
		<b>3,300,013</b>	<b>2,238,256</b>	<b>5,538,269</b>	<b>0</b>			

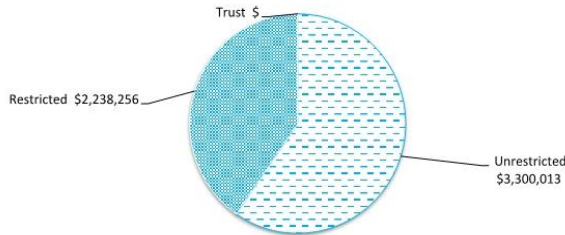
**KEY INFORMATION**

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

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

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

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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**4 RESERVE ACCOUNTS**

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave Reserve	37,034	1,243	40,000	0	78,277	37,034	308	0	0	37,342
Plant Reserve	735,456	24,675	200,000	(652,420)	307,711	735,456	6,116	0	0	741,572
Building Reserve	83,703	2,808	0	(80,000)	6,511	83,703	696	0	0	84,399
Town Development Reserve	1,728	58	0	0	1,786	1,728	14	0	0	1,742
Recreation Reserve	41,676	1,398	0	(16,000)	27,074	41,676	347	0	0	42,023
Heritage Reserve	7,437	250	0	0	7,687	7,437	62	0	0	7,499
Community Housing Reserve	205,439	6,893	12,000	0	224,332	205,439	1,709	0	0	207,148
Waste Management Reserve	128,158	4,300	0	0	132,458	128,158	1,066	0	0	129,224
Darkan Swimming Pool Reserve	41,361	1,388	0	(10,000)	32,749	41,361	344	0	0	41,705
Information Technology Reserve	22,166	744	0	0	22,910	22,166	184	0	0	22,350
Darkan Sport and Community Centre Reserve	270,835	9,087	40,000	0	319,922	270,835	2,253	0	0	273,088
Arthur River Country Club Reserve	64,240	2,155	6,000	0	72,395	64,240	534	0	0	64,774
Museum Reserve	136,563	4,582	0	(5,000)	136,145	136,563	1,136	0	0	137,699
Moodiarrup Sports Club Reserve	26,680	895	5,000	0	32,575	26,680	222	0	0	26,902
Landcare Reserve	21,626	726	0	(8,000)	14,352	21,626	180	0	0	21,806
Corporate Planning and Valuation Reserve	5,034	169	0	0	5,203	5,034	42	0	0	5,076
Kids Central Reserve	7,971	267	0	0	8,238	7,971	66	0	0	8,037
The Shed Reserve	13,455	451	0	0	13,906	13,455	112	0	0	13,567
Recreation Trails Reserve	2,827	95	0	0	2,922	2,827	24	0	0	2,851
Community Gym Reserve	15,098	507	0	(10,000)	5,605	15,098	126	0	0	15,224
Economic Development Reserve	86,456	3,303	0	(50,927)	38,832	86,456	719	0	0	87,175
Road Reserve	264,850	8,482	579,212	(183,680)	668,864	264,850	2,203	0	0	267,053
	<b>2,219,793</b>	<b>74,476</b>	<b>882,212</b>	<b>(1,016,027)</b>	<b>2,160,454</b>	<b>2,219,793</b>	<b>18,463</b>	<b>0</b>	<b>0</b>	<b>2,238,256</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
<b>Capital acquisitions</b>				
Land - freehold land	3,164,890	56,000	55,663	(337)
Buildings - non-specialised	114,525	0	3,359	3,359
Furniture and equipment	6,000	0	0	0
Plant and equipment	743,006	581,420	500,194	(81,226)
<b>Acquisition of property, plant and equipment</b>	<b>4,028,421</b>	<b>637,420</b>	<b>559,216</b>	<b>(78,204)</b>
Infrastructure - roads	1,337,741	475,460	479,017	3,557
Infrastructure - Other	324,687	140,954	142,552	1,598
<b>Acquisition of infrastructure</b>	<b>1,662,428</b>	<b>616,414</b>	<b>621,569</b>	<b>(151,253)</b>
<b>Total capital acquisitions</b>	<b>5,690,849</b>	<b>1,253,834</b>	<b>1,180,785</b>	<b>(229,457)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	4,428,614	277,784	275,815	(1,969)
Borrowings	0	110,000	110,000	0
Other (disposals & C/Fwd)	161,364	47,000	49,092	2,092
Reserve accounts				
Plant Reserve	652,420	0	0	0
Building Reserve	80,000	0	0	0
Recreation Reserve	16,000	0	0	0
Darkan Swimming Pool Reserve	10,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	8,000	0	0	0
Community Gym Reserve	10,000	0	0	0
Economic Development Reserve	50,927	0	0	0
Contribution - operations	268,524	819,050	745,878	(73,172)
<b>Capital funding total</b>	<b>5,690,849</b>	<b>1,253,834</b>	<b>1,180,785</b>	<b>(73,049)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

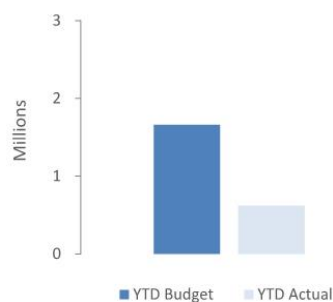
**Initial recognition and measurement for assets held at cost**

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

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

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

**Payments for Capital Acquisitions**



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS - DETAILED**

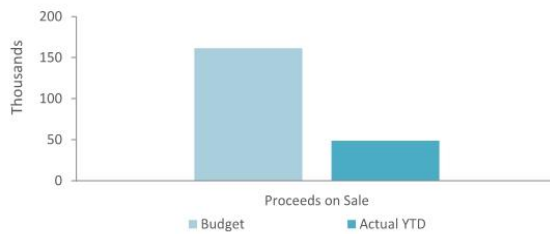
Account Description	Adopted			Variance
	Budget	YTD Budget	YTD Actual	(Under)/Over
	\$	\$	\$	\$
<b>Furniture</b>				0
Replace Printer/Copier	(6,000)	0	0	0
	0	0	0	0
<b>Land &amp; Buildings</b>				
Staff house - King Street completion	(114,525)	(1,000)	(707)	(293)
Station Masters House completion of transfer	0	0	(2,652)	2,652
Housing project head works HSP 1	(145,876)	(45,000)	(44,113)	(887)
Housing project head works HSP 2	(2,992,014)	(1,000)	(920)	(80)
Industrial Land Growden Place	(27,000)	(11,000)	(10,630)	(370)
		0	0	0
				0
<b>Infrastructure</b>				
Point to Point wireless - Darkan Hall	(9,954)	(9,954)	(10,622)	668
Darkan Town Dam tank upgrade	(42,036)	(39,000)	(38,442)	(558)
SOWA building water catchment	(37,438)	0	0	0
Disaster ready - Darkan Town Hall	(91,371)	0	0	0
Standpipe card readers	(86,242)	(78,000)	(79,735)	1,735
Niche wall - Darkan Cemetary	(20,000)	(6,000)	(6,017)	17
Darkan Gym replacement equipment	(10,000)	(8,000)	(7,736)	(264)
Truck Parking Bay - Survey design	(10,743)	0	0	0
Burrows - Hillman back lane drainage	(16,903)	0	0	0
		0	0	0
				0
<b>Plant &amp; Equipment</b>				
	0	0	0	0
	0	0	0	0
6 Wheeler 3 way Tip and dolly	(349,420)	(349,420)	(309,196)	(40,224)
Ute replacement	(50,000)	(50,000)	(43,026)	(6,974)
Works manager vehicle replacement	(65,000)	(65,000)	(53,261)	(11,739)
MCS vehicle replacement	(41,586)	0	0	0
Roller	(90,000)	(90,000)	(82,865)	(7,135)
Pip Jeter trailer	(120,000)	0	0	0
Road counters	(27,000)	(27,000)	(11,846)	(15,154)
				0
				0
				0
				0
<b>Roads</b>				
Bowelling Duranillin Road - RRG	(348,838)	(92,000)	(91,261)	(739)
Boyup Brook Road (Arthur River-Dinninup Road) - RRG	(265,203)	(10,000)	(10,478)	478
Moodiarrup Changerup Road - RRG	(105,000)	(105,000)	(105,778)	778
Darkan Williams Road - WSFN	(49,121)	(16,000)	(16,397)	397
Bridge works Bokal North Road - R2R	(71,248)	(58,000)	(58,576)	576
Bridge work Hughes Mill Road - R2R	(71,247)	(47,000)	(46,494)	(506)
Bridge work Boyup Brook Arthur River Road - R2R	(8,460)	(8,460)	(10,206)	1,746
Trigwell Bridge - R2R	(168,619)	(35,000)	(34,283)	(717)
Stewart Street Memorial Drive - R2R	(94,751)	(19,000)	(19,305)	305
Bokal North Road - R2R	(155,254)	(85,000)	(86,239)	1,239
		0	0	0
		0	0	0
	<b>(5,690,849)</b>	<b>(1,255,834)</b>	<b>(1,180,785)</b>	<b>(75,049)</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**OPERATING ACTIVITIES**

**6 DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Land - freehold land</b>									
	Industrial land Growden Place	64,059	50,000	0	(14,059)	0	0	0	0
<b>Plant and equipment</b>									
	Holden Rodeo - credited in March	0	2,000	2,000	0	0	4,545	4,545	0
	Toyota Hilux	0	2,000	2,000	0	0	0	0	0
	Toyota Hilux	0	2,000	2,000	0	0	0	0	0
	Works Manager Vehicle	40,381	47,000	6,619	0	0	39,091	39,091	0
	Cherry Picker	327	2,000	1,673	0	0	5,456	5,456	0
	MCS Vehicle	50,619	46,364	0	(4,255)	0	0	0	0
	Multi Roller	19,240	10,000	0	(9,240)	0	0	0	0
		<b>174,626</b>	<b>161,364</b>	<b>14,292</b>	<b>(27,554)</b>	<b>0</b>	<b>49,092</b>	<b>49,092</b>	<b>0</b>



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**OPERATING ACTIVITIES**

**7 RECEIVABLES**

**Rates receivable**

	30 June 2025	28 Feb 2026
	\$	\$
Opening arrears previous years	280,916	218,668
Levied this year	2,114,496	2,251,551
Less - collections to date	(2,176,744)	(2,149,301)
<b>Gross rates collectable</b>	<b>218,668</b>	<b>320,918</b>
Allowance for impairment of rates receivable	(119,665)	(119,665)
<b>Net rates collectable</b>	<b>99,003</b>	<b>201,253</b>
% Collected	90.9%	87.0%



**Receivables - general**

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	16,175	980	90	5,600	22,845
Percentage	0.0%	70.8%	4.3%	0.4%	24.5%	
<b>Balance per trial balance</b>						
Trade receivables						22,845
<b>Total receivables general outstanding</b>						<b>22,845</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

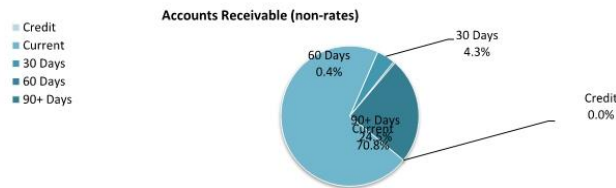
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

<b>Other current assets</b>	<b>Opening Balance 1 July 2025</b>	<b>Asset Increase</b>	<b>Asset Reduction</b>	<b>Closing Balance 28 February 2026</b>
	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	32,059		(15,897)	16,162
<b>Inventory</b>				
Fuel and materials	22,979	0	0	22,979
Land held for resale	79,118		0	79,118
<b>Other assets</b>				
Prepayments	0	2,056	0	2,056
<b>Total other current assets</b>	<b>134,156</b>	<b>2,056</b>	<b>(15,897)</b>	<b>120,315</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Other financial assets at amortised cost**

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

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

**Inventory**

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

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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**OPERATING ACTIVITIES**

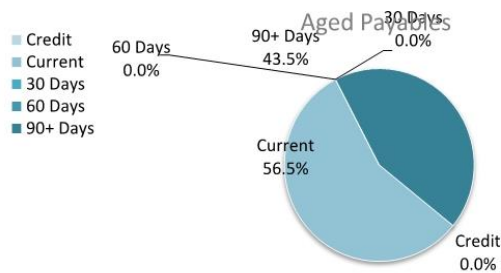
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Payables - general	0	63,980	0	0	49,177	113,157
Percentage	0.0%	56.5%	0.0%	0.0%	43.5%	
<b>Balance per trial balance</b>						
Sundry creditors						561
ATO liabilities						30,528
Other payables						49,177
Collections						32,891
<b>Total payables general outstanding</b>						<b>113,157</b>

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

**KEY INFORMATION**

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



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**OPERATING ACTIVITIES**

**10 RATE REVENUE**

**General rate revenue**

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Rate	Total
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV Townsite	0.076930	96	1,067,506	82,123	0	82,123	82,123	219	82,342
GRV Commercial	0.076930	11	228,540	17,582	0	17,582	17,582	0	17,582
GRV Industrial	0.076930	5	105,960	7,921	0	7,921	7,921	0	7,921
GRV Other Townsite	0.076930	15	125,944	9,689	0	9,689	9,689	0	9,689
<b>Unimproved value</b>									
UV Rural	0.002883	369	704,777,000	2,031,872	0	2,031,872	2,031,872	(421)	2,031,451
<b>Sub-Total</b>		<b>496</b>	<b>706,304,950</b>	<b>2,149,187</b>	<b>0</b>	<b>2,149,187</b>	<b>2,149,187</b>	<b>(202)</b>	<b>2,148,985</b>
<b>Minimum payment</b>									
<b>Minimum Payment \$</b>									
<b>Gross rental value</b>									
GRV Townsite	673	35	179,944	23,555	0	23,555	23,555	0	23,555
GRV Commercial	673	10	22,440	6,730	0	6,730	6,730	0	6,730
GRV Industrial	673	5	9,690	3,365	0	3,365	3,365	0	3,365
GRV Other Townsite	471	19	20,820	8,949	0	8,949	8,949	0	8,949
UV Rural	673	84	12,222,399	56,532	0	56,532	56,532	(731)	55,801
<b>Sub-total</b>		<b>153</b>	<b>12,455,293</b>	<b>99,131</b>	<b>0</b>	<b>99,131</b>	<b>99,131</b>	<b>(731)</b>	<b>98,400</b>
<b>Amount from general rates</b>						<b>2,248,318</b>			<b>2,247,385</b>
Ex-gratia rates						4,166	0	0	4,166
<b>Total general rates</b>						<b>2,252,484</b>			<b>2,251,551</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**FINANCING ACTIVITIES**

**11 BORROWINGS**

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	
	Industrial Land	72	5,798	0	0	(5,798)	(5,798)	0	0	(71)	(86)
	ERP	75	117,196	0	0	(13,606)	(27,499)	103,590	89,697	(2,377)	(5,216)
	Loader	74	204,133	0	0	(12,769)	(25,795)	191,364	178,338	(4,020)	(9,145)
	Industrial Land Power	76	0	110,000	0	0	0	110,000	0	0	0
			327,127	110,000	0	(32,173)	(59,092)	404,954	268,035	(6,468)	(14,447)
	<b>Self supporting loans</b>										
	WA Cottage Homes	73	248,351	0	0	(15,897)	(32,059)	232,454	216,292	(4,057)	(9,505)
			248,351	0	0	(15,897)	(32,059)	232,454	216,292	(4,057)	(9,505)
	<b>Total</b>		<b>575,478</b>	<b>110,000</b>	<b>0</b>	<b>(48,070)</b>	<b>(91,151)</b>	<b>637,408</b>	<b>484,327</b>	<b>(10,525)</b>	<b>(23,952)</b>
	Current borrowings		91,151					43,081			
	Non-current borrowings		484,327					594,327			
			<b>575,478</b>					<b>637,408</b>			

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

New borrowings 2025-26

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Industrial Land Power Connection	110,000	0	WATC	Fixed	10	35,926	5.44	0	0	110,000
	<b>110,000</b>	<b>0</b>				<b>35,926</b>		<b>0</b>	<b>0</b>	<b>110,000</b>

Unspent borrowings

Particulars	Date Borrowed	Unspent Balance	Borrowed During	Expended During	Unspent Balance
		30 June 2025	Year	Year	28 February 2026
		\$	\$	\$	\$
Industrial Land Power Connection	46,044	0	110,000	0	110,000
		<b>0</b>	<b>110,000</b>	<b>0</b>	<b>110,000</b>

The Shire has no unspent debenture funds as at 30th June 2025, nor is it expected to have unspent funds as at 30th June 2026.

KEY INFORMATION

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

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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**OPERATING ACTIVITIES**

**12 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 28 February 2026
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Capital grant/contributions liabilities		30,198	0	2,475,654	(275,815)	2,230,037
<b>Total other liabilities</b>		30,198	0	2,475,654	(275,815)	2,230,037
<b>Employee Related Provisions</b>						
Provision for annual leave		143,723	0	0	0	143,723
Provision for long service leave		220,807	0	0	0	220,807
Other leave provisions [describe]		7,687	0	1,434	0	9,121
<b>Total Provisions</b>		372,217	0	1,434	0	373,651
<b>Total other current liabilities</b>		<b>402,415</b>	<b>0</b>	<b>2,477,088</b>	<b>(275,815)</b>	<b>2,603,688</b>

Amounts shown above include GST (where applicable)

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

**KEY INFORMATION**

**Provisions**

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

**Employee Related Provisions**

**Short-term employee benefits**

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**Capital grant/contribution liabilities**

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

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**OPERATING ACTIVITIES**

**13 GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2025			28 Feb 2026	28 Feb 2026			
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
Grants Commission - General (WALGGC)	0	0	0	0	0	328,274	246,207	246,206
Grants Commission - Roads (WALGGC)	0	0	0	0	0	356,592	267,444	267,443
Grants Commission - Special Project Bridges	0	0	0	0	0	674,000	505,500	505,500
<b>Governance</b>								
National Australia Day Grant	0	0	0	0	0	0	0	2,000
DFES Grant - Operating	0	0	0	0	0	58,000	44,664	44,663
DFES Grant - Operating 2425 additional funding	0	0	0	0	0	0	0	44,892
<b>Community Amenities</b>								
Protection of the Environment	0	0	0	0	0	7,200	0	0
Lake Towerrinning	0	0	0	0	0	20,000	0	0
Direct Road Grant	0	0	0	0	0	199,388	199,388	199,388
Footpath Plan	0	10,000	0	10,000	10,000	25,000	0	0
	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>1,668,454</b>	<b>1,263,203</b>	<b>1,310,092</b>
<b>Contributions</b>								
Contributions Minor	0	0	0	0	0	200	0	4,473
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>4,473</b>
<b>TOTALS</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>1,668,654</b>	<b>1,263,203</b>	<b>1,314,565</b>

**SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**INVESTING ACTIVITIES**

**14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2025		(As revenue)	28 Feb 2026	28 Feb 2026	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
<b>Law, Order, Public Safety</b>								
Wi - Fi Grant	0	4,500	(4,500)	0	0	4,777	4,500	4,500
Disaster Ready Grant	0	0	0	0	0	73,097	0	0
<b>Transport</b>								
Roads to Recovery	10,289	0	0	10,289	10,289	569,579	0	0
Regional Road Group	0	189,343	(138,345)	50,998	50,998	479,361	141,744	138,345
WSFN	19,909	0	(16,397)	3,512	3,512	49,121	15,000	16,397
<b>Economic Services</b>								
Dwer Community Water	0	23,540	(23,540)	0	0	29,425	23,540	23,540
DWER Community Water tanks	0	13,014	0	13,014	13,014	26,026	0	0
DWER Standpipe readers		48,000	(48,000)	0		59,338	48,000	48,000
Housing Support Program Stream 1	0	92,848	(44,113)	48,735	48,735	145,876	44,000	44,113
Housing Support Program Stream 2	0	2,094,409	(920)	2,093,489	2,093,489	2,992,014	1,000	920
	<b>30,198</b>	<b>2,465,654</b>	<b>(275,815)</b>	<b>2,220,037.00</b>	<b>2,220,037.00</b>	<b>4,428,614</b>	<b>277,784</b>	<b>275,815</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**15 BUDGET AMENDMENTS**

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

Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
<b>Budget adoption</b>						0
Loan from WATC for Western Power connection of industrial land	SCM-2025-087	Capital revenue		110,000	0	110,000
Western Power expenditure - connection of power	SCM-2025-087	Capital expenses			(110,000)	0
Reduction in Financial Assistance Grant - addressed in budget					0	0
Road closure expenditure postponed	OCM-2025-136	Operating expenses		24,400		24,400
Reduced wages parks and gardens	OCM-2025-136	Operating expenses		7,500		31,900
Printer replacement postponed	OCM-2025-136	Capital expenses		6,000		37,900
Lotterywest grant - Lake Towerrinning - included in budget	OCM-2025-136	Operating revenue		20,000	0	57,900
Landcare expenditure reduction	OCM-2025-136	Operating expenses		37,000		94,900
Variance in surplus - included in previous year.	OCM-2025-136	Operating revenue		20,630		115,530
Transfer to road reserve needs to increase by \$94,788. - address in budget review						115,530
Election cost reduction	OCM-2025-136	Operating expenses		7,500		123,030
Membership fees IPWEA	OCM-2025-136	Operating expenses			(7,500)	115,530
Reduce reticulation at Admin Office	OCM-2025-136	Operating expenses		8,000		123,530
Purchase Starlink for Fire brigades and works	OCM-2025-136	Operating expenses			(1,500)	122,030
Purchase CCTV cameras	OCM-2025-136	Operating expenses			(3,500)	118,530
Purchase tablet for works manager	OCM-2025-136	Operating expenses			(3,000)	115,530
Sale of Land - 17 Nangip Crescent, Darkan. Reserve price not disclosed.	OCM-2026-016	Capital revenue		0	0	115,530
				<b>241,030</b>	<b>(125,500)</b>	<b>115,530</b>

**12.2 ACCOUNTS FOR PAYMENT LISTING - FEBRUARY 2026**

<b>File Ref:</b>	<b>ADM338</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Kylie Whitaker, Finance Officer</b>
<b>Authorising Officer:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>06/02/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Accounts for Payment Listing - February 2026</b> <b>2. Corporate Card Summary Statement - 24 January to 25 February 2026</b>

**SUMMARY:**

Council is requested to endorse payments of accounts for February 2026 as listed and note the attached credit card transactions.

**BACKGROUND:**

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

**COMMENT:**

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

**CONSULTATION:**

No consultation required.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulations 1996

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

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

**POLICY IMPLICATIONS:**

Policy F29 – Purchasing Policy

Policy F2 – Corporate Transaction Cards Policy

**FINANCIAL IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

**Risk Matrix:**

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

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

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-028**

Moved: Cr Graeme Peirce

Seconded: Cr Russell Prowse

That Council:

1. in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, note February 2026 Municipal Fund vouchers 06022026.1-06022026.32, 20022026.1-20022026.31, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$376,240.22 listed (attached) as approved for payment.
2. note the attached Corporate Credit Card facility transaction summary from 24 January 2026 to 25 February 2026.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

**Shire of West Arthur  
Creditor Payments  
February 2026**

<b>Date</b>	<b>Reference</b>		<b>Amount</b>
3/02/2026	Direct Debit	<b>Synergy</b>	89.13
		Rees Rd Supply Charge & Consumption 7 Nov - 17 Dec 25	
5/02/2026	Direct Debit	<b>Synergy</b>	216.35
		Town Dam Loc 4537 Darkan Rd Supply Charge & Consumption 8 Nov 25 - 13 Jan 25	
10/02/2026	Direct Debit	<b>Synergy</b>	498.44
		CRC Supply Charge & consumption 16 Dec 25 - 19 Jan 25	
12/02/2026	Direct Debit	<b>Aware Super Clearing House</b>	12,623.88
		Fortnightly superannuation contributions	
16/02/2026	Direct Debit	<b>Rentfind Technologies Pty Ltd</b>	22.00
		Rent Find Monthly Fee	
16/02/2026	Direct Debit	<b>Water Corporation</b>	1,995.84
		10 & 18 Gibbs, 31 Arthur, 6, 8, 22, 2/12, 1/12, 52, 1/10, 2/10 Hillman, 15 & 25 Nangip, 10 & 11 King, Rail Rsv House Supply Charge & Consumption 28 Nov 25 - 28 Jan 26	
18/02/2026	Direct Debit	<b>Water Corporation</b>	2.05
		10 King Street Supply Charge & Consumption 28 Nov 25 - 28 Jan 25	
19/02/2026	Direct Debit	<b>Synergy</b>	130.53
		Dura School Supply Charge & Consumption 28 Nov 25 - 29 Jan 25	
19/02/2026	Direct Debit	<b>Synergy</b>	130.53
		Town Dam Lot 4573 Supply Charge & Consumption 28 Nov 25 - 29 Jan 25	
19/02/2026	Direct Debit	<b>Water Corporation</b>	1,653.38
		Growden Standpipe Rear of Lot 2 28 Nov 25 - 28 Jan 26	
19/02/2026	Direct Debit	<b>Water Corporation</b>	2,775.32
		Perry Park, Caravan park, Growden Pl Rear of Lot 3, Admin Office, Darkan Hall, CRC, Depot, Cemetery Supply Charge & Consumption 28 Nov 25 - 28 Jan 26	
23/02/2026	Direct Debit	<b>Telstra</b>	45.00
		Mobile, Landlines & Data for Shire facilities to 1/2/26	
24/02/2026	Direct Debit	<b>Telstra</b>	2,905.73
		Mobile, Landlines & Data for Shire facilities to 1/2/26	
25/02/2026	Direct Debit	<b>Synergy</b>	102.21
		Dura Hall Supply Charge & Consumption 28 Nov 25 - 13 Jan 26	
25/02/2026	Direct Debit	<b>Synergy</b>	1,617.48
		Streetlights 25 Dec 25 - 24 Jan 26	
27/02/2026	Direct Debit	<b>National Australia Bank</b>	237.35
		Merchant Fee	
27/02/2026	Direct Debit	<b>National Australia Bank</b>	31.00
		Account Fee 086724 508314385	
27/02/2026	Direct Debit	<b>National Australia Bank</b>	10.00
		Account Fee 086852 508314406	

**Shire of West Arthur  
Creditor Payments  
February 2026**

27/02/2026	Direct Debit	<b>Aware Super Clearing House</b>	12,619.60
		Fortnightly superannuation contributions	
27/02/2026	Direct Debit	<b>NAB Credit Card</b>	2,091.79
		See attached statement	
12/02/2026	Eft	<b>Salaries and Wages</b>	62,520.89
		Payroll	
26/02/2026	Eft	<b>Salaries and Wages</b>	62,884.23
		Payroll	
6/02/2026	06022026.1	<b>Albany Records Management</b>	237.05
		Destruction of Archive boxes & travel fee	
6/02/2026	06022026.2	<b>Australia Post</b>	176.68
		Postage for third Instalment Notices	
6/02/2026	06022026.3	<b>Avalon Surveys</b>	5,692.50
		Lodgements with WAPC & Landgate - Growden	
6/02/2026	06022026.4	<b>Baker Douglas</b>	27.00
		Caravan Park Refund	
6/02/2026	06022026.5	<b>Bell Sharon</b>	208.85
		Reimbursement for seniors meals groceries	
6/02/2026	06022026.6	<b>Blueforce</b>	1,031.80
		CCTV - Video Software Licence - February 26	
6/02/2026	06022026.7	<b>Bookeasy Australia Pty Ltd</b>	220.00
		Caravan Park Booking System - January 26	
6/02/2026	06022026.8	<b>Broad Electrical &amp; Air Conditioning</b>	2,638.90
		Lake Towerinning BBQs x 3 parts labour & travel	
6/02/2026	06022026.9	<b>Burgess Rawson</b>	1,414.73
		Water Use 02/10/25 - 28/11/25 L7348-1 West to Eastern Boundary	
6/02/2026	06022026.10	<b>Coastal Freightlines Pty Ltd</b>	110.88
		Lake Water Samples	
6/02/2026	06022026.11	<b>Coates Hire Operations Pty Ltd</b>	160.23
		Small plate compactor environmental & waiver charges	
6/02/2026	06022026.12	<b>Creative Spaces</b>	3,844.50
		BBHC Football Exhibition Panels, Object labels, project management	
6/02/2026	06022026.13	<b>Darkan Agri Services</b>	9,028.31
		Various items for maint./cleaning of shire buildings	
6/02/2026	06022026.14	<b>DKM Workplace Solutions</b>	213.40
		Feb 26 Workplace Employment Support Svcs Subscription	
6/02/2026	06022026.15	<b>Everlon</b>	6,618.70
		Items for niche wall	
6/02/2026	06022026.16	<b>Exurban Rural and Regional Planning</b>	3,037.44
		Town Planning Consultancy Services January 2026	
6/02/2026	06022026.17	<b>Fleays Store</b>	77.85
		Milk & biscuits for shire & council meetings	
6/02/2026	06022026.18	<b>Fuel Distributors of WA</b>	65.90
		Fuel for Ford Everest AW01 30/1/26	

**Shire of West Arthur  
Creditor Payments  
February 2026**

6/02/2026	06022026.19	<b>Great Southern Fuel Supplies</b>	263.86
		Fuel purchase - Fire truck Darkan	
6/02/2026	06022026.20	<b>Infinitum Technologies Pty Ltd</b>	6,546.98
		Managed Service Agreement - Gold	
6/02/2026	06022026.21	<b>Landgate</b>	97.80
		Certificate of Title, Caveat & Transfer 17 Nangip Cr	
6/02/2026	06022026.22	<b>Magiq Software Limited</b>	1,443.75
		Magiq #82204 - Asset register - Roads & bridges	
6/02/2026	06022026.23	<b>MJ &amp; F Dawson ATF The Dawson Family Trust</b>	275.00
		Coolroom hire for Australia Day	
6/02/2026	06022026.24	<b>Morrell Cr Neil</b>	124.08
		Reimbursement for diesel for Arthur River Fuel Truck	
6/02/2026	06022026.25	<b>Officeworks</b>	224.66
		Various stationery items for office	
6/02/2026	06022026.26	<b>Procure Locksmiths</b>	685.00
		EVVA airkey - 12 months unlimited credit sports club, admin office & gym	
6/02/2026	06022026.27	<b>QHSE Integrated Solutions Pty Ltd T/As Skytru</b>	218.90
		Skytrust intelligence System	
6/02/2026	06022026.28	<b>Shire of Lake Grace</b>	379.33
		4WDL Dinner at LG Convention - 4 Attendees	
6/02/2026	06022026.29	<b>Sprys Meat Market</b>	201.45
		Seniors Meals - meat	
6/02/2026	06022026.30	<b>WA Contract Ranger Services Pty Limited</b>	1,617.00
		Ranger Services January 2026	
6/02/2026	06022026.31	<b>Warren Blackwood Waste</b>	3,179.54
		Recycling, Commercial & Domestic waste January 26	
6/02/2026	06022026.32	<b>West Arthur Community Resource Centre</b>	45,384.15
		Transfer of Westcare Funds from shire to CRC	
20/02/2026	20022026.1	<b>ABCO Products</b>	218.35
		Toilet paper & freight for public conveniences	
20/02/2026	20022026.2	<b>Air Liquide</b>	57.28
		Cylinder Fees	
20/02/2026	20022026.3	<b>Alanz P/L t/as Huckleberry Tank &amp; Water Servi</b>	42,286.00
		Tanks, pipework, pipe fittings & accessories for Town Dam	
20/02/2026	20022026.4	<b>Allpest South West</b>	1,034.00
		Spider spray at pool & pest treatment at daycare	
20/02/2026	20022026.5	<b>AMPAC Debt Recovery (WA)</b>	1,673.70
		Rate Recovery Costs A718, A985 & A986 & A727	
20/02/2026	20022026.6	<b>Bell Sharon</b>	149.77
		Reimbursement for Seniors Meals - groceries	
20/02/2026	20022026.7	<b>Bunbury Machinery</b>	102.82
		Cover Dust & freight for Kubota Petro Zero Turn Mower	
20/02/2026	20022026.8	<b>City of Kalamunda</b>	300.00
		Building Services 20/11-31/12/25	

**Shire of West Arthur  
Creditor Payments  
February 2026**

20/02/2026	20022026.9	<b>Collie Salvage and Hardware</b>	582.70
		S&er Belt 76mm, belt cloth, & 5L oil, new door & consumables.	
20/02/2026	20022026.10	<b>Darkan Earthmoving</b>	6,743.00
		3000m3 Gravel Pushed & dozer mobilisation for Bowelling Duranillin Road	
20/02/2026	20022026.11	<b>David Wills and Associates</b>	1,012.00
		3E Engagement with Western Power - Old Bowling Green	
20/02/2026	20022026.12	<b>DKM Workplace Solutions</b>	213.40
		Mar 26 Workplace Employment Support Services Subscription	
20/02/2026	20022026.13	<b>Fuel Distributors of WA</b>	20,332.81
		12000 Litres Diesel & fuel for executive vehicles	
20/02/2026	20022026.14	<b>G &amp; M Detergents</b>	307.52
		1 ctn dog waste bags & 1 ctn wrapped soaps	
20/02/2026	20022026.15	<b>Genus Environmental Pty Ltd</b>	350.00
		Caravan Park Refund	
20/02/2026	20022026.16	<b>Great Aussie Stock Aids</b>	392.94
		Reimbursement for fuel for Arthur River	
20/02/2026	20022026.17	<b>Infinitum Technologies Pty Ltd</b>	6,947.48
		Managed Service Agreement - Gold	
20/02/2026	20022026.18	<b>King Melinda</b>	29.99
		Reimbursement for 2026 Diary	
20/02/2026	20022026.19	<b>Knack Pty Limited</b>	12,792.48
		Reimbursement of overpayment of rates	
20/02/2026	20022026.20	<b>MJ &amp; F Dawson ATF The Dawson Family Trust</b>	385.00
		Cool Room Hire - Australia Day	
20/02/2026	20022026.21	<b>Pederick Engineering</b>	29.70
		B5113 1/4" Bonded Washer	
20/02/2026	20022026.22	<b>Sprys Meat Market</b>	321.73
		Seniors Meals meat	
20/02/2026	20022026.23	<b>St Luke's Family Practice</b>	770.00
		Darkan Clinic Doctor Service & travel Fees - January 26	
20/02/2026	20022026.24	<b>Sumware Consulting Ltd t/as Athanaeum Library</b>	628.00
		Library Software 12 months commencing 1/2/26	
20/02/2026	20022026.25	<b>Team Global Express</b>	90.99
		MJB Freight & Bunbury Machinery Freight	
20/02/2026	20022026.26	<b>Telfer Caroline</b>	445.00
		2025 Council Photos	
20/02/2026	20022026.27	<b>The Great Awakening Cafe</b>	400.00
		Prepared catering for Giggle & Grow playgroup session	
20/02/2026	20022026.28	<b>The Royal Automobile Club of WA</b>	666.00
		Businesswise Absolute OAW, AW01 & AW0 25/3/26-24/3/27	
20/02/2026	20022026.29	<b>Western Australian Electoral Commission</b>	4,046.75
		WAEC - 2025 LG Election Service Charges	

**Shire of West Arthur  
Creditor Payments  
February 2026**

20/02/2026	20022026.30	<b>Westrac Bunbury</b>	2,309.27
		Segment 01 replace a/c compressor, labour, mobilisation & environmental 2016 Cat 12M Grader	
20/02/2026	20022026.31	<b>Whitaker Geoffrey &amp; Kylie</b>	29.99
		Reimbursement for 2026 Diary	
<b>MUNICIPAL FUND</b>		<b>VOUCHERS</b>	
		<b>DIRECT DEBIT</b>	39,797.61
		<b>EFT</b>	125,405.12
		<b>06022026.1-06022026.32</b>	95,446.22
		<b>20022026.1-20022026.31</b>	105,648.67
		<b>LICENSING FEBRUARY 2026 TRANSFERS</b>	9,942.60
		<b>TOTAL</b>	376,240.22



SHIRE OF WEST ARTHUR  
PAYMENTS OF ACCOUNTS BY NAB VISA CARD  
FOR THE STATEMENT PERIOD: 24 January 2026 to 25 February 2026

DATE	PAYEE	PO NUMBER	DESCRIPTION	SOMA EXPENSE CODE	EXPENSE DESCRIPTION	TOTAL
27-Jan-26	Bunnings		1035161 Cartons for filler room	E142020	OTHER PROPERTY & SERVICES-Administration Overheads-Other Admin Expenses	\$26.95
06-Feb-26	Transport WA Perth		1039215 Plates 500AW 090AW 74AW	E141025	OTHER PROPERTY & SERVICES-Private Works-Online Licensing	\$675.00
09-Feb-26	Starlink internet		1024131 Depot wifi	E142030	RECREATION & CULTURE-Other Recreation-Reserves Mctc	\$139.00
23-Feb-26	Perth Soft Wash		109700 Graffiti removal easy clean aerosol and surcharge	E143030	GOVERNANCE-Other Governance-Corporate Planning	\$342.48
24-Feb-26	Reconciliation Aust		103870 Reconciliation Action Plan	E143030		\$1,375.00
<b>CARD 1 PAYMENTS</b>						
	RAJINDER SUNNER Cardholder Name			VINCENT FORDHAM LAMONT Reviewed by CEO		\$2,558.33
27-Jan-26	Toolmart Australia		103702 Quick release coupler BSF Blister pack x 2	E141006	OTHER PROPERTY & SERVICES-Plant Cost Overheads-Parts & Repairs	\$75.90
<b>CARD 2 PAYMENTS</b>						
	GARY BASKULSEN Cardholder Name			VINCENT FORDHAM LAMONT Reviewed by CEO		\$75.90
27-Jan-26	Coill Collie		1035365 Coill Collie Exhaust Fluid	E144015	OTHER PROPERTY & SERVICES-Plant Cost Overheads-Fuel & Oily	\$39.90
13-Feb-26	Construction Training Belmont		1036991 CTF Levy for Dardan Golf Shed	E113030	RECREATION & CULTURE-Other Recreations-Sports Clubs and Amenities	\$170.00
<b>CARD 3 PAYMENTS</b>						
	VINCENT FORDHAM LAMONT Cardholder Name			KAREN HARRINGTON Reviewed by Shire President		\$209.90
<b>TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-2128</b>						
<b>TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-2507</b>						
						<b>\$2,844.13</b>



I, Kylie Whitaker, Finance Officer have reviewed the NAB visa card payments and confirm that from the descriptions on the documentation provided that:  
 1. all transactions are expenses incurred by the Shire of West Arthur;  
 2. all purchases have been made in accordance with the Shire of West Arthur policies and procedures;  
 3. all purchases are in accordance with the Local Government Act 1995 and associated regulations;  
 4. no misuse of the corporate card is evident.

DATE: 4.3.26

Kylie Whitaker

**12.3 BUDGET 2025-26 AMENDMENT - GOLF CLUB SHED**

<b>File Ref:</b>	<b>ADM130</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>18/02/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. A1 Sheds Quote</b> <b>2. ASHLC74178 Rev B - Darkan Sport Comm Centre – Action Sheds Quote</b> <b>3. SHIRE OF WEST ARTHUR SHED ERECT QUOTATION 11032026</b> <b>4. SHIRE OF WEST ARTHUR shed quote 16112025</b> <b>5. DDSC Shed Cost</b>

**SUMMARY:**

Council is requested to consider an amendment to the adopted 2025-2026 annual budget to accommodate the cost of installing a new shed at the Darkan Golf Club.

**BACKGROUND:**

The Manager Financial Reporting consulted this week with the Treasurer of the Darkan and District Sports Club Inc (DDSC) regarding a request to withdraw 90% of the cost of a new shed at the club from Council's Darkan Sport and Community Centre Reserve.

**COMMENT:****Shed Supply and Installation Proposal**

In November 2025, the Darkan and District Sports Club (DDSC) accepted a quotation from A1 Sheds for the supply and installation of a new shed at the Darkan Sport and Community Centre. The total quoted amount was \$83,278.23, inclusive of GST, with the breakdown being \$55,578.23 for the shed itself and \$27,500 for installation. Subsequently, both quotes have now been issued in the name of the Shire of West Arthur.

To secure the quoted price, DDSC has paid 10% upfront. They have requested that the Shire cover 90% of the shed cost and the entire installation cost, amounting to a total of \$77,700.41 (comprising \$50,200.41 for the shed and \$27,500 for installation, GST inclusive; (\$70,636.73 GST exclusive). This payment is sought from the Darkan Sport and Community Centre Reserve.

Upon Council approval, the Shire will issue purchase orders to A1 Sheds for both the supply and installation of the shed. An initial payment of 80% will be made to A1 Sheds to enable commencement of shed production.

The balance of the Darkan Sport and Community Centre reserve as of February 2026 was \$273,088, and the Darkan and District Sports Club has requested \$70,636.73 from the reserve to pay for the new Golf Club Shed.

**CONSULTATION:**

Chief Executive Officer  
Manager Financial Reporting

DDSC

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

s6.8 Expenditure from municipal fund not included in annual budget.

**POLICY IMPLICATIONS:**

F29 – Purchasing Policy

**FINANCIAL IMPLICATIONS:**

\$70,636.73 is proposed to be transferred from the Darkan Sport and Community Centre reserve to the Shire's municipal account.

**STRATEGIC IMPLICATIONS:**

Community Strategic Plan West Arthur Towards 2031

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

Outcome: Our cultural heritage is preserved and promoted

Strategy: Investigate opportunities to develop our historical assets

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Failure to ensure the community has access to suitable infrastructure which is essential for supporting local activities, events, and services.
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (8)
Principal Risk Theme	Inadequate asset management
Risk Action Plan (Controls or Treatment Proposed)	Approve the officer's recommendation.

**VOTING REQUIREMENTS:**

Absolute Majority

**RESOLUTION OCM-2026-029**

Moved: Cr Graeme Peirce  
 Seconded: Cr Neil Morrell

That Council

- Approve the following amendment to the adopted 2025-2026 annual budget to accommodate the installation of a new shed at the Darkan Golf Club.
  - Allocate \$70,636.73 (Excluding GST) expenditure to fund the new shed.
  - Transfer \$70,636.73 (Excluding GST) from the Darkan Sports and Community Centre Reserve to the Municipal Account.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED BY ABSOLUTE MAJORITY 7/0**



**A1 SHEDS**

ABN – 55841155950

RMB 583 A LEGGOE ROAD,

BEAUFORT RIVER,

6394

**DARKAN SPORTS AND COMMUNITY CENTRE**

PAYMENT CONTRACT

**QUOTE NUMBER - 441369**

**TOTAL AMOUNT - \$55,778.23**

**10% deposit on order**

- \$5,577.80 including GST

**80% to place order to manufacture.**

- \$44,622.60 including GST

**Remaining 10% to be paid 1 week from delivery to site.**

- \$5,577.80 including GST

NAME: WAYNE DUFFIELD

SIGNATURE: W. P. Duffield

DATE: 28<sup>th</sup> November 2025



**Action Sheds Australia PTY LTD**

**Address:** 55 Erceg Road  
 Yangebup, WA, PC: 6164  
**Phone:** 6559 1970  
**Email:** luke@actionsheds.com.au

Date: **23/10/2025**  
 Quote Number: **ASHLC74178**  
 Quoted By: **Luke Cheesewright**  
 Date Quoted: **23/10/2025**

# QUOTATION



## CUSTOMER DETAILS

Name: **Darkan Sports & Community Centre**  
 Address: **Moodiarrup Road**  
 Suburb: **Darkan** State: **WA** P/C: **6392**  
 Phone (H): \_\_\_\_\_ Mobile: **0488361137** Phone (O): \_\_\_\_\_  
 Email: **petahulse@bigpond.com**

## SITE ADDRESS

Address: **Moodiarrup Road**  
 Suburb: **Darkan** State: **WA** P/C: **6392**

## YOUR ENDURANCE SHED DETAILS

Structure Type: **Premier Garage**  
 Wind Region: **A0** Open Design: **No**  
 Terrain Category: **2** Vsite: **41 m/s**  
 Importance Level: **2** Ms: **1.00**  
 Mt: **1.00**

SPECIFICATIONS:	Main Shed	Awning Front	Awning Back
Span (Width):	<b>12000 mm</b>	<b>#N/A</b>	<b>#N/A</b>
Height:	<b>4500 mm</b>	<b>#N/A</b>	<b>#N/A</b>
Roof Pitch:	<b>10 deg</b>	<b>#N/A</b>	<b>#N/A</b>
Nominal Bay Spacing:	<b>5000 mm</b>	<b>#N/A</b>	<b>#N/A</b>
No. of Bays:	<b>4</b>	<b>#N/A</b>	<b>#N/A</b>
Length:	<b>20000 mm</b>		
Wall Sheeting Type:	<b>0.42 TL-5</b>		
Roof Sheeting Type:	<b>0.42 TL-5</b>		
Downpipe Type:	<b>Steel</b>		
Base Type:	<b>On Slab</b>		
Footing Type:	<b>Chemset</b>		

### COLOUR CHOICES

Main Shed	Options
Roof Colour: <b>Surfmist</b>	Window Colour: <b>Surfmist</b>
Wall Colour: <b>Surfmist</b>	PA Door Colour: <b>Woodland Grey</b>
Barge / Fascia Colour: <b>Woodland Grey</b>	Roller Door Colour: <b>Woodland Grey</b>
Gutter Colour: <b>Woodland Grey</b>	Sliding Door Colour: <b>Surfmist</b>
Downpipe Colour: <b>Surfmist</b>	Dividing Wall Colour: <b>Surfmist</b>

### OPTION ITEMS LIST:

- 1 x PA Door
- 1 x Heavy Reg A, B & C (200/47) K/L Lock 920 Wide
- 3 x Sliding Doors
- 2 x H4000 x W6000 - Bottom Run SLD
- 1 x H3000 x W5000 - Bottom Run SLD
- 1 x Open Bay
- (F1) 3 x roll x Ausmesh Safety Wire - 1800 x 50m roll
- (E1) 1 x Eng - Certificate (WA) - Enduro

### QUOTE NOTES:

- Please confirm with your council or building certifier that the "Design Criteria" is correct.
- Please confirm with your council if a BAL assessment will be required.
- Roller door heights are nominal and subject to minor change during manufacturing drawing production.
- Fielders Extra Charges or Notes
- Includes Delivery to site
- Includes solar roof loading
- Sliding doors bottom run - lock with drop bolt
- Commercial PA - 920mm with lever/lever lock
- F4

**- The price is subject to price increases in accordance with engineering changes and/or steel price rises announced by Bluescope from an effective price rise date . Final price can only be confirmed once 50% payment is made and shed goes into production.**

Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

THIS QUOTATION INCLUDES:	DEPOSIT:	PROGRESS PAYMENT:	BALANCE:	SUPPLY KIT ONLY:	TOTAL PRICE: (incl extra charges listed)
Council Fees: <b>No</b>	<b>\$5,974.77</b> (incl GST)	<b>\$23,899.08</b> (incl GST)	<b>\$29,873.85</b> (incl GST)	<b>\$59,747.70</b> (incl GST)	<b>\$59,747.70</b> (incl GST)
Engineering Costs: <b>Yes</b>					
Rubbish Removal: <b>No</b>					
Delivery: <b>Yes</b>					
Demolition: <b>No</b>					
Stormwater and Earthworks: <b>No</b>					
Labour: <b>No</b>					
Accommodation: <b>No</b>					



Unit 1 -55 Erceg Road Yangebup WA 6164

Phone: 1300778628

Fax: 0865558043

Construction Quote

Quote Number: ASHLC74178

Date: 30/10/2025

Suburb: Darkan WA

Name: Darkan Sports & Community Centre

Description	Amount Inc. GST
<b>Shed Kit</b>	
<i>Shed Kit by Action Sheds Australia as per supply quotation</i>	
Length (m)      Width (m)      Height (m)      Roof Pitch	
20.00            12.00            4.50            10.00	\$59,747.70
<b>Concrete</b>	
<i>Concrete Slab</i>	\$39,528.00
Length (m)      Width (m)      Slab Thickness (mm)	
20.00            12.00            100mm SL72 mesh	
Concrete cost is an estimate only & may be subject to change & can only be confirmed at time of scheduling. Includes footings, mesh & plastic.	
Concrete cost may be subject to a site inspection by concreter and the final engineering design dependent on load bearing on slab. To be paid in full on completion. (No allowance for earthworks /siteworks prior to concrete works)	
<b>Installation</b>	
Estimate cost of building installation	\$30,750.00
Install cost is an estimate only & may be subject to change & can only be confirmed at time of scheduling. Cost for machinery/lifting equipment hire and/or extra labour costs if machinery isn't used.	\$4,600.00
Install to be paid as per payment schedule.	
Install cost may be subject to change upon site inspection	
Erecting schedule maybe subject to change depending on availability of contractors at time of scheduling.	
<b>Installation Payment Schedule</b>	
Structural Steel Completion	\$22,977.50
Sheeting Completed	\$8,837.50
Shed Lock up and completed	\$3,535.00
<b>Extras</b>	
Local Council Applications - Includes Development Application and Standard certified Class 7-8 Building Permit Fees Only & occupancy permit. Building is less than 500m2 & located more than 3mtrs from boundary. And Water Corp fees. Owner to pay verge bond if required	\$5,960.00
Includes MGI Construction PTY LTD Registered Builder Licence	\$5,000.00
<b>Total cost for supply of kit &amp; Installation Including GST</b>	<b>\$145,585.70</b>

**Notes:**

- \*Due to building demands and fluctuating commodities, your contractor prices may increase ie (Install, Concrete, Earthworks, Electrical & Plumbing) To be confirmed at the time when your contractor has been scheduled.
- \*Allowance made for site bin (x1), however no allowance for site amenities or temporary fencing during installation - if required please let us know.
- \*Install cost is based on minimum 500mm setback to boundary/fences, please notify us if distance will be closer.
- \*\* Roof installation to be completed with use of static lines and temporary anchor points (by install team), no allowance for edge protection or certified roof system (by others). Access to roof by EWP, if scaffold tower is required additional costs will apply.
- \*\* Allowance in installation to cover site inductions, pre-mobilisation paperwork and on site SWMS/JSA etc as required.

Includes site bin  
Inclusions as explicitly listed above all other items not listed are extra.

- \* MGI Construction / Action sheds will not install windows and/or supply flashings for windows supplied by customer.
- \* If earthworks are done by owner & project is going through our registered Building company a compaction certificate may be required.
- \*\*\* Shire fees include Development Application, Certified Building Permit (as basic commercial classification) and site plan. As discussed, Shire is to supply survey of site for this site plan and Shire will have to peg out and set out for slab area when earthworks are completed.
- \*\*\* Note that installation cost includes travel and accommodation for install team - subject to seasonal pricing in area and when installation is done.

**Terms & Conditions**

Commercial Terms & Conditions

\*Quotation is valid for 30 Days

\*Shed edge area to be clear, level & hard soil. 1m for sheds between 2.4m to 3.5n high & 3m for machinery access on sheds above 4m in height

\*Concrete slab to be laid by client

\*Earthworks by client

\*Site area to be clear & flat

\*Site to have power & water supplied by client

\*When customer is providing their own windows and/or doors extra charges will apply

\*Includes Standard 1-hour site inductions only



Unit 1 -55 Erceg Road Yangebup WA 6164

Phone: 1300778628

Fax: 0865558043

**Construction Quote**

Quote Number: ASHLC74178

Date: 30/10/2025

Suburb: **Darkan WA**

Name: **Darkan Sports & Community Centre**

**Exclusions**

\*Excludes all electrical & plumbing works

\*VOC for EWP or forklift provided on site by client or mine site.

**Signature:**

**Date:**

**Name and position of person signing on behalf of company:**

20000

Height: 4500

12000

Heavy Reg A, B & C (200/47) K/L Lock 920 Wide Opening

H3000 x W5000 - Bottom Run SLD

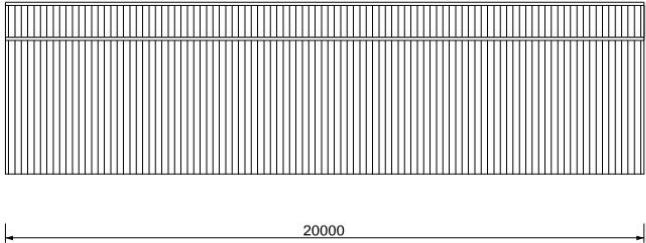
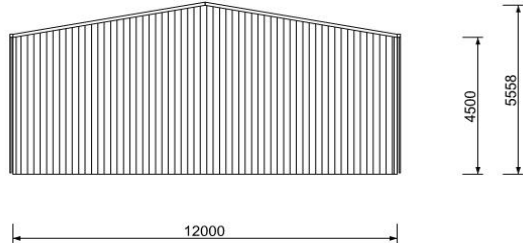
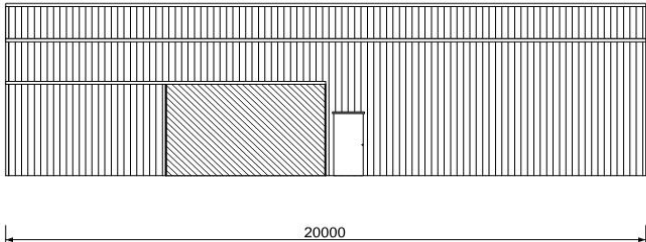
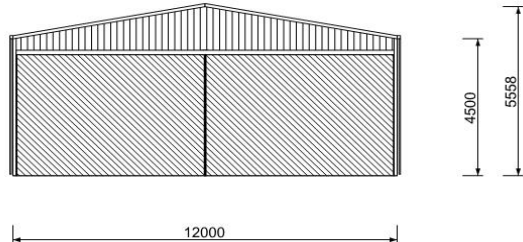

H4000 x W6000 - Bottom Run SLD

**OPTION ITEMS LIST:**

- 1 x PA Door
- 1 x Heavy Reg A, B & C (200/47) K/L Lock 920 Wide
- 3 x Sliding Doors
- 2 x H4000 x W6000 - Bottom Run SLD
- 1 x H3000 x W5000 - Bottom Run SLD
- 1 x Open Bay
- (F1) 3 x roll x Ausmesh Safety Wire - 1800 x 50m roll
- (E1) 1 x Eng - Certificate (WA) - Enduro

Company: Action Sheds Australia PTY LTD Address: 55 Erceg Road Phone: 6559 1970 Email: luke@actionsheds.com.au		CLIENT NAME: <b>Darkan Sports &amp; Community Centre</b> SITE ADDRESS: Moodiarup Road Darkan, WA, PC: 6392	CLIENT SIGNATURE: .....	TITLE: <b>Plan View</b> QUOTE No: <b>ASHLC74178</b> SCALE: NTS DATE: 23/10/2025    PAGES: 1 of 2    REV: A
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Produced by Endurance TruQuote v4.6.1.0

 <p style="text-align: center;">20000</p> <p><b>Back</b></p>	 <p style="text-align: center;">12000</p> <p style="text-align: right;">4500 5558</p> <p><b>Left</b></p>															
 <p style="text-align: center;">20000</p> <p><b>Front</b></p>	 <p style="text-align: center;">12000</p> <p style="text-align: right;">4500 5558</p> <p><b>Right</b></p>															
<p>Company: Action Sheds Australia PTY LTD Address: 55 Erceg Road Phone: 6559 1970 Email: luke@actionsheds.com.au</p>		<p>CLIENT NAME: <b>Darkan Sports &amp; Community Centre</b> SITE ADDRESS: <b>Moodiarrup Road Darkan, WA, PC: 6392</b></p>	<p>CLIENT SIGNATURE: .....</p>	<p>TITLE: <b>Elevations View</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">QUOTE No:</td> <td style="font-size: small;">SCALE:</td> <td style="font-size: small;">REV.</td> </tr> <tr> <td style="text-align: center;"><b>ASHLC74178</b></td> <td style="text-align: center;">NTS</td> <td style="text-align: center;">A</td> </tr> <tr> <td style="font-size: small;">DATE:</td> <td style="font-size: small;">PAGES:</td> <td></td> </tr> <tr> <td style="text-align: center;">23/10/2025</td> <td style="text-align: center;">2 of 2</td> <td></td> </tr> </table>	QUOTE No:	SCALE:	REV.	<b>ASHLC74178</b>	NTS	A	DATE:	PAGES:		23/10/2025	2 of 2	
QUOTE No:	SCALE:	REV.														
<b>ASHLC74178</b>	NTS	A														
DATE:	PAGES:															
23/10/2025	2 of 2															

Produced by Endurance TruQuote v4.6.1.0



GENERAL SPECIFICATION

1. BUILDING UPGRADES. Due to ongoing development Endurance reserves the right to modify the design from the date of quotation and up to the date of delivery modification.
2. STANDARDS & CODES .All buildings are designed in accordance with the following standards:
  - AS/NZS1170.1 - Dead & Live Loads
  - AS/NZS1170.2 - Wind Loads
  - AS/NZS4600 - Cold-formed Steel Structures
  - AS1397 - Steel Sheet & Strip
3. WIND REGION .It is the customers responsibility to check with the local Authority of the correct design criteria. The building quoted has been designed to the wind category stated on the attached quotation.
4. ADDITIONAL LOADINGS. No allowance has been made for Snow Loading, Ceiling Loads and earthquakes unless specifically stated on the attached quotation.
5. DIMENSIONS SHEDS. The dimensions stated are nominal sizes only, but generally they are from the overall girts for the width and length and to the top of fascia for the height. We reserve to right to adjust these dimensions slightly due to door/ window combinations etc. The exact dimensions are those shown on the plans issued when the building goes to production. On the Carports, the dimensions stated are: span over columns and length overall dimension from the outside of the end columns.
6. ROOF AND WALL CLADDING. The Building Roof can be clad with a choice of two profiles. Fielders TL5 or Fielders Corri. Minimum thickness 0.42 BMT. Thicker Steel is available on request. The Building Walls can be clad in the choice of 3 wall profiles Fielders TL5 0.42 or 0.35 BMT , Fielders Corri 0.42BMT or Fielders Low Profile 0.35BMT. All these profiles are available in the base Zinalume finish or Colorbond finish. Thicker profiles special coatings are available on request. Check your Quotation for details. The sheeting fixings to be accordance with manufacturer’s recommendations.
7. FLASHINGS. All flashings are manufactured from 0.55mm BMT material. The profile is selected from one of our standard profiles designed to suit the application. Should additional or non standard profiles are requested than an additional charge will apply.
8. GUTTERS. A wide selection of gutter profiles are available (dependant on State). Please check you Quotation for details .
9. DOWNPIPES. A choice of either 100 x 75 or 90mm diameter PVC downpipes are supplied (check your Quotation for details). Downpipes discharge at ground level.
10. GALVANISED STEEL SECTIONS. All Cold Rolled sections specified have a minimum coating of 350g/m2. SHS & RHS sections have a pre-Galvanized minimum coating of 125g/m2.
11. FASTENERS & SCREWS . All screws supplied are a Class 4 and in accordance with the Engineering design. All in accordance with AS/NZ 3566. Cyclone screws are use in Region C & D. Most major connections are bolted. These bolts to be 16 diameter 8.8. All other bolts ie Purlin & Girt fixings to be 12 diameter 4.6 bolts.
12. PORTAL FRAMES. Endurance has a large selection of frame designs. Including Knee Brace and NO knee brace (Haunch Design). Apex Plate with or without a collar tie. Plus a varied selection of Base Plate Types ie On-Slab or In-Slab. Check your Quotation and Engineering plans for details.
13. BRACING .Our designs use either strap bracing of various sizes and or a combination of threaded rod. These braces are positioned in locations shown on the standard engineering plans. Should these braces have to be repositioned to your special requirements then additional costs shall apply.
14. FOOTINGS & SLAB The foundation sizes and slab details provided are for Soil Types A, S and M only. All other Soil Types require further design and additional costs will be incurred. Refer to the Engineering Plan for details .
15. ACCESSORIES.
  - ROLLER DOORS. All Roller Doors are wrapped to prevent damage with delivery. There are three types of Roller doors – Series A and Series AA (centre lift lock-no chains) and Series B – chain or motor operation. (open from inside). The size shown on the Quotation is the curtain size. All doors are available with electric motors and or windlocks.
  - PA DOORS. There is a wide selection of PA Doors. Check your Quotation for type quoted.
  - WINDOWS. There is a selection of window sizes available. A header flashing is supplied as standard. Class 1 windows are fully flashed and fully framed. All windows are positioned with the head at approx 2100mm from top of slab.
  - SLIDING DOORS .There is a vast variety of sliding door combinations available. Top Hung Standard on all Premier and Z Series Buildings. Bottom Rail System for Aircraft Hangars. Sliding Doors are not wind rated.
  - SKYLIGHTS. They are available in either Fiberglass (2400gm/m2 ) or Polycarbonate ( maximum length 8m) to match the profile of the roof. Safety mesh is included if stated in the quote otherwise to be supplied by others.
  - INSULATION. Either Fiberglass Wool or Bubble included mesh if included in quote.
  - VENT RIDGE. A selection of ridge vents is available. Check Quotation for size. The vent ridge colour is to match the roof finish.
  - MEZZANINE FLOOR. Supply is for bearers & joists only. No flooring or balustrade is supplied. The mezzanine floor generally is based on the grid to match the position of the end wall columns. Check column locations are suitable for your layout. Standard floor assumes 2kpa Live Load. Heavier loads available on request.

CONDITIONS OF SALE

1. The attached price is valid for a period of 30 days from the date of this quotation.
2. The price is based on data listed on the layout plans & engineering plan number nominated on the quotation.
3. It is the clients responsibility to gain Council approval unless stated on the quotation.
4. The price is based on 'site unseen'. If the price includes delivery to site we assume the site is accessible for a semi trailer and the goods can be unloaded within 3m of the building area. We do not accept any cost or consequential damages to the purchaser for damage to access driveways, landscape and the like.
5. The dimensions stated on the quotation and shown on the plans included Engineering Plans are nominal and are not to be used for construction. ONLY the dimensions shown on the construction plans are to be used for building.
6. Any variation to the quotation must be in writing and agreed by all parties.
7. Should the cancellation occur we reserve the right to charge a cancellation fee based on the amount of work done at the time of cancellation. Minimum fee 10% of contract price.
8. Should a delivery date be stated it is done in good faith and intentions. We will not be held responsible for any consequential damages should we fail to deliver on the stated date.
9. Any claim for shortages or damage to material in transit are to be made within 3 days of delivery. These claims to be in writing with photos of damaged items attached.

**Client Signature: .....**

**A1 Sheds**

A.B.N. 55 841 155 950  
 RMB 583A Leggoe Road Beaufort River WA 6394

Invoice No.: 84  
 Date: 11/03/2026

SHIRE OF WEST ARTHUR  
 31 Burrowes St  
 Darkan Western Australia 6392

Deliver To:

**Quotation**

Item Code	Description	Unit Price	Quantity	GST	Total
	SHED ERECT DARKAN COMMUNITY AND SPORTS INCLUDING MACHINERY	25000.00	1	2500.00	27500.00

Total excluding GST \$25000.00  
 GST \$2500.00  
 Total including GST \$27500.00  
 Amount Received \$0.00  
**Invoice Balance \$27500.00**

INVOICE MADE PAYABLE TO BANKWEST BSB 306015 ACCOUNT NUMBER 0114933



<b>A1 SHEDS *</b>		<b>Quotation</b>
ABN: 55 841 155 950	Phone: 0448 815 756	No: <b>441369</b>
Address: 583A LEGOE ROAD, BEAUFORT RIVER WA 6394	Fax: 0458 033 097	Date: 16/11/2025
Email: a1shederections@gmail.com		Valid: 14 Days

Shire of West Arthur  
31 Burrowes Street,  
Darkan WA 6392  
M: 0897362400

I would like to submit the following quotation for your proposed new steel building.

**Building Specifications**

Building Length: 20.00m  
 Building Width: 12.00m  
 Wall Height: 4.50m  
 Roof Pitch: 10.0°  
 Roof Sheeting: Trimdek 0.42 BMT - Colour: To Be Advised  
 Wall Sheeting: Trimwall 0.35 BMT - Colour: To Be Advised  
 Steel Sliding Doors: 1 x Steel Sliding Door (4200 x 3924)  
 2 x Steel Sliding Door (4100 x 5700)  
 P/A Doors: 1 x Personal Access Door (2040 x 820) - Colour (To Be Advised)

**Quotation Amount**

Quotation Amount including GST: **\$ 55,778.23**

**Conditions**

1. Minimum 10% deposit on order.
2. Balance to be paid 1 week prior to delivery on site.
3. Standard lead time of 3 weeks.

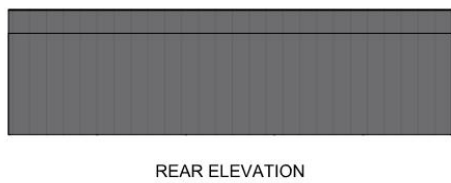
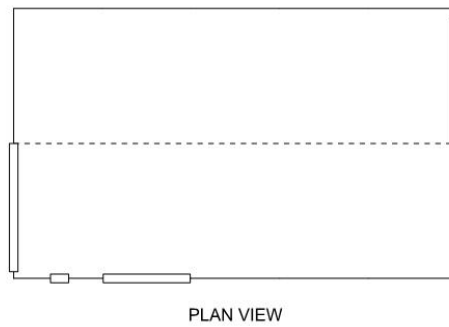
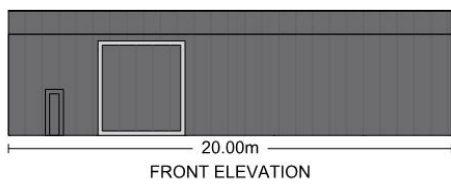
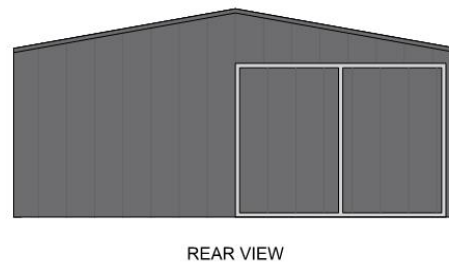
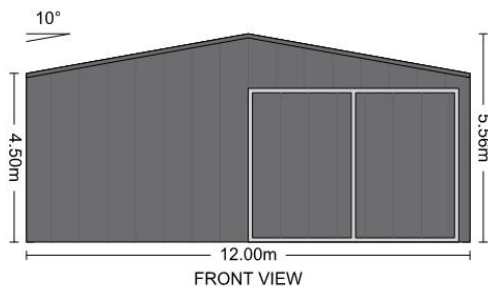
If you wish to proceed with ordering this building, please sign and return the attached Terms and Conditions page with your deposit to the above address. You will also need to have your final colours selected at this time. Colours cannot be changed once the building is ordered.

Please phone me for any further details or information. I trust this quotation meets with your approval and look forward to assisting with your project.

Regards  
A1 SHEDS \*



<b>A1 SHEDS *</b>		<b>Quotation</b>	
ABN: 55 841 155 950	Phone: 0448 815 756	No: <b>441369</b>	
Address: 583A LEGOE ROAD, BEAUFORT RIVER WA 6394	Fax: 0458 033 097	Date: 16/11/2025	
Email: a1shedirections@gmail.com		Valid: 14 Days	





<b>A1 SHEDS *</b>		<b>Quotation</b>	
ABN: 55 841 155 950	Phone: 0448 815 756	No: <b>441369</b>	
Address: 583A LEGOE ROAD, BEAUFORT RIVER WA 6394	Fax: 0458 033 097	Date: 16/11/2025	
Email: a1shederections@gmail.com		Valid: 14 Days	

**Specifications Summary**

Wind Design Speed	
Wind Region	Region: A1, Terrain Category: 2.50, Importance Level: 2
Wind Multipliers	Md: 1.00, Mc: 1.00, Mz: 0.87, Ms: 1.00, Mt: 1.00
Design Speed	39.16 m/s

Portal Frames	
End Portal Frame	C20015
Internal Portal Frame	C20019
Knee Braces	Yes
Apex Braces	Yes

\* End portal frames are upgraded to internal frames for unsheeted bays or where dominant openings cover 50% of the bay.

Roof Purlins	
Purlin Type	Z10010 (No Bridging Required)
Purlin Spacing	1194mm

Wall Girts	
Side Wall Girt	Z10010 (No Bridging Required)
Side Wall Girt Spacing	1350mm
End Wall Girt	Z10010 (No Bridging Required)
End Wall Girt Spacing	1350mm

Bays	
Bay Count	5
Bay Sizes	4.00m, 4.00m, 4.00m, 4.00m, 4.00m

Rain Goods	
Gutter	Trimline Gutter - Colour: To Be Advised
Down Pipe	Downpipe: Rect 100 x 75 x 2.4m - Colour: To Be Advised
Barge Cap	Barge Capping Trim Line - Colour: To Be Advised
Ridge Cap	Type 111 Ridge Cap 10 deg 0.55 - Colour: To Be Advised

\* Shed Builder and/or the consulting engineer reserve the right to alter any nominated engineering specification without further notice.



<b>A1 SHEDS *</b>		<b>Quotation</b>
ABN: 55 841 155 950	Phone: 0448 815 756	No: <b>441369</b>
Address: 583A LEGOE ROAD, BEAUFORT RIVER WA 6394	Fax: 0458 033 097	Date: 16/11/2025
Email: a1shederections@gmail.com		Valid: 14 Days

**TERMS & CONDITIONS OF SALE**

**1. PAYMENT**

- (a) The Customer shall pay the Supplier the amount(s) stated as per payment schedule accompanying the order.
- (b) The Supplier is not obliged to deliver any Goods unless the Customer has paid all amounts in full.
- (c) The Customer must pay to the Supplier all debt collection costs, including any legal fees associated with the recovery or attempted recovery of any amount due to the Supplier under the Agreement.
- (d) As the Goods for each building are made as required, any orders cancelled after order placement will not be refunded.
- (e) The Supplier reserves the right to charge additional amounts for manufacturer price increases that occur after order placement and before the Customer takes receipt of the Goods.

**2. OWNERSHIP OF THE GOODS**

- (a) Ownership of the Goods does not pass to the Customer until all amounts due are paid to the Supplier.
- (b) Unless payment for the Goods is made to the Supplier by due date, the Supplier, or its agents or employees, may at any time enter on to the site where the Goods are stored and remove the Goods.
- (c) The Customer must indemnify the Supplier in respect of any claims, losses, costs or damages that the Supplier may incur as a result of the Supplier taking action under clause 2(b).
- (d) Until the Customer has paid for the Goods;
  - (i) The Customer must not use, sell, lease, dispose, assign or encumber the Goods (by mortgage, lien, charge or otherwise) without the consent of the Supplier; and
  - (ii) The Customer must store the Goods separately in a readily identifiable state.

**3. DELIVERY**

- (a) The Customer will at his expense provide or cause to be provided full and clear access to the delivery site.
- (b) Times for delivery are approximate and the Supplier can in no way be held responsible for variations to the proposed times.
- (c) Where delivery is specified to be made to a site, any additional mechanical assistance required to unload the Goods (e.g. crane, etc) must be paid for and organised by the Customer.
- (d) The Customer is to immediately notify the Supplier in writing upon discovery of any defect or shortage in the Goods. The Customer is deemed to have accepted the Goods and shall not have any claim in respect of defects or shortage unless the Supplier is notified in writing within forty eight (48) hours of delivery of the Goods.

**4. COUNCIL**

- (a) The Customer agrees to pay any additional costs incurred should the Local Council require any changes be made to the building.
- (b) A rejection of any building application or scope of works by the Local Council does not constitute a cancellation of the order and all moneys payable by the Customer to the Supplier shall become immediately due and payable.

**5. ERECTION**

- (a) This contract is based on our standard engineering designs and does not allow for underground obstructions, rock, hard ground, or unstable or reactive soil conditions. The Customer agrees to pay any additional costs incurred by the Supplier in this regard.
- (b) The Customer must provide a clear and accessible site for the building, clear of vegetation or obstruction. The site must be level to within a 100mm tolerance. The customer agrees to pay any earthworks required in preparing the site.
- (c) Down pipes are supplied to ground level only. It is the Customer's responsibility to handle the discharge of roof water and obtain any relevant Council approvals.
- (d) It is the Customer's responsibility to provide power to the construction site if required.
- (e) It is the Customer's responsibility to clean the construction site upon completion.

**6. GENERAL**

- (a) Minor variations in measurements from those shown in the order shall not give rise to any claim for damages or breach of Agreement.
- (b) To the extent permitted by law, the Supplier's liability with respect to the supply of defective or faulty Goods is limited to the lowest of:
  - (i) The replacement or repair of the Goods; or
  - (ii) Payment of the costs of replacing the Goods or supplying equivalent Goods, in each case, at the Suppliers discretion. The Supplier shall not be liable for any labour costs associated with such repair or replacement.
- (c) The Customer warrants that he has carried out his own inquiries and investigations as to adequacy or suitability of the Goods for the purpose for which the Customer intends to use the Goods and the Customer has not relied on the Supplier or the supplier's employees, agents or distributors in determining the adequacy or suitability of the Goods for the Customer's purposes.
- (d) If the Customer defaults under any term of the Agreement or these Terms & Conditions, the Supplier may terminate the Agreement and all moneys payable by the Customer to the Supplier shall become immediately due and payable.

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**I hereby authorise the Supplier to commence immediate order, manufacture and delivery of the building detailed in this quote. I understand that by signing this document, the order of the building becomes NON-CANCELLABLE and that I am bound by the above Terms and Conditions of Sale.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Darkan District Sports Club - Purchase of Shed and Installtion cost - March 2026**

<b>Shed Cost</b>	<b>Purchase Shed</b>	<b>Concrete Pad</b>	<b>Installtion</b>	<b>Approvals</b>	<b>Builder License</b>	<b>Totals</b>
Action Shed & MGI Construction	\$59,747.70	\$39,528.00	\$35,350.00	\$5,960.00	\$5,000.00	\$145,585.70
A1 Sheds	\$55,778.23		\$27,500.00			\$83,278.23
Total Span	\$58,943.00					\$58,943.00

DDSC requested from Reserve Account	<b>GST Inc</b>	<b>GST, Exc.</b>
90% of Shed Cost	\$50,200.41	\$45,636.73
100% of Installation Cost	\$27,500.00	\$25,000.00
<b>Totals</b>	<b>\$77,700.41</b>	<b>\$70,636.73</b>

**12.4 SHIRE OF WEST ARTHUR ICT STRATEGIC PLAN 2025-2030**

<b>File Ref:</b>	<b>ADM983</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>12/03/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Shire of West Arthur ICT Strategic Plan 2025-2030 - Final (under separate cover)</b>

**SUMMARY:**

Council is requested to adopt the Shire of West Arthur's Information and Communication Technology (ICT) Strategic Plan 2025-2030.

**BACKGROUND:**

The Shire is progressively strengthening its ICT governance and planning to ensure that technology investment, cyber-security, and service delivery are aligned to organisational objectives and managed in a controlled and transparent manner.

As part of recent audit discussions, the external auditor recommended that Council adopt a forward ICT Strategic Plan to support appropriate oversight of ICT risks, prioritisation of projects and budgeting for essential systems and controls. This item provides the Committee with the proposed ICT Strategic Plan 2025–2030 for consideration and recommendation to Council.

**COMMENT:**

The development of the ICT Strategic Plan was carried out in close collaboration with the Shire's ICT service provider, Infinitem Technology. This consultation ensured that the plan reflects current best practices and leverages the provider's expertise in addressing the Shire's specific technological requirements. By engaging Infinitem Technology throughout the process, the Shire was able to incorporate expert guidance and practical insights, supporting the alignment of ICT initiatives with organisational objectives.

The ICT Strategic Plan was presented to the Audit, Risk and Improvement Committee (ARIC) on Monday, 16 March 2026. Following its review, ARIC has recommended to Council that the Shire of West Arthur's Information and Communication Technology (ICT) Strategic Plan 2025-2030 be adopted.

**CONSULTATION:**

Chief Executive Officer  
Manager Financial Reporting  
Records Officer  
Infinitem Technology

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Local Government (Audit) Regulations 1996

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Financial implications will be addressed through the budget process.

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	The Shire may experience increased cyber-security exposure, unplanned system outages, and fragmented technology investment, resulting in service disruption and reduced ability to meet governance and compliance expectations.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (3)
Principal Risk Theme	IT or Communications Failure / Inadequate safety or security practices
Risk Action Plan (Controls or Treatment Proposed)	Adopt the Shire of West Arthur Information and Communication Technology Strategic Plan 2025-2030 as presented.

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-030**

Moved: Cr Neil Morrell  
 Seconded: Cr Helen Lubcke

That Council adopt the Shire of West Arthur Information and Communication Technology Strategic Plan 2025-2030, as presented.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

**12.5 SHIRE OF WEST ARTHUR FRAUD AND CORRUPTION CONTROL PLAN 2026-2028**

<b>File Ref:</b>	<b>ADM984</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>12/03/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Fraud and Corruption Control Plan 2026-2028 (under separate cover)</b>

**SUMMARY:**

Council is requested to adopt the Shire of West Arthur Fraud and Corruption Control Plan 2026-2028.

**BACKGROUND:**

The Shire of West Arthur (the 'Shire') maintains a zero-tolerance policy toward fraud and corruption. The Shire is committed to nurturing an organisational culture that prioritises integrity and accountability. This is achieved through the demonstration of professional conduct that is consistent with the responsibilities and values of the organisation. The Shire also provides clear guidance to enable an effective risk management strategy, specifically addressing the management of fraud and corruption risks.

The Shire initially adopted the Fraud and Corruption Control Plan in April 2023. In accordance with internal procedures, this plan requires review every two years to ensure ongoing relevance and effectiveness. The revised Fraud and Corruption Control Plan for 2026-2028 has been amended to reflect the latest requirements and maintain compliance with applicable legislation and regulations.

**COMMENT:**

The Shire's Fraud and Corruption Control Policy and Plan are applicable to a broad range of stakeholders. This includes all employees, regardless of whether their engagement is permanent, through secondment, contract, temporary or labour hire agency, volunteering, work experience, or traineeship. It also covers all elected members, as well as any external parties who are involved in delivering goods or services to the Shire.

While the Chief Executive Officer (CEO) retains overall responsibility for establishing and maintaining proper controls to prevent fraud and corruption, and for monitoring associated risks, accountability is shared among all employees, elected members, contractors, and volunteers. Each party has an important role in upholding the integrity of the organisation and in supporting fraud and corruption control initiatives. The Shire expects all stakeholders to promptly report any suspected fraudulent or corrupt activity, ensuring a collective commitment to transparency and ethical conduct.

The Fraud and Corruption Control Plan for 2026-2028 was presented to the Audit, Risk and Improvement Committee (ARIC) at its meeting held on Monday, 16 March 2026. Following its review, the Committee has recommended that Council formally adopt the Fraud and Corruption Control Plan for 2026-2028.

**CONSULTATION:**

Chief Executive Officer  
Dean McAuliffe – DKM Workplace Solutions  
Records Officer  
Infinitum Technology

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
Local Government (Audit) Regulations 1996

**POLICY IMPLICATIONS:**

Risk Management Policy  
Fraud and Control Policy

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management

- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

**Risk Matrix:**

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

Description of Key Risk	Fraud, corruption, and misconduct risks that can harm organisational integrity and trust.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (3)
Principal Risk Theme	Reputation damage, legal issues, or financial loss. Proactive risk management
Risk Action Plan (Controls or Treatment Proposed)	Adopt the Shire of West Arthur Fraud and Corruption Control Plan 2026-2028 as presented.

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-031**

Moved: Cr Graeme Peirce  
 Seconded: Cr Russell Prowse

That Council adopt the Shire of West Arthur Fraud and Corruption Control Plan 2026-2028, as presented.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

**12.6 SHIRE OF WEST ARTHUR INTEGRITY FRAMEWORK 2026**

<b>File Ref:</b>	<b>ADM965</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>12/03/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Shire of West Arthur Integrity Framework 2026 (under separate cover)</b>

**SUMMARY:**

Council is requested to consider adopting the Shire of West Arthur Integrity Framework 2026.

**BACKGROUND:**

The Shire of West Arthur delivers a variety of services and manages public resources with a strong focus on ethics, transparency, and accountability. To ensure community trust, the Shire employs systems to prevent, detect, and respond to misconduct, fraud, and corruption.

The Integrity Framework 2026 outlines expectations for Council members, management, and staff, summarising governance mechanisms such as internal controls and formal reporting. It promotes continual improvement by aligning integrity risks with broader risk strategies and prioritises education and capability-building for all stakeholders.

**COMMENT:**

The Integrity Framework 2026 brings together the Shire's key integrity-related policies, controls and practices into a single, accessible reference document. Adoption of the Framework will support consistent standards of ethical conduct, improve awareness of reporting and response pathways, and strengthen the Shire's governance and assurance environment. The Shire acknowledges the valuable contribution made by the intern from the University of Western Australia's McCusker Centre for Citizenship in assisting with the development and consolidation of this Framework.

The Shire of West Arthur Integrity Framework 2026 was presented to the Audit, Risk and Improvement Committee (ARIC) on Monday, 16 March 2026. Following its review, the Committee has recommended that Council adopt the Shire of West Arthur Integrity Framework 2026.

**CONSULTATION:**

Chief Executive Officer  
Annette Sanner – Intern from the McCusker Centre  
Records Officer

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
Local Government (Audit) Regulations 1996

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Non-compliance with regulations or policies can lead to reputational, financial, or operational harm. Causes include weak processes, poor training, or insufficient oversight.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Adopt the Shire of West Arthur Integrity Framework 2026 as presented.

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-032**

Moved: Cr Graeme Peirce

Seconded: Cr Duncan South

That Council adopt the Shire of West Arthur Integrity Framework 2026, as presented.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

**12.7 SHIRE OF WEST ARTHUR WORKFORCE PLAN 2026-2030**

<b>File Ref:</b>	<b>ADM013</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>15/03/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Shire of West Arthur Workforce Plan 2026-2030 (under separate cover)</b>

**SUMMARY:**

Council is requested to consider adopting the Shire of West Arthur's Workforce Plan 2026-2030 as presented.

**BACKGROUND:**

The cost of the workforce represents a major element in the delivery of services by Council. As such, the Workforce Plan plays a vital role in shaping both the Long-Term Financial Plan and the annual operational budget. By aligning workforce requirements with available and projected resources, the plan ensures that staffing levels and associated costs are sustainable and support the Shire's service objectives.

Under Regulation 19DA of the Local Government (Administration) Regulations 1996, all local governments are required to develop and integrate plans, referred to as informing strategies, covering asset management, workforce planning, and long-term financial planning. In addition, local governments are permitted to create further informing strategies to address other significant strategic priorities as they see fit.

**COMMENT:**

Workforce planning, as defined by the Australian National Audit Office (2005), is a continuous process of shaping the workforce to ensure that it can deliver organisational objectives both now and into the future.

This definition highlights several key aspects of workforce planning:

- Workforce planning is an ongoing process rather than a one-off activity.
- It involves a dynamic process, not a static action or fixed set of tasks.
- The purpose of workforce planning is to strategically shape the workforce to meet organisational goals.
- It facilitates change in response to the evolving needs of Local Government.
- Workforce planning is operationally integrated with organisational objectives, ensuring alignment between staffing and strategic direction.
- It is designed to meet immediate, short-term, long-term, and anticipated future workforce requirements.

The development of the Workforce Plan is undertaken by the CEO or by officers and consultants acting under the CEO's direction. Although the preparation process is managed by the administration, formal adoption of the Workforce Plan by Council is a crucial step. This adoption supports Council's responsibilities under section 5.2 of the *Local Government Act 1995*, which requires the establishment of an appropriate organisational structure for effectively administering the Local Government and achieving the objectives set out in the Community Strategic Plan.

To maintain alignment with the evolving needs of the Shire, the Workforce Plan will be reviewed annually. This process ensures the Plan remains relevant and responsive to current workforce requirements and organisational objectives.

**CONSULTATION:**

Chief Executive Officer  
Records/Payroll Officer  
DKM Workforce Solutions

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995*

*5.56. Planning for the future*

- 1) A local government is to plan for the future of the district.
- 2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

*Local Government (Administration) Regulations 1996*

*19DA. Corporate business plans, requirements for (Act s. 5.56)*

- 1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
  - 2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
  - 3) A corporate business plan for a district is to —
    - a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
    - b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
    - c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
  - 4) A local government is to review the current corporate business plan for its district every year.
  - 5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
  - 6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- 7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

*[Regulation 19DA inserted: Gazette 26 Aug 2011 p. 3484-5.]*

**POLICY IMPLICATIONS:**

F19 – Workforce Planning

**FINANCIAL IMPLICATIONS:**

The financial implications associated with this plan are thoroughly reviewed on an annual basis, coinciding with the adoption of the Annual budget. This process is essential for maintaining alignment with the organisation's financial objectives and ensures fiscal responsibility is upheld throughout the year. The expenditure required for the development of this plan was incorporated into the current annual budget, providing transparency and accountability in financial planning.

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management.

Outcome: Establish and Maintain sound business and governance structures.

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Failing to maintain key assets threatens local community services, as neglected infrastructure or equipment can cause disruptions. Ongoing asset management is essential for consistent service delivery.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Oversights in governance and compliance.
Risk Action Plan (Controls or Treatment Proposed)	Adopt the Shire of West Arthur Workforce Plan 2026-2030 as presented.

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-033**

Moved: Cr Duncan South

Seconded: Cr Helen Lubcke

That Council adopt the Shire of West Arthur Workforce Plan 2026-2030 as presented.

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED 7/0**

Cr Graeme Peirce left the meeting at 8.13pm, with a declared interest in the following item.

**12.8 CHANGE OF THE BASIS OF RATES FROM UV TO GRV**

<b>File Ref:</b>	<b>A2633, A2634, A2512, A2560, A2511, A2623, A508, A2723, A2719</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Rajinder S Sunner, Manager Corporate Services</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>16/02/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. A2633-Lot 28 Growden Place, Darkan 2. A2634-Lot 29 Growden Place, Darkan 3. A2512-Lot 182 Growden Place, Darkan 4. A2560-Lot 183 Growden Place, Darkan 5. A2511-Lot 181 Growden Place, Darkan 6. A2623-Lot 69 Coalfields Road, Arthur River 7. A508-204 Agg Road, Duranillin Both Lots 8. A2723-Lot 30 Growden Place, Darkan 9. A2719-Lot 27 Growden Place, Darkan 10. UV to GRV Valuation Flowchart 11. Operational Guideline to Changing Method Valuation (under separate cover)</b>

**SUMMARY:**

Officers seek Council endorsement to apply to the Minister for Local Government for a determination under Section 6.28(1) of the *Local Government Act 1995*, to alter the rating methodology from Unimproved Valuation (UV) to Gross Rental Valuation (GRV).

**BACKGROUND:**

Officers are requesting Council's formal endorsement to apply to the Minister for Local Government. This application is made in accordance with Section 6.28(1) of the *Local Government Act 1995*. The purpose of the request is to seek approval for a change in the rating methodology from the current Unimproved Valuation (UV) system to the Gross Rental Valuation (GRV) system for the following properties:

	Assess No	Lot No	Property Address	Zoning	Subdivision	Deposit Plan #
1.	A2633	28	28 Growden Place	UV Industrial	Darkan	28DP409160
2.	A2634	29	29 Growden Place	UV Industrial	Darkan	29DP409160
3.	A2512	182	85 Growden Place	UV Industrial	Darkan	182P27669/1
4.	A2560	183	183 Growden Place	UV Industrial	Darkan	183P27669
5.	A2511	181	42 Growden Place	UV Industrial	Darkan	181P27669
6.	A2623	69	69 Coalfields Road	UV Rural	Arthur River	69P410925
7.	A508		204 Agg Road	UV Rural	Duranillin	2344DP128722 and 2353DP128721
8.	2723	30	30 Growden Place	Still to settle and have requested valuation	Darkan	30DP409160
9.	2719	27	27 Growden Place	Settled and have requested valuation	Darkan	27DP409160

Aerial photos of each of the above properties are attached for information purposes.

Council has used GRVs for land with mainly non-rural purposes to keep rating methods consistent for such properties.

To switch from UV to GRV, Council must notify affected property owners and get Ministerial approval before making changes.

Council’s usual process is to apply for these changes and implement them from the date of Ministerial approval.

**COMMENT:**

**Impacts of Changing the Basis of Rates from UV to GRV**

The proposed shift from Unimproved Value (UV) to Gross Rental Value (GRV) as the basis for property rates will alter how rates are allocated within the community. This change is expected to bring both benefits and challenges for property owners and ratepayers.

**Positive Impacts**

- **Enhanced Equity:** By connecting rates more directly to the level of property development and usage, the new system aims to distribute the rating burden more fairly among property owners.
- **Alignment with Council Services:** Contributions toward Council services and infrastructure will better reflect the demand generated by property improvements and activities.
- **Revenue Stability:** The transition to GRV provides a more stable revenue base, supporting Council’s capacity for long-term financial planning.
- **Reduced Exposure to Land Value Fluctuations:** Reliance on GRV lessens the impact of changing land values on rate calculations, making Council finances less volatile.

### Negative Impacts

- Potential Rate Increases: Owners of properties that are improved, rented, or commercially utilised may experience higher rates under the GRV system.
- Financial Pressure on Vulnerable Groups: Small businesses and households on fixed incomes could face increased financial strain because of higher rates.
- Pass-Through Costs to Tenants: Property owners may respond to increased rates by raising rents, which would affect tenants.
- Perceived Fairness During Transition: Some ratepayers may view the change as unfair, particularly during the initial period of adjustment.

While the change to GRV has the potential to improve fairness and support Council's financial sustainability, it is important that implementation is managed carefully. Ongoing monitoring will be needed to address impacts on vulnerable residents and local businesses and ensure the transition is as smooth as possible.

Management will notify the property owners who are affected by the proposed change in the rating method. This notification will outline the intention to alter the Basis of Rates from Unimproved Value (UV) to Gross Rental Value (GRV) for the properties listed above.

Following the notification process, Management will apply to the Minister seeking approval for this change. The transition from UV to GRV will take effect from the date on which the Minister grants approval for the application.

### Council Rate Setting Process

Once the Minister's approval has been granted for the change in valuation method, the next step involves formal consideration by Council. At this stage, an agenda item will be prepared and presented to Council, seeking a formal resolution to set the rate in the dollar for the affected properties. After Council adopts the rate in the dollar, this figure will be used in conjunction with the Gross Rental Value (GRV) assigned to each property to determine the final amount of rates payable by each impacted ratepayer. This ensures each property owner is charged rates based on the updated valuation method as approved.

### CONSULTATION:

Chief Executive Officer  
Manager Financial Reporting  
Finance Officer

### STATUTORY ENVIRONMENT:

Section 6.28 of the *Local Government Act 1995*

6.28. *Basis of rates*

- (1) *The Minister is to –*
  - (a) *determine the method of valuation of land to be used by a local government as the basis for a rate; and*
  - (b) *publish a notice of the determination in the Government Gazette.*
  
- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –*
  - (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*

- (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*
- (3) *The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.*
- (4) *Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as at 1 July in each financial year.*
- (5) *Where during a financial year –*
- (a) *an interim valuation is made under the Valuation of Land Act 1978;*
  - (b) *a valuation comes into force under the Valuation of Land Act 1978 as a result of the amendment of a valuation under that Act; or*
  - (c) *a new valuation is made under the Valuation of Land Act 1978 in the course of completing a general valuation that has previously come into force,*  
*the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:****Transition from UV to GRV**

If Council adopts the recommendation contained in this Agenda Item, the individual Lots will cease to be rated under the UV basis and will be rated under the GRV basis from the date of Ministerial approval.

**Determination of Final Rates Payable**

The Council will determine the final amount payable by each property owner following the revised valuation, ensuring that the updated figures are applied in accordance with statutory requirements and Council's adopted rating methodology.

**Uncertainty in Rate Revenue**

At this time, Officers are unable to determine whether these changes will result in any increase/decrease in rate revenue.

**STRATEGIC IMPLICATIONS:**

Strategic Plan – West Arthur Towards 2031

*Theme: Leadership and management – inspirational, dynamic, transparent*

*Outcome 4.3 – Establish and maintain sound business and governance structures*

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

This recommendation supports the Council's goal of exercising sound financial management and optimising the utilisation of Shire assets.

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Lower rate payable per property than is fair and reasonable.
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	High (16)
Principal Risk Theme	Loss of Revenue.

Risk Action Plan (Controls or Treatment Proposed)	Approve the officer recommendations as presented.
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**VOTING REQUIREMENTS:**

Absolute Majority

**RESOLUTION OCM-2026-034**

Moved: Cr Russell Prowse

Seconded: Cr Duncan South

That Council direct the Chief Executive Officer to correspond with the affected landowners advising them of the proposed change and forward an application to the Department of Local Government, Industry Regulation and Safety seeking the Minister's approval to change the Basis of Rates from Unimproved Valuation (UV) to Gross Rental Valuation (GRV) for the following properties:

	Assess No	Lot No	Property Address	Zoning	Subdivision	Deposit Plan #
1.	A2633	28	28 Growden Place	UV Industrial	Darkan	28DP409160
2.	A2634	29	29 Growden Place	UV Industrial	Darkan	29DP409160
3.	A2512	182	85 Growden Place	UV Industrial	Darkan	182P27669/1
4.	A2560	183	183 Growden Place	UV Industrial	Darkan	183P27669
5.	A2511	181	42 Growden Place	UV Industrial	Darkan	181P27669
6.	A2623	69	69 Coalfields Road	UV Rural	Arthur River	69P410925
7.	A508		204 Agg Road	UV Rural	Duranillin	2344DP128722 and 2353DP128721
8.	2723	30	30 Growden Place	Still to settle and have requested valuation	Darkan	30DP409160
9.	2719	27	27 Growden Place	Settled and have requested valuation	Darkan	27DP409160

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED BY ABSOLUTE MAJORITY 6/0**





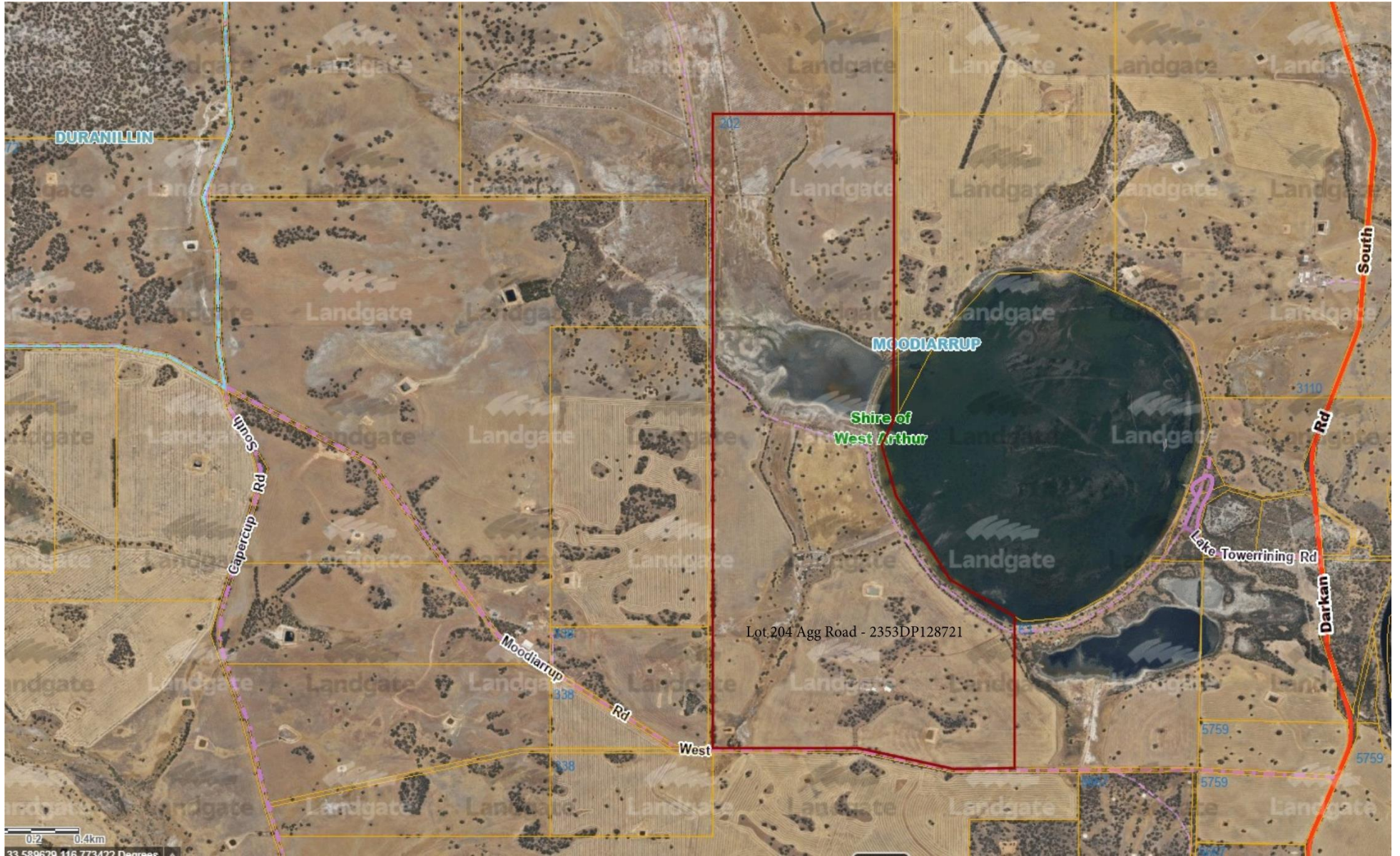














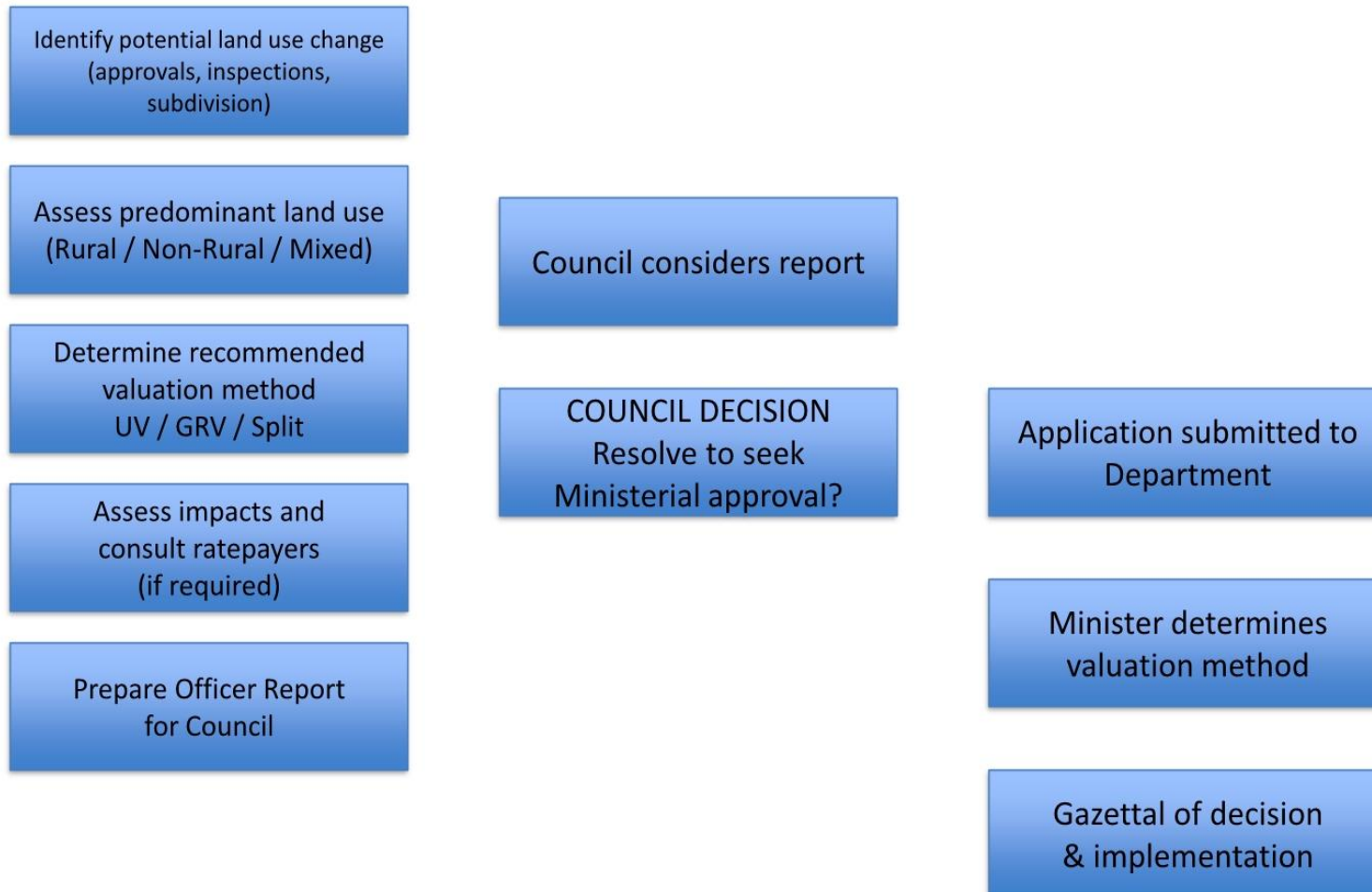


## Changing Method of Land Valuation (UV ↔ GRV) – Decision Process

### Local Government Officers

### Council

### Minister / Department



Cr Graeme Peirce returned to the meeting at 8.16pm.

**12.9 2025-2026 HALF YEARLY BUDGET REVIEW**

**File Ref:** ADM131  
**Location:** Not applicable  
**Applicant:** Not applicable  
**Author:** Melinda King, Manager Financial Reporting  
**Authorising Officer:** Vin Fordham Lamont, Chief Executive Officer  
**Date:** 19/03/2026  
**Disclosure of Interest:** Nil  
**Attachments:** 1. 2025-26-Budget-Review

**SUMMARY:**

The half yearly budget review has been prepared to consider the Shire’s financial position at 28 February 2026 and performance from 1 July 2025 to 28 February 2026 in relation to the adopted annual budget and estimated revenue and expenditure for the remainder of the year.

**BACKGROUND:**

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The review of budget for the period ended 28 February 2026 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2026 and is presented for Council’s consideration.

Consideration of the status of various projects and programs was undertaken to ensure budget amendments are proposed within the review document based on management estimates.

Council’s Audit, Risk and Improvement Committee (ARIC), at its meeting of 16 March 2026, resolved to recommend to Council that the 2025-2026 Budget Review document, as presented, be adopted and that certain budget amendments be made. The recommended amendments are discussed in the following section.

**COMMENT:**

The budget review report includes explanations of predicted variances contained within the statement of financial activity.

Features of the review of budget for the period ended 28 February 2026 include:

<p><b>Increase in operating income – Grants, subsidies and contributions</b></p> <ul style="list-style-type: none"> <li>• Emergency Services Levy grant funding - additional revenue has been received</li> <li>• LotteryWest Lake signage project funding not received - reconsider in 2026/27 budget</li> <li>• Landcare grant not received.</li> </ul>	<p>\$44,892</p> <p>(\$20,000)</p> <p>(\$7,000)</p>
<p><b>Increase in operating income – Fees and charges</b></p> <ul style="list-style-type: none"> <li>• Town Planning fees are expected to be over budget</li> </ul>	<p>\$10,076</p>

<ul style="list-style-type: none"> <li>Caravan park income expected to be over budget</li> <li>Private works income is expected to be below budget</li> <li>Techvision income is expected to be below budget</li> </ul>	<p>\$8,000 (\$7,000) (\$6,800)</p>
<p><b>Increase in operating income – Interest revenue</b></p> <ul style="list-style-type: none"> <li>Interest will be over budget</li> </ul>	<p>\$39,000</p>
<p><b>Increase in operating income - Other revenue</b></p> <ul style="list-style-type: none"> <li>Worker’s compensation reimbursement received over budget</li> </ul>	<p>\$29,473</p>
<p><b>Increase in operating expenditure – Materials and contracts</b></p> <ul style="list-style-type: none"> <li>Legal costs below budget</li> <li>Animal control expenditure will be over budget</li> <li>Lake signage funded by LotteryWest to be reconsidered in future budget</li> <li>Fuel expected to be over budget</li> <li>Plant repairs expected to be below budget</li> <li>Gym equipment expected to be below budget</li> </ul>	<p>\$15,000 (\$12,500) \$20,000 (\$85,000) \$15,000 \$10,000</p>
<p><b>Decrease in operating expenditure - Utilities</b></p> <ul style="list-style-type: none"> <li>Utility charges are expected to be under budget</li> </ul>	<p>\$10,000</p>
<p><b>Decrease in operating expenditure – Employee costs</b></p> <ul style="list-style-type: none"> <li>Employee costs are expected to be below budget due to vacant positions/employee turnover during the year</li> </ul>	<p>\$42,130</p>
<p><b>Decrease in capital grants, subsidies and contributions</b></p> <ul style="list-style-type: none"> <li>Housing Support Program funding will be carried forward to 2026/2027</li> <li>Darkan Hall evacuation funding will not be received this year</li> </ul>	<p>(\$2,906,014) (\$73,097)</p>
<p><b>Proceeds on disposal of assets</b></p> <ul style="list-style-type: none"> <li>MCS vehicle will not be traded this year</li> </ul>	<p>(\$46,364)</p>
<p><b>Decrease in capital expenditure - Purchase of land and buildings</b></p> <ul style="list-style-type: none"> <li>Staff housing expenditure will be below budget</li> <li>Housing Support Program 2 project will be carried forward to 2026/2027</li> </ul>	<p>\$20,000 \$2,906,014</p>
<p><b>Decrease in capital expenditure - Purchase of plant and equipment</b></p> <ul style="list-style-type: none"> <li>Plant purchases below budget</li> </ul>	<p>\$123,923</p>
<p><b>Decrease in capital expenditure – Infrastructure other</b></p> <ul style="list-style-type: none"> <li>Truck bay survey will be reconsidered in 2026/2027 budget</li> <li>Darkan Hall evacuation centre project will not go ahead this year</li> </ul>	<p>\$10,000 \$91,371</p>
<p><b>Transfers from Reserve account</b></p> <ul style="list-style-type: none"> <li>Reduced transfer from building reserve expected</li> <li>Transfer from plant reserve expected to be under budget</li> </ul>	<p>(\$20,000) (\$82,337)</p>

Overall Change (surplus)            \$128,567

In considering the expected variations within the attached budget review, the closing position is expected to increase to \$225,108. The predicted variances through the budget review are \$128,567. The adopted budget amendments prior to the budget review result in a forecast surplus of \$96,541. This includes special project bridge funding of \$94,788 (to be addressed via budget variation when project timeline is received).

Following completion of the budget review and to properly consider the impact of estimated projections at 30 June 2026, some items have been identified as requiring a budget amendment to properly account for these movements where appropriate. Proposed budget amendments for these items are presented as a separate recommendation to the budget review for Council consideration.

Reserve transfers requiring an amendment will be addressed in June 2026 when final figures are available. Projects to be carried forward will be included in the 2026/2027 budget.

**CONSULTATION:**

Chief Executive Officer  
Manager Corporate Services  
Manager Works and Services  
Projects Officer  
Audit Risk and Improvement Committee

**STATUTORY ENVIRONMENT:**

Local governments are required to conduct a budget review between 1 January and 28 February each financial year. This is a requirement covered by Regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

Regulation 33A(2) and (3) requires the results of the budget review to be submitted to Council within 30 days of the review. Council is then to consider the review and determine whether or not to adopt the review. Regulation 33A(4) states that within 14 days after Council has made a determination a copy of the review and determination is to be provided to the Department.

The *Local Government Act 1995* Part 6, Division 4, s6.8 requires any expenditure for an additional purpose that is not included in the annual budget to be authorised in advance by resolution (absolute majority required)

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Acceptance of the recommendations will alter the allocations of budgeted expenditure.

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

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

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

- Business Disruption

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

**Risk Matrix:**

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

Description of Key Risk	Failing to undertake a legislated requirement to review the annual budget
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Ensure the budget review is included in the Compliance Calendar

**VOTING REQUIREMENTS:**

Absolute Majority

**RESOLUTION OCM-2026-035**

Moved: Cr Duncan South  
 Seconded: Cr Graeme Peirce

1. That Council adopt the budget review for the 2025/2026 financial year, as presented and recommended by the Audit, Risk and Improvement Committee.
2. That Council adopt, by absolute majority, the following budget amendments to the 2025/2026 adopted annual budget which were recommended by the Audit, Risk and Improvement Committee:

**Operating Expenditure**

Materials and contracts	E14401512 Fuel and Oil	Increase provision by \$85,000
Materials and contracts	E05101012 Animal Control	Increase provision by \$12,500

**Operating Revenue**

Operating Grants, Subsidies, Contributions	I05101020 ESL	Increase provision by \$44,892
Interest Income	I03301015 Interest Muni	Increase provision by \$39,000
Operating reimbursement	I14611021 Workers Comp	Increase provision by \$13,608

In Favour: Crs Karen Harrington, Duncan South, Neil Morrell, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Nil

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**SHIRE OF WEST ARTHUR**  
**BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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

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**SHIRE OF WEST ARTHUR  
STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

		Budget v Actual				
Note	Adopted Budget	Updated Budget Estimates (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)	
	\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
	2,252,484	2,252,484	2,251,551	2,252,484	0	
General rates						
Grants, subsidies and contributions	4.1	1,668,654	1,668,654	1,324,565	17,692	▲
Fees and charges	4.2	406,331	406,331	300,681	4,276	▲
Interest revenue	4.3	122,314	122,314	50,356	39,000	▲
Other revenue	4.4	139,059	139,059	94,421	168,532	▲
Profit on asset disposals		14,292	14,292	49,092	14,292	0
	4,603,134	4,603,134	4,070,666	4,693,575	90,441	
<b>Expenditure from operating activities</b>						
Employee costs	4.5	(2,273,833)	(2,266,333)	(1,620,271)	42,130	▲
Materials and contracts	4.6	(1,668,570)	(1,607,170)	(934,023)	(37,500)	▼
Utility charges	4.7	(119,390)	(119,390)	(63,927)	109,390	▲
Depreciation		(3,676,619)	(3,676,619)	(448,480)	(3,676,619)	0
Finance costs		(23,952)	(23,952)	(12,512)	(23,952)	0
Insurance		(157,053)	(157,053)	(158,910)	(157,053)	0
Other expenditure		(83,800)	(83,800)	(19,108)	(83,800)	0
Loss on asset disposals		(27,554)	(27,554)	0	(27,554)	0
	(8,030,771)	(7,961,871)	(3,257,231)	(7,947,241)	14,630	
Non-cash amounts excluded from operating activities		3,689,881	3,689,881	335,898	3,689,881	0
<b>Amount attributable to operating activities</b>		262,244	331,144	1,149,333	436,215	105,071
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Capital grants, subsidies and contributions	4.8	4,428,614	4,428,614	281,423	(2,979,111)	▼
Distributions from investments in associates				0	0	
Proceeds from disposal of assets	4.9	161,364	161,364	49,092	(46,364)	▼
Proceeds from self supporting loans		32,059	32,059	15,897	32,059	0
	4,622,037	4,622,037	346,412	1,596,562	(3,025,475)	
<b>Outflows from investing activities</b>						
Purchase of land and buildings	4.10	(3,279,415)	(3,389,415)	(58,810)	2,926,014	▲
Purchase of plant and equipment	4.11	(743,006)	(743,006)	(500,194)	123,923	▲
Purchase of furniture and equipment		(6,000)	0	0	0	
Purchase and construction of infrastructure-roads		(1,337,741)	(1,337,741)	(479,019)	0	
Purchase and construction of infrastructure-other	4.12	(324,687)	(324,687)	(142,762)	101,371	▲
	(5,690,849)	(5,794,849)	(1,180,785)	(2,643,541)	3,151,308	
Non-cash amounts excluded from investing activities		0	0	0	0	
<b>Amount attributable to investing activities</b>		(1,068,812)	(1,172,812)	(834,373)	125,833	
<b>FINANCING ACTIVITIES</b>						
<b>Cash inflows from financing activities</b>						
Proceeds from new borrowings		0	110,000	110,000	0	
Transfers from reserve accounts	4.13	1,016,027	1,016,027	0	(102,337)	▼
	1,016,027	1,126,027	110,000	1,023,690	(102,337)	
<b>Cash outflows from financing activities</b>						
Repayment of borrowings		(91,151)	(91,151)	(48,070)	0	
Transfers to reserve accounts		(956,688)	(956,688)	(6,150)	0	
	(1,047,839)	(1,047,839)	(54,220)	(1,047,839)	0	
<b>Amount attributable to financing activities</b>		(31,812)	78,188	55,780	(24,149)	(102,337)
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>		838,380	860,021	860,021	860,021	0
Amount attributable to operating activities		262,244	331,144	1,149,333	436,215	105,071
Amount attributable to investing activities		(1,068,812)	(1,172,812)	(834,373)	(1,046,979)	125,833
Amount attributable to financing activities		(31,812)	78,188	55,780	(24,149)	(102,337)
<b>Surplus or deficit after imposition of general rates</b>	3(a), 4.14	0	96,541	1,230,761	225,108	128,567 ▲

**SHIRE OF WEST ARTHUR  
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**1. BASIS OF PREPARATION**

This budget review has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

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

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

*Local Government (Financial Management) Regulations 1996, regulation 33A* prescribes contents of the budget review.

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**Judgements and estimates**

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

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

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

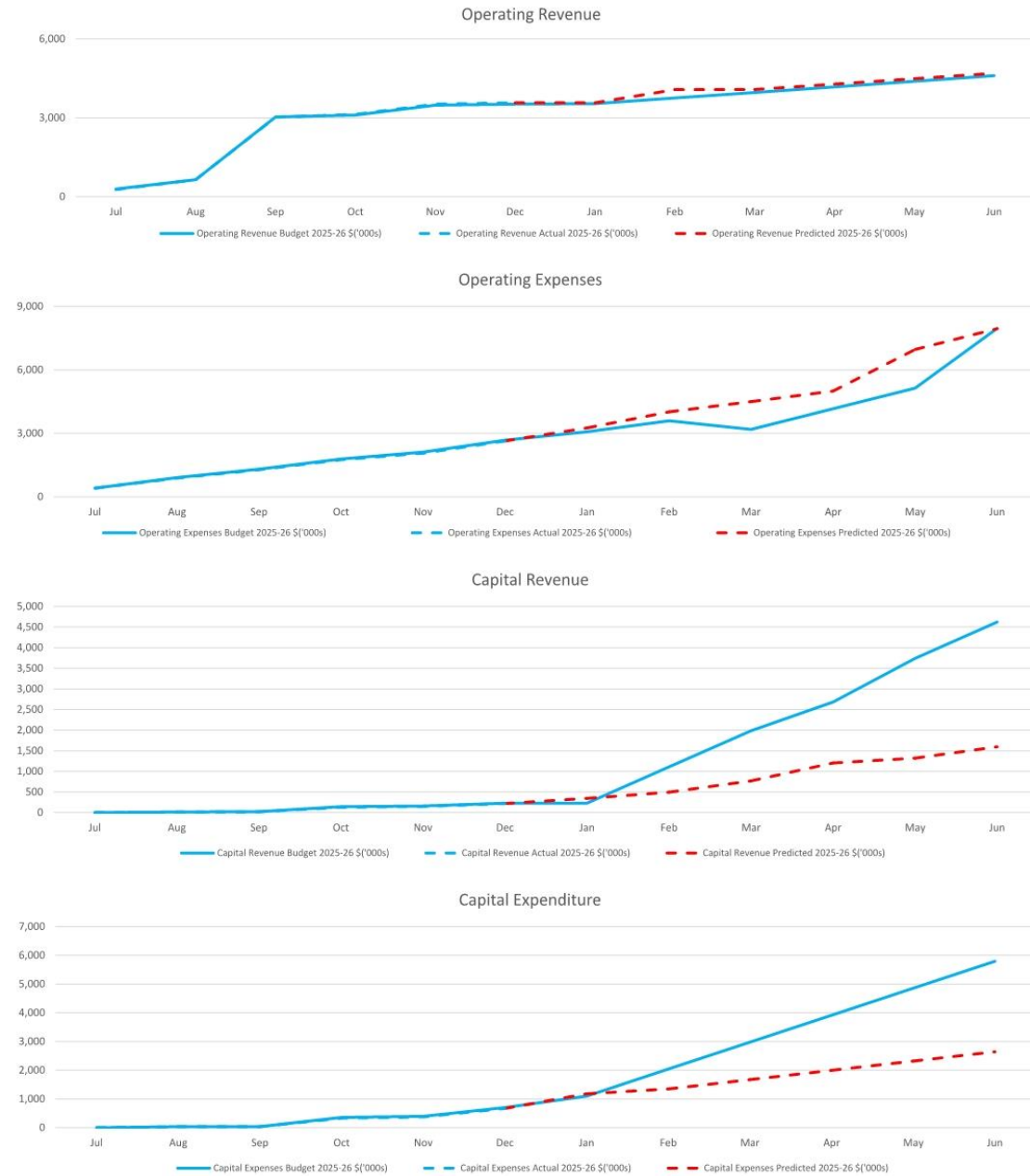
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

**SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

**SHIRE OF WEST ARTHUR  
SUMMARY GRAPHS - BUDGET REVIEW  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**2. SUMMARY GRAPHS - BUDGET REVIEW**



This information is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF WEST ARTHUR  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2026

3 NET CURRENT FUNDING POSITION  
EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 28 February 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
<b>(a) Composition of estimated net current assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	2,863,502	2,202,283	2,298,824	5,535,157	4,435,800
Financial assets	32,059	33,136	33,136	16,162	33,136
Trade and other receivables	214,307	202,562	202,562	224,098	202,562
Inventories	102,097	100,597	100,597	102,097	100,597
Other assets	340,677	3,936	3,936	2,056	3,936
Assets classified as held for sale	65,107	0	0	0	65,107
	3,617,749	2,542,514	2,639,055	5,879,570	4,841,138
<b>Less: current liabilities</b>					
Trade and other payables	(396,379)	(334,729)	(334,729)	(113,157)	(334,729)
Other liabilities	0	0	0	(2,214,429)	0
Capital grant/contribution liability	(30,198)	0	0	0	(2,008,409)
Borrowings	(91,150)	(88,646)	(88,646)	(43,081)	(88,646)
Employee related provisions	(372,217)	(366,876)	(366,876)	(373,651)	(366,876)
	(889,944)	(790,251)	(790,251)	(2,744,318)	(2,798,660)
<b>Net current assets</b>	2,727,805	1,752,263	1,848,804	3,135,252	2,042,478
Less: Total adjustments to net current assets	(1,867,787)	(1,752,263)	(1,752,263)	(1,904,491)	(1,817,370)
<b>Closing funding surplus / (deficit)</b>	860,018	0	96,541	1,230,761	225,108

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

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

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 28 February 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	(822)	(14,292)	(14,292)	(49,092)	(14,292)
Less: Fair value adjustments to financial assets at fair value through profit or loss	2,663				
Add: Loss on disposal of assets	15,368	27,554	27,554	0	27,554
Add: Depreciation on assets	3,680,409	3,676,619	3,676,619	448,480	3,676,619
<b>Non-cash movements in non-current assets and liabilities:</b>					
Employee benefit provisions	(11,660)	0	0	0	0
Movement in accrued wages	8,083			(63,490)	
<b>Non-cash amounts excluded from operating activities</b>	3,694,041	3,689,881	3,689,881	335,898	3,689,881

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

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

	Audited Actual 30 June 2025	Adopted Budget 30 June 2026	Updated Budget Estimates 30 June 2026	Year to Date Actual 28 February 2026	Estimated Year at End Amount 30 June 2026
	\$	\$	\$	\$	\$
<b>Adjustments to net current assets</b>					
Less: Reserve accounts	(2,219,793)	(2,160,454)	(2,160,454)	(2,225,943)	(2,160,454)
Less: Financial assets at amortised cost - self supporting loans	(32,059)	(33,136)	(33,136)	(16,162)	(33,136)
Less: Land held for resale	(79,118)	(79,118)	(79,118)	(79,118)	(79,118)
Less: Assets held for resale	(65,107)	0	0	0	(65,107)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	91,150	88,646	88,646	43,081	88,646
- Employee benefit provisions	437,140	431,799	431,799	373,651	431,799
<b>Total adjustments to net current assets</b>	(1,867,787)	(1,752,263)	(1,752,263)	(1,904,491)	(1,817,370)



**SHIRE OF WEST ARTHUR  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)**

**SIGNIFICANT ACCOUNTING POLICIES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities.

**FINANCIAL ASSETS AT AMORTISED COST**

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

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

**TRADE AND OTHER RECEIVABLES**

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

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

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

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of West Arthur applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

**INVENTORIES**

**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**CONTRACT ASSETS**

Contract assets primarily relate to the Shire of West Arthur's right to consideration for work completed but not billed at the end of the period.

**CONTRACT LIABILITIES**

Contract liabilities represent the Shire of West Arthur's obligation to transfer goods or services to a customer for which the Shire of West Arthur has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**PROVISIONS**

Provisions are recognised when the Shire of West Arthur has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**CURRENT AND NON-CURRENT CLASSIFICATION**

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of West Arthur's operational cycle. In the case of liabilities where the Shire of West Arthur does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire of West Arthur's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

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

**PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of West Arthur recognises revenue for the prepaid rates that have not been refunded.

**EMPLOYEE BENEFITS**

**Short-Term Employee Benefits**

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

The Shire of West Arthur's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the net current funding position. Shire of West Arthur's current obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the net current funding position.

**Other long-term employee benefits**

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire of West Arthur's obligations for long-term employee benefits where the Shire of West Arthur does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, are presented as current provisions in the net current funding position.

**SHIRE OF WEST ARTHUR  
NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

<b>4 PREDICTED VARIANCES</b>	<u><b>Variance</b></u>
	<u>\$</u>
<b>Revenue from operating activities</b>	
4.1 Grants, subsidies and contributions	17,692 ▲
Lotterywest Grant for Lake signage to be reconsidered in 2026/2027 budget (\$20,000)	
ESL grant received for 2024/2025 additional expenditure \$44,892	
Landcare grant will not be received (\$7,200)	
4.2 Fees and charges	4,276 ▲
Town planning fees are greater than budget \$10,076	
Caravan park income expected to be greater than budget \$8,000	
Private works expected to be less than budget (\$7,000)	
Techvision income will be below budget (\$6,800)	
4.3 Interest revenue	39,000 ▲
Interest income on municipal funds is expected to be greater than budget \$39,000	
4.4 Other revenue	29,473 ▲
Workers compensation reimbursement received \$29,473 additional income	
<b>Expenditure from operating activities</b>	
4.5 Employee costs	42,130 ▲
Wages are forecast to be \$42,130 below budget	
4.6 Materials and contracts	(37,500) ▼
Legal costs are expected to be below budget \$15,000	
Animal control expenditure expected to be greater than budget (\$12,500)	
Lake signage funded by Lotterywest will be considered for 2026/2027 budget \$20,000	
Fuel is expected to be greater than budget. (\$85,000)	
Parts and repairs are below budget \$15,000	
Gym equipment will be below budget \$10,000	
4.7 Utility charges	10,000 ▲
Utilities are expected to be below budget	
<b>Inflows from investing activities</b>	
4.8 Capital grants, subsidies and contributions	(2,979,111) ▼
HSP2 funding will be carried forward to 2026/2027 \$2,906,014	
Darkan Hall evacuation funding will not be received this year	
4.9 Proceeds from disposal of assets	(46,364) ▼
Proceeds on sale of MCS vehicle below budget \$46,364	
<b>Outflows from investing activities</b>	
4.10 Purchase of land and buildings	2,926,014 ▲
Staff house expenditure expected to be below budget - transfer less from Reserve	
HSP2 project will be carried forward to 2026/2027 \$2,906,014	
4.11 Purchase of plant and equipment	123,923 ▲
Plant purchases below budget - lower transfer to fund from the reserve account of \$82,337	
Truck \$40,000 Ute \$6,974 Works Manager vehicle \$11,739 Roller \$7,135 Jet trailer \$1,335 Metro count \$15,154	
MCS vehicle will not be traded this year - net trade was to be funded from municipal funds. \$41,586	
4.12 Purchase and construction of infrastructure-other	101,371 ▲
Truck bay survey will be reconsidered for 2026/2027 budget	
Darkan Hall evacuation centre project will not go ahead this year	
<b>Cash inflows from financing activities</b>	
4.13 Transfers from reserve accounts	(102,337) ▼
Reduce transfer from reserve required for CEO house \$20,000	
Plant purchases funded by reserve will be less than budget \$82,337	
4.14 Surplus or deficit after imposition of general rates	128,567 ▲
Due to variances described above	

**13 WORKS AND SERVICES**

Nil

**14 REGULATORY SERVICES****14.1 DEVELOPMENT APPLICATION - PROPOSED METEOROLOGICAL MAST**

<b>File Ref:</b>	<b>A2715</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Planning Consultant</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>19/03/2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Location:</b>	<b>Lot 8 on Plan 16210 Trigwell Bridge Rd, Bowelling</b>
<b>Applicant:</b>	<b>GHD Pty Ltd on behalf of Vestas Development Australia Pty Ltd</b>
<b>Owner:</b>	<b>The Water Resources Ministerial Body</b>
<b>Proposal:</b>	<b>Construction and temporary use of a proposed meteorological monitoring mast.</b>
<b>Attachments:</b>	<b>1. Development Application Documentation &amp; Plans 2. Copy of Submissions Received During Public Advertising</b>

**SUMMARY:**

This report recommends Council grant conditional approval to a development application received for the construction and temporary use of a proposed meteorological monitoring mast on Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling.

**BACKGROUND:**

The applicant has submitted a development application on behalf of Vestas Development Australia Pty Ltd requesting Council's approval for the construction and use of a proposed meteorological monitoring mast on Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling for a period of up to six (6) years.

The proposed mast will be constructed to monitor wind speed and direction to help determine the suitability of the immediate locality for generating wind power and inform the design layout for the future proposed Bowelling Wind Farm.

The proposed mast will have an overall height of approximately 122 metres above natural ground level with setbacks greater than 50 metres to all designated lot boundaries. It will be constructed using steel lattice framework on concrete footings and occupy a total area of approximately two (2) hectares including all the associated guy wires and anchor blocks.

Specific details of the proposed development, including documentation and plans, are provided in Attachment 1.

Lot 8 comprises a total area of approximately 278.74 hectares and is located approximately 28 kilometres south-west of the Darkan townsite in the locality of Bowelling.

The subject land is gently sloping throughout, contains superficial natural drainage lines in various locations, and was historically developed and used for extensive agricultural purposes. The property was purchased by the State Government in December 2008 and has been extensively revegetated for catchment management purposes due to its location in the Wellington Dam Catchment Area. The property is now characterised by large areas of regrowth vegetation that is expected to be preserved in perpetuity to protect and maintain water quality in the catchment area.

There are no significant improvements on Lot 8 aside from vehicle access tracks, fire breaks, dams and a cleared powerline corridor that runs through the property from east to west.

Soils on the land appear suitable and capable of accommodating the proposed development with little to no risk of subsidence, landslip or soil erosion.

Lot 8 has direct frontage and access to Trigwell Bridge Road along its western boundary which is a local road under the care, control and management of the Shire that has been constructed to a basic rural standard (i.e. unsealed road carriageway). Access to/from the land is provided via an unsealed crossover within the adjoining road reserve to the west that appears to have been constructed in a location and alignment that provides safe and convenient access for all vehicle types including those associated with the proposed development.

Lot 8 has not been identified as priority agricultural land, is not subject to inundation or flooding during extreme storm events, and does not contain any buildings or places of cultural heritage significance. Whilst portions of the property have been designated by the Fire and Emergency Services Commissioner as being bushfire prone, the proposed development is not habitable in nature and will not be undertaken within these areas. As such the requirements of State Planning Policy 3.7 entitled 'Bushfire' and the associated guidelines are not applicable.

Immediately adjoining and other nearby land uses are varied in nature and include extensive agriculture (i.e. broadacre cropping and grazing), tree plantations, vegetated water supply catchment areas and powerline corridors. It is significant to note the proposed development is well removed from all existing certified and uncertified aerodromes in the district and will not therefore have any negative impacts on controlled or designated airspace.

**COMMENT:**

Lot 8 is classified 'Rural' zone in the Shire of West Arthur Local Planning Scheme No.2 (LPS2).

The stated objectives in LPS2 for the development and/or use of any land classified 'Rural' zone are as follows:

- i) *To ensure the continuation of broad-hectare agriculture as the principal land use in the district, encouraging where appropriate the retention and expansion of agricultural activities;*
- ii) *To provide for intensive agricultural uses and diversified farming which retain the rural character and amenity of the locality, and which are consistent with land suitability;*
- iii) *To help protect rural land from land degradation and further loss of biodiversity by:*
  - *minimising clearing of remnant vegetation;*
  - *encouraging retention and protection of remnant vegetation;*
  - *encouraging development and protection of vegetation corridors;*
  - *encouraging development of sustainable surface and sub-surface drainage works;*
  - *encouraging rehabilitation of salt-affected land;*
  - *encouraging soil conservation through land management measures; and*
  - *encouraging identification and protection of wetlands;*
- iv) *To consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment;*
- v) *To allow for facilities for tourists and travellers, and for recreation uses; and*

- vi) *To have regard to use of adjoining land at the interface of the rural zone with other zones to avoid adverse effects on local amenities.*

Lot 8 is also located on the outer edge of the 'Wellington Reservoir Catchment Special Control Area'. Under the terms of LPS2 development approval is required for any new development within the boundaries of this Special Control Area with the key aims being to avoid development that could cause surface water pollution and to maintain or restore water quality to potable levels. The application was therefore referred to the Department of Water and Environmental Regulation in accordance with the procedural requirements of LPS2 inviting feedback and comment within 42 days. The Department advised as follows:

- *The subject land is located outside a Public Drinking Water Source Area. The catchment has however been subject to Country Areas Water Supply Act 1947 (CAWS Act) native vegetation clearing controls since 1976 to prevent salinisation of water resources;*
- *The proposal is located within the gazetted CAWS Act Wellington Dam Catchment Area. This a controlled catchment where the clearing of native vegetation has been regulated since 1976;*
- *DWER notes that the proposed development application involves clearing for the development footprint of the mast;*
- *As the proposed site is situated on DWER owned compensated land, a CAWS Act Licence to Clear is required in addition to a clearing permit under the Environmental Protection Act 1986 (EP Act);*
- *In view of the CAWS compensated land, and requirement for a clearing permit under the EP Act, the applicant is advised to contact the Department's Native Vegetation Regulation section by email ([admin.nvp@dwer.wa.gov.au](mailto:admin.nvp@dwer.wa.gov.au)) or by telephone (6364 7098) to discuss permit requirements under the said Acts; and*
- *In relation to the watercourse located about 30 metres south of the proposed development care should be taken to:*
  - *ensure ground disturbing works do not result in the mobilisation of sediment into the watercourse;*
  - *avoid having heavy machinery traverse the watercourse;*
  - *avoid disturbing the bed and banks of the watercourse – noting that any such works (such as a creek crossing) is likely required to require a bed and banks permit under the Rights in Water and Irrigation Act 1914 – in view of the proposal's location in the Collie Irrigation District; and*
  - *avoid conducting works during the wet period of the year, where erosion and sediment transport is more likely.*

A meteorological mast is a use not specifically referred to in the Zoning Table of LPS2 and must therefore be considered and determined in accordance with clause 4.4.2 of the Scheme. As such, Council must determine whether the proposed development:

- a) *is consistent with the objectives of the 'Rural' zone and is therefore a use that may be permitted in the zone subject to any conditions considered relevant; or*
- b) *may be consistent with the objectives of the 'Rural' zone and advertise the application for public comment in accordance with the procedural requirements of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015; or*
- c) *is not consistent with the objectives of the 'Rural' zone and is therefore not permitted in the zone.*

Having regard for:

- i) *the small area to be occupied by the proposed development (i.e. approximately 2 hectares) and the fact it will not compromise the continuation of broad-hectare agriculture as the principal land use in the district;*
- ii) *the relatively minor scale of the proposed development with minimal earthworks and surface drainage works required;*
- iii) *the fact no express objections were raised by any government agencies, immediately adjoining or other nearby landowners, and the local community more broadly during the mandatory 28 day public consultation process;*

- iv) the need for the proponent to obtain approvals under other legislation to ensure the land's natural environmental features are suitably protected;
- v) the Shire's ability to address fire safety concerns in accordance with the *Bush Fires Act 1954*, the Shire of West Arthur Annual Bushfire Notice and a condition/s of development approval (e.g. preparation of a Construction Management Plan by the proponent for endorsement by the Shire prior to the commencement of development); and
- vi) the beneficial contribution the proposed development will have in facilitating the current transition to renewable energy sources and the long term development and growth of the local and State economy,

it is concluded the proposal is consistent with the objectives of the subject land's current 'Rural' zoning classification and is therefore a use that may be permitted within the zone subject to any conditions Council considers appropriate.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2 and all relevant local planning policies, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the outcomes from public advertising including advice received from the Civil Aviation Safety Authority and the Department of Water and Environmental Regulation. This assessment has confirmed the proposal is compliant or capable of compliance with the following relevant requirements:

- The general aims and objectives of LPS2 including those specific to all land classified 'Rural' zone;
- Land capability and land use compatibility including the continuation of broadacre agricultural activity;
- Lot boundary setbacks;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment, water resources and cultural heritage significance;
- Vehicle access and parking;
- Aviation safety; and
- Bushfire, flood risk and stormwater drainage management.

Council should also note the following key points when considering and finally determining the application:

1. The proposed mast will not give rise to any noise and air emissions (gases, dust and odours) once construction has been completed. As such there is no need to consider the requirements of State Planning Policy 4.1 entitled 'Industrial Interface' or the Environmental Protection Authority's Guidance Statement No.3 entitled 'Separation Distances between Industrial and Sensitive Land Uses'.
2. All works associated with the proposed development will be undertaken over a two (2) week period using a small construction workforce comprising up to six (6) people who will be accommodated in Collie and travel to site on a daily basis. Given the proposed works are temporary in nature, the proponent must comply with the requirements of the *Public Health Act 2016* and associated guidelines for the management of public health risks associated with temporary toilets in Western Australia. A suitable advice note is recommended for inclusion in any development approval that may ultimately be granted by Council to alert the proponent to this requirement.
3. No personnel will be on site during operation of the proposed mast. As such the need for ongoing access to the proposed development for routine maintenance purposes during the operational phase is expected to be minimal.
4. The local road network is considered to be suitable and capable of supporting all heavy and light vehicle movements required during the construction and operational phases of the proposed development with the largest heavy vehicles expected to have a general mass limit of 22.5 tonnes

which is consistent with the Restricted Access Vehicle (RAV) ratings applicable to the local road network.

5. The applicant has also confirmed as follows:
  - There will be minimal disturbance to the site during the construction phase, with appropriate measures to be taken to ensure the stabilisation of topsoil, retention of surrounding native vegetation and appropriate management of erosion and drainage;
  - ART Group will undertake all the proposed construction works on behalf of Vestas Development Australia Pty Ltd in accordance with a continuously reviewed Construction Work Health and Safety Management Plan, Construction Emergency Management Plan and Safe Work Management Procedures;
  - Waste management will be undertaken in accordance with Part 5 of the Shire's *Animal's Environment and Nuisance Local Law 2024*. Temporary toilets will be provided on site to capture waste which will be disposed of at an appropriate facility;
  - Machinery and equipment will be stored on the land during construction within a temporary laydown area; and
  - The proposed mast will be secured with a metal grill barrier, climb protection and security fencing to deter unauthorised access.
  
6. The Aviation Impact Assessment report submitted in support of the application and advice received from the Civil Aviation Safety Authority (CASA) confirmed the following:
  - a) *The mast structure should be constructed with alternating markings for at least the top third of the mast (i.e. alternating contrasting bands of colour);*
  - b) *Marker balls or high visibility flags/sleeves should be installed on the upper third of the outside guy wires to improve the mast's visibility for the benefit of aircraft operators;*
  - c) *Guy wire ground attachment points should be constructed using contrasting colours to the surrounding ground/vegetation;*
  - d) *Low intensity obstacle lighting is recommended due to the potential for day time low level aerial agricultural flying, and during poor light and/or dusk. Consideration will need to be given to potential community impacts from the obstacle lighting during the hours of darkness; and*
  - e) *Details of the mast's coordinates and elevation should be provided to Airservices Australia by the proponent for possible inclusion in an obstacle database maintained by that agency and publication on aeronautical charts.*

It is significant to note Airservices Australia did not provide any comment during the public advertising process despite numerous follow ups by the applicant and the reporting officer. CASA and the proponent's aviation consultant have also confirmed all of the abovementioned safety measures are not mandatory but should be considered to ensure the proposed mast can be readily identified by pilots in low light atmospheric conditions and at night.

Given Council has historically imposed conditions on previous development approvals granted for masts of this type requiring the installation of suitable markings and the provision of suitable information to Airservices Australia, it is considered reasonable to again do so in this case. The installation of low intensity obstacle lighting has not been a requirement of any previous development approvals granted by Council given advice previously received from CASA however it is understood the proponent is planning to install lighting of this type for safety purposes.

7. Whilst the proposed development is likely to have a minor negative visual impact on the immediate locality due to the height of the proposed mast in its rural landscape setting and the various markings and visibility devices recommended by the Aviation Impact Assessment and CASA, this impact must be balanced with the benefits the mast will provide when planning for the future proposed wind farm. In this case it is contended the benefits outweigh the minor negative visual impact expected to arise which it should be noted are not permanent given the

proposed development only has a lifespan of up to six (6) years and was not identified as an issue of concern during the 28 day public advertising process.

8. The proposed development is generally consistent with the objectives of the State Planning Strategy and State Energy Transformation Strategy in terms of ensuring the delivery of secure, reliable, sustainable and affordable electricity that meets the State's growing demand. It is also consistent with the objectives of the Shire's Wind Farms Policy and recently endorsed Local Planning Strategy which are aligned with the State Planning Framework. As such it is expected to make a beneficial contribution to the current transition to renewable energy sources and the long term development and growth of the local and State economy.

In light of the above findings, it is concluded the proposal for the subject land is acceptable and unlikely to have any significant negative impacts on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions and associated advice notes. As such it is recommended Council exercise discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the specific requirements of the Shire's local planning framework.

An alternative to the recommendation for conditional development approval provided below is not considered necessary or recommended for the following reasons:

- i) The proposal is well founded, permissible and has scope to be lawfully approved;
- ii) The proposal is capable of being implemented in accordance with the standards and requirements of the Shire's local planning framework subject to compliance with a number of conditions;
- iii) The proposal is unlikely to have any negative environmental, social, economic or governance impacts; and
- iv) The proponent is obliged to address/satisfy all other statutory and regulatory requirements to ensure the development is undertaken in an orderly and proper manner.

#### **CONSULTATION:**

The application was advertised for public comment in accordance with the procedural requirements of clause 64 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the minimum required period of 28 days. This process included:

- Publication of a public notice and copy of the application on the Shire's website;
- Publication of a public notice in the Shire's newsletter and Facebook page;
- Correspondence to all immediately adjoining landowners inviting their feedback/comment; and
- Referral of the application to Airservices Australia, the Civil Aviation Safety Authority and the Department of Water and Environmental Regulation for review and comment.

At the conclusion of public advertising submissions had been received from the Civil Aviation Safety Authority and Department of Water and Environmental Regulation with no express objections raised. A copy of all submissions received is provided in Attachment 2.

#### **STATUTORY ENVIRONMENT:**

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Shire of West Arthur Local Planning Scheme No.2*

#### **POLICY IMPLICATIONS:**

- *State Planning Policy 2.0 – Environment and Natural Resources Policy*
- *State Planning Policy 2.5 – Rural Planning*

- *Shire of West Arthur Local Planning Policy No.5 – Wind Farms*

**FINANCIAL IMPLICATIONS:**

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are accounted for in the Shire's annual budget and have been offset in part by the development application fee paid by the proponent. All costs associated with the proposed development will be met by the proponent.

It is significant to note should the applicant, proponent and/or landowner be aggrieved by Council's final decision in this matter they have the right to seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered unlikely in this particular case given the recommendation for conditional approval, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST and possibly more depending upon how far the matter proceeds through the review process.

**STRATEGIC IMPLICATIONS:**

The proposed development is generally consistent with the following elements of the Shire's Local Planning Strategy (2024), Strategic Community Plan Towards 2031, Corporate Business Plan 2021-2025 and Economic Development Strategy 2023-2033.

Local Planning Strategy (2024)

- Section 1.2.4.1 – Protect, conserve and enhance environmental and landscape values for the benefit of current and future generations;
- Section 1.2.4.3 - Manage land use to protect water resources for drinking water, amenity, environmental management, recreation, tourism, agriculture, mining, industry and cultural heritage;
- Section 1.2.5.8 - Plan for strategic regional infrastructure which supports the ongoing sustainable development in the Strategy Area and surrounding region.
- 1.3.2.14 - Support the protection and conservation of sites with significant heritage and cultural values and continue to reflect the Shire's unique heritage.

Strategic Community Plan Towards 2031

Local Economy Outcome 2.2 – A growing, diverse business community;

Local Economy Outcome 2.3 – Existing businesses develop and grow;

Natural Environment Outcome 3.1 – Maintain and improve our key natural assets;

Natural Environment Outcome 3.3 – Our natural biodiversity is maintained and valued;

Built Environment Outcome 4.1 – Our road network is well maintained;

Built Environment Outcome 4.3 – Our cultural heritage is preserved and promoted; and

Built Environment Outcome 4.4 – Appropriate planning and development.

Corporate Business Plan 2023/24 – 2026/27

Art, Culture and Heritage – Maintain and preserve heritage buildings and places;

Economic Development – Support agricultural diversification opportunities;

Asset Management – Our built infrastructure, including road network, is well maintained; and

Climate and Environment – Maintain and improve key natural assets.

Economic Development Strategy 2023-2033

Priority 2: Infrastructure Development - Built infrastructure that is well maintained and meets the needs of our community;

Priority 5: Strategic Industries and Diversification - Greater economic resilience through industry diversification; and

Priority 6: Investment Attraction - New industry development and diversified job opportunities.

**RISK IMPLICATIONS:**

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

**Risk Themes:**

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

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

**Risk Matrix:**

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

Description of Key Risk	Development occurs in a manner not consistent with legislative requirements
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Consequence	Minor (2) Non-compliance results in imposed penalties
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Compliance failure

Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with conditions of approval and other applicable legislation and regulations.
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**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION OCM-2026-036**

Moved: Cr Graeme Peirce

Seconded: Cr Russell Prowse

**That Council:**

1. **Determine** the proposed development of a meteorological monitoring mast on Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling is consistent with the objectives of the land's current 'Rural' zoning classification in the Shire of West Arthur Local Planning Scheme No.2 and may therefore be permitted in the zone; and
2. **Approve** the development application submitted by GHD Pty Ltd on behalf of Vestas Development Australia Pty Ltd for the construction and temporary use of a proposed new meteorological monitoring mast on Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling subject to the following conditions and advice notes:

**Conditions**

1. The proposed development shall be undertaken in accordance with the documentation and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period it shall not be carried out without the further approval of the local government having first being sought and obtained.
4. This approval is valid for a period of six (6) years only unless otherwise approved by the local government.
5. A Construction Management Plan shall be prepared and submitted to the local government for consideration of endorsement prior to the commencement of development. The plan required by this condition must address the following matters:
  - i) Days and hours of construction;
  - ii) Location of all temporary construction, laydown and storage areas including the nature and timing of decommissioning and ground reinstatement works;
  - iii) Location of all temporary construction related buildings and associated infrastructure including the nature and timing of decommissioning and ground reinstatement works;

- iv) Construction waste management including all vegetation required to be removed;
  - v) Occupational health and safety measures;
  - vi) Drainage and erosion management;
  - vii) Site access and traffic management arrangements including parking;
  - viii) Potential hazards / risks and emergency management measures including those relating to bushfire; and
  - ix) Contact details for key personnel including the builder, building supervisor and proponent including details of the complaints handling system to be used during the construction process.
6. The proposed mast shall be constructed with alternating markings for at least the top one third portion of the structure (i.e. alternating contrasting bands of colour) in accordance with Part 139 (Aerodromes) Manual of Standards 2019.
  7. Marker balls or high visibility flags/sleeves must be installed on the upper one third portion of the outside guy wires to improve the mast's visibility for the benefit of aircraft operators prior to commissioning and use of the proposed mast for its intended purpose.
  8. Guy wire ground attachment points shall be constructed using contrasting colours to the surrounding ground and vegetation and fenced prior to commissioning and use of the proposed mast for its intended purpose.
  9. Details of the proposed mast's coordinates and elevation shall be provided to Airservices Australia by the proponent for inclusion in an obstacle database maintained by that agency and publication on aeronautical charts. Evidence of the notification required by this condition shall be provided to the local government within seven (7) days of the notification being provided to Airservices Australia.
  10. The removal and/or trimming of any native vegetation within any local road reserves used to access the proposed development is not permitted unless otherwise approved by the local government.
  11. The proponent shall, at its own cost, arrange for the immediate repair of any damage and/or extraordinary wear and tear on the local road network arising from the proposed development in accordance with any written directive and specifications issued by the local government's Chief Executive Officer.
  12. All waste generated during the construction process shall be disposed or recycled at an approved/licensed waste disposal and/or recycling facility. No waste is permitted to be stored and disposed on the land.
  13. The proposed mast and all associated improvements shall be removed from the land in their entirety with the area they occupied reinstated to its original condition insofar as practicable within 90 days of expiry of this approval unless otherwise approved by the local government.

#### **Advice Notes**

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the proponent and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of West Arthur under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the proponent to obtain any other necessary approvals,

consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

3. The proponent is advised a building permit application for the proposed mast is not required given the exemption afforded by Section 70 of the *Building Act 2011*. Notwithstanding this fact it is strongly recommended the mast be constructed in accordance with plans prepared by a structural engineer to ensure it is structurally sound.
4. The proponent is reminded of its obligation to ensure compliance with the requirements of the *Public Health Act 2016* and associated guidelines for the management of public health risks associated with temporary toilets in Western Australia. To confirm the relevant requirements in this regard please contact the local government's Environmental Health Officer on 9890 0900 or [eho@narrogin.wa.gov.au](mailto:eho@narrogin.wa.gov.au).
5. The proponent is reminded of their obligation to ensure compliance with the *Bush Fires Act 1954* and the Shire of West Arthur Annual Bushfire Notice to help guard against any future potential bushfire risk given portions of the property the subject of this approval have been designated by the Fire and Emergency Services Commissioner as being bushfire prone. In addition, the proponent's employees and contractors must comply with any Shire of West Arthur Harvest and Vehicle Movement ban in place at the time of carrying out any work. It is strongly recommended the proponent liaise with the local government's Chief Fire Control Officer prior to the commencement of development.
6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of West Arthur Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
7. If the proponent/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.

In Favour: Crs Karen Harrington, Duncan South, Graeme Peirce, Russell Prowse, Natalie O'Neill, Helen Lubcke

Against: Cr Neil Morrell

**CARRIED 6/1**

999 Hay Street, Level 10  
Perth, Western Australia 6000  
Australia  
ghd.com

## ATTACHMENT 1



Our ref: 12672815

19 December 2025

Vin Fordham Lamont  
Chief Executive Officer  
Shire of West Arthur

### Application for Development Approval – Meteorological Mast

Dear Mr Lamont,

Vestas Development Australia Pty Ltd (Vestas) is seeking Development Approval to construct a single meteorological mast (met mast) under the Shire of West Arthur (the Shire) Local Planning Scheme No. 2 (LPS2) at the location described in Table 1.

The purpose of the met mast is to support investigations of wind resource for the Bowelling Wind Farm; a renewable energy facility with a power generation capacity of up to 500 megawatts. Bowelling Wind Farm is proposed to be located generally to the north east of Muja Conservation Park and approximately 80 kilometres east of Bunbury.

This letter provides the following information to support the application for development approval:

- Description of the proposed works, including the location and specifications of the met mast
- Justification for the project against the applicable legislation and planning frameworks of the State government and the Shire
- Discussion of relevant environmental and social factors associated with the proposed met mast.

This application is supported by the following appendices:

- Signed development application form (refer **Attachment 1**)
- Certificate of title (refer **Attachment 2**)
- Development plans (refer **Attachment 3**)
- Aviation Impact Assessment (refer **Attachment 4**).

### Met mast location

The met mast is proposed to be situated at the land parcel and location described in Table 1 and illustrated in Figure 1. The location is approximately 13.5 kilometres south of Bowelling townsite. The location is accessible via Trigwell Bridge Road. Trigwell Bridge Road connects to Collie-Lake King Road at Bowelling siding.

The met mast location is approximately 3.5 kilometres south of the boundary with Bennelaking Conservation Park. The location is approximately 1.6 kilometres from the near dwelling, located west of Trigwell Bridge Road.

The land comprises a mixture of cleared farmland, small gulleys and waterways, as well as Eucalyptus wandoo plantation. A copy of the certificate of title for the lot is provided as **Attachment 2**.

→ The Power of Commitment

GHD Pty Ltd | ABN 39 008 488 373

Table 1 Met mast location & lot details

Coordinates (MGA50)	Lot	Plan	Volume / Folio	Street Address	Proprietor	Area (ha)
Easting: 116° 32' 3.10" E	8	P016210	1953/982	N/A	The Water Resources Ministerial Body	278.7441 ha
Northing: 33° 31' 55.69" S						

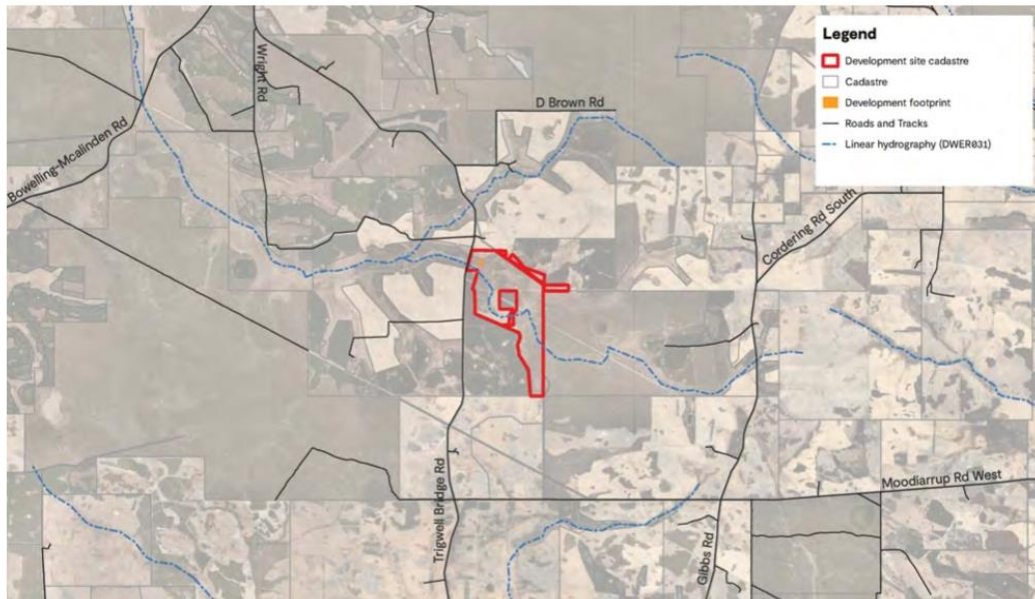


Figure 1 Proposal location

### Met mast specifications

The proposal comprises the installation of a 120 metre (hub height) guyed lattice mast and wind monitoring system. The met mast includes medium intensity flashing red lights at a height of approximately 110 metres and a lightning finial extending to approximately 122 metres.

The development footprint comprises approximately 0.9175 hectares (ha), as illustrated in Figure 2. Clearing of this footprint will be required for met mast installation and laydown, and to connect and maintain guy wires. Not all of this 0.91 ha comprises mature vegetation (refer *Environmental and social considerations*).

Construction of the met mast is anticipated to occur over two weeks, whereby concrete foundations will be poured, and the mast will be installed section by section. Guy wires will be mounted at two heights and anchored into the ground between 40 metres and 80 metres from the mast. The mast will operate for up to 6 years before decommissioning. Following decommissioning, the mast sections and concrete foundations will be removed so that no component of the installations will remain on site. There will be no ancillary facilities required for personnel during the operation of the met mast. Specification diagrams of the proposed met mast are provided in **Attachment 3**.

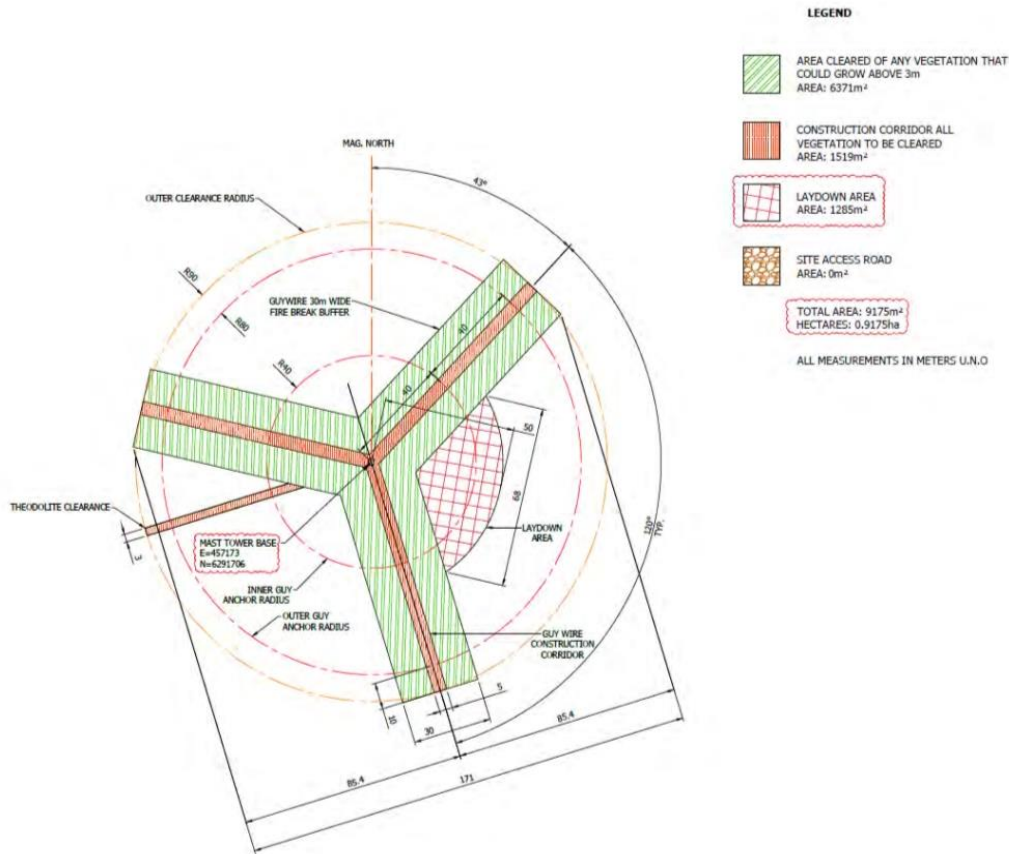


Figure 2 Proposal layout and footprint (Source: ART Group)

### Planning considerations

Table 2 Summary of planning considerations

Framework	Proposal consideration
<b>Legislation</b>	
<i>Planning and Development Act 2005</i>	<p>The PD Act sets the basis of the planning system including the role and functions of decision-makers. Section 4 (Terms Used) of the PD Act provides that:</p> <p><i>'development means the development or use of any land, including —</i></p> <ul style="list-style-type: none"> <li>a) <i>any demolition, erection, construction, alteration of or addition to any building or structure on the land;</i></li> <li>b) <i>the carrying out on the land of any excavation or other works'</i></li> </ul> <p>The carrying out of works for the project will involve the excavation of land and the installation of structures. Works that are consistent with the term development are subject to development approval.</p>
<i>The Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i>	<p>If clearing of native vegetation is proposed, a permit from either the Department of Water and Environmental Regulation (DWER) or the Department of Local Government, Industry Regulation and Safety (LGIRS) is required, unless a suitable exemption applies.</p> <p><i>The Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i> address a number of matters related to clearing of native vegetation:</p>

Framework	Proposal consideration
	<ul style="list-style-type: none"> <li>- Regulation 5 – Prescribed clearing, outlines clearing activities that do not require a permit if occurring outside of an environmentally sensitive area declared under section 51B of the Environmental Protection Act 1986 (EP Act).</li> <li>- Regulation 5, Item 12, provides an exemption for clearing for vehicular tracks, done by or with prior authority of the owner of the property on which the clearing is to take place.</li> </ul> <p><b>Vestas will obtain a Native Vegetation Clearing Permit before undertaking any clearing of native vegetation which is not exempt.</b></p>
<p><i>Civil Aviation Safety Regulations 1998</i></p>	<p>The Civil Aviation Safety Regulations 1998 (CASR) provide regulatory controls for aviation safety in Australia.</p> <p>Regulation 129.165 provides the scenarios in which the Civil Aviation Safety Authority (CASA) must be notified of proposed objects and structures:</p> <p>(1) <i>This regulation applies if a person proposes to construct or erect an object or structure that:</i></p> <ul style="list-style-type: none"> <li>a) <i>will have a height of 100 metres or more above ground level;</i></li> <li>(2) <i>The person must, as soon as practicable after forming the intention to construct or erect the proposed object or structure, give written notice to CASA of the following:</i></li> <ul style="list-style-type: none"> <li>a) <i>the proposal;</i></li> <li>b) <i>the proposed height and location of the object or structure;</i></li> </ul> </ul> <p>As noted, the proposed met masts are greater than 100 metres. Details regarding consultation and safety measures taken by the Proposal in relation to aviation impact are provided in Table 3.</p>
<p><b>State Planning Policies and Position Statements</b></p>	
<p>SPP 2.5 – Rural planning</p>	<p>State Planning Policy 2.5 – Rural Planning (SPP2.5) seeks to protect and preserve Western Australia’s rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values. This policy applies to the Proposal, which is located on land zoned Rural use under LPS2.</p> <p>The proposal would have an insignificant impact on rural land supply and value within the Shire, due to its small footprint. The proposal does not involve any activities or land uses that would impact or constrain the use of surrounding rural land.</p>
<p>SPP 3.7 – Bushfire</p>	<p>State Planning Policy 3.7 – Bushfire (SPP3.7) seeks to guide the implementation of effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. It applies to all land designated as bushfire prone by the Department of Fire and Emergency Services (DFES) Commissioner as highlighted on the Map of Bush Fire Prone Areas.</p> <p>While the proposal is nearby to designated bushfire prone areas, it does not involve buildings/structure that are subject to regulation under the guidance of SPP3.7.</p> <p>Construction management during controlled bushfire risk situations is discussed further in this report.</p>
<p>Position Statement – Renewable Energy Facilities</p>	<p>The Position Statement guides the planning approval process for renewable energy facilities, guiding their development whilst minimising impacts to the natural environment and landscape. The Position Statement identifies matters to be considered in assessment of development applications for renewable energy facilities. The Proposal’s consideration of these factors is provided in Table 3.</p>
<p><b>Shire of West Arthur Local Planning Strategy</b></p>	
<p>Strategic Plan</p>	<p>The Shire’s Local Planning Strategy was endorsed in 2025, providing the planning context, objectives and intentions for long-term growth and change within the local government area.</p> <p>The Strategy emphasises a focus on pressures for change which may impact the rural economy and environment. A vision statement is defined to ‘To foster sustainable growth and development within the Shires of Wagin, West Arthur and Williams by embracing our rich agricultural heritage, enhancing our vibrant communities, and preserving our unique natural landscapes.’</p>

Framework	Proposal consideration
	<p>In regard to rural land, the Local Planning Strategy encourages the diversification of agricultural production, as well as other land uses which complement and do not interfere with established farming.</p> <p>The Proposal encourages the diversification of rural land uses by supporting the progression of the Bowelling Wind Farm project. The Proposal will not interfere with established farming or other surrounding rural land uses.</p>
Shire of West Arthur Local Planning Scheme No. 2	
Land use class and permissibility	<p>The proposal does not align with any use class listed under LPS2 and is expected to be considered a 'use not listed' by the Shire. As according to LPS2:</p> <p>If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type or class of activity of any other use the local government may:</p> <ul style="list-style-type: none"> <li>a) <i>determine that the use is consistent with the objectives of the particular zone and is therefore permitted; or</i></li> <li>b) <i>determine that the proposed use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or</i></li> <li>c) <i>determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.</i></li> </ul> <p>Assessment of the Proposal against zone objectives is provided in below.</p>
Zone and objectives	<p>The site is zoned 'Rural' under LPS2. Clause 4.2 of LPS2 sets out the objectives of the Rural zone:</p> <ul style="list-style-type: none"> <li>- <i>To ensure the continuation of broad-hectare agriculture as the principal land use in the district, encouraging where appropriate the retention and expansion of agricultural activities.</i></li> <li>- <i>To provide for intensive agricultural uses and diversified farming which retain the rural character and amenity of the locality, and which are consistent with land suitability.</i></li> <li>- <i>To help protect rural land from land degradation and further loss of biodiversity by:</i> <ul style="list-style-type: none"> <li>• <i>minimising clearing of remnant vegetation</i></li> <li>• <i>encouraging retention and protection of remnant vegetation</i></li> <li>• <i>encouraging development and protection of vegetation corridors</i></li> <li>• <i>encouraging development of sustainable surface and sub-surface drainage works</i></li> <li>• <i>encouraging rehabilitation of salt-affected land</i></li> <li>• <i>encouraging soil conservation through land management measures</i></li> <li>• <i>encouraging identification and protection of wetlands</i></li> </ul> </li> <li>- <i>To consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.</i></li> <li>- <i>To allow for facilities for tourists and travellers, and for recreation uses.</i></li> <li>- <i>To have regard to use of adjoining land at the interface of the rural zone with other zones to avoid adverse effects on local amenities</i></li> </ul> <p>The Proposal is a non-rural land use, but does not interfere with the objectives of the Rural zone. Given the structure and small footprint of the met mast, it will not adversely affect the environment, natural resources or surrounding rural land uses.</p>
General development requirements	<p>Clause 5.18 of LPS2 sets out the site and general development requirements for the Rural zone. A minimum setback of 20 metres from all lot boundaries is required for development within the Rural zone, which is achieved by the Proposal.</p>
Local Planning Policy 5 – Wind farms	<p>LPP5 articulates the Council's strategic position in relation to location, scale, design, and development of wind farms within the municipality.</p> <p>LPP5 encourages proposals for wind farms involve engagement with key agencies, including Department of Defence, CASA and Air Services Australia.</p> <p>LPP5 notes the need to consider visual impacts from key heritage listed places and conservation reserves.</p>

## Environmental and social considerations

Table 3 Summary of environmental considerations

Consideration	Project alignment
Environmental impact	<p>An initial desktop of environmental constraints identified:</p> <ul style="list-style-type: none"> <li>– No Environmentally Sensitive Areas (DWER-046)</li> <li>– No Threatened or Priority flora, fauna or ecological communities (DBCA-036; DBCA-037; DBCA-038)</li> <li>– No contaminated sites (DWER-059)</li> </ul> <p>A reveille/site assessment for the Bowelling Wind Farm area was completed in August 2025. The area of the proposed met mast was not surveyed but was observed as Eucalyptus wandoo plantation with some regrowth Eucalyptus rudis in lower areas over introduced (weed) grasses. The vegetation is likely in Completely Degraded condition. Further assessment of vegetation will occur in 2026. Where further applications are required to remove native vegetation, Vestas' will obtain relevant approvals prior to works.</p>
Cultural heritage	<p>A search of the Aboriginal Cultural Heritage Inquiry System found no registered places of Aboriginal cultural heritage significance within or in proximity to Lot 8.</p> <p>A search of the inHerit database found no registered places of European cultural heritage significance within or within proximity to Lot 8.</p> <p>The Site lies within the South West Settlement Native Title Determination, and the Gnaala Karla Booja Indigenous Land Use Agreement (WI2015/005).</p>
Public and aviation safety	<p>An Aviation Impact Assessment (AIA) has been prepared by Aviation Projects to support this Proposal (refer <b>Attachment 4</b>).</p> <p>The AIA does not identify any significant aviation risks associated with the met mast. It is noted that the AIA was prepared on the basis of a different met mast location that has now been deemed unsuitable for reasons unrelated to aviation impact. The different location is less than 2 km to the north of the current location. While the met mast has been re-sited, there are no additional or differing aviation impacts arising from the relocation. Vestas will continue to engage with Air Services Australia and CASA to ensure appropriate registration of the met mast. The met mast is located a considerable distance from Hillman Airstrip to avoid interaction with activities undertaken by the Royal Australian Air Force.</p> <p>The AIA notes the specific considerations outlined in LPP5 relating to air safety. <b>Vestas has referred preliminary information about the project to CASA, with advice returned from CASA summarised as follows:</b></p> <ul style="list-style-type: none"> <li>– CASA confirms the proposed WMT site is outside any Obstacle Limitation Surface (OLS) protection area. The nearest certified aerodrome is Bunbury Airport, approximately 81 km west.</li> <li>– CASA is unaware of any Aeroplane Landing Area (ALA) near the site; the closest identified ALA is Wagin airfield, about 79 km east.</li> <li>– The WMT is outside the 7 nm RAAF transport aircraft buffer and 5 nm paratrooper buffer for Hillman Farm Airstrip.</li> <li>– The WMT is a guyed mast with alternating markings on the top third. CASA recommends adding marker balls, flags or sleeves on upper guy wires for visibility.</li> <li>– CASA supports low-intensity steady red lighting for safety during agricultural flying and poor light conditions. Medium-intensity flashing red lighting is acceptable if preferred.</li> <li>– Lighting impacts during night hours should be assessed and managed.</li> <li>– CASA advises notifying Airservices to confirm no impact on airspace procedures, ATC or CNS facilities.</li> </ul>
Visual amenity	<p>The met mast is not expected to have a significant impact to the visual amenity of the surrounding rural landscape. Despite their significant height, the structure has a small ground footprint, is slim and designed with a lightweight lattice structure. The met mast will be visible from local access roads but are not located in proximity to residential dwellings or public spaces.</p> <p>It is noted that safety measures such as aviation safety markers, painting or lighting, will increase the visibility of the structure to some extent. These features are required for compliance with aviation safety standards.</p> <p>The masts are temporary structures and will be decommissioned after a maximum period of 6 years.</p>

Consideration	Project alignment
Construction impact	<p><b>Workforce and accommodation</b></p> <p>Up to 6 workers will be present on-site during construction. Workers will be accommodated off-site in the Collie district and drive to the project site.</p> <p><b>On-site facilities</b></p> <p>The project will maintain waste management at the site in accordance with Part 5 of the Shire's <i>Animal's Environment and Nuisance Local Law 2024</i>. Temporary toilets will be provided at the project location. Temporary toilets will capture waste, before being disposed of at an appropriate refuge facility.</p> <p>Machinery and equipment will be stored at the land during construction within a temporary construction laydown area.</p> <p><b>Site access and deliveries</b></p> <p>Major units are expected to be delivered by Class 3 (2 axel vehicles) with a general mass limit not exceeding 22.5 tonnes. Concrete will be delivered by a single 4-axel vehicle of similar maximum weight. Most other components will be delivered on trailers to utes and other similar vehicles.</p> <p>Access to site as well as all deliveries will occur via Coalfields Road, Bowelling-Duranillin Road and Trigwell Bridge Road. Lot 8 has direct frontage to Trigwell Bridge Road.</p> <p>No roadside clearing of vegetation or infrastructure is anticipated.</p> <p><b>Ground disturbance</b></p> <p>Any service access tracks and laydown areas required during construction, operation and decommissioning will be constructed and managed in consultation with the landowner.</p> <p>There will be minimal disturbance to the site occurring during construction, with appropriate measures being taken to ensure the stabilisation of topsoil, retention of surrounding native vegetation and appropriate management of erosion and drainage.</p> <p><b>Safety in construction</b></p> <p>ART will install the met mast on behalf of Vestas. ART maintains continuously reviewed:</p> <ul style="list-style-type: none"> <li>- Construction WHS Management Plan</li> <li>- Construction Emergency Management Plan</li> <li>- Safe Work Management Procedures.</li> </ul> <p>These procedures ensure the safe movement of plant and machinery around the work site. Adherence to ART's internal procedures ensures guy wires are not interacted with by plant, machinery or other forms of potential conflict during installation.</p> <p>ART's Construction WHS Management Plan includes provisions relating to the provision of firefighting equipment and adherence to emergency response plans.</p> <p>Vestas will ensure construction of the project complies with bush fire notices, harvest and burning bans issued by the Shire pursuant to the <i>Bushfire Act 1954</i>. This includes restrictions on the operation of forestry machinery and other plant/equipment during harvest bans.</p>
Traffic management	<p>Minimal additional vehicle movements are anticipated during the construction, operation and decommissioning of the met mast. Construction will occur over a short period approximately 2 weeks. No personnel will be required on site during the operation of the met mast. Minimal site access will be required to undertake routine maintenance during the operational phase.</p>
Site access and security	<p>The met mast will be secured with a metal grill barrier, climb protection and security fencing to deter unauthorised access.</p>

## Summary

This development applications proposes the installation of a met mast to support the development of the Bowelling Wind Farm.

The proposal is consistent with the applicable planning framework and will have negligible impacts on the amenity of the surrounding area. The siting of the met masts has considered and minimised potential impacts on the environment, cultural heritage values, visual amenity and aviation safety.

The met mast is proposed to be installed at the land for a period of up to 6 years. This recognises the temporary nature of the structures and will ensure removal, should the Bowelling Wind Farm project not proceed.

Kind regards,



**Aaron Augustson**  
Technical Director - Planning  
+61 8 62228424  
aaron.augustson@ghd.com

# **Attachment 1**

**Signed application form**

# Application for Development Approval

Local Planning Scheme No 2

Planning and Development (Local Planning Schemes) Regulations 2015

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



## Material to Accompany a Development Application (As prescribed by Clause 63 of the regulations)

An application for development approval is to be accompanied by -

- a) A plan or plans in a form approved by the local government showing the following –
  - I. The location of the site including street names, lot numbers, north point, and the dimensions of the site.
  - II. The existing and proposed ground levels over the whole of the land the subject of the application.
  - III. The location, height and type of all existing structures and environmental features, including watercourses, wetlands, and native vegetation on the site.
  - IV. The structures and environmental features that are proposed to be removed.
  - V. The existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;
  - VI. The existing and proposed means of access for pedestrians and vehicles to and from the site;
  - VII. The location, number, dimensions and layout of all car parking spaces intended to be provided;
  - VIII. The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
  - IX. The location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;
  - X. The nature and extent of any open space and landscaping proposed for the site; and
- b) Plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained; and
- c) A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies; and
- d) Any other plan or information that the local government reasonably requires.

### Application Fee

The prescribed fee for a development application is based upon the estimated cost of the development as follows:

Development Cost	Application Fee
Less than 50,000	\$147.00
> \$50,000 but not more than \$500,000	0.32% of the estimate cost of development
> 500,000 but less than \$2.5m	\$1,700 + 0.257% for every \$1 in excess of \$500,000
> \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million
> \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million

**Note:**

- 1. Developments with an estimated cost of \$10 million or more must be referred to a Development Assessment Panel.
- 2. Developments with an estimated cost of \$2 million or more and less than \$10 million may be referred to a Development Assessment Panel by the applicant.



**Owners Details**

Name: THE WATER RESOURCES MINISTERIAL BODY

ABN (if applicable): 28 420 443 065

Postal Address: LOCKED BAG 10, JOONDALUP WA

Post Code: 6919

Email: imu@dwes.wa.gov.au

Mobile Number: 0422019329 Home Number: \_\_\_\_\_

Contact person for correspondence: NEIL SCANES - PROJECT OFFICER

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

Signature: B. Walker Date: 17 / 12 / 2025

*The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).*

**Applicant Details (if different from owner)**

Name: GHD Pty Ltd ABN (If Applicable): 39 008 488 373

Postal Address: Level 10, 999 Hay Street, Perth

Post Code: 6000

Email: Aaron.Augustson@ghd.com

Mobile Number: (08) 6222 8424 Home Number: \_\_\_\_\_

Contact person for correspondence: Aaron Augustson

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.

Yes  No

Signature: *A. Augustson* Date: 12/12/25

**Property Details**

Lot Number: 8 House/Street Number: N/A Location Number: -

Diagram or Plan Number: P016210 Certificate of Title (Vol. Number): 1953

Folio: 982

Title encumbrances (e.g., easements, restrictive covenants): Refer certificate of title

Street name: TRIGWELL BRIDGE RD Suburb: BOWELLING

Nearest Street Intersection: TRIGWELL BRIDGE RD - D BROWN RD



**Proposed Development** *(see Note 1)*

Nature of development:

Works    Use    Works and Use

Is an exemption from development claimed for part of the development? *(see Note 2)*

Yes    No

No    Works    Use

Description of proposed works and/or land use: Use not listed (Meteorological monitoring mast)  
*(refer to information on cover page)*

Description of exemption claimed (if relevant): N/A

Nature of any existing buildings and/or land use: Rural

Approximate cost of proposed development: \$200,000

Estimated time of completion: Early 2026

**Notes**

1. Council will determine the land use classification under the Scheme for the proposal.
2. Development which is exempt from needing approval is referenced in Clause 61, Schedule 2 of the Regulations and in Council's Local Planning Policies.
3. Please note the Shire of West Arthur reserves the right to request additional information for specific applications such as truck movements, plans, traffic reports, and acoustic reports. For larger applications the applicant is encouraged to organise an appointment with the Shire Planner prior to lodging.
4. Discussing your development proposal early in the process can avoid unnecessary delays in processing the application. **If you wish to make an appointment, please contact the Shire office on 9736 2222**
5. The publication is intended for general information only. Verification with the original local laws, local planning scheme, and other relevant documents is required for detailed references.
6. In making this application, the owner has acknowledged and agreed that Council Staff may enter the property to undertake a site inspection as part of the processing of this application.

**Office Use Only**

Acceptance Officer's Initials: \_\_\_\_\_ Date received: \_\_\_\_\_

Local government reference number: \_\_\_\_\_



# **Attachment 2**

## **Certificate of title**



TITLE NUMBER	
Volume	Folio
<b>1953</b>	<b>982</b>

**RECORD OF CERTIFICATE OF TITLE**  
 UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
 REGISTRAR OF TITLES 

**LAND DESCRIPTION:**

LOT 8 ON PLAN 16210

**REGISTERED PROPRIETOR:**  
 (FIRST SCHEDULE)

THE WATER RESOURCES MINISTERIAL BODY OF PRIME HOUSE 8 DAVIDSON TERRACE JOONDALUP WA 6027  
 (A K890291 ) REGISTERED 25/3/2009

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
 (SECOND SCHEDULE)

- 1. Q462627 PROFIT A' PRENDRE. CERTAIN RIGHTS AND INTERESTS TO FOREST PRODUCTS COMMISSION OF LEVEL 7 233 ADELAIDE TERRACE PERTH WA 6000 FOR A TERM OF 35 YEARS FROM AND INCLUDING 01.01.2024 AS TO PORTION ONLY - SEE DEPOSITED PLAN 429416 REGISTERED 17/6/2025.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1953-982 (8/P16210)  
 PREVIOUS TITLE: 1953-981  
 PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF WEST ARTHUR  
 RESPONSIBLE AGENCY: DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (SWWC)

Superseded - Copy for Sketch Only

Page 1 (of 2 pages) 1953 VOL. 982 FOL. 4

LT. 39

ORIGINAL - NOT TO BE REMOVED FROM OFFICE OF TITLES

Application F126870  
Volume 1953 Folio 981

WESTERN



AUSTRALIA

REGISTER BOOK  
VOL. FOL.

CT 1953 982

### CERTIFICATE OF TITLE

UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

I certify that the person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements and encumbrances shown in the Second Schedule hereto.

Dated 5th March, 1993

REGISTRAR OF TITLES



PERSONS ARE CAUTIONED AGAINST ALTERING OR ADDING TO THIS CERTIFICATE OR ANY NOTIFICATION HEREON

ESTATE AND LAND REFERRED TO

Estate in fee simple in portion of each of Wellington Locations 3701 and 4131 and being Lot 8 on Plan 16210, delineated on the map in the Third Schedule hereto, limited however to the natural surface and therefrom to a depth of 60.96 metres.

FIRST SCHEDULE (continued overleaf)

~~Maringee Farms Pty. Ltd. of 39 Stirling Highway, Nedlands.~~

SECOND SCHEDULE (continued overleaf)

~~As to Wellington Location 4131 only:  
1. MORTGAGE D150162 to Perth Building Society. Registered 19.11.85 at 3.05 o/c  
Discharged F126856 5.3.93~~

~~As to Wellington Location 4131 only:  
2. MORTGAGE D150163 to Perth Building Society. Registered 19.11.85 at 3.05 o/c  
Discharged F126856 5.3.93~~

THIRD SCHEDULE (see overleaf)



NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

E85333/11/88-1 500-S/2860

Superseded - Copy for Sketch Only

LT: 39

NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

REGISTERED PROPRIETOR	INSTRUMENT NATURE	INSTRUMENT NUMBER	REGISTERED	TIME	SEAL	CERT. OFFICER
Water Authority of Western Australia of 629 Newcastle Street, Leederville.  Application G137095. The registered proprietor is <u>Water and Rivers Commission of Hyatt Centre, 3 Plain Street, East Perth</u> . By virtue of the <u>Water Agencies Restructure (Transitional and Consequential Provisions) Act 1995</u> . Registered 27th March, 1996 at 11:32 hours.	Transfer	F126871	5.3.93	10.52		

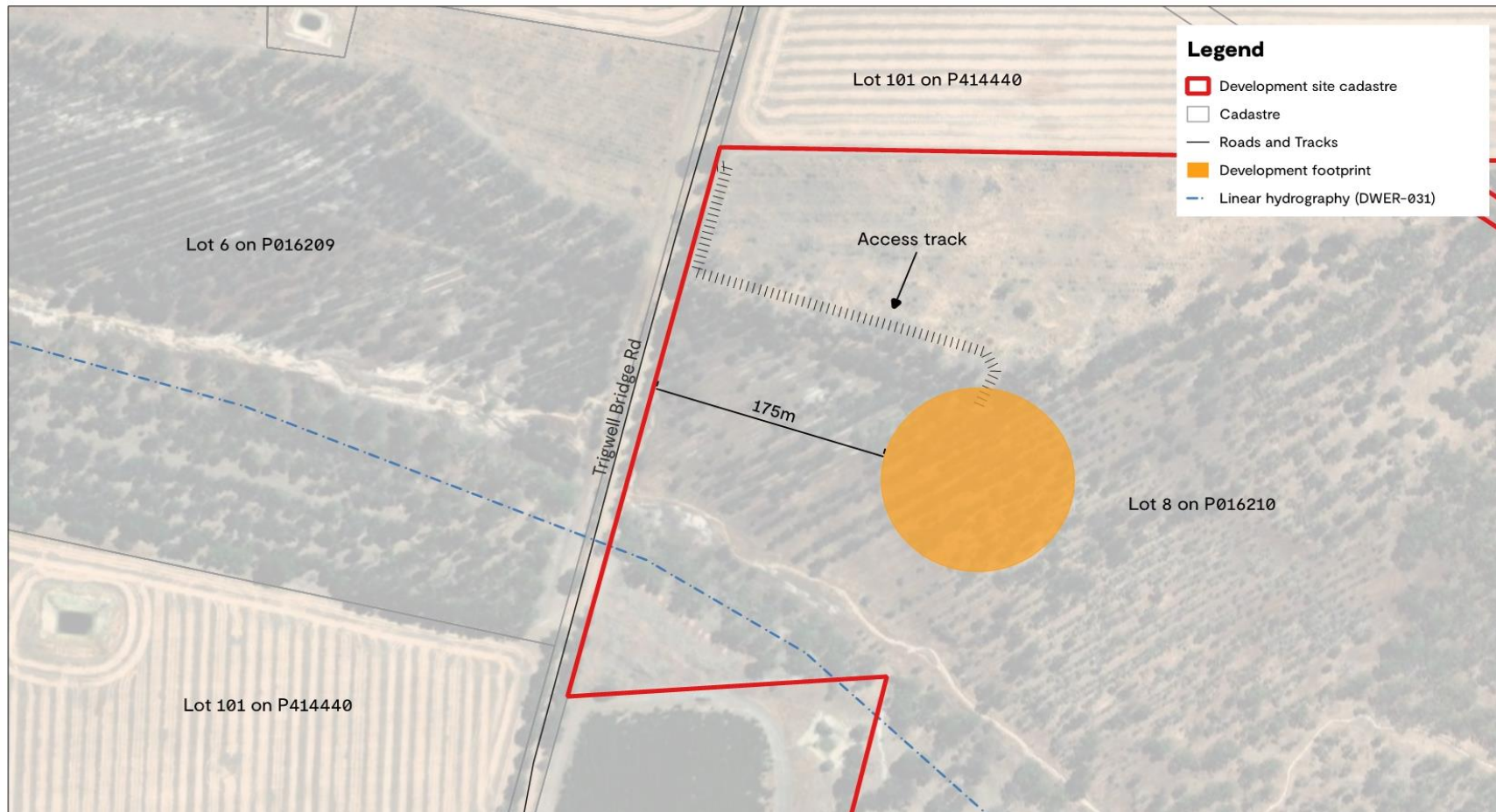
CERTIFICATE OF TITLE VOL. 1953 982







# **Attachment 3**

**Met mast drawings and specifications**



0 100 200 300 400 500 m

Map Projection: Mercator Auxiliary Sphere  
Horizontal Datum: WGS 1984  
Grid: WGS 1984 Web Mercator Auxiliary Sphere



Vestas Development Australia  
Bowelling Wind Farm Met Mast

Project No. 12672815  
Revision No. C  
Date. 16.01.26

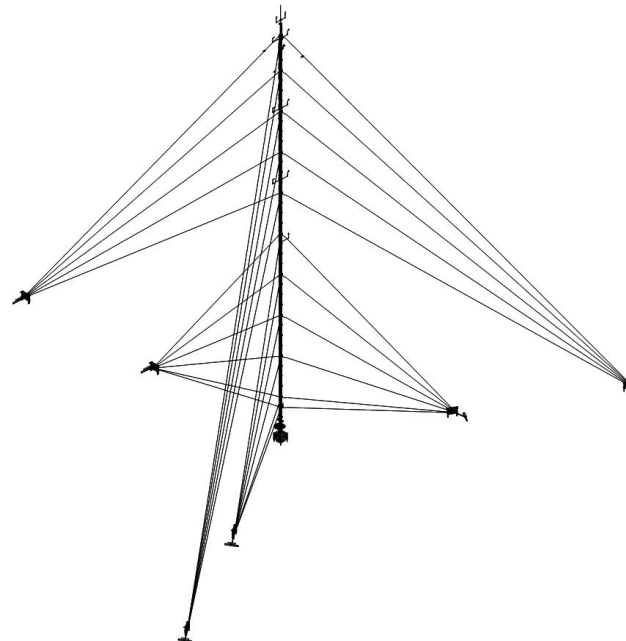
**Development Area**



**CLIENT:** VESTAS  
**SITE:** BOWELLING WIND FARM, WA  
**ART ASSET NUMBER:** AA00670  
**MAST NAME:** MM1  
**COORDINATES:** **UTM 50 H:** 457173, 6291706  
**LAT/LONG:** -33.513337°N, 116.538858°E  
**DESCRIPTION:** 120m (NOM.) TEMPORARY GL55-36 GUYED LATTICE MAST



DRAWING REGISTER	
DRAWING TITLE	SHEET No.
TITLE SHEET & DRAWING REGISTER	1/13
GENERAL NOTES	2/13
MAST PLAN	3/13
MAST ELEVATION	4/13
MAST AND GUY WIRE CONNECTION DETAILS	5/13
MAST ANCILLARY LAYOUT DETAILS	6/13
MAST FOOTING DETAILS - BURIED	7/13
MAST FOOTING DETAILS - CONC. IN-SITU	8/13
EARTHING G.A.	9/13
FENCING G.A.	10/13
FALL ARREST G.A.	11/13
ANTI CLIMB G.A.	12/13
AVIATION LIGHT G.A.	13/13



1  
S-01 ISOMETRIC VIEW

REV	DESCRIPTION	DATE
03	REVISED SH 4, 5, 6 & ADDED SH 13	30/10/25
02	REVISED SHEET 4, 5, 6, 10, 14	16/10/25
01	REVISED SH 1, 3, 4, 6 ADDED SH 13 & 14	29/09/25
00	ISSUED FOR CONSTRUCTION	19/09/25



119-125 QUARRY ROAD  
 MURWILLUMBAH, 2484, NSW  
 P: (02) 6672 6200  
 E: admin@art-group.com.au  
 W: www.art-group.com.au

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CLIENT



PROJECT  
 BOWELLING WIND FARM, WA  
 MM1 120M (NOM.) MET MAST  
 GL55-36 GUYED LATTICE MAST  
 TEMPORARY DEPLOYMENT

SHEET TITLE  
 TITLE SHEET & DRAWING REGISTER

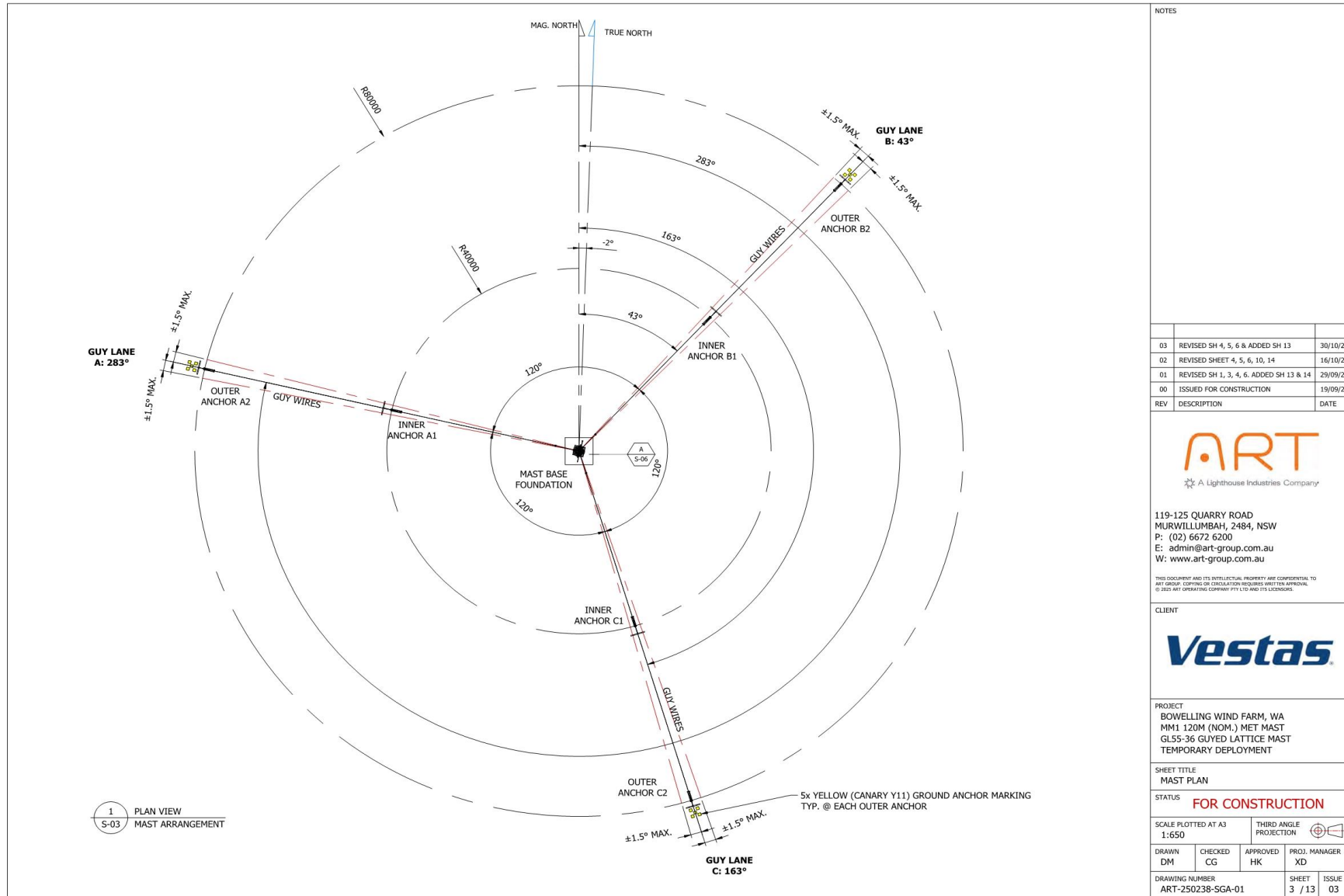
STATUS **FOR CONSTRUCTION**

SCALE PLOTTED AT A3  
 N.T.S. THIRD ANGLE  
 PROJECTION

DRAWN	CHECKED	APPROVED	PROJ. MANAGER
DM	CG	DN	XD



DRAWING NUMBER	SHEET	ISSUE
ART-250238-SGA-01	1 / 13	03

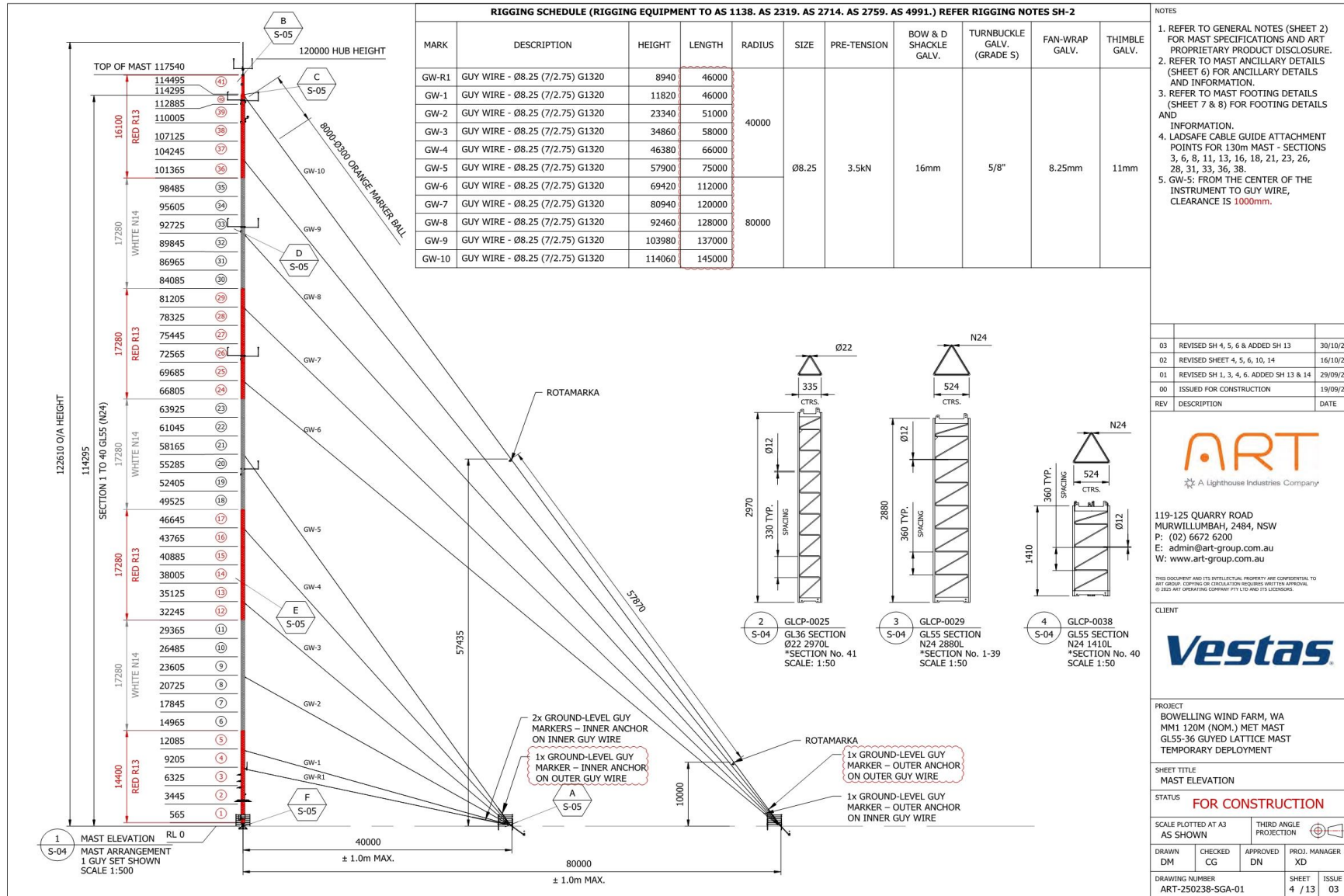
GENERAL NOTES		MAST DESIGN CRITERIA		NOTES																																					
<p>1. ALL MAST STEELWORK COMPONENTS, ASSEMBLIES AND PARTS CALLED OUT ON DETAILS, SECTIONS AND BILLS OF MATERIALS ARE THE PROPRIETARY PRODUCTS OF ART GROUP UNLESS NOTED OTHERWISE (U.N.O.). COMPLETE DETAILS AND INFORMATION OF THE ART GROUP PRODUCTS SHOWN ON PRODUCTION SHOP DRAWINGS.</p> <p>2. ALL DIMENSIONS TO BE CHECKED ON-SITE BEFORE CONSTRUCTION.</p> <p>3. ALL DIMENSIONS SHOWN ARE IN MILLIMETERS U.N.O.</p> <p>4. DIMENSIONS SHALL NOT BE OBTAINED BY SCALING DRAWINGS.</p> <p>5. ALL WORKMANSHIP AND MATERIALS SHALL BE AS PER THE CURRENT AUSTRALIAN STANDARDS AND THE BY-LAWS, AND ORDINANCES OF THE RELEVANT BUILDING AUTHORITY.</p> <p>6. ALL STRUCTURE AND TEMPORARY WORK SHALL BE MAINTAINED IN A STABLE CONDITION AT ALL TIMES. NO COMPONENT SHALL BE OVERSTRESSED.</p> <p>7. INSTALL LAD-SAF FALL ARREST SYSTEM AS PER MANUFACTURER'S SPECIFICATIONS.</p>		<table border="1"> <thead> <tr> <th colspan="2">WIND PARAMETERS (AS1170.2:2021 &amp; AS3995-1994)</th> </tr> </thead> <tbody> <tr> <td>WIND REGION</td> <td>A1</td> </tr> <tr> <td>TERRAIN CATEGORY</td> <td>2</td> </tr> <tr> <td>IMPORTANCE LEVEL (AS1170.0:2002)</td> <td>1</td> </tr> <tr> <td>TOPOGRAPHIC MULTIPLIER Mt</td> <td>1.057</td> </tr> <tr> <td>DIRECTIONAL MULTIPLIER Md</td> <td>1.00</td> </tr> <tr> <td>CLIMATE CHANGE MULTIPLIER Mc</td> <td>1.00</td> </tr> <tr> <td>REGIONAL WIND SPEED Vr (m/s)</td> <td>38</td> </tr> <tr> <td>SERVICE WIND Vs (m/s)</td> <td>27</td> </tr> <tr> <td>DEPLOYMENT TYPE</td> <td>TEMPORARY</td> </tr> <tr> <td>STRUCTURE SERVICE LIFE (1)</td> <td>6 YEARS</td> </tr> </tbody> </table>		WIND PARAMETERS (AS1170.2:2021 & AS3995-1994)		WIND REGION	A1	TERRAIN CATEGORY	2	IMPORTANCE LEVEL (AS1170.0:2002)	1	TOPOGRAPHIC MULTIPLIER Mt	1.057	DIRECTIONAL MULTIPLIER Md	1.00	CLIMATE CHANGE MULTIPLIER Mc	1.00	REGIONAL WIND SPEED Vr (m/s)	38	SERVICE WIND Vs (m/s)	27	DEPLOYMENT TYPE	TEMPORARY	STRUCTURE SERVICE LIFE (1)	6 YEARS	<p>03 REVISED SH 4, 5, 6 &amp; ADDED SH 13 30/10/25</p> <p>02 REVISED SHEET 4, 5, 6, 10, 14 16/10/25</p> <p>01 REVISED SH 1, 3, 4, 6 ADDED SH 13 &amp; 14 29/09/25</p> <p>00 ISSUED FOR CONSTRUCTION 19/09/25</p> <table border="1"> <thead> <tr> <th>REV</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>REVISED SH 4, 5, 6 &amp; ADDED SH 13</td> <td>30/10/25</td> </tr> <tr> <td>02</td> <td>REVISED SHEET 4, 5, 6, 10, 14</td> <td>16/10/25</td> </tr> <tr> <td>01</td> <td>REVISED SH 1, 3, 4, 6 ADDED SH 13 &amp; 14</td> <td>29/09/25</td> </tr> <tr> <td>00</td> <td>ISSUED FOR CONSTRUCTION</td> <td>19/09/25</td> </tr> </tbody> </table>	REV	DESCRIPTION	DATE	03	REVISED SH 4, 5, 6 & ADDED SH 13	30/10/25	02	REVISED SHEET 4, 5, 6, 10, 14	16/10/25	01	REVISED SH 1, 3, 4, 6 ADDED SH 13 & 14	29/09/25	00	ISSUED FOR CONSTRUCTION	19/09/25
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<p><b>LOCATION</b></p> <p>1. THE MAST LOCATION AND PROXIMITY TO PUBLIC ROADS, BUILDINGS AND OTHER INFRASTRUCTURE IS THE RESPONSIBILITY OF THE CLIENT AND RELEVANT LOCAL COUNCIL, STATE AND FEDERAL AUTHORITIES. UNLESS OTHERWISE STATED, ART IS NOT RESPONSIBLE FOR THE FINAL LOCATION IN REGARD TO COMPLIANCE WITH RELEVANT LOCAL COUNCIL, AND STATE AND FEDERAL AUTHORITIES.</p>		<p><b>MAST FOOTING &amp; SOIL PROPERTIES</b></p> <table border="1"> <tbody> <tr> <td>SOIL ALLOWABLE BEARING CAPACITY REQUIRED (kPa)</td> <td>100kPa</td> </tr> </tbody> </table> <p>NOTES: (A)</p> <p>1. DESIGN SERVICE LIFE FOR STRUCTURE, FOOTINGS AND PROTECTIVE COATINGS SUBJECT TO ROUTINE INSPECTION AND MAINTENANCE. CONTACT ART FOR RECOMMENDED MAINTENANCE SCHEDULE AND REQUIREMENTS.</p> <p>* A LIVE LOAD OF 2 PERSONNEL (100KG EACH) CLIMBING THE STRUCTURE FOR MAINTENANCE HAS BEEN CONSIDERED. IN ACCORDANCE WITH AS 3995, THE STRUCTURE IS CLASSIFIED AS A CLASS C STRUCTURE AND ALLOWS ACCESS ONLY FOR TWO EXPERIENCED AND QUALIFIED RIGGERS (ADVANCED RIGGING HIGH RISK WORK LICENCED).</p>		SOIL ALLOWABLE BEARING CAPACITY REQUIRED (kPa)	100kPa	<p>119-125 QUARRY ROAD MURWILLUMBAH, 2484, NSW P: (02) 6672 6200 E: admin@art-group.com.au W: www.art-group.com.au</p> <p>THIS DOCUMENT AND ITS INTELLECTUAL PROPERTY ARE CONFIDENTIAL TO ART GROUP. COPYING OR CIRCULATION REQUIRES WRITTEN APPROVAL. © 2025 ART OPERATING COMPANY PTY LTD AND ITS LICENSEES.</p>																																			
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<p><b>EARTHING</b></p> <p>1. UNLESS OTHERWISE SPECIFIED ART IS NOT RESPONSIBLE FOR THE SITE EARTHING SYSTEM COMPLIANCE TO AS/NZS 1768-2021 Cl 3.5.3 (EARTHING RESISTANCE RECOMMENDED VALUES) AS WELL AS THE PROVISION OF GEOTECHNICAL AND SOIL RESISTIVITY SURVEY DATA.</p> <p>2. THE METAL GUY WIRES ARE CONSIDERED ADEQUATELY EARTHED AS THEY ARE ATTACHED TO BURIED STEEL ANCHOR RODS SET IN EARTH (REFER TO AS/NZS 1768-2021 APPENDIX 15.1.)</p> <p>3. THE TOWER METALLIC STRUCTURE IS CONSIDERED A NATURAL DOWN CONDUCTOR AND REQUIRES NO ADDITIONAL DOWNCONDUCTOR (REFER TO AS/NZS 1768-2021 Cl 3.3.3.)</p>		<p><b>CONCRETE</b></p> <p>1. ALL WORKMANSHIP AND MATERIALS SHALL BE AS PER AS3600.</p> <p>2. PLACE CONCRETE WITH COMPRESSIVE STRENGTH Fc 32MPa AS DEFINED IN AS1379.</p> <p>3. ALL CONCRETE SHALL HAVE 80MM SLUMP AND NOMINAL 20M AGGREGATE SIZE.</p> <p>4. MAST BASE FOUNDATION: CONCRETE COVER OF 75mm MIN. TOP, BOTTOM AND SIDES.</p> <p>5. GUY ANCHOR FOUNDATION: MIN. 50mm CONCRETE COVER AROUND THE STEEL ANCHOR BEAM; FOR TOTAL CONCRETE DEPTH REFER TO THE GUY ANCHOR FOOTING SCHEDULE.</p> <p>6. NO HOLES OR CHASES OTHER THAN THOSE SHOWN ON THE STRUCTURAL DRAWINGS SHALL BE MADE IN CONCRETE MEMBERS WITHOUT WRITTEN APPROVAL FROM THE STRUCTURAL ENGINEER.</p> <p>7. REINFORCEMENT SYMBOLS: N - GRADE 500 NORMAL DUCTILITY DEFORMED BAR. SL/RL - DENOTES GRADE 500 LOW DUCTILITY RIBBED FABRIC THE NUMBER FOLLOWING THESE SYMBOLS INDICATES BAR DIAMETER IN MILLIMETRES U.N.O. REINFORCEMENT TO COMPLY WITH AS4671.</p>		<p><b>CLIENT</b></p> <p><b>Vestas</b></p>																																					
<p><b>MAST ERECTION</b></p> <p>1. MAST INSTALLATION DESIGNED FOR DERRICK-POLE OR CRANE ERECTION. FOR DERRICK-POLE LIFTS, ONLY ONE SECTION AT A TIME TO BE RAISED WITH DERRICK-POLE.</p> <p>2. FOR CRANE LIFTS THE PROPOSED LIFTING ARRANGEMENT SHALL BE CONFIRMED WITH THE STRUCTURAL ENGINEER.</p> <p>3. GUYED LATTICE MASTS BY NATURE HAVE NO REDUNDANCY AND ARE A HIGH-RISK ACTIVITY TO ERECT. ONLY EXPERIENCED AND QUALIFIED RIGGERS (ADVANCED RIGGING HIGH RISK WORK LICENCED) WITH A PROVEN CONSTRUCTION METHODOLOGY AND A DEMONSTRATED HISTORY OF GUYED LATTICE MAST ERECTION SHALL BE ENGAGED FOR MAST ERECTION WORKS. SAFE WORK METHOD STATEMENTS (SWMS) SHALL BE DEVELOPED AND STRICTLY ADHERED TO ALONG WITH WHS REGULATIONS.</p>		<p><b>RIGGING NOTES</b></p> <p>1. THE SAFE WORKING LOAD (SWL) OR WORKING LOAD LIMIT (WLL) OF ALL RIGGING COMPONENTS INCLUDING SHACKLES, TURNBUCKLES AND TERMINATIONS SHALL MATCH OR EXCEED THE DESIGN CAPACITIES OF THE ADJOINING GUY WIRE. LIKEWISE, THE ULTIMATE CAPACITY OF THESE COMPONENTS SHALL EXCEED THE MINIMUM BREAKING FORCE (MBF) OF THE ADJOINING GUY WIRE.</p> <p>2. RIGGING COMPONENTS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATION AND UNDERGO PERIODIC MAINTENANCE AND INSPECTION AS PER SUPPLIER RECOMMENDATIONS AND RELEVANT AUSTRALIAN STANDARDS.</p> <p>3. GUY WIRE SPECIFICATION AND MINIMUM REQUIREMENTS FOR ADJOINING RIGGING COMPONENTS SHALL BE AS FOLLOWS UNLESS NOTED OTHERWISE IN THE RIGGING SCHEDULE:</p> <p>a. 8.25mm GUY WIRES: 7/2.5mm STRANDS G1320 TENSILE STRENGTH = 1320MPa MINIMUM BREAKING FORCE (MBF) = 50kN PRE-TENSION TO 3.5kN TERMINATION – GFG-083-CL FANWRAP WHITE (MBF = 44.1kN) THIMBLE – 10mm PART NO. 302510 THIMBLE (MBF = 63.1kN) SHACKLE – 16mm GRADE 'S' BOW (SWL = 3.25t) TURNBUCKLE – 5/8" GRADE 'P' (WLL = 1.59t AND PROOF TESTED TO 2xWLL)</p> <p>b. 10mm GUY WIRES: 19/2.00mm STRANDS G1320 TENSILE STRENGTH = 1320MPa MINIMUM BREAKING FORCE (MBF) = 71kN PRE-TENSION TO 5kN TERMINATION – GFG-100 FANWRAP YELLOW (MBF = 70.5kN) THIMBLE – 11mm PART NO. 302511 THIMBLE (MBF = 76.3kN) SHACKLE – 19mm GRADE 'S' BOW (SWL = 4.75t) TURNBUCKLE – 7/8" GRADE 'P' (WLL = 3.27t AND PROOF TESTED TO 2xWLL)</p> <p>c. 13.75mm GUY WIRES: 19/2.75mm STRANDS G1320 TENSILE STRENGTH = 1320MPa MINIMUM BREAKING FORCE (MBF) = 134kN PRE-TENSION TO 10.0kN TERMINATION – GFG-138 FANWRAP WHITE (MBF = 133kN), THIMBLE – 16mm PART NO. 302516 THIMBLE (MBF = 161kN) SHACKLE – 22mm GRADE 'S' BOW (SWL = 6.5t) TURNBUCKLE – 1" GRADE 'P' (WLL = 4.54t AND PROOF TESTED TO 2xWLL)</p>																																							
<p><b>FOOTINGS &amp; FOUNDATIONS</b></p> <p>1. ALL TOPSOIL AND UPPER STRATA CONTAINING ORGANIC MATTER SHALL BE REMOVED.</p> <p>2. IF MATERIAL ON-SITE IS NOT SUITABLE FOR STANDARD COMPACTION SPECIFICATIONS, THEN IMPORTED FILL OR BACKFILL SHALL CONSIST OF APPROVED MATERIAL INSTALLED AS PER COMPACTION SPECIFICATIONS.</p> <p>3. GROUND COLLAPSE CONTROL MEASURES SHALL BE USED WHERE GROUND COLLAPSE MAY OCCUR BY APPLYING EITHER SHORING, BENCHING AND OR BATTERING. LOCAL WHS CODE OF PRACTICE SHALL BE ADHERED TO.</p> <p>4. THE MINIMUM ALLOWABLE BEARING CAPACITY REQUIRED OF FOUNDATION MATERIAL SHALL BE 100kPa UNO. IN THE MAST DESIGN CRITERIA TABLE.</p> <p>5. THE FOLLOWING GEOTECHNICAL DESIGN ASSUMPTIONS HAVE BEEN MADE UNO. IN THE GEOTECHNICAL REPORT: a. SOLID ROCK, LOOSE FILL AND SOFT CLAYS ARE NOT ENCOUNTERED b. WATER TABLE IS NOT ENCOUNTERED c. FINAL BACKFILL DENSITY IS AT LEAST 16kN/M3 OR HIGHER d. CLAYS HAVE A MINIMUM 5kPa SHORT TERM COHESION WITH FRICTION ANGLE 25° OR HIGHER e. SANDS ARE COHESIONLESS WITH FRICTION ANGLE 32° OR HIGHER f. AGGRESSIVE SOILS ARE NOT ENCOUNTERED</p>		<p><b>STEELWORK</b></p> <p>1. ALL WORKMANSHIP AND MATERIALS SHALL BE AS PER AS4100 AND AS1554.</p> <p>2. UNLESS NOTED OTHERWISE, THE FOLLOWING STEEL GRADES APPLY TO MAST SECTIONS: MAST CORD (LEGS) 500 MPa MAST WEBBING 300 MPa PLATES 250 MPa</p> <p>3. WELDED CONNECTIONS BETWEEN STRUCTURAL MEMBERS ARE 6mm CONTINUOUS FILLET WELD (OR SIZE EQUIVALENT) TO THE MINIMUM THICKNESS OF CONNECTION MEMBERS IF LESS THAN 6mm) U.N.O.</p> <p>4. BOLT TYPES AND DESIGNATIONS WHERE USED ARE AS FOLLOWS: 4.6/5-COMMERCIAL BOLTS TO AS1111 SNUG TIGHTENED. 8.8/5 HIGH STRENGTH STRUCTURAL ASSEMBLY (BOLTS, NUTS AND HARDENED WASHERS) TO AS1252 SNUG TIGHTENED.</p> <p>5. M16 HIGH STRENGTH (8/8/5) BOLTS USED TYPICALLY IN ALL CONNECTIONS U.N.O. NOTWITHSTANDING THIS, NO STEEL-TO-STEEL CONNECTIONS ASSEMBLED WITH LESS THAN 2/M16 (8/8/5) BOLTS U.N.O. U-BOLTS (4.6/5) USED FOR ANCILLARIES INSTALLATION U.N.O.</p> <p>6. BOLT HOLES IN STEEL-TO-STEEL AND STEEL-TO-CONCRETE CONNECTIONS WITH BOLT DIAMETER +2mm AND +3mm RESPECTIVELY. FOR BASE PLATES ALLOW A BOLT DIAMETER +6mm U.N.O.</p> <p>7. ALL NUTS, BOLTS AND WASHERS SHALL BE GALVANIZED U.N.O.</p> <p>8. WELD MATERIAL REQUIRES A NOMINAL TENSILE STRENGTH OF 490MPa AS PER AS4100:2020 TABLE 9.6.3.10(A)</p> <p>9. ALL WELDS REQUIRE CATEGORY SP AS PER AS1554 PART 1 U.N.O.</p> <p>10. PROTECTIVE SURFACE TREATMENT APPLIED TO STRUCTURAL STEELWORK AS FOLLOWS: GENERAL MAST FINISH: HOT-DIP GALVANIZE "HDG600" (AS2312). GUY ANCHOR BEAMS &amp; ANCHOR RODS FINISH: HOT-DIP GALVANIZE "HDG600" (AS2312). BLACK STEEL MAY BE USED WHERE ANCHOR BEAM IS ENCASED IN CONCRETE.</p>		<p><b>PROJECT</b></p> <p>BOWELLING WIND FARM, WA MM1 120M (NOM.) MAST MAST GL55-36 GUYED LATTICE MAST TEMPORARY DEPLOYMENT</p> <p><b>SHEET TITLE</b></p> <p>GENERAL NOTES</p> <p><b>STATUS</b></p> <p><b>FOR CONSTRUCTION</b></p> <p>SCALE PLOTTED AT A3 N/A</p> <p>THIRD ANGLE PROJECTION</p> <table border="1"> <thead> <tr> <th>DRAWN</th> <th>CHECKED</th> <th>APPROVED</th> <th>PROJ. MANAGER</th> </tr> <tr> <th>DM</th> <th>CG</th> <th>DN</th> <th>XD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>DRAWING NUMBER ART-250238-SGA-01</p> <table border="1"> <thead> <tr> <th>SHEET</th> <th>ISSUE</th> </tr> </thead> <tbody> <tr> <td>2 / 13</td> <td>03</td> </tr> </tbody> </table>	DRAWN	CHECKED	APPROVED	PROJ. MANAGER	DM	CG	DN	XD					SHEET	ISSUE	2 / 13	03																					
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<p><b>GUY ANCHOR COMPACTION SPECIFICATIONS</b></p> <p>1. THE LEVEL OF TOLERANCE OF GUY ANCHOR FOOTING ELEVATION MAY VARY AS FOLLOWS (HIGHER/LOWER) WITHOUT ENGINEERING REVIEW MAINTAINING NOMINATED GUY ANCHOR ANGLES AS SPECIFIED BY THE STRUCTURAL ENGINEER.</p> <p>INNER FOOTING: 3.0m OUTER FOOTING: 5.0m</p>																																									

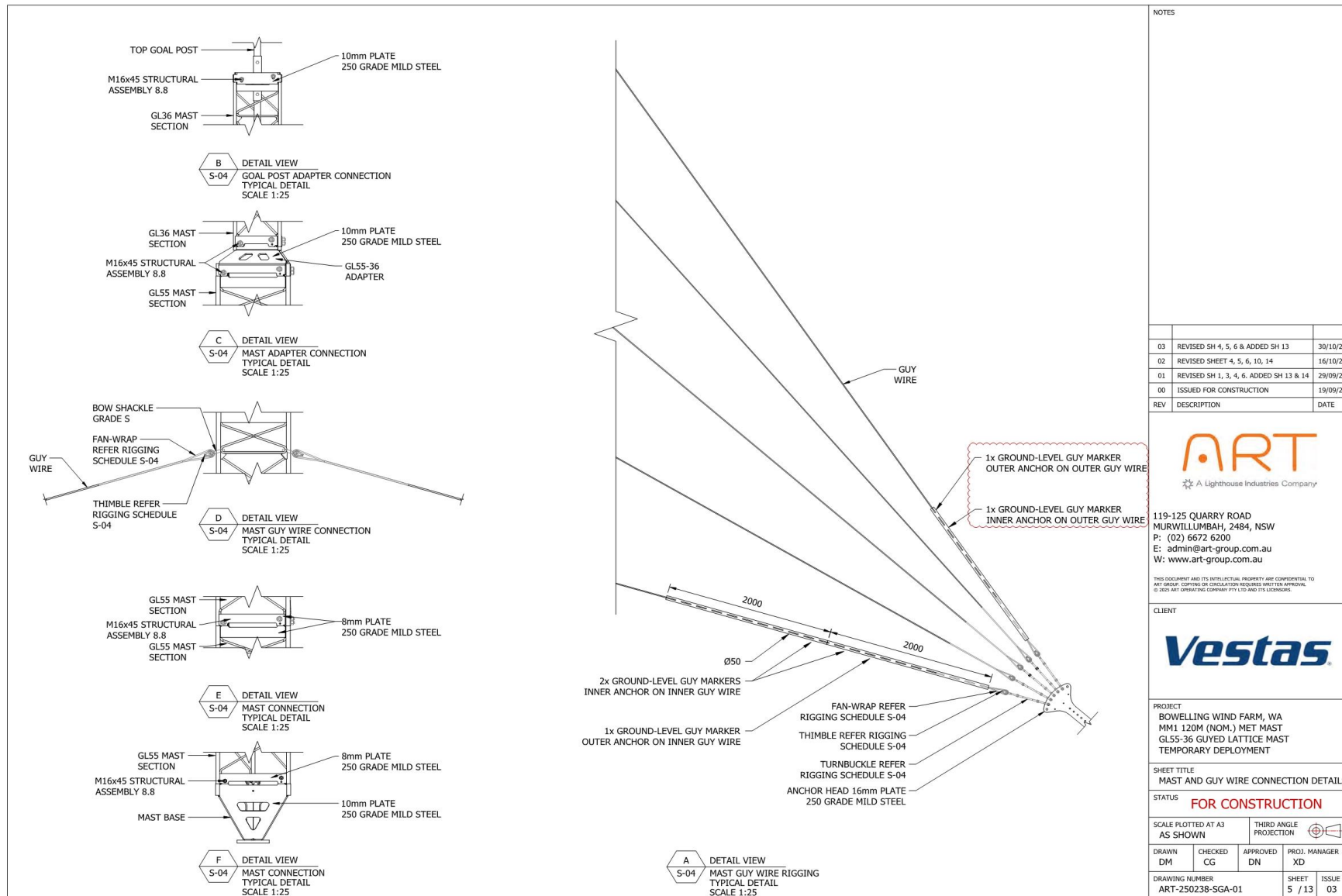


NOTES		
03	REVISED SH 4, 5, 6 & ADDED SH 13	30/10/25
02	REVISED SHEET 4, 5, 6, 10, 14	16/10/25
01	REVISED SH 1, 3, 4, 6 ADDED SH 13 & 14	29/09/25
00	ISSUED FOR CONSTRUCTION	19/09/25
REV	DESCRIPTION	DATE

 A Lighthouse Industries Company			
119-125 QUARRY ROAD MURWILLUMBAH, 2484, NSW P: (02) 6672 6200 E: admin@art-group.com.au W: www.art-group.com.au			
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CLIENT			
			
PROJECT BOWELLING WIND FARM, WA MM1 120M (NOM.) MET MAST GL55-36 GUYED LATTICE MAST TEMPORARY DEPLOYMENT			
SHEET TITLE			
MAST PLAN			
STATUS			
FOR CONSTRUCTION			
SCALE PLOTTED AT A3 1:650	THIRD ANGLE PROJECTION		
DRAWN DM	CHECKED CG	APPROVED HK	PROJ. MANAGER XD
DRAWING NUMBER ART-250238-SGA-01		SHEET 3 / 13	ISSUE 03





NOTES

03	REVISED SH 4, 5, 6 & ADDED SH 13	30/10/25
02	REVISED SHEET 4, 5, 6, 10, 14	16/10/25
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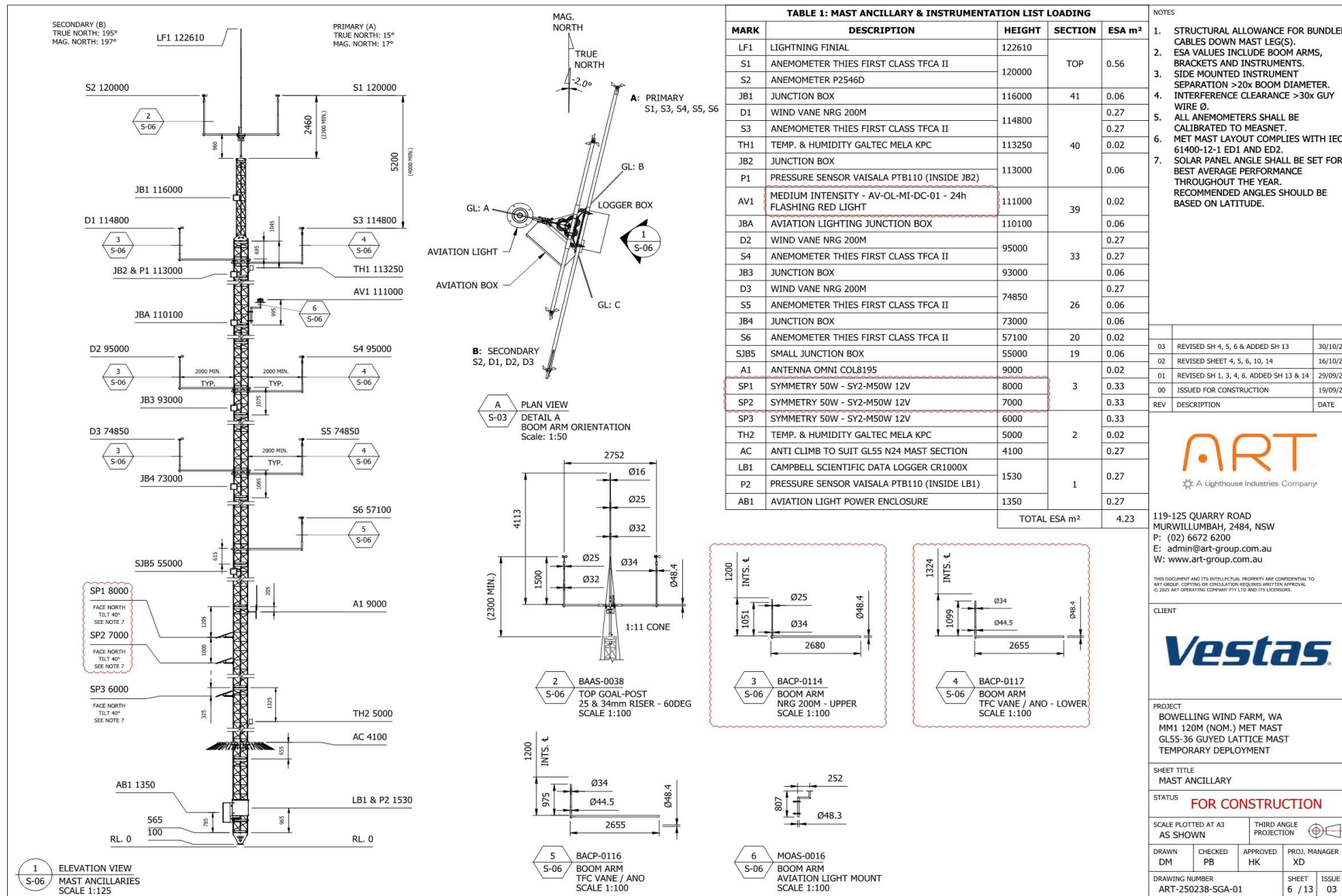
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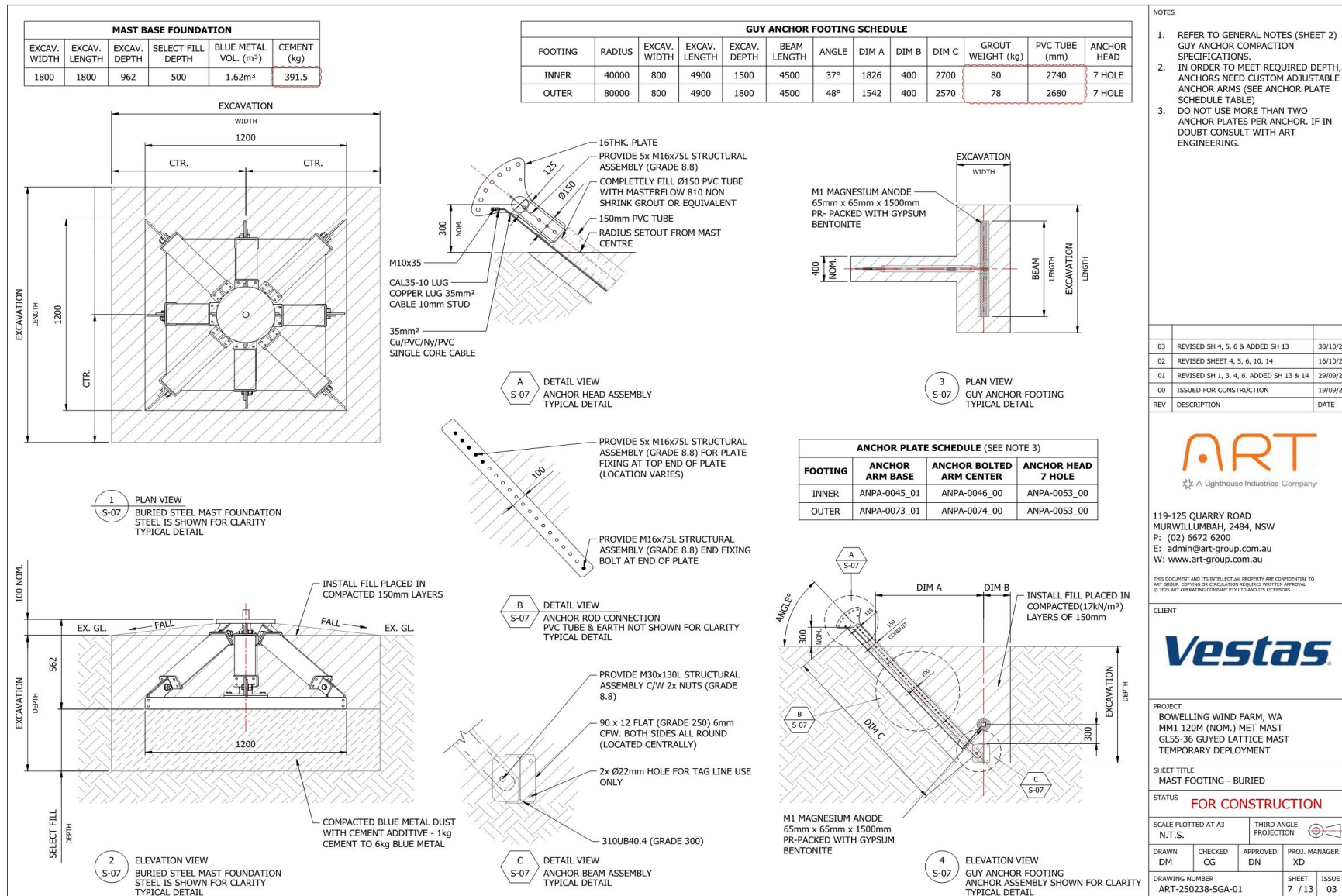
PROJECT  
BOWELLING WIND FARM, WA  
MM1 120M (NOM.) MET MAST  
GL55-36 GUYED LATTICE MAST  
TEMPORARY DEPLOYMENT

SHEET TITLE  
MAST AND GUY WIRE CONNECTION DETAILS

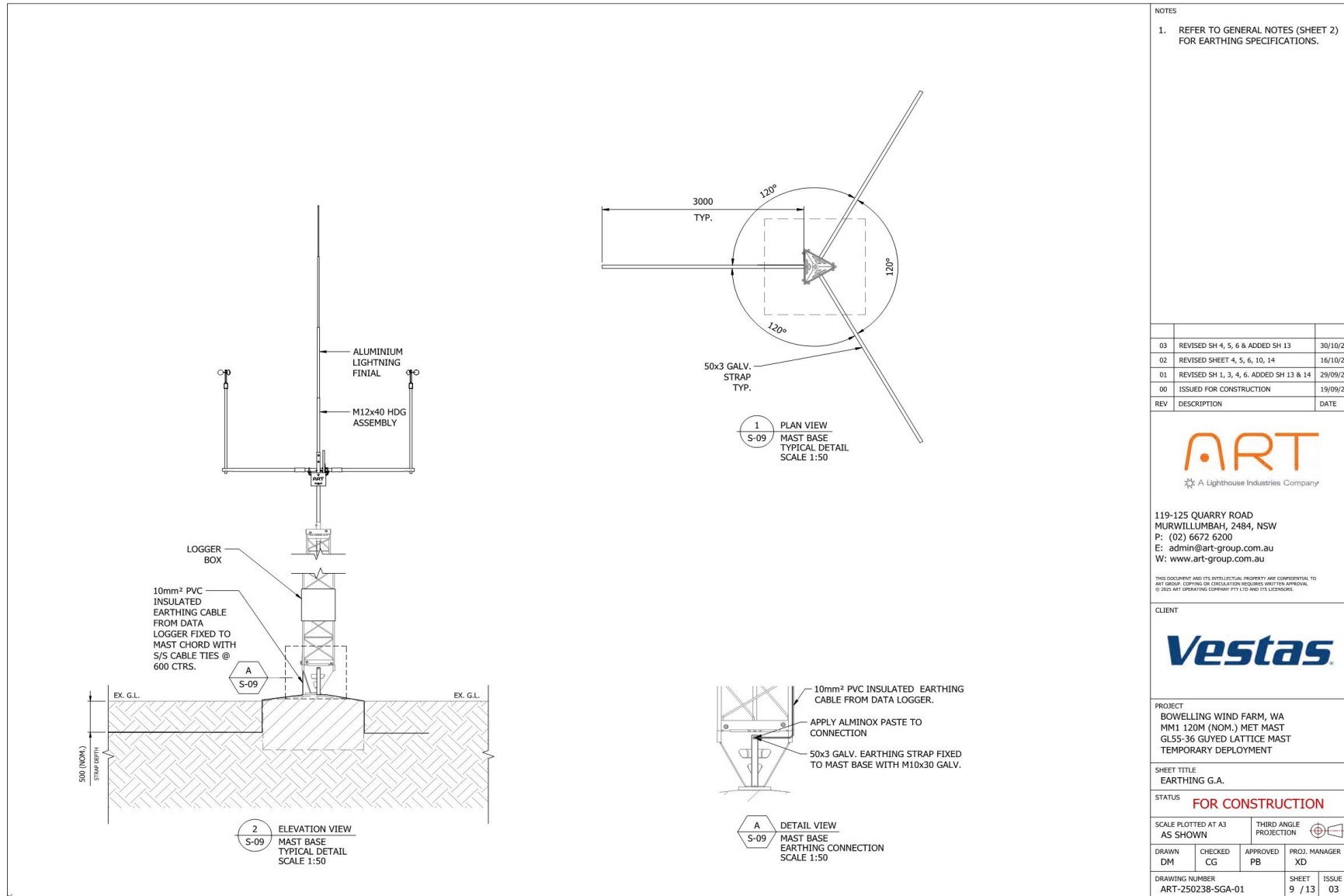
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DRAWING NUMBER ART-250238-SGA-01		SHEET 5 / 13	ISSUE 03









NOTES  
1. REFER TO GENERAL NOTES (SHEET 2) FOR EARTHING SPECIFICATIONS.

REV	DESCRIPTION	DATE
03	REVISED SH 4, 5, 6 & ADDED SH 13	30/10/25
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PROJECT  
BOWELLING WIND FARM, WA  
MM1 120M (NOM.) MET MAST  
GL55-36 GUYED LATTICE MAST  
TEMPORARY DEPLOYMENT

SHEET TITLE  
EARTHING G.A.

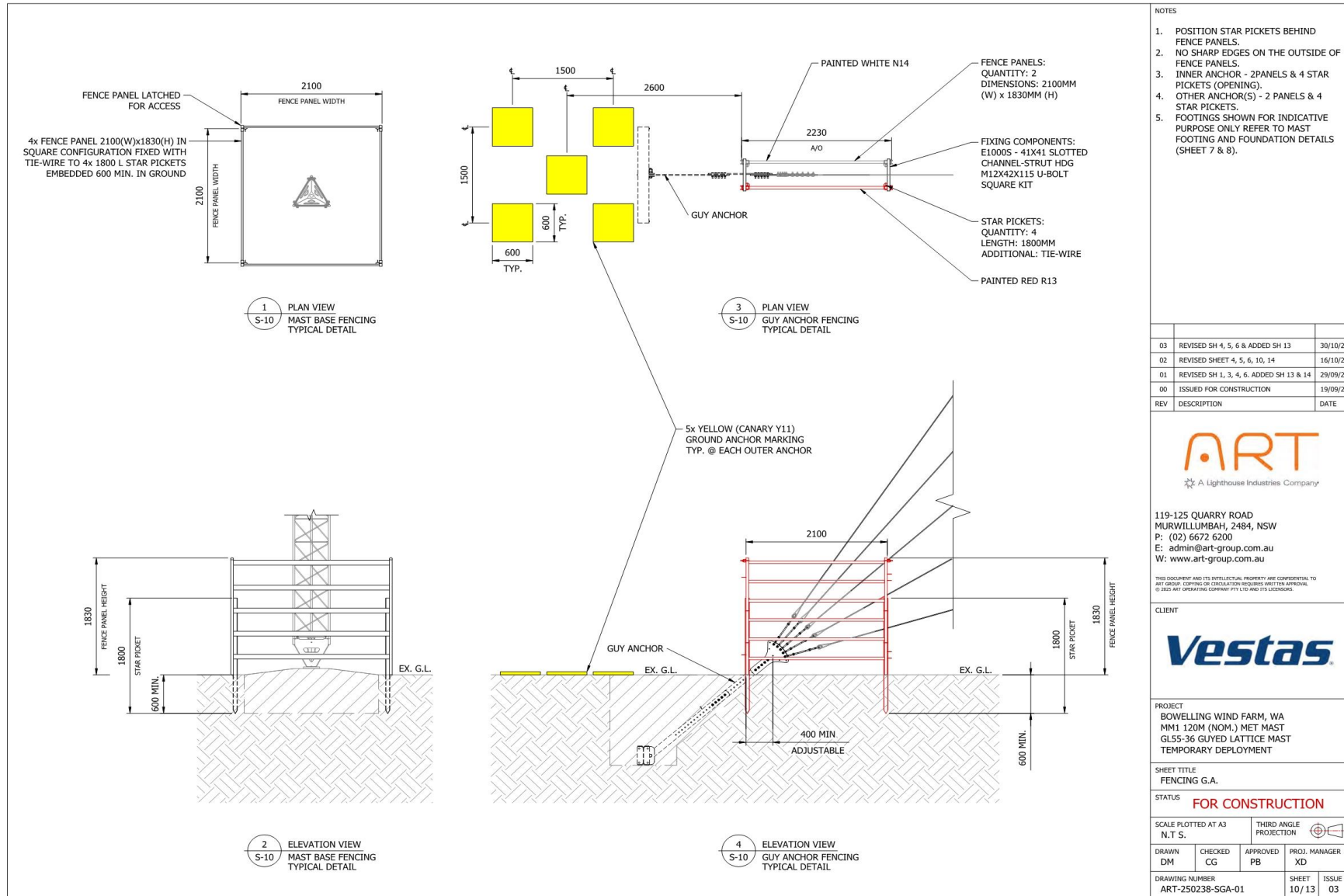
STATUS **FOR CONSTRUCTION**

SCALE PLOTTED AT A3  
AS SHOWN

THIRD ANGLE  
PROJECTION

DRAWN	CHECKED	APPROVED	PROJ. MANAGER
DM	CG	PB	XD

DRAWING NUMBER	SHEET	ISSUE
ART-250238-SGA-01	9 / 13	03



**LAD-SAF FALL ARREST SYSTEM INSTALLATION NOTES:**

INSTALL LAD-SAF FALL ARREST SYSTEM AS PER MANUFACTURER'S SPECIFICATIONS. GENERALLY, THE LAD-SAF SYSTEM IS INSTALLED FROM THE TOP DOWN WITH THE FOLLOWING PROCEDURE:

1. INSTALL THE TOP BRACKETS
2. INSTALL THE TOP COMPONENT TO BRACKETS
3. INSTALL THE CABLE TO THE TOP COMPONENT
4. INSTALL THE CABLE GUIDES
5. INSTALL THE BOTTOM BRACKET
6. INSTALL THE BOTTOM COMPONENT TO BRACKET
7. TENSION THE CABLE
8. INSPECT THE INSTALLATION
9. INSTALL THE I-SAFE RFID TAG AT BOTTOM OF MAST

**1** FRONT VIEW LAD-SAF FALL ARREST TOP ASSEMBLY GL55/36 MAST TYPICAL DETAIL

**2** FRONT VIEW LAD-SAF FALL ARREST CABLE GUIDE GL55/36 MAST TYPICAL DETAIL

**3** FRONT VIEW LAD-SAF FALL ARREST BOTTOM ASSEMBLY GL55/36 MAST TYPICAL DETAIL

**4** SIDE VIEW LAD-SAF FALL ARREST TOP ASSEMBLY GL55/36 MAST TYPICAL DETAIL

**5** SIDE VIEW LAD-SAF FALL ARREST CABLE GUIDE GL55/36 MAST TYPICAL DETAIL

**6** SIDE VIEW LAD-SAF FALL ARREST BOTTOM ASSEMBLY GL55/36 MAST TYPICAL DETAIL

**7** ISOMETRIC VIEW LAD-SAF FALL ARREST TOP ASSEMBLY GL55/36 MAST TYPICAL DETAIL

**8** ISOMETRIC VIEW LAD-SAF FALL ARREST CABLE GUIDE GL55/36 MAST TYPICAL DETAIL

**9** ISOMETRIC VIEW LAD-SAF FALL ARREST BOTTOM ASSEMBLY GL55/36 MAST TYPICAL DETAIL

ART GL36 MAST SECTION

LAD-SAF TOP ASSEMBLY FIXED TO ART FALL ARREST BRACKET (FAPA-0002\_02) WITH 4x M10x70 HDG BOLT & NUT KIT USING WASHER & SPRING WASHER AS PER MANUFACTURER'S SPECIFICATIONS WITH SUPPLIED FIXINGS

U-BOLT KIT WITH WASHER (34W L85 T50) TO MAST CHORD (LEGS)

Ø10mm LAD-SAF CABLE

Ø10mm LAD-SAF CABLE INSTALLED THROUGH ART LAD-SAF CABLE GUIDE

ART LAD-SAF CABLE GUIDE INSTALLED @5760mm & 8640mm ALTERNATING 2x & 3x GL55 SECTIONS FOR AN AVERAGE SPAN OF 7200mm MAX. INTERVALS FIXED TO ART MAST SECTION HORIZONTAL WEBBING WITH 1x ART CUSTOM U-BOLT ASSEMBLY

ART GL55 MAST SECTION

ART GL55 MAST SECTION

Ø10mm LAD-SAF CABLE FIXED TO LAD-SAF BOTTOM ASSEMBLY WITH MANUFACTURER'S SUPPLIED FIXINGS AS PER MANUFACTURER'S SPECIFICATIONS

I-SAFE RFID TAG REFER TO MANUFACTURER'S SPECIFICATIONS FOR INSTALLATION AND USE

TENSION LAD-SAF AS PER MANUFACTURER'S SPECIFICATIONS

LAD-SAF BOTTOM ASSEMBLY FIXED TO ART FALL ARREST BRACKET (FAPA-0002\_02) AS PER MANUFACTURER'S SPECIFICATIONS WITH SUPPLIED FIXINGS & 4x M10 HDG U-BOLT KIT WITH WASHER WITH WASHER AND SPRING WASHER(34W L85 T50) TO MAST CHORD (LEGS)

ART GL55 MAST BASE

I-SAFE RFID TAG REFER TO MANUFACTURER'S SPECIFICATIONS FOR INSTALLATION AND USE

NOTES

1. USE SPRING WASHERS WHERE REQUIRED.
2. CHECK ALL FASTENERS ARE PROPERLY TIGHTENED.
3. CLEAN ALL SURFACES BEFORE APPLYING REFLECTORS.

03	REVISED SH 4, 5, 6 & ADDED SH 13	30/10/25
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**Vestas**

PROJECT  
BOWELLING WIND FARM, WA  
MM1 120M (NOM.) MET MAST  
GL55-36 GUYED LATTICE MAST  
TEMPORARY DEPLOYMENT

SHEET TITLE  
FALL ARREST G.A.

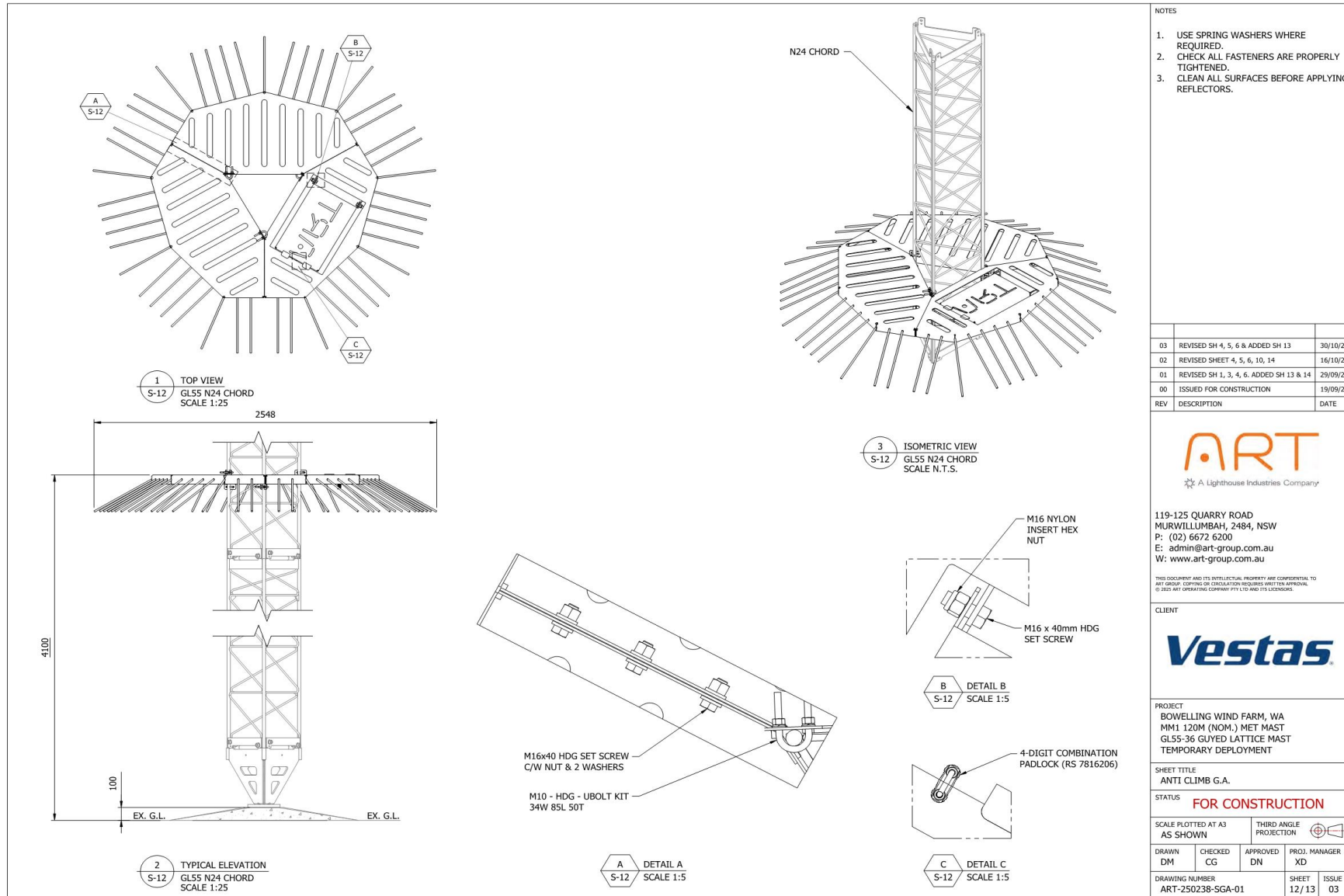
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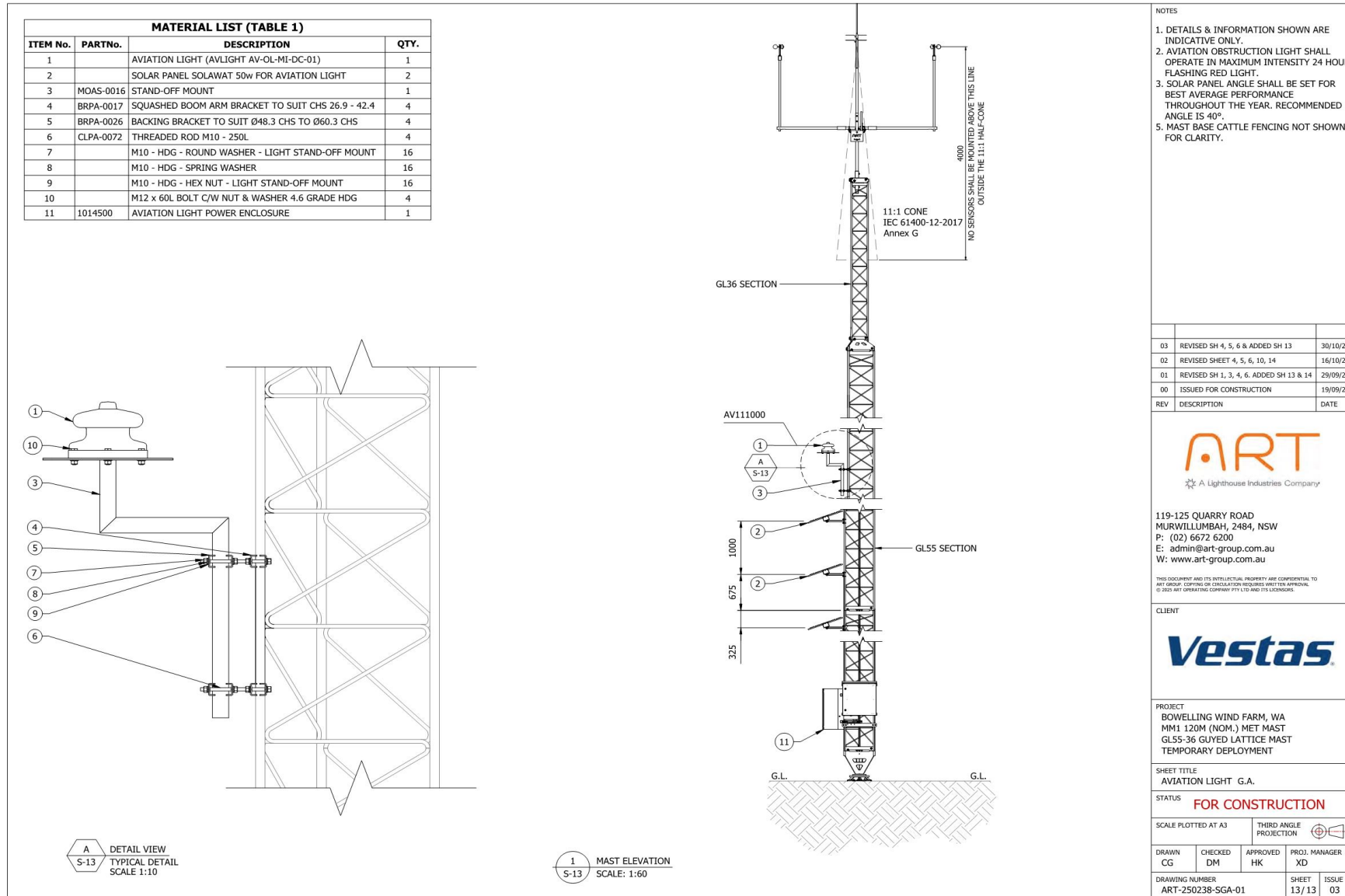
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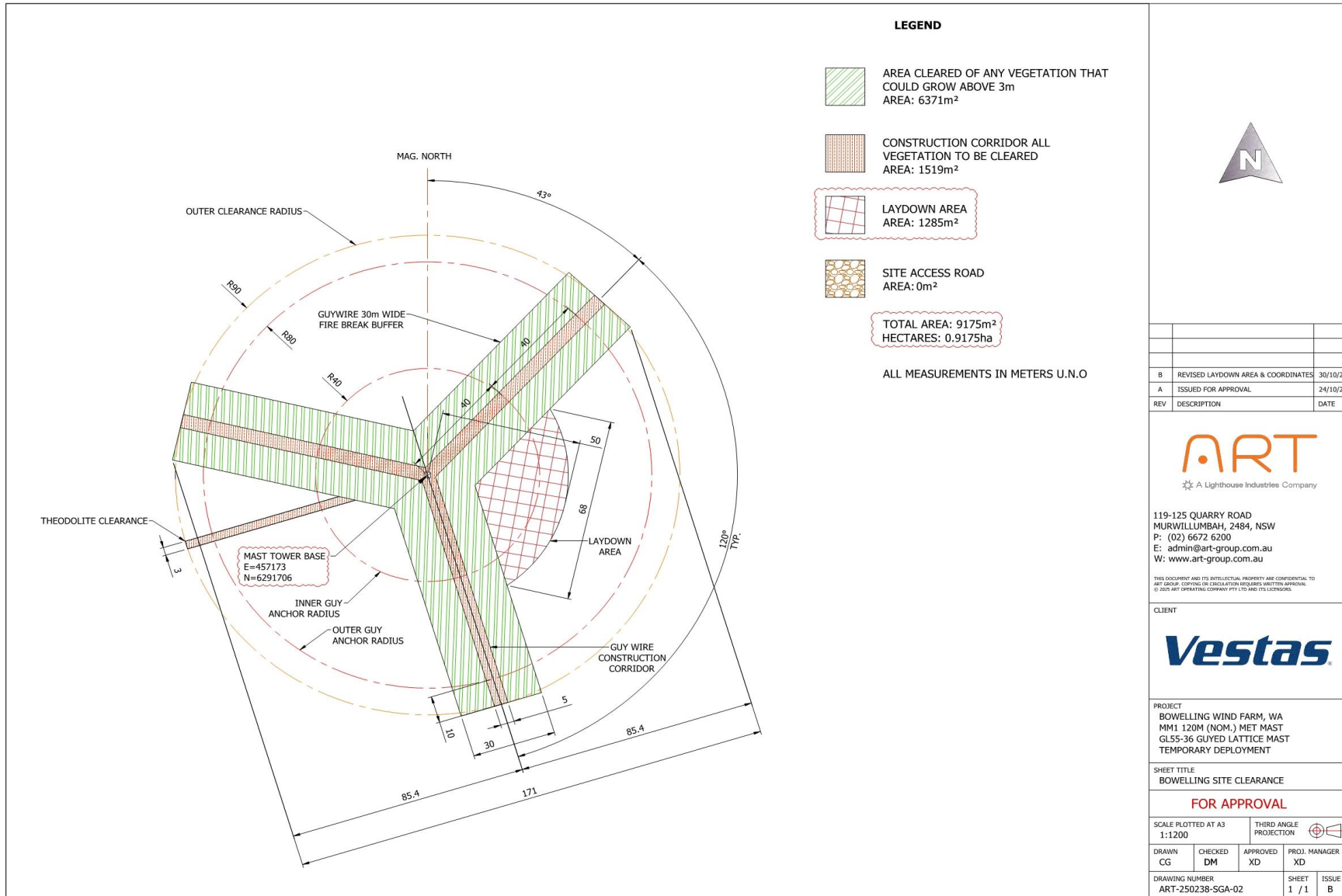
THIRD ANGLE PROJECTION

DRAWN DM	CHECKED CG	APPROVED DN	PROJ. MANAGER XD
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DRAWING NUMBER ART-250238-SGA-01	SHEET 11/13	ISSUE 03
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# **Attachment 4**

## **Aviation Impact Assessment**

 **AVIATION PROJECTS**

Aaron Augustson  
Technical Director - Planning  
GHD

November 2025

By email:

Our reference: 102308.01

Dear

**Re: Bowelling Wind Farm Wind Monitoring Tower – Aviation Impact Assessment**

GHD is managing the development process for the proposed Bowelling Wind Farm (the Project) in the Shire of West Arthur Local Government Area (LGA), Western Australia. GHD is currently proposing one (1) Meteorological Mast (WMT) to be installed within the Project Site.

Aviation Projects has prepared an Aviation Impact Assessment (AIA) for the WMT against relevant aspects of the applicable planning scheme, Civil Aviation Safety Regulations (CASR) Part 139–Aerodromes and National Airports Safeguarding Framework (NASF).

**1.1. References**

The following information sources were referenced during the preparation of this report:

- Airservices Australia
  - Aeronautical Information Package (AIP), effective 27 November 2025.
  - Designated Airspace Handbook (DAH), effective 27 November 2025.
- Civil Aviation Safety Authority (CASA)
  - Civil Aviation Regulations 1988 (CAR).
  - Civil Aviation Safety Regulations 1998 (CASR).
  - Advisory Circular (AC) 91-02 V1.2, *Guidelines for aeroplanes with MTOW not exceeding 5700 kg – suitable places to take off and land*, dated November 2022.
  - AC 91-10 v1.6: *Operations in the vicinity of non-controlled aerodromes*, dated September 2025.
  - CASR Part 173 Manual of Standards (MOS) – *Standards Applicable to Instrument Flight Procedure Design*, version 1.8, dated August 2022.
  - CASR Part 139 MOS– *Aerodromes*, F2025L00663 compilation date 12 June 2025.
  - AC 139.E-01 v1.0–*Reporting of Tall Structures*, dated December 2021.
  - AC 139.E-05 v1.1 *Obstacles (including wind farms) outside the vicinity of a CASA certified aerodrome* (October 2022).

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## AVIATION PROJECTS

- Department of Infrastructure, Transport, Regional Development, Communications and Arts, Australian Government, National Airport Safeguarding Framework, Guideline D *Managing the Risk to aviation safety of wind turbine installations (wind farms)/Wind Monitoring Towers*, dated July 2012.
- International Civil Aviation Organization (ICAO)
  - Annex 14—Aerodromes.
  - Doc 8168 *Procedures for Air Navigation Services—Aircraft Operations* (PANS-OPS).
- OzRunways, aeronautical navigation charts extracts, dated November 2025.
- Planning Position Statement – Renewable energy facilities (14 Dec 2022).
- Shire of West Arthur’s draft Planning Policy No 5 – Wind Farms.
- Other references as noted.

### 1.2. Project description

The proposed WMT is within the Shire of West Arthur LGA. The WMT’s height is approximately 123 m (404 ft) above ground level (AGL), and the ground elevation of the WMT is approximately 268 m Australian Height Datum (AHD) (based on Google Earth data).

Considering the accuracy of the Google Earth database, a 5 m buffer error has been applied to the ground elevation. This results in a maximum height of approximately 396 m AHD (1299.2 ft above mean sea level (AMSL)).

Figure 1 Shows the location of the proposed WMT (Source: GHD, Google Earth).



Figure 1 WMT’s location

102308-01\_BOWELLING WIND FARM\_WMT\_AIA\_DRAFT\_V01





Figure 2 Shows the proposed steel lattice and guy wire construction.

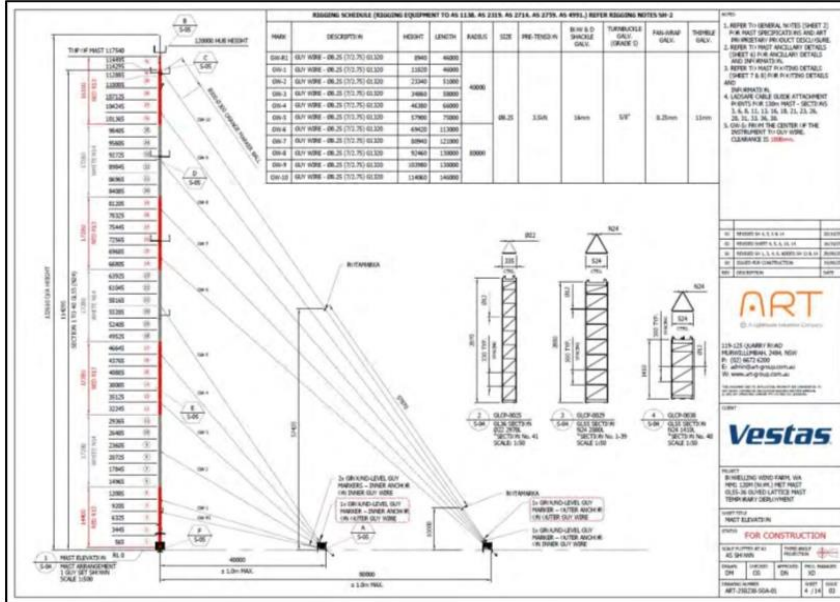


Figure 2 Proposed Guyed Lattice Mast

**1.3. Western Australia Government, Department of Planning, Lands and Heritage**

The Western Australian Planning Commission administers responsibility for approving renewable energy facilities through local councils. The Department of Planning, Lands and Heritage has published *Position Statement: Renewable energy facilities* (December 2022) on behalf the Western Australia Planning Commission. These guidelines provide advice to inform planning decisions about a wind energy facility proposal.

The intent of this position statement is to:

- Outline the Western Australian Planning Commission (WAPC) requirements to support the consistent consideration and provision of renewable energy facilities within Western Australia
- Identify assessment measures to facilitate appropriate development of renewable energy facilities.

The position statement applies to the preparation and assessment of planning instruments including regional and local planning schemes and strategies.

The position statement supersedes Planning Bulletin 67 Guidelines for Wind Farm Development (2004).





Section 5.3.1 *Community Consultation* and Section 5.3.5 *Public and Aviation safety* are relevant to this assessment and are extracted below:

**Section 5.3.1 Community Consultation**

*Early consultation with the community and stakeholders by the proponents is encouraged to ensure that the proposal is compatible with existing land uses on and near the site. The local government should be consulted with respect to the community consultation program. Relevant stakeholders may include:*

- Air Services Australia
- Australian Wind Alliance
- Civil Aviation Safety Authority

**5.3.5 Public and aviation safety**

*Proponents of wind turbine proposals should refer to the National Airports Safeguarding Framework (NASF) Guideline D: Managing the Risk to Aviation Safety of Wind Turbine Installation (Wind Farms) / Wind Monitoring Towers to determine any potential aviation safety risks and possible mitigation measures.*

*Any potential aviation safety risks identified require consultation with Civil Aviation Safety Authority (CASA), Air Services Australia and/or the Commonwealth Department of Defence.*

The position paper defines Renewable energy facility as premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

The comprehensive wind farm AIA will include consultation with relevant aviation stakeholders and address aviation-related matters included in the Position Statement.

**1.4. Shire of West Arthur**

The Shire of West Arthur prepared the Shire of West Arthur’s draft Planning Policy No 5 – Wind Farms, which included:

Hillman Airfield

*Multiple submissions object to references that must not be located within the vicinity of Hillman Airfield as being too vague. Several of these recommend that an Aviation Impact Assessment should be required.*

*There are two distinct issues associated with of Hillman Airfield being the potential impact on:*

- *The aircraft landing and take-off operations; and*
- *The sky diving and parachute training activities.*

*Both of these issues have a greater impact because of the RAAF operations noting that:*

- *RAAF transport aircraft require a 7nm (13km) buffer along the North / South axis of Hillman Farm airfield for approaches and take-offs, both in day and night.*

102308-01\_BOWELLING WIND FARM\_WMT\_AIA\_DRAFT\_V01



## AVIATION PROJECTS

- The military paratroopers require a min distance of 5nm (9kms) East / West of the axis of Hillman Farm airfield, due to long transit's, under canopy, from height both day and night.

This area is shown below, and again, it is emphasised that this is not a prohibition, but any development in this area will have to consider the potential impacts on these operations.

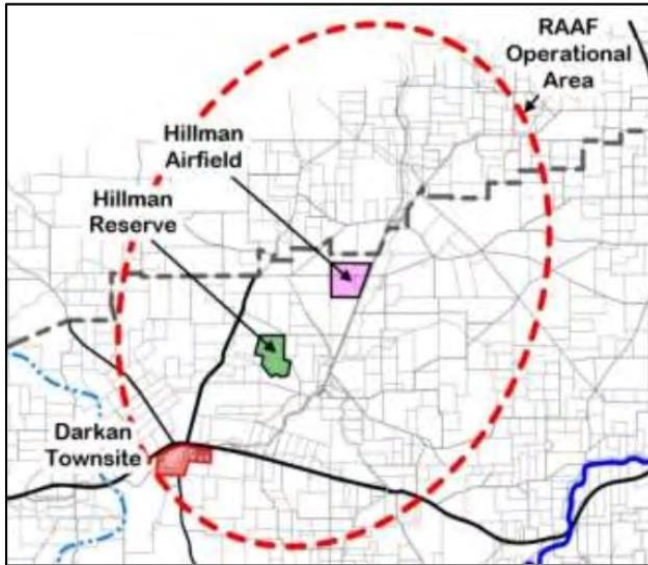


Figure 3 RAAF Operational Area

The WMT is located outside of the Hillman Farm RAAF area of interest

### 1.5. Nearby certified aerodromes

A certified aerodrome is an aerodrome regulated by the Civil Aviation Safety Authority (CASA) under Part 139 of the Civil Aviation Safety Regulations (CASR), with defined standards established in Part 139 (Aerodromes) Manual of Standards (MOS) 2019.

**AVIATION PROJECTS**

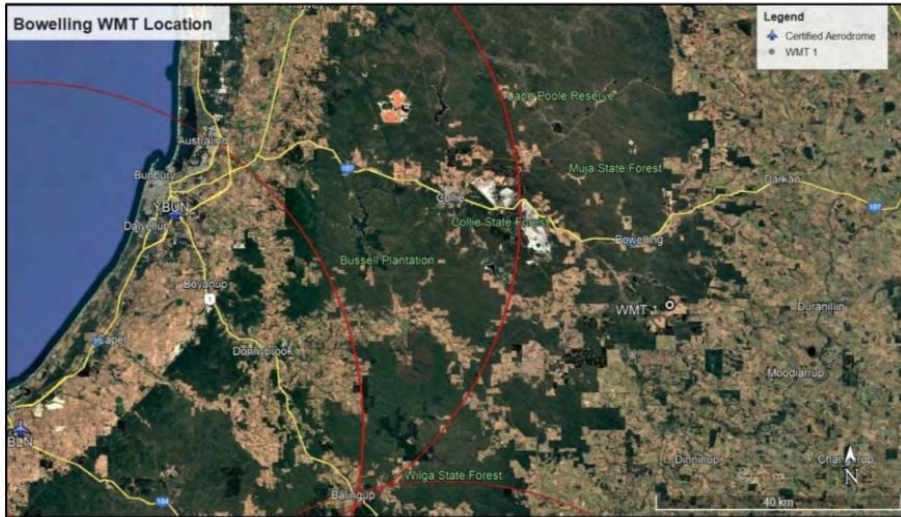


Figure 4 Location of certified aerodromes in relation to the proposed WMT

There are no certified aerodromes located within 30 nm of the proposed site. The closest certified aerodrome is Bunbury Airport (YBUN), approximately 81 km/43 nm west of the Project Site.

The 30 nm radius represents the 25 nm minimum sector altitude (MSA) for aerodromes with terminal instrument flight procedures. The 25 nm MSA is determined by assessing obstacles within 30 nm (25 nm plus 5 nm buffer) of the aerodrome reference point or navigational aid on which the MSA is based.

The location of the WMT's site relative to Bunbury Airport (YBUN) and Busselton Airport (YBLN) is shown in Figure 4 (Source: GHD, Google Earth). The red circle represents a 30 nm radius from the relevant aerodrome reference point (ARP).

**1.6. Nearby uncertified aerodromes**

A search of the following aviation datasets was used to identify uncertified aerodromes near the project area. They are not subject to CASR Part 139 regulations:

- AIP aeronautical charts effective 27 November 2025
- OzRunways - which sources its data from Airservices Australia (AIP). The aeronautical data provided by OzRunways is approved under CASA CASR Part 175

As a guide, an area of interest within a 3 nm radius of an uncertified aerodrome is used to assess the potential impacts of proposed developments on aircraft operations at or within the vicinity of the uncertified aerodrome.

There are no uncertified aerodromes located near the WMT.





**1.8. Airspace**

The WMT is located outside of controlled airspace (wholly within Class G airspace) and is not located in any Prohibited, Restricted and Danger areas.

The WMT will not have an impact on controlled or designated airspace.

**1.9. Aviation navigation facilities**

NASF Guideline G, *Protection of Aviation Facilities - Communication, Navigation and Surveillance (CNS)* and CASR Part 139 MOS specify the area where development of buildings and structures has the potential to cause unacceptable interference to CNS facilities.

The WMT is located sufficient distance away from any nearby certified aerodromes or aviation facility and will not have an impact.

**1.10. ATC Surveillance Radar Systems**

Airservices Australia currently requires an assessment of the potential for wind farms to affect radar lines of sight.

The open lattice construction of slim wind monitoring towers does not impact ATC Surveillance Radar Systems.

**1.11. Civil Aviation Safety Authority - regulatory context**

The CASA regulates aviation activities in Australia. Applicable requirements include the Civil Aviation Regulations 1988 (CAR), CASR 1998, Advisory Circular (AC) 139 E 0.1-v1.0, and AC.139 E 0.5-v1.1. Relevant provisions are outlined in further detail in the following section.

**1.11.1. CASR Part 139—Aerodromes**

CASR 139.165 requires the owner of a structure (or proponents of a structure) that will be 100 m or more above ground level to inform CASA. This must be given in written notice and contain information on the proposal, the height and location(s) of the object(s) and the proposed timeframe for construction. This is to allow CASA to assess the effect of the structure on aircraft operations and determine whether or not the structure will be hazardous to aircraft operations.

The proponent of the WMT is required to report the WMT to CASA in accordance with CASR 139.165, as soon as practicable after forming the intention to construct or erect the proposed object or structure.

The notification should be provided to CASA via email to [Aerodromes@casa.gov.au](mailto:Aerodromes@casa.gov.au) and [Airspace.Protection@casa.gov.au](mailto:Airspace.Protection@casa.gov.au).

**1.11.2.AC 139.E-01 v1.0—Reporting of Tall Structures**

AC 139.E-01 v1.0—*Reporting of Tall Structures*, CASA guides those authorities and persons involved in the planning, approval, erection, extension or dismantling of tall structures so that they may understand the vital nature of the information they provide.

*2.2.1 The hazards that such buildings or structures may pose to aircraft requires assessment. CASA routinely performs such assessments however needs to be first notified of the obstacle, structure of source of a hazardous plume. The need to report such hazards is outlined in this AC.*





2.2.2 If you are the person who owns, controls or operates the object, structure or a source of a hazardous plume which is either present, imminent or has been approved for erection/construction, details need to be provided about:

- the construction, extension or dismantling of tall structures if the top is:

- o 100 m or more above ground level

or

- o affects the obstacle limitation surface of an aerodrome as defined in

2.2.3 In addition, tall structures may pose a specific hazard for the operation of low-flying Defence aircraft or to the flight paths of arriving/departing aircraft (refer Paragraph 2.1.3). Therefore, the RAAF and Airservices Australia require information on structures that are 30 m or more above ground level—within 30 km of an aerodrome or 45 m or more above ground level elsewhere for the RAAF, or 30 m or more above ground level elsewhere for Airservices Australia.

2.2.4 Information provided for the database should be accurate and readily interpreted. The tall structure report form has been designed to help owners and/or developers in this respect. The form is available on the Airservices Australia website (including a spreadsheet for reporting multiple structures) at: <https://www.airservicesaustralia.com/industry-info/airport-development-assessments/>

**1.11.3.AC 139.E-05-v1.1 Obstacles including wind farms outside the vicinity of a CASA certified aerodrome – October 2022**

AC 139.E-05-v1.1 provides advice about the lighting and marking of wind farms and other tall structures in submissions to planning authorities who are considering a wind farm or tall structure proposal.

2.1.2 Regardless of CASA advice, planning authorities make the final determination whether a wind farm or a tall structure not in the vicinity of a CASA regulated aerodrome will require lighting or marking.

2.2.1 All wind turbine developments and tall structures should be assessed to determine whether they could be a risk to aviation safety. This AC augments the information in the National Aerodromes Safeguarding Framework (NASF) Guideline D and provides additional guidance on the assessment of wind farm developments and guidance for establishing what reasonable measures may be put in place to mitigate any adverse effect the wind farm development could be to aviation safety.

2.2.2 For the purposes of this AC, navigable airspace is considered to be the airspace above the minimum altitudes of VFR and IFR flight, including airspace required to ensure the safe take-off and landing of an aircraft. Generally, minimum altitude limits equate to 500 ft (152 m) or 1 000 ft (305 m) above ground level depending on the situation, i.e., whether or not the flying is over a populous area. The presence of wind turbines, wind monitoring masts and other tall obstacles may create a risk to the safety of flight, due to the risk of collision. An entity that is proposing to introduce a hazard into navigable airspace, such as a wind farm, must mitigate the risk of the hazard on airspace users to ensure an acceptable level of safety is maintained.

2.2.4.1 Part 139 of the Civil Aviation Safety Regulations 1998 (CASR), regulates obstacles within the vicinity of certified aerodromes. This is supported by Part 139 (Aerodromes) Manual of Standards (MOS) which provides the definition of an obstacle as well as the standards for marking and lighting of an obstacle. Any wind turbine (where the height is defined to be the maximum height reached by the tip of the turbine blades), wind monitoring mast or other tall structure that penetrates an Obstacle Limitation Surface (OLS) of an aerodrome will be assessed in accordance with the provisions of Part 139 of CASR and the MOS.

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 **AVIATION PROJECTS**

2.2.6.1 Outside the vicinity of an aerodrome, which is defined as being outside the OLS of an aerodrome, wind farms and other tall structures may constitute a risk to low-flying aviation operations which may be conducted down to 500 ft above ground level (AGL) over non-populous areas. Additionally, wind monitoring masts can also be hazardous to aviation, given they are very thin and difficult to see. Wind farms can also affect the performance of communications, navigation and surveillance (CNS) equipment operated by Airservices or the Department of Defence.

#### 2.5 Aviation hazard lighting - International best practice

2.5.2 Australian regulations state that aircraft in uncontrolled airspace may operate under visual flight rules (VFR), which requires the pilot to remain clear of clouds and to adhere to visibility minima.

- in Class G airspace below 3000 ft Above Mean Sea Level (AMSL) or 1000 ft AGL (whichever is the higher) – remain clear of cloud with minimum visibility of 5000 m.
- in Class G airspace below 10 000 ft AMSL (subject to the above) – remain 1000 ft vertically and 1500 m horizontally from cloud and with 5000 m visibility.

Note: Helicopters may be permitted to operate in lower visibility and that further exemptions may apply to special cases such as military, search and rescue, medical emergency, agricultural and fire-fighting operations.

2.5.4 2000 candela medium intensity obstacle lighting recommendation satisfies the 5000 m VFR visibility requirements, according to practical exercises undertaken by the FAA and documented in AC 70/7460-1L (FAA, 2015).

2.5.5 In Australia, CASA has accepted the use of 200 candela lighting in some circumstances due to a lack of back lighting in rural and remote areas, meaning that a lower intensity light is still visible to pilots at an acceptable distance to permit a pilot to see and avoid the obstacle.

#### 2.6 Hazard Lighting

2.6.1 This describes the reasoning behind CASA's preference to recommend aviation hazard lighting for tall structures and aircraft detection systems for wind farms.

2.6.2 Hazard lighting for wind farms and other tall structures is intended to alert pilots, flying at low altitude, to the presence of an obstacle allowing them sufficient awareness to safely navigate around or avoid it. The pilot is responsible for avoiding other traffic and obstacles based on the "alerted" see-and-avoid principle.

2.6.3 Unless the wind farm or tall structure is located near an airport, it is not expected to pose a risk to regular public transport operations. The kind of air traffic that is usually encountered at low altitude in the vicinity of a wind farm or tall structure includes light aircraft (private operators, flight schools, sport aviation, agricultural, survey, fire spotting and control) and helicopters (military, police, medical emergency services, survey, fire spotting and control). Hazard lights are therefore designed to provide pilots with sufficient awareness about the presence of the structure(s), so they can avoid it. This means that the intensity of the hazard lights should be such that the acquisition distance is sufficient for the pilot to recognise the danger, take evasive action and avoid the obstacle by a safe margin in all visibility conditions. This outcome considers the potential speed of an aircraft to determine the distance by which the pilot must become aware of the obstacle to have enough time and manoeuvrability to avoid it.

#### 2.7 CASA's commitment to aviation safety

2.7.1 CASA will consider the lighting intensity management and systems that achieve an acceptable level of aviation safety on a case-by-case basis during its assessment.



2.7.2 A CASA determination will consider the environmental setting when determining the need and level of lighting required on a wind farm or tall structure. This may include consideration of lower lighting intensities for obstacles away from an aerodrome. The backlighting of some locations is almost non-existent, meaning the risk of an aviation hazard light being compromised by background lighting from a rural and remote town is lower than would otherwise apply in a residential area closer to a city.

There is no regulatory requirement to provide obstacle lighting on the proposed WMT that is not within the vicinity of an aerodrome. Generally, the voluntary provision of obstacle lighting should be considered to ensure visibility in low light and deteriorating atmospheric conditions. CASA will review the proposed WMT for potential hazards to aircraft operations and may recommend lighting the proposed WMT. The WMT is also less than 150 m AGL, which is outside of the navigable airspace mentioned in the AC above.

**1.12. National Airport Safeguarding Framework Guideline D**

NASF Guideline D: *Managing the Risk to Aviation Safety of Wind Turbine Installation (Wind Farms)/Wind Monitoring Towers* provides guidance to State/Territory and local government decision-makers, airport operators and developers of wind farms to jointly address the risk to civil aviation arising from the development, presence and use of wind farms and wind monitoring towers.

*When wind turbines over 150 metres above ground level are to be built within 30 kms of a certified or registered aerodrome, the proponent should notify the Civil Aviation Safety Authority (CASA) and Airservices. If the wind farm is within 30km of a military aerodrome, Defence should be notified.*

*The Aeronautical Information Service of the Royal Australian Air Force (RAAF AIS) maintains a database of tall structures in the country. The RAAF AIS should be notified of all tall structures meeting the following criteria:*

- 30 metres or more above ground level for structures within 30km of an aerodrome; or
- 45 metres or more above ground level for structures located elsewhere.

*Marking and lighting of wind monitoring towers*

*Before developing a wind farm, it is common for wind monitoring towers to be erected for anemometers and other meteorological sensing instruments to evaluate the suitability or otherwise of a site. These towers are often retained after the wind farm commences operations to provide the relevant meteorological readings. These structures are very difficult to see from the air due to their slender construction and guy wires. This is a particular problem for low flying aircraft including aerial agricultural operations. Wind farm proponents should take appropriate steps to minimise such hazards, particularly in areas where aerial agricultural operations occur. Measures to be considered should include:*

- *the top 1/3 of wind monitoring towers to painted in alternating contrasting bands of colour. Examples of effective measures can be found in the Manual of Standards for Part 139 of the Civil Aviation Safety Regulations 1998. In areas where aerial agriculture operations take place, marker balls or high visibility flags can be used to increase the visibility of the towers;*
- *marker balls or high visibility flags or high visibility sleeves placed on the outside guy wires;*
- *ensuring the guy wire ground attachment points have contrasting colours to the surrounding ground/vegetation; or*



## AVIATION PROJECTS

- a flashing strobe light during daylight hours.

### 1.13. Consultation

The following list of stakeholders was identified as requiring consultation:

- Airservices Australia
- Department of Defence

Details and results of the consultation activities have been provided in Table 1 below.

### 1.14. Summary

The following list of findings summarises the outcome of this assessment, based on the maximum height of 396 m AHD (1299.2 ft AMSL):

- There are no certified aerodromes located within 30 nm (55.6 km) of the WMT
- There are no uncertified aerodromes identified within 3 nm of the WMT's site.
- Shire of West Arthur prepared the draft of planning policy No. 5, which included a 7 nm (13 km) buffer for RAAF transport aircraft operations and a 5 nm (9 km) buffer for military paratroopers at Hillman Farm Airstrip. the WMT is outside the RAAF operation buffer area.
- The WMT will not affect any Grid or airway route segment LSALT
- The WMT will not have an impact on controlled or designated airspace.
- Marking the WMT is not mandatory, but the provision of obstacle marking should be considered to ensure the narrow mast can be readily identified by pilots flying at low level in the area around them. However, the following markings are recommended to be implemented in consideration of potential day VFR aerial work operations in accordance with NASF Guideline D, as shown in Figure 6 (Source: Part 139 MOS 2019):
  - Obstacle marking for at least the top 1/3 of the mast and be painted in alternating contrasting bands of colour
  - Marker balls or high visibility flags or high visibility sleeves placed on the outside guy wires
  - Guy wire ground attachment points in contrasting colours to the surrounding ground/vegetation.

102308-01\_BOWELLING WIND FARM\_WMT\_AIA\_DRAFT\_V01



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 **AVIATION PROJECTS**

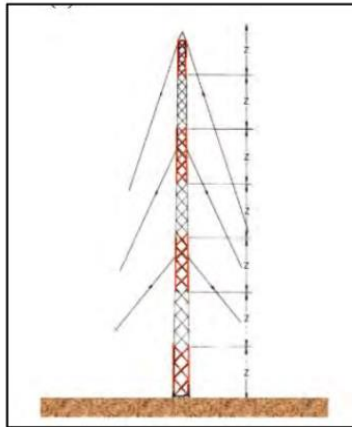


Figure 6 CASA Figure 8.110 (5) Markings

- CASA recommends that in addition to the above marking, low intensity obstacle lighting is recommended due to the potential for day time low level aerial agricultural flying, and during poor light and/or dusk. Consideration will need to be given to potential community impacts from the obstacle lighting during the hours of darkness.
- Due to exceeding 100 m AGL, details of the WMT must be reported to CASA as soon as practicable after forming the intention to construct or erect the proposed object or structure in accordance with CASR Part 139.165(1)(2). The notification should be provided to CASA via email to [Airspace.Protection@casa.gov.au](mailto:Airspace.Protection@casa.gov.au).
- Final details of met mast coordinates and elevation should be provided to Airservices Australia at least two weeks prior to construction commencing, by submitting the form at this webpage: [https://www.airservicesaustralia.com/wp-content/uploads/ATS-FORM-0085\\_Vertical\\_Obstruction\\_Data\\_Form.pdf](https://www.airservicesaustralia.com/wp-content/uploads/ATS-FORM-0085_Vertical_Obstruction_Data_Form.pdf) to the following email address: [VOD@airservicesaustralia.com](mailto:VOD@airservicesaustralia.com)

If you wish to clarify or discuss the contents of this correspondence, please get in touch with me on .

Kind regards,



Brad O'Connor  
 Aviation Specialist Consultant  
 7 November 2025





# AVIATION PROJECTS

Table 1 Stakeholder consultation details

<i>Agency/Contact</i>	<i>Activity/Date</i>	<i>Response/ Date</i>	<i>Issues Raised During Consultation</i>	<i>Action Proposed</i>
Airservices Australia				
Department of Defence				

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## ATTACHMENT 2

**From:** Daniel Wong <[daniel.wong@dwer.wa.gov.au](mailto:daniel.wong@dwer.wa.gov.au)>  
**Sent:** Monday, 16 February 2026 4:29 PM  
**To:** Shire of West Arthur <[Shire@westarthur.wa.gov.au](mailto:Shire@westarthur.wa.gov.au)>; Vin FORDHAM LAMONT <[ceo@westarthur.wa.gov.au](mailto:ceo@westarthur.wa.gov.au)>  
**Subject:** REQ-0002478 - Proposed New Temporary Meteorological Mast Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling

OFFICIAL

16<sup>th</sup> February 2026  
Our Reference: REQ-0002478  
To: Shire of West Arthur  
From: Department of Water and Environmental Regulation  
Attention: Vin Fordham Lamont

Dear Vin,

**RE: Proposed New Temporary Meteorological Mast Lot 8 on Plan 16210 Trigwell Bridge Road, Bowelling**

Thank you for providing the above proposal for the Department of Water and Environmental Regulation (Department) to consider.

This proposal is for a new temporary meteorological mast for the purposes of collating meteorological data to ascertain the suitability of the locality for a possible future wind farm (see Screenshots 1 – 4 below).

DWER land

Our Land Management Unit (LMU) are aware of the proposed temporary met mast installation by Vestas, on portion of Lot 8 on Plan 16210 (CT 1953/982), being WRMB held freehold land, with DWER the responsible agency.

Please note:

- The land is already subject to an existing land access licence between the WRMB and Vestas.
- LMU (with support from CAWSA) have recently provided landowner consent by having the WRMB sign off on the DA form, in accordance with the requirements of the Shire's *Local Planning Scheme No.2*.

CAWS advice

- Part IIA of the Country Areas Water Supply Act 1947 and the Country Areas Water Supply (Clearing Licence) Regulations 1981 are designed to protect water resources from increased salinity by reducing land clearing in the catchment.
- The subject land is outside a Public Drinking Water Source Area. The catchment has however been subject to CAWS Act native vegetation clearing controls since 1976 to prevent salinisation of water resources.

- The proposal is located within the gazetted Country Areas Water Supply Act 1947 (CAWS Act) Wellington Dam Catchment Area. This a controlled catchment where the clearing native vegetation has been regulated since 1976.
- DWER notes that the proposed development application involves the clearing for the development footprint of the mast.
- **As the proposed site is situated on DWER owned compensated land, a CAWS Act Licence to Clear is required in addition to a clearing permit under the Environmental Protection Act (EP Act)**

Native vegetation clearing under the Environmental Protection Act

Under section 51C of the *Environmental Protection Act 1986* (EP Act), clearing of native vegetation is an offence unless:

- it is undertaken under the authority of a clearing permit
- it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required
- the clearing is subject to an exemption

Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes, are contained in Schedule 6 of the EP Act. Exemptions for low impact routine land management practices outside of environmentally sensitive areas (ESAs) are contained in the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (the Clearing Regulations).

**In view of the CAWS compensated land, and requirement for a clearing permit under the EP Act (as alluded to above), the applicant is advised to contact the Department's Native Vegetation Regulation section by email ([admin.nvp@dwer.wa.gov.au](mailto:admin.nvp@dwer.wa.gov.au)) or by telephone (6364 7098) to discuss permit requirements under the said Act.**

The Department has not received a clearing permit application for this proposal.

Application forms are available from

<https://www.wa.gov.au/service/environment/environment-information-services/clearing-permit-forms>.

Additional information on how to apply for a clearing permit is available from

<https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permits>.

Information regarding clearing permit fees can be found here:

<https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permit-fees-frequently-asked-questions>.

**Watercourse**

A rough desktop measurement from our GIS shows the watercourse to be located about 30 metres south of the proposed development.

Care should be taken to:

- ensure ground disturbing works do not result in the mobilisation of sediment into the watercourse
- avoid having heavy machinery traverse the watercourse
- avoid disturbing the bed and banks of the watercourse – noting that any such works (such as a creek crossing) is likely required to require a bed and banks permit under the *Rights in Water and Irrigation Act 1914* – in view of the proposal’s location in the Collie Irrigation District
- avoid conducting works during the wet period of the year, where erosion and sediment transport is more likely

General

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned.

Thank you.

Yours sincerely

*Daniel Wong*

Environmental Officer  
Department of Water and Environmental Regulation  
Planning Advice South West Region

Email: [daniel.wong@dwer.wa.gov.au](mailto:daniel.wong@dwer.wa.gov.au)  
Phone: 08 9726 4113  
Fax: 08 9726 4100  
Postal: PO Box 261, Bunbury, WA 6231  
Location: 71 McCombe Road, Bunbury, WA 6230

**From:** Airspace Protection <[Airspace.Protection@casa.gov.au](mailto:Airspace.Protection@casa.gov.au)>  
**Sent:** Thursday, 22 January 2026 7:49 AM  
**To:** Shire of West Arthur <[Shire@westarthur.wa.gov.au](mailto:Shire@westarthur.wa.gov.au)>  
**Cc:** Vin FORDHAM LAMONT <[ceo@westarthur.wa.gov.au](mailto:ceo@westarthur.wa.gov.au)>; Airspace Protection <[Airspace.Protection@casa.gov.au](mailto:Airspace.Protection@casa.gov.au)>  
**Subject:** F25/34502-2 - CASA Assessment Response- Wind Monitoring Tower, Bowelling Wind Farm, West Arthur Shire [SEC=OFFICIAL]

**OFFICIAL**

Good morning,

Thank you for the opportunity to comment on the development application for a proposed temporary meteorological mast for Bowelling Wind Farm.

From the relevant information contained on the Sire of West Arthur website, CASA notes that the Aviation Impact Assessment (AIA) to be relied upon for CASA comments is the same as the one provided directly to CASA by the proponent in November 2025 (see attached email from Vestas - *New Wind Monitoring Tower - Notice of Intention to Construct*). Therefore, CASA's assessment response is the same as that provided to the proponent in November 2025 (see attached email from CASA - F2534502-1 - *CASA Assessment Response - Wind Monitoring Tower Bowelling Wind Farm West Arthur Shire WA*). In summary:

Given the Wind Monitoring Tower (WMT) will be approximately 123 m Above Ground Level (AGL) or approximately 404 m AHD (as indicated in the *Aviation Projects AIA*) and the surrounding land use appearing to be a mix of bushland and agricultural, CASA agrees with the *Aviation Projects AIA Summary* that in addition to the above marking, low intensity steady red obstacle lighting is recommended due to the potential for day time low level aerial agricultural flying, and during poor light and/or dusk. Consideration will need to be given to potential community impacts from the obstacle lighting during the hours of darkness. If the proponent wishes to install a medium intensity flashing red obstacle light, CASA would have no objection.

CASA recommends that Airservices be advised of this proposal and assess this WMT to confirm no impact to airspace procedures, air traffic control or communications/navigation/surveillance {CNS} facilities. Should any impacts be identified, this CASA assessment should be considered void and a reassessment required.

Kind regards,

[Tony Aiezza](#)  
Aerodromes Specialist - Geospatial Assessments  
Office of Airspace Regulation  
Air Navigation, Airspace and Aerodromes Branch  
**CASA \ Air Navigation, Transformation and Risk Division**  
t: 03 9518 2794

Level 13, 720 Bourke St, Melbourne VIC 3008  
PO Box 2005, Canberra ACT 2601  
[www.casa.gov.au](http://www.casa.gov.au)

**From:** [Airspace Protection](#)  
**To:** ["Glen Wilson"](#)  
**Cc:** [Airspace Protection](#)  
**Subject:** F25/34502-1 - CASA Assessment Response - Wind Monitoring Tower, Bowelling Wind Farm, West Arthur Shire, WA [SEC=OFFICIAL]  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**OFFICIAL**

Good afternoon Glen,

Thank you for notifying CASA with regards to the construction of a new Wind Monitoring Tower (WMT) at Lot 2, Trigwell Bridge Road, Bowelling in the Shire of West Arthur, WA.

From the information provided to CASA and with particular reference to the *Bowelling Wind Farm Wind Monitoring Tower- Aviation Impact Assessment (AIA) (Aviation Projects, November 2025)*, CASA is not aware of any civil certified aerodrome in the vicinity of the proposed WMT site for which there would be an Obstacle Limitation Surface (OLS) that would require protection; therefore, it is outside CASA's formal regulatory framework for aerodromes. The nearest identified certified aerodrome is Bunbury Airport, approximately 81 km (or 43 nm) to the west of the wind farm project site.

CASA is also unaware of any unregulated aerodrome such as an 'Aeroplane Landing Area' (ALA) which is not published in the Aeronautical Information Publications (AIP) being within 2.5km of the proposed WMT site. From Google Earth, the nearest identified ALA is Wagin airfield approximately 79 km to the east of the proposed WMT site. Should there be an unregulated aerodrome within 2.5km of the proposed WMT site, the *CASA Advisory Circular 91-02 Guidelines for aeroplanes with MTOW not exceeding 5 700 kg - suitable places to take off and land* enclosed, makes recommendations with regard to enabling the safe take-off and landing of aircraft. Enquiries regarding whether there are any ALA's in close proximity to the proposed WMT site, should be directed to the local council officers.

CASA further notes from the *Aviation Projects AIA* that there is a 7 nm (13 km) buffer for RAAF transport aircraft operations and a 5 nm (9 km) buffer for military paratroopers at Hillman Farm Airstrip and that the WMT is outside the RAAF operation buffer area. This is a matter for RAAF to provide its views and outside CASA's formal regulatory framework for aerodromes.

From the information provided, the structure of the WMT is a guyed mast structure with alternating markings for at least the top third of the mast; and recommended to have marker balls or high visibility flags or high visibility sleeves placed on the upper third of the outside guy wires to assist with its visibility to aircraft. Obstacle marking and lighting information can be found in chapter 8, section 8.110 and chapter 9, division 4 of *Part 139 (Aerodromes) - Manual of Standards*. A copy of these *Manual of Standards* is available from the following link: [Part 139 \(Aerodromes\) Manual of Standards 2019 \(legislation.gov.au\)](#).

Given the WMT will be approximately 123 m Above Ground Level (AGL) or approximately 404 m AHD (as indicated in the *Aviation Projects AIA*) and the surrounding land use appearing to be a mix of bushland and agricultural, CASA agrees with the *Aviation Projects AIA Summary* that in addition to the above marking, low intensity steady red obstacle lighting is recommended due to the potential for day time low level aerial agricultural flying, and during poor light and/or dusk. Consideration will need to be given to potential community impacts from the obstacle lighting during the hours of darkness. If the proponent wishes to install a medium intensity flashing red obstacle light, CASA would have no objection.

CASA recommends that Airservices be advised of this proposal and assess this WMT to confirm no impact to airspace procedures, air traffic control or communications/navigation/surveillance {CNS} facilities. Should any impacts be identified, this CASA assessment should be considered

void and a reassessment required.

Kind regards,

[Tony Aiezza](#)

Aerodromes Specialist - Geospatial Assessments

Office of Airspace Regulation

Air Navigation, Airspace and Aerodromes Branch

**CASA \ Air Navigation, Transformation and Risk Division**

t: 03 9518 2794

Level 13, 720 Bourke St, Melbourne VIC 3008

PO Box 2005, Canberra ACT 2601

[www.casa.gov.au](http://www.casa.gov.au)

---

**From:** Glen Wilson

**Sent:** Friday, 14 November 2025 2:26 PM

**To:** Aerodromes ; Airspace Protection

**Subject:** New Wind Monitoring Tower - Notice of Intention to Construct

Some people who received this message don't often get email from [wigle@vestas.com](mailto:wigle@vestas.com). [Learn why this is important](#)

Dear Sirs,

Further to our application for a Development Approval to the Shire of West Arthur for the construction of a wind monitoring tower within the Shire of West Arthur, I now write to you under Civil Aviation Safety Regulations (CASR) Part 139.165(1)(2) Notifying CASA of certain proposed objects or structures of the intention to construct a wind monitoring tower.

I attach all documents contained within our Development Application for your perusal including the Aviation Impact Assessment (however I identify certain details required under the regulations below for ease):

- The wind monitoring tower will have a height of 123m above ground level when constructed
- No emissions will be generated by the tower
- Is not a kind of aircraft
- We intend to construct the wind monitoring tower in Q1 2026 and the period of construction will take up to 14 days
- The tower is of steel lattice construction and will have guy wires from each corner as per the diagram below
- It is our intention to abide by any conditions prescribed by the Shire of West Arthur and your recommendations, can you please confirm that you require the following to be part of the construction:
  - The top 1/3rd of the tower to be painted in alternating contrasting bands of colour as referenced in the NASF, CASR Part 139 MOS Chapter 8.110
    - We currently propose to paint the whole of the tower as per the attached drawing

- Obstacle lighting

- We currently propose to install a medium intensity flashing light to the tower as per the attached drawing

Please feel free to reach out to me directly should you have any questions and I very much look forward to hearing back from you in the near future.

Kind Regards

**Glen Wilson**

Development Manager

**Vestas Development**

[wigle@vestas.com](mailto:wigle@vestas.com)

+61 459 851 607



Classification: Confidential

Vestas will as part of your communication, interaction and business relationship with us collect and process personal data about you. You can read more about Vestas' collection and processing of your personal data and your rights as a data subject in our [Privacy Policy](#).

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

Nil

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

Nil

**17 MATTERS BEHIND CLOSED DOORS**

Nil

**18 CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 8.23pm.