

Agenda

Ordinary Council Meeting

Wednesday 26 August 2026,
At 5.30pm

Council Chambers, 39 Bannister Road, Boddington

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1. DECLARATION OF OPENING

I would like to begin by acknowledging the Wilman People as the Traditional Custodians of the land we are meeting on today, and pay respect to Elders past and present, as well as the continuation of cultural, spiritual, and educational practices of Aboriginal people.

Councillors, to ensure clarity and effective communication during this Council Meeting, I kindly remind you to switch on your microphones when called upon to speak. This meeting will be recorded.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

Cr Andrew Ryley

Councillor

Cr Paul Kessler

Councillor

3. DISCLOSURES OF INTEREST

4. PUBLIC QUESTION TIME

Public question time is limited to a total of fifteen minutes, and each speaker is limited to three minutes duration to speak, except by consent of the person presiding.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6. CONFIRMATION OF MINUTES

Officer Recommendation

That the minutes of the Ordinary Council Meeting held on 22 July 2026 be confirmed as a true record of proceedings.

Officer Recommendation

That the minutes of the Special Council Meeting held on 29 July 2026 be confirmed as a true record of proceedings.

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

8. RECEPTION OF MINUTES AND RECOMMENDATIONS OF COMMITTEES

8.1 Audit Risk and Improvement Committee Meeting Minutes | 12 August 2026

Attachment: 8.1A Minutes | Audit Risk and Improvement Committee Meeting | 12

August 2026

Officer Recommendation

That the minutes of the Audit Risk and Improvement Committee Meeting held on Wednesday, 12 August 2026, be received.

8.2 Audit Risk and Improvement Committee Meeting 12 August 2026 | Compliance Audit Return 2025

File Reference:	3.0043
Applicant:	Nil
Previous Item:	Nil
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Author:	Chief Executive Officer
Attachments:	8.2A Compliance Audit Return 2025

Summary

The Local Government (Audit) Regulations 1996 require the Compliance Audit Return for the period 1 January 2025 to 31 December 2025 to be reviewed by the Audit Risk and Improvement Committee before being considered by Council.

The Audit Risk and Improvement Committee, at its 12 August 2026 meeting, carried the following resolution.

That the Audit, Risk and Improvement Committee:

1. Receives the Compliance Audit Return for the period 1 January 2025 to 31 December 2025, included at Attachment 5.1A; and
2. Recommends that Council adopt the Compliance Audit Return for the period 1 January 2025 to 31 December 2025 and authorises its certification and submission to the Local Government Inspector.

Carried 4/0

The full report on the Compliance Audit Return is included in the Audit Risk and Improvement Committee Minutes at item 5.1.

The Compliance Audit Return for 2025 is now provided to Council for adoption.

Audit Risk and Improvement Committee Recommendation

That Council adopts the Compliance Audit Return for the period 1 January 2025 to 31 December 2025 and authorises its certification and submission to the Local Government Inspector.

8.3 Boddington Bush Fire Advisory Committee | 21 July 2026

Attachments: 8.3A | Boddington Bush Fire Advisory Committee Annual General Meeting | 21 July 2026

Officer Recommendation

That the minutes of the Boddington Bush Fire Advisory Committee Annual General Meeting held on Tuesday 21 July 2026, be received.

8.4 Local Emergency Management Committee | 17 August 2026

Attachments: 8.4A | Local Emergency Management Committee Meeting | 17 August 2026

Officer Recommendation

That the minutes of the Local Emergency Management Committee Meeting held on Monday 17 August 2026, be received.

9. REPORTS OF OFFICERS



Minutes

Audit, Risk and Improvement Committee Meeting

Wednesday 12 August 2026

At 4.30pm

Council Chambers, 39 Bannister Road, Boddington

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1. **DECLARATION OF OPENING**

Presiding Member, Joanne Burges declared the meeting open at 4.29pm.

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present and emerging.

Committee members to ensure clarity and effective communication during this meeting, I kindly remind you to switch on your microphones when called upon to speak. This meeting will be recorded.

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

2.1 **Attendance**

Ms Joanne Burges	Presiding Member
Cr Paul Carrotts	Deputy Shire President
Cr Andrew Ryley	Councillor
Cr Hans Prandl	Councillor
Mrs Cara Ryan	Executive Manager Corporate Services
Mrs Julie Burton	Chief Executive Officer
Mrs Grace Dwyer	Minutes
Visitors	0

2.2 **Apologies**

Cr Eugene Smalberger	Shire President
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2.3 **Leave of Absence**

Nil

3. **DISCLOSURES OF INTEREST**

Nil

4. **CONFIRMATION OF MINUTES**

COMMITTEE RESOLUTION: 1/26

Moved: Cr Carrotts

Seconded: Cr Ryley

That the minutes of the Audit Risk and Improvement Committee Meeting held on Wednesday, 17 December 2025, be confirmed as a true record of proceedings.

Carried: 4-0

For: Ms J Burges, Cr P Carrotts, Cr H Prandl, Cr A Ryley

Against: Nil

5. REPORTS BY OFFICERS

5.1 Compliance Audit Return 2025

File Reference: 3.0043
Applicant: Nil
Previous Item: Nil
Voting Requirements: Simple Majority
Disclosure of Interest: Nil
Author: Chief Executive Officer
Attachments: 5.1A Compliance Audit Return 2025

Summary

The Local Government Inspector requires local governments to complete an annual Compliance Audit Return (CAR) for the period 1 January 2025 to 31 December 2025. The completed CAR is presented to the Audit, Risk and Improvement Committee for review and recommendation to Council prior to its adoption by Council.

Background

The Compliance Audit Return (CAR) is an annual self assessment of a local government's compliance with selected statutory requirements under the Local Government Act 1995 and associated regulations for the period 1 January 2025 to 31 December 2025. The CAR is completed in a form approved by the Local Government Inspector.

The Statutory Compliance Audit Return is to be:

1. Presented to the Audit, Risk and Improvement Committee
2. Recommended for Adoption by Council at an Audit, Risk and Improvement Committee Meeting
3. Presented to the Council at a meeting of Council
4. Adopted by the Council
5. The adoption recorded in the minutes of the meeting at which it is adopted.

Following Council adoption, a certified copy of the Compliance Audit Return, together with a copy of the relevant Council meeting minutes and any explanatory information, is to be submitted to the Local Government Inspector. The submission deadline for the Compliance Audit Return for the period 1 January 2025 to 31 December 2025 has been deferred to 30 September 2026.

Comment

The Compliance Audit Return has been completed for the 2025 calendar year and is provided to the Audit, Risk and Improvement Committee for review.

One historical instance of non compliance was identified, relating to a Councillor completing the mandatory training outside the prescribed 12 month timeframe. The training has since been completed and no further action is required.

No other matters of non compliance were identified in the 2025 Compliance Audit Return.

Strategic Implications

Aspiration	Performance
Outcome 12	Visionary Leadership and Responsible Governance

Objective 12.1 Maintain a high standard of leadership, corporate governance and customer service

Statutory Environment

Local Government (Audit) Regulations – Regulation 14 – Compliance audit return to be reviewed by the Audit Committee and report made to Council.

Local Government (Audit) Regulations – Regulation 15 – once considered by Council, the return is to be signed by the President and CEO, and lodged with the Department by 30 September.

Policy Implications

Nil

Financial Implications

Nil

Economic Implications

Nil

Social Implications

Nil

Environmental Considerations

Nil

Consultation

Nil

Officer Recommendation and Committee Decision

COMMITTEE RESOLUTION: 2/26

Moved: Cr Carrotts

Seconded: Cr Prandl

That the Audit, Risk and Improvement Committee:

- 1. Receives the Compliance Audit Return for the period 1 January 2025 to 31 December 2025, included at Attachment 5.1A; and**
- 2. Recommends that Council adopts the Compliance Audit Return for the period 1 January 2025 to 31 December 2025 and authorises its certification and submission to the Local Government Inspector.**

Carried: **4-0**

For: Ms J Burges, Cr P Carrotts, Cr H Prandl, Cr A Ryley

Against: Nil



2025 Compliance Audit Return

Local Government Authority: The Shire of Boddington

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: N/A

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: Yes

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: Yes

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: N/A

s. 5.16 (2)

Were all delegations to committees in writing?

Response: N/A

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: N/A

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: N/A

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: N/A

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: N/A

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: N/A

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: Yes

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: Yes

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: No

Comments: No additional requirements were adopted.

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: N/A

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: Yes

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over \$130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Adoption date or the date of the most recent review: 27/08/2025

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Date of review: 27/08/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: No

Comments: 1 Councillor had not completed the training within 12 months, however, this has now been completed.

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: N/A

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: Yes

Date of council's resolution to accept the report: 25/06/2025

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: Yes

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: N/A

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?

Response: Yes

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: Yes

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: Yes

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: N/A

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: Yes

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: Yes

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: Yes

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: N/A

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO

Date

Mayor or President

Date

6. CLOSURE OF MEETING

The Presiding Member, Joanne Burges declared the meeting closed at 4.35pm.



Minutes

Annual General Meeting Boddington Bush Fire Advisory Committee

Tuesday 21 July 2026

At 5.30pm

Council Chambers, 39 Bannister Road, Boddington

A vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment.

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1. **DECLARATION OF OPENING**

Cr Paul Carrotts declared the meeting open at 5.32pm.

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present and emerging.

I kindly remind you to switch on your microphones when called upon to speak. This meeting will be recorded.

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

Around the table introduction

2.1 **Attendance**

Cr. Paul Carrotts	Shire of Boddington (Chair)
Cr. Paul Kessler	Shire of Boddington (Proxy Chair)
Julie Burton	Shire of Boddington
James Wickens	Shire of Boddington
Jackie Stewart	Shire of Boddington (Minutes)
Kaitlin Southgate	Shire of Boddington, Harvey and Wandering
Robert Jones	Chief Bush Fire Control Officer
Brant Lehmann	Deputy Chief Bush Fire Control Officer
Jared Green	Boddington Volunteer Bush Fire Brigade (Captain)
Peter Clements	Boddington Volunteer Bush Fire Brigade
Paul Lloyd	Crossman Volunteer Bush Fire Brigade (Captain)
Steven Ayres	Crossman Volunteer Bush Fire Brigade
Jeremy Lobb	Crossman Volunteer Bush Fire Brigade
Damien Batt	Marradong Volunteer Bush Fire Brigade (Captain)
Mark Roberts	Marradong Volunteer Bush Fire Brigade
Brad Morgan	Quindanning Volunteer Bush Fire Brigade (Captain)
Daniel Carrotts	Quindanning Volunteer Bush Fire Brigade
Simon Finn	South32 Worsley Alumina
Wayne English	State Emergency Service (SES)
Gavin Stevens	Department of Fire and Emergency Services (DFES)

2.2 **Apologies**

Ben Davies	Department of Fire and Emergency Services
Jayden Vitler	Department of Biodiversity, Conservation and Attractions
Glyn Yates	Saddle Back Tree Farm
Alison Ripper	Forestry Products Commission
Nicholas Hayward	Newmont Boddington Gold
Lilian Tamas	Shire of Boddington

2.3 Leave of Absence

Nil

3. CONFIRMATION OF MINUTES

Moved: Paul Lloyd

Seconded: Robert Jones

That the minutes of the Boddington Bush Fire Advisory Committee Meeting held on Monday 14 July 2025 be confirmed as a true record of proceedings.

Carried: **7-0**

For: Robert Jones, Brant Lehmann, Paul Lloyd, Brad Morgan, Jared Green, Damien Batt, Paul Carrotts

Against: Nil

4. REVIEW OF TERMS OF REFERENCE

Attachment: 4.1A Terms of Reference

5. ELECTION OF OFFICE BEARERS

5.1 Chief Bush Fire Control Officer

Brant Lehmann was nominated for the position of Chief Bush Fire Control Officer by Robert Jones and seconded by Brad Morgan.

Brant Lehmann accepted the nomination.

Carried: **7-0**

For: Robert Jones, Brant Lehmann, Paul Lloyd, Brad Morgan, Jared Green, Damien Batt, Paul Carrotts

Against: Nil

There being no further nominations, Brant Lehmann was declared elected as Chief Bush Fire Control Officer.

5.2 Deputy Chief Bush Fire Control Officer

For this item, Cr Paul Carrotts excused himself from the meeting room and James Wickens assumed the role of Chair.

Jeremy Lobb was nominated for the position of Deputy Chief Bush Fire Control Officer by Paul Lloyd and seconded by Brant Lehmann.

Jeremy Lobb accepted the nomination.

Carried: **6-0**

For: Robert Jones, Brant Lehmann, Paul Lloyd, Brad Morgan, Jared Green, Damien Batt

Against: Nil

Daniel Carrotts was nominated for the position of Deputy Chief Bush Fire Control Officer by Brant Lehmann and seconded by Jared Green.

Daniel Carrotts accepted the nomination.

Carried: **6-0**

For: Robert Jones, Brant Lehmann, Paul Lloyd, Brad Morgan, Jared Green, Damien Batt

Against: Nil

On the advice of Gavin Stevens, Department of Fire and Emergency Services, and to ensure compliance with the Bush Fires Act 1954, it was agreed that Jeremy Lobb be appointed as First Deputy Chief Bush Fire Control Officer and Daniel Carrotts be appointed as Second Deputy Chief Bush Fire Control Officer, establishing the order of command.

Carried: **6-0**

For: Robert Jones, Brant Lehmann, Paul Lloyd, Brad Morgan, Jared Green, Damien Batt

Against: Nil

Cr Paul Carrotts returned to the meeting and resumed the Chair.

6. FIRE CONTROL OFFICERS

Fire control officers for each brigade as nominated by brigade captains and endorsed at the meeting:

Boddington	
Jared Green	Brant Lehmann
Peter Clements	Nicholas Hayward

Crossman	
Paul Lloyd	Jeremy Lobb
Greg Day	Brad Hardie

Marradong	
Robert Jones	Brant Lehmann
Nicholas Hayward	William Batt
Damien Batt	

Quindanning	
Bradley Morgan	Aaron Foster

Wayne Littleton	Alistair Morrison
-----------------	-------------------

7. **DUAL FIRE CONTROL OFFICERS**

Wandering	
Bradley Hardie	

Williams	
Bradley Hardie	Daniel Carrotts

Harvey	
Bradley Morgan	

Collie	
Bradley Morgan	

Murray	
Robert Jones	

8. **BUSH FIRE NOTICE 2026-2027**

Attachment: 8.1A – Bushfire Notice 2026-27

9. **REPORTS OF OFFICERS**

9.1 **Chief Bush Fire Control Officer Report**

Attachment: 9.1A – Chief Bush Fire Control Officer Report

9.2 **Marradong Bush Fire Brigade Report**

All good out in Marradong

9.3 **Crossman Bush Fire Brigade Report**

Attachment: 9.3A – Crossman Bush Fire Brigade Report

9.4 **Quindanning Bush Fire Brigade Report**

The brigade experienced a busy fire season, with many incidents occurring outside our jurisdiction. Despite the significant operational hours logged by our appliances, there was only minimal damage sustained, which is a credit to the care and professionalism of our members.

The permit season was managed successfully, and I would like to thank everyone for their vigilance and commitment to ensuring our side of town remained safe throughout the season.

The use of WhatsApp has continued to prove to be a valuable tool.

Finally, I would like to acknowledge and thank Bob for his dedication, support, and efforts throughout the season.

9.5 Boddington Bush Fire Brigade Report

The brigade experienced a particularly busy season, with an increase in callouts compared to the previous year. Operational activity remained consistently high throughout December and January.

It was noted that there was a higher-than-normal number of kitchen fire incidents during the season. In response, additional training has been provided to members.

The Brigade's 3.4 appliance sustained damage from an ember attack during operations but has since been repaired and returned to service. The Incident Control Vehicle (ICV) has also been returned and is back in operation.

9.6 Department of Fire and Emergency Services Report

Attachment: 9.6A – Department of Fire and Emergency Services Report

9.7 Department of Biodiversity, Conservation and Attractions Report

No report or update

9.8 Saddleback Tree Farm Report

Attachment: 9.8A – Saddleback Tree Farm Report

9.9 Newmont Boddington Gold Report

No report or update

9.10 South32 Worsley Alumina Report

It was advised that, over the next six to eight months, operations will transition to Alcoa. During this transition period, support will continue to be provided to the Local Government to ensure continuity of service.

Appreciation was extended to Bob for his support over the past three years. Best wishes were also conveyed to Brant for the future.

9.11 Forest Product Commission Report

No report or update

9.12 Shire of Boddington Report

Attachment: 9.12A – Bushfire Risk Management Coordinator Report

10. BRIGADE GENERAL BUSINESS

10.1 South32 Mining Lease Access

Discussion

Brad Morgan raised concerns regarding the size of the South32 mining lease and emergency access arrangements. It was suggested that, in the event of a fire occurring within or near the mining lease, South32's Emergency Response Team (ERT) be requested to open perimeter access gates to facilitate emergency response operations.

Brad Morgan also suggested that a familiarisation bus tour be conducted prior to the commencement of the fire season to provide brigade members with an overview of lease boundaries, access gates and available access routes.

Simon Finn advised that South32 could issue perimeter gate keys to Brigade Captains.

Outcome

South32 to investigate the provision of perimeter gate keys to Brigade Captains.

10.2 Standpipe Access

Discussion

Brad Morgan queried whether standpipes could be upgraded to enable remote access or whether Fire Control Officers and Brigade Officers could be issued with an access card or similar device to facilitate access during emergency incidents.

Paul Lloyd advised that the current access cards time out.

Cr Paul Carrotts advised that the matter would be discussed further by Council.

Outcome

Matter to be considered by Council.

10.3 Crossman Road Standpipe Relocation

Discussion

Brad Morgan requested an update on the proposed relocation of the standpipe on Crossman Road. The current location is situated on a sweeping bend within a 100 km/h speed zone, creating safety concerns for vehicles accessing the standpipe during emergency operations.

Cr Paul Carrotts advised that Council would investigate the matter.

Outcome

Matter to be investigated by Council.

10.4 Community Bushfire Preparedness

Discussion

Paul Lloyd highlighted the need to increase community awareness and preparedness for bushfire emergencies. During a recent incident, emergency crews were unable to access a property due to an obstructed driveway. Paul Lloyd referred to a community engagement initiative undertaken in Roleystone and suggested a similar approach be considered locally.

Kaitlin Southgate advised that a small community exercise had previously been undertaken to promote the Emergency WA App, supported by information distributed through the Community Resource Centre and the Shire's Facebook page. Additional community engagement opportunities could be explored.

Paul Lloyd further suggested that the Shire consider holding a community access assessment day, where residents could register for a voluntary assessment of property access arrangements and receive advice regarding emergency vehicle access and bushfire preparedness.

Outcome

Community bushfire preparedness initiatives to be considered.

10.5 Removal of Boddington Fire Shed Standpipe

Discussion

Peter Clements queried the Shire's intentions regarding the standpipe removed from the front of the Boddington Fire Shed.

Brant Lehmann advised that brigades had not been notified of the removal and that the standpipe was utilised following training activities and during fire incidents.

Cr Paul Carrotts advised that Council was unaware the standpipe had been removed and would investigate the matter.

Gavin Stevens advised that the hydrant is owned by Water Corporation.

Outcome

Council to investigate the removal of the standpipe.

10.6 Publication of Brigade Contact Details

Discussion

Brant Lehmann requested the removal of the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Brigade Captains' contact details from the Bodd News. Members of the public should be encouraged to report all fires through 000 to ensure incidents are appropriately logged and dispatched through the correct emergency response channels.

Cr Paul Carrotts advised that Bodd News would be requested to remove the contact details.

Outcome

Bodd News to be advised to remove brigade officer contact details.

10.7 Rubbish Tip Fires

Discussion

Paul Lloyd advised that fires occurring at the rubbish tip are classified as hazardous materials (HazMat) incidents. Brigade members are unable to directly extinguish these fires and are limited to containing the fire and preventing its spread until appropriate resources become available.

Outcome

Noted.

10.8 Newmont Prescribed Burns

Discussion

Paul Lloyd raised concerns regarding the impact of Newmont's prescribed burning program on volunteer availability, particularly following a demanding fire season.

Gavin Stevens advised that support could be sought from neighbouring brigades that may be willing to assist.

Outcome

Noted.

10.9 Incident Control Vehicle and Support Crew

Discussion

Paul Lloyd identified a need to recruit and train a dedicated support crew to operate the Incident Control Vehicle (ICV), allowing frontline firefighters to remain operational during incidents.

Gavin Stevens advised that ICV crew training is available.

Brant Lehmann noted that the ICV may be made available to other emergency service organisations and suggested these organisations be included in future training activities.

Jared Green advised that the ICV will be equipped with computers and internet connectivity, enabling greater use of Fire Mapper under a full licence.

James Wickens advised that Fire Mapper had previously been reviewed; however, implementation has been limited by resource constraints. Further consideration will occur once the Community Emergency Services Manager position is filled.

Outcome

Opportunities for ICV crew training and Fire Mapper implementation to be further explored.

10.10 Assistance for Nick Long

Discussion

Paul Lloyd enquired whether financial assistance could be provided to Nick Long following the loss of his property in a fire.

Gavin Stevens advised that assistance options would be available through the Department of Communities.

Outcome

Noted.

10.11 Brigade Appliance Availability

Discussion

Brad Morgan raised concerns regarding appliance availability at Quindanning Volunteer Bush Fire Brigade and queried whether DFES could provide a temporary replacement appliance while brigade vehicles are unavailable.

Gavin Stevens advised that DFES Great Southern services 17 local governments and currently has only nine appliances available for deployment. Due to limited resources, appliance allocations must be carefully managed across the region.

Support will continue to be provided where possible.

Outcome

Noted.

11. TRAINING CALDENDAR

Attachment: 11.1A – Training Calendar

12. OTHER GENERAL BUSINESS

12.1 Machine Contractors

Presenter: James Wickens

Attachment: Nil

In preparation for the 2026/27 bushfire season, the Shire Ranger and Emergency Management Officer have contacted known machinery contractors to ensure they are onboarded through the Shire's Contractor Management Framework.

This process ensures contractors have provided the necessary insurances, licences and competency documentation, completed the required Work Health and Safety (WHS) requirements, and received any required site-specific inductions before undertaking work on behalf of the Shire.

Ensuring contractors are fully onboarded prior to the fire season reduces delays during emergency response, supports compliance with legislative and WHS obligations, and

provides confidence that contractors understand the Shire's safety requirements and emergency procedures.

Once the onboarding process has been completed, a register of approved machinery contractors will be provided to the Chief Bush Fire Control Officer. Procurement arrangements for engaging contractors during bushfire incidents are currently being reviewed and will be communicated once finalised.

Committee Comment:

Nil

12.2 Post Season Debrief

Presenter: James Wickens

Attachment: 12.2A DEFS Boddington Debrief Summary

The 2025/26 Bushfire Season Debrief Summary prepared by DFES has been tabled for the information of the Bush Fire Advisory Committee. The debrief identifies key observations, lessons learned and opportunities for improvement arising from bushfire operations across the district. Members are invited to review the report and discuss any local actions or recommendations that may assist in strengthening preparedness and response arrangements for the upcoming fire season.

Committee Comment:

Nil

12.3 Fireworks Display

Presenter: Robert Jones

Attachment: Nil

Robert Jones proposed that the annual fireworks display be held later in the calendar year, rather than in February, to reduce bushfire risk and improve community safety.

It was suggested that the display be incorporated into an existing community event during the cooler months when fire risk is reduced. Robert Jones also proposed that any future fireworks displays be conducted at the Boddington Oval, citing the larger available fall-out area compared with the previously utilised river precinct location.

The Community Events Manager has been requested to identify and provide advice on suitable alternative dates and events for consideration.

Committee Comment:

Jared Green noted that consideration should also be given to the proximity of the school, surrounding residential properties and adjacent bushland when assessing the suitability of the oval as a future fireworks location.

Action:

Community Events Manager to investigate suitable dates, events and locations for future fireworks displays and report back to Council.

12.4 Light Tankers

Presenter: Robert Jones
Attachment: Nil

Robert Jones reiterated the need for two dedicated Light Tankers for Shire brigades, being one appliance for the Crossman Volunteer Bush Fire Brigade and one appliance for the Marradong Volunteer Bush Fire Brigade. It was noted that requests for these appliances have been raised at previous meetings.

While DFES has, on occasion, supplied high-season Light Tankers, the requirement for dedicated appliances is considered an ongoing operational need throughout the year.

James Wickens advised that the Shire has submitted an application through the Annual Local Government Grant Scheme for a Light Tanker for the Crossman Volunteer Bush Fire Brigade.

As part of the application process, a Risk to Resource Assessment and supporting business case were completed in collaboration with DFES. The assessment identified a Light Tanker as the priority appliance, with a 1.4 appliance identified as an alternate option should a Light Tanker not be approved or available.

At the time of the meeting, the outcome of the funding application had not been received, although notification was expected shortly.

Should the application be successful, the next funding application will focus on securing a Light Tanker for the Marradong Volunteer Bush Fire Brigade.

Committee Comment:

Nil

Action:

Outcome of the Crossman Volunteer Bush Fire Brigade Light Tanker application to be provided to the Committee once received.

13. CLOSURE OF MEETING

Cr Paul Carrotts acknowledged the efforts of Bob Jones as Chief Bush Fire Control Officer. It was agreed to send a letter of appreciation on behalf of the Bushfire Advisory Committee recognising Bob's contributions.

There being no further business, Cr Paul Carrotts declared the meeting closed at 6.55pm.



Minutes

Local Emergency Committee Meeting

Monday 17 August 2026,
At 10.00am

Council Chambers, 39 Bannister Road, Boddington

A vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment.

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1. **DECLARATION OF OPENING**

Paul Carrotts, committee chair, declared the meeting open at 10.03am.

I would like to begin by acknowledging the Wilman People as the Traditional Custodians of the land we are meeting on today, and pay respect to Elders past and present, as well as the continuation of cultural, spiritual, and educational practices of Aboriginal people.

Committee members, to ensure clarity and effective communication during this Committee Meeting, I kindly remind you to switch on your microphones when called upon to speak. This meeting will be recorded.

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

2.1 **Attendance**

Cr. Paul Carrotts	Shire of Boddington – Chair
James Wickens	Shire of Boddington – LEMC Executive Officer
Jackie Stewart	Shire of Boddington – Minutes
Grace Dwyer	Shire of Boddington
Kaitlin Southgate	Shire of Boddington, Harvey and Wandering - Bushfire Risk Mitigation Coordinator
Lilian Tamas	Shire of Boddington
Brant Lehmann	Shire of Boddington - Chief Bush Fire Control Officer
Wayne English	State Emergency Services Manager - Boddington
Joshua Egan-Reid	Western Australian Police Force
Stacey Sinclair	Dept. of Fire and Emergency Services
Kirrily Clarke	Dept. of Communities
Corrie Lokan	Dept. of Health
Nicola Faithfull	St John WA - Community Paramedic
Nicholas Hayward	Newmont Boddington Gold
Leigh Cover	Newmont Boddington Gold
Laura Meachim	Newmont Boddington Gold
Rhonda Cunnington	Boddington District High School

2.2 **Apologies**

Cr. Eugene Smalberger	Shire of Boddington
Julie Burton	Shire of Boddington
Raman Viridi	Shire of Boddington
Ben Davies	Dept. of Fire and Emergency Services
Anna Erickson	Dept. of Primary Industries & Regional Development
Kelly Trinne	Dept. of Communities
Simon Finn	South32 Worsley Alumina
Anthony Willetts	Main Roads Western Australia
Bruce Hancock	Main Roads Western Australia
Lachlan Sipple	Alcoa of Australia
Jake Webb	Alcoa of Australia
Brodie Selby	Dept. of Biodiversity, Conservation & Attractions

2.3 **Leave of Absence**

Nil

3. **DISCLOSURES OF INTEREST**

Nil

4. **GUEST PRESENTATIONS**

4.1 **Department of Primary Industries and Regional Development**

Dr Anna Erickson was scheduled to present on Avian Influenza (H5 Bird Flu) but was unable to attend. The presentation will be followed up and rescheduled if required.

5. **CONFIRMATION OF MINUTES**

Moved: James Wickens

Seconded: Kaitlin Southgate

That the minutes of the Local Emergency Committee Meeting held on 18 May 2026 be confirmed as a true record of proceedings.

Carried: [7/0]

6. **REVIEW ACTION LIST AND BUSINESS ARISING**

6.1 **Action and Progression**

Action	Responsible Person	Progress
Update LEMC contact list and remove outdated contacts	Shire of Boddington (Jackie Stewart)	Next meeting
Arrange DFES presentation on EV and lithium-ion battery fire risks	DFES (Stacey Sinclair / Ben Davies)	November 2026 meeting
Provide Blossom Festival organiser contact details to St John WA	Shire of Boddington (James Wickens)	As soon as practical
Update Local Emergency Relief and Support Plan contact list	Department of Communities / Shire of Boddington	Next review
Liaise regarding inclusion of St John WA in relevant emergency exercises	Boddington Hospital / St John WA	Ongoing

7. **CORRESPONDANCE**

7.1 **Correspondence In**

James Wickens advised correspondence had been received from Jake Webb (Alcoa) regarding the Alcoa Bushfire Ready Fund Program.

The grant program opens 1 June 2026 and closes 5 July 2026. Committee members were encouraged to share the opportunity with local Bush Fire Brigades and community groups.

7.2 **Correspondence Out**

The 2025/26 LEMC Annual Report was completed and submitted by the required deadline.

8. REVIEW OF LEMC MEMBERSHIP & CONTACT LIST UPDATES

8.1 Review Membership and Contact List

The Committee reviewed the LEMC Membership and Contact List. Members noted that contact details require updating to reflect recent changes in personnel. This includes updating information for new members, removing Kevin's details, updating Department of Communities, Department of Emergency and Fire Services and St John contacts following staffing changes, and including deputy representatives from the Boddington Volunteer Fire and Rescue Service to ensure representation at meetings when primary representatives are unavailable.

9. AGENDA ITEMS

9.1 State Evacuation Register

Kirrily Clarke (Department of Communities) presented the annual review of facilities listed on the State Evacuation Register.

The Recreation Centre remains the Shire's primary evacuation centre. The Town Hall remains listed as a secondary facility and may also be utilised as a recovery hub or community meeting point.

The Shire confirmed both facilities remain suitable and should continue to be listed on the State Evacuation Register.

10. LOCAL EMERGENCY MANAGEMENT (Standing Items)

10.1 Post Incident Reports

No incidents were reported since the previous meeting.

11. AGENCY/MEMBER REPORTS

11.1 Local Bush Fire Brigades Report

Brant Lehmann reported that one recent incident required local brigade attendance in support of the State Emergency Service. Several new brigade officers have been appointed across local brigades and there has been a noticeable increase in participation in brigade training activities.

A discussion was held regarding electric vehicle charging infrastructure and the risks associated with lithium-ion battery fires. Concerns were raised about emergency response arrangements, available extinguishing resources and community awareness of the hazards associated with electric vehicle fires. Stacey Sinclair advised that DFES could arrange a presentation on electric vehicle and lithium-ion battery fire risks, including emergency response considerations, for a future LEMC meeting.

11.2 State Emergency Services Report

Wayne English reported a relatively quiet operational period. SES volunteers recently

attended a fatal motor vehicle incident and welfare support was provided to responders following the event. Several incidents involving downed powerlines required traffic management support until Western Power crews attended site.

Recovery activities following the recent bushfire season continue. New emergency response assets, including a lighting tower and generator, have been received and deployed during recent operations.

11.3 St Johns WA Report

Nicola Faithfull reported that St John WA had attended 42 incidents since June 2026, including 20 inter-hospital patient transfers. Approximately 79 per cent of all responses were Priority 1 incidents. Recent significant incidents included attendance at a fatal vehicle crash and a structural collapse involving a wall.

Preparations are underway for several upcoming community events including the Wandering Campout, Boddington Rodeo and Blossom Festival. The Community Transport Service vehicle is now operational and additional volunteer drivers are being sought to support the service.

11.4 Boddington Hospital Report

Corrie Lokan reported that hospital operations continue as normal and staffing levels remain strong despite ongoing impacts from seasonal flu-related illness. A bushfire preparedness desktop exercise with the WA Health Disaster Preparedness Unit is scheduled for later this month to support emergency readiness. Preparations are also underway for the upcoming Blossom Festival and Rodeo events.

11.5 Boddington District High School Report

Rhonda Cunnington reported that there were no significant matters to raise

11.6 Department of Fire and Emergency Services (DFES) Report

Stacey Sinclair advised that DFES is currently focused on training and preparedness activities across the region. Peter Thomas has recently commenced as the new Superintendent and will provide leadership across the district. A new Training Officer and Volunteer Support Officer have also commenced and are currently undertaking introductions with brigades, local governments and volunteer groups throughout the region.

11.7 Western Australian Police Report

Joshua Egan-Reid reported that road trauma statistics remain favourable. Police attended a recent fatal incident, which is not recorded as a road fatality. No other significant matters were reported.

11.8 Department of Communities Agency Report

Kirrily Clarke advised that evacuation centre activation training with the Shire of Boddington is scheduled for the afternoon following the meeting. The Local Emergency Relief and Support Plan is currently being reviewed and updated, including amendments to agency contact details. Department of Communities also requested involvement in future emergency management exercises where appropriate.

11.9 Department of Primary Industries and Regional Development Report

No report was received.

11.10 Main Roads Western Australia Report

A written report was received and noted by the Committee.

Attachment: 11.10A Main Roads Report and Traffic Management at Incidents

11.11 Department of Biodiversity Conservation & Attractions Report

No report was received.

11.12 Newmont Boddington Gold Report

Leigh Cover advised that Newmont's Community Assistance Program funding round will open later this month and encouraged local community organisations to apply. Newmont also intends to continue community engagement sessions later in 2026 to discuss emergency management arrangements and outcomes arising from emergency management exercises.

11.13 South32 Worsley Alumina Report

No report was received.

11.14 Alcoa of Australia Report

No report was received.

11.15 Bushfire Risk Mitigation Report

Kaitlin Southgate reported that planning is underway to deliver bushfire awareness training for Shire outdoor workforce personnel. The 2025/26 Mitigation Activity Fund program has been completed and is awaiting acquittal by DFES, after which planning for the 2026/27 program will commence.

Attachment: 11.15A Mitigation Report

11.16 Shire of Boddington

James Wickens reported that recruitment for the Community Emergency Services Manager position is progressing, with applications having recently closed and shortlisting currently underway. The Annual Bush Fire Notice has been reviewed internally and through the Bush Fire Advisory Committee and will be distributed with annual rates notices.

James also advised that budget planning is underway for brigade infrastructure improvements, with proposed works including upgrades to car parking areas at the Crossman and Marradong brigade facilities.

12. GENERAL BUSINESS

12.1 Around the Table

The Committee acknowledged Julie Burton for her significant contribution to the Shire of Boddington and wished her well on her retirement.

Members were advised that Rachael Wright will be commencing in the role of Chief Executive Officer. In the interim, James Wickens will undertake the role of Acting Chief Executive Officer.

Discussion also occurred regarding future representation arrangements for Volunteer Fire and Rescue Services at LEMC meetings. It was noted that where brigade captains are unavailable to attend, deputy captains or other authorised representatives may attend on behalf of their brigade to ensure continued participation and representation.

13. NEXT MEETING

13.1 Approve Meeting Dates

The committee approved the next meeting date as:

Monday, 16 November 2026 at 10.00am, Council Chambers, Shire of Boddington.

14. CLOSURE OF MEETING

There being no further business, Paul Carrotts declared the meeting closed at 10.39am.

9.1 DEVELOPMENT AND COMMUNITY SERVICES

9.1.1 Boddington Swimming Club – Fee Adoption

File Reference:	3.0080
Applicant:	Boddington Swimming Club
Previous Item:	OCM September 2023 Resolution 113/23
Author:	Coordinator Community and Economic Development
Disclosure of Interest:	The Acting Chief Executive Officer has a financial interest in this item and has not been involved in the preparation of this report.
Voting Requirements:	Absolute Majority
Attachments:	9.1.1A Facility Hire Waiver Request Letter

Summary

Council is requested to adopt a new Sporting Club Hire Charge for Boddington Swimming Club of \$600 inclusive of GST, per year.

Background

Boddington Swimming Club is a not for profit organisation aiming to promote the benefits of swimming for children and young people. During the 2025-26 season, 37 swimming memberships and an additional 25 parent/guardian memberships were registered.

In 2023-24, the Boddington Swimming Club requested a facility hire waiver on the grounds of their financial sustainability, as the Club's membership had declined. At its Ordinary Meeting in September 2023, Council endorsed a three-year waiver of fees associated with hiring the Boddington Swimming Pool, expiring in June 2026. Recently, the Boddington Swimming Club has requested that the arrangement be extended for a further three years (Attachment 9.1.1A).

Boddington Swimming Club intends to deliver 2 x 3.5 hour sessions per week during Term 4, a portion of the summer school holidays (subject to availability and member interest), as well as during Term 1. Three lanes will be required, and as of 2026/27, lane hire is charged at \$11 per lane per hour. The existing facility hire fees and charges which are relevant to this request are outlined as follows:

Season	Dates	Time	Cost	Total
2026-27	15 October 2026 – 15 April 2027 (26 weeks)	7 hours (3.5 hours x 2 sessions per week)	\$11 x 3 lanes x 7 hours (\$231 x 26 weeks)	\$6,006
2027-28	15 October 2027 – 13 April 2028 (26 weeks)	7 hours (3.5 hours x 2 sessions per week)	\$11 x 3 lanes x 7 hours (\$231 x 26 weeks)	\$6,006
2028-29	15 October 2028 – 15 April 2029 (26 weeks)	7 hours (3.5 hours x 2 sessions per week)	\$11 x 3 lanes x 7 hours (\$231 x 26 weeks)	\$6,006

Members and spectators attending the Boddington Swimming Pool to participate in Boddington

Swimming Club activities pay entry fees either at the casual entry rate, or by utilising their season pass. It is common practice within the Sport and Recreation industry for sporting clubs hiring lanes at a Swimming Pool to pay both lane hire and entry fees, because qualified staff are required to supervise the facility, in contrast to other unstaffed facilities such as an Oval or Recreation Centre.

Comment

It is recommended that the Swimming Club transition from the expired three-year facility hire waiver arrangement to an annual sporting club fee similar to other local sporting clubs. The sporting club fee provides clubs with access to their respective facilities at a reduced rate compared to fees and charges for casual facility hire, with use reviewed as part of the annual budget process.

This approach would provide a consistent and equitable approach to facility fees and charges across all sporting clubs, whereby Council supports sporting clubs to establish, and then introduces fees after a period of stable operation. The risk of establishing a precedent for other sporting clubs would also be reduced, while still recognising the Boddington Swimming Club's ongoing use of the facility and contribution to local sport.

The annual sporting club fee would align with Boddington Swimming Club's intended use. It is noted the Club intends to hire three lanes of Boddington Swimming Pool for seven hours per week for up to 26 weeks of the year. At the casual facility hire rate, this totals approximately \$6,006 per financial year. It is recommended that the Boddington Swimming Club should be responsible for 10% of this cost (\$600), which aligns proportionately to the methodology applied to fees charged to other sporting clubs.

The transition from a full fee waiver to a heavily subsidised fee will allow the Boddington Swimming Club to continue to provide affordable, high-quality swimming opportunities for the Boddington community. Membership fees remain the Club's primary source of income and have been instrumental in allowing for affordable, high-quality swimming opportunities. The Boddington Swimming Club emphasises that reducing fees improves accessibility to the sport irrespective of a family's financial circumstances.

Furthermore, the reduced sporting club fee will enable the Boddington Swimming Club to continue to engage a qualified and experienced swimming coach. This ensures that members receive professional instruction in a safe and supportive environment. Members regularly represent Boddington at regional swimming carnivals, fostering community pride while encouraging personal growth, confidence and resilience in young people. While the discount contributes to developing a competitive swimming pathway for members, it also supports the development of lifelong water safety and swimming skills. This is particularly important in Boddington where there are opportunities for residents to swim in open water such as Ranford Pool.

If the annual sporting club hire fee is approved, the Boddington Swimming Club will be encouraged to acknowledge the sponsorship provided by the Shire in any promotional materials (e.g. flyers and social media).

Consultation

Consultation has occurred with Boddington Swimming Club.

Strategic Implications

Aspiration People

Outcome 2 A healthy and active community.
Objective 2.2 Grow participation in sport, recreation, and leisure activities

Legislative Implications

Local Government Act 1995 - Section 6.16. Imposition of fees and charges

- 1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

Absolute majority required.

- 2) A fee or charge may be imposed for the following -

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government.
- (b) supplying a service or carrying out work at the request of a person.
- (c) subject to section 5.94, providing information from local government records.
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a license, permit, authorisation or certificate.
- (e) supplying goods.
- (f) such other service as may be prescribed.

- 3) Fees and charges are to be imposed when adopting the annual budget but may be -

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

Absolute majority required.

Policy Implications

Nil

Financial Implications

No income from the Boddington Swimming Club was included in the 2026/27 Annual Budget. Adoption of the proposed fee will result in additional income of \$545.45 plus GST of \$54.55. Fees for future financial years will be considered through the annual budget process.

Economic Implications

Nil

Social Implications

Participation in active recreation contributes to an individual's mental and physical wellbeing, and the development of strong networks and support structures within the community.

Environmental and Climate Change Implications

Nil

Risk Considerations

Risk Statement and Consequence	Inconsistent application of facility hire arrangements may create a precedent for other sporting clubs to seek similar waivers, resulting in increased financial and administrative burden on the Shire, with potential perceptions of inequity between sporting clubs.
Risk Rating (prior to treatment or control)	Medium
Principal Risk Theme	Reputational
Risk Action Plan (controls or treatment proposed)	No further actions proposed.

Officer Recommendation

That Council:

- 1. Adopt a Sporting Club Hire Charge for Boddington Swimming Club of \$600 per financial year inclusive of GST.**
- 2. Amend the 2026/2027 Fees and Charges Schedule to reflect the additional fee adopted in Recommendation 1.**

BODDINGTON SWIMMING CLUB

PO Box 30 Boddington WA 6390
E: pres.boddswim@gmail.com

ABN: 88 741 853 608
President: Elouise Rose



To the Shire of Boddington Councillors,

Re: Request for Renewal of Facility Hire Waiver Agreement

On behalf of the Boddington Swimming Club, I would like to respectfully request the renewal of our Facility Hire Waiver Agreement for a further three-year period.

Over the past three years, the Facility Hire Waiver has been instrumental in enabling our club to provide affordable, high-quality swimming opportunities for the Boddington community. We are incredibly grateful for the Shire's ongoing support and recognise the positive impact this partnership has had on our members and their families.

As a small, volunteer-run sporting club, our primary source of income is membership fees. Without the waiver, the increased cost of hiring pool lanes would need to be passed directly onto our members, making participation less affordable for many local families. Maintaining affordable fees ensures that children and adults alike can continue to access our club regardless of financial circumstances.

The waiver has also enabled the club to engage a qualified and experienced swimming coach, ensuring participants receive professional instruction in a safe and supportive environment. This contributes not only to competitive swimming pathways but also to the development of essential lifelong water safety and swimming skills, which are particularly important in Western Australia.

Beyond swimming, our club plays an important role in strengthening community connections. We provide a welcoming environment where families, volunteers and community members come together through sport, promoting healthy lifestyles, social inclusion and community participation. Our members regularly represent Boddington at regional swimming carnivals, fostering community pride while encouraging personal growth, confidence and resilience in young people.

The continued support of the Shire through the Facility Hire Waiver represents an investment in the health, wellbeing and development of our community. By helping us keep participation affordable, the Shire enables more local residents to benefit from organised sport while supporting a sustainable, volunteer-led community organisation.

We sincerely hope the Shire will consider renewing the Facility Hire Waiver Agreement for a further three years. We appreciate the Shire of Boddington's continued support of community sport and thank you for your consideration of our request.

Yours sincerely,

Elouise Rose

President

Boddington Swimming Club

9.1.2 Business Assistance Grant Application

File Reference: 3.000624
Applicant: Thompson Family Trust
Previous Item: Nil
Author: Coordinator Community and Economic Development
Disclosure of Interest: Nil
Voting Requirements: Simple Majority
Attachments: 9.1.2A Business Assistance Grant Application Form

Summary

Council is requested to consider financially supporting an application received for the Business Assistance from Thompson Family Trust as contained in Attachment 9.1.2A.

Background

The Business Assistance Grant provides financial assistance for local businesses to deliver projects and programs that support their growth and the Shire of Boddington's economy.

There are no specific funding rounds, so applications are accepted and assessed throughout the year. The funding provides financial support of up to \$5,000 for local businesses on a 50/50 basis. In-kind services and volunteer labour are eligible components for the applicant's contribution toward the total project costs.

For applications to be accepted and proceed to assessment they must meet the eligibility requirements laid out in the Business Assistance Grant Policy. Applications are then assessed according to:

- The proposed project or program aligning with at least one of the Shire's goals outlined in the Council Plan, such as Shopfront Improvements, Crime Prevention or Place Activation;
- The applicant demonstrating the feasibility of the proposed project or program and their capacity to successfully deliver it; and
- The proposed project or program is a discrete piece of work and is not, in the opinion of the Shire, a standard operational expense.

The Business Assistance Grant does not support recurrent operational funding, including but not limited to wages, salaries or administrative overheads.

Comment

One application was received during August 2026 with a requested total of \$830. The application received has been assessed in line with the eligibility and assessment criteria outlined in the Business Assistance Grant Policy. It is recommended to approve the application.

Applicant	Project	Requested Funding	Officer Recommendation
Thompson Family Trust	CCTV Supply and Install	\$830	\$830
Application Summary Thompson Family Trust, trading as Thompson Building Industries, is a locally owned and operated small business that has operated in Boddington for 36 years. Located at 9 Assay Terrace within the Boddington industrial area, they offer a range of building contracting, civil			

works, and earthmoving services. Thompson Family Trust is seeking a contribution toward the supply and installation of CCTV to enhance the safety of their business. A copy of the Application is contained in Attachment 9.1.2A

Assessment

- The application aligns with the Crime Prevention priority area which resonates with community aspirations from the Council Plan.
- The CCTV upgrade contributes toward promoting a safe community with localised benefits to their premises.
- The project involves installing CCTV within a portion of Assay Terrace which is currently not covered by the existing CCTV network.
- The application complements a previously approved CCTV supply and installation project in Assay Terrace to continue increasing coverage within the precinct.
- The CCTV upgrade will create a safer and more secure environment by prioritising prevention as the root cause of crime, supporting public law enforcement, and fostering a strong, resilient community.
- The application outlines a number of platforms to acknowledge the Shire's support, including social and print media.
- The applicant has the capacity to deliver the project by matching the Shire's 50% funding contribution, and by allocating staff time to deliver it.
- The total project cost is \$1,826.90 and the applicant is requesting \$830.40 which comprises 45% of the total project cost. This aligns with the Policy in awarding a maximum of \$5,000 (50%).
- The proposed project aligns with the assessment criteria by remaining a discrete piece of work that has not already commenced and is not considered a standard operational expense.

Recommended to approve the requested funding amount of \$830.

Consultation

Consultation occurred with Thompson Family Trust as part of the application and assessment process

Strategic Implications

Aspiration	Prosperity
Outcome 10	A thriving economy with good access to education and jobs for everyone.
Objective 10.2	Revitalise and activate Boddington town centre.
Action 10.2.1	Implement the Business Assistance Grants Program, to facilitate economic growth, and complement outcomes identified in the Council Plan.

Legislative Implications

Nil

Policy Implications

Business Assistance Grant Policy

Financial Implications

The application and associated recommendation is within the 2026/27 Annual Budget allocation of \$15,000.

Economic Implications

Thompson Family Trust's application encourages greater participation in the local economy by improving perceptions of safety with the installation of CCTV.

Social Implications

Nil

Environmental and Climate Change Implications

Nil

Risk Considerations

Risk Statement and Consequence	The primary risk of this item is declining to support Business Assistance Grant applications that align with the Policy and the localised impact to the applicant not being able to proceed with their project.
Risk Rating (prior to treatment or control)	Low
Principal Risk Theme	Reputation
Risk Action Plan (controls or treatment proposed)	Nil

Officer Recommendation

That Council approve the Business Assistance Grant application from Thompson Family Trust, for \$830, for the CCTV Supply and Install project.

BUSINESS ASSISTANCE GRANT PROGRAM 2025-26

APPLICATION FORM



Applications are accepted throughout the year and can be submitted by email, or hand delivered.

The outcome of the application will be advised within one week of the Council Meeting.

APPLICATION CHECKLIST

☐	Read the Business Grant Program Guidelines (available from the Shire of Boddington website, or in-person from the Shire Administration).
☐	Complete the Confirmation of Eligibility below before moving on to ensure your application is eligible for this funding program.
☐	Contact the Community and Economic Development team to discuss the proposed application.

APPLICATION ACCEPTANCE CRITERIA

Be the property owner or have evidence of the property owner's consent to make the application.	☒ Yes	☐ No
Be a small or medium sized business.	☒ Yes	☐ No
Have no outstanding debt with the Shire.	☐ Yes	☒ No
Acknowledge that further information may be required to accept or assess an application.	☒ Yes	☐ No
Acknowledge that not all applications may be funded.	☒ Yes	☐ No
Acknowledge that applications are not guaranteed to receive the full amount of funding requested.	☒ Yes	☐ No
Acknowledge that the application is assessed against the Assessment Criteria.	☒ Yes	☐ No
Demonstrate compliance with the relevant Planning Scheme.	☒ Yes	☐ No
Be a business with an Australian Business Registration.	☒ Yes	☐ No
Hold Public Liability insurance of \$10 million and provide evidence with the Application.	☒ Yes	☐ No
Own or hold the appropriate permission to use any intellectual property associated with the proposed project or program.	☒ Yes	☐ No
The proposed project or program is located within the Shire.	☒ Yes	☐ No
Meet any additional eligibility criteria.	☒ Yes	☐ No

APPLICATION FORM

If you answered 'No' to any of these questions, please contact the Community and Economic Development team.

The following ineligibility criteria apply to all Applications administered under this funding program:

The applicant has submitted a satisfactory Acquittal Form for previous funding provided by the Shire of Boddington.	Yes	☒ No
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The location is based outside the Shire, unless there is an intention to establish or substantially operate within the Shire.	☐ Yes	☒ No
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The applicant is not linked in any way to a political party, political organisation, political agenda or lobbying activity.	☐ Yes	☒ No
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APPLICANT DETAILS

This is the business undertaking the project.

Legal Name of Organisation	THOMPSON FAMILY TRUST
Organisation Name	THOMPSON BUILDING INDUSTRIES
Postal Address	9 ASSAY TREC
ABN	55312255676
Registered for GST	☒ Yes ☐ No
Public Liability Insurance	YES - MASTER BUILDERS APP.
Opening Hours	OFFICE HOURS 9-5

ORGANISATION CONTACT

This is the person legally authorised to enter into contracts on behalf of the business.

Name	GRAHAM THOMPSON
Position	MANAGER
Mobile / Telephone	0429-373140
Email	tbiggjt@gmail.com

APPLICATION FORM

BACKGROUND

Please provide background information on your business including information such as how long the business has operated in the Shire of Boddington, staff numbers and plans for growth / expansion.

36 YEARS
BUILDER.

THE BUSINESS HAS
COMPLETED A LARGE
AMOUNT OF WORK FOR
THE SHIRE OVER THESE
YEARS.
WE PLAN FOR THE BUSINESS TO
CONTINUE.

PROJECT DETAILS

Project Name

CCTV Supply & Install

Provide a summary of the project, including how the need for the project had been identified

Have be robbed over the
last years. 29,000 over hit
3,000 other
CTV WOULD HELP TO
SECURE CONVICTION.

Describe how the project will benefit the chosen priority area

Keep an eye on activity
in the area

Anticipated commencement date

AUGUST OR SEPTEMBER

Anticipated completion date

SEPTEMBER.

Anticipated number of people involved in the project

TWO

Name of venue or address where your project will be delivered.

9 ASSAY TEC

APPLICATION FORM

Who are the expected primary beneficiaries of this project/program?	SECURITY AT TBI
What are the expected outcomes of your project/program?	CONVICTION AND DETERMENT INDUCE BUSINESS CONFIDENCE
Are there any partnerships for this project?	NO
Has your organisation delivered this project or something similar before?	NO
Describe the impact to the project if the funding amount requested is unsuccessful, or is less than the full amount requested	Leaves one exposed to crime - no change. Poor security not able to get CCTV if not funded
How will you acknowledge the Shire of Boddington's contribution to the project?	Let people know. Bod News Face book Shire make announcements

APPLICATION FORM

BUDGET DETAILS

Use the table below to evidence all sources of income for this project, proposed and confirmed, cash and in-kind, and how it will be expended. The value of contributions made toward the project by partnering organisations noted previously should be specified in this section.

The budget should align to the proposed project activities and outcomes specified in this application.

Please note Shire of Boddington's contribution is limited to 50% of the total project, and no more than \$5,000 per financial year.

Do not include GST in the costings below.

Budget Item (i.e. what the funding will be spent on)	This Grant (\$ excluding GST)	Other Cash or Grants (\$ excluding GST)	In-kind Support Please estimate the dollar value of the in-kind support (\$)	Source of Other Cash or In-kind (Please state if confirmed or unconfirmed)
E.g. Live Music	\$1,200	\$800	\$200	Department of XYZ
CCTV	\$ 830.40	\$ 830.40	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
Total	\$	\$	\$	
Funding Amount Requested	\$ 830.40 NO GST			
If the full amount of this request is not granted, will your project still go ahead?	☐ Yes ☒ No			
Have you applied for grant funding from other sources for this project? If yes, please provide details below.				
Funding Body or Program	Amount	Status of Application		
N/A	\$	☐ Confirmed ☐ Pending		
	\$	☐ Confirmed ☐ Pending		
Has your organisation received any type of funding from the Shire of Boddington in the last 2 years? If yes, please provide details below. NO				

APPLICATION FORM

Year	Amount	Purpose	Fully Acquitted
N/A			☐ Yes ☐ No
			☐ Yes ☐ No

DECLARATION

- ☒ I declare the organisation has read and understands the Business Assistance Grant Guidelines.
- ☒ I declare I am the authorised person to submit this application on behalf of my organisation and are authorised to sign legal documents on behalf of the organisation.
- ☒ I declare the information provided in this application and attachments is to the best of my knowledge true, correct.
- ☒ I understand false or misleading statements listed in this Business Assistance Grant Application can result in the application being rejected or the withholding of any funds that may be approved as result of this application.
- ☒ I declare the organisation applying for the grant funding will complete and submit a Business Assistance Grant Acquittal Form within 90 days following the project's completion.
- ☒ I declare the organisation submitting this form understands this is an application only.

Name	GRAHAM THOMPSON	Position	BUILDER-MANAGER
Signature		Date	7/8/2026



QUOTE

Thompson Building Industries

Date
7 Aug 2026

Expiry
21 Aug 2026

Quote Number
QU-0090

ABN
91 680 925 071

Boddington Electrical
Services Pty Ltd
90 Hotham Ave
BODDINGTON WA 6390
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
Labour - Installation of security cameras at Property on Assay Terrace. Set up NVR with existing wiring to surveillance Hard Drive. Connect Solar Camera's to wireless system and connect through devices.	4.00	150.00	10%	600.00
Dahua 4Ch NVR 4P	1.00	246.68	10%	246.68
Seagate Surveillance HDD:2TB	1.00	246.68	10%	246.68
Dahua 6MP DUAL LIGHT TU	3.00	158.15	10%	474.45
Parts - Mounting blocks, ceiling anchors, screws, consumables. This quote does not include any cable. If cable is unable to be reused this will be an extra charge.	1.00	64.00	10%	64.00
Freight	1.00	29.00	10%	29.00
Subtotal				1,660.81
TOTAL GST 10%				166.09
TOTAL AUD				1,826.90

Terms

1. Validity of Quote

This quote issued by Boddington Electrical Services is valid for 30 days from the date provided. Prices may be reviewed after this period.

2. Scope of Works

All pricing is based on the information available at the time of quoting. Any additional works, variations, hidden faults, or unforeseen site conditions may result in extra charges. All variations will be discussed with the client before proceeding.

3. Materials & Equipment

All materials, products, and equipment supplied remain the property of Boddington Electrical Services until full payment has been received.

4. Access Requirements

The client is responsible for ensuring safe, clear, and reasonable access to the work area. Delays caused by access issues may incur additional charges.

5. Compliance & Safety

All electrical work will be completed in accordance with Australian Standards, Western Australian Electrical Safety Regulations, and all applicable licensing requirements.

6. Payment Terms

Invoices must be paid within 7 days of the issue date unless otherwise agreed in writing. Late payments may incur additional fees.

7. Deposits

For larger projects or where special-order materials are required, Boddington Electrical Services may request a deposit. Work will not commence until the deposit is paid.

8. Warranty

We provide a 12-month workmanship warranty on all services we complete. Manufacturer warranties apply to all supplied materials. Warranty does not cover misuse, damage caused by others, or alterations made by third parties after installation.

9. Cancellations & Rescheduling

Cancellations or rescheduling with less than 24 hours' notice may attract a call-out or cancellation fee, particularly if materials have already been purchased or allocated.

10. Liability & Insurance

Boddington Electrical Services holds current public liability insurance for all work carried out.

However, this insurance does not cover pre-existing damage, existing electrical faults, structural issues, or any deterioration that was present prior to works commencing.

We accept no responsibility for faults or damage that are unrelated to the work we perform.

11. Rubbish & Disposal

Removal of old fittings or materials can be arranged upon request and may incur an additional fee.

12. Acceptance of Quote

Approval of this quote—whether via xero, in writing, verbally, or by allowing work to commence—constitutes acceptance of these Terms & Conditions.

Thank you for considering Boddington Electrical Services. We appreciate the opportunity to work with you and look forward to providing safe, reliable and high-quality electrical solutions for your home or business.

9.1.3 Community Grant Program Application

File Reference:	3.000623
Applicant:	Western Australia Police and Community Youth Centres - Boddington Blue Light Unit
Previous Item:	Nil
Author:	Coordinator Community and Economic Development
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments:	9.1.3A Community Grant Program Application Form

Summary

Council is requested to consider financially supporting an application received for the Community Grant Program from the Western Australia Police and Community Youth Centres - Boddington Blue Light Unit as contained in Attachment 9.1.3A.

Background

The Shire's Community Grant Program provides funding to incorporated bodies to deliver projects and programs that build an engaged, vibrant, inclusive and healthy community.

Applications are invited from eligible organisations throughout the year and be for no more than \$3,000 in any single financial year. The funding will support up to 75% of total project costs. In-kind services and volunteer labour are considered eligible components of the applicant's 25% contribution. Successful applications will meet at least one outcome from the Council Plan 2026-36 or have clearly identified and evidenced the need for the project.

Applications will be assessed according to:

- Community Benefit - evidence of the social or economic need the project or program addresses, how this need was identified, and how the application responds to it.
- Alignment with Council Plan - evidence that the project or program aligns with and supports an outcome within the Shire of Boddington's Council Plan 2026-36.
- Community Support and Partnerships - evidence of local support from community members and partnerships with local organisations, businesses or other funding providers.
- Organisational Capacity - evidence of planning, budgeting and capability to successfully manage and deliver the project or program.

The eligibility criteria comprise:

- Being an incorporated, not for profit organisation, or be auspiced by one.
- Hold current public liability insurance.
- Have no outstanding acquittals or debts with the Shire.
- Not have received the maximum allocation of funding within the same financial year.
- Not be engaged in a multiyear funding agreement with the Shire; and
- Not be an individual, political party, State or Federal Government organisation or school.

For applications to be accepted and proceed to assessment they must:

- Meet the eligibility criteria.
- Be submitted on the official form by the closing date and completed in full.
- Include relevant attachments, such as evidence of insurance, financial information and quotes.
- Be for projects or programs delivered within the Shire.
- Not be retrospective or commence before the notification date.

- Not be for maintenance, or operating costs.
- Not be for political or fundraising purposes; and
- Demonstrate the capacity to deliver the project or program.

Comment

The application from the Western Australia Police and Community Youth Centres - Boddington Blue Light Unit (Boddington Blue Light Unit) has been assessed within the table below, in line with the eligibility criteria outlined in the Community Grant Program Policy. It is recommended that the application be approved for funding by Council.

Applicant	Project	Requested Funding	Officer Recommendation
Boddington Blue Light Unit	Boddington Blue Light Christmas Disco 2026	\$2,991	\$2,991
Applicant Summary Boddington Blue Light Unit is seeking funding to deliver the Boddington Blue Light Christmas Disco 2026 at the Boddington Rodeo Grounds. The event is an annual, low-cost end-of-year community celebration bringing together children, young people, families, volunteers, police and residents for music, games, free food, as well as visit from Santa and an elf to provide a gift to each child.			
Assessment • Offers and promotes social connection for children, young people and their families, while engaging the broader community as key partners. • The event has a demonstrated history of success with 140 children attending in 2025 and with aspirations to increase patronage to 200 children in 2026. • This is a community led initiative which develops greater cohesion and mutual support between residents and community groups. • Offers community safety linkages, as a result of increased Police presence and engagement opportunities with the broader community. • Aligns with a number of the aspirations within the Shire's Council Plan 2026-36 relating to shaping Boddington as a safe, active, healthy, inclusive and supportive community. • Aligns with the findings and evidence from the Boddington Community Wellbeing Plan 2024-27, which raises the importance of increasing safety practices at community events. • The application contains a number of mechanisms to acknowledge the Shire's support, including print and social media. • The total project cost is \$8,100, and the applicant is requesting \$2,991.15 which comprises 37% of the total project cost. This aligns with the Policy in awarding a maximum of \$3,000 (75%). • Boddington Blue Light Unit have demonstrated their organisational capacity to deliver engaging and inclusive activities for children and young people. • There is evidence of strong planning and budgeting to enable successful delivery of the event.			
Recommended to approve the requested funding amount of \$2,991.			

Consultation

Consultation occurred with the Boddington Blue Light Unit as part of the application and assessment process.

Strategic Implications

Aspiration People
Outcome 3 An inclusive and supportive community.
Objective 3.1 Address the needs of families, children, and young people.

Legislative Implications

Nil

Policy Implications

Community Grant Program Policy.

Financial Implications

The application is within the 2026/27 Annual Budget allocation for the Community Assistance Grant Program of \$15,000.

Economic Implications

Nil

Social Implications

The Boddington Blue Light Christmas Disco 2026 supports varying levels of participation, social connection and improvements to quality of life for children, young people and their families. The event also empowers community groups to deliver a component of the overall experience which subsequently engages the broader community.

Environmental and Climate Change Implications

Nil

Risk Considerations

Risk Statement and Consequence	The primary risk of this item is approving Community Grant Program applications which don't align with the eligibility requirements and priority areas outlined in the Policy which creates a precedent when considering future applications.
Risk Rating (prior to treatment or control)	Minor
Principal Risk Theme	Reputation
Risk Action Plan (controls or treatment proposed)	Nil

Officer Recommendation

That Council approve the Community Grant Program application from the Western Australia Police and Community Youth Centres - Boddington Blue Light Unit, for \$2,991, for the Boddington Blue Light Christmas Disco 2026.

COMMUNITY GRANT PROGRAM 2025-26

APPLICATION FORM

Applications are accepted throughout the year and can be submitted by email, or hand delivered.

The outcome of the application will be advised within one week of the Council Meeting.

APPLICATION CHECKLIST

☒	Contacted the Community and Economic Development team to discuss the proposed project and eligibility for funding.
☒	Completed all questions in the Application Form
☒	Ensured any attached documents to your application are clearly marked and are in a clear and easy to understand format: • Annual financial statement attached for project amounts over \$1,000. • Evidence of public liability insurance. • Letters of support, including letter of support from auspice organisation (if applicable).

APPLICATION ACCEPTANCE CRITERIA

Meet the eligibility criteria: • Be an incorporated not for profit organisation, or be auspicied by one; • Hold current public liability insurance; • Have no outstanding acquittals or debts with the Shire; • Not have received the maximum allocation of funding within the same financial year; • Not be engaged in a multiyear funding agreement with the Shire; and • Not be an individual, political party, State or Federal Government organisation or school.	☒ Yes	☐ No
Be submitted on the official form by the closing date and completed in full.	☒ Yes	☐ No
Include relevant attachments, such as evidence of insurance, financial information and quotes.	☒ Yes	☐ No
Be for projects or programs delivered within the Shire.	☒ Yes	☐ No
Not be retrospective, or commence before the notification date.	☒ Yes	☐ No
Not be for maintenance, or operating costs.	☒ Yes	☐ No
Not be for political or fundraising purposes.	☒ Yes	☐ No
Demonstrate the capacity to deliver the project or program.	☒ Yes	☐ No

If you answered 'No' to any of these questions, please contact the Community and Economic Development team.

ORGANISATION DETAILS

This is the group undertaking the project.

Legal Name of Organisation	WA Police and Community Youth Centres - Boddington Blue Light Unit
Postal Address	PO Box 65, Wembley, WA, 6913
ABN	18 727 953 078
Registered for GST	☒ Yes ☐ No
Not-for-profit	☒ Yes ☐ No
Incorporated	☒ Yes ☐ No

ORGANISATION CONTACT

This is the person legally authorised to enter into contracts on behalf of the organisation. This is generally the President or Chairperson.

Name	Alana Wigmore
Position	Funding and Impact Manager
Mobile / Telephone	0458 739 131
Email	grants@wapcyc.com.au

PROJECT DETAILS

Project Name	Boddington Blue Light Christmas Disco 2026
Which <u>Shire of Boddington Council Plan</u> outcome aligns with your project?	Shire of Boddington Council Plan 2024-2034, People area, Outcome 3.... (see attached)
Anticipated commencement date	26 November 2026 (set up)
Anticipated completion date	27 November 2026
Total Project Cost	\$8,100 ex GST (estimate)
Funding Amount Requested	\$2,991.15 ex GST
Single or Multiyear Funding Agreement	Single

Provide a summary of the project	The Boddington Blue Light Christmas Disco is an annual, low-cost end-of-year community celebration that brings together children, young people, families, volunteers, police and other local residents. Delivered through the Boddington Blue Light unit in partnership with the WA Police Force, the 2026 event will include music, games, free food, a visit from Santa and an elf, and a Christmas gift for each child... (see attached)		
Which are your project's target groups?	☐ General community ☒ Children 0-10 ☒ Youth 11-25 ☐ Women ☐ Men ☐ Seniors ☐ Aboriginal or Torres Strait Islander people ☒ People with disabilities and/or carers ☒ Other (please specify) <u>Whole of Community</u>		
Describe how the project will benefit those participating, as well as the broader community.	The Christmas Disco will provide a safe, welcoming and affordable opportunity for people across Boddington to come together, celebrate the end of the year and participate in an alcohol-free, drug-free and supervised community event. For children and young people, the event will provide an opportunity to socialise, participate in enjoyable activities and experience ... (see attached)		
Provide details of any collaborations or partnerships that will assist in the delivery of this project, and outline how they will support the project. Provide letters of support where relevant.	Organisation Name	Contact Details	Describe their involvement
	WA Police Force (Boddington)	Jemma Vance	Policing partner in the Blue Light model; officer attendance supporting positive engagement.
	Quindanning Boddington CWA		Donating lolly bags to hand out on the night and catering.
	Boddington Lions Club		Providing use of the grounds and facilities for the event.
How will you acknowledge the Shire of Boddington's contribution to the project?	The Shire of Boddington's contribution will be acknowledged through promotion on social media and event advertising materials, inclusion on event signage where applicable, and the Shire's logo on event posters, consistent with the Community Grant Program funding conditions.		
Clearly identify what the Shire's funding contribution will be used for in the project	The requested funding will support the engagement of a professional Santa and elf assistant for the Boddington Blue Light Christmas Disco, including performer fees and associated travel costs. Santa and the elf will deliver the Christmas interaction ... (see attached)		

BUDGET DETAILS

Use the table below to evidence all sources of income for this project, proposed and confirmed, cash and in-kind, and how it will be expended. The value of contributions made toward the project by partnering organisations noted previously should be specified in this section.

The budget should align to the proposed project activities and outcomes specified in this application.

Please note Shire of Boddington's contribution is limited to 75% of the total project, and no more than \$3,000 per financial year.

Do not include GST in the costings below.

Budget Item (i.e what the funding will be spent on)	This Grant (\$ excluding GST)	Other Cash or Grants (\$ excluding GST)	In-kind Support Please estimate the dollar value of the in-kind support (\$)	Source of Other Cash or In-kind (Please state if confirmed or unconfirmed)
<i>E.g. Catering</i>	\$200	\$200	\$200	<i>Department of XYZ</i>
Santa and Elf Hire	\$ 2,658.80	\$ 0	\$ 0	Shire of Boddington
Project Manageme	\$ 332.35	\$ 0	\$ 0	Shire of Boddington
Children's Gifts	\$ 0	\$ 2,400	\$ 0	Ticket Sales
Catering	\$ 0	\$ 0	\$ \$1,700	Quindanning CWA
Venue (Rodeo Gro	\$ 0	\$ 0	\$ 1,000	Lions Club
Total	\$ 2,991.15	\$ 2,400	\$ 2,700	

Have you applied for grant funding from other sources for this project? If yes, please provide details below.

Funding Body or Program	Amount	Status of Application
N/A	\$	☐ Confirmed ☐ Pending
N/A	\$	☐ Confirmed ☐ Pending

Has your organisation received any type of funding from the Shire of Boddington in the last 2 years? If yes, please provide details below.

Year	Amount	Purpose	Fully Acquired
2024	\$500	Inflatable Soccer - Community Event	☒ Yes ☐ No
			☐ Yes ☐ No

DECLARATION

☒ I declare the organisation has read and understands the Community Grant Program Guidelines.

☒ I declare I am the authorised person to submit this application on behalf of my organisation and are authorised to sign legal documents on behalf of the organisation.

☒ I declare the information provided in this application and attachments is to the best of my knowledge true, correct and discloses all estimates as accurate as possible.

☒ I understand false or misleading statements listed in this Community Grant Program Application can result in the application being rejected or the withholding of any funds that may be approved as result of this application.

☒ I declare the organisation applying for the grant funding will complete and submit a Community Grant Program Acquittal Form within 12 weeks following the project's completion.

☒ I declare the organisation submitting this form understands this is an application only.

Name	Alana Wigmore	Position	Funding and Impact Manager
Signature		Date	06.07.2026

Shire of Boddington

Community Grant Program 2025-26

Application: Boddington Blue Light Christmas Disco 2026

Organisation details

Legal name of organisation	Western Australian Police and Community Youth Centres Inc. (WA PCYC)
Postal address	PO Box 65, Wembley WA 6913
ABN	18 727 953 078
Registered for GST	Yes
Not-for-profit	Yes
Incorporated	Yes

Organisation contact

Name	Alana Wigmore
Position	Funding and Impact Manager
Mobile / telephone	0458 739 131
Email	grants@wapcyc.com.au

Project details

Project name	Boddington Blue Light Christmas Disco 2026
Aligned Council Plan outcome	Shire of Boddington Council Plan 2024-2034, People area, Outcome 3 (An inclusive and supportive community) and Objective 3.1 (address the needs of families, children, and young people).
Anticipated commencement date	26 November 2026 (set up)
Anticipated completion date	27 November 2026
Total project cost (ex GST)	\$8,100 (estimate)
Funding amount requested (ex GST)	\$2,991.15 ex GST
Single or multiyear funding agreement	Single

Summary of the project

The Boddington Blue Light Christmas Disco is an annual, low-cost end-of-year community celebration that brings together children, young people, families, volunteers, police and other local residents.

Delivered through the Boddington Blue Light unit in partnership with the WA Police Force, the 2026 event will include music, games, free food, a visit from Santa and an elf, and a Christmas gift for each child attending. A sensory Santa option will also be available to provide a quieter and more flexible experience for children who may find a traditional Santa interaction or busy event environment overwhelming.

The 2025 Christmas Disco attracted approximately 140 children and their families. Building on this strong local response, the 2026 event is being planned for up to 200 participants to attend.

Tickets will remain affordable at \$12 per child, with this contribution primarily supporting the cost of each child's Christmas gift.

Target groups

Selected: Children 0-10; Youth 11-25; People with disabilities and/or carers. **Other:** Whole of Community

How the project will benefit participants and the broader community

The Christmas Disco will provide a safe, welcoming and affordable opportunity for people across Boddington to come together, celebrate the end of the year and participate in an alcohol-free, drug-free and supervised community event.

For children and young people, the event will provide an opportunity to socialise, participate in enjoyable activities and experience a sense of belonging within their local community. For families, it will offer an accessible local Christmas activity at a time of year when the cost of celebrations and family outings can place added pressure on household budgets. The event design will also support participation by children with different sensory and accessibility needs.

The event will strengthen community connection by bringing local residents, volunteers and WA Police together in a positive and informal setting. It provides an opportunity for children, young people and families to engage with police outside formal circumstances, helping build familiarity, trust and positive local relationships.

The project is supported by local planning and evidence. The Boddington Community Wellbeing Plan 2024–2027 identifies the importance of increasing safe practices at community events, including alcohol-free options. The plan was informed by WA Police Boddington incident data and the Boddington District High School Wellbeing Survey. As a supervised, alcohol-free and drug-free event, the Christmas Disco directly contributes to this priority.

Boddington's demographic profile also reinforces the value of providing activities for children and families, with children aged 0 to 14 making up 22 per cent of local residents, compared with 17 per cent across Western Australia. While children are a key participant group, the Christmas Disco is intended to benefit the wider community by creating a shared, inclusive local celebration.

Collaborations and partnerships

Attach letters of support from the partners below where available.

Organisation name	Contact details	Involvement
WA Police Force (Boddington)		Policing partner in the Blue Light model; officer attendance, supporting positive police, youth and community engagement on the night.
Boddington Lions Club		Providing use of the grounds and facilities for the event.
Quindanning Boddington CWA		Donating lolly bags to hand out on the night and catering.

How the Shire's contribution will be acknowledged

The Shire of Boddington's contribution will be acknowledged through promotion on social media and event advertising materials, inclusion on event signage where applicable, and the Shire's logo on event posters, consistent with the Community Grant Program funding conditions.

What the Shire's funding contribution will be used for

The requested funding will support the engagement of a professional Santa and elf assistant for the Boddington Blue Light Christmas Disco, including performer fees and associated travel costs.

Santa and the elf will deliver the Christmas interaction component of the event, including greeting children and families, participating in the gift-giving activity and helping create an engaging and welcoming experience for attendees. The elf assistant will also help support family engagement and manage the flow of participants during the Santa activity.

The request also includes a 12.5 per cent project management contribution to support the staff time required to coordinate performer and supplier arrangements, manage event logistics and safety requirements, administer the funding agreement, and complete reporting and acquittal obligations.

Budget

All figures exclude GST.

Budget item	This grant (\$ ex GST)	Other cash (\$ ex GST)	In-kind (\$)	Source (confirmed or unconfirmed)
Santa and Elf hire as per quote	2,260			Shire of Boddington (this grant). Written quote attached. Unconfirmed.

Budget item	This grant (\$ ex GST)	Other cash (\$ ex GST)	In-kind (\$)	Source (confirmed or unconfirmed)
Meals for Santa & Elf	47.90			As per ATO Meal Allowances
Mileage for Santa & Elf	350.90			As per ATO Mileage Allowances
Project Management Fee	332.35			Shire of Boddington (this grant). Apportioned project management fee. Under \$1,000; no quote required. Unconfirmed.
Children's gifts		2,400		Ticket sales. Projected \$12 x 200. Unconfirmed.
Catering			1,700	Quindanning Boddington CWA (in-kind). Confirmed.
Venue (Rodeo Grounds)			1,000	Boddington Lions Club (in-kind). Confirmed.
Total	2,991.15	2,400	2,700	

Other grant funding applied for, for this project

None.

Funding received from the Shire of Boddington in the last 2 years

\$500 in 2024 for Inflatable Soccer Community Event. Fully Acquitted.



Santa

PROPOSED FOR:

Blue Light

PREPARED BY:

ENTERTAINMENT
PROPOSAL

WHO ARE WE?

APPLAUSE ENTERTAINMENT ARE A NATION-WIDE
CREATIVE CONSULTANCY FOCUSED ON CURATING ENGAGING
AND CAPTIVATING EVENTS, INCORPORATING PREMIUM
PERFORMERS AND UNIQUE THEMES.



ABOUT US

INSTAGRAM



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FUNCTION INFORMATION:

Event Name: Santa

Function Type:

Event Reason:

Event Date:

Event Theme:

Entertainment Type:

Start Time:

End Time:

Performance Start Time:

Performance End Time:

Number of Guests:

Demographic:

Budget:

VENUE INFORMATION:

Venue Name:

Venue Description:

Venue Address:

Venue State:

Venue Parking:

On Site Contact:

On Site Phone:

Venue Notes:

WHAT DO YOU GET WITH APPLAUSE?

AT APPLAUSE ENTERTAINMENT, WE PRIDE OURSELVES IN MAKING THE EVENT PLANNING AND DELIVERY PROCESS **NOT ONLY EASY, BUT FUN!** ALL APPLAUSE STAFF MEMBERS ARE FRIENDLY, EASY GOING AND DEDICATED TO ENSURING A SMOOTH PLANNING AND DELIVERY PROCESS.

Making each event specifically engaging for your audience and crafting memorable moments into an unforgettable experience - from the smallest interactions – to the grand scale spectacle, is what each of us are dedicated to achieving for our clients and more importantly, their guests.

We have been supplying entertainment for events since 2005, all of our performers are hand picked by our experienced team and fully insured. Once your details are confirmed you can relax in knowing that we will ensure that all information is secured with your performers/suppliers and your entertainment locked in - leaving you stress free to enjoy your event with your guests.

WHAT YOU GET WITH AN APPLAUSE ENTERTAINMENT BOOKING

Once your paperwork has been confirmed, you can relax in knowing that we have ensured all details with your performers/suppliers, (and where necessary, the venue) have been cross checked and confirmed. All suppliers are contracted, confirmed and updated multiple times via phone and contracts, leaving you stress free to enjoy the moments with your guests.

Your own Entertainment Coordinator will confirm all details via phone and email with you prior to the event (including contracts, payments, public liability insurances and confirmations with all parties) to ensure smooth execution.

APPLAUSE SERVICE GUARANTEE

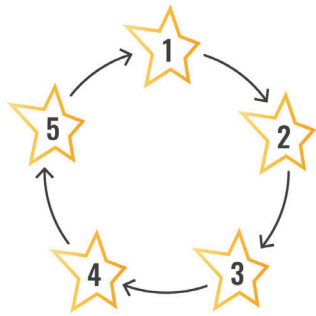
When booking with Applause Entertainment you are guaranteed quality, professional, and insured performers, and suppliers. You will receive expert consultation from enquiry to feedback to ensure a smooth and successful service.

Our dedicated team will cast, contract, and confirm your event entertainment and related event services that have been paid for.

We will provide an emergency contact, so you don't have to worry about anything on the day.

WHAT WE DO

CONNECTION – IDEAS – STRATEGY – REALISATION – REVIEW



Applause Entertainment is your go-to for all event booking. Our creative entertainment consultants work with you to provide and deliver the best solutions, whatever your needs. At every event, function, or activation, we aim to help you ***“Captive Your Crowd”*** with our network of event performers and providers across Australia.



Connection - We are excited to hear about your ideas and engage in conversations. Through consultation you get clarity and connection between you, your needs and our network of industry professionals.



Ideas - Let us inspire you with entertainment ideas that are unique, creative, out-of-the-box, and on trend. We are excited by your challenges to create new and exciting concepts.



Strategy - Our strong management process means that you will enjoy feeling secure and stress free. We work behind the scenes at your event to deliver a seamless service and ensure everything runs smoothly.



Realization - It is time for you to relax and enjoy as your event exceeds all expectations. Our talented performers and event suppliers take pride in realizing your vision and “Captivating your Crowd”.



Review - Even when your event is over, it is still important to us. We want to know what your thoughts are, how we can improve and and how we can be ready with new ideas for your next event!

Time to

CAPTIVATE YOUR CROWD



SANTA CLAUS

THE BEST SANTA CLAUS IN ALL OF AUSTRALIA!

What's Christmas without a visit from Santa Claus? Hire the perfect professional Santa Claus/Father Christmas for your next Christmas Event Fill the hearts of children and adults alike with Christmas magic and wonder.

Every year we supply Santa and his helpers nationwide.

Applause Entertainment Santas are guaranteed North Pole Certified, and also come with

- Valid WWC
- Premium quality costumes





"We hired a Santa to come to our work Christmas party and he was great. Santa brought back the magic of Christmas we miss as adults as well as telling some jokes and singing a couple of Christmas tunes. He was very professional and great fun. Whoever says Santa is not real, has never has Santa at their Christmas party. Ho Ho Ho"

Description	QTY	Indicative Price (Ex GST)	Subtotal
Standard Pricing			
☐ Santa Claus Standard 1 hour call	1	\$590.00	\$590.00
☐ Santa Claus Standard 2 hour call	1	\$720.00	\$720.00
☐ Santa Claus Standard 3 hr call	1	\$960.00	\$960.00
☒ Santa Claus Standard 4 hour call	1	\$1,130.00	\$1,130.00
☐ Santa Claus Standard 5 hour call	1	\$1,350.00	\$1,350.00

Indicative Subtotal **\$1,130.00**

NOTES:

We have two different types of Santas available a standard Santa and a skilled performer Santa

A **standard Santa** is perfect for photo opportunities in a shopping centre, meet and greets with the children or roving

A **skilled performer** Santa is a professional performer who can sing and bring a lively performance to your audience Not sure which Santa is perfect for you? Enquire within!

All quotes are a rough estimate. Finalised pricing depends on location, day, and optional extras. Select the option that you are interested in, and we'll provide you with a more confirmed price.

HELPERS

Christmas is a very busy time for Santa. That's why he has his very special team of helpers to assist him with his duties.

If you're hiring a Santa for your event, it is highly recommended that you hire a Santa's Helper to:

- Look after Santa
- Help with his photo queues
- hand out candy canes to the kids and more.



All of our Santa's helpers are approachable and friendly, and will be sure to draw smiles and attention from the crowd and passersby.

Description	QTY	Indicative Price (Ex GST)	Subtotal
Standard Pricing			
☐ Santa Helper 1 hour call	1	\$550.00	\$550.00
☐ Santa Helper 2 hour call	1	\$720.00	\$720.00
☐ Santa Helper 3 hour call	1	\$960.00	\$960.00
☒ Santa Helper 4 hour call	1	\$1,130.00	\$1,130.00
☐ Santa Helper	1	\$1,250.00	\$1,250.00

Job Number: Client: |

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5 hour call			
		Indicative Subtotal	\$1,130.00

NOTES:

Requirements:

- Travel may need to be charged depending on location.
- Parking needs to be provided on site.
- A private and secure green room may be required prior to start time.

SERVICE LEVEL AGREEMENT

We offer our clientele the choice of level of service to compliment their bookings. For some events, perhaps with only a few items booked, this will only require our standard level of our management. However, for multiple and more complicated bookings a higher level of attention and service is required to ensure smooth execution and a stress free experience.



STANDARD SERVICE - NO EXTRA FEES - INCLUDED IN QUOTE

When booking with Applause Entertainment you are guaranteed quality, professional, and insured performers, and suppliers.

- You will receive expert consultation from enquiry to feedback to ensure a smooth and successful service.
- Our dedicated team will cast, contract, and confirm your event entertainment and related event services that have been paid for.
- We will provide an emergency contact, so you don't have to worry about anything on the day.
- Once your contract has been signed and all details confirmed an invoice will follow asking for payment. Once payment is received we are good to go and no further changes are allowed.*

****Terms and Conditions: Any changes (including time or date changes) to your booking contract after the payment of the deposit will incur an administrative fee of \$100 + GST.***

CUSTOM SERVICE PACKAGE - \$250 + GST

In addition to our standard services you will receive an enhanced level of coordination and customer support.

- Our team will work closely with you to tailor entertainment to suit your specific theme and atmosphere including but not limited to customized costumes and performances.
- We will provide comprehensive performer briefings to ensure smooth execution of your entertainment and resolution of any issues that may arise.

- You will have the added flexibility to make up to 2 variations to your contract*, such as changes to time and date, up to 10 days prior to your event.

Terms and Conditions: **This service covers the administrative fees associated with reissuing and confirming contracts only.*

PREMIUM SERVICE PACKAGE - \$500 + GST

The Premium service package will allow you to harness the full expertise of the Applause Entertainment Team.

- You will receive 1hr of event consultation to completely customize your entertainment package. This will include a professional review of your event run sheet/schedule to ensure optimal timing and sequencing of entertainment.
- A member of the Applause Team will confirm technical requirements directly with your venue as well as Safe Work Method Statement and coordination of OHS/Site inductions if required.
- As well as the flexibility to make up to 2 variations to your contract*, such as changes to time and date, up to 10 days prior to your event, you will also the service of a dedicated onsite entertainment coordinator for up to 3hrs at the event.

Terms and Conditions: **This service covers the administrative fees associated with reissuing and confirming contracts only.*

PLATINUM SERVICE PACKAGE - \$750 + GST

The Platinum service package is the highest level of service offered by the agency, encompassing comprehensive talent management and event management.

- In addition to the expert entertainment booking and customization provided in the Premium Package, the Applause Team will provide end to end talent and vendor management.
- You will receive up to 5hrs of event coordination. This includes pre-event consultation, an entertainment proposal, and a budget estimate.
- Other additional services* offered at this level may also include venue finding, catering options and quotes, site inspections, styling consultation, onsite event personnel, creation of your event run sheet, Safe Work Method Statements, and special event permits. These services are tailored to meet your specific requirements and will be provided as needed.

Terms and Conditions: **Services additional to the 5hrs of event coordination will be quoted separately.*

PLEASE CHOOSE YOUR LEVEL OF SERVICE MANAGMENT:

Description	Price (Ex GST)
☒ Standard Service	\$0.00
☐ Custom Service	\$250.00
☐ Premium Service	\$500.00
☐ Platinum Service	\$750.00

Indicative Subtotal **\$0.00**

NOTES:

Service levels can be adjusted upon further consultation - please speak with our team for more information and any questions.

EVENT QUOTE

\$2,260.00+ 10% GST

This is an **indication only, and is subject to change.*



NEXT STEPS

Please use the **tick-boxes** in pricing tables for items to express your interest or feel free to use the comments section tab on the right hand side of your screen.

As this is an **indication of costs only** - we still need to confirm:

- **Availability**
- **Travel Costs** *if required* (Travel is normally charged for any location outside of the CBD or more than 45min travel time)
- **Technical particulars** or requests in relation to this booking

Alternatively, please get in touch directly on **1300 261 545**.

We want to be as helpful and efficient as possible in assisting you with your event enquiry.

As we have many enquiries to attend to, it is helpful to understand where you are currently in your decision process.

Please select from the following options:



WE'RE
EXCITED TO
WORK WITH
YOU. WE HOPE
YOU ARE TOO.

The Applause team.

PLEASE CALL **1300 261 545** TO DISCUSS THIS PROPOSAL.

9.1.4 Development Application for tiny house on wheels for hosted short-term rental accommodation: Lot 12 (No. 119) Mistletoe View, Crossman

File Reference:	3.0027
Applicant:	Kevin and Marina Petch
Previous Item:	Nil
Author:	Executive Manager Development and Community Services
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments:	9.1.4A Location Plan 9.1.4B Plans and information from applicant 9.1.4C Submissions 9.1.4D Applicant response to submissions 9.1.4E Extract from Planning and Development (Local Planning Schemes) Regulations 2015

Summary

For Council to consider conditional approval for a Development Application for a tiny house on wheels for hosted short-term rental accommodation at Lot 12 (No.119) Mistletoe View, Crossman.

Background

The site is 15.23 hectares in area and contains a dwelling and sheds. The site is shown in Attachment 9.1.4A. The proposed tiny house on wheels (THOW) for hosted short term rental accommodation (STRA) is located in the north-east section.

Details of the proposal, which seeks development approval for a THOW to be used for STRA, are outlined in Attachment 9.1.4B. The internal floor area of the THOW is approximately 38m². The applicant has submitted a preliminary Management Plan. The applicant intends to live on the property and manage the STRA.

Consultation details are outlined later with submissions set out in Attachment 9.1.4C and the applicant's response to submissions in Attachment 9.1.4D.

Comment

A) Overview

It is recommended that Council approve the Development Application subject to conditions. This follows assessment against the State and local planning framework, the site context and site features, the views of the submitters, the applicant's response to submissions and other available information. It is noted:

- It is overall consistent with the planning framework including the Council's recent decisions relating to Scheme Amendment No.1;
- It supports diversifying and growing the local economy and supports tourism;
- It is a low-key use which is expected to have manageable off-site impacts;
- It is hosted STRA, meaning the owner of the property resides on-site when guests are staying at the property;
- There will be minimal increased traffic which can be accommodated on local roads;
- There are no environmental impacts if noise is effectively managed;
- There are no objections from other Shire officers/units; and

- Development conditions can assist to control the use and management of the development.

While noting the above, there are various issues associated with the development use, which should be considered by the Council in determining the Development Application. Some of these issues are outlined below.

B) Amenity and noise

The proposed STRA is located in a rural smallholding area. If appropriately managed, the impacts of the holiday accommodation are generally similar to long term residential use.

The Shire administration considers that the visual amenity and rural character of the locality will not be detrimentally affected by the proposed development noting:

- The proposed development will be 20 metres from the northern boundary which complies with the Shire of Boddington Local Planning Scheme No. 3 standards;
- It is approximately 145 metres from the closest neighbouring dwelling;
- There are existing mature trees on the northern property boundary which can be supplemented with additional planting; and
- The modest scale of the development and that occupant numbers will be capped.

The Shire acknowledges the concerns from submitters with regard to noise and anti-social behaviour. The *Environmental Protection (Noise) Regulations 1997* apply to the site (and throughout Western Australia). Should written complaints on noise be received in the future, the Shire will separately investigate.

C) Effective management of the holiday accommodation

The proposed development is considered hosted STRA meaning that the applicant will reside on the property as the manager while guests are staying on the property.

The applicant has provided a preliminary Management Plan. The applicant has also provided commitments in responding to submissions. To address the concerns raised, the applicant proposes that matters such as the following are addressed:

- No parties or events;
- Quiet hours for guests;
- Guest limits;
- Regular cleaning and property inspections; and
- Bin and waste management procedures.

There are several recommended development conditions that seek to minimise land use impacts and encourage appropriate neighbourly relations. This includes a recommended condition requiring the applicant to update, gain approval and effectively implement a Management Plan. The Management Plan, amongst matters, to address visitor behaviour and relevant management measures to avoid adverse impacts on the area's amenity.

D) Traffic impacts

In response to the concern from submitters, the applicant has provided comments in Attachment 9.1.4D.

Traffic impacts will be minimal given the STRA is predominately targeted at adult couples. Mistletoe View and Crane Rise can accommodate the traffic.

Mistletoe View and Crane Rise are local roads under the control of the Shire, are sealed and has an existing capacity to address additional traffic from the proposed development. Based on Council's *Local Planning Policy 5 Developer and Subdivider Contributions*, State Government policy and legal principles, it is suggested that no financial contribution is required from the applicant to upgrade these roads.

E) Privacy, trespass and biosecurity

The Shire also acknowledges the concerns from submitters with regards to privacy, trespass and biosecurity.

In response to the concern from submitters, as outlined in Attachment 9.1.4D, the applicant proposes to undertake additional planting to enhance privacy for neighbours. Guests will not be permitted to use drones while staying on the property.

The proposed development is well separated from neighbouring dwellings.

F) Loss of housing stock

The development does not reduce the district housing stock. The proposed development, if approved and implemented, will increase the amount of STRA in the district.

Consultation

The Shire invited public comment on the Development Application for 14 days through writing to adjoining and nearby landowners.

The Shire received 2 submissions, which raised various issues and objections. Submissions and advice are provided in Attachment 9.1.4C. The main issues and concerns raised in the submissions relate to:

- Amenity impacts related to noise, views, anti-social behaviour and a loss of tranquility;
- Loss of privacy;
- Traffic impact;
- Lack of respect for the natural environment;
- Worker accommodation (could be used by miners);
- Trespass;
- Need for effective management;
- Farm biosecurity risks; and
- Loss of housing stock.

The applicant's response to the submissions is outlined in Attachment 9.1.4D. It is suggested that objections and concerns can be suitably addressed if there is effective on-going management by the applicant.

Strategic Implications

Aspiration	Prosperity
Outcome 11	An attractive destination for day trips and short stay visitors.
Objective 11.1	Facilitate high quality visitor accommodation

Legislative Implications

Planning and Development Act 2005, Planning and Development (Local Planning Schemes)

Regulations 2015, and Shire of Boddington Local Planning Scheme No. 3 (LPS3).

Attachment 9.1.4E is an extract from the *Planning and Development (Local Planning Schemes) Regulations* which sets out matters to be considered by local government in assessing a Development Application. Some of the matters raised in the submissions are outside the scope of land use planning considerations.

Council should note that as of 19th September 2024 the *Planning and Development (Local Planning Schemes) Regulations 2015* have been amended to facilitate planning changes for short-term rental accommodation and there is now a state-wide development approval exemption for 'hosted short-term rental accommodation (where there is no works component).

The site is zoned 'Rural Smallholding' in LPS3. The proposed use is described as 'holiday accommodation' which is an 'A' (advertising required) use in the Rural Smallholding Zone (means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application). 'Holiday accommodation' is defined in LPS3 as -

'means 2 or more dwellings on one lot used to provide accommodation for holiday or temporary purposes for persons other than the owner of the lot.'

Holiday accommodation operators are bound to comply with various levels of State Government and local government legislation.

The Council has separately supported Scheme Amendment No. 1 to LPS3 relating to STRA. The Minister for Planning has recently approved Scheme Amendment No. 1. Once Amendment 1 is gazetted, the proposed use will be best described as 'hosted short-term rental accommodation'. Hosted STRA will be a 'P' (permitted) use in the Rural Smallholding zone.

Most of the property is located within the designated bushfire prone area. The bushfire assessment reveals the proposed THOW will be BAL-29.

Policy Implications

There are various planning policies relevant to the application including the *Shire of Boddington Local Planning Strategy* and *Local Planning Policy No. 20 – Tourism & Visitor Accommodation*.

Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

Financial Implications

The applicant has paid the Development Application fee. The applicant can request a right of review (appeal) to the State Administrative Tribunal, which may have a financial impact due to legal costs. Accordingly, any Council decision needs to be based on planning grounds.

Economic Implications

The proposal is expected to have a positive economic impact through the provision of additional short-term accommodation, supporting visitors to the district and contributing to local economic activity.

Social Implications

Objections and issues have been raised by adjoining/nearby landowners through the recent consultation by the Shire.

Environmental and Climate Change Considerations

Nil

Risk Considerations

Risk Statement and Consequence	If the Development Application is refused, the applicant may seek a review through the State Administrative Tribunal, which could result in legal and staff costs to the Shire and the potential overturning of Council's decision.
Risk Rating (prior to treatment or control)	Medium
Principal Risk Theme	Financial, compliance and reputational.
Risk Action Plan (controls or treatment proposed)	Ensure the decision is based on sound planning grounds and, if approved, apply appropriate conditions to manage potential impacts on neighbouring properties.

Officer Recommendation

That Council approve the Development Application for the tiny house on wheels for hosted short-stay rental accommodation (holiday accommodation) at Lot 12 on Plan 18628 (No. 119) Mistletoe View, Crossman, pursuant to Schedule 2, Part 9, Clause 68 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and subject to the following conditions and advice notes:

- 1. The development is to be carried out in accordance with the plans and specifications submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans, and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.**
- 2. No person is permitted to stay on the property for a period of more than 3 months in any 12-month period.**
- 3. The applicant is to submit and gain local government approval for a Management Plan, prior to occupation of the holiday accommodation, which addresses the responsibility for the behaviour of clients/visitors and the management measures to be implemented to minimise adverse impacts on the amenity of the locality.**
- 4. A smoke alarm must be installed in the holiday accommodation on or near the ceiling:**
 - (i) in every bedroom; and**
 - (ii) in every corridor or hallway associated with a bedroom or, if there is no corridor or hallway, in an area between the bedrooms and the remainder of the subject building.**
- 5. A system of emergency lighting must be installed in the holiday accommodation to assist evacuation of occupants in the event of fire, and this lighting must:**
 - (i) be activated by a smoke alarm(s) (required by the previous Condition); and**

(ii) consist of:

- a. a light incorporated within the smoke alarm(s) itself; or
 - b. lighting located within the corridor, hallway or area served by the required smoke alarm(s).
6. No more than two (2) adults and two (2) children are to be accommodated in the holiday accommodation at any one time.
 7. The applicant shall not erect any advertising or signage at the site without the prior approval of the Shire.
 8. The tiny house on wheels is setback at least 20 metres from the front property boundary.
 9. An adequate on-site potable water supply is provided in accordance with the *Australian Drinking Water Guidelines 2004* prior to occupation.
 10. The tiny house is to be connected to an on-site waste water disposal system approved by the local government and/or the Department of Health prior to commencement of the development.
 11. Prior to occupation, the applicant must demonstrate, to the satisfaction of the local government, how stormwater will be managed. The local government will require that all stormwater from the development shall be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
 12. The development is constructed in accordance with the BAL-29 construction standard in accordance with *AS3959 Construction of Buildings in Bushfire Prone Areas*. The Asset Protection Zone is permanently maintained around the development in accordance with the BAL assessment.
 13. A verandah on the northern side (Mistletoe View) of the tiny house is to be constructed to the satisfaction of the local government prior to occupation.
 14. All car parking spaces are designed, constructed and drained (at the proponent's cost) to the satisfaction of the local government prior to occupation.
 15. Prior to occupation, the applicant must submit and obtain approval for a Landscaping Plan to the satisfaction of the local government.

Advice

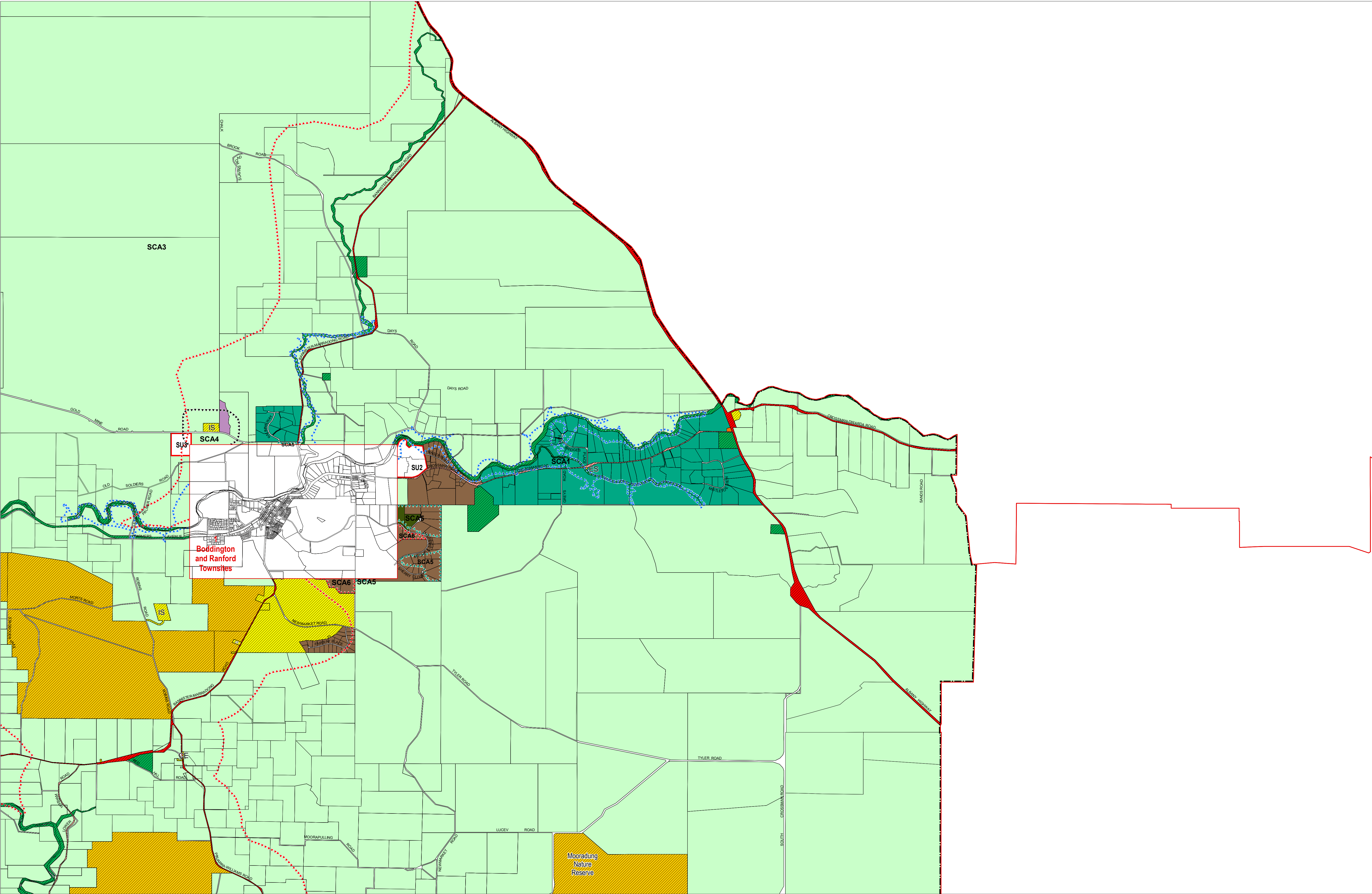
A) The approved development is to comply with relevant legislation including:

- *Road Traffic Act 1974*;
- *Public Health Act 2016*;
- *Health Act 1911* and *Health (Miscellaneous Provisions) Act 1911*;
- *Work Health and Safety (General) Regulations 2022*;
- *Environmental Protection (Noise) Regulations 1997*; and
- *Shire of Boddington Health Local Laws 2003*.

B) In relation to Condition 3, the Management Plan is to address matters including:

- Address the responsibility for client/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;
 - Seek the operation to be a good neighbour and be considerate including noise;
 - Trespass, biosecurity and litter;
 - Not light any outside fires during periods of restricted and prohibited burning and bushfire warnings of any level and adhere to all fire risk regulations;
 - Parking of vehicles (to be contained on 119 Mistletoe View); and
 - Emergency evacuation procedures.
- C) In relation to Condition 3, the applicant is also to make appropriate arrangements, prior to commencement of the short-term rental accommodation use, outlining how they will advise patrons of the Management Plan. This should include information provided on the website, social media platforms, tourist accommodation booking platforms and at the holiday house.
- D) In relation to Condition 7, some signs are exempt from development approval while other signs require a Development Application to the Shire. Please contact the Shire for further details.
- E) In relation to Condition 9, the Shire may require water samples to be taken and independently analysed. Should the Shire be required to arrange the testing, it will be at the cost of the applicant/operator.
- F) The applicant should ensure that guests (and as relevant their pets) are considerate of neighbours at all times. In particular, activities should be especially low in volume between 7.00pm and 7.00am and are to comply with the *Environmental Protection (Noise) Regulations 1997*.
- G) The property is within a bushfire prone area. Standards for access, turnarounds, water supply and asset protection zone are set out in the Western Australian Planning Commission's *Planning for Bushfire Guidelines*. The Guidelines should be referenced when considering the establishment of these elements of the development.
- H) Where LPG or other gas infrastructure is proposed, appropriate ventilation is be provided.
- I) It is the responsibility of the applicant to obtain any and all appropriate licences and permits for the relocation of the tiny house including any required permits from the Department of Transport.
- J) The movement and placement of the tiny house on wheels should adopt safe work procedures.
- K) It is recommended that the tiny house be located on a sealed pad to ensure stability. Where earthworks are proposed, they should be undertaken in accordance with *Australian Standard 3798 Guidelines on Earthworks for Commercial and Residential Developments*.
- L) The applicant should ensure that a suitable Public Liability Insurance Policy is always maintained while the short term rental accommodation use is operating.

- M) Occupants of the tiny house on wheels are to be provided with access to appropriate laundry facilities, which may comprise those available in the primary dwelling on the property.**
- N) If the applicant 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 made within 28 days of the determination.**



LEGEND

LOCAL SCHEME RESERVES

Civic and Community	Education
Drainage/Waterway	Emergency Services
Primary Distributor Road	Government Services
Local Distributor Road	Infrastructure Services
Local Road	Medical Services
Public Open Space	Recreational
Public Purposes	State Forest
Cemetery	

LOCAL SCHEME ZONES

Commercial	Rural Residential
Environmental Conservation	Rural Smallholdings
General Industry	Special Use
Residential	Tourism
Rural	

OTHER CATEGORIES

(see scheme text for additional information)

Scheme Area Boundary	
Local Government Boundary	
R20 R Codes	
SU1 Special Use Area	
SCA1 Special Control Area - Flood Prone Area	
SCA2 Special Control Area - Public Drinking Water Source Area	
SCA3 Special Control Area - General (Mining Buffer)	
SCA4 Special Control Area - Infrastructure (Wastewater Treatment Buffer)	
SCA5 Special Control Area - Environment (Landscape Protection)	
SCA6 Special Control Area - General (Structure Plan Areas)	

VERSION No 1

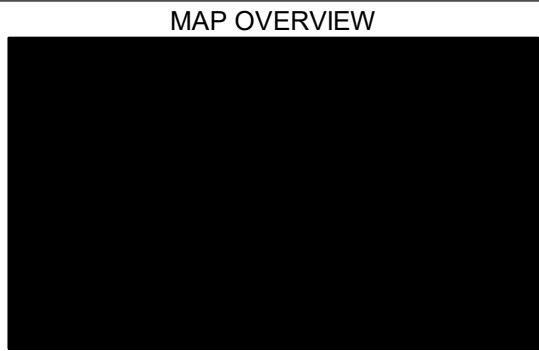
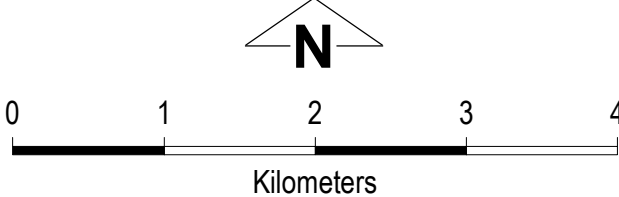


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Base Information Supplied by the Western Australian Land Information Authority, SLIP 1180-2020-1

Shire of Boddington
Local Planning Scheme No. 3
(District Scheme)



Authorised: T.Servaas
Plot Date: 11 June 2021
G.Gazette: Friday, 11 June 2021

Local Planning Scheme Map No. 4 of 6
MAP: Boddington Townsite Surrounds

Shire of Boddington
Local Planning Scheme No. 3
(District Scheme)

APPLICATION FOR DEVELOPMENT APPROVAL

Owner details		
Name: Kevin & Marina Petch		
ABN (if applicable):		
Address: 119 Mistletoe View, Crossman W.A.		
		Postcode: 6390
Phone: Work: N/A Home: N/A Mobile: [REDACTED]	Fax: N/A	Email: [REDACTED]
Contact person for correspondence:		
Signature: 		Date: 30 June 2026
Signature: 		Date: 30 June 2026
<i>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).</i>		

Applicant details (if different from owner)		
Name:		
Address:		
		Postcode:
Phone: Work: Home: Mobile: 	Fax: 	Email:
Contact person for correspondence: Kevin Petch		
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: 		Date: 30 June 2026

APPLICATION FOR DEVELOPMENT APPROVAL

Property details		
Lot No: 12	House/Street No: 119	Location No:
Diagram or Plan No:	Certificate of Title Vol. No: 1953	Folio: 794
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: Mistletoe View		
Suburb: Crossman		
Nearest street intersection: Crane Rise		
Proposed development		
Nature of development: ☐ Works ☒ Use ☐ Works and use		
Is an exemption from development claimed for part of the development? ☐ Yes ☒ No		
If yes, is the exemption for: ☐ Works ☐ Use		
Description of proposed works and/or land use: Tiny Home on Wheels		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use: Rural House and Infrastructure		
Approximate cost of proposed development: \$70,000		
Estimated time of completion: 3-6 months		
<i>OFFICE USE ONLY</i> Acceptance Officer's initials: Date received: Local government reference No:		



Mistletoe View

Mistletoe View

Mistletoe View

Mistletoe View

Mistletoe View

Mistletoe View

121

119

Future Water Tank?

Septic Tank

6.5m

7m

Tiny Home 6.2m

6.3m

20m

75m

Google

AGENDA | Ordinary Council Meeting | 26 August 2026

Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 Google

Australia

Terms

Privacy

Send product feedback

20 m



120





House water tank

Primary Residence

Tool, Farm Equipment and Workshop Shed

General Storage Shed

Carport

Wood Shed

Tractor & Impliments & Oat Drums storage

Hay Shed

Garden water tanks

Livestock water tanks

Future Water Tank?

Septic Tank

Tiny Home

20m

75m

6.5m

7m

6.2m

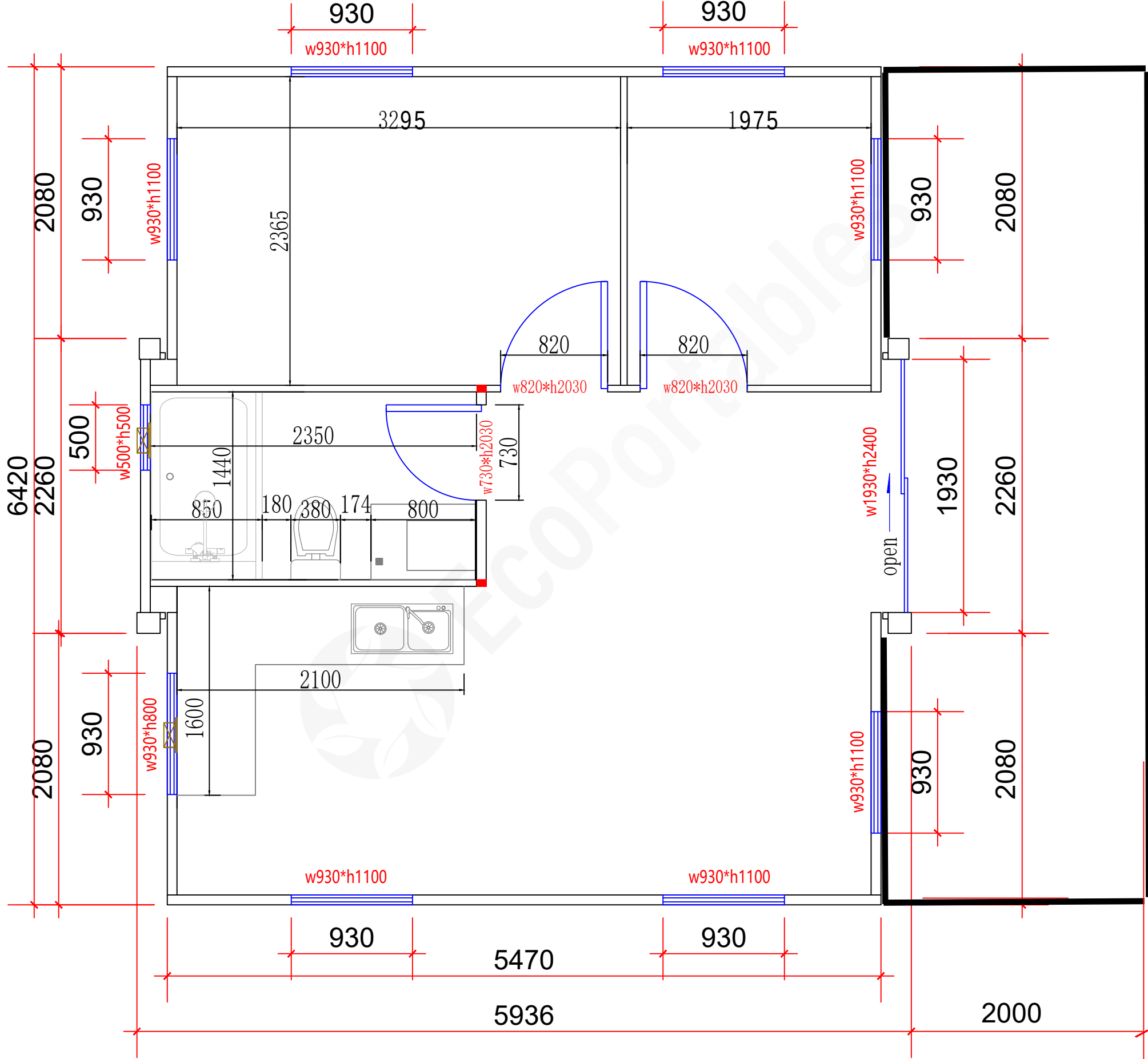
6.3m

(Near Future) Parking Shed for Fire Trailer, General Purpose Trailer and Farm Ute (*Shire approved - awaiting shed concrete pad install then shed erection)

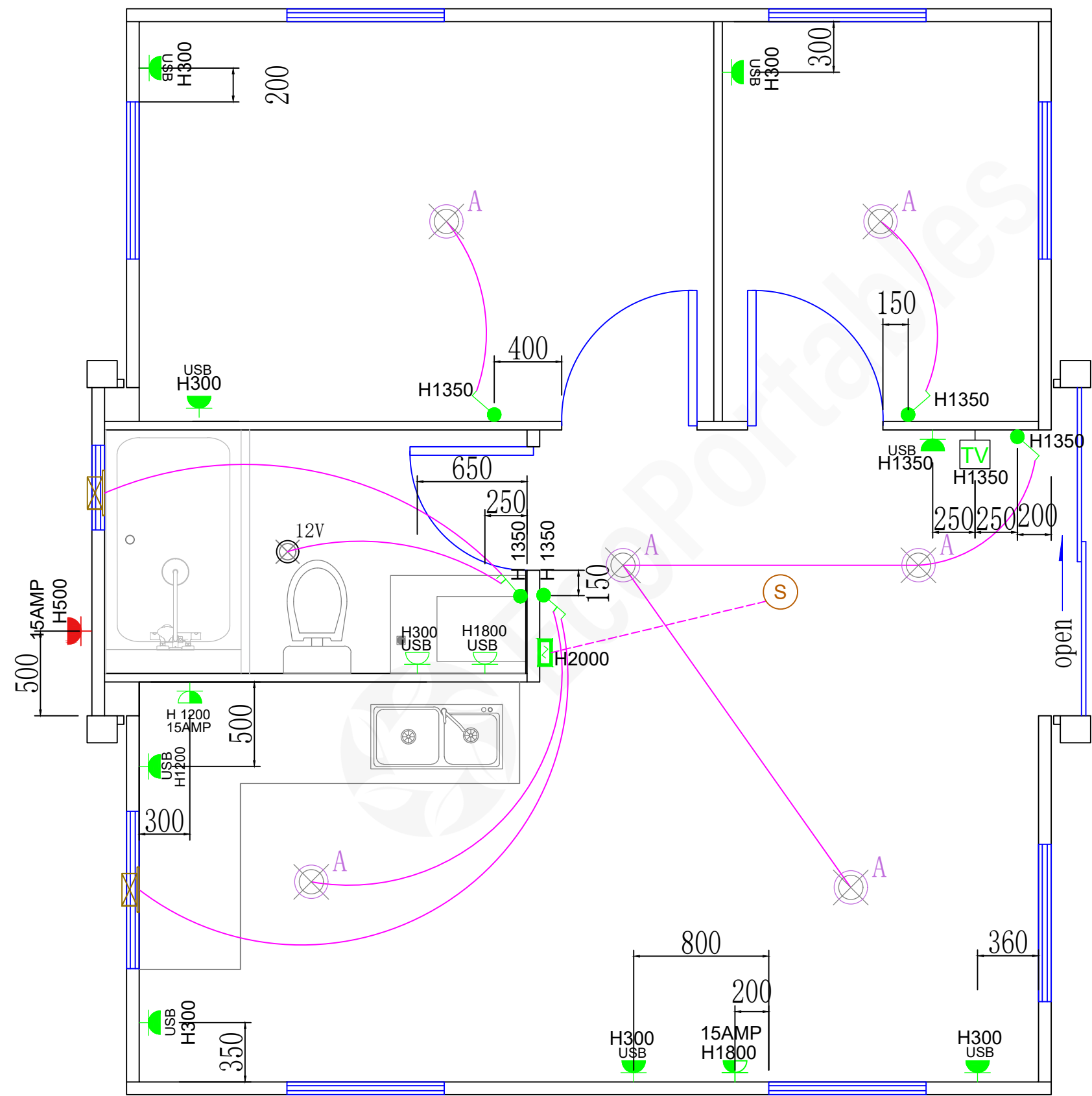




20FT (2.4m) 2Bed

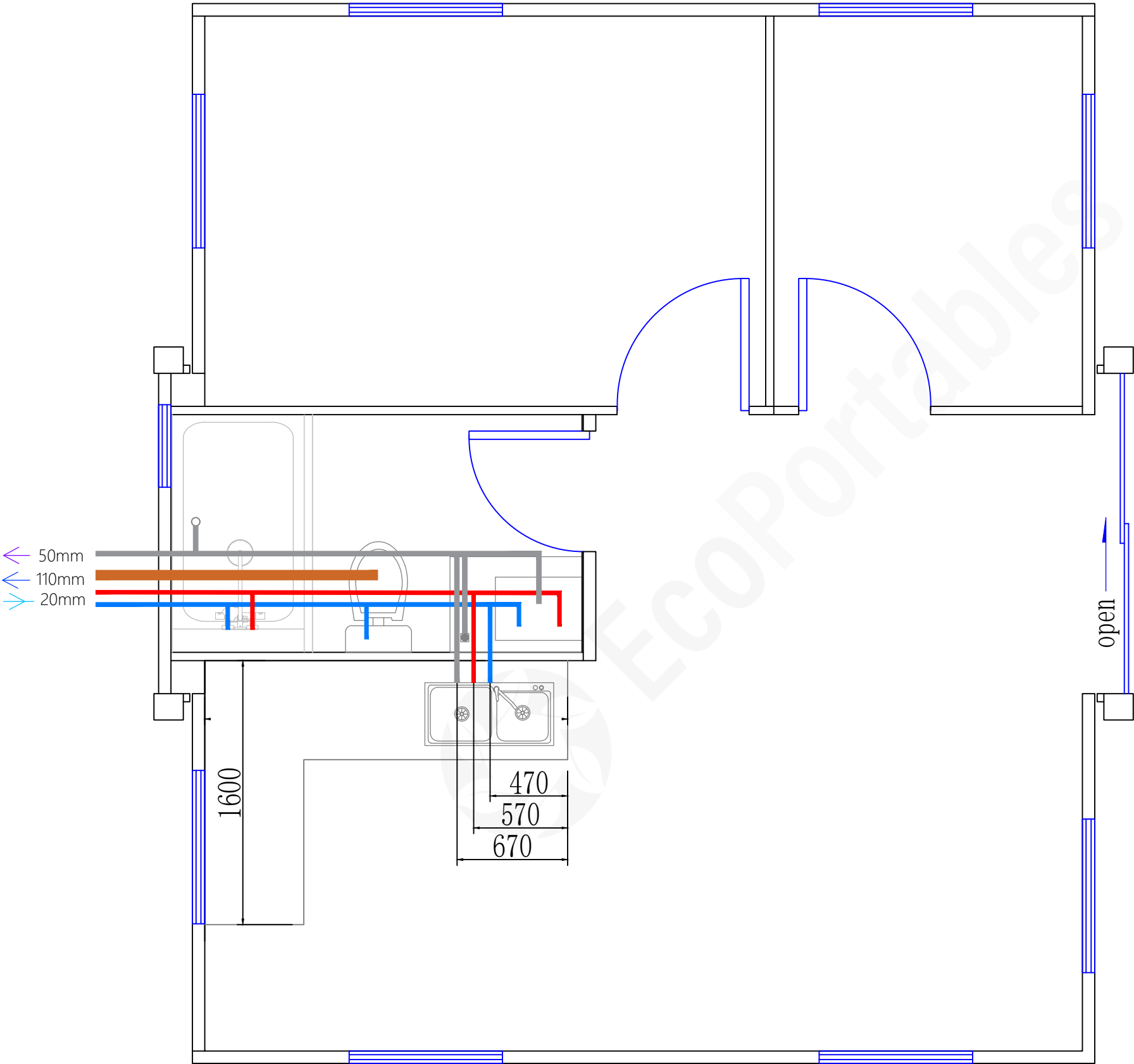
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20FT (2.4m) 2Bed



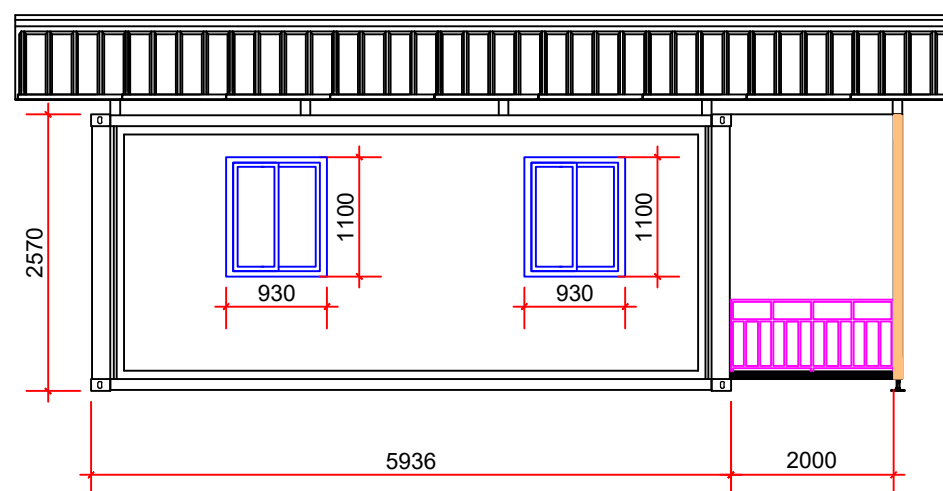
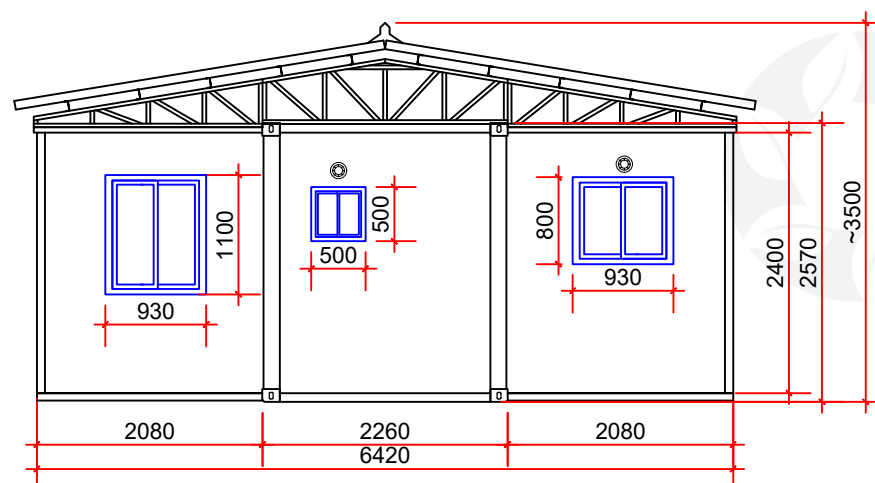
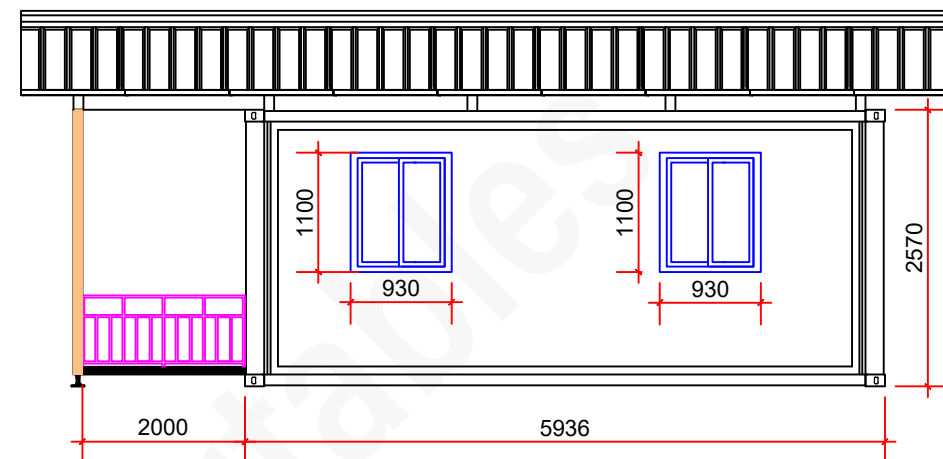
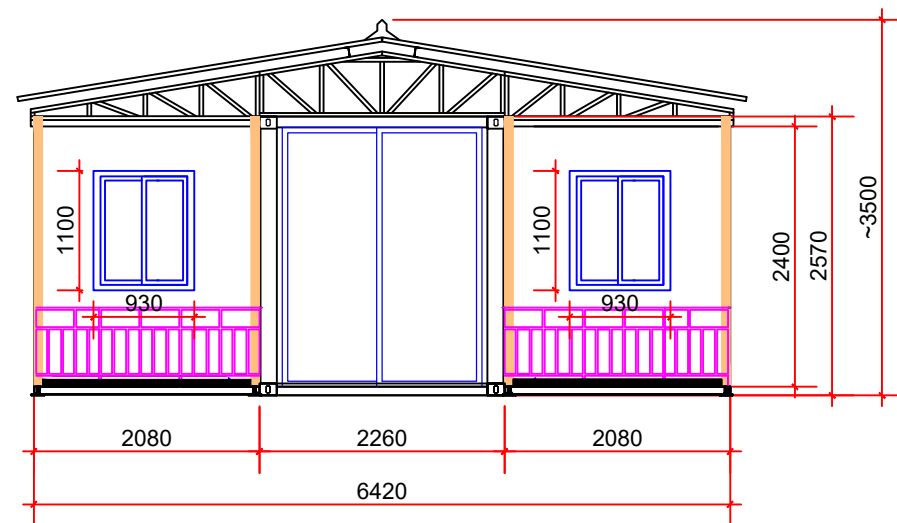
Serial number	Symbol	Material Name
00		Electric control box, top edge 2000mm from ground
01		Ceiling ceiling lamp
02		Single switch single control switch (bottom edge to ground 1350mm)
03		Double-open single-control switch (bottom edge 1350mm)
04		Air onditioning soct (bottom edge from ground 1800mm)
05		USB Waterproof socket
06		USB Ordinary socket
07		15AMP Waterproof socket
08		Smoke alarm
09		TV signal line
10		ventilation fan

20FT (2. 4m) 2Bed



Serial number	symbol	Material Name
PPR-20	 	PPR Cold & hot water inletCold & hot water inlet
PVC-50		PVC Grey water outlet
PVC-110		PVC Waste water outlet

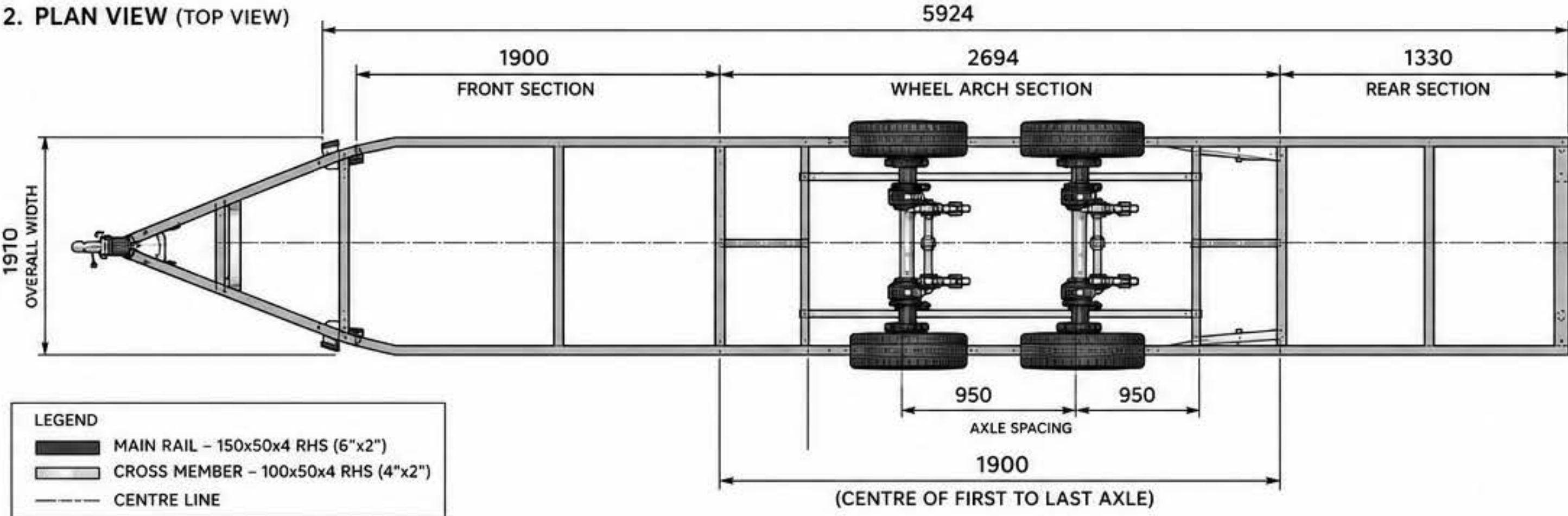
20FT (2.4M) 2Bed

[illegible]

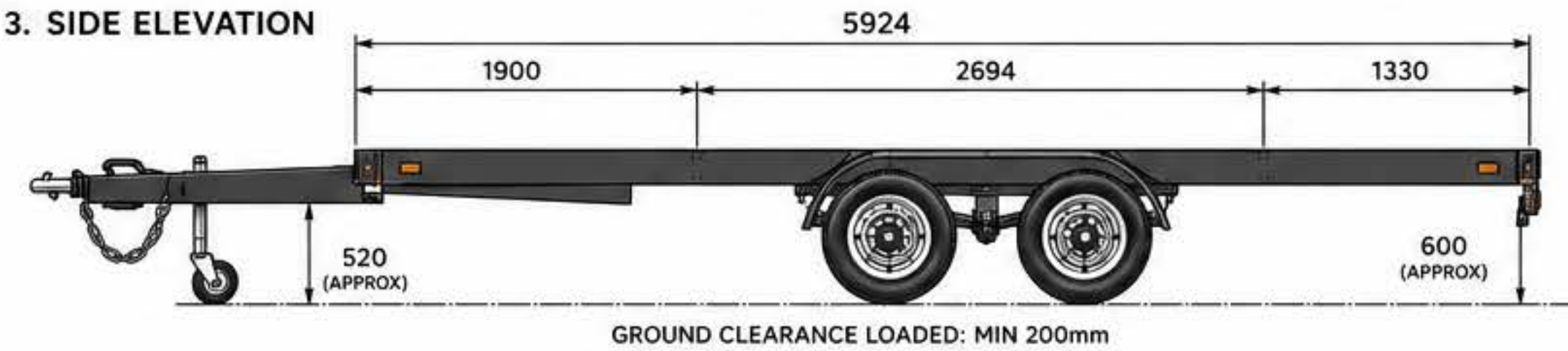
1. ISOMETRIC VIEW
(NOT TO SCALE)



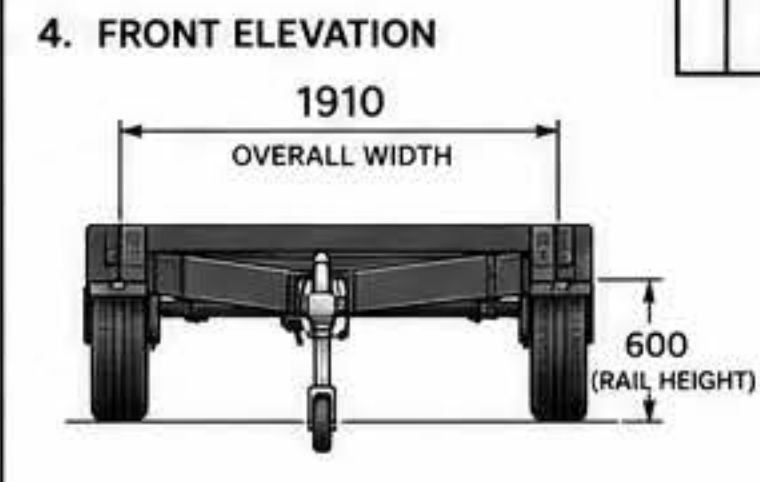
2. PLAN VIEW (TOP VIEW)



3. SIDE ELEVATION



4. FRONT ELEVATION



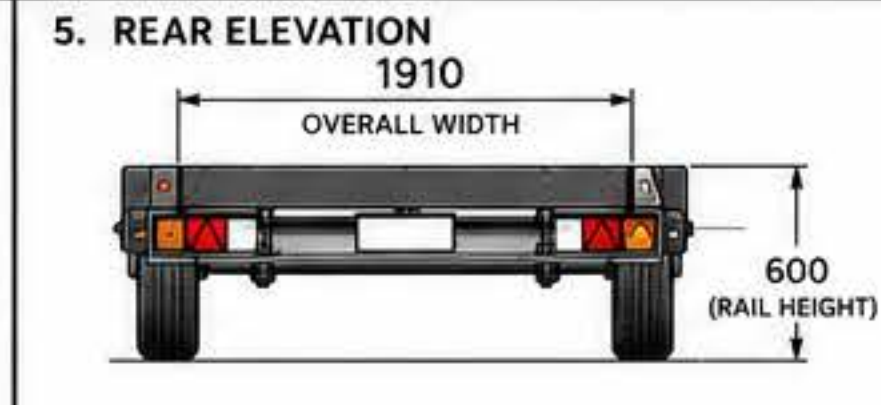
FABRICATION SPECIFICATIONS

- CHASSIS TYPE: FLAT FLOOR MODULAR TRAILER
- CHASSIS WIDTH: 1910mm
- MAIN RAIL: 150x50x4mm RHS (6"x2")
- CROSS MEMBERS: 100x50x4mm RHS (4"x2")
- CHASSIS LENGTH: 5924mm
- AXLE CONFIGURATION: TANDEM
- SUSPENSION: LEAF SPRING – 2000KG ATM
- AXLE POSITION: UNDER SLUNG
- WHEELS: 235/75 R15 LT STEEL WHEELS (6 STUD)
- COUPLING: 70mm BALL (ADR COMPLIANT)
- COUPLING POSITION: CENTRE
- BRAKES: ELECTRIC BRAKES BOTH AXLES
- BREAKAWAY SYSTEM: ADR COMPLIANT
- LIGHTING: ADR COMPLIANT LED LIGHTING
- REFLECTORS: ADR COMPLIANT
- VIN PLATE: ADR COMPLIANT
- GVM: 4500KG
- ATM: 4500KG
- TARE: (APPROX) 950KG
- PAYLOAD: (APPROX) 3550KG
- FINISH: HOT DIP GALVANISED

KEY NOTES

- DESIGNED & MANUFACTURED TO COMPLY WITH:
 - ADR 62/02 – REAR UNDERDUN PROTECTION
 - ADR 38/05 – LIGHTING & REFLECTORS
 - ADR 71/320 – BRAKING SYSTEMS
 - ADR 61/02 – COUPLING DEVICES
 - ADR 69/00 – VEHICLE IDENTIFICATION (VIN)
- VIN PLATE RIVETED TO FRONT LEFT SIDE
- BREAKAWAY SYSTEM FITTED
- SAFETY CHAINS WITH D-SHACKLES
- JOCKEY WHEEL (RATED)
- SUITABLE FOR ON-ROAD USE
- REGISTERED & CTP COMPLIANT

5. REAR ELEVATION



GENERAL NOTES:

- DIMENSIONS IN MILLIMETRES (mm)
- TOLERANCES: ±5mm UNO
- ALL STEEL TO BE WELDED IN ACCORDANCE WITH AS1554
- ALL SHARP EDGES TO BE DEBURR BEFORE FINISHING
- FINISH: HOT DIP GALVANISED

REGISTERED TRAILER – ADR COMPLIANT
TANDEM AXLE CHASSIS
1910mm WIDE x 5924mm LONG
70mm BALL COUPLING – 4500 PAYLOAD



REV	A
DATE	12.05.2026
DRAWN	ECO PORTABLES
DESCRIPTION	ADR COMPLIANT DESIGN

Preliminary Management Plan

Short-Term Rental Accommodation proposal for 119 Mistletoe View, Crossman (Tiny Homes on Wheels).

Property Management

The property will operate as a professionally managed short-term rental accommodation. Bookings may be accepted through recognised online accommodation platforms such as Airbnb, Stayz, and other reputable booking services (to be finalised), together with direct bookings where appropriate. A designated property manager or responsible contact person will oversee the operation of the accommodation and will be available to respond to any issues raised by guests or neighbouring properties.

Guest Accommodation

The dwelling will be rented as a single residence for short-term stays. Maximum guest numbers will not exceed the approved occupancy of the dwelling and will be consistent with available bedrooms and facilities.

Minimum booking periods and guest requirements may be adjusted to suit seasonal demand; however, all guests will be required to comply with the property's house rules.

At this stage the property will aim to target adult couples, seeking short term accommodation at a quiet-country-retreat location within the Shire of Boddington.

House Rules

Guests will receive house rules prior to arrival and again within the accommodation. These will include:

- Respect for neighbouring properties.
- No parties, events, or functions.
- Quiet hours between 10:00 pm and 7:00 am.
- Compliance with local parking requirements.
- No excessive noise or anti-social behaviour.
- Proper disposal of rubbish and recycling.
- Compliance with any fire safety and emergency procedures.

Failure to comply with the house rules may result in termination of the booking.

Booking Management

Online booking platforms will require guests to agree to the property's terms and conditions before confirmation. Guest reviews and host reviews will be used to assist in maintaining responsible occupancy standards.

Parking

On-site parking will be provided for guests wherever possible. Guests will be instructed not to park on verges, obstruct neighbouring driveways, or create traffic hazards.

Waste Management

Suitable rubbish and recycling bins will be provided. Guests will receive instructions regarding waste disposal, with bins placed out for collection in accordance with the Shire's waste collection schedule.

Safety

The dwelling will be fitted with:

- Smoke alarms in accordance with applicable legislation.

- Fire extinguisher and fire blanket where required.
- Clearly displayed emergency contact information.
- First aid kit.
- Emergency evacuation information.

Regular inspections and maintenance will be undertaken to ensure the property remains safe and compliant.

Neighbourhood Amenity

The operation of the accommodation is intended to be low impact and compatible with the surrounding residential/rural environment.

Measures to minimise impacts include:

- Clear guest communication regarding expected behaviour.
- Limits on occupancy.
- No commercial events or functions.
- Prompt response to complaints by the property manager.

Complaints Procedure

Neighbours will be able to contact the nominated property manager should any concerns arise. Any complaints relating to noise, parking, or guest behaviour will be investigated promptly and appropriate action taken, including contacting guests immediately or terminating accommodation where necessary.

Cleaning and Maintenance

The property will be professionally cleaned between guest stays. Routine inspections and maintenance will be undertaken to ensure the accommodation remains in a clean, safe, and well-maintained condition.

Compliance

The accommodation will operate in accordance with all applicable requirements of the Shire of Boddington, relevant State planning legislation, health regulations, fire safety requirements, and any conditions imposed through development approval.

Insurance

The property will be adequately insured prior to being used for short term accommodation, including public liability insurance. (Likely via Elders Insurance).

Bushfire Management Plan / Statement addressing the Bushfire Protection Criteria coversheet

Site address: Lot 12 (#119) Mistletoe View, Crossman

Site visit: Yes ☒ No ☐

Date of site visit (if applicable): Day 23rd Month JULY Year 2026

Report author or reviewer: Nathan Peart

WA BPAD accreditation level (please circle):

Not accredited ☐ Level 1 BAL assessor ☐ Level 2 practitioner ☐ Level 3 practitioner ☒

If accredited, please provide the following.

BPAD accreditation number: 38808 Accreditation expiry: Month MAY Year 2027

Bushfire management plan version number: 1

Bushfire management plan date: Day 28th Month JULY Year 2026

If one or more of the following are selected, then these should be automatically referred to DFES.

	YES	NO
Strategic planning is required to address SPP 3.7 and the Guidelines	☐	☐
The application is a vulnerable land use	☐	☐

None of the Above ☒

If one or more of the following are selected, and the decision-maker requires input from DFES, then the application can be referred.

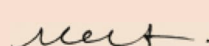
	YES	NO
The BAL rating has been calculated by a method other than Method 1 as prescribed by AS 3959	☐	☐
An outcomes-based approach has been submitted to demonstrate compliance with the bushfire protection criteria	☐	☐

None of the Above ☒

Note: If a subdivision or development application meets all the acceptable solutions and does not otherwise trigger a referral as listed above, seeking advice from DFES on SPP 3.7 or other matters is at the discretion of the decision-maker.

The information provided within this bushfire management plan to the best of my knowledge is true and correct:

Signature of report author or reviewer



Date

28 July 2026



Bushfire Management Plan (DA)

Proposed new residence at: Lot 12 (#119) Mistletoe View, Crossman

Client: Kevin Petch

Job Number: P26-0461

☒ On-site inspection carried out on 23 July 2026, supported by available Contour data

☐ Desktop analysis only – geolocated remote photos supplied

Assessment Date: 23 July 2026

Report Date: 28 July 2026

Prepared by a BPAD Accredited Practitioner



Document Control

Doc name:	Bushfire Management Plan (DA) - Lot 12 (#119) Mistletoe View, Crossman	
Version	Date	Author Initials
1	28/07/2026	ST, NP
	Initial Report Issued	

Disclaimer and Limitation

This report is prepared solely for the client, any future landowners of the subject lot and is not for the benefit of any other person and may not be relied upon by any other person. EcoForm Consulting Pty Ltd (trading as Bushfire Smart) accepts no liability or responsibility whatsoever for or in respect of any use or reliance upon this report and its supporting material by any third party.

The mitigation strategies contained in this report are considered to be prudent minimum standards only, based on the writer's experience as well as standards prescribed by relevant authorities. It is expressly stated that EcoForm Consulting Pty Ltd (trading as Bushfire Smart) and the writer do not guarantee that if such standards are complied with or if a property owner exercises prudence, that a building or property will not be damaged or destroyed by bushfire or that lives will not be lost in a bushfire. Fire is an extremely unpredictable force of nature. Changing climatic factors (whether predictable or otherwise) either before or at the time of a fire can also significantly affect the nature of a fire and in a bushfire prone area it is not possible to completely guard against bushfire.

Further, the growth, planting or removal of vegetation; poor maintenance of any fire prevention measures; addition of structures not included in this report; or other activity can and will change the bushfire threat to all properties detailed in the report. Further, the achievement of the level of implementation of fire precautions will depend on the actions of the landowner or occupiers of the land, over which EcoForm Consulting Pty Ltd (trading as Bushfire Smart) has no control.

This report does not negate the need to follow Local government authority requirements for Firebreak and Fuel Hazard Reduction. The client agrees that in submitting this report they approve of and will comply with all requirements detailed.

Insurance Coverage Statement

EcoForm Consulting Pty Ltd (trading as Bushfire Smart) is covered by Professional Indemnity Insurance up to \$2,000,000 and Public Liability Insurance valued at \$20,000,000. These policies provide comprehensive coverage for bushfire attack level assessments, planning, design, and advisory services, in accordance with the FPA Australia Bushfire Planning and Design Accreditation Scheme for a BPAD-Level 3 practitioner.

Author(s)		
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1 Proposal and Site Details

1.1 Proposal Details

Lot 12 (#119) Mistletoe View, Crossman (subject lot) is a 15.2356 ha parcel. The proposal is for the construction of a tiny home on wheels on a lot with existing buildings.



Figure: 1 Proposal Plan



Figure: 2 Location

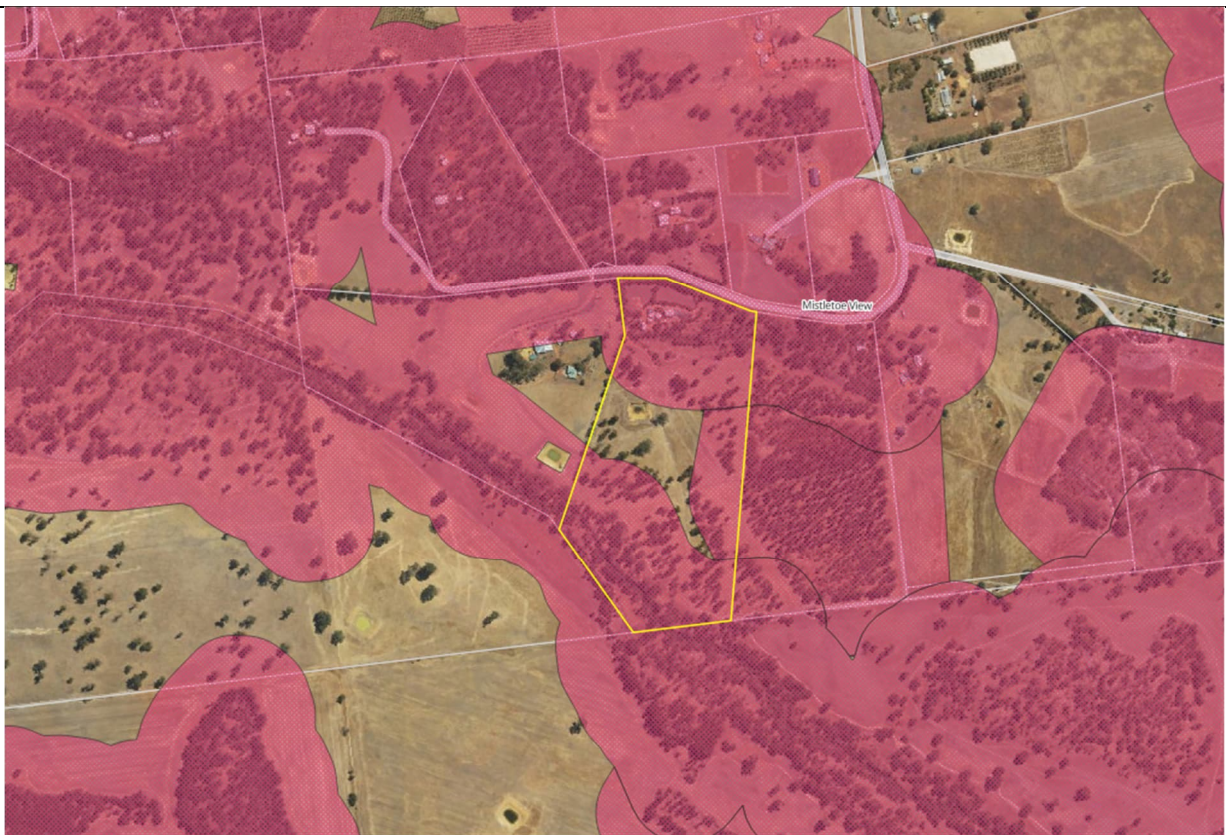


Figure: 3 Map of Bushfire Prone Area for Subject Site

2 Environmental Considerations

2.1 Native Vegetation Extent – modification and clearing

The site has been checked against the Native Vegetation Extent mapping conducted by the Department of Primary Industries and Regional Development (DPIRD-005).

This dataset maps remnant native vegetation across Western Australia and is used to identify vegetation extent within the subject site. It was originally compiled as part of the National Land and Water Resource Audit using 1995 LandSat TM satellite imagery, later refined with aerial photography captured between 1996 and 2006. The dataset was progressively updated by DPIRD with assistance from the Department of Conservation and Land Management until 2020, with a final one-off update completed in May 2023.

This database shows native vegetation on the subject site, as seen in the image below. Therefore, any clearing required to establish the Asset Protection Zone (APZ) in accordance with this report (see A2.2 for APZ details) may encroach upon the mapped native vegetation extent.



Figure: 4 Map of Native Vegetation Extents for Subject Site

3 Bushfire Assessment

3.1 Site Assessment

The assessment of this site/development was undertaken by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959-2018 Simplified Procedure (Method 1).



Figure: 5 Vegetation Classification

Lot 12 (#119) Mistletoe View, Crossman
Report Number: P26-0461
Assessment Date: 23 July 2026

LEGEND

	Proposed Structure
	Site Boundary
	150m area assessment
	100m area assessment
	Photo point
	Effective Slope
	Separation Distance (m)
	Plot Label
	A Forest
	B Woodland
	D Scrub
	C Shrubland
	G Grassland
	Excluded



The aerial imagery used was the best available at the time of review; however, it may no longer reflect the most current conditions. Refer to Plot descriptions below for details, if required.

3.2 Vegetation Classification

All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

Table 2: BAL Analysis

Plot:	1	Effective Slope (°):	>5-10°	Separation Distance (m):	56.8m
Vegetation Classification or Exclusion Clause:		Class G Grassland – Open tussock G-23			
Description / Justification for Classification:					
Grassland comprising continuous pasture grasses and herbaceous groundcover exceeding 100 mm in height across the majority of the area. Scattered mature eucalypts (<i>Eucalyptus</i> spp.) are present as isolated trees with foliage cover <10% and do not form a woodland canopy. No shrub layer or distinct midstorey vegetation is evident, with the vegetation structure dominated by grass fuels.					
DIRECTION 117 deg(T)		32.79605°S 116.58811°E		ACCURACY 5 m DATUM GDA2020	
					
Crossman		Crossman			
23/7/2026, 10:54:06 am		23/7/2026, 10:55:33 am			
Photo ID: 1		Photo ID: 2			
DIRECTION 205 deg(T)		32.79631°S 116.58874°E		ACCURACY 4 m DATUM GDA2020	
					
Crossman		Crossman			
23/7/2026, 10:55:35 am		23/7/2026, 10:57:07 am			
Photo ID: 3		Photo ID: 4			

Bushfire Management Plan (DA)

Plot:	2a/b	Effective Slope (°):	Varies See Table	Separation Distance (m):	Varies See Table
Vegetation Classification or Exclusion Clause:			Class B Woodland - Woodland B-05		
Description / Justification for Classification:					
Woodland dominated by eucalypts (<i>Eucalyptus</i> spp.) forming a scattered tree canopy with foliage cover between 10–30% and heights generally ranging from 8–15 m. The vegetation structure comprises a mature overstorey with occasional small saplings and sparse shrub development beneath the canopy. The understorey is predominantly grass-dominated with patchy herbaceous groundcover and limited midstorey vegetation.					
DIRECTION 320 deg(T) 32.79570°S 116.58986°E ACCURACY 5 m DATUM GDA2020  Crossman 23/7/2026, 10:42:54 am			DIRECTION 119 deg(T) 32.79576°S 116.58965°E ACCURACY 5 m DATUM GDA2020  Crossman 23/7/2026, 10:44:27 am		
Photo ID: 5			Photo ID: 6		
DIRECTION 110 deg(T) 32.79572°S 116.58857°E ACCURACY 4 m DATUM GDA2020  Crossman 23/7/2026, 10:46:35 am			DIRECTION 0 deg(T) 32.79627°S 116.58909°E ACCURACY 4 m DATUM GDA2020  Crossman 23/7/2026, 10:56:17 am		
Photo ID: 7			Photo ID: 8		

Bushfire Management Plan (DA)

Plot:	3	Effective Slope (°):	N/A	Separation Distance (m):	N/A
Vegetation Classification or Exclusion Clause:		Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification:					
Excludable 2.2.3.2(f) comprising managed pasture and maintained open areas with grasses generally cropped to <100 mm in height. Vegetation is characterised by mown lawn and landscaped rural-residential surrounds with isolated trees (<i>Eucalyptus</i> spp.) and scattered ornamental vegetation lacking a continuous shrub layer.					
DIRECTION 124 deg(T) 32.79541°S 116.58938°E ACCURACY 12 m DATUM GDA2020  Crossman 23/7/2026, 10:41:46 am		DIRECTION 123 deg(T) 32.79543°S 116.58916°E ACCURACY 4 m DATUM GDA2020  Crossman 23/7/2026, 10:48:37 am			
Photo ID: 9		Photo ID: 10			
DIRECTION 217 deg(T) 32.79496°S 116.58857°E ACCURACY 28 m DATUM GDA2020  Crossman 23/7/2026, 10:50:35 am		DIRECTION 340 deg(T) 32.79548°S 116.58793°E ACCURACY 4 m DATUM GDA2020  Crossman 23/7/2026, 10:52:27 am			
Photo ID: 11		Photo ID: 12			

Bushfire Management Plan (DA)

Plot:	4	Effective Slope (°):	N/A	Separation Distance (m):	N/A
Vegetation Classification or Exclusion Clause:		Excludable - 2.2.3.2 (e/f) Non-Vegetated Areas & Low Threat Vegetation			
Description / Justification for Classification:					
Excludable 2.2.3.2 (e/f) comprising established rural-residential development with maintained grounds, landscaped gardens, bare earth accessways, driveways, and associated outbuildings. Vegetation includes isolated trees (<i>Eucalyptus</i> spp.) and ornamental plantings with managed spacing and limited near-surface fuels. Permanently non-vegetated features include sealed road surfaces, building footprints, hardstand areas, and maintained access tracks.					
 DIRECTION 181 deg(T) 32.79572°S 116.58913°E ACCURACY 4 m DATUM GDA2020 Crossman 23/7/2026, 10:45:32 am			 DIRECTION 141 deg(T) 32.79557°S 116.58910°E ACCURACY 4 m DATUM GDA2020 Crossman 23/7/2026, 10:48:05 am		
Photo ID: 13			Photo ID: 14		
 DIRECTION 355 deg(T) 32.79553°S 116.58794°E ACCURACY 4 m DATUM GDA2020 Crossman 23/7/2026, 10:52:15 am			 DIRECTION 124 deg(T) 32.79489°S 116.58880°E ACCURACY 5 m DATUM GDA2020 Crossman 23/7/2026, 11:03:40 am		
Photo ID: 15			Photo ID: 16		

Bushfire Management Plan (DA)

Plot:	5	Effective Slope (°):	Flat/Upslope	Separation Distance (m):	45m
Vegetation Classification or Exclusion Clause:			Class G Grassland – Open tussock G-23		
Description / Justification for Classification:					
Grassland comprising predominantly pasture grasses and herbaceous vegetation forming a continuous ground layer across open paddock areas. Scattered mature eucalypts (<i>Eucalyptus</i> spp.) are present as isolated trees with foliage cover <10%.					
					
Photo ID: 17			Photo ID: 18		
					
Photo ID: 19			Photo ID: 20		

Bushfire Management Plan (DA)

The Fire Danger Index (FDI) – 80 and Table 2.5 AS3959-2018 applied.

Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Table 3: BAL Analysis

Plot	Vegetation Classification	Effective Slope	Separation (m)	Determined BAL
1	Class G Grassland	>5-10°	56.8m	BAL – LOW
2a	Class B Woodland	>10-15°	7.9m	BAL – FZ
2b	Class B Woodland	Flat/Upslope	7.8m	BAL – FZ
3	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
4	Excludable - 2.2.3.2 (e/f) Non-Vegetated Areas & Low Threat Vegetation	N/A	N/A	BAL – LOW
5	Class G Grassland	Flat/Upslope	45m	BAL – 12.5

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level	BAL – FZ
----------------------------------	----------

Table 4: BAL Analysis with APZ requirements

Plot	Vegetation Classification	Effective Slope	Separation (m)	Indicative BAL
1	Class G Grassland	>5-10°	56.8m	BAL – LOW
2a	Class B Woodland	>10-15°	28m APZ	BAL – 29
2b	Class B Woodland	Flat/Upslope	14m APZ	BAL – 29
3	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
4	Excludable - 2.2.3.2 (e/f) Non-Vegetated Areas & Low Threat Vegetation	N/A	N/A	BAL – LOW
5	Class G Grassland	Flat/Upslope	45m	BAL – 12.5

Indicative Bushfire Attack Level (BAL)

The Bushfire Attack Level (highest BAL) for the site / proposed development can be reduced to the level indicated below with the inclusion of an Asset protection Zone as prescribed in this report as shown in the following table.

Indicative Bushfire Attack Level	BAL – 29
----------------------------------	----------

4 Assessment against the Bushfire Protection Criteria

The proposal is at Lot 12 (#119) Mistletoe View, Crossman regarding a tiny home on wheels on a lot with existing buildings.

The proposal is in an area that has been designated as bushfire prone and must therefore comply with State Planning Policy 3.7 (SPP 3.7). Planning for Bushfire Guidelines Version: September 2024 (the Guidelines) has been used to determine the proposals compliance with SPP 3.7.

An assessment against the Bushfire Protection Criteria 6 is required to be undertaken. The following table summarises the outcome of this assessment.

Element	Acceptable Solution	Compliance Method	Compliance notes.
1: Location	-	N/A	
2: Siting of development	A2.1a Siting and design	Acceptable Solution	An Asset protection zone will be required per A2.2 to ensure the development is within a BAL-29 area.
	A2.1b Siting in an area with a radiant heat impact exceeding 29 kW/m ² (BAL-40 or BAL-FZ).	N/A	
	A2.2 Asset Protection Zone (APZ)	Acceptable Solution	The proposal requires an APZ. APZ dimensions to be: 14 m to the North and 28 m to the South. The APZ is to be managed to Table 9 of the guidelines as shown in Appendix B of this report.
	A2.3 Clearing of native vegetation	Acceptable Solution	The proposal requires the clearing of native vegetation. Vegetation modification may be reduced by relocating the proposed tiny home further west. (See Figure: 4 Map of Native Vegetation Extents for Subject Site).
3: Vehicular Access	A3.1 Private driveways	Acceptable Solution	The private driveway is to meet all of the following requirements: • requirements of Appendix B.3 Table 10, column 5 of the Guidelines (See Appendix C of this report); and • Turn-around area (Appendix C) to be within 30 metres of the habitable building or track to be completed to create circular driveway.
4: Water	A4.1 Water supply for residential habitable buildings	Acceptable Solution	A dedicated water tank for firefighting purposes is to be provided with 10,000-litre (min) capacity (10,000 litres per habitable building).

5 Implementation and Ongoing Maintenance Responsibilities

The following tables set out the responsibilities of the developer(s), landowner(s) and local government for the initial implementation and ongoing maintenance associated with this proposal.

Management Action	Timing
Proponent/Landowner	
Establish the Asset Protection Zone (APZ) to the dimensions and standard stated in this BMP	Prior to construction
Establish water supply as per requirements of this BMP	Prior to occupancy
Establish driveway to the required surface condition and clearances	Prior to occupancy
Occupants	
Maintain driveway to the required surface condition and clearances	Ongoing
Maintain the Asset Protection Zone (APZ) to the dimensions and standard stated in this BMP	Ongoing
Maintain water supply in good condition	Ongoing
Ongoing compliance with the local government's firebreak notice	Ongoing

5.1 Acknowledgement - Proponent

The proponent acknowledges the responsibilities as listed above and the requirement to ensure that should the land transfer to a new owner, that the new owner is aware of the BMP and their ongoing responsibility.

6 Actions Required:

Compliance with this BMP, and therefore SPP 3.7, will require action prior, during and after development. The items requiring implementation include:

- Asset Protection Zone (APZ) to be established and maintained per Table 9: Asset Protection Zone (APZ) technical requirements (See Appendix B) throughout the life of the proposal.
- Driveway to be constructed and maintained to the standard stated in this BMP.
- Dedicated firefighting water tank with minimum usable capacity of 10,000 litres per habitable building to be provided.
- Ongoing compliance with the local government's firebreak notice.

The entire report should be read in conjunction with the guidelines to ensure all requirements are understood.

7 General References

- Office of Bushfire Risk Management (OBRM). (2020). *Bushfire Risk Management (BRM) Plan Guidelines*. Retrieved October 2020.
- Standards Australia. (2018). *AS 3959-2018 Construction of Buildings in Bushfire-Prone Areas*. Sydney.
- WA Department of Planning. (2016). *Visual Guide for Bushfire Risk Assessment in Western Australia*.
- Water Corporation. (2018). *Design standard DS 63: Water reticulation standard design and construction requirements for water reticulation systems up to DN250 (Version 3, Revision 14)*. Water Corporation.
- Western Australian Planning Commission. (2024). *State Planning Policy 3.7 Bushfire*. State of Western Australia.
- Western Australian Planning Commission. (2024). *Planning for Bushfire Guidelines*. State of Western Australia.

8 Online references

- Landgate. (2024). Map Viewer Plus. Government of Western Australia. Retrieved from <https://map-viewer-plus.app.landgate.wa.gov.au/index.html>
- Office of Bushfire Risk Management (OBRM). (2024). Map of Bush Fire Prone Areas. Retrieved from <https://maps.slip.wa.gov.au/landgate/bushfireprone/>
- WA Local Government Association (WALGA). Environmental Planning Tool. Retrieved from <https://pbp.walga.asn.au/Tools/EnvironmentalPlanningTool.html>

9 Acknowledgement of Country

We acknowledge the Traditional Custodians of Country on which we operate. We pay our respects to Elders, past, present, and emerging, and recognise their enduring connection to the land and environment. As we conduct our bushfire management and reporting, we honour their legacy and stewardship of our natural landscapes.

10 Appendices

Appendix A: Spatial Representation of proposed risk management measures (Next Page)

Lot 12 (#119) Mistletoe View, Crossman



Asset Protection Zone (APZ)
APZ requirements: 14 m to the North and 28 m to the South.
The minimum width for the APZ is the distance required to meet the BAL-29. The following is a summary of the APZ requirements (see *Appendix B: APZ technical requirements* for full details):

- o Trees, shrub & scrub >6m in height are to be setback a minimum of 6m from the building with no branches overhanging
- o Shrub & scrub <6m in height are to be setback a minimum of 3 m from the building and not planted in clumps greater than 5m².
- o Grass is to be maintained at less than 100 mm in height

Water Supply
A water supply dedicated for firefighting that has a usable capacity of 10,000L per habitable building is to be provided in addition to the normal domestic water supply. Tank should be within 4 metres of turnaround or hardstand. See *Appendix D: Water tank technical requirements* for further details. However, an existing tank is on-site/proposed that may be deemed suitable as a combined-use tank. If so, it is highly recommended that the shared-use tank option be used in conjunction with a backflow prevention device to avoid domestic supply contamination.

Access
The proposal is not within a reticulated area and/or driveways are 70 metres or longer to the most distal part of the development. Therefore, driveway shall comply with Table 10: Vehicular access technical requirements of the Guidelines (see Appendix C) and access must be suitable for a fire truck with a minimal 4m trafficable all-weather surface with 6m total clearance width. Driveway is to be full constituted to create a circular driveway OR A turn around/hardstand will be provided within 30m of the main dwelling to provide access to the water tank (which is to be within 4m of the turnaround/hardstand). Any turn-around configuration depicted in Figure 30 of Appendix C may be utilised.

If an access gate is going to be installed along the driveway, then the gate shall have a minimum width of 3.6m.

The power dome (if any) is to be kept clear of vegetation.

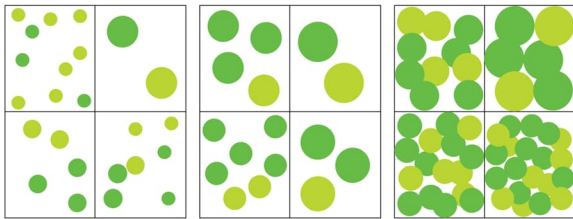
Installation and upkeep of the asset protection zone, firebreaks, water supply and the driveway are the responsibility of the landowner. The measures listed above shall be implemented prior to the occupation of the proposal and shall continue to be maintained in perpetuity.

Figure: 6 Spatial Representation of proposed risk management measures.

- | | |
|--|--|
|  Subject Lot |  10,000 L Water Tank(s) |
|  Proposed/Indicative Building |  Indicative Driveway with turn-around bay |
|  APZ | |

Appendix B: APZ technical requirements

The APZ is to be managed as per the extract from *Table 9: Asset Protection Zone (APZ) technical requirements* (WAPC 2024).

Object	Requirement
Fences within the APZ	Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (combustible, dead vegetation matter less than 6 mm in thickness)	- Should be managed and removed on a regular basis to be maintained as low threat vegetation - Should be maintained at less than two tonnes per hectare (on average) - Mulches should be non-combustible such as stone, gravel, shells, rock or crushed mineral earth or wood mulch more than five millimetres in thickness.
Trees* (more than 6 metres in height)	- Trunks at maturity should be a minimum distance of six metres from all elevations of the building - Branches at maturity should not touch or overhang a building or powerline - Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. - Canopy cover within the APZ should be less than 15 per cent of the total APZ area - Tree canopies at maturity should be at least 5 m apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided the total canopy cover within the APZ does not exceed 15 per cent and is not connected to the tree canopy outside the APZ. Tree canopy cover – ranging from 15 to 70 per cent at maturity  15% 30% 70%
Shrub* and scrub* (0.5 metres to 6 m in height). Shrub and scrub more than 6 m in height are to be treated as trees.	- Should not be located under trees or within three metres of buildings. - Should not be planted in clumps more than 5 square metres in area. - Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 m in height. Ground covers more than 0.5 metres in height are to be treated as shrub)	- Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. - Can be located within two metres of a structure, but three metres from windows or doors if more than 100 millimetres in height.
Grass	- Grass should be maintained at a height of 100 mm or less, at all times. - Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation
Defendable space (If Applicable)	Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	- Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. - The pressure relief valve should point away from the house. - No flammable material within six metres from the front of the valve. - Must sit on a firm, level and non-combustible base and be secured to a solid structure.

Appendix C: Vehicular access technical requirements

Extract from Table 10: Vehicular access technical requirements of the Guidelines (WAPC 2024).

Planning for Bushfire Guidelines
November 2024

APPENDIX B

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Table 10: Vehicular access technical requirements

	1		2		3		4		5	
TECHNICAL REQUIREMENTS	PERIMETER ROADS		PUBLIC ROADS		EMERGENCY ACCESS WAY ³		FIRE SERVICE ACCESS ROUTE ³		BATTLE-AXE & PRIVATE DRIVEWAYS ¹	
MAP OF BUSH FIRE PRONE AREAS DESIGNATION	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1
Minimum horizontal clearance (metres)	12	8	See note 5		10	6	10	6	6	
Minimum vertical clearance (metres)	4.5									
Minimum weight capacity (tonnes)	15									
Maximum grade unsealed road ²	See note 5		See note 5		1:10 (10% or 6°)					
Maximum grade sealed road ^{2,4}					1:7 (14.3% or 8°)					
Maximum average grade sealed road					1:10 (10% or 6°)					
Minimum inner radius of road curves (metres)					8.5					

Notes:

¹ Driveways and battle-axe legs to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision where not required to comply with the widths in this Appendix or the Guidelines.

² Dips must have no more than a 1 in 8 (12.5% - 7.1 degrees) entry and exit angle.

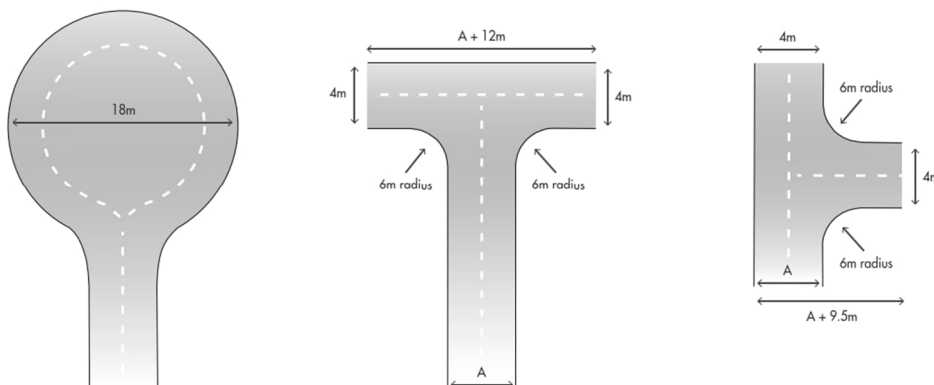
³ To have crossfalls between 3 per cent and 6 per cent.

⁴ For sealed roads only the maximum grade of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50 metres is permissible, except for short constrictions to 3.5 metres for no more than 30 metres in length where an obstruction cannot be reasonably avoided or removed.

⁵ As outlined in the Institute of [Public Works Engineering Australasia \(IPWEA\) subdivision guidelines](#), [Liveable Neighbourhoods](#), [Austroads Standards](#) Main Roads standard, supplement, policy or guideline and/or any applicable or relevant local government standard or policy.

Alternative turnaround layouts:

Figure 30: Design requirements for a turn-around area



Appendix D: Water tank technical requirements

Water tank technical requirements (extract from guidelines):

B.4.1 CONSTRUCTION AND DESIGN

An above-ground tank and associated stand should be constructed of non-combustible material.

Below-ground tanks should have a 200 millimetres diameter access hole to allow tankers or emergency services vehicles to refill direct from the tank, with the outlet location clearly marked on the surface.

Above and below ground tanks may need to comply with AS/NZS 3500.1:2018.

An inspection opening may double as the access hole provided that the inspection opening meets the requirements of AS/NZS 3500.1:2018.

Where an outlet for an emergency services vehicle is provided, then an unobstructed, hardened ground surface is to be supplied within four metres of any water supply.

B.4.1.1 Pipes and fittings

All above-ground, exposed water supply pipes and fittings should be metal. Fittings should be located away from the source of bushfire hazard and be in accordance with the applicable section below, unless otherwise specified by the local government.

B.4.1.2 Fittings for above-ground water tanks:

- Commercial land uses: 125 millimetres Storz fitting; or
- Strategic water tanks: 50 millimetres or 100 millimetres (where applicable and adapters are available) male camlock coupling with full flow valve; or
- Standalone water tanks: 50 millimetres male camlock coupling with full flow valve; or
- Combined water tanks: 50 millimetres male camlock coupling with full flow valve or a domestic fitting, being a standard household tap that enables an occupant to access the water supply with domestic hoses.

B.4.1.3 Remote outlets

In certain circumstances, it may be beneficial to have the outlet located away from the water supply. In instances in which a remote outlet is to be used, the applicant should consult the local government and DFES on their proposal.

B.4.2 USE OF WATER SUPPLY

Water supply for firefighting in the event of a bushfire can be provided on a lot for use by emergency services or for use by the landowner, if their Bushfire Survival Plan is to stay and defend their property.

The combination of drinking water and water for firefighting purposes is not recommended, as stagnant water may alter the quality of the drinking water and the emergency services, by law, may not be able to take water from the water supply to suppress a bushfire.

Combining drinking water and water for firefighting purposes is contrary to provisions within clause 4.2.3 of AS/NZS 3500.1:2021.



08 9555 9444
Ops@ecoform.com.au
Address: 71 Allnutt Street, Mandurah, 6210



Figure 39 of the Planning for Bushfire Guidelines (Nov 2024): A good and bad example of landscaping around a water tank

B.4.3 INDEPENDENT WATER AND POWER SUPPLY

Bushfires can directly impact a water service provider's equipment or pipes. As such, a reticulated water supply may not be reliable due to a reduction in water pressure or loss of supply.

Where development is in an area shown as Area 2 on the Map of Bush Fire Prone Areas and/or where the local government area has known issues with water supply or pressure, it is recommended that the landowner consider providing a water tank in accordance with Table 11, *Water supply dedicated for bushfire firefighting purposes*.

In non-reticulated water supply areas, it is recommended that any pumping equipment be powered by means other than the electricity network. The pumping equipment could be a diesel- or petrol-powered pump, or an electric pump if there is an onsite generator or backup power supply independent of the electricity network grid.

It is recommended that combustion pumps should be a minimum five hp or three kW diesel- or petrol-powered pump and should be shielded against bushfire attack.

Where an electric pump is used, a backup power supply independent of the electricity network grid should be provided. A 3.7 kW/12k W/h sized battery (14.8 kW/h reserved solely for bushfire will power a 3.7 kW system for four hours) with blackout protection or a generator should be provided.

119 Mistletoe View, Crossman Tiny House On Wheels Short Stay Accommodation	
Submission 1	Comments
	I am writing to formally object to the proposed use of the property at 119 Mistletoe View Crossman as a short-term rental accommodation (Airbnb). As a resident of [REDACTED], I am concerned about the potential impact this development will have on our neighbourhood and the quality of life of local residents. My concerns include the following planning considerations: • Increased noise from frequent guest arrivals, departures, and gatherings, particularly during evenings and weekends. • Increased traffic in what is otherwise a quiet residential area. • Reduced security and privacy due to the constant turnover of unfamiliar people in what is otherwise a stable residential neighbourhood. • Potential disturbance to neighbouring properties from parties, excessive noise, and inappropriate behaviour. • The people who utilise the short-term accommodation will likely have little respect for the natural bushland and surrounds that this estate has had the pleasure of enjoying, and this lack of care may have a negative long-term impact. • It is also unclear if the proposed accommodation will be in part of the existing building envelope, it appears situated very close to the road (Mistletoe View). At present, we cannot see any other buildings within Mistletoe View that are situated this close to the road. • This proposed short term accommodation I would imagine would be utilized by mining contractors who would be coming and going at various times. • Given that the proposed building is so close to the road, if this application is successful we believe that the property owner should be required to put extensive screening in place. The overhead view of the picture supplied to us does not adequately show the true openness to the road. • The introduction of short-term accommodation changes the character of our community/estate and reduces the availability of homes for permanent residents. The proposal appears to introduce a commercial or tourism-style land use into a permanent residential and semi-rural environment. This raises questions about land-use compatibility, the intended residential character of the locality, and whether the use is appropriate in this setting. • The application should be assessed against the applicable local planning scheme, any relevant local planning policy, and the current Western Australian planning framework for short-term rental accommodation, including whether the proposal is hosted or un-hosted and whether development approval and registration requirements are satisfied. • The number of guests, maximum occupancy, visitor parking demand, and frequency of changeover should be clearly stated. Without these details, it is difficult to assess likely impacts on residential amenity, traffic movements, waste generation, noise and safety. • The narrow, quiet and semi-rural character of Mistletoe View should be considered when assessing additional vehicle movements, deliveries, cleaners, contractors and guest trailers or recreational vehicles. • Given the bushland setting, the application should address bushfire risk,

	emergency access and evacuation, guest awareness of fire restrictions, smoking and campfire controls, protection of native vegetation, wildlife impacts, litter, and the potential for guests unfamiliar with the area to inadvertently damage the surrounding environment and penalties for non-compliance. • Wastewater, water supply, rubbish storage and collection, lighting, outdoor entertaining areas, driveways and access arrangements should be assessed to ensure the use can operate without creating nuisance, visual impact, odour, dust, glare or environmental harm. • The potential cumulative impact should also be considered. Approval of one short-term rental in a permanent residential estate may create a precedent for similar applications, gradually changing the nature, safety, housing function and social cohesion of the neighbourhood. • We have lived in this street for over 30 years and have enjoyed the tranquillity of this estate and our amazing views that come with semi-rural living. The position of the proposed accommodation adjacent to our house would have a significant impact on these current attributes and could also affect our resale value. If the authority is minded to approve the application, approval should only be granted subject to strict, enforceable conditions, including limits on guest numbers, a prohibition on parties and functions, designated on-site parking, suitable screening and setbacks, a 24-hour local contact person, a complaints register, compliance with fire and emergency requirements, and a time-limited approval subject to review. Our street has always been a quiet residential area where neighbours know one another and families can enjoy a safe and peaceful environment. Introducing a commercial short-term accommodation business into this setting has the potential to significantly affect the lives of surrounding residents. I respectfully request that the planning authority carefully consider these concerns when assessing this application and refuse approval if it cannot be demonstrated that the operation will not adversely affect the surrounding neighbourhood
Submission 2	Comments Having resided and owned in this location for more than 20+ years where we have always enjoyed our privacy and “off the beaten pathway” where we are located at the end of a cul-de-sac, which limits the flow of through traffic to other residences, we are very disappointed to hear of the above mentioned application. As neighbours we all respect each other’s property locations and private lifestyles. Adding unknown visitors and frequent turnover of guests, who have little connection to the local area is raising our concerns with our privacy, safety and most of all our security. With our boundary seeing more activity than the previous Owners we are very concerned that short stay residence will walk/drive this boundary and also the common ground of the river below our property. These locations view directly into our house, sheds and entertainment location. This is already shown on the current neighbours of 119 Mistletoe Views YouTube channel and Facebook of footage of our property, stock and house shown for all to see, which is very intrusive and very disrespectful. There is increased foot traffic along the river way, where our property is on both sides of the water course – we are very concerned with this due to fire risks, accidents and insurance. This also brings in the Farm Biosecurity risk within this location for the spread of unwanted feral weeds/disease and animals. This proposal will increase vehicle movements and additional pressure on the already substandard road, especially in wet weather and low lying fog, not to

	mention the extremely dangerous entry and exit from Crane Rise to Albany Highway.
--	--

**119 Mistletoe View, Crossman
Tiny House on Wheels Short Stay Accommodation**

Comments	Applicant Response
Submission 1	
I am writing to formally object to the proposed use of the property at 119 Mistletoe View Crossman as a short-term rental accommodation (Airbnb). As a resident of [REDACTED] I am concerned about the potential impact this development will have on our neighbourhood and the quality of life of local residents. My concerns include the following planning considerations: • Increased noise from frequent guest arrivals, departures, and gatherings, particularly during evenings and weekends. • Increased traffic in what is otherwise a quiet residential area. • Reduced security and privacy due to the constant turnover of unfamiliar people in what is otherwise a stable residential neighbourhood. • Potential disturbance to neighbouring properties from parties, excessive noise, and inappropriate behaviour. • The people who utilise the short-term accommodation will likely have little respect for the natural bushland and surrounds that this estate has had the pleasure of enjoying, and this lack of care may have a negative long-term impact. • It is also unclear if the proposed accommodation will be in part of the existing building envelope, it appears situated very close to the road (Mistletoe View). At present, we cannot see any other buildings within Mistletoe View that are situated this close to the road. • This proposed short term accommodation I would imagine would be utilized by mining contractors who would be coming and going at various times. • Given that the proposed building is so close to the road, if this application is successful we believe that the property owner should be required to put extensive screening in place. The overhead view of the picture supplied to us does not adequately show the true openness to the road. • The introduction of short-term accommodation changes the character of our community/estate and reduces the availability of homes for permanent	Noise, gatherings and occupancy: The accommodation is intended for a maximum of two adult guests, primarily couples seeking a quiet short stay. Parties, functions and excessive noise will not be permitted and these requirements will form part of the guest rules and management arrangements. Traffic and parking: Only one guest vehicle would ordinarily be expected. Adequate on-site parking is available and guest vehicle movements are expected to be substantially less than those associated with a permanently occupied dwelling. Security and privacy: Bookings will be made through a formal booking platform, providing guest identification and payment records. Unregistered overnight visitors will not be permitted. Additional Banksia screening is also proposed along the fence line to improve privacy and reduce views from the road. Bushland and environmental protection: Guests will be required to comply with property rules relating to the surrounding environment. As the owners reside on site, the property and surrounding land can be actively monitored and managed. Location, road setback and screening: The proposed location is understood to comply with applicable planning requirements. Large Banksias have been purchased for planting along the fence line to provide additional screening and assist the accommodation to blend with the rural setting. Character and housing availability: The proposal is for an additional short-stay accommodation unit and does not remove or convert the existing permanent residence. The intended use is small-scale visitor accommodation for couples visiting the Shire, and the cabin-style design is intended to complement the rural character of the area. Cleaners, contractors and recreational vehicles: The owners will manage and clean the accommodation, so routine external cleaning traffic will not be generated. Any contractors would attend during normal weekday hours. Camping, caravans

residents. The proposal appears to introduce a commercial or tourism-style land use into a permanent residential and semi-rural environment. This raises questions about land-use compatibility, the intended residential character of the locality, and whether the use is appropriate in this setting. • The application should be assessed against the applicable local planning scheme, any relevant local planning policy, and the current Western Australian planning framework for short-term rental accommodation, including whether the proposal is hosted or un-hosted and whether development approval and registration requirements are satisfied. • The number of guests, maximum occupancy, visitor parking demand, and frequency of changeover should be clearly stated. Without these details, it is difficult to assess likely impacts on residential amenity, traffic movements, waste generation, noise and safety. • The narrow, quiet and semi-rural character of Mistletoe View should be considered when assessing additional vehicle movements, deliveries, cleaners, contractors and guest trailers or recreational vehicles. • Given the bushland setting, the application should address bushfire risk, emergency access and evacuation, guest awareness of fire restrictions, smoking and campfire controls, protection of native vegetation, wildlife impacts, litter, and the potential for guests unfamiliar with the area to inadvertently damage the surrounding environment and penalties for non-compliance. • Wastewater, water supply, rubbish storage and collection, lighting, outdoor entertaining areas, driveways and access arrangements should be assessed to ensure the use can operate without creating nuisance, visual impact, odour, dust, glare or environmental harm. • The potential cumulative impact should also be considered. Approval of one short-term rental in a permanent residential estate may create a precedent for similar applications, gradually changing the nature, safety, housing function and social cohesion of the neighbourhood. • We have lived in this street for over 30 years	and the use of recreational vehicles at the accommodation will not be permitted. Bushfire and emergency management: Guests will be advised of current fire restrictions and required to comply with them. The property will be non-smoking, including outdoors. A BAL assessment/management plan is being prepared, an evacuation map will be provided, and the property has two approximately 5 m wide road access points. Wastewater, water, rubbish and lighting: The accommodation is approximately 150 m from the nearest neighbouring residence. A dedicated septic system and water tank are proposed, rubbish will be stored in a designated location, and lighting will be managed to minimise glare, with additional screening assisting over time. Cumulative impact: The application should be assessed on its individual merits and management arrangements. Existing short-stay accommodation operates elsewhere in the Crossman locality; however, this proposal remains subject to the applicable WA STRA requirements and the Shire's planning framework, including its Tiny Homes on Wheels policy. Amenity, views and property value: The deck, patio and barbecue area will be positioned on the side of the accommodation away from Mistletoe View and neighbouring residences to reduce amenity impacts. The application is intended to satisfy the relevant planning requirements and minimise impacts through siting, screening and management controls.
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and have enjoyed the tranquillity of this estate and our amazing views that come with semi-rural living. The position of the proposed accommodation adjacent to our house would have a significant impact on these current attributes and could also affect our resale value. If the authority is minded to approve the application, approval should only be granted subject to strict, enforceable conditions, including limits on guest numbers, a prohibition on parties and functions, designated on-site parking, suitable screening and setbacks, a 24-hour local contact person, a complaints register, compliance with fire and emergency requirements, and a time-limited approval subject to review. Our street has always been a quiet residential area where neighbours know one another and families can enjoy a safe and peaceful environment. Introducing a commercial short-term accommodation business into this setting has the potential to significantly affect the lives of surrounding residents. I respectfully request that the planning authority carefully consider these concerns when assessing this application and refuse approval if it cannot be demonstrated that the operation will not adversely affect the surrounding neighbourhood	
Comments	Response
Submission 2	
Having resided and owned in this location for more than 20+ years where we have always enjoyed our privacy and “off the beaten pathway” where we are located at the end of a cul-de-sac, which limits the flow of through traffic to other residences, we are very disappointed to hear of the above mentioned application. As neighbours we all respect each other’s property locations and private lifestyles. Adding unknown visitors and frequent turnover of guests, who have little connection to the local area is raising our concerns with our privacy, safety and most of all our security. With our boundary seeing more activity than the previous Owners we are very concerned that short stay residence will walk/drive this boundary and also the common ground of the river below our property. These locations view directly into our house, sheds and entertainment location. This is already shown on the current neighbours of 119 Mistletoe Views YouTube channel and Facebook of footage of our property, stock and house shown for all to see, which is very intrusive and very disrespectful. There is increased	Privacy, security and boundary access: Guests will receive a clear digital/physical map identifying the accommodation area and property boundaries. This is not proposed as a farm-stay: guests will be restricted to the fenced accommodation area, designated lawn and driveway and will not have general access to paddocks, the river area or neighbouring boundaries. Drones will not be permitted. Social media concerns: The applicants do not intend to film or publish neighbouring properties. Historic social media content referred to in the submission is not part of the proposed short-stay operation and is no longer actively used. Guest rules will reinforce respect for neighbouring privacy. River access, liability and safety: Guests will not have open access to the paddocks or river area. Appropriate public liability insurance will be maintained for the short-stay operation.

foot traffic along the river way, where our property is on both sides of the water course – we are very concerned with this due to fire risks, accidents and insurance. This also brings in the Farm Biosecurity risk within this location for the spread of unwanted feral weeds/disease and animals. This proposal will increase vehicle movements and additional pressure on the already substandard road, especially in wet weather and low lying fog, not to mention the extremely dangerous entry and exit from Crane Rise to Albany Highway.	Farm biosecurity: Restricting guests to the designated accommodation area, gravel driveway and lawn will reduce interaction with farming areas. A strict no-pets policy will also apply. Traffic and road safety: The accommodation is targeted to a maximum of two adults and is therefore expected to generate limited additional vehicle movements. Arrival and departure times will be set at reasonable hours. Guest information will include local road hazards, safe access instructions and a requirement to observe speed limits along Crane Rise and Mistletoe View.
--	--

67. Consideration of application by local government

- (1) Development approval cannot be granted on an application for approval of —
 - (a) development that is a class X use in relation to the zone in which the development is located, unless —
 - (i) the development relates to land that is being used for a non-conforming use; and
 - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
 - or
 - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
 - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or
 - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
 - (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
 - (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
 - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
 - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
 - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
 - (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
 - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
 - (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.

[Clause 67 amended: SL 2020/252 r. 74.]

9.2 CHIEF EXECUTIVE OFFICER

9.2.1 Extension of 5 Rivers NRM Memorandum of Understanding

File Reference:	2.009
Applicant:	Not Applicable
Previous Item:	Nil
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments:	9.2.1A Letter of Request

Summary

Council is requested to consider entering into a five year extension of the Memorandum of Understanding (MOU) between 5 Rivers NRM and the Shires of Boddington, Cuballing, Wandering and Williams, and to continue the Shire of Boddington's annual contribution of \$25,000 from 1 July 2027 to 30 June 2032.

Background

In July 2022, Council resolved to enter into a negotiated five year MOU with the Peel Harvey Catchment Council and endorsed annual support of \$25,000 for five years commencing in 2022/23. The MOU was subsequently executed by the Peel Harvey Catchment Council and the Shires of Boddington, Cuballing, Wandering, and Williams, and operates from 1 July 2022 to 30 June 2027.

The partnership supports natural resource management and landcare services for landowners and communities within the Hotham Williams catchment. The current MOU provides for locally based natural resource management officers, community engagement, project development, communication with participating Shires and delivery of activities aligned with the Hotham Williams Natural Resource Management Plan.

The Peel Harvey Catchment Council now operates as 5 Rivers NRM. 5 Rivers NRM have requested that the four participating Shires support a further five year MOU from July 2027 to June 2032. It has requested an ongoing contribution of at least the Shire's current amount of \$25,000 per annum, while indicating that an increased contribution would be welcomed if possible.

Comment

5 Rivers NRM has advised that the existing partnership has contributed to the reinvigoration of natural resource management in the upper catchment. Outcomes identified since commencement of the current MOU include leveraging Australian Government funding for the Numbat Neighbourhood Phase 2, Carnaby's Black Cockatoo and Future Ready Farming projects, as well as funding for a Sustainable Agriculture Facilitator.

The partnership has also supported implementation of restoration plans for eight sites on the Hotham and Williams Rivers, including Ranford Pool and Quindanning, three Community Environmental Grant rounds since 2022/23, capacity building activities across the subcatchment, and landcare information distributed through community newsletters.

A continuing commitment from the participating local governments assists 5 Rivers NRM to demonstrate regional support when seeking State and Australian Government funding. This provides an opportunity for the Shire's contribution to help leverage external funding and

specialist capacity beyond what could be delivered by the Shire independently.

The continuation of a locally accessible natural resource management service is particularly relevant to the Shire's rural landholders, waterways and reserves. It also maintains collaboration across the upper catchment, recognising that waterway health, biodiversity, weeds, feral animals and sustainable land management extend beyond local government boundaries.

The Shire currently contributes \$25,000 of the \$40,500 provided annually by the four participating Shires under the existing MOU. While 5 Rivers NRM has invited an increase, no revised funding model or quantified increase has been proposed. Continuing the existing annual contribution is considered reasonable and is consistent with the adopted Council Plan 2026 to 2036, which provides for annual funding of \$25,000 for this purpose.

Although Council may endorse the proposed five year partnership, the MOU is not legally binding and does not commit Council to future expenditure. Each annual contribution remains subject to the required funding being allocated through the relevant annual budget process.

Consultation

Nil

Strategic Implications

Aspiration	Planet
Outcome 4	The natural environment is preserved for the benefit of current and future generations
Objective 4.1	Care for the long term sustainability of natural habitats and waterways
Action 4.1.1	Provide 5 Rivers NRM with \$25,000 funding per year over five years to care for the long term sustainability of the catchment

Legislative Implications

Nil

Policy Implications

Nil

Financial Implications

The recommended contribution is \$25,000 per annum for five years from 2027/28 to 2031/32, representing a total commitment of \$125,000. The adopted Council Plan 2026 to 2036 includes annual funding of \$25,000 for this purpose. Each payment is to remain subject to Council's annual budget adoption process and the terms of the negotiated MOU.

Economic Implications

The partnership supports agricultural landholders through access to technical advice, sustainable agriculture initiatives and externally funded on ground projects. Maintaining a coordinated regional partnership may also improve access to grant funding and reduce the cost to individual landholders and the Shire of delivering natural resource management outcomes.

Social Implications

Locally accessible landcare support, community grants, workshops and information sharing build community capability and encourage coordinated stewardship of the catchment. The partnership also supports collaboration between landholders, community groups, government agencies and participating local governments.

Environmental and Climate Change Implications

The proposed extension is expected to have positive environmental outcomes through waterway and habitat restoration, revegetation, fencing, weed and feral animal control, biodiversity protection and sustainable land management. Coordinated catchment scale activity can also improve landscape resilience to a changing climate and support the protection of threatened species and ecological values.

Risk Considerations

Risk Statement and Consequence	If the Shire does not continue the partnership, locally available natural resource management support may reduce and opportunities to leverage external funding may be lost.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Reputational, Environmental
Risk Action Plan (controls or treatment proposed)	No further actions proposed.

Officer Recommendation

That Council:

- 1. Agree to enter into a negotiated five year Memorandum of Understanding with 5 Rivers NRM for the period 1 July 2027 to 30 June 2032.**
- 2. Endorse an annual contribution of \$25,000 for the five year period, subject to an allocation through Council's annual budget process in each financial year.**

Enquiries: Mel Durack
 Our Ref: 0095_2026_07_30
 File No.: BU_A_400



5 Rivers NRM
 Working Together

30 July 2026

Ms Julie Burton
 Chief Executive Officer
 Shire of Boddington
 PO Box 4
 BODDINGTON WA 6390

Dear Julie

Memorandum of Understanding (MOU) – Hotham-Williams Shires & 5 Rivers NRM Partnership

Thank you for your commitment to provide funding towards our staff being located in Boddington, to assist with natural resource management/landcare support for the landowners and community of the Hotham-Williams catchment, as defined within the Hotham-Williams Natural Resource Management (NRM) Plan and “Bindjareb Boodja Landscapes: A Strategy for Natural Resource Management in the Peel-Harvey Region, Western Australia”. Your support has contributed towards the reinvigoration of NRM in the upper catchment.

Some of the major achievements since the commencement of the current MOU include:

- Enabling leveraging of funding from the Australian Government to secure the Numbat Neighbourhood Phase 2, Carnaby’s Black Cockatoo and Future Ready Farming projects as well as funding for a Sustainable Agriculture Facilitator.
- Implementation of restoration plans for eight sites on the Hotham and Williams Rivers, including Ranford (Darminning) Pool and Quindanning.
- Three Community Environmental Grant rounds delivered to the Hotham-Williams community since 2022/23 (this is in addition to four grand rounds from 2018/19 – 2021/22) contributing to fencing and rehabilitation on-ground works as well as large scale feral animal and weed control.
- Numerous capacity building workshops/events delivered across the Hotham-Williams sub-catchment.
- Monthly editions of the Hotham-Williams landcare matters across 4 community newsletters.

As 2026/27 is the last financial year stated within the MOU, we seek the Shire of Boddington’s support to enter into a five year extension of this agreement commencing July 2027 along with the Shire’s of Cuballing, Wandering and Williams to continue to support NRM activities within the Hotham-Williams subcatchment. The purpose of the new MOU is to continue to define the relationships between the Shires and 5 Rivers NRM, and secondly to demonstrate a commitment to

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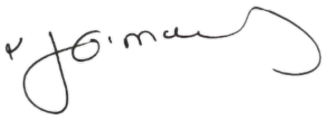
continue to work together to deliver these important community services (as defined in the Hotham-Williams NRM Plan) through cash funding and/or other support.

5 Rivers NRM is committed to NRM in the upper catchment and will continue to deliver projects with current and hopefully future funding to ensure NRM human resources are available in Hotham-Williams, as well as funding to deliver on-ground outcomes, wherever possible. The MOU with the upper catchment Local Governments is very valuable when we apply for state and federal funding, as it demonstrates the commitment of the local governments to our shared outcomes.

We would appreciate an ongoing contribution of at least your current amount of \$25,000 but would welcome an increase if possible. Subject to being advised the Council meeting outcome, 5 Rivers NRM would then be able to provide a 5 year MOU (July 2027 to June 2032) for the Shire's review.

Thank you again for your support, we look forward to hearing the outcome of this proposal at your Council meeting. Should you require any further information please contact Mel Durack on (08) 6369 8801 or melanie.durack@5rivers.org.au.

Yours sincerely



Jane O'Malley
Chief Executive Officer

Encl: Current MOU

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into between:

Peel-Harvey Catchment Council Inc.

and

The Shires of Boddington, Williams, Wandering and Cuballing

1 Purpose of the MOU

The purpose of the MOU is to extend the current formalised partnership (July 2017 to June 2022) between the Peel-Harvey Catchment Council (PHCC) and the Shires of Boddington, Williams, Wandering and Cuballing to continue to provide natural resource management/landcare support to the landowners and community of the Hotham-Williams catchment, as defined within the Hotham-Williams NRM Plan 2015-2025 and PHCC's "Bindjareb Boodja Landscapes: A Strategy for Natural Resource Management in the Peel-Harvey Region, Western Australia" for a further five (5) years, to 2026/27. The footprint of the MOU are those portions of the Shires of Pingelly, Collie, Narrogin and Wickepin, within the surface water catchment of the Peel-Harvey.

The PHCC, through funding from the Australian Government and Industry partners, Newmont Boddington and South32 Worsley Alumina have been providing on-ground support to landowners across the Hotham-Williams catchment for a number of years. This support has increased in the last four years, through the PHCC securing a tender with the Australian Government via the National Landcare Program, enabling on-ground projects such as fencing of rivers and bushland, revegetation, feral animal control, weed removal and investment in, and support for community groups, in accordance with the Hotham-Williams NRM Plan, which was developed with the community, providing a framework to identify community priorities.

The inaugural MOU between the PHCC and Shires of Boddington, Cuballing, Wandering and Williams contributed to increasing the capacity of the Hotham-Williams community to build for ongoing natural resource management/landcare activities. The uptake and involvement of the community relies on the support provided by the PHCC via a locally placed NRM Officers, supported by the governance and supporting frameworks of the PHCC. This MOU defines the intended contributions of each organisation, to meet funding needs to continue to maintain and build this support, noting that, in accordance with governance processes, each Local Government's contribution will be subject to an annual budget endorsement of that Local Government and as such the amounts shown are an intended, but non-binding contribution.

The Shires of Boddington, Williams, Wandering and Cuballing are important delivery partners and their collaborative roles with the PHCC in reinvigorating NRM in the Hotham-Williams since 2013 is acknowledged.

This MoU has two primary purposes, the first is to extend the agreement to solidify and define the relationships between the Shires and the PHCC, and secondly to demonstrate a commitment to continue to work together to deliver these important community services (as defined in the NRM Plan) through cash funding and/or other support. The PHCC will continue to seek to secure additional funding as is available to ensure there are NRM human resources available in Hotham-Williams, as well as funding to deliver community identified priority on-ground outcomes, wherever possible.

2 Roles and Responsibilities

The PHCC will be responsible for providing NRM Officers (in Boddington) to provide the knowledge, skills and resources to landowners to facilitate on ground and engagement activities. Funding will be directed to the Hotham-Williams catchment. PHCC will facilitate regular meetings of steering committee/s, made up of community representatives from the PHCC Board, including representatives from within and outside the Hotham-Williams. Community representatives will be invited, where appropriate, to help provide community input into the direction of NRM activities and ensure projects are consistent with the Hotham-Williams NRM Plan. The PHCC will continue to ensure regular communication to the Shires on proposed activities as well as achievements that are completed via this MoU, on a minimum of an annual basis, via receipt of the PHCC Annual Report, and "Landcare Matters" published in local papers/newsletters. Additional, specific information may be reported on, to a reasonable extent, on an as needs or as requested basis,

The Shires commit to providing funding to help cover the cost of the gap that exists in the NRM services costs to enable NRM officer/s to effectively operate within the upper catchment, providing NRM support in Hotham-Williams as outlined in the table below. The Shires will also commit to providing a Senior Staff member, or Councillor Representative to attend at least one Steering Committee meeting each year, to provide the Shire's input into the prioritisation of activities as per the Hotham-Williams NRM Plan. This can be via the current PHCC Board upper catchment Shire Council Representative, however other members are invited to attend on a case by case/as needs basis.

3 Funding

The below table outlines the financial needs of the position to effectively provide NRM support to the Hotham-Williams Community, and defines the agreed financial contributions of each. This funding will provide for technical officers (and associated on-costs); Supervision and Administration; Vehicle lease and running costs; Governance, supervision and Steering Committee/finance support.

	2022/23	2023/24	2024/25	2025/26	2026/27
Total cost of NRM Support	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000
PHCC Contribution*	\$656,000	\$150,000	\$150,000	\$150,000	\$150,000
Funding Gap*	\$44,000	\$550,000	\$550,000	\$550,000	\$550,000
Shire of Boddington Contribution**	\$25,000*	\$25,000	\$25,000	\$25,000	\$25,000
Shire of Williams Contribution**	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Shire of Cuballing Contribution**	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Shire of Wandering Contribution**	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Total Funding	\$40,500	\$40,500	\$40,500	\$40,500	\$40,500
Remaining Gap*	\$4,000	\$509,500	\$509,500	\$509,500	\$509,500

*PHCC Contribution includes secured Australian Government and Industry partnership funding. PHCC is currently applying for the next 5 years of NRM funding with the Australian Government (outcome expected May 2023).

**Subject to Council Approval (Annual Budget Approval Process)

4 Timeframe

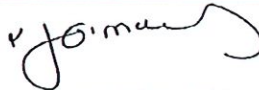
This MOU will be effective from 1 July 2022 and will be expire 30 June 2027.

This Memorandum of Understanding is the complete agreement between Peel-Harvey Catchment Council and the Shires of Boddington, Williams, Wandering and Cuballing, and may only be amended by written agreement signed by each of the parties involved. The memorandum of understanding can be cancelled by either party at any time by writing to the other party and conveying their desire to exit the agreement.

The MOU to be executed by the PHCC and Shires of Boddington, Williams, Wandering and Cuballing.

PHCC

Authorised Signature:



Name and Title (Printed):

Jane O'Malley, CEO

Date:

1.12.22

Phone: 63698800

Email: jane.omalley@peel-harvey.org.au

Shire of Boddington

Authorised Signature:


Digitally signed
by Julie Burton
Date: 2022.12.19
12:32:17 +08'00'

Name and Title (Printed):

Julie Burton, CEO

Date:

19/12/2022

Phone: 9883 4999

Email: ceo@boddington.wa.gov.au

Shire of Williams

Authorised Signature:



Name (Printed):

Geoff McKeown, CEO

Date:

21/12/2022

Phone: 9885 1005

Email: ceo@williams.wa.gov.au

Shire of Wandering

Authorised Signature:



Name and Title (Printed):

Alan Hart, CEO

Date:

20/12/2022

Phone: 9884 1056

Email: ceo@wandering.wa.gov.au

Shire of Cuballing

Authorised Signature:



Name and Title (Printed):

Stan Scott, CEO

Date:

20/12/2022

Phone: 08 9883 6031

Email: ceo@cuballing.wa.gov.au

9.2.2 Draft Caravan Park Cabins Booking Policy

File Reference:	3.000613
Applicant:	Nil
Previous Item:	Nil
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments:	9.2.2A Draft Caravan Park Cabins Booking Policy

Summary

This item presents the draft Caravan Park Cabins Booking Council Policy for adoption. The policy establishes a clear framework for balancing visitor and tourism access with limited workforce accommodation during periods of lower visitor demand.

Background

The Shire is developing six new cabins at the Boddington Caravan Park. The cabins will increase the range and capacity of visitor accommodation available in Boddington and support tourism, events and local economic activity. There is also demand for short term accommodation from businesses and contractors undertaking work within the district.

Workforce bookings can provide a reliable source of occupancy during the week, when tourism demand is generally lower, and may contribute to the financial sustainability of the Caravan Park. There is a need to ensure that workforce use does not displace tourists or reduce cabin availability during weekends, school holidays, public holiday periods, events and other times of high visitor demand. The draft policy has therefore been prepared to establish the circumstances in which workforce bookings may be accepted and to preserve the primary tourism purpose of the cabins.

Comment

The draft policy confirms that the primary purpose of the cabins is to provide short stay visitor and tourism accommodation. Workforce bookings are permitted only where they complement this purpose and do not compromise access for visitors. Workforce bookings may be accepted for Sunday night through to Thursday night inclusive, for a maximum of four of the six cabins. At least two cabins will therefore remain available for visitors during the working week.

Workforce bookings are not permitted for Friday or Saturday nights, during Western Australian school holiday periods, public holiday weekends, declared peak periods or significant local events. These restrictions protect the periods most likely to attract leisure visitors and ensure that the cabins remain available to support tourism and community events.

The proposed controls focus on the number of cabins, the nights that may be booked and the periods that must remain protected. This provides a clearer and more effective operating framework while allowing the Caravan Park to maximise otherwise lower weekday occupancy.

The Shire will manage bookings in accordance with the policy and may decline, limit or amend workforce bookings where this is necessary to preserve visitor access, respond to emerging tourism demand or support the effective operation of the Caravan Park. Adoption of the policy will provide transparency and consistency for customers, staff and local businesses.

Consultation

The draft Policy was presented to Council for feedback at the Concept Forum on 12 August 2026.

Strategic Implications

Aspiration	Prosperity
Outcome 11	An attractive destination for day trips and short stay visitors.
Objective 11.1	Facilitate high quality visitor accommodation
Action 11.1.2	Undertake redevelopment of the Boddington Caravan Park

Legislative Implications

Section 2.7(2)(b) of the Local Government Act 1995 provides that Council is responsible for determining the local government's policies.

Policy Implications

Adoption of the recommendation will establish a new Council policy governing bookings and use of the Shire's Caravan Park cabins. Operational procedures and booking terms will be aligned with the adopted policy.

Financial Implications

Workforce bookings during lower demand weekday periods are expected to improve cabin occupancy and generate additional revenue. Protecting weekends and peak periods for visitors also preserves the Shire's capacity to obtain tourism revenue during periods of higher demand.

Economic Implications

The policy supports the local economy by retaining accommodation for visitors during weekends, events and peak periods, while also providing limited weekday accommodation for businesses and contractors operating in the district. Increased occupancy may generate flow-on expenditure for local shops, hospitality venues and service providers.

Social Implications

Maintaining access to cabins for visitors supports family, community and event related travel to Boddington. Clear limits on workforce use will reduce the risk that visitors are displaced during periods of high demand and will assist in maintaining the Caravan Park as a welcoming short stay facility.

Environmental and Climate Change Implications

There are no direct environmental or climate change implications arising from adoption of the policy.

Risk Considerations

Risk Statement and Consequence	Excessive workforce use could displace visitors, reduce tourism benefits and cause reputational concern.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Reputational and financial

Risk Action Plan (controls or treatment proposed)	Apply the policy to operational procedures.
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Officer Recommendation

That Council adopts the Caravan Park Cabins Booking Policy, as contained in Attachment 9.2.2A.

Council Policy

Caravan Park Cabins Booking

1. Purpose

The purpose of this policy is to establish the Shire of Boddington's (Shire) approach to the booking and use of cabin accommodation at the Boddington Caravan Park.

The policy supports a balanced approach that protects access to accommodation for visitors and tourists, while allowing appropriate weekday workforce accommodation where this improves occupancy, revenue, and the financial sustainability of the cabins.

2. Scope

This policy applies to cabin accommodation owned by the Shire and located at the Boddington Caravan Park.

This policy does not apply to powered sites, unpowered sites or other caravan and camping accommodation at the Boddington Caravan Park, which are managed under the caravan park booking terms and conditions.

3. Definitions

Term	Definition
Policy	This policy titled "Caravan Park Cabins Booking".
Cabins	Cabin accommodation owned by the Shire and located at the Boddington Caravan Park.
Visitor Booking	A booking made for tourism, leisure, family visits, events, short breaks or general visitor accommodation.
Workforce Booking	A booking made for workers, contractors, consultants, mine personnel, agency staff or project personnel requiring short stay accommodation.
Peak Period	A period of expected high visitor demand, including school holidays, public holidays, long weekends, major local events and other dates determined by the Chief Executive Officer.
Protected Dates	Dates or periods when cabins are reserved or prioritised for visitors, tourists, events, community purposes or emergency needs.

4. Policy Statement

The Shire is committed to ensuring that the cabins support tourism, visitor accommodation and the local economy. The primary purpose of the cabins is to provide short stay accommodation for visitors and tourists in Boddington, where accommodation options are limited.

The Shire recognises that weekday workforce accommodation can assist with occupancy and revenue, particularly where cabins may otherwise be vacant. Workforce accommodation may therefore be accepted where it is consistent with this policy and does not unreasonably reduce access for visitors and tourists.

The cabins are not intended to operate as workforce accommodation. Arrangements that result in the cabins being permanently, exclusively or predominantly used for workforce accommodation are

not supported.

Booking Principles

Access to all six cabins is to be fully protected for visitor bookings on Friday and Saturday nights, during Western Australian school holiday periods, public holidays, long weekends, major local events and other identified peak periods.

Workforce bookings may be accepted from Sunday night through to Thursday night inclusive, except where those nights fall within a school holiday period, public holiday, long weekend, major local event or other identified peak period.

No more than four of the six cabins may be allocated to workforce accommodation at any one time.

The CEO may identify additional periods or protected dates when workforce bookings are limited or unavailable.

The CEO may approve an exception to this policy where exceptional circumstances exist, and the approval is consistent with the purpose of the policy.

Monitoring and Review

Occupancy and booking patterns are to be monitored to determine whether the policy settings are achieving an appropriate balance between visitor access and workforce use.

Responsible Officer	Executive Manager Corporate Services	
Delegated Authority	Nil	
Relevant Legislation	<i>Local Government Act 1995</i> <i>Caravan Parks and Camping Grounds Act 1995</i> <i>Caravan Parks and Camping Grounds Regulations 1997</i>	
Related Documentation	Shire of Boddington Schedule of Fees and Charges	
Version Control	History	Review Frequency
	Introduced - August 2026 (TBD)	2 Years

Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at [Council Policies » Shire of Boddington](#) to ensure that you have the current version. Alternatively, you may contact the Governance Team.

9.3 CORPORATE SERVICES

9.3.1 Payment Listing

File Reference:	3.0070
Applicant:	Nil
Previous Item:	Nil
Author:	Executive Manager Corporate Services
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments:	9.3.1A List of Payments ending 31 July 2026

Summary

The list of payments for the month ending 31 July 2026 is presented for noting by Council.

Background

Council has delegated the Chief Executive Officer the exercise of its power to make payments from the Shires municipal fund and the trust fund.

In exercising their authority, and in accordance with the Local Government (Financial Management) Regulation, it is a requirement to produce a list of payments made from Councils Municipal Fund and Trust Fund bank accounts to be presented to Council for the purposes of noting, in the following month.

Comment

The List of Payments have been made in accordance with Council's adopted budget, and statutory obligations.

Consultation

Nil

Strategic Implications

Aspiration	Performance
Outcome 12	Visionary Leadership and Responsible Governance
Objective 12.2	Responsibly manage the Shire's finances, human resources and assets

Legislative Implications

Local Government (Financial Management) Regulations 1996 - Reg 13

- (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.

Policy Implications

Nil

Financial Implications

As disclosed within the payment listing.

Economic Implications

Nil

Social Implications

Nil

Environmental and Climate Change Considerations

Nil

Risk Considerations

Risk Statement and Consequence	Failure to present a detailed listing of payments made from the Shire bank accounts in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.
Risk Rating (prior to treatment or control)	Minor
Principal Risk Theme	Reputational / Compliance
Risk Action Plan (controls or treatment proposed)	Nil

Officer Recommendation

That Council receive the list of payments for the month ending 31 July 2026 as presented.

SHIRE OF BODDINGTON LIST OF PAYMENTS JULY 2026

Chq/EFT	Date	Name	Description	Amount
EFT29613	03/07/2026	LANDGATE	RUV VALUATION ROLL 2025/2026	7,574.15
EFT29614	03/07/2026	BODDINGTON TYRE SERVICE	NEW TYRES & TYRE REPAIRS	2,334.84
EFT29615	03/07/2026	CURTIS ELECTRICAL CONTRACTING	ELECTRICAL WORK AT VARIOUS SHIRE LOCATIONS	690.83
EFT29616	03/07/2026	INTEGRAL STEEL	REPAIRS TO STANDPIPE	1,573.00
EFT29617	03/07/2026	CORSIGN WA	SIGNAGE & BOLLARDS	10,182.70
EFT29618	03/07/2026	SAPIO	CCTV MAINTENANCE 2025/2026	7,141.86
EFT29619	03/07/2026	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS/CONTRIBUTIONS	562.92
EFT29620	03/07/2026	DOUBLE SHOT CAFE	CATERING SERVICES	616.00
EFT29621	03/07/2026	PK TECHNOLOGY PTY LTD	UPGRADES TO FIRE COMMAND VEHICLE	24,113.58
EFT29622	03/07/2026	JOHANN PRANDL	COUNCILLOR ALLOWANCES	1,880.50
EFT29623	03/07/2026	BODDINGTON DINER	CATERING SERVICES	428.00
EFT29624	03/07/2026	RODNEY & WENDY MACKENZIE	REFUND FOR DOG STERILISATION FEE	100.00
EFT29625	03/07/2026	EMERGE ENVIRONMENTAL SERVICES	MOUNTAIN BIKE TRAIL ENVIRONMENTAL SUPPORT	5,465.43
EFT29626	03/07/2026	COURT SECURITY	CONTROL ROOM MONITORING AT THE MEDICAL CENTRE	178.00
EFT29627	03/07/2026	INDUSTRIAL ROADPAVERS	CARAVAN PARK CABINS PROJECT	816,775.85
EFT29628	03/07/2026	AREA SAFE PRODUCTS	STREET FURNITURE	21,173.90
EFT29629	03/07/2026	BEST OFFICE SYSTEMS	PRINTER TONERS	693.00
EFT29630	03/07/2026	KAREN ROY	CROSSOVER REBATE	630.00
EFT29631	03/07/2026	WESLEY ROY	REFUND OF KERB & FOOTPATH BOND	2,930.00
EFT29632	03/07/2026	KARRI TOOLEY	REIMBURSEMENT FOR WORKING WITH CHILDREN'S	87.00
EFT29633	03/07/2026	AVON WASTE	RUBBISH SERVICES MAY 2026	7,282.14
EFT29634	03/07/2026	G B GILLESPIE & SONS	INSTALLATION OF SHADE SAIL POLES	16,243.04
EFT29635	03/07/2026	RG & EK HOEK	HIRE OF LAYDOWN YARD	900.00
EFT29636	03/07/2026	READYTECH	IT VISION ANNUAL SUBSCRIPTION 2026/2027	83,778.90
EFT29637	03/07/2026	CHUBB FIRE & SECURITY	MONTHLY FIRE PANEL SERVICING	339.24
EFT29638	07/07/2026	LGISWA	REIMBURSEMENT FOR OVERPAYMENT ON CLAIM	430.00
EFT29639	10/07/2026	BENARA NURSERIES	VARIOUS SHRUBS AND TREES	6,387.45
EFT29640	10/07/2026	T-QUIP	BLADES & BOLTS	28.02
EFT29641	10/07/2026	AUSTRALIA POST	POSTAGE JUNE 2026	282.18
EFT29642	10/07/2026	I SWEEP TOWN AND COUNTRY	STREET SWEEPING	2,002.00
EFT29643	10/07/2026	LANDGATE	GRV INTERIM VALUATIONS	549.04
EFT29644	10/07/2026	BODDINGTON HARDWARE & NEWSAGENCY	HARDWARE ITEMS JUNE 2026	2,902.57
EFT29645	10/07/2026	TEAM GLOBAL EXPRESS	COURIER CHARGES	338.41
EFT29646	10/07/2026	MARKET CREATIONS	COUNCIL CONNECT ANNUAL SUBSCRIPTION 26/27	15,774.00
EFT29647	10/07/2026	CURTIS ELECTRICAL CONTRACTING	ELECTRICAL WORK AT VARIOUS SHIRE LOCATIONS	5,253.60
EFT29648	10/07/2026	DEPARTMENT OF PREMIER & CABINET	GAZETAL RATING VALUATION METHOD CHANGE	399.75
EFT29649	10/07/2026	NEWMONT BODDINGTON GOLD	RENT FOR 3 PRUSSIAN WAY	1,300.00
EFT29650	10/07/2026	YACKABOON CONTRACTING	HIRE OF LOADER - QUINDANNING BUSHFIRE	616.00
EFT29651	10/07/2026	G & D LYSTER	GRAVEL	264.00
EFT29652	10/07/2026	ZIRCODATA	STORAGE FEES	103.63
EFT29653	10/07/2026	SHIRE OF NARROGIN	BUILDING SERVICES	900.00
EFT29654	10/07/2026	RURAL & REGIONAL ECONOMIC SOLUTIONS	CONSULTANCY SERVICES	6,512.00
EFT29655	10/07/2026	RURAL INFRASTRUCTURE SERVICES	CONSULTANCY SERVICES	4,620.00
EFT29656	10/07/2026	R MUNNS ENGINEERING CONSULTING	SHIRE ROAD INFRASTRUCTURE VALUATIONS	33,498.30
EFT29657	10/07/2026	BODDINGTON SUPERMARKET	SHIRE PURCHASES FOR JUNE 2026	1,028.54
EFT29658	10/07/2026	CHRONICLE RIP	CHRONICLE SOFTWARE LICENSE RENEWAL	3,405.60
EFT29659	10/07/2026	UNIFORMS AT WORK AUSTRALIA	STAFF UNIFORM POSTAGE FEE	201.43
EFT29660	10/07/2026	CIVIL PRODUCTS WA	JOINT FUNDING SIGN	137.50
EFT29661	10/07/2026	BODMEC MAINTENANCE SOLUTIONS	REPAIRS TO ISUZU TIPPER	1,230.35
EFT29662	10/07/2026	BODDINGTON DINER	CATERING SERVICES	252.00
EFT29663	10/07/2026	NXP CIVILS	INTERSECTION UPGRADE - FORREST ST & HOTHAM AVE	37,609.00
EFT29664	10/07/2026	EASY AS ELECTRICAL SOLUTIONS	REPAIRS TO BBQ	181.50
EFT29665	10/07/2026	RUSSELL KENNEDY	AGED CARE PROJECT	7,150.00
EFT29666	10/07/2026	RAUK MECHANICAL	FUEL JUNE 2026	5,300.66
EFT29667	10/07/2026	ULTIMATE INSPIRATION	DRINK BOTTLES FOR LEVEL UP PROGRAM	3,739.03
EFT29668	10/07/2026	CANNING FLOORCOVERING	NEW FLOORING AT CRC	20,511.00
EFT29669	10/07/2026	STEWART & HEATON	PROTECTIVE WEAR	8,535.25
EFT29670	10/07/2026	AVON WASTE	RUBBISH SERVICES JUNE 2026	7,167.35
EFT29671	10/07/2026	LHAAC	LHAAC SAMPLING SCHEME ANNUAL FEE 26/27	541.76
EFT29672	10/07/2026	ST JOHN AMBULANCE AUSTRALIA (WA)	FIRST AID EQUIPMENT	789.30
EFT29673	10/07/2026	SHIRE OF BODDINGTON	COMMISSION JUNE 2026	30.00
EFT29674	10/07/2026	DEPT MINES,INDUSTRY REGULATION &	BSL JUNE 2026	1,860.00
EFT29675	10/07/2026	BODDINGTON COMMUNITY RESOURCE	SENIORS EXCURSION 2025/2026	3,300.00
EFT29676	10/07/2026	THE LOCK MAN SECURITY	NEW DOOR LOCK	255.50
EFT29677	17/07/2026	RENTOKIL	SANITARY BIN SERVICE	729.88
EFT29678	17/07/2026	T-QUIP	SEAL KIT	142.41
EFT29679	17/07/2026	LOCAL GOVERNMENT PROFESSIONALS	BRONZE LOCAL GOVERNMENT SUBSCRIPTION 2026/2027	1,970.00
EFT29680	17/07/2026	WA LIBRARY SUPPLIES	FURNITURE AND STATIONERY ITEMS	2,404.10
EFT29681	17/07/2026	READYTECH USER GROUP WA INC	USER GROUP MEMBERSHIP FEES 2026/2027	962.50
EFT29682	17/07/2026	BODDINGTON TYRE SERVICE	REPAIRS TO FORD COURIER BT15011	2,405.50
EFT29683	17/07/2026	JLT RISK SOLUTIONS	INSURANCE RENEWAL	3,962.64
EFT29684	17/07/2026	EDGE PLANNING & PROPERTY	PLANNING SERVICES JUNE 2026	5,775.00
EFT29685	17/07/2026	THE OLD BAKERY BODDINGTON	GIFT VOUCHER & STATIONARY ITEMS	130.00
EFT29686	17/07/2026	TEAM GLOBAL EXPRESS	COURIER CHARGES	80.69
EFT29687	17/07/2026	CURTIS ELECTRICAL CONTRACTING	ELECTRICAL WORK AT VARIOUS SHIRE LOCATIONS	5,523.16
EFT29688	17/07/2026	DEPARTMENT OF PREMIER AND CABINET	GAZETAL RATING VALUATION METHOD CHANGE	207.87
EFT29689	17/07/2026	NEWMONT BODDINGTON GOLD	RENT FOR 25 FARMERS AVE	1,300.00
EFT29690	17/07/2026	WALLIS COMPUTER SOLUTIONS	SERVER SWITCH UPGRADE	16,896.97
EFT29691	17/07/2026	QUINDANNING VOLUNTEER BUSH FIRE	PLANNED MITIGATION BURNING	660.00
EFT29692	17/07/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA	FIRST AID TRAINING COURSE	8,850.00

SHIRE OF BODDINGTON LIST OF PAYMENTS JULY 2026

Chq/EFT	Date	Name	Description	Amount
EFT29693	17/07/2026	ONEMUSIC AUSTRALIA	ANNUAL LICENSE FEE 2026/2027	402.37
EFT29694	17/07/2026	THINKPROJECT AUSTRALIA	RAMM TRANSPORT ANNUAL FEE	8,555.05
EFT29695	17/07/2026	SAPIO	CLOUD SERVICES AND LICENSES	172.16
EFT29696	17/07/2026	CONNECT CALL SERVICES	AFTER HOURS CALL SERVICE JUNE 2026	604.45
EFT29697	17/07/2026	INTERNODE	BROADBAND SERVICE	109.99
EFT29698	17/07/2026	UNIFORMS AT WORK AUSTRALIA	STAFF UNIFORMS	104.90
EFT29699	17/07/2026	WESTERN PROPERTY SERVICES	ROOF REPAIRS	121.00
EFT29700	17/07/2026	CIVIL PRODUCTS WA	SIGNAGE	1,649.56
EFT29701	17/07/2026	SHIRE OF HARVEY	BF RISK MITIGATION COORDINATOR CONTRIBUTION	38,321.80
EFT29702	17/07/2026	HESWA HYPERLIFT	LOADSET RATCHET TIE DOWN SYSTEM	112.20
EFT29703	17/07/2026	AIR RESPONSE	REPAIRS TO MEDICAL CENTRE AIR CONDITIONER	12,211.00
EFT29704	17/07/2026	ADDPINT RUBBER STAMPS	STATIONERY ITEM	71.50
EFT29705	17/07/2026	KOORMAL CONTRACTING	PLUMBING WORK AT THE CARAVAN PARK	132.00
EFT29706	17/07/2026	RAUK MECHANICAL	FUEL JULY 2026	3,656.33
EFT29707	17/07/2026	LYDIA HIGHFIELD CONSULTANCY	CONSULTANCY SERVICES	7,872.24
EFT29708	17/07/2026	BODDINGTON ELECTRICAL SERVICES	INSTALL NEW HOT WATER SYSTEM TIMER	544.73
EFT29709	17/07/2026	GRACE DWYER	REIMBURSEMENT FOR CATERING SUPPLIES	42.00
EFT29710	17/07/2026	SHIRE OF BEVERLEY	ERP DEMONSTRATION - SHARE OF CATERING	52.36
EFT29711	17/07/2026	THOMPSON BUILDING INDUSTRIES	WINDOWS INSTALLED AT THE DOG POUND	1,320.00
EFT29712	17/07/2026	SOUTH WEST FIRE UNITS	SERVICING OF BODDINGTON 3.4U	24,899.49
EFT29713	17/07/2026	THE LOCK MAN SECURITY	NEW PADLOCKS & KEYS	1,482.75
EFT29714	24/07/2026	T-QUIP	PARTS FOR TORO GROUNDMASTER	468.75
EFT29715	24/07/2026	TANIA DAWSON	BODDFIT INDUCTIONS JULY 2026	665.00
EFT29716	24/07/2026	ABCO PRODUCTS	CLEANING PRODUCTS	2,046.31
EFT29717	24/07/2026	LGISWA	INSURANCE RENEWAL 2026/2027	222,511.01
EFT29718	24/07/2026	MCINTOSH HOLDINGS	TRACTOR PARTS	591.59
EFT29719	24/07/2026	EUREKA AUTO ELECTRICAL	REPAIRS TO HINO BT030	656.55
EFT29720	24/07/2026	HOSPITALITY HOUSE AUST	HOT WATER URN	525.00
EFT29721	24/07/2026	WALLIS COMPUTER SOLUTIONS	INTERNET SERVICE	349.80
EFT29722	24/07/2026	BODDINGTON BAKEHOUSE	CATERING SERVICES	476.00
EFT29723	24/07/2026	RINGCENTRAL INC	MONTHLY TELEPHONE SUBSCRIPTION	876.04
EFT29724	24/07/2026	SAPIO	REPAIRS TO SECURITY CAMERA	510.36
EFT29725	24/07/2026	GFG TEMPORARY ASSIST	TEMPORARY PERSONNEL SUPPORT	6,008.20
EFT29726	24/07/2026	COMMERCIAL IRRIGATION W.A	DUMP TRUCK PROJECT	10,978.00
EFT29727	24/07/2026	MORGAN RURAL SERVICE	VERGE SPRAYING	8,690.00
EFT29728	24/07/2026	CONTRACT AQUATIC	NEW BEAN BAGS - POOL EQUIPMENT	924.00
EFT29729	24/07/2026	NXP CIVILS	DUMP TRUCK PROJECT	8,470.00
EFT29730	24/07/2026	EASY AS ELECTRICAL SOLUTIONS	INSTALLATION OF SOLAR LIGHTS	6,884.90
EFT29731	24/07/2026	FREMANTLE CIVIL	INSTALLATION OF DAMAGED GAZEBO	16,500.00
EFT29732	24/07/2026	KOORMAL CONTRACTING	PLUMBING VARIOUS - CRC DRAIN AUDIT, HOT WATER REPLACEMENT, RV DUMP POINT REPAIR, STANDPIPE MODIFICATIONS TO SERVICE TRUCK	7,687.12
EFT29733	24/07/2026	RAUK MECHANICAL	FREIGHT CHARGES	35.64
EFT29734	24/07/2026	JBM FREIGHT SERVICES	REFUND CANCELLATION 2 MONTHS CARAVAN BOOKING	3,884.00
EFT29735	24/07/2026	RODNEY CHEVIS	RUBBISH SERVICES JULY 2026	7,553.85
EFT29736	24/07/2026	AVON WASTE	GAS BOTTLES	432.00
EFT29737	24/07/2026	BODDINGTON SERVICE STATION	REPAIRS TO CATERPILLAR ROLLER	3,026.19
EFT29738	24/07/2026	WESTRAC EQUIPMENT WA	DEPT OF TRANSPORT AGENCY	11,452.75
DD18316.1	01/07/2026	DEPARTMENT OF TRANSPORT	BULK GAS - CARAVAN PARK	2,760.81
DD18316.2	01/07/2026	SUPAGAS	ELECTRICITY CHARGES - VARIOUS SHIRE LOCATIONS	2,696.57
DD18316.3	01/07/2026	SYNERGY	DEPT OF TRANSPORT AGENCY	1,047.95
DD18317.1	02/07/2026	DEPARTMENT OF TRANSPORT	ELECTRICITY CHARGES -VARIOUS SHIRE LOCATIONS	3,354.53
DD18317.2	02/07/2026	SYNERGY	DEPT OF TRANSPORT AGENCY	2,152.45
DD18334.1	03/07/2026	DEPARTMENT OF TRANSPORT	TRANSACT FEE	15.00
DD18334.2	03/07/2026	NATIONAL AUSTRALIA BANK	DEPT OF TRANSPORT AGENCY	623.35
DD18336.1	06/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	801.35
DD18347.1	08/07/2026	DEPARTMENT OF TRANSPORT	ELECTRICITY CHARGES - SWIMMING POOL	1,057.28
DD18347.2	08/07/2026	SYNERGY	NEWBOOK ONLINE BOOKING FEE	252.45
DD18347.3	08/07/2026	NEWBOOK	NAB CONNECT FEE	109.71
DD18347.4	08/07/2026	NATIONAL AUSTRALIA BANK	DEPT OF TRANSPORT AGENCY	1,690.00
DD18348.1	09/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	3,857.10
DD18349.1	10/07/2026	DEPARTMENT OF TRANSPORT	SUPERANNUATION CONTRIBUTIONS	18,995.81
DD18350.1	07/07/2026	PRECISION ADMINISTRATION SERVICES	DEPT OF TRANSPORT AGENCY	1,627.05
DD18350.2	07/07/2026	DEPARTMENT OF TRANSPORT	ELECTRICITY CHARGES - VARIOUS SHIRE LOCATIONS	4,703.78
DD18350.3	07/07/2026	SYNERGY	MOBILE PHONE CHARGES - SHIRE	841.64
DD18350.4	07/07/2026	TELSTRA LIMITED	ANNUAL FEE MEDICAL CENTRE	98.00
DD18350.5	07/07/2026	ORIGIN ENERGY RETAIL LIMITED	DEPT OF TRANSPORT AGENCY	854.70
DD18351.1	13/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,317.30
DD18358.1	14/07/2026	DEPARTMENT OF TRANSPORT	INTERNET SERVICES	493.90
DD18359.1	15/07/2026	TELAIR	DEPT OF TRANSPORT AGENCY	1,559.25
DD18359.2	15/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,824.25
DD18361.1	16/07/2026	DEPARTMENT OF TRANSPORT	ELECTRICITY CHARGES - CENTRAL PARK	166.19
DD18361.2	16/07/2026	SYNERGY	FIRE BRIGADE FLEET CARDS	145.42
DD18362.1	20/07/2026	BUSINESS FUEL CARDS (FLEET CARD)	DEPT OF TRANSPORT AGENCY	3,543.55
DD18362.2	20/07/2026	DEPARTMENT OF TRANSPORT	PHONE CHARGES - SES LANDLINES	195.44
DD18362.3	20/07/2026	TELSTRA LIMITED	SUPERANNUATION CONTRIBUTIONS	19,707.68
DD18363.1	21/07/2026	PRECISION ADMINISTRATION SERVICES		

SHIRE OF BODDINGTON LIST OF PAYMENTS JULY 2026

Chq/EFT	Date	Name	Description	Amount
DD18363.2	21/07/2026	WATER CORPORATION	WATER CHARGES - CARAVAN PARK	474.27
DD18363.3	21/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,832.90
DD18363.4	21/07/2026	BOC GASES BOC ACCOUNT PROCESSING	GAS CONTAINER FEES	20.46
DD18367.1	17/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	763.35
DD18369.1	22/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,032.55
DD18372.1	24/07/2026	OPTUS COMMUNICATIONS	INTERNET - CCTV TRAILER	109.00
DD18372.2	24/07/2026	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE LOCATIONS	1,319.51
DD18372.3	24/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	7,205.70
DD18372.4	27/07/2026	WATER CORPORATION	WATER CHARGES - 20 POLLARD ST	1,517.79
DD18374.1	23/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	32.00
DD18374.2	23/07/2026	WESTERN AUSTRALIAN TREASURY	LOAN GUARANTEE	3,683.30
DD18380.1	27/07/2026	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE LOCATIONS	680.24
DD18380.2	27/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,813.35
DD18380.3	27/07/2026	SYNERGY	ELECTRICITY CHARGES - STREET LIGHTS	3,482.17
DD18380.4	27/07/2026	TELSTRA LIMITED	PHONE & INTERNET CHARGES - VARIOUS SHIRE	835.89
DD18381.1	28/07/2026	SYNERGY	ELECTRICITY CHARGES - SHIRE OFFICE	637.23
DD18381.2	28/07/2026	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE LOCATIONS	2,540.14
DD18382.1	29/07/2026	SUPAGAS	BULK GAS - CARAVAN PARK	33.29
DD18382.2	29/07/2026	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE LOCATIONS	6,930.73
DD18382.3	29/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	6,810.10
DD18383.1	30/07/2026	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE LOCATIONS	6,740.81
DD18383.2	30/07/2026	NATIONAL AUSTRALIA BANK	NAB CONNECT FEE	120.46
DD18383.3	30/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	5,200.95
DD18383.4	30/07/2026	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE LOCATIONS	3,233.01
DD18384.1	31/07/2026	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE LOCATIONS	750.70
DD18384.2	31/07/2026	NATIONAL AUSTRALIA BANK	NAB MERCHANT FEES	537.05
DD18384.3	31/07/2026	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	185.70
DD18384.4	31/07/2026	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE LOCATIONS	7,502.02
DD	31/07/2026	NAB BUSINESS VISA	CREDIT CARD PURCHASES	9,103.48
				1,848,347.21

ITEMISATION OF CREDIT CARD PURCHASES

JAMES WICKENS				
01/06/2026	PLANNING INSTITUTE AUSTRALIA	PIA WA REGIONAL CONFERENCE	325.00	
03/06/2026	REGAL PETROLEUM DWELLINGUP	FUEL BT04	128.99	
03/06/2026	REGAL PETROLEUM DWELLINGUP	FUEL BT04	121.94	
16/06/2026	REMARKABLE	SUBSCRIPTION FEE	6.49	
18/06/2026	BODDINGTON BAKEHOUSE	EMERGENCY SERVICES VOLUNTEER EVENT	25.00	
18/06/2026	BODDINGTON HARDWARE	EMERGENCY SERVICES VOLUNTEER EVENT	100.00	
22/06/2026	BODDINGTON BAKEHOUSE	EMERGENCY SERVICES VOLUNTEER EVENT	65.00	
22/06/2026	BSCC	EMERGENCY SERVICES VOLUNTEER EVENT	493.60	
22/06/2026	BUNBURY HOTEL KOOMBANA	ACCOMMODATION	222.75	
22/06/2026	BSCC	EMERGENCY SERVICES VOLUNTEER EVENT	169.30	
23/06/2026	LAUNCH GIFT CARDS	AIRBNB GIFT CARD	500.00	
29/06/2026	CALTEX BEDFORDALE	FUEL BT04	102.85	
SAM KEMPTON				
04/06/2026	BUNNINGS GROUP	CABINETS FOR THE LIBRARY	340.00	
10/06/2026	REBEL	ITEMS FOR THE YOUTH CENTRE	239.94	
11/06/2026	BIGW	ITEMS FOR THE LIBRARY	144.00	
15/06/2026	NETFLIX	SUBSCRIPTION FOR THE YOUTH CENTRE	20.99	
15/06/2026	AMART FURNITURE	FURNITURE FOR THE YOUTH CENTRE	2,999.00	
15/06/2026	BIGW	ITEMS FOR THE LIBRARY	-	14.00
17/06/2026	AMART FURNITURE	FURNITURE FOR THE YOUTH CENTRE	185.00	
22/06/2026	SPOTIFY	MUSIC SUBSCRIPTION FOR THE YOUTH CENTRE	15.99	
FABIAN HOUBRECHTS				
29/05/2026	CALTEX UPPER SWAN	FUEL BT61	112.58	
03/06/2026	DUNNINGS NORTHAM	FUEL BT61	118.37	
04/06/2026	BODDINGTON SERVICE STATION	TRAILER PLUG	45.00	
04/06/2026	BODDINGTON SERVICE STATION	FUEL BT61	62.29	
08/06/2026	BEVERLEY DOME ROADHOUSE	FUEL BT61	150.23	
09/06/2026	BODDINGTON SERVICE STATION	FUEL BT61	127.14	
15/06/2026	BODDINGTON SERVICE STATION	FUEL BT61	105.19	
17/06/2026	AMPOL STRATTON	FUEL BT61	107.67	
22/06/2026	BODDINGTON SERVICE STATION	FUEL BT61	106.37	
25/06/2026	BODDINGTON SERVICE STATION	FUEL BT61	109.96	
29/06/2026	DUNNINGS NORTHAM	FUEL BT61	115.89	
DUNCAN GEMMILL				
26/06/2026	BIGW	VACUUM CLEANER HEAD	40.95	
CARA RYAN				
08/06/2026	WA NEWSPAPER	DIGITAL SUBSCRIPTION FEE	32.00	

SHIRE OF BODDINGTON LIST OF PAYMENTS JULY 2026

Chq/EFT	Date	Name	Description	Amount
		JULIE BURTON		
	01/06/2026	FACEBOOK	ADVERTISING	6.35
	01/06/2026	FACEBOOK	ADVERTISING	142.35
	01/06/2026	FACEBOOK	ADVERTISING	141.34
	02/06/2026	FACEBOOK	ADVERTISING	141.60
	03/06/2026	MAILCHIMP	NEWSLETTER SOFTWARE	63.29
	04/06/2026	RINGCENTRAL	TELEPHONE SERVICE	330.00
	05/06/2026	DROP BOX	COUNCILLOR INFORMATION	18.69
	15/06/2026	ILLUSTRATOR	ADOBE LICENSE	35.99
	16/06/2026	INDESIGN	ADOBE LICENSE	35.99
	16/06/2026	OPENAI.COM	CHATGPT SUBSCRIPTION FEE	106.85
	17/06/2026	REMARKABLE	SUBSCRIPTION FEE	9.98
	18/06/2026	FACEBOOK	ADVERTISING	63.24
	26/06/2026	FACEBOOK	ADVERTISING	174.00
	29/06/2026	RINGCENTRAL	TELEPHONE SERVICE	330.00
	28/06/2026	NAB CARD FEE	FEE	54.00
	28/06/2026	NAB INTERNATIONAL TRANSACT FEES	FEE	24.33
		PAYROLL PAYMENTS		
		NAB	NET PAYROLL F/N ENDING 05/07/2026	107,040.60
		NAB	NET PAYROLL F/N ENDING 19/07/2026	93,606.63
TOTAL MUNI				2,048,994.44
TOTAL TRUST & MUNI				2,048,994.44

9.3.2 Financial Report

File Reference: 3.0056
Applicant: Nil
Previous Item: Nil
Author: Executive Manager Corporate Services
Disclosure of Interest: Nil
Voting Requirements: Simple Majority
Attachments: 9.3.2A Monthly Financial Report 31 July 2026

Summary

The Monthly Financial Report for the period ending 31 July 2026 is presented for Councils consideration.

Background

In accordance with the Local Government Act 1995, a statement of financial activity must be presented at an Ordinary Meeting of Council. This is required to be presented within two months, after the end of the month, to which the statement relates.

The statement of financial activity is to report on the revenue and expenditure as set out in the annual budget for the month, including explanations of any variances. Regulation 34, from the Local Government (Financial Management) Regulations 1996 sets out the detail that is required to be included in the reports.

Comment

The attached monthly financial statements and supporting information have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

Consultation

Nil

Strategic Implications

Aspiration	Performance
Outcome 12	Visionary Leadership and Responsible Governance
Objective 12.2	Responsibly manage the Shire's finances, human resources and assets

Legislative Implications

Local Government Act 1995

Section 6.4 Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that 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);
 - (b) budget estimates to the end of month to which the statement relates;

- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
- (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

Policy Implications

Nil

Financial Implications

As disclosed in the financial statements.

Economic Implications

Nil

Social Implications

Nil

Environmental and Climate Change Considerations

Nil

Risk Considerations

Risk Statement and Consequence	Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.
Risk Rating (prior to treatment or control)	Minor
Principal Risk Theme	Reputational / Compliance
Risk Action Plan (controls or treatment proposed)	Nil

Officer Recommendation

That Council receive the financial statements as presented, for the period ending 31 July 2026.



Monthly Financial Report

For the Period Ended 31 July 2026

Monthly Financial Report
(containing the Statement of Financial Activity)
For the Period Ended 31 July 2026

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

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Statement of Financial Activity For the Period Ended 31 July 2026

		Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance \$ (c)-(b)	Variance % (c)-(b)/(b)	
Note		(a)	(b)	(c)			
		\$	\$	\$	\$	%	
Operating Activities							
Revenue from operating activities							
General rates		7,738,459	333	0	(333)	(100%)	
Grants, subsidies and contributions	11	654,348	210,748	204,511	(6,237)	(3%)	
Fees and charges		1,611,099	93,872	95,282	1,410	2%	
Interest revenue		353,068	28,797	27,340	(1,457)	(5%)	
Other revenue		159,272	3,967	20,114	16,147	407%	
Profit on asset disposals	8	192,000	0	0	0	0%	
		10,708,246	337,717	347,247	9,530		
Expenditure from Operating activities							
Employee costs		(4,235,703)	(409,528)	(391,607)	17,921	4%	
Materials and contracts		(3,306,311)	(285,533)	(179,687)	105,846	37%	▲
Utility Charges		(415,150)	(34,596)	(48,047)	(13,451)	(39%)	
Depreciation		(2,667,300)	(222,276)	0	222,276	100%	▲
Finance Costs		(27,504)	0	0	0	0%	
Insurance		(228,084)	(114,037)	(114,378)	(341)	(0%)	
Other expenditure		(120,813)	(13,085)	(3,708)	9,377	72%	
Loss on asset disposals	8	(62,500)	0	0	0	0%	
		(11,063,365)	(1,079,055)	(737,427)	341,628		
Non cash amounts excluded from operating activities	2(c)	2,537,800	222,276	0	(222,276)	(100%)	▼
Amount attributable to operating activities		2,182,681	(519,062)	(390,180)	128,882		
Investing Activities							
Inflows from investing activities							
Proceeds - capital grants, subsidies & contributions	11	4,171,392	866	0	(866)	(100%)	
Proceeds - disposal of assets		264,000	0	0	0	0%	
		4,435,392	866	0	(866)		
Outflows from investing activities							
Payments - property, plant and equipment	7	(3,625,709)	0	0	0	0%	
Payments - construction of infrastructure	7	(6,074,855)	(31,996)	(36,258)	(4,262)	(13%)	
		(9,700,564)	(31,996)	(36,258)	(4,262)		
Amount attributable to investing activities		(5,265,172)	(31,130)	(36,258)	(5,128)		
Financing Activities							
Inflows from financing activities							
Proceeds from new borrowings	10	500,000	0	0	0	0%	
Transfer from reserves	5	612,855	0	0	0	0%	
		1,112,855	0	0	0		
Outflows from financing activities							
Repayment of borrowings	10	(219,851)	0	0	0	0%	
Transfer to reserves	5	(468,639)	(10,000)	(9,363)	637	6%	
		(688,490)	(10,000)	(9,363)	637		
Amount attributable to financing activities		424,365	(10,000)	(9,363)	637		
Movement in Surplus or Deficit							
Surplus or deficit at the start of the financial year	2(a)	2,658,126	2,658,126	2,658,793	667	0%	
Amount attributable to operating activities		2,182,681	(519,062)	(390,180)	128,882	(25%)	
Amount attributable to investing activities		(5,265,172)	(31,130)	(36,258)	(5,128)	16%	
Amount attributable to financing activities		424,365	(10,000)	(9,363)	637	(6%)	
Surplus or deficit after imposition of general rates		0	2,097,934	2,222,992	125,058		

▲ ▼ 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 notes.

Statement of Financial Position For the Period Ended 31 July 2026

		Actual 30/06/2026	Actual as at 31/07/2026
Note		\$	\$
Current Assets			
	Cash and cash equivalents	4 9,041,618	7,398,793
	Trade and other receivables	6 525,783	607,427
	Inventories	7,362	7,362
	Other assets	558,274	558,274
	Total Current Assets	10,133,037	8,571,856
Non-Current Assets			
	Trade and other receivables	19,092	19,092
	Other financial assets	39,810	39,810
	Property, plant and equipment	40,536,613	40,536,613
	Infrastructure	69,279,883	69,316,140
	Total Non-Current Assets	109,875,398	109,911,655
	Total Assets	120,008,435	118,483,511
Current Liabilities			
	Trade and other payables	9 1,762,682	617,545
	Other liabilities	11 2,810,776	2,821,170
	Borrowings	10 0	0
	Employee related provisions	336,582	336,582
	Total Current Liabilities	4,910,040	3,775,297
Non-Current Liabilities			
	Borrowings	10 922,122	922,122
	Employee related provisions	57,512	57,512
	Total Non-Current Liabilities	979,634	979,634
	Total Liabilities	5,889,674	4,754,931
	Net Assets	114,118,761	113,728,580
Equity			
	Retained surplus	44,585,001	44,185,457
	Reserve accounts	2,564,204	2,573,567
	Revaluation surplus	66,969,556	66,969,556
	Total Equity	114,118,761	113,728,580

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

Statement of Financial Position For the Period Ended 31 July 2026

1 Basis of Preparation and Material 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. Supplementary 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.

Preparation Timing and Review

Date prepared: All known transactions up to 14 August 2026

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.

Material accounting policies

Material 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.

Critical accounting estimates and judgements

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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

Notes to the Statement of Financial Activity For the Period Ended 31 July 2026

2 Net Current Assets Information

(a) Net current assets used in the Statement of Financial Activity		Adopted Budget Opening	Actual as at	Actual as at
Note		1/07/2026	30/06/2026	31/07/2026
	Current Assets	\$	\$	\$
4	Cash and cash equivalents	9,041,618	9,041,618	7,398,793
6	Trade and other receivables	598,882	525,783	607,427
	Inventories	7,362	7,362	7,362
	Other assets	558,274	558,274	558,274
		10,206,136	10,133,037	8,571,856
	Less: Current liabilities			
9	Trade and other payables	(1,836,448)	(1,762,682)	(617,545)
10	Borrowings	0	0	0
11	Capital grant/contribution liability	(2,810,776)	(2,810,776)	(2,821,170)
	Employee related provisions	(336,582)	(336,582)	(336,582)
		(4,983,806)	(4,910,040)	(3,775,297)
	Net current assets	5,222,330	5,222,997	4,796,559
	Less: Total adjustments to net current assets	2(b) (2,564,204)	(2,564,204)	(2,573,567)
	Closing funding surplus / (deficit)	2,658,126	2,658,793	2,222,992

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts	5	(2,564,204)	(2,564,204)	(2,573,567)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings	10	0	0	0
- Current portion of employee benefit provisions held in reserve		0	0	0
		(2,564,204)	(2,564,204)	(2,573,567)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

	Adopted Budget Estimates	YTD Budget Estimates	Actual as at
	30/06/2026	31/07/2026	31/07/2026
Less : Profit on asset disposals	8 (192,000)	0	0
Add : Loss on asset disposals	8 62,500	0	0
Add: Depreciation	2,667,300	222,276	0
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates	0	0	0
- Employee provisions	0	0	0
	2,537,800	222,276	0

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 local governments' operational cycle.

Notes to the Statement of Financial Activity For the Period Ended 31 July 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 2026-2027 year is \$20,000 or 10% whichever is the greater.

Description	Variance \$	Variance %	Explanation of Variances
Revenue from operating activities			
Rates	(333)	(100%)	
Grants, subsidies and contributions	(6,237)	(3%)	
Fees and charges	1,410	2%	
Interest earnings	(1,457)	(5%)	
Other revenue	16,147	407%	
Profit on asset disposals	0	0%	
Expenditure from operating activities			
Employee costs	17,921	4%	
Materials and contracts	105,846	37%	▲ Timing
Utility Charges	(13,451)	(39%)	
Depreciation	222,276	100%	▲ Timing – depreciation will be processed upon finalisation of year-end.
Finance Costs	0	0%	
Insurance	(341)	(0%)	
Other expenditure	9,377	72%	
Loss on asset disposals	0	0%	
Non-cash amounts excluded from operating activities	(222,276)	(100%)	▼ Timing – depreciation will be processed upon finalisation of year-end.
Inflows from investing activities			
Proceeds - capital grants, subsidies & contributions	(866)	(100%)	
Proceeds - disposal of assets	0	0%	
Outflows from investing activities			
Payments - property, plant and equipment	0	0%	
Payments - construction of infrastructure	(4,262)	(13%)	
Inflows from financing activities			
Proceeds from new borrowings	0	0%	
Transfer from reserves	0	0%	
Outflows from financing activities			
Repayment of borrowings	0	0%	
Transfer to reserves	637	6%	
Surplus or deficit at the start of the financial year	667	0%	

Notes to the Statement of Financial Activity For the Period Ended 31 July 2026

4 Cash and Cash Equivalents

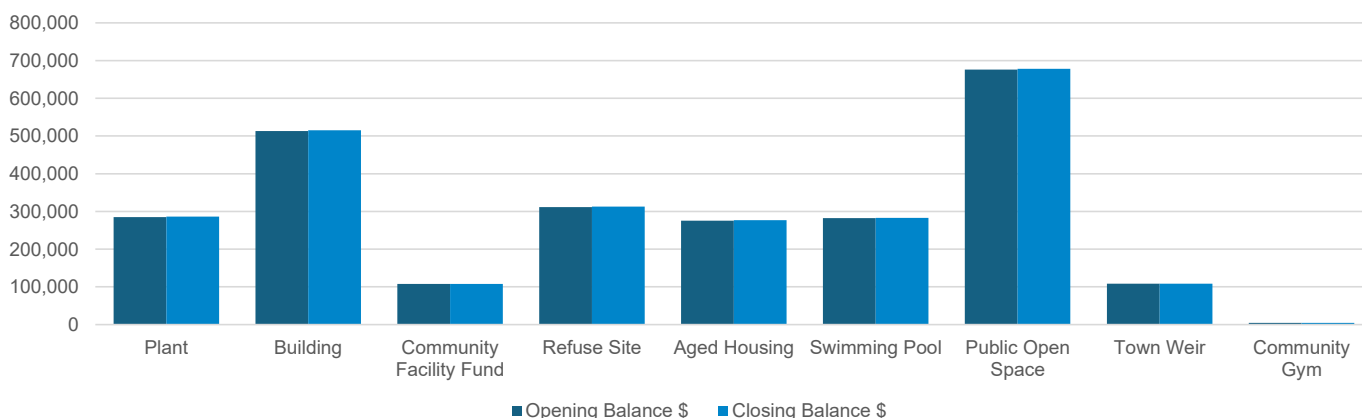
Description	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash & Floats	400	0	400				
Cash at Bank							
Municipal Funds	404,138	0	404,138		NAB		At Call
Reserve Funds	0	734	734		NAB		At Call
Overnight Cash Deposits							
Municipal Funds	4,420,688	0	4,420,688		WATC*	4.30%	Overnight
Reserve Funds	0	2,572,833	2,572,833		WATC*	4.30%	Overnight
Total	4,825,226	2,573,567	7,398,793	0			

Key Information

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

5 Reserve Accounts

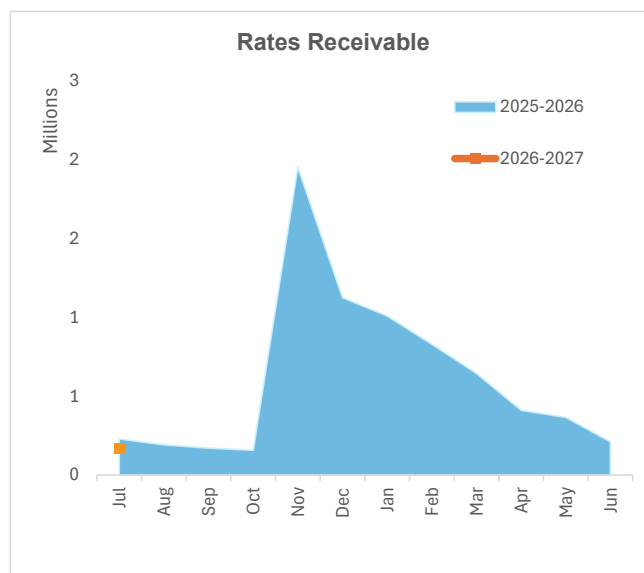
Reserve name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant	285,094	19,291	(55,245)	249,140	285,094	1,041	0	286,135
Building	513,075	162,098	0	675,173	513,075	1,874	0	514,949
Community Facility Fund	107,633	4,305	0	111,938	107,633	393	0	108,026
Refuse Site	311,564	128,463	(45,000)	395,027	311,564	1,138	0	312,702
Aged Housing	275,812	11,032	(50,000)	236,844	275,812	1,007	0	276,819
Swimming Pool	282,133	11,285	(100,000)	193,418	282,133	1,030	0	283,163
Public Open Space	675,954	27,038	(362,610)	340,382	675,954	2,468	0	678,422
Town Weir	108,343	4,334	0	112,677	108,343	395	0	108,738
Community Gym	4,596	5,793	0	10,389	4,596	17	0	4,613
Financial Resilience	0	95,000	0	95,000	0	0	0	0
	2,564,204	468,639	(612,855)	2,419,988	2,564,204	9,363	0	2,573,567



Notes to the Statement of Financial Activity For the Period Ended 31 July 2026

6 Receivables

Rates receivable	30-Jun-26	31-Jul-26
	\$	\$
Opening arrears previous year	300,227	277,364
Annual Rates	6,539,477	0
Kerbside Collections	297,673	0
Emergency Services Levy	117,012	0
Total Levied this year	6,954,162	0
Less - collections to date	(6,977,025)	(111,654)
Net Rates collectable	277,364	165,710
% Collected	96.2%	40.3%



Receivables - general	Credit	Current	30 days	60 days	90 + days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(6,530)	360,502	7,089	500	1,626	363,188
Percentage		99.3%	2%	0.1%	0.4%	
Balance per trial balance						
Trade receivables						363,188
GST receivables						43,413
Allowance for credit losses of trade receivables						(6,401)
Receivables for employee related provisions						41,517
Total receivables general outstanding						441,717
<i>Amounts shown above include GST (where applicable)</i>						

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.

Notes to the Statement of Financial Activity For the Period Ended 31 July 2026

7 Capital Acquisitions

Capital Acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Furniture and Equipment	129,118	0	0	0
Plant and Equipment	1,258,588	0	0	0
Land and Buildings	2,238,003	0	0	0
Road Infrastructure	1,621,569	0	0	0
Drainage, Culvert & Bridges	184,009	0	0	0
Footpath	2,605,955	0	0	0
Other Infrastructure	1,663,322	31,996	36,258	(4,262)
Total Capital Acquisitions	9,700,564	31,996	36,258	(4,262)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	4,171,392	866	0	866
Proceeds from Asset disposals	264,000	0	0	0
Reserve accounts				
Plant	55,245	0	0	0
Refuse Site	45,000	0	0	0
Aged Housing	50,000	0	0	0
Swimming Pool	100,000	0	0	0
Public Open Space	362,610	0	0	0
Contribution - operations	4,652,317	31,130	36,258	(5,128)
Capital Funding Total	9,700,564	31,996	36,258	(4,262)

Key Information

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the City's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

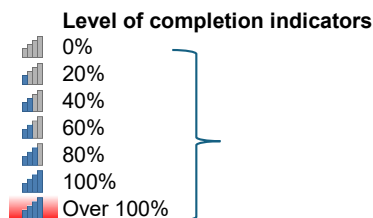
Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Notes to the Statement of Financial Activity For the Period Ended 31 July 2026

7 Capital Acquisitions Detailed



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

Asset Description	Adopted			Variance Under/(Over)
	Budget	YTD Budget	YTD Actual	
IT Equipment	47,500	0	0	0
Racks for Brigade (Grant Dependent)	15,000	0	0	0
Internet upgrade for Cabins	15,000	0	0	0
Library Desk Upgrade	32,618	0	0	0
Metro Road Counters	13,000	0	0	0
Racking - Infrastructure Storage Shed	6,000	0	0	0
Total Furniture & Equipment	129,118	0	0	0
Ford Ranger Supercab	45,000	0	0	0
Doctors Vehicle	53,000	0	0	0
Cat Roller	150,000	0	0	0
Trailer + dolly	100,000	0	0	0
CESM Vehicle	100,000	0	0	0
Ranger Ute	55,000	0	0	0
Single Cab Light Vehicle	32,000	0	0	0
4WD Ute (BT105)	42,500	0	0	0
Roller - vibrating drum	80,000	0	0	0
Roller - 2.5T Twin Drum Roller	50,000	0	0	0
500kg Plate Compactor	15,000	0	0	0
Includes Trailer	30,000	0	0	0
New Cameras	53,188	0	0	0
Portable Toilets	10,000	0	0	0
Self bunded bulk fuel tank	49,500	0	0	0
Marradong (Newmarket Rd)	30,000	0	0	0
Aqualift	6,800	0	0	0
Boddington Town Light Tanker Single Cab	336,600	0	0	0
Total Plant & Equipment	1,258,588	0	0	0
Building Asset Renewal Program	224,821	0	0	0
Caravan Park - Cabins	713,182	0	0	0
Solar Panels	20,000	0	0	0
Housing Strategy	1,100,000	0	0	0
Old School + Town Hall - Revitalisation Projects	170,000	0	0	0
Old School Art Gallery Kitchen Upgrades	10,000	0	0	0
Total Land & Buildings	2,238,003	0	0	0
RTR - Days Rd	36,254	0	0	0
RTR South Crossman Road	204,200	0	0	0
RRG - Crossman Road	341,200	0	0	0
RRG - Lower Hotham Road	198,000	0	0	0
RRG - Harvey Quindanning Road	615,000	0	0	0
Newmarket Rd - Gravel Resheeting	83,915	0	0	0
RTR - Darkan Road	143,000	0	0	0
Total Roads	1,621,569	0	0	0

Notes to the Statement of Financial Activity For the Period Ended 00 January 1900

7 Capital Acquisitions Detailed (Continued)

Asset Description	Adopted			Variance Under/(Over)
	Budget	YTD Budget	YTD Actual	
Forrest Street Drainage Improvements	45,509	0	0	0
Williams Street River Crossing	35,000	0	0	0
RTR - South Crossman Road Culverts	28,500	0	0	0
Hotham Avenue - Drainage	75,000	0	0	0
Total Drainage, Culverts & Bridges	184,009	0	0	0
Footpath Renewal Program	65,000	0	0	0
Mountain Bike Trails	1,050,756	0	0	0
Rail Trail	690,199	0	0	0
Bannister Rd - Footpath	800,000	0	0	0
Total Footpaths	2,605,955	0	0	0
History of Boddington (Main Street)	150,000	0	0	0
Yarning Circle Project	55,056	0	0	0
Newmont Dump Truck	44,519	25,000	24,670	330
Swimming Pool Filtration	53,000	0	0	0
Swimming Pool Upgrades	171,076	0	0	0
Koolangka Park - Shade Sail	7,809	0	0	0
Roller Display	5,000	0	0	0
Central Park	262,507	0	3,829	(3,829)
32 Bannister Road	560,764	0	1,500	(1,500)
Wayfinding - Main Attractions & Parking	50,000	0	0	0
Seating & Lighting	15,000	0	0	0
Infrastructure Renewal	49,696	0	0	0
Bowling Club - Stairs	20,000	0	0	0
Caravan Park - Pathway Lighting	10,000	7,000	6,259	741
Caravan Park - Irrigation	10,289	0	0	0
Caravan Park - Stage 2 Electrical	17,610	0	0	0
BBQ Hotham Park	8,000	0	0	0
Arts Council Carpark	100,000	0	0	0
Arts Council Solar Lighting	12,000	0	0	0
Pathway Tennis Courts	35,000	0	0	0
Marradong Fire Shed	20,000	0	0	0
Old Road Board	6,000	0	0	0
Total Other Infrastructure	1,663,322	31,996	36,258	(4,258)

8 Capital Disposals

Asset description	Budget			YTD Actual		
	Net Book Value	Proceeds	Profit / (Loss)	Net Book Value	Proceeds	Profit / (Loss)
Landcruiser Fire Tender	60,000	0	(60,000)	0	0	0
Bulldozer	19,000	65,000	46,000	0	0	0
Roller	13,000	65,000	52,000	0	0	0
Isuzu Tipper	10,000	20,000	10,000	0	0	0
Utility	0	23,000	23,000	0	0	0
Utility	0	18,000	18,000	0	0	0
Utility	0	18,000	18,000	0	0	0
Utility	0	25,000	25,000	0	0	0
DR Vehicle	30,000	30,000	0	0	0	0
Foreshore BBQ	2,500	0	(2,500)	0	0	0
	134,500	264,000	129,500	0	0	0

Notes to the Statement of Financial Activity For the Period Ended 31 July 2026

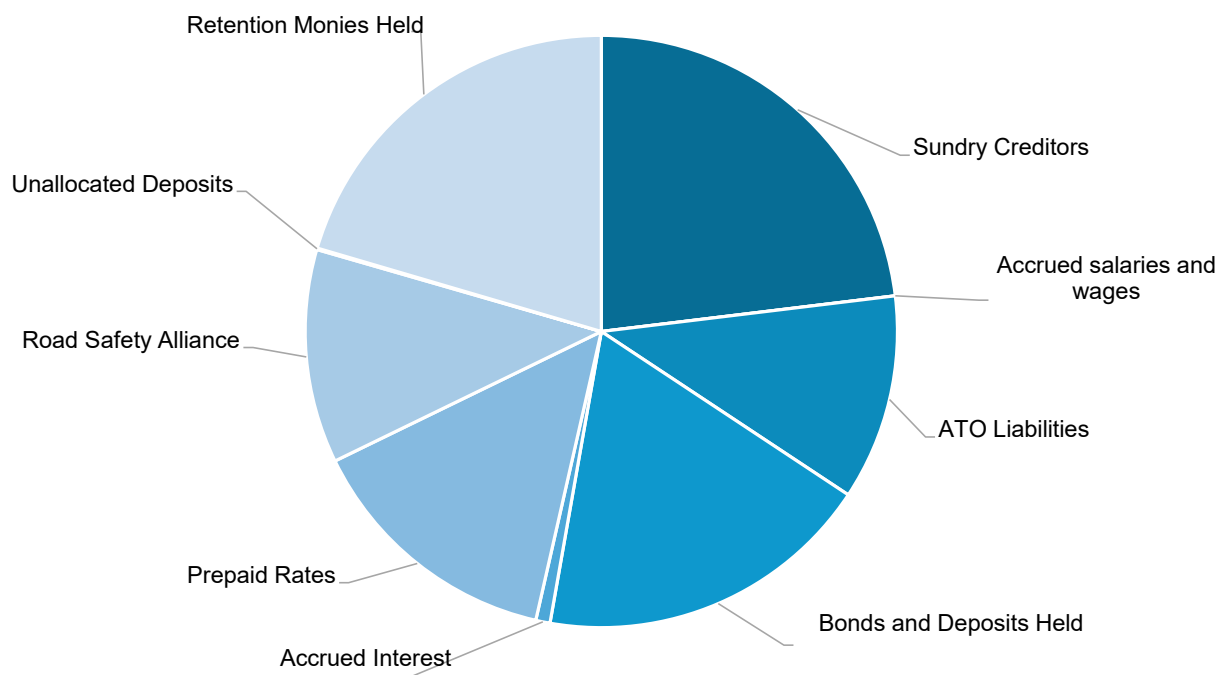
9 Payables

Payables - general	Credit	Current	30 days	60 days	90 + days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	141,054	0	1,449	0	142,503
Percentage		99%	0%	1%	0%	
Balance per trial balance						
Sundry Creditors						142,503
Accrued salaries and wages						0
ATO Liabilities						69,319
Bonds and Deposits Held						114,085
Accrued Interest						4,813
Prepaid Rates						87,963
Road Safety Alliance						72,053
Unallocated Deposits						490
Retention Monies Held						126,319
Total receivables general outstanding						617,545

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.



Notes to the Statement of Financial Activity For the Period Ended 31 July 2026

10 Borrowings

Repayments - borrowings

Purpose	Loan No.	1 July 2026	New Loans		Principal Repayments		Principal Outstanding	
			Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
3 Pecan Place	94	92,428	0	0	0	(20,955)	92,428	71,473
34 Hill Street	97	93,734	0	0	0	(21,252)	93,734	72,482
New Housing	108	0	0	500,000	0	0	0	500,000
Recreation Centre	106	317,227	0	0	0	(75,388)	317,227	241,839
Recreation Centre	107	418,734	0	0	0	(102,256)	418,734	316,478
Total		922,123	0	500,000	0	(219,851)	922,123	1,202,271
Current Borrowings		219,851					219,851	
Non-Current Borrowings		702,272					702,272	
		922,123					922,123	

Borrowing finance cost payments

Purpose	Loan No.	Interest %	Date final payment is due	Actual	Budget
				\$	\$
3 Pecan Place	94	6.45%	28/05/2030	0	5,629
34 Hill Street	97	6.45%	28/05/2030	0	5,709
New Housing	108	4.50%	-	0	0
Recreation Centre	106	3.36%	13/03/2030	0	10,031
Recreation Centre	107	1.56%	3/06/2030	0	6,135
Total				0	27,504

Key Information

All debenture repayments were financed by general purpose revenue.

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

Notes to the Statement of Financial Activity For the Period Ended 31 July 2026

11 Grants, Subsidies and Contributions

Operating grants, subsidies and contributions

Details	Contract Liabilities				Revenue		
	Liability 01-Jul-26	Increase Liability	Decrease Liability	Liability 31-Jul-26	Adopted Budget	YTD Budget	YTD Actual
	\$	\$	\$	\$	\$	\$	\$
Federal Grant - General Purpose	0	0	0	0	10,149	0	0
Federal Grant - Local Roads	0	0	0	0	72,666	0	0
DFES - Fire Brigade Operating Grant	0	0	0	0	122,409	28,750	28,750
Mitigation Activity Grant	0	0	0	0	91,874	67,953	67,953
DFES - SES Operating Grant	0	0	0	0	31,270	7,818	7,392
Abandoned Vehicles Contribution	0	0	0	0	500	42	0
South 32 - Community Health Grant	0	0	0	0	100,000	100,000	100,000
Youth Centre Contributions	0	0	0	0	100	8	0
Strength for Life Contributions	0	0	0	0	1,750	271	0
Seniors Week Grant	0	0	0	0	1,500	0	0
Welfare Grant Programs	0	0	0	0	3,500	4,656	0
Level-up Youth Program	52,373	0	0	52,373	52,373	0	0
Thank a Volunteer Grants	0	0	0	0	2,000	167	0
South 32 - Summer by River	0	0	0	0	25,000	0	0
Lotterywest - Summer by River	0	0	0	0	10,000	0	0
Lotterywest - Christmas	0	0	0	0	10,000	10,000	0
South 32 - Cultural Activities	1,397,624	0	0	1,397,624	0	0	0
South 32 - Native Tree Program	0	0	0	0	10,000	833	0
Main Roads WA - Direct Grant	0	0	0	0	91,257	0	0
Dept. of Transport - Local Bicycle Plan	10,000	0	0	10,000	15,000	0	0
Tourism Contributions	0	0	0	0	1,000	83	0
HWEDA - Contributions	0	0	0	0	2,000	167	417
Total	1,459,997	0	0	1,459,997	654,348	220,748	204,511

Capital grants, subsidies and contributions

Details	Capital Grant/Contributions Liabilities				Revenue		
	Liability 01-Jul-26	Increase Liability	Decrease Liability	Liability 31-Jul-26	Adopted Budget	YTD Budget	YTD Actual
	\$	\$	\$	\$	\$	\$	\$
DFES - Capital Grant	0	0	0	0	351,600	0	0
CCTV Grant	0	0	0	0	10,394	866	0
Lotterywest - Park Improvements	200,000	0	0	200,000	200,000	0	0
Growing Regions - Park Improvements	45,416	0	0	45,416	195,416	0	0
South 32 - Yarning Circle	45,056	0	0	45,056	55,056	0	0
Mountain Bike Trails Funding	111,407	0	0	111,407	876,407	0	0
Peel Devt. Commission - Rail Trail	13,414	0	0	13,414	0	0	0
Roads to Recovery Funding	0	0	0	0	340,687	0	0
Regional Road Group Funding	0	0	0	0	769,467	0	0
South 32 - Town Centre Footpath	0	0	0	0	750,000	0	0
South 32 - Caravan Park	872,365	0	0	872,365	622,365	0	0
Total	1,287,658	0	0	1,287,658	4,171,392	866	0

9.3.3 Roadside Waste Collection Charges

File Reference:	2.038
Applicant:	Nil
Previous Item:	SCM July 2026 Resolution 86/26
Author:	Executive Manager Corporate Services
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachments:	Nil

Summary

This report seeks Council approval to adopt the amended annual roadside waste collection charges for the 2026/2027 financial year pursuant to section 67 of the Waste Avoidance and Resource Recovery Act 2007. The amended charges replace those currently contained within the adopted 2026/2027 Fees and Charges Schedule.

Background

Council adopted the 2026/2027 Annual Budget, including the Schedule of Fees and Charges, at the Special Council Meeting held on 30 July 2026. The Fees and Charges Schedule included the annual roadside waste collection charges applicable to properties receiving a kerbside waste collection service.

Following adoption of the Budget, a review of the Fees and Charges Schedule identified that the roadside waste collection charges require updating to reflect the intended 2026/2027 charges. This report seeks Council's approval to amend the roadside waste collection charges and update the Fees and Charges Schedule accordingly.

Comment

Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* enables a local government to impose an annual charge in respect of premises provided with a waste collection service.

The proposed amendments relate only to the annual roadside waste collection charges. The revised charges incorporate the intended overall 5% increase adopted as part of the 2026/2027 Budget. While individual charges have been adjusted by varying amounts to achieve practical pricing outcomes, the overall increase is consistent with the budget assumptions and maintains an appropriate level of cost recovery for the service.

The proposed charges are therefore consistent with the financial estimates and revenue assumptions contained within the adopted 2026/2027 Budget. Adoption of these amended charges will align the Fees and Charges Schedule with the Budget approved by Council.

The proposed roadside waste collection charges are as follows:

Refuse Charges	Fee \$
Domestic Kerbside Refuse & Recycling Collection	\$405.00
Commercial Kerbside Refuse & Recycling Collection	\$405.00
Domestic/Commercial Refuse Service Only	\$325.00
Domestic/Commercial Recycling Service Only	\$325.00
Additional Commercial/Domestic Refuse or Recycle Bin Service Only	\$175.00

Eligible Pensioners/Seniors – Kerbside Refuse & Recycling Collection	\$375.00
Eligible Pensioners/Seniors - Domestic Refuse Service Only	\$325.00
Eligible Pensioners/Seniors - Recycling Bin Service Only	\$325.00
Eligible Pensioners/Seniors - Additional Refuse or Recycle Bin Service Only	\$175.00
Replacement Bin from Avon Waste	\$121.00

All other fees and charges adopted as part of the 2026/2027 Annual Budget remain unchanged.

Consultation

Nil

Strategic Implications

Aspiration	Performance
Outcome 12	Visionary Leadership and Responsible Governance
Objective 12.2	Responsibly manage the Shire's finances, human resources and assets

Legislative Implications

Section 67 of the Waste Avoidance and Resource Recovery Act 2007 enables a local government to impose an annual charge in respect of premises provided with a waste service.

Section 6.16 of the Local Government Act 1995 provides for a local government to impose and amend fees and charges.

Policy Implications

Nil

Financial Implications

The proposed amendments are consistent with the revenue assumptions adopted as part of the 2026/2027 Annual Budget. Adoption of the amended roadside waste collection charges will ensure the Fees and Charges Schedule accurately reflects the intended charges for the 2026/2027 financial year. No other component of the adopted Budget is affected.

Economic Implications

The revised charges continue to support the sustainable delivery of roadside waste collection services on a cost recovery basis while minimising the financial impact on ratepayers.

Social Implications

The roadside waste collection service provides an essential service to residents and businesses within the Shire. Adoption of the amended charges supports the ongoing provision of this service.

Environmental and Climate Change Considerations

The roadside waste collection service supports responsible waste management practices and contributes to improved environmental outcomes within the community.

Risk Considerations

Risk Statement and Consequence	If the amended roadside waste collection charges are not adopted, the Fees and Charges Schedule will not align with the revenue assumptions contained within the adopted 2026/2027 Budget, potentially resulting in reduced cost recovery and inconsistencies in the administration of annual waste collection charges.
Risk Rating (prior to treatment or control)	Minor
Principal Risk Theme	Financial / Compliance
Risk Action Plan (controls or treatment proposed)	Adopt the amended roadside waste collection charges.

Officer Recommendation

That Council:

- 1. Pursuant to section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, adopt the following annual roadside waste collection charges for the 2026/2027 financial year:**

Refuse Charges	Fee \$
Domestic Kerbside Refuse & Recycling Collection	\$405.00
Commercial Kerbside Refuse & Recycling Collection	\$405.00
Domestic/Commercial Refuse Service Only	\$325.00
Domestic/Commercial Recycling Service Only	\$325.00
Additional Commercial/Domestic Refuse or Recycle Bin Service Only	\$175.00
Eligible Pensioners/Seniors – Kerbside Refuse & Recycling Collection	\$375.00
Eligible Pensioners/Seniors - Domestic Refuse Service Only	\$325.00
Eligible Pensioners/Seniors - Recycling Bin Service Only	\$325.00
Eligible Pensioners/Seniors - Additional Refuse or Recycle Bin Service Only	\$175.00
Replacement Bin from Avon Waste	\$121.00

- 2. Amend the 2026/2027 Fees and Charges Schedule to reflect the roadside waste collection charges adopted in Recommendation 1.**

9.3.4 Adoption of Council Policy – Contiguous Valuation

File Reference:	2.015
Applicant:	Nil
Previous Item:	Nil
Author:	Executive Manager Corporate Services
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments:	9.3.4A Council Policy – Contiguous Valuation

Summary

This item seeks Council's adoption of a new Contiguous Valuation Council Policy to provide a consistent framework for the Shire's assessment and support of applications for contiguous valuations of land for rating purposes.

Background

Contiguous valuation allows two or more adjoining parcels of land that are used together to be assessed as a single valuation for rating purposes, where the relevant requirements are satisfied. The determination of a contiguous valuation remains the responsibility of the Valuer General.

The proposed Council Policy – Contiguous Valuation has been developed to establish the circumstances in which the Shire may support an application to the Valuer General for a contiguous valuation and the supporting information required from applicants.

Comment

The proposed policy establishes a consistent framework for the Shire's assessment and support of contiguous valuation applications for land rated under Unimproved Valuation (UV) and Gross Rental Valuation (GRV).

For both valuation methods, land must be contiguous and used for a single purpose. For GRV properties, the land must also be under common ownership, while for UV properties, the policy provides for land to be under common ownership and/or management. Applicants are required to provide supporting information to demonstrate that the relevant criteria are met.

The policy also provides for the Shire to review its support for an existing contiguous valuation where circumstances have changed, the land no longer meets the policy requirements, or outstanding rates and charges are not being paid in accordance with an approved payment arrangement.

The policy provides a consistent and transparent approach to the assessment of applications, while recognising that the final determination of a contiguous valuation remains the responsibility of the Valuer General.

Consultation

Nil

Strategic Implications

Aspiration	Performance
Outcome 12	Visionary Leadership and Responsible Governance

Objective 12.2 Responsibly manage the Shire's finances, human resources and assets

Legislative Implications

Local Government Act 1995 provides the legislative framework for local government rating and the imposition and recovery of rates and service charges.

Valuation of Land Act 1978 provides for the valuation of land for rating and taxing purposes and establishes the functions of the Valuer General in determining valuations.

The final determination as to whether land is valued on a contiguous basis rests with the Valuer General.

Policy Implications

Adoption of a new Council Policy – Contiguous Valuation.

Financial Implications

The approval of a contiguous valuation may result in a change to the valuation applied to the relevant land and consequently the rates levied on the properties. The extent of any financial impact will depend on the circumstances and valuation determined by the Valuer General for each application.

Economic Implications

Nil

Social Implications

Nil

Environmental and Climate Change Considerations

Nil

Risk Considerations

Risk Statement and Consequence	Inconsistent assessment of contiguous valuation applications may result in inequitable treatment of ratepayers, inappropriate support of applications and financial or reputational impacts to the Shire.
Risk Rating (prior to treatment or control)	Minor
Principal Risk Theme	Financial / Compliance / Reputational
Risk Action Plan (controls or treatment proposed)	Adoption of a Council Policy establishing consistent eligibility requirements, supporting documentation and assessment processes for contiguous valuation applications.

Officer Recommendation

That Council adopt the Council Policy – Contiguous Valuations as presented in Attachment 9.3.4A.

Council Policy

Contiguous Valuation

1. Purpose

To provide guidance on the Shire of Boddington's (Shire) assessment and support of applications for contiguous valuations of land for rating purposes. The determination of a contiguous valuation remains the responsibility of the Valuer General.

2. Scope

This policy applies to all requests received by the Shire's for support of applications for contiguous valuation of land assessed under:

- Unimproved Valuation (UV); and
- Gross Rental Valuation (GRV).

The policy applies only to the Shire's assessment and endorsement of applications.

3. Definitions

Term	Definition
Contiguous Valuation	A valuation determined by the Valuer General where two or more adjoining land parcels are assessed as a single valuation for rating purposes.
Gross Rental Valuation (GRV)	The gross annual rental value determined by the Valuer General in accordance with the <i>Valuation of Land Act 1978</i> .
Unimproved Valuation (UV)	The unimproved value of land determined by the Valuer General in accordance with the <i>Valuation of Land Act 1978</i> .
Valuer General	The statutory authority responsible for determining land valuations in Western Australia under the <i>Valuation of Land Act 1978</i> .

4. Policy Statement

The Shire may support applications to the Valuer General for contiguous valuations where the eligibility requirements of this policy are met.

1. Contiguous Unimproved Valuation (UV)

The Shire may support an application for a contiguous Unimproved Valuation where:

1. the land parcels are contiguous (physically adjoining);
2. the land parcels are used for a single purpose; and
3. the land parcels are under common ownership and/or management.

Applications should include:

- a Statutory Declaration confirming:
 - the land included in the application;
 - that the land is used for a single purpose;

- the ownership and management arrangements; and
- the nominated ratepayer for the Shire's rating records; and
- supporting documentation, which may include:
 - Certificates of Title;
 - lease or licence agreements (where applicable);
 - evidence of common management; and
 - any additional information requested by the Shire.

2. Contiguous Gross Rental Valuation (GRV)

The Shire may support an application for a contiguous Gross Rental Valuation where:

1. the land parcels are contiguous (physically adjoining);
2. the land parcels are used for a single purpose; and
3. the land parcels are under common ownership.

Applications should include:

- a Statutory Declaration confirming:
 - the land included in the application;
 - that the land is used for a single purpose; and
 - the nominated ratepayer for the Shire's rating records; and
- supporting documentation, which may include:
 - Certificates of Title;
 - site plans or photographs demonstrating the land operates as a single property; and
 - any additional information requested by the Shire.

3. Review of Contiguous Valuations

The Shire may review its support for a contiguous valuation where:

- the circumstances supporting the application have changed;
- the land no longer satisfies the requirements of this policy; or
- outstanding rates and charges are not being paid in accordance with an approved payment arrangement.

Where appropriate, the Shire may request that the Valuer General review the valuation.

Before requesting that the Valuer General review a contiguous valuation, the Shire provides the owner or nominated ratepayer with written notice and allow at least 30 days to respond, remedy any outstanding debt, or enter into an approved payment arrangement.

Nothing in this policy limits the Shire's ability to recover outstanding rates and charges in accordance with the *Local Government Act 1995*.

Responsible Officer	Executive Manager Corporate Services
Delegated Authority	Nil
Relevant Legislation	<i>Local Government Act 1995</i> <i>Valuation of Land Act 1978</i>
Related Documentation	Contiguous Valuation Application Form Shire of Boddington Delegations Register

	Operational Practice – Outstanding Rates Collection Agreement as to Payment of Rates and Service Charges	
Version Control	History	Review Frequency
	Introduced August 2026 (TBD)	2 Years

Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at [Council Policies » Shire of Boddington](#) to ensure that you have the current version. Alternatively, you may contact the Governance Team.

9.3.5 Review of Council Policy | Privacy and Responsible Information Sharing

File Reference:	2.015
Applicant:	Nil
Previous Item:	OCM March 2025 Resolution 24/25
Author:	Governance Coordinator
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments:	9.3.5A Council Policy Privacy and Responsible Information Sharing (Existing) 9.3.5B Council Policy – Privacy (New) 9.3.5C Council Policy – Responsible Information Sharing (New)

Summary

This item seeks Council's adoption of separate Privacy and Responsible Information Sharing Council Policies to replace the existing combined policy and align with the requirements of the Privacy and Responsible Information Sharing Act 2024 (PRIS).

Background

In March 2025, Council adopted the Privacy and Responsible Information Sharing Policy, which combined privacy management and information sharing principles into a single policy.

The *Privacy and Responsible Information Sharing Act 2024* introduces a broader privacy framework for Western Australian public sector agencies and establishes requirements relating to the management of personal information and responsible information sharing. The Shire is currently progressing implementation activities to support compliance with the legislation and to embed privacy obligations into day-to-day operations.

Most of the substantive privacy provisions of the Act commenced on 1 July 2026, including the Information Privacy Principles (IPPs), privacy complaints, access to and correction of personal information, privacy impact assessments and requirements relating to contracted service providers. The responsible information sharing provisions provide a framework for public entities to share government information responsibly.

The notifiable information breach provisions are scheduled to commence on 1 January 2027. These provisions will introduce additional requirements for responding to and reporting eligible information breaches involving personal information.

Comment

As part of the Shire's PRIS implementation program, a number of initiatives are being progressively introduced across the organisation, including:

- development and implementation of privacy collection notices;
- review of forms, systems and information collection practices;
- establishment of privacy breach response procedures;
- staff awareness and training activities; and
- development of governance documentation to support privacy and information sharing obligations.

As part of this implementation work, the Shire's existing Privacy and Responsible Information Sharing Policy has been reviewed.

The current policy combines privacy management and information sharing requirements within a single document. While these areas are closely related, they represent separate obligations under the PRIS framework. The key changes are summarised below:

- Privacy Policy - focuses on how personal information is collected, used, managed, protected and disclosed and establishes responsibilities relating to privacy breaches and privacy complaints.
- Responsible Information Sharing Policy - establishes the principles and governance framework for lawful, secure and accountable information sharing and provides guidance regarding information sharing arrangements, disclosure decisions and information sharing responsibilities.

Separating the policy into two standalone documents provides clearer guidance for Elected Members, employees and contractors, while aligning the Shire's governance framework with the structure and intent of the PRIS legislation.

Consultation

Nil

Strategic Implications

Aspiration	Performance
Outcome 12	Visionary Leadership and Responsible Governance
Objective 12.2	Responsibly manage the Shire's finances, human resources and assets

Legislative Implications

The adoption of the proposed policies supports the Shire's compliance with its obligations under the:

- *Privacy and Responsible Information Sharing Act 2024*, particularly in relation to the management and protection of personal information and responsible information sharing;
- *Freedom of Information Act 1992*, in relation to access to government information and the management of personal information; and
- *State Records Act 2000*, in relation to the creation, management and retention of government records.

Policy Implications

Withdrawal of the existing Council Policy – Privacy and Responsible Information Sharing and adoption of:

- Privacy Policy – new
- Responsible Information Sharing Policy - new

Financial Implications

Nil

Economic Implications

Nil

Social Implications

The proposed policies support improved transparency and accountability in the management of personal information and information sharing practices, contributing to community confidence in the Shire's governance arrangements.

Environmental and Climate Change Considerations

Nil

Risk Considerations

Risk Statement and Consequence	Failure to implement an appropriate privacy and information sharing framework may result in non-compliance with legislative obligations, privacy breaches, inappropriate disclosure of information and reputational damage to the Shire.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Compliance / Reputational
Risk Action Plan (controls or treatment proposed)	Adoption of updated policies that clearly define privacy and information sharing obligations and support the Shire's ongoing implementation of PRIS requirements.

Officer Recommendation

That Council:

- 1. Withdraw the Privacy and Responsible Information Sharing Policy presented in Attachment 9.3.5A.**
- 2. Adopt the Privacy Policy presented in Attachment 9.3.5B.**
- 3. Adopt the Responsible Information Sharing Policy presented in Attachment 9.3.5C.**

Council Policy

Privacy and Responsible Information Sharing

Purpose

To provide clear guidelines for the responsible management of data, ensuring the Shire of Boddington (Shire) handles personal information lawfully and ethically. It aligns with privacy laws and supports public administration while protecting individual privacy.

The policy also outlines how information is collected, stored, and managed, as well as providing guidance for responding to and preventing breaches, supporting responsible information sharing to enhance services and community outcomes.

Scope

This policy applies to all Council members, employees, external partners, contracted service providers, and volunteers who have access to, and are responsible, for the management of information on behalf of the Shire.

Definitions

Term	Meaning
Policy	this the Shire of Boddington policy titled “Privacy and Responsible Information Sharing”
Personal Information	Refers to both Personal Information and Sensitive Information as defined below; <i>Personal Information</i> Any information or opinion about an identifiable individual, regardless of its truth or format. <i>Sensitive Information:</i> A subset of Personal Information, including details about an individual's: (a) Racial or ethnic origin (b) Political opinions or affiliations (c) Religious or philosophical beliefs (d) Membership in associations or unions (e) Sexual orientation or practices (f) Criminal record (g) Health, genetic, or biometric information (e.g., biometric templates or data used for verification).
Cookies	A small data file stored on a device's browser. Its purpose is to help a website keep track of the user's visits and activity.
Unique Identifiers	Numbers, codes, or data used to identify and track an individual, entity, or object within a system, such as: • Personal Identifiers (Tax File Number, Driver's License Number, Passport Number); • Digital Identifiers (IP Address, MAC Address) • Organisational Identifiers (Employee ID, Customer ID) • Object and Asset Identifiers (Barcode, QR Code, VIN (Vehicle Identification Number) • Health Identifiers (Medicare Number, Health Record Number)

Automated Decision-Making	The process where systems or algorithms make decisions based on data and predefined criteria, without human involvement, often used to improve efficiency and service delivery
De-identification	The process of removing personal details or replacing them with alpha-numerical codes, allowing data to be used for analysis while protecting privacy.

Policy Statement

Information and Data Collection

The Shire collects information to deliver services and meet operational needs, including:

- Contact details (name, email, phone, addresses)
- Physical details (signature, image, voice)
- Identification details (birth certificates, passports, Medicare and concession information)
- Electronic details (bank information, TFNs, police clearance and workplace medicals)
- Vehicle and licensing data (as an agent of Department of Transport)

Information is gathered in different formats when engaging with the Shire for business purposes, including:

- Information provided in forms, applications, surveys and feedback channels
- Data on customer interactions with the Shire's website and online services
- Audio and visual content including phone calls, voicemails, CCTV, recorded meetings and transcripts

Information is only collected when necessary, with legal justification. The Shire notifies individuals when providing information is voluntary, and withholding non-essential data does not affect service access.

System-generated Information

The Shire's website uses cookies to collect anonymous traffic data to improve user experience. By using the website, individuals consent to receiving electronic messages at their provided contact address.

The Shire may review collected data and statistics to assess server activity, access to individual pages, and applications, with the aim of improving the delivery of information to its visitors. No effort is made to identify users or trace their online behaviour, except in the rare case of an investigation or to address issues related to a security breach or inappropriate activity.

The Shire's website may also include links to external sites that may be owned and controlled by third parties. Links to these sites do not indicate affiliation or endorsement by the Shire. Accessing third-party sites may be subject to terms and conditions that differ from those of the Shire, and using these links is at each individual user's own risk.

Information collected when interacting with the Shire-managed social media accounts, may be used to compile statistics that help focus communications. Users should be aware that these platforms handle personal information according to their own privacy policies, and are encouraged to familiarise themselves with these policies.

Use and Disclosure

The Shire uses personal information exclusively for the purpose it was collected, or for purposes that can be lawfully anticipated, including:

- Managing assessment records (rates) and other local government documentation
- Providing and sharing information about the Shire's current and future services and facilities
- Overseeing processes such as approval submissions, animal registration, financial administration, land use evaluations, and compliance with local laws and regulations

The Shire may disclose customer and stakeholder information to third parties under specific circumstances including legal requirements, consent, or public interest. Disclosure may occur for law enforcement, research, service improvement, or to fulfil the intended purpose of the information. Information may also be shared to prevent serious threats to individuals or public safety, address family violence, or comply with child protection obligations.

The Shire takes reasonable steps to ensure that any third party receiving personal information adheres to privacy and confidentiality requirements.

The Shire uses personal information in automated decision-making to improve services, operations, or provide targeted content within the community, ensuring these processes are transparent, fair, and compliant with legal requirements.

Unique Identifiers

The Shire manages unique identifiers securely and only collects them when necessary to perform its functions or meet legal requirements with access limited to authorised personnel.

When the Shire generates unique identifiers, it uses them exclusively for internal purposes and ensures they are neither shared nor applied beyond the systems where they are created.

When identifiers are no longer required, the Shire de-identifies personal information by removing or replacing details with codes or general data. This ensures privacy while allowing the data to be used for analysis or other purposes.

Data Storage and Protection

The Shire is committed to securely storing and protecting personal information, ensuring it is accessed only for approved purposes. The Shire actively works to safeguard against misuse, loss, unauthorised access, and disclosure, with storage and protection methods complying with the WA State Records Act 2000 and relevant standards.

When personal information is no longer needed, the Shire takes appropriate steps to securely destroy or de-identify it, unless required by law to retain it. Personal information is kept only as long as necessary to fulfil its purpose and legal requirements, after which it is securely destroyed or anonymised.

If personal information is transferred or stored outside Australia, the Shire ensures it is protected using secure methods such as encryption and compliance with relevant data protection laws. Any third parties involved are also required to adhere to strict privacy standards to safeguard the information and prevent unauthorised access.

Safeguarding Transactions

Security measures employed by the Shire include encryption, multi-factor authentication, and risk assessments, put in place to protect information.

The Shire website may contain links to third-party websites which are outside of the Shire's control and are therefore not covered by these conditions. The Shire accepts no responsibility for the security, content accuracy, or privacy practices of external sites.

Whilst the Shire takes all reasonable steps to protect details held, as with all information transmitted over the internet, complete security is not guaranteed.

Accessing Personal Information

To manage access to personal information, the Shire implements strict controls, ensuring only authorised personnel can view or handle the data. Access is granted based on roles and responsibilities, with regular reviews to ensure compliance with privacy policies. Security measures such as encryption and secure login protocols are also in place to protect personal information.

The Shire, in line with Australian privacy law, allows individuals to request amendments to their personal information if it is deemed inaccurate, outdated, incomplete, irrelevant, or misleading. This includes updating superseded details or rectifying inaccuracies, deficiencies, or false information. Individuals can also request annotations to clarify or challenge their records.

All requests are to be submitted in writing and may require formal identification before changes are made. Requests and applications can be directed to the Freedom of Information Officer (FOI):

- By email: shire@boddington.wa.gov.au
- By post: PO Box 4 Boddington WA 6390, or
- In person: 39 Bannister Road, Boddington WA 6390

Further information can be obtained from the Shire's Freedom of Information Statement.

Complaints and Breaches

The Shire addresses complaints promptly, following established procedures to resolve them, and ensures privacy law compliance if personal information is involved. The designated FOI Officer manages and records complaints, committed to responding promptly once all necessary information is received. Any unavoidable delays should be communicated to the complainant.

The Chief Executive Officer oversees compliance with privacy obligations and ensures the Shire meets statutory requirements, reinforcing the commitment to privacy protection and transparent responses.

The Shire acts swiftly to minimise harm and protect affected individuals during a data breach, notifying them immediately and investigating the cause. The Shire strengthens data protection measures and ensures compliance with relevant laws to prevent future breaches.

A privacy interference may lead to a notifiable breach, including unauthorised access, disclosure, or loss of information. Individuals can escalate concerns to the Information Commissioner of Western Australia, who assists in submitting privacy complaints.

Responsible Officer	Chief Executive Officer
History	Adopted March 2025 (Resolution 24/25)
Delegation	
Relevant Legislation	Privacy and Responsible Information Sharing Act 2024 (PRIS Act)
Related Documentation	Operational Practice – Use of Generative Artificial Intelligence (AI) Operational Practice – Use of Social Media Freedom of Information Statement Privacy Statement

1. Purpose

The purpose of this policy is to outline the Shire of Boddington's (Shire) commitment to protecting personal information and ensuring information is collected, used, disclosed and managed responsibly in accordance with applicable legislation.

This policy establishes the Shire's privacy obligations and the responsibilities of those who handle personal information on behalf of the Shire.

2. Scope

This policy applies to:

- Elected Members;
- employees;
- contractors;
- consultants;
- volunteers; and
- any person acting on behalf of the Shire.

It applies to all personal information collected, held or managed by the Shire in carrying out its functions and delivering services to the community.

3. Definitions

Term	Definition
Personal Information	Information or an opinion about an identified individual or an individual who is reasonable identifiable.
Privacy Breach	Unauthorised access to, disclosure of, loss of, or misuse of personal information.
Information Privacy Principles (IPPs)	Principles established under the <i>Privacy and Responsible Information Act 2024</i> that sets out the requirements for the collection, storage, use, disclosure and management of personal information.

4. Policy Statement

The Shire recognises the importance of protecting personal information and is committed to managing information in accordance with applicable privacy obligations.

The Shire:

- collects personal information only where necessary to perform its functions or provide services;
- collects information lawfully and provides appropriate notice regarding its collection and use;
- ensures personal information is accurate and securely managed;
- only uses personal information for authorised purposes;

- only discloses personal information where permitted or required by law;
- provides individuals with appropriate access to their personal information and allows correction where required;
- protects personal information from unauthorised access, loss, misuse or disclosure; and
- responds appropriately to privacy concerns and breaches.

Collection of Personal Information

The Shire collects personal information to undertake legislative responsibilities, provide services, administer programs and manage interactions with the community.

Personal information collected by the Shire may include contact details, property and rating information, applications and correspondence, customer service records, employment-related information and other information required to deliver specific services.

Where required, the Shire advises individuals why information is collected and how it may be used.

Use and Disclosure of Personal Information

The Shire uses personal information only for the purpose for which it was collected, or for another lawful purpose permitted by legislation.

Personal information may be disclosed where an individual has provided consent, where disclosure is required or authorised by law, where disclosure is necessary to perform a lawful function, or where disclosure is otherwise permitted under applicable legislation.

The Shire takes reasonable steps to ensure personal information is accessed and disclosed only by authorised persons.

Security and Management of Information

The Shire implements reasonable measures to protect personal information from unauthorised access, use, disclosure, alteration, loss or destruction.

Information is managed in accordance with:

- applicable privacy obligations;
- records management requirements; and
- the Shire's information security practices.

Privacy Breaches

The Shire assesses and responds appropriately to suspected privacy breaches in accordance with applicable legislation and internal procedures.

Where required, the Shire takes reasonable steps to contain the breach, assess potential impacts, notify affected persons or relevant authorities where required by law and implement improvements

to reduce the likelihood of recurrence.

Responsibilities

The Chief Executive Officer is responsible for:

- ensuring appropriate systems are in place;
- establishing appropriate procedures; and
- providing adequate resources to support compliance with privacy obligations.

All persons handling personal information on behalf of the Shire are responsible for:

- protecting personal information;
- accessing personal information only where required for their role;
- maintaining confidentiality; and
- promptly reporting suspected privacy breaches.

Privacy Complaints

Individuals who believe their personal information has not been managed appropriately may lodge a privacy complaint with the Shire in the first instance.

The Shire assesses and responds to privacy complaints in accordance with applicable legislation and internal procedures.

Responsible Officer	Executive Manager Corporate Services	
Delegated Authority	Nil	
Relevant Legislation	<i>Privacy and Responsible Information Sharing Act 2024</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>	
Related Documentation	Shire of Boddington Privacy Statement Privacy Breach Response: Procedure Responsible Information Sharing: Council Policy Recordkeeping Plan	
Version Control	History	Review Frequency
	Introduced August 2026	2 years

Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at [Council Policies » Shire of Boddington](#) to ensure that you have the current version. Alternatively, you may contact the Governance Team.

Council Policy

Responsible Information Sharing

1. Purpose

This policy establishes the Shire of Boddington's (Shire) approach to responsible information sharing. It provides a framework for lawful, secure and accountable sharing of information held, collected, created or managed by the Shire.

2. Scope

This policy applies to:

- Elected Members;
- employees;
- contractors;
- consultants;
- volunteers; and
- any person acting on behalf of the Shire.

This policy applies to information held, collected, created or managed by the Shire, including information shared with other government agencies, public bodies, service providers and authorised organisations where such sharing is permitted by law.

3. Definitions

Term	Definition
Information Sharing	The provision of information held by the Shire to another person, organisation
Personal Information	Information or an opinion about an identified individual or an individual who is reasonably identifiable.
Information Sharing Agreement	A documented agreement that outlines the purpose, conditions and responsibilities associated with sharing information.
Confidential Information	Information that is not publicly available and requires protection due to its nature, sensitivity or legal obligations.

4. Policy Statement

Responsible information sharing supports effective service delivery, informed decision-making and positive community outcomes.

The Shire supports responsible information sharing that is lawful, authorised, necessary, proportionate and undertaken in a manner that protects personal and confidential information.

Information Sharing Requirements

Information is shared where there is lawful authority and a legitimate business, community or public purpose.

The extent of any disclosure is limited to the information reasonably necessary for that purpose. Information is transferred through secure means, and an appropriate record of the decision and disclosure is maintained.

Formal Information Sharing Arrangements

Where information is shared with another organisation on an ongoing or structured basis, an appropriate Information Sharing Agreement may be established. The agreement documents the authorised purpose and scope of the sharing, the responsibilities of each party, applicable privacy and security controls, and review requirements.

Requests for Information

Requests for information are assessed against the purpose of the request, the Shire’s lawful authority to disclose the information, applicable privacy and confidentiality obligations, and any risks associated with disclosure. Information may be withheld where disclosure is not authorised or is inconsistent with the Shire’s legislative and organisational obligations.

Responsibilities

The Chief Executive Officer is responsible for:

- ensuring appropriate systems are in place;
- establishing appropriate procedures; and
- providing adequate resources to support responsible information sharing across the Shire.

All persons handling personal information on behalf of the Shire are responsible for:

- confirming authority before disclosing information;
- protecting personal and confidential information;
- following approved processes;
- maintaining accurate records of decisions and disclosures; and
- promptly reporting suspected privacy or information security incidents through the appropriate internal process.

Information Sharing and Privacy

This policy does not limit the Shire’s obligations under the *Privacy and Responsible Information Sharing Act 2024*, the *Freedom of Information Act 1992* or other applicable legislation.

Responsible Officer	Executive Manager Corporate Services	
Delegated Authority	Nil	
Relevant Legislation	<i>Privacy and Responsible Information Sharing Act 2024</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>	
Related Documentation	Privacy: Council Plan Recordkeeping Plan	
Version Control	History	Review Frequency

	Introduced August 2026	2 years
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9.4 INFRASTRUCTURE SERVICES

Nil

10. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS
MOTION HAS BEEN GIVEN

Nil

11. URGENT BUSINESS WITHOUT NOTICE WITH THE
APPROVAL OF THE PRESIDENT OR MEETING

12. CLOSURE OF MEETING