

# Minutes

## Ordinary Council Meeting

**Wednesday 24 September, 2025**  
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**

Welcome to the Shire of Boddington Ordinary Council Meeting Wednesday 24 September 2025.

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**

Cr Eugene Smalberger	Shire President
Cr Paul Carrotts	Deputy Shire President
Cr Lee Lewis	Councillor
Cr Hans Prandl	Councillor
Mrs Julie Burton	Chief Executive Officer
Mr James Wickens	Executive Manager Development Services
Mrs Cara Ryan	Executive Manager Corporate Services
Mr Fabian Houbrechts	Executive Manager Infrastructure Services
Mrs Kelly Holliday	Executive Assistant (Minutes)
Visitors	3

### 2.2 **Apologies**

Cr Johan van Heerden	Councillor
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### 2.3 **Leave of Absence**

Cr Andrew Ryley	Councillor
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## 3. **DISCLOSURES OF INTEREST**

## 4. **PUBLIC QUESTION TIME**

Public question time is limited to a total of fifteen minutes of duration, except by consent of the person presiding. 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 and Council Decision**

**COUNCIL RESOLUTION: 88/25**

**Moved:** Cr L Lewis

**Seconded:** Cr H Prandl

**That the minutes of the Ordinary Council Meeting held on Wednesday 27 August, 2025 be confirmed as a true record of proceedings.**

Carried: **5-0**

For: Cr E Smalberger, Cr P Carrots, Cr G Ventris, Cr L Lewis, Cr H Prandl

Against: Nil

7. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

8. **RECEPTION OF MINUTES AND RECOMMENDATIONS OF COMMITTEES**

9. **REPORTS OF OFFICERS**

## 9.1 DEVELOPMENT AND COMMUNITY SERVICES

### 9.1.1 Scheme Amendment No. 1 to the *Shire of Boddington Local Planning Scheme No. 3*: Submitted for Adoption

File Ref No:	2.066
Applicant:	Shire of Boddington
Previous Item:	Nil
Disclosure of Interest:	Nil
Author:	Executive Manager Development and Community Services
Attachments	9.1.1A Scheme amendment documentation
	9.1.1B WAPC <i>Planning Bulletin 115/2024 Short-Term Rental Accommodation</i>
	9.1.1C WAPC <i>Position Statement: Planning for Tourism and Short-term Rental Accommodation</i>
	9.1.1D Extract from <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>

#### Summary

It is recommended that Council adopt Scheme Amendment No. 1, to formally commence the process of amending the *Shire of Boddington Local Planning Scheme No. 3*, to implement the State Government's planning reforms for short-term rental accommodation.

#### Background

The *Shire of Boddington Local Planning Scheme No. 3* (LPS3) provides the statutory basis for Council regulating development and land use matters and proposals.

The purpose of this Amendment is to modify LPS3 to implement the State Government's planning reforms for short-term rental accommodation (STRA). The Amendment is required to ensure alignment with the new 'deemed' and 'model' land use classes introduced into the State Planning Framework through the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*.

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of the LPS regulations have been made to facilitate the necessary planning changes of the State Government's STRA reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- New 'deemed' land use classes of 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;

- New 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- A new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate various existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;
- A state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and
- A 90-night (cumulative) exemption within a 12-month period for 'un-hosted' short-term rental accommodation in the Perth metropolitan area.

With the introduction of the new deemed land use classes into planning schemes associated with STRA, this Amendment relates to the introduction, modification and deletion of various land use and general definitions to the Shire's planning scheme. The new exemptions are also 'deemed' and as such are already operative, however, this Amendment does include changes to the Zoning Table to reflect the hosted STRA exemption as a permitted use.

Most significantly, it includes amendments to reflect deemed land use classes for 'hosted short term rental accommodation' and 'un-hosted short term rental accommodation,' along with the removal of superseded land uses.

The scope of changes contained in Amendment 1 (see Attachment 9.1.1A) are broadly summarised as follows:

1. Delete superseded land use terms;
2. Insert new land use terms for short-term rental accommodation;
3. Update Zoning Table accordingly; and
4. Insert new clauses to address unintended implications of new land use terms.

The Shire administration has audited LPS3 to determine which provisions are now superseded by the deemed provisions. This standard amendment is now pursued to remove provisions which have been replaced by the deemed provisions.

The Western Australian Planning Commission's (WAPC) *Planning Bulletin 115/2024 Short-Term Rental Accommodation* and the WAPC's *Position Statement: Planning for Tourism and Short-term Rental Accommodation* are set out in Attachments 9.1.1B and 9.1.1C. These documents provide background to the Amendment.

Attachment 9.1.1D is an extract from the *Planning and Development (Local Planning Schemes) Regulations* which sets out procedural matters relating to scheme amendments.

### Comment

It is recommended that Council resolves to adopt Scheme Amendment No. 1 as outlined in Attachment 9.1.1.A to formally commence the process of amending LPS3.

The amendment is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- The amendment is not considered a complex or basic amendment.

Subject to the Council's decision, the documentation will be forwarded to the Environmental Protection Authority seeking environmental clearance. Following this, the amendment will be submitted to the WAPC to assess its suitability for advertising and approval to advertise. Should approval to advertise be granted then the Shire will publicly advertise the amendment for 6 weeks by writing to stakeholders, placing notices in local papers, placing details on the Shire's website and Facebook page and having information available at the Shire office.

Following the close of the consultation period, the matter will again be considered by the Council to determine whether to support final adoption of the scheme amendment. After this, the WAPC will assess the scheme amendment request with the final decision made by the Minister for Planning.

### Consultation

Subject to Council's decision, public comment will be invited on the Scheme amendment for 42 days.

### Strategic Implications

Aspiration	Prosperity
Outcome 10	A thriving economy with good access to education and jobs for everyone.
Objective 10.1	Grow and diversify the economy and local job opportunities.

### Legislative Implications

*Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and LPS3.*

### Policy Implications

Council's Local Planning Policy No. 20 *Tourism Land Uses and Short-Term Accommodation* will be modified to support the changes to LPS3 should Council resolve to adopt Amendment 1 to LPS3.

### Financial Implications

There are costs associated with advertising and the Government Gazette notice.

### Economic Implications

Assisting to broaden the local economy.

### Social Implications

There is a need for effective management of STRA to maintain local amenity.

### Environmental and Climate Change Considerations

Operators need to ensure that noise is appropriately controlled.

## Risk Considerations

Risk Statement and Consequence	Failure to amend LPS3 will result in inconsistencies with the State Planning Framework and increase complexity with development assessment.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Reputational
Risk Action Plan (controls or treatment proposed)	Progressing an amendment to LPS3 with associated community and stakeholder consultation.

## Officer Recommendation and Council Decision

### **COUNCIL RESOLUTION: 89/25**

**Moved:** Cr P Carrotts

**Seconded:** Cr L Lewis

**That Council:**

- 1. Agrees to adopt an amendment to the *Shire of Boddington Local Planning Scheme No. 3*, pursuant to section 75 of the *Planning and Development Act 2005* as outlined in Attachment 9.1.1.A, to implement the State Government's planning reforms for short-term rental accommodation.**
- 2. Determines that Amendment No. 1 is a standard amendment in accordance with Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:**
  - a) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;**
  - b) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and**
  - c) The amendment is not a complex or basic amendment.**
- 3. Refers Scheme Amendment No. 1 to the Environmental Protection Authority in accordance with Section 81 of the *Planning and Development Act 2005*.**
- 4. Submits Scheme Amendment No. 1 to the Western Australian Planning Commission for approval to advertise in accordance with Section 83A of the *Planning and Development Act 2005*.**
- 5. Advertises Scheme Amendment No. 1 in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, Section 47(2) for a period of 42 days.**
- 6. Authorises the Chief Executive Officer to progress and address matters with the Environmental Protection Authority, Department of Planning, Lands and Heritage and the Western Australian Planning Commission.**

**Carried: 5-0**

**For:** Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandi

**Against:** Nil

**Shire of Boddington**

**Local Planning Scheme No. 3**

**Amendment No. 1**

*Update scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation.*

**Planning and Development Act 2005**

**RESOLUTION TO PREPARE AMENDMENT  
TO LOCAL PLANNING SCHEME**

**Shire of Boddington Local Planning Scheme No. 3**

**Amendment No. 1**

RESOLVED that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In Table 3 'Zoning Table', delete all references to:
  - A. bed and breakfast;
  - B. holiday accommodation;
  - C. holiday house;
  - D. motel;
  - E. serviced apartment; and
  - F. tourist development.
2. In Table 3 'Zoning Table' insert in alphabetical order the following land uses and permissibility:
  - A. *Hosted short term rental accommodation*; designate as 'P' in Residential, Rural Residential, Rural Smallholdings, Rural, Commercial, Tourism and Environmental Conservation zones and 'X' in the General Industry zone.
  - B. *Un-hosted short-term rental accommodation*; designate as 'P' in Tourism zone, 'D' in Residential Zone, Rural Residential, Rural Smallholdings, Rural, Commercial and Environmental Conservation zones and 'X' in the General Industry zone.
  - C. *Tourist and visitor accommodation*; designate as 'D' in Commercial, Rural and Tourism zones, 'A' in the Rural Smallholdings zone and 'X' in the Residential, Rural Residential, General Industry and Environmental Conservation zones.
3. In Table 5 – Additional requirements that apply to land in Scheme area, modify:
  - A. '2 Chalets or Cabins or 4 guest bedrooms' to 'a total occupancy of 8 people' in 3(h)(i);
  - B. '6 Chalets or Cabins or 12 guest bedrooms' to 'a total occupancy of 24 people' in 3(h)(ii);
  - C. '2 Chalets or Cabins or 4 guest bedrooms' to 'a total occupancy of 8 people' in 4(g)(ii);
  - D. '6 Chalets or Cabins or 12 guest bedrooms' to 'a total occupancy of 24 people' in 4(g)(iii).
4. In part 6 - Division 1, 'Terms Used':

A. Delete the definition for '*short-term accommodation*'.

B. Amend the general definition for *cabin* to:

*means a building that –*

*(a) is an individual unit other than a chalet; and*

*(b) forms part of –*

*(i) tourist and visitor accommodation; or*

*(ii) a caravan park;*

*and*

*(c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*

C. Amend the general definition for *chalet* to:

*means a building that —*

*(a) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*

*(b) forms part of –*

*(i) tourist and visitor accommodation; or*

*(ii) a caravan park;*

*and*

*(c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

5. In part 6 - Division 2, 'Land Use Terms Used':

A. Delete the definitions for:

- *bed and breakfast;*
- *holiday accommodation;*
- *holiday house;*
- *motel;*
- *serviced apartment; and*
- *tourist development.*

B. Amend the existing land use term for '*roadhouse*' by deleting point (d) and inserting:

*(d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*



- C. Insert the definition for '*tourist and visitor accommodation*' as per Schedule 1 – Model Provisions.
- 6. Modify the term '*short-term accommodation*' to '*short-term rental accommodation*' throughout.
- 7. Insert any additional consequential scheme modifications as required.
- 8. Undertake any other administrative and formatting edits as required.

The amendment is **standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- 1. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
- 2. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- 3. The amendment is not considered a complex or basic amendment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Chief Executive Officer)

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## SCHEME AMENDMENT REPORT

### 1. Introduction

The purpose of this Amendment is to modify the *Shire of Boddington Local Planning Scheme No. 3* to implement the State Government's planning reforms for short-term rental accommodation.

This Amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the State Planning Framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation', along with removal of superseded land uses. This report provides further detail and background information on these changes, including specific implications for the Shire of Boddington.

### 2. Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire to amend its scheme, aim to provide greater consistency across the State in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

### 3. State Planning Framework

The key elements of the statutory environment in relation to Amendment 1 are set out in the *Planning and Development Act 2005 (the Act)* and the *Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)*. Amendment 1 has been prepared having regard to the Act and the Regulations, and the Model and Deemed Provisions contained therein.

The State Government's planning reforms for STRA are being implemented predominantly through the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

## Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for un-hosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

## LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of the LPS regulations have been made to facilitate the necessary planning changes of the State Government's STRA reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- New 'deemed' land use classes of 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;
- New 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- A new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;
- A state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and
- a 90-night (cumulative) exemption within a 12-month period for 'un-hosted' short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the Shire of Boddington are detailed further in the following sections of this report.

## **4. Local Planning Framework**

The *Shire of Boddington Local Planning Strategy* sets out the long term planning direction for the Boddington district and provides strategic rationale for appropriately applied decisions relating to orderly and proper planning. The LPS recognises the economic importance of tourism to the district. The Strategy also provides support for appropriately sited, designed and managed tourist accommodation, consistent with the existing nature and amenity of these areas. The Strategy encourages tourism proposals which suitably address relevant planning, bushfire, environmental assets, landscape qualities and compatibility with adjoining land uses.

*Local Planning Policy No. 20 Tourism Land Uses and Visitor Accommodation* sets out Council's position and what matters it expects will be addressed in Development Applications. Noting the significant changes introduced by the STRA amendments, it is proposed to update the policy to ensure alignment with the provisions proposed in Amendment 1.

On average, the Shire has issued 3 approvals for STRA annually over the last 5 years.

## **5. Proposed Amendment**

The purpose of Amendment No. 1 is to implement the State Government's planning reforms for STRA. The Amendment is required to ensure alignment with the new 'deemed' and 'model' land use classes introduced into the State Planning Framework through the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*.

With the introduction of the new deemed land use classes into planning schemes associated with STRA, this Amendment relates to the introduction, modification and deletion of various land use and general definitions to the Shire's planning scheme. The new exemptions are also 'deemed' and as such are already operative, however this Amendment does include changes to the Zoning Table to reflect the hosted STRA exemption as a permitted use.

Most significantly, it includes amendments to reflect deemed land use classes for 'hosted short term rental accommodation' and 'unhosted short term rental accommodation,' along with the removal of superseded land uses.

While noting there is a tight local housing market, the Council does not consider that un-hosted STRA is currently an issue in the Boddington townsite and surrounds.

The scope of changes contained in Amendment 1 are broadly summarised as follows:

1. Delete superseded land use terms;
2. Insert new land use terms for short-term rental accommodation;
3. Update Zoning Table accordingly; and
4. Insert new clauses to address unintended implications of new land use terms.

### **Deemed Short-Term Rental Accommodation Land Use Classes**

Whilst the new 'deemed' land use classes are automatically read into the Shire's scheme through the LPS Regulations, along with the previously mentioned exemptions, these uses are proposed to be incorporated into the Scheme Zoning Table to ensure clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within the Shire's planning framework.

To implement the required changes, this Amendment deletes all references to the land use classes of *bed and breakfast* and *holiday house*, replaced with the new 'deemed' definitions of *hosted short-term rental accommodation* and *un-hosted short-term rental accommodation*. This includes amending the Zoning Table and Definitions schedules of the scheme text accordingly.

In addition to the LPS Regulations, the Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint. To reflect these requirements, this Amendment proposes the following designations for these new land use classes:

- 'Hosted short-term rental accommodation' is proposed as a 'P' (permitted) use in all zones where any type of 'dwelling' is capable of approval, to reflect the state-wide exemption in the 'deemed provisions' (not in the General Industry zone);
- 'Un-hosted short-term rental accommodation' is proposed to be designated as follows:
  - 'P' in Tourism zone;
  - 'D' in Residential, Rural Residential, Rural Smallholding, Rural, Commercial and Environmental Conservation Zones;
  - 'X' in General Industry zone; and
- 'Tourist and visitor accommodation' is proposed to be designated as follows:
  - 'D' in Commercial, Rural and Tourism zones;
  - 'A' in the Rural Smallholdings zone;
  - 'X' in the Residential, Rural Residential, General Industry and Environmental Conservation zones.

Aside from the above, where the uses of bed and breakfast and holiday house are referenced in other sections of the scheme text, these are to be cross-referenced accordingly.

#### Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of 'Tourist and Visitor Accommodation' has been introduced to supersede various traditional accommodation land use types (excluding 'hotel') and provide a clearer delineation between these uses and 'short-term rental accommodation'. In the context of the Shire's scheme, uses to be deleted through this change include:

- Motel – specifically referenced in the new land use class definition;
- Serviced apartment – specifically referenced in the new land use class definition; and
- Tourist development – directly replaced by the new use class.

#### New and Revised Land Use and General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new STRA land use terms. These include deletion of the definition for 'short-term accommodation', which has been removed to avoid confusion with new terms relating to 'short-term rental accommodation'. This has consequentially resulted in modifications to the general model terms of 'cabin' and 'chalet', as well as the land use term for 'road house'. The new model terms are proposed to be introduced into the scheme text through this Amendment.

Through deletion of the general term 'short term accommodation' it is proposed to insert into the scheme text the deleted model definition in-full wherever referenced, to replicate the changes made in the model provisions, this being:

*accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.*

There are various additional administrative changes required throughout the Scheme arising from changing land use definitions and permissibility. This includes to parking.

## **6. Conclusion**

Amendment No. 1 has been drafted to align with the STRA framework.

**Planning and Development Act 2005**

**RESOLUTION TO PREPARE AMENDMENT  
TO LOCAL PLANNING SCHEME**

**Shire of Boddington Local Planning Scheme No. 3**

**Amendment No. 1**

RESOLVED that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In Table 3 'Zoning Table', delete all references to:
  - A. bed and breakfast;
  - B. holiday accommodation;
  - C. holiday house;
  - D. motel;
  - E. serviced apartment; and
  - F. tourist development.
2. In Table 3 'Zoning Table' insert in alphabetical order the following land uses and permissibility:
  - A. *Hosted short term rental accommodation*; designate as 'P' in Residential, Rural Residential, Rural Smallholdings, Rural, Commercial, Tourism and Environmental Conservation zones and 'X' in the General Industry zone.
  - B. *Un-hosted short-term rental accommodation*; designate as 'P' in Tourism zone, 'D' in Residential Zone, Rural Residential, Rural Smallholdings, Rural, Commercial and Environmental Conservation zones and 'X' in the General Industry zone.
  - C. *Tourist and visitor accommodation*; designate as 'D' in Commercial, Rural and Tourism zones, 'A' in the Rural Smallholdings zone and 'X' in the Residential, Rural Residential, General Industry and Environmental Conservation zones.
3. In Table 5 – Additional requirements that apply to land in Scheme area, modify:
  - A. '2 Chalets or Cabins or 4 guest bedrooms' to 'a total occupancy of 8 people' in 3(h)(i);
  - B. '6 Chalets or Cabins or 12 guest bedrooms' to 'a total occupancy of 24 people' in 3(h)(ii);
  - C. '2 Chalets or Cabins or 4 guest bedrooms' to 'a total occupancy of 8 people' in 4(g)(ii);
  - D. '6 Chalets or Cabins or 12 guest bedrooms' to 'a total occupancy of 24 people' in 4(g)(iii).
4. In part 6 - Division 1, 'Terms Used':

A. Delete the definition for '*short-term accommodation*'.

B. Amend the general definition for *cabin* to:

*means a building that –*

*(a) is an individual unit other than a chalet; and*

*(b) forms part of –*

*(i) tourist and visitor accommodation; or*

*(ii) a caravan park;*

*and*

*(c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*

C. Amend the general definition for *chalet* to:

*means a building that —*

*(a) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*

*(b) forms part of –*

*(i) tourist and visitor accommodation; or*

*(ii) a caravan park;*

*and*

*(c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

5. In part 6 - Division 2, 'Land Use Terms Used':

A. Delete the definitions for:

- *bed and breakfast;*
- *holiday accommodation;*
- *holiday house;*
- *motel;*
- *serviced apartment; and*
- *tourist development.*

B. Amend the existing land use term for '*roadhouse*' by deleting point (d) and inserting:

*(d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*



- C. Insert the definition for '*tourist and visitor accommodation*' as per Schedule 1 – Model Provisions.
- 6. Modify the term '*short-term accommodation*' to '*short-term rental accommodation*' throughout.
- 7. Insert any additional consequential scheme modifications as required.
- 8. Undertake any other administrative and formatting edits as required.

The amendment is **standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- 1. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
- 2. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- 3. The amendment is not considered a complex or basic amendment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

---

(Chief Executive Officer)

### **COUNCIL ADOPTION**

This standard Amendment was adopted by resolution of the Council of the Shire of Boddington at the Ordinary Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

.....  
**SHIRE PRESIDENT**

.....  
**CHIEF EXECUTIVE OFFICER**

### **COUNCIL RESOLUTION TO ADVERTISE**

**by resolution of the Council of the** Shire of Boddington at the Ordinary Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, proceed to advertise this Amendment.

.....  
**SHIRE PRESIDENT**

.....  
**CHIEF EXECUTIVE OFFICER**

## COUNCIL RECOMMENDATION

**This Amendment is** recommended for **support** by resolution of the Shire of Boddington at the Ordinary Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ and the Common Seal of the Shire of Boddington was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....  
**SHIRE PRESIDENT**

.....  
**CHIEF EXECUTIVE OFFICER**

## WAPC ENDORSEMENT (r.63)

.....  
**DELEGATED UNDER S.16 OF  
THE P&D ACT 2005**

**DATE**.....

## APPROVAL GRANTED

.....  
**MINISTER FOR PLANNING**

**DATE**.....



# Planning Bulletin 115/2024

## Short-Term Rental Accommodation (STRA) – Guidance for local government

115/2024



18 September 2024

### 1. Purpose

The *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) have been amended to facilitate planning changes for short-term rental accommodation (STRA). Alongside the state-wide Registration Scheme, which will be mandatory for all STRA as of 1 January 2025, the amended LPS Regulations are a key part of the State Government's commitment to ensure there is fair and consistent regulation and management of STRA across the State's planning system.

Local government will play an important role in implementing these changes through local planning frameworks. Most significantly, new 'deemed' land use classes for STRA have taken effect and are automatically read into every local planning scheme to which they apply.

Amendments to local planning schemes are needed to incorporate the new 'deemed' land uses into zoning tables, as well as remove any superseded land uses where relevant.

Local governments are encouraged to incorporate other new and revised 'model' land use classes and general definitions, that relate to tourism development, into their schemes where practicable.

This Planning Bulletin has been updated from a previous version released in November 2023. It provides a summary of the local planning scheme expectations resulting from these changes, as well as clarifying interpretation matters and outlining next steps for implementation.

### 2. Background

With the rising emergence of online booking platforms, there has been a lack of clarity on how STRA should be approached, including whether it should be a stand-alone land use class. This has led to inconsistency

between local government areas as well as challenges in those areas where tourism accommodation and local housing issues require more strategic consideration.

In November 2023, the Western Australian Planning Commission (WAPC) released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement). Along with associated Guidelines, it outlines the WAPC's position for clearer, more consistent regulation of STRA in planning frameworks.

The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*.

Information relating to the full suite of reforms, including the state-wide STRA Register and Incentive Scheme administered by the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS), can be accessed via the [Short-Term Rental Accommodation Initiatives website](#).

The Position Statement foreshadowed a series of amendments to Schedules 1 and 2 of the LPS Regulations, which as of September 2024 are in force. These include:

- new 'deemed' general and land use definitions to ensure hosted and unhosted short-term rental accommodation are considered as dedicated land use classes in planning schemes;
- new 'model' land use class of 'tourist and visitor accommodation' to supersede and consolidate a number of land use terms for traditional accommodation, as well as other changes to general definitions;

- a state-wide development approval exemption for 'hosted short-term rental accommodation' (includes ancillary dwellings); and
- a 90-night (cumulative) exemption within a 12-month period for 'unhosted short-term rental accommodation' in the Perth metropolitan area.

Local governments and other key stakeholders were consulted on these changes to the LPS Regulations in April and May 2024, with feedback received incorporated into the final amended LPS Regulations.

### 3. Objectives

To outline the steps and timeframes for implementing recent changes to the LPS Regulations for STRA.

### 4. Amending Local Planning Schemes

Amendments to local planning schemes to complement and align with new 'deemed' land use classes for short-term rental accommodation will need to be initiated as soon as possible and should ideally be completed by mid-2025, to allow for development approvals to be obtained by **1 January 2026**.

To assist local government in meeting these timeframes, all scheme amendments relating to STRA will be processed as a priority once submitted to the WAPC for assessment.

**Appendices 1 and 2** provide an overview of planning framework changes arising from the STRA regulatory changes, including indicative timeframes and contacts for further information.

[Scheme Amendments – 'Deemed' STRA Land Uses](#)

To ensure consistency across local planning schemes as well as alignment with the *Short-Term Rental*

*Accommodation Act 2024* (STRA Act 2024), all local governments shall incorporate two new 'deemed' STRA land use classes into the zoning table of their local planning scheme by either:

- including 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' where no uses of a similar nature have existed previously; or
- deleting superseded uses – in most cases 'bed and breakfast' and 'holiday house' – and replacing these with 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation'.

In all schemes, both metropolitan and regional, 'hosted short-term rental accommodation' should be listed as P use in all zones where any type of dwelling is capable of approval, reflecting the state-wide development approval exemption in the LPS Regulations.

For local governments within the boundaries of the Metropolitan Region Scheme (MRS), 'unhosted short-term rental accommodation' should be listed as a D or A use in zones where any type of dwelling is capable of approval, a P use in Tourism zones and an X use within all other zones, reflecting the direction set in the Position Statement.

The State Government is aware of a small number of local governments within the boundaries of the MRS who currently exempt STRA from the requirement to obtain development approval. These exemptions will need to be removed to achieve consistency with the amended LPS Regulations and Position Statement.

Local governments in regional areas, (i.e. outside of the MRS area), may designate 'unhosted short-term rental accommodation' as they see fit within each scheme zone to suit local tourism, housing or other relevant conditions.

#### Scheme Amendments – 'Model' Definitions

The changes also introduce a new 'model' land use class of 'tourist and visitor accommodation', which supersedes traditional accommodation uses including 'holiday accommodation', 'motel', 'serviced apartment', 'tourist development' and similar. This new definition sits separately to the retained 'hotel' use class and is also intended to include farm stays and larger bed and breakfast

style accommodation that do not fall within the definition for 'hosted short-term rental accommodation'.

While 'tourist and visitor accommodation' is not a 'deemed' definition, it is strongly encouraged to be included in local planning schemes going forward, ensuring a clearer differentiation between STRA and traditional accommodation uses. This new use, and deletion of relevant superseded uses, may be incorporated into schemes as part of the same amendment as the above-mentioned STRA uses.

This new model use class is not intended to replace other accommodation types such as lodging houses. These are not considered STRA or traditional accommodation for the purposes of these changes. Such land uses will continue to be classed as 'residential buildings'.

Further to this, revised general definitions of 'cabin' and 'chalet' and the amended land use definition of 'road house' can be introduced, along with deletion of the general definition for 'short-term accommodation'.

#### Classification of Scheme Amendments

The classification of amendments is at the discretion of the individual local government, however, the following provides a guide on scenarios where a 'basic' or 'standard' amendment stream might apply.

Scheme amendments that propose to replace superseded land use classes with the new STRA land uses, without changes to permissibility in the zoning table, can generally be processed as a 'basic' amendment.

If an amendment introduces or changes permissibility for new STRA and traditional accommodation uses, or introduces supplemental development standards or other scheme provisions, it will generally be progressed as a 'standard' amendment.

A model scheme amendment document has been prepared by the Department of Planning, Lands and Heritage (DPLH) and can be used by local governments in aligning their local planning schemes with the LPS Regulations and the Position Statement. If not already received, please contact your applicable schemes or area team at DPLH to obtain a copy of this amendment template.

## **5. 'Deemed' Development Approval Exemptions**

### Development Approval – New Exemptions

Amendments to the LPS Regulations have introduced two new 'deemed' development approval exemptions.

#### *Hosted STRA*

'Hosted short-term rental accommodation' is exempt state-wide and applies to all dwelling types with no time restrictions. The State Government's position on this matter was set through the release of the Position Statement in November 2023.

It is important to note that 'hosted short-term rental accommodation' will still require registration with the STRA Register, ensuring regulatory oversight.

Ancillary dwellings (granny flats) are considered to be 'hosted short-term rental accommodation' when the 'host' resides on site in either the primary or ancillary dwelling. This is because, by definition, ancillary dwellings can only occur on the same site as another type of dwelling (i.e. single, grouped or multiple). This is further reinforced by the general deemed definition of 'short-term rental arrangement', which provides the ability for a dwelling, or part of a dwelling, to be used as STRA.

#### *Unhosted STRA*

'Unhosted short-term rental accommodation' within the Perth metropolitan area is exempt from requiring development approval for a period of up to 90-nights within a 12-month period from the date of registration. This exemption is intended for ad hoc situations in a person's primary place of residence, such as when they are away on holidays. The exemption cannot be undone through a local planning policy.

The STRA Register will track booking events to monitor compliance with this exemption. Notifications will be sent to operators who are approaching the 90-night limit advising of the requirement to obtain development approval to continue the use beyond the exemption period. A change of use development application requirement is triggered once the 90-night exemption has been exhausted.

## Development Assessment and Approval – Unhosted STRA

The assessment of development applications for changes of use to 'unhosted short-term rental accommodation' will generally be a matter for the local government to consider on a case-by-case basis, having regard to any local planning policies prepared (refer to Local Planning Policies section below).

It is prudent to note that the premises must first be classified as a type of 'dwelling' to enable the change of use, given reference to this term within the 'deemed' general definition for 'short-term rental accommodation'.

In this regard, the Residential Design Codes (R-Codes) will, in most instances, continue to apply to works associated with a short-term rental accommodation proposal.

Local governments have the flexibility to condition occupancy numbers for 'unhosted short-term rental accommodation' through development approvals, should the maximum of 12 persons be considered inappropriate in relation to the size of the dwelling. Local planning policies can provide guidance on when and how occupancy numbers may be assessed and conditioned.

It should also be noted that in zones where a type of 'dwelling' is discretionary, it is possible for a site to have multiple active development approvals in-force at any one time allowing for changes of use between STRA and a 'dwelling' without the need to obtain further approval.

Where a development approval is required under a scheme for 'unhosted short-term rental accommodation', a local government can consider any relevant matter under clause 67 of the 'deemed provisions'.

## Bushfire Considerations

Changes to the State Government's bushfire planning framework detail that a 'vulnerable land use' does not include a change of use in an existing single house or ancillary dwelling; including STRA. The proposed changes will also make clear that Part 10A of the 'deemed provisions' will be mostly concerned with the construction aspect of development (i.e. not changes to use).

The LPS Regulations amended for STRA also introduce a new 'deemed' clause 78B(1A), to ensure that exempt short-term rental accommodation proposals situated within bushfire prone areas, remain as such. This would apply in instances where the use is permitted in a zone, or otherwise exempt through cl. 61 of the 'deemed provisions'.

A Good Host Pack for short-term rental accommodation owners has been prepared by DEMIRS, which includes information from the Department of Fire and Emergency Services (DFES), with messaging encouraging STRA operators to ensure they have a bushfire plan in place and to communicate this with their guests. Further information can also be found [via the DFES website](#).

Local governments may also include bushfire response considerations within local planning policies for STRA.

## Local Planning Policies (LPPs)

The Position Statement encourages the development of LPPs to provide further guidance on the consideration of STRA proposals. Existing LPPs relating to STRA can continue to operate and be used for assessment purposes, except where they conflict with changes to the LPS Regulations or replicate the state-wide Registration Scheme.

Local government should update existing LPPs concurrently with scheme amendments, to ensure alignment with the amended LPS Regulations as well as the Position Statement and Guidelines.

To assist, a Local Planning Policy Guidance document has been prepared, in collaboration with the WA Local Government Association (WALGA). This document provides direction on a number of matters which can be considered when preparing local planning policies for the assessment of 'unhosted short-term rental accommodation'. A copy of this policy guidance is available at the [WALGA website](#).

## **6. State-Wide STRA Register**

The state-wide STRA Register, established by the STRA Act 2024, is now operational. Registration for all STRA will be mandatory by **1 January 2025**. The Register replaces any existing local government STRA

registers which may have been in place prior to proclamation of the STRA Act 2024.

All STRA are required to register prior to operation – regardless of whether they are 'hosted' or 'unhosted', or whether they qualify for a development approval exemption through the LPS Regulations. Registration is completed by either the STRA owner or tenant (with the owner's consent) and is renewed annually.

Under the STRA Act 2024 and associated regulations, it is mandatory for applicants to enter either that a development approval is not required, or the status of their development approval at the point of registration. This includes whether an application has been approved (including their development approval number), submitted, refused, or not obtained.

STRA accommodation providers may register their premises without having first obtained a development approval, however they must comply with all relevant local planning scheme requirements.

Where a premises is being used for STRA unlawfully, local governments may take enforcement action under the *Planning and Development Act 2005*. A designated officer of the LGA may also provide the Commissioner for Consumer Protection with a certificate under section 29 of the STRA Act. Where considered appropriate to do so, the Commissioner may exercise their discretionary power to suspend or cancel registration based on the grounds listed in the STRA Act 2024.

## Strategic Planning Implications

Registration data will, over time, allow local governments to make more informed strategic decisions based on the actual number, type and location of registered STRA premises within a particular municipality.

Any further action taken based on this data would need to be considered holistically in the context of a broader population and housing analysis undertaken through a local planning strategy review.

Further guidance on strategic planning considerations for STRA and tourism more broadly is provided in the Position Statement and Guidelines.

---

## 7. Communication and advice to STRA operators

Changes to planning schemes may create uncertainty for existing STRA operators who have not previously required development approval, or where such requirements have been unclear or not consistently enforced.

Local governments should consider how best to communicate relevant planning changes to their communities and/or existing STRA operators, to allow for development approvals to be obtained by 1 January 2026. STRA owners and operators may contact their local government seeking information about approval requirements that currently exist, or may be introduced in their area.

Any communication from local government on planning requirements should also make it clear that obtaining a development approval is a separate process to registration, which is to be done online through the [DEMIRS registration portal](#). Local governments undertaking 'standard' amendments to implement the new STRA and tourism land use classes may wish to consider communications approaches during the amendment consultation period.

To assist, a dedicated website [Short-Term Rental Accommodation Planning Reforms](#) has been established to provide information to STRA operators and other interested parties. The website includes various FAQs, as well as links to the Position Statement and Guidelines.

### Further Information

Further information on the Position Statement and LPS Regulations changes can be obtained from [tourism@dplh.wa.gov.au](mailto:tourism@dplh.wa.gov.au).

Technical enquiries regarding scheme amendments should be directed to the relevant schemes or area team for your local government area.

Further information on the technicalities of the register, including the local government dashboard, can be obtained via by contacting the STRA Registration Team at DEMIRS at [straenquiries@demirs.wa.gov.au](mailto:straenquiries@demirs.wa.gov.au).



## Appendix 1 – SUMMARY OF PLANNING FRAMEWORK CHANGES – SHORT TERM RENTAL ACCOMMODATION (STRA)

	INSTRUMENT	SUMMARY OF CHANGES	TIMEFRAME FOR CHANGES	CONTACT FOR FURTHER INFORMATION
STATE GOVERNMENT	LPS Regulations	<p><b>Schedule 1 – Model Provisions:</b></p> <ul style="list-style-type: none"> <li>Revised general definitions for ‘cabin’ and ‘chalet’;</li> <li>Consolidated land use class for ‘tourist and visitor accommodation’;</li> <li>Deleted land use classes for various accommodation types; and</li> <li>Revised land use definition for ‘road house’.</li> </ul> <p><b>Schedule 2 – Deemed Provisions:</b></p> <ul style="list-style-type: none"> <li>Land use definitions for ‘hosted STRA’ and ‘unhosted STRA’;</li> <li>General STRA definitions linking to the <i>Short-Term Rental Accommodation Act 2024</i>;</li> <li>Development approval exemption for hosted STRA (state-wide);</li> <li>Development approval exemption for unhosted STRA operating up to 90-nights in a 12-month period within the Perth metropolitan area (i.e. where MRS applies); and</li> <li>Exemption for STRA within bushfire prone areas.</li> </ul> <p><b>NOTE</b> – Position Statement and Guidelines to provide direction on the above was previously released in November 2023.</p>	<p>In operation.</p> <p>Local Governments to amend schemes as per Part 4 and Appendix 2 of this bulletin.</p>	DPLH Tourism Team – tourism@dplh.wa.gov.au
	Local Planning Strategies	<ul style="list-style-type: none"> <li>Strategies should acknowledge the role and impacts of STRA in the local area (as appropriate), within tourism and housing sections.</li> <li>Data from the Short-Term Rental Accommodation Register, accessible by local governments, to be used as evidence to justify and inform strategic direction in conjunction with other findings applicable to tourism accommodation and housing supply.</li> </ul>	As required during periodic strategy review process.	DPLH Land Use Planning area or scheme team
LOCAL GOVERNMENT	Local Planning Schemes	Refer <b>Appendix 2</b>		
	Local Planning Policies (LPPs)	<ul style="list-style-type: none"> <li>Local governments may develop new or revised LPPs to address specific STRA planning issues in their area.</li> <li>These should align with the LPS Regulations Amendments as well as the WAPC’s Position Statement</li> <li>Preparation should consider matters outlined in WALGA’s STRA Local Planning Policy Guidance document.</li> <li>LPPs should be prepared for the purpose of guiding the assessment of development applications for unhosted STRA, given the state-wide exemption for hosted STRA.</li> <li>LPPs cannot undo cl. 61 exemptions for hosted and unhosted STRA.</li> </ul>	Policy development concurrent with scheme amendment (as above) is encouraged to ensure holistic consideration of planning framework changes.	DPLH Land Use Planning area team



## Appendix 2 – SUMMARY OF LOCAL PLANNING SCHEME CHANGES – SHORT-TERM RENTAL ACCOMMODATION (STRA)

	SUMMARY OF CHANGES	TIMEFRAME FOR CHANGES	CONTACT FOR FURTHER INFORMATION
<b>PERTH METROPOLITAN</b> (i.e. within MRS)	<p><b>Mandatory Amendments – by 1 January 2026:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduce new ‘hosted short-term rental accommodation’ deemed use class, to replace ‘bed and breakfast’ where applicable. Assign as a ‘P’ use in all zones where any type of dwelling is capable of approval, to reflect state-wide exemption.</li> <li><input type="checkbox"/> Introduce new ‘unhosted short-term rental accommodation’ deemed use class, to replace ‘holiday house’ and similar where applicable. Assign as a ‘D’ or ‘A’ use in all zones where any type of dwelling is capable of approval, ‘P’ in Tourism zones and ‘X’ in remaining zones, to reflect direction in the WAPC’s Position Statement (November 2023).</li> </ul> <p><b>Additional Amendments:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Replace superseded model traditional and tourist accommodation land uses with new ‘tourist and visitor accommodation’ use (note – ‘hotel’ is retained).</li> <li><input type="checkbox"/> Introduce revised general definitions of ‘cabin’ and ‘chalet’, revised land use definition of ‘road house’ and delete general definition for ‘short-term accommodation’.</li> </ul>	Amendments to be finalised preferably by mid-2025, and no later than 1 January 2026.	<p>DPLH scheme team.</p> <p>Note - all scheme amendments relating to STRA will be processed as a priority.</p>
<b>REGIONAL</b> (i.e. outside MRS)	<p><b>Mandatory Amendments – by 1 January 2026:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduce new ‘hosted short-term rental accommodation’ deemed use class, to replace ‘bed and breakfast’ where applicable. Assign as a ‘P’ use in all zones where any type of dwelling is capable of approval, to reflect state-wide exemption.</li> <li><input type="checkbox"/> Introduce new ‘unhosted short-term rental accommodation’ deemed use class, to replace ‘holiday house’ and similar where applicable. Assign in zoning tables as required to reflect local housing and tourism conditions.</li> </ul> <p><b>Additional Amendments:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Replace superseded model traditional and tourist accommodation land uses with new ‘tourist and visitor accommodation’ use (note – ‘hotel’ is retained).</li> <li><input type="checkbox"/> Introduce revised general definitions of ‘cabin’ and ‘chalet’, revised land use definition of ‘road house’ and delete general definition for ‘short-term accommodation’.</li> </ul>	Amendments to be finalised preferably by mid-2025, and no later than 1 January 2026.	<p>DPLH area team</p> <p>Note - all scheme amendments relating to STRA will be processed as a priority.</p>

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This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications Branch.

**ACTIVE**

IN FORCE



Department of Planning,  
Lands and Heritage



# Position Statement:

## Planning for Tourism and Short-term Rental Accommodation

November 2024

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment

### Disclaimer

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This document is available in alternative formats on application to the Communications Branch.

## 1. Policy intent

The intent of this Position Statement is to guide the appropriate location and management of tourism and short-term rental accommodation land uses through the planning framework and:

- facilitate acceptable development of new and evolving tourism opportunities;
- provide a high-level of amenity in tourism areas; and
- deliver quality land use planning outcomes.

## 2. Planning for tourism in Western Australia

Western Australia's many natural and man-made features and attractions provide substantial opportunities for tourism, which is a significant contributor to the State and local economies, particularly in regional areas. Tourism encompasses an array of development types, sizes and locations, and includes accommodation, attractions, facilities, infrastructure and other ancillary services.

Appropriate planning and management of tourist areas and uses is necessary for their promotion and retention, to prevent encroachment from incompatible land uses,

to protect the amenity, environmental and landscape values of tourist areas, and to address potential land use conflict. In some areas demand for tourism infrastructure, particularly accommodation, can also come from other needs such as medical, business and educational travel.

Planning for tourism must be capable of adapting to changes in the sector and the consideration of value-add opportunities.

Local governments are encouraged to consult with Tourism Western Australia and other relevant State Government agencies, tourism associations, local operators and the local community when undertaking planning for tourism as described within this Position Statement.

## 3. Application of this Position Statement

This Position Statement applies to all tourism and short-term rental accommodation proposals within all regions of Western Australia and should be applied in conjunction with the *Planning for Tourism and Short-term Rental Accommodation Guidelines* (the Guidelines).

In this Position Statement the term 'tourist accommodation' refers to all traditional forms of tourist accommodation land uses provided within the Planning and Development (Local

Planning Schemes) Regulations 2015 (LPS Regulations), aside from those broad use types listed under Section 3.1 – Exclusions.

Similarly, the term 'short-term rental accommodation' refers to hosted or unhosted uses of this specific type which will be reflected in new land use definitions under the LPS Regulations.

### 3.1 Exclusions

This Position Statement is not intended to capture the following forms of short-term and temporary accommodation, which are often subject to either alternative guidance and legislation or approaches by local government (further information is available in section 4 of the Guidelines):

- lodgers and boarders;
- house swapping and housesitting;
- personal use of a holiday home or the sharing of a holiday home with the owner's family and friends;
- student exchange accommodation;
- workforce accommodation; and
- residential parks, park home parks, lifestyle villages.

## 4. Policy objectives

The policy objectives for planning for tourism and short-term rental accommodation are to:

- Provide a strategic approach to the sustainable development and management of tourism and short-term rental accommodation land uses by ensuring decision-making is guided by a local planning strategy which reflects the demand for local and regional tourism.
  - Identify opportunities and protect locations, tourism precincts and sites (existing and potential) where demand for future tourism land use and development have been identified. The character, landscape, visual amenity, economic, social, cultural and environmental values of natural and/or built features that may have future tourism potential should be protected; any negative impacts minimised; and, where possible, values enhanced.
  - Plan appropriate infrastructure and services necessary to support tourism development and ensure new and expanded tourism development has secure access to services/infrastructure.
  - Recognise that the commercial sustainability of tourism may require flexibility in product mix, site design and risk mitigation approaches.
- Promote the co-location of complementary and compatible tourism land uses to create identifiable tourism precincts that benefit tourism amenity.
  - Ensure land use impacts between tourism and short-term rental accommodation activities and other land uses (including residential areas) are appropriately managed.
  - Manage the effects of tourism and short-term rental accommodation on local housing markets, including:
    - Demand for accommodation for tourism industry workers;
    - Impacts on housing supply; and
    - The availability of dwellings for long-term rental.

## 5. Policy measures

Local governments are best placed to plan for tourism and short-term rental accommodation within their communities, with local knowledge of tourism activity, opportunities, constraints, including potential impacts and what requirements should be placed on tourism or short-term rental accommodation proposals.

### 5.1 General measures

In general, strategic and statutory planning decisions should:

- Encourage a range of tourist accommodation, including short-term rental accommodation, choices and experiences as required.
- Encourage sustainable ecotourism that recognises and complements Western Australia's unique and sensitive natural environment, heritage and Aboriginal culture.
- Give effect to this Position Statement and Guidelines, and the *State Government Strategy for Tourism in Western Australia 2020* (as amended).
- Be consistent in the use of tourism land use and accommodation definitions contained in the LPS Regulations and State Planning Policy 7.3: Residential Design Codes.
- Promote the location of tourist accommodation in areas with the highest tourism amenity (for example beach access, views, facilities, availability of services) and adequate separation from, or management of, any interface with residential land uses.

- Ensure areas used exclusively for strategic tourism sites and precincts are zoned as Tourism or Special Use.
- Ensure that new and proposed caravan park sites are zoned to facilitate long-term security for continued use, preferably through a Tourism or Special Use/ Special Use – Caravan Park zone, while providing for a range of appropriate incidental uses and tourism accommodation types.
- Maintain and support existing tourism and special use sites. Rezoning should only be supported if it is demonstrated that a tourism site is unfeasible in the long-term because of a lack of tourism demand, sustainable tourism function and a long-term decline of all tourism activities and accommodation types in the region.

The inclusion of any land uses other than tourism land uses on tourism zoned land should be considered on a case-by-case basis. Consideration should include whether there is appropriate infrastructure and a planning framework that supports uses other than tourism on tourism zoned sites. The inclusion of permanent residential uses requires close consideration to ensure tourism remains the primary use of a site and a quality tourism outcome is achieved in conjunction with any residential component.

Where permitted, tourism uses on agricultural or rural land should be secondary to agricultural and/or rural uses to protect the primacy of the land for rural uses (for example farm stay, restaurant at vineyard, farm gate sales) as provided by *State Planning Policy 2.5: Rural Planning*. Proposals in areas subject to natural hazards (bushfire, coastal, cyclone and flood prone areas) are to meet the requirements set out in the relevant State planning policies (2.6: *State Coastal Planning*, draft 2.9: *Planning for Water*, 3.4: *Natural Hazards and Disasters* or 3.7: *Bushfire*).

Where coordination is required (for example across multiple sites, stages or for infrastructure provision), proposals within tourism precincts or sites should be informed by the preparation of a structure plan and/or local development plan as appropriate. These plans should be required prior to subdivision or development approval.

## 5.2 Local planning strategy considerations

The local planning strategy provides the long-term planning directions and actions to manage the change and development of a local government area. The local planning strategy also provides the line-of-sight between state-wide strategic planning and policy to the local framework and decision-making. Local governments are encouraged to address tourism as a planning issue/

opportunity to ensure strategic tourism needs are planned for. The extent to which tourism and short-term rental accommodation is examined within the local planning strategy should be proportionate to the significance of tourism to the community and local economy. The tourism component of the local planning strategy should:

- Reflect on the existing planning framework (including the local planning scheme and relevant local planning policies) and whether it is fit-for-purpose and achieving the tourism and short-term rental accommodation outcomes being sought.
- Discuss current and emerging tourism trends and issues, including the provision of information on existing tourism, aspirations for long-term tourism and existing problems related to tourism.
- Where tourism and/or short-term rental accommodation is significant to the locality or region, the local planning strategy should include substantial detail on issues such as accommodation supply and demand, the rationale for determining future land allocation (site size and location), suitable planning controls and anticipated tourism infrastructure needs.
- Identify suitable tourism sites and precincts in accordance with locational criteria developed by the local government and ensure these are

located appropriately to townsites and in proximity to the features and attractions they are intended to serve. Locations identified for tourism should be consistent with other existing policies.

- Outline suitable planning controls to guide and manage tourism and short-term rental accommodation uses that will need to be incorporated in the local planning scheme.
- Be consistent with this Position Statement.

### 5.2.1 Caravan parks

Caravan parks are a fundamental component of the tourism accommodation mix and can experience competing demands from tourists, long-stay tenants, temporary workers and people seeking alternatives to traditional rental accommodation. In addition, the demand for land in tourist locations has contributed to numerous caravan park closures throughout Western Australia.

Strategic planning for caravan parks should:

- ensure development and long-term retention of caravan parks as a form of short-stay (affordable) accommodation primarily for leisure tourists;
- recognise that the commercial sustainability of caravan parks requires some flexibility in product mix, site design and risk mitigation approaches; and

- ensure any new caravan parks are located appropriately for their context and intended market and function.

### 5.2.2 Short-term rental accommodation

Short-term rental accommodation is the collective name given to holiday homes, units or apartments offered for short-term letting, often through an online booking platform or management agent. Short-term rental accommodation is either hosted (where a permanent resident (host) is present) or unhosted (where guests have exclusive use of an entire house, unit or apartment). Commonly, they can be:

- a family holiday home, periodically offered as a short-term rental;
- a property purchased for the sole intent of operating a short-term rental operation; and
- spare bedrooms and areas within a home, offered to let on a short-term basis.

The success of online booking platforms offering short-term rental accommodation has seen a rapid increase in short-term rentals, with high concentrations occurring in popular tourist locations. Demand can also be high in localities attracting non-tourism related travel, such as medical, education and business travel. In some cases, the rapid

growth in the short-term rental market has placed management and compliance stress on local governments and can have a variety of negative flow on effects.

Local government should consider whether detailed attention needs to be given to short-term rental accommodation in the local planning strategy. In areas where short-term rentals are in low demand and do not cause significant community concern, addressing the topic within the local planning strategy may be unnecessary.

#### **5.2.2.1 Supply, demand and pressures associated with short-term rental accommodation**

To help understand current and emerging trends and issues, local governments are encouraged to undertake a short-term rental accommodation supply and demand analysis. A supply and demand analysis should include consideration of the short-term rental market, the relationship with permanent housing provisions and the traditional accommodation provision. This analysis could be undertaken as a sub-section of broader population and housing studies conducted as part of the local planning strategy, to ensure all relevant housing supply and demand matters are considered holistically.

Considerations may include:

- identification and assessment of current and future short-term rental demands informed by Tourism Western Australia data, the WA Government's short-term rental accommodation register, Australian Bureau of Statistics data, local government data as well as other planning documents;
- identification of short-term rental accommodation opportunities; and
- interaction between short-term rental accommodation demand and local housing objectives.

Evidence from other jurisdictions (and increasingly from tourism locations in the South West) indicates that a rapid growth in, or high supply of, short-term rentals may affect the availability of long-term rentals and housing choice for permanent residents of a community.

Local governments with areas subject to a high supply of short-term rental accommodation and relatively stable housing growth are encouraged to monitor the situation in their communities and adjust policy settings as appropriate.

#### **5.2.2.2 Location of short-term rental accommodation**

Short term rental accommodation should generally be a permitted use in tourism zones.

Outside tourism zones, consideration should be given to the appropriate location of short-term rental accommodation; specifically where it should be prioritised to further strategic planning objectives, enhance the tourism experience and avoid adverse impacts on surrounding land uses.

In seeking to guide the location of short-term rental accommodation outside Tourism zones, the following considerations may be relevant to the local government:

- Provision of, and access to, tourist amenity, proximity to social, cultural, and leisure attractions and accessibility to transport routes and public transport services.
- Localities where short-term rental accommodation may be particularly in demand for non-tourism needs, such as temporary workers accommodation and medical travel, and how these should be balanced with demand from tourism.
- Adequate standard of services and infrastructure necessary, for example reticulated or drinking water supply and service, capacity of on-site solutions.

- Locations to minimise adverse interface issues, particularly amenity impacts on surrounding residential and other land uses (for example rural).
- Risk of natural hazards, particularly bushfire, and the extent of measures which may need to be in place to address the level of risk.
- Any other relevant planning consideration and/or policy instruments within the planning framework.

### **5.3 Bushfire planning requirements**

There are no requirements within State Planning Policy 3.7 Bushfire (SPP 3.7) and Planning for Bushfire Guidelines (the Guidelines) for hosted or unhosted short-term rental accommodation.

Where a regional local government determines that a development application for short-term rental accommodation is required, and the development site is within a bushfire prone area, then the local government will need to specify any relevant bushfire requirements in a local planning policy.



## 5.4 Statutory planning considerations

The local planning scheme and supporting local planning instruments (such as local planning policies) give effect to local strategic planning through statutory land use and development control.

Broadly speaking, local planning schemes and amendments should:

- include a range of tourism, special use and mixed-use zonings allowing for tourism development and the permissibility of land uses in each zone, to provide for a diverse tourism industry consistent with the direction provided in local planning strategy;
- utilise land use definitions as set out in and LPS Regulations for tourism and short-term accommodation uses, as applicable;
- provide clear guidance as to the permissibility of tourism and short-term rental accommodation land use types in all relevant zones via the zoning table, in accordance with the guidance provided in this Position Statement and accompanying guidelines.

Where planning scheme provisions are inconsistent with this Position Statement, local planning schemes must be updated. To complement local planning scheme provisions and guide the exercise of

discretion, local government may utilise local planning policies to inform land use and development decisions.

The Guidelines provide further guidance on statutory planning considerations and approaches.

### 5.4.1 Caravan parks

To support the policy objectives a local planning scheme should:

- zone caravan park sites to secure continuing use of the site for caravan park and appropriate incidental uses, having regard for local context (Tourism and Special Use/Special Use – Caravan Park zones are preferred for this purpose);
- designate caravan parks as a permitted (P) or discretionary (D) use in the Tourism zone or designate sites as Special Use/Special Use – Caravan Park zones, and provide for a range of complementary incidental uses including additional tourism accommodation types where appropriate;
- consider designating caravan park as an Additional Use for specific sites outside the Tourism and Special Use/Special Use – Caravan Park zones where caravan and camping may be desired as a secondary offering to the primary use; and

- encourage the development and redevelopment of caravan parks in a manner that responds appropriately to the environment, economy and context.

The rezoning of Tourism or Special Use – Caravan Park zoned sites to residential, commercial or alike zones is generally considered inconsistent with the objectives of this Position Statement. However, if a rezoning is proposed it should be justified and assessed in the context of this Position Statement, the Guidelines and the relevant local planning strategy.

Where it can be demonstrated that a caravan park site is no longer required, and this is supported by the Western Australian Planning Commission (WAPC) in consultation with relevant stakeholders, including long-stay tenants, the WAPC may recommend that the Minister for Planning approve the rezoning; subject to all other relevant planning considerations.

### 5.4.2 Short-term rental accommodation

Short-term rental accommodation is considered a distinct land use class to traditional tourist accommodation and is divided into two categories: hosted and unhosted. Local planning schemes can manage the location of unhosted short-term rental accommodation through a combination of zoning and land use permissibility.

Development control measures can be set through local planning schemes and local planning policies to manage size, location, and potential amenity impacts. Short-term rental accommodation providers and decision-makers should also consider any broader legislative requirements that may apply such as smoke alarms, Residual Current Devices (RCDs), compliant barriers for private swimming pool and spas, food service requirements and requirements under the National Construction Code.

#### 5.4.2.1 Hosted short-term rental accommodation

Hosted accommodation is considered a low-scale form of short-term rental accommodation because the host resides on the site and can manage any issues that may arise with respect to amenity, noise and other impacts. It may also be contended that the short-term rental accommodation use of the property is incidental to the permanent residential use.

It is intended that hosted accommodation, where the owner or occupier of the dwelling is present when guests are staying overnight, should not require a development approval, and should be represented as such in the zoning table.



#### **5.4.2.2 Unhosted short-term rental accommodation**

Local government should regulate unhosted short-term rental accommodation through its local planning framework to supplement broader State Government reforms on this matter.

It is acknowledged that there have traditionally been various approaches to the regulation of unhosted short-term rental accommodation currently undertaken across Western Australia. This Position Statement sets out considerations in both metropolitan and regional contexts. For the purposes of this section of the Position Statement, references to 'regional' areas includes the Peel region.

#### **Perth Metropolitan Area**

Within the context of the Perth Metropolitan Area, renting of a dwelling for 90 nights or less within a 12-month period, such as when the owner is on holidays from their primary place of residence, is considered to be low scale in impact and incidental to the primary use of the property. Therefore, short-term rental accommodation operators that let out their residence for 90 nights or less within a 12-month period will not need development approval.

This exemption will have effect wherever the Metropolitan Region Scheme applies and will be reflected in all applicable local planning schemes, via Schedule 2 'deemed provisions' of the LPS Regulations. It will also still apply within bushfire prone areas.

Where short-term rental accommodation is occurring as unhosted for more than 90 nights in a 12-month period, the intensity of the use and form of activity changes from a permanent residential dwelling. There is the potential for impacts on the locality, particularly in relation to residential amenity, as well as broader housing supply objectives. Accordingly, use of a dwelling as unhosted short-term rental accommodation for longer periods of time is considered a change of use from a residential dwelling.

For local governments within the Perth Metropolitan Area– zoning table provisions in all local planning schemes shall require development approval (i.e. a D or A use) for unhosted short-term rental accommodation uses outside of tourism zones exceeding 90 nights within a 12-month period.

This single set of rules for Perth will ensure greater consistency across the metropolitan area and will allow the local government to assess individual proposals on a case-by-case basis, allowing consultation to occur where deemed necessary.

#### **Outside Perth Metropolitan Area (including Peel)**

For local governments in regional areas (i.e., outside the Metropolitan Region Scheme) – zoning table and scheme provisions for unhosted short term rental accommodation will be at the discretion of the individual local government. This is in recognition of the need to provide greater flexibility for regional local governments, acknowledging that there are various approaches dependent on local community demographics, housing availability and tourism markets.

Local governments in regional areas are encouraged to update their schemes as soon as practicable to provide guidance on where short-term rental accommodation may or may not be acceptable within their municipality, and importantly where it would be beneficial for a development application to be received for these uses. Requiring a development approval will allow the local government to assess the impacts of a specific proposal on both the amenity of a locality and local housing markets, as well as the impacts on the local tourism economy of their area (if applicable). There should also be a focus on the use of a dwelling and how this relates to local planning objectives and amenity impacts.

#### **General Local Planning Considerations**

The regulatory and policy response of the local government toward unhosted short term rental accommodation should be proportional to the significance of the issues arising in a municipality, especially in regional areas.

In determining the appropriate way to further tailor unhosted short-term rental accommodation requirements, the following statutory planning mechanisms can be considered:

- Utilising the zoning table, and other scheme mechanisms to control the locations whereby unhosted short-term rental accommodation proposals may be designated. Short-term rental accommodation should only be prohibited (X) in areas with low residential amenity such as industrial zones. Guidance tailored to specific localities or planning considerations where short-term rental accommodation is discretionary can be provided through local planning policies or other appropriate scheme mechanisms.
- Capping guest numbers permitted within a short-term rental accommodation property through local planning policy and/or condition of a planning approval, to respond to constraints such as availability of vehicle parking, capacity of infrastructure (such

as onsite effluent disposal) or to maintain appropriate levels of amenity in line with expectations (such as concerns regarding “party houses”).

- Utilising a local planning policy to guide discretionary decision-making, which may include but not be limited to:
  - locational factors which may assist in determining appropriate locations for unhosted forms of short-term rental accommodation within residential areas (refer to the Guidelines for further information);
  - impact on local housing market, where this has been identified as an issue in the local planning strategy;
  - limits to the number of guests and/or rooms;
  - provision of car parking;
  - minimum stay or booking requirements (e.g. 2 nights);
  - minimum services such as potable water and reticulated sewerage;
  - preparation and approval of a Management Plan;
  - waste management;
  - whether pets of guests (such as dogs) are permitted;
  - managing for potential noise nuisance; and

- bushfire emergency procedures and options for evacuation.

If appropriate, initial development approval can be granted for a limited period (for example 12 months) and renewed on a longer basis (for example three to five years, or permanently) to ensure there is appropriate management of potential impacts on the amenity of neighbouring properties.

#### **5.4.3 Other planning processes including structure plans, subdivisions and development applications**

##### **WAPC**

Where appropriate, the WAPC will consider the application of this Position Statement in the assessment of structure plans, subdivision, strata, community titles and development applications on sites zoned for tourism purposes or where tourism or short-term rental accommodation uses can be considered.

In assessing proposals on land zoned for tourism purposes the WAPC will, among other things (including adopted plans and policies) consider whether the proposal will:

- Facilitate the development of a quality, sustainable tourism facility.

- Incorporate those facilities associated with tourist accommodation developments such as recreation, entertainment and integrated management.
- Provide for current and future tourism demand.
- Have the capacity to accommodate the necessary services, management and support facilities without compromising the character, development flexibility or tourism amenity of the site.
- Provide for the retention or enhancement of the strategic value of the site for tourism purposes, including the relationship between individual lots and areas of high tourism amenity and the potential to accommodate current and future tourism demand.
- Result in the subdivision of a large tourism lot (for example, to separate the residential component from the tourism). This may result in tourism lots remaining undeveloped and future pressure to approve further residential components to finance development.

In the case of subdivision of an existing caravan park, subdivision is generally not supported. Excising a portion of a caravan park site may be supported if the excised portion is proposed to be developed for a compatible tourism use. Strata or community

titling of caravan parks is not permitted as provided by the *Strata Titles Act 1985* and *Community Titles Act 2018*.

##### **Local government**

Local governments shall have regard to this Position Statement along with other relevant considerations in the assessment of development applications for tourism land uses and sites zoned for tourism purposes.



Department of **Planning,  
Lands and Heritage**



# Planning for Tourism and Short-term Rental Accommodation Guidelines

November 2024

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment.

#### Disclaimer

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## PURPOSE OF THESE GUIDELINES

These Guidelines should be read in conjunction with the *Position Statement: Planning for Tourism and Short-term Rental Accommodation* (the Position Statement). They provide guidance on its implementation and aim to:

- provide context for planning and decision making on tourism and short-term rental accommodation development and land use;
- encourage strategic planning that considers local tourism and its wider context;
- assist local government in planning for tourism and short-term rental accommodation in its local planning strategy and local planning scheme;
- encourage a consistent approach to tourism and short-term rental accommodation in local planning frameworks; and
- encourage flexible and adaptive design of tourism and mixed use development suited to each local government area.

## BACKGROUND – PLANNING FOR TOURISM IN WESTERN AUSTRALIA

Tourism is a significant contributor to the national and state economy, particularly in regional areas. Western Australia has a diverse natural and cultural landscape which offers an array of unique experiences. The provision of sustainable facilities and businesses that serve tourists and strengthen and diversify the Western Australian economy are crucial to economic development. The *State Planning Strategy 2050* has additional information about tourism in Western Australia.

The planning system has an important role in facilitating investment in tourism in appropriate locations. Under or over supply of tourism facilities and accommodation (including short-term rental accommodation) may be detrimental to local communities as well as the attractions and features which draw tourists.

Where tourism is considered significant within a locality or region, detailed tourism planning is advised. Planning should be undertaken in consultation with Tourism Western Australia, State Government agencies, tourism associations, local operators and their local community, and take into consideration issues raised in the *State Planning Strategy 2050*, regional strategies, the Position Statement and these Guidelines.

## 1. LOCAL PLANNING STRATEGY CONSIDERATIONS

A local planning strategy provides the long-term planning directions and actions to manage the change and development of a local government area and informs the local planning scheme.

The strategy should be based on sound planning principles and provide the:

- rationale for future land allocation;
- intended planning controls; and
- infrastructure needs.

Where tourism and/or short-term rental accommodation is significant to a locality or region, a detailed component to address these uses should form part of the local planning strategy.

### 1.1 TOURISM AND SHORT-TERM RENTAL ACCOMMODATION COMPONENT OF THE LOCAL PLANNING STRATEGY

Further to section 5.2 of the Position Statement, local governments are encouraged to address tourism and short-term rental accommodation in the local planning strategy in a manner reflective of the importance of tourism in the municipality. Generally, tourism and visitor accommodation should be addressed as a planning issue/opportunity within the economy theme in keeping with the *Local Planning Strategy Guidelines*.



Information that should be provided includes:

- description of current and potential roles for tourism and short-term rental accommodation in the local government area;
- estimates of current and projected tourism and short-term rental accommodation demand for the local government area as well as how these affect local housing supply;
- aims, visions and objectives for tourism development and tourism/short-term rental accommodation land uses in the local government area;
- consideration, where appropriate, of existing and potential tourist zones, tourism precincts, tourism sites, tourism land requirements and opportunities for introducing new or specific tourism land uses;
- guidance for assessing tourism proposals, including character and design measures, to achieve aspirational tourism development at identified strategic locations;
- identification of existing and potential planning areas, tourism zones, tourism precincts and tourism sites through spatial/strategic mapping; and
- Planning Directions and Actions to achieve the desired tourism outcomes.

The local planning strategy should be informed by available tourism and housing data and may include:

- tourist visitation numbers;
- an inventory of existing tourism and short-term rental accommodation uses and developments;
- an inventory of the attractions and natural assets that draw tourists to an area;

- local tourism activities;
- actual and potential economic benefits of tourism to the local community;
- local housing and market data; and
- any impacts and proposed treatment of issues (such as noise and waste) associated with tourism.

The Local Planning Strategy Guidelines provide guidance on the preparation of local planning strategies and should be read in conjunction with these Guidelines.

## 1.2 SCOPE AND CONTENT

The tourism component of a local planning strategy should identify:

- tourism sites and assessment based on the capacity for quality, sustainable tourism, addressing current and future demands;
- a scope and process for additional detailed planning that may be required, to inform future local planning scheme amendments;
- criteria and principles to guide development of tourism precincts and strategic sites;
- appropriate planning mechanisms to be introduced into the local planning framework, including the local planning scheme, to achieve desired tourism and short-term rental accommodation outcomes. This may include local planning policies, special control areas, specific tourism zones, detailed planning requirements (for example requiring preparation of a structure plan or local development plan prior to subdivision or

development), or incentives (for example a plot ratio bonus to encourage development or an increased scale of tourism within mixed use development) - note that these specific matters may also be addressed through the Housing section of a strategy; and

- key gaps and opportunities for tourism in a locality that may be known or need to be identified in order to identify tourism precincts and sites.

Local governments should also consider the relationship between tourism and short-term rental accommodation needs and potentially competing needs, particularly local housing supply and protection of agricultural land. The background analysis should identify any crossover issues within the housing strategy and other planning issues/opportunities of relevance.

### 1.2.1 Tourism objectives

Tourism objectives should be consistent with the strategic vision to guide appropriate tourism development throughout the locality. In defining tourism objectives, the following may be addressed:

- the nature and importance of tourism to the local economy in strategic plans/policies;
- support for tourism and short-term rental accommodation through local planning scheme zones and provisions;
- facilitating a variety of holiday accommodation types including short-term rentals, caravan parks and camping grounds in preferred locations;
- protection of tourism precincts and sites for future tourism development to meet estimated demand, and from incompatible and/or conflicting land uses;





- encouraging innovative tourism and short-term rental accommodation and facilities that respond to market needs;
- tourism growth and development that reinforces unique and local tourism identity and features; and
- the impact of tourism uses and tourism and short-term rental accommodation on local housing supply.

A tourism objective should be clear, consistent with the goals and vision of the local government strategic plan, and responsive to the tourism characteristics of each locality.

### 1.2.2 State and regional planning context

A local planning strategy responds to the *State Planning Strategy 2050*, the *State Government Strategy for Tourism in Western Australia 2020* (as amended), and relevant regional and local factors. It should describe the role and importance of tourism and short-term rental accommodation in the area through analysis of existing State Government policy, assessment of local tourist attractions and features, and the contribution made to the local economy and any potential for expansion.

### 1.2.3 Local tourism profile

The local tourism profile should inform any proposed planning and recommendations for tourism and/or short-term rental accommodation in a local planning strategy. The profile may include an analysis of the characteristics of existing and potential tourism and identify the value of tourism to the local community. Existing, proposed and potential tourism development should be reviewed to establish tourism development needs.

This may include:

- identification of new types of tourism;
- justification for increasing the number of tourists accommodated overnight;
- the need for new or additional tourism facilities; and
- challenges facing the local tourism industry.

Visitor information statistics are helpful in determining the level of tourism that is occurring in a local government area. The following visitor information (where available) is recommended to be included in preparing the background analysis (Part 2) of the local planning strategy:

- average length of stay (per cent overnight visitors);
- purpose of visit (holiday, business, specific attraction/event);
- accommodation selected (type, age, standard occupancy rates, peak periods/seasonality);
- mode of transport (to/from and within local area); and
- demographics (age, gender, international/interstate/intrastate).

Tourism Western Australia and the Australian Bureau of Statistics are resources available to local governments for compiling visitor information.

### 1.2.4 Local planning scheme review

As part of preparing a local planning strategy, a review of the existing local planning scheme should occur and consider whether:

- the local planning scheme adequately protects tourism/tourist uses at risk from other land use planning or zoning pressures;
- the existing planning framework influences location, design and type of tourism development;
- existing planning provisions and policies support and encourage the development of tourism facilities;
- growth and/or development of tourist accommodation, attractions, and/or facilities are influenced by the presence or absence of tourism policy and/or zones; and
- the local planning scheme includes tourism zones, and, if so, are non-tourism uses permissible or discretionary within the zone and if this has affected the development of tourism zoned land.

### 1.2.5 Registration of short-term rental accommodation

The State Government is working towards implementing a registration scheme for hosted and unhosted short-term rental accommodation, which is expected to come into effect in 2024. The registration scheme will provide data on short-term rental accommodation. More information about the registration scheme is available on Consumer Protection WA's [website](#).



### 1.3 SITING AND DESIGN OF TOURIST DEVELOPMENT

Local governments have the opportunity to consider where tourism uses are best located and the amount of land required to service tourism through community consultation and the preparation or review of the local planning strategy, local planning scheme and local planning policies. The primary objective of a local planning strategy for tourism is the identification of tourism precincts and sites.

The tourism component of a local planning strategy may identify the locations which may be subject to future scheme amendments to cater for future tourism.

Tourism precincts and sites should be planned in locations which enhance the tourist experience and avoid or minimise interface/land use conflict with surrounding uses.

Selection and justification of potential tourism locations should consider the following:

- the demand for a proposed tourism use, informed by the local tourism profile;
- access for pedestrians, vehicles and/or public transport;
- provision and access to tourist amenity (for example landscape, views, proximity to attractions);
- compatibility of tourism development with surrounding land uses;
- land constraints (for example steep slopes, coastal setbacks, water courses);
- vulnerability to natural hazards (for example bushfire, cyclone, flood, erosion);
- scale of tourism development and location suitability;

- infrastructure availability to service the proposed tourism uses; and
- for eco-tourism proposals, the use of education and conservation measures, construction materials, waste management, and energy efficiency.

### 1.4 TOURISM PRECINCTS

A tourism precinct is a defined area that has potential for the co-location of tourist accommodation, attractions, activities and/or amenities. Tourism precincts should be vibrant, attractive and inviting, offering a variety of uses within an accessible area. A tourism precinct could be an entire town centre or a street block, however it should be walkable. They can support detailed planning for specific tourist accommodation sites, complementary and supporting land uses, and the integration of tourism infrastructure.

The location and scale of a tourism precinct should be informed by the following factors:

- proximity to tourist attractions and facilities;
- be compatible with existing land uses and infrastructure;
- existing and potential tourist accommodation opportunities;
- desired or existing character and amenity;
- visitation statistics for the locality;
- access including transport opportunities; and
- capacity to accommodate a mix of uses that complement tourism development.

The local planning strategy should identify further detailed planning, such as planning areas referred to by the Local Planning Strategy Guidelines, through the local planning scheme necessary to facilitate an identified tourism precinct.

### 1.5 TOURISM SITES

A tourism site may include an existing tourist development or non-tourism zoned land that has physical characteristics suited to tourism. Considerations for the selection and identification of tourism sites are provided in Table 1 of these Guidelines.

Future land use and development of tourism infrastructure can be introduced in a local planning strategy by identifying suitable tourism sites and detailing their significance to tourism. This will assist in determining the level of detailed planning to facilitate desired tourism development.

### 1.6 TOURISM FACILITIES

#### 1.6.1 Tourist attractions, activities and amenities

The local planning strategy should include the following details on key tourist attractions, activities and amenities, including their size and the scale of the local tourism industry:

- details of the existing tourism market (for example events, cultural, sport, family, adventure, environmental, eco-tourism, health or agri-tourism based);
- potential new or extended tourist markets to be explored;





**Table 1: Tourism sites - site selection**

Criteria	Considerations
Accessibility	Adequate existing or proposed transport links
Uniqueness	A prominent and/or unique landmark of significance
Setting	The site's views, or outlook that encourages recreational tourism activities and/or tourism character
Tourism activities and amenities	The site has or is within easy access of attractions and amenities that promote tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops, or is capable of development for activities
Supply of land	The site represents a limited amount of land suitable for a significant tourism use

- list the types of attractions and experiences (this may include national parks, coastal environments, winery region, cultural and sporting events);
- type, capacity and number of tourism businesses and activities by tourism category (for example art galleries, breweries, theme parks);
- emerging tourism development opportunities (for example events and/or activities such as festivals, concerts, sporting events, underutilised areas of natural beauty, and adventure activities); and
- tourist amenity of public areas including town centres, streetscapes and public open space.

### 1.6.2 Tourism infrastructure and services

A local planning strategy should consider infrastructure and services including:

- identification of service capacity and infrastructure projects with potential to impact tourism growth or quality of visitor experience including access (for example roads, rail, airports), water, wastewater, telecommunications and power, as well as potential impacts to other land uses;
- consideration of tourist movement between accommodation and activities/attractions;
- access to and from tourist destinations; and
- identification of infrastructure improvements related to tourism in the local government area (for example improve/expand road networks, increased capacity at a local airport to increase tourism access).

## 1.7 HERITAGE

### 1.7.1 Historic (built) heritage

Tourism can play a key role in conserving historic heritage when initiated and managed appropriately. The development of heritage buildings and places for commercial tourism may offer a commercially viable option for securing their future. Heritage tourism can contribute to the rejuvenation of regional and urban areas and spread economic benefits across a wide geographical area, such as through themed trails and driving routes.

### 1.7.2 Aboriginal heritage

Western Australia's rich and diverse Aboriginal heritage gives the state a unique point of difference over other holiday destinations. Aboriginal heritage includes both site and non-site specific values, experiences and activities in urban and regional areas. Tourism, if managed appropriately, can help preserve Aboriginal heritage by encouraging cultural site protection, environmental conservation, and the transfer of intergenerational cultural knowledge.

Tourism also represents a significant opportunity for Aboriginal people to secure sustainable economic, social and job outcomes. An example is the [Camping with Custodians - Tourism Western Australia](#) touring experience for travellers, which provides income, employment and training opportunities for Aboriginal communities across the Pilbara and Kimberley.



## 1.8 INTERIM MEASURES IN THE ABSENCE OF A LOCAL PLANNING STRATEGY

Where a local government does not have an endorsed local planning strategy, the assessment of a scheme amendment or development application which proposes a non-tourism use on an existing tourism site should consider the Position Statement, these Guidelines, the Local Planning Strategy Guidelines and any relevant State and local policies.

For tourism sites within an existing or potential tourism precinct, assessment should consider issues and objectives relevant to the tourism precinct including the importance of tourism for the locality.

## 1.9 TOURISM RESOURCES

To inform economic development, environmental protection, resource management, housing provision and infrastructure (physical and social), liaison should be undertaken with relevant State agencies and the tourism industry. Tourism Western Australia offers various resources to assist planning for tourism and should be consulted if preparing a local planning strategy for an area where tourism is important. Appropriate consultation should ensure the local planning strategy is relevant and reflective of the local community, industry expectations and wider Western Australian context.

# 2. GENERAL STATUTORY PLANNING CONSIDERATIONS

## 2.1 ZONING FOR TOURISM

A variety of tourism development can be accommodated within tourism, mixed use and special use zones.

Uses permissible in each local planning scheme zone should reflect and be consistent with the intended tourism outcome. The *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) provide provisions for zones and land uses for the use of local government.

The objectives of the Tourism zone in the LPS Regulations are to:

- promote and provide for tourism opportunities;
- provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where those facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area;
- allow limited residential uses where appropriate; and
- encourage the location of tourism facilities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities.

In local government areas where tourism is economically significant, the local planning strategy may identify potential tourism zones for the local planning scheme where they do not already exist. Where a tourism site has different or additional objectives to the standard tourism and mixed use zone objectives, the site may be considered as a special use zone to enable specific objectives unique to the site or tourism use to be included in the objectives for that zone/site only (for example caravan park).

### 2.1.1 Land use considerations

The local planning scheme needs to determine appropriate use classes and permissibility of tourist development in each zone. Considerations may include the below:

- tourist development should be given priority in tourism zones. Local planning schemes that allow residential development or other non-tourism focused uses in tourism zones need to provide guiding objectives or principles to ensure development is consistent with the tourism purpose of the zone;
- in areas with a strong or developing tourism industry, a focus on tourism land use and development is necessary in the local planning scheme; and
- appropriate treatment of tourism uses outside of tourism zones, particularly tourism and short-term rental accommodation in residential areas.



## 2.2 DESIGN OF TOURIST DEVELOPMENT

The design principles supporting tourism development siting and design include:

- context and character;
- landscape quality;
- sustainability;
- functionality and build quality;
- community;
- amenity;
- legibility;
- built form and scale;
- safety; and
- aesthetics.

Key State policies that support design and assessment include:

- *Visual Landscape Planning in Western Australia – a manual for evaluation, assessment, siting and design (Visual Landscape Manual);*
- *State Planning Policy 7.0 Design of the built environment;*
- *State Planning Policy 7.3 Precinct Design;* and
- *State Planning Policy 7.3 Residential Design Codes.*

These documents are to be considered, where relevant, for tourism proposals and their assessment.

## 2.3 TOURISM SITES

Identification of tourism sites in the local planning scheme can facilitate long-term protection of land for tourism purposes.

Specific planning controls are encouraged for each tourism site and precinct to set parameters for future planning, such as a structure plan or objectives for development or redevelopment.

The design principles of tourist development listed in these Guidelines (section 2.2) should be considered during site selection and planning. In prioritising tourism sites and to inform detailed planning, the following specific site values may be considered in Table 2 of these Guidelines.

**Table 2: Tourism sites – criteria to inform detailed planning**

Criteria	Considerations
Suitability in a land use context	Is the tourism site located where potential tourism activity is likely to be limited by proximity to uses that might detract from the tourism character?
Capability	Is the site capable of being developed or expanded for tourism and associated servicing that will not impact its natural attributes or cause environmental damage (for example sewerage capacity, water supply and waste collection)?  Preparing for climate change adaptation is important to the sustainability of many key tourism sites.
Size	Is the site of suitable size to sustain a proposed tourism development in terms of design, operation and function, without limiting future potential for expansion? Will development of the site contribute to the delivery of diversified and balanced tourism?
Function	Is the site suited to a particular type of tourist accommodation, certain tourism market needs or the desired range of tourist accommodation for the locality (e.g. beachfront caravan parks, school holiday camps, and Crown tourism leases)?

## 2.4 TOURIST DEVELOPMENT IN NON-TOURISM ZONES

A local planning scheme Tourism zone is provided for in the LPS Regulations. Prior to the introduction of this zone, tourist accommodation and development may have been approved on land not zoned for tourism, including in residential, mixed use, rural and town centre zones.

Where appropriate, the local planning strategy should identify opportunities to rezone these sites to tourism in the local planning scheme review. Tourism uses can be encouraged in mixed use and town centre zones as this may assist in providing a mix and scale of development attractive to both tourists and residents.



## 2.5 NON-TOURIST DEVELOPMENT IN TOURISM ZONES

Careful consideration is required for any proposal to develop tourism zoned land for non-tourist development, or to rezone tourism land to an alternate zone, given this may collectively lead to lost opportunities for quality tourism development in the most appropriate locations.

There is a need to consider applications and sites on an individual basis, taking into account particular locational issues, in addition to their potential strategic tourism value. Local government may consider developing assessment criteria to determine the significance of any proposed loss of tourism.

Some local governments have adopted a variety of approaches when dealing with non-tourist development and subdivision on tourism zoned land. Considerations include:

- residential development should be secondary to the tourism use (see Appendix 1 for further information);
- establishment of length of stay occupancy restrictions;
- proposals are to remain incidental to, and support, the proposed tourism use on the site;
- demonstration that non-tourist development will not compromise or adversely impact the tourism zone objectives or surrounding uses; and
- development to incorporate facilities normally associated with tourist accommodation development such as recreation, entertainment facilities and integrated management facilities.

## 3. TOURISM USES

### 3.1 RURAL TOURISM

There has been a long-term trend of increasing demand for tourist accommodation and short-term rental accommodation in rural areas, with significant variation in the preferred type and form throughout the state. For example, in pastoral regions there is higher demand for 'station stays' as well as 'adventure tourism', whilst in the South West the demand is for holiday houses in rural settings.

Tourism uses should be incidental to a primary agricultural use. *State Planning Policy 2.5: Rural Planning* provides guidance on land use planning in rural areas.

#### 3.1.1 Strategic considerations

Rural tourism may be encouraged in areas with attractions, preferably with sealed road access. Opportunities may include small-scale nature based parks that are unlikely to compete with existing formal caravan parks as they offer a different experience, have minimal facilities, and are located outside of residential built-out areas.

Planning for rural tourism should be further informed by draft *State Planning Policy 2.9: Planning for Water*, *State Planning Policy 4.1: State Industrial Buffer Policy*, *Government Sewage Policy 2019*, *Department of Health Guidelines for separation of agricultural and residential land uses*, and *State Planning Policy 3.7 Bushfire* (SPP 3.7). The Planning for Bushfire Guidelines provides relevant information when planning for rural tourism.

#### 3.1.2 Statutory considerations

Where appropriate, small-scale tourist accommodation should be either a discretionary (D) or a discretionary with advertising (A) use in the zoning table of a local planning scheme to minimise potential land use conflicts and maintain the primacy of rural land uses.

### 3.2 ECO-TOURISM

Western Australia's environment and landscape character creates a unique and attractive holiday destination and ecotourism is one of the State's key tourism markets. Eco-tourism attractions are popular with locals and visitors alike, and include the coastline and waterways, mountain ranges and ancient landforms, unique karri, tingle and jarrah forests and native wildlife, as well as a range of nature-based activities such as hiking, rock climbing, swimming, kite surfing, bushwalking, four-wheel driving and caving.

#### 3.2.1 Strategic considerations

Many of the attractions that encourage tourism are located in regional and remote parts of the state. Some of these areas are prone to natural hazards, such as bushfires, flooding or waterlogging, coastal erosion or cyclones.

*State Planning Policy 3.4: Natural Hazards and Disasters*, SPP 3.7 and *State Planning Policy 2.6: State Coastal Planning* (SPP 2.6) provide detailed information on planning for vulnerable uses, such as tourist accommodation.



### 3.2.2 Statutory considerations

Where relevant, eco-tourism proposals should consider the following:

- bushfire management in accordance with SPP 3.7 and State bushfire guidance;
- consistency with relevant zone objectives;
- impact on natural landscape, environment and conservation values;
- appropriate servicing and infrastructure to accommodate the proposed use in an environmentally responsible manner;
- design guidelines and visual impact;
- coastal setbacks in accordance with relevant State planning policy;
- impact on social and cultural values of the area or site; and
- consistency with any relevant national, state and local policy and guidance.

## 4. TOURIST ACCOMMODATION

There are many different types of tourist accommodation available in Western Australia, and a variety of controls exist to manage their use. As referenced in section 3 of the Position Statement, the term tourist accommodation means short-term accommodation and includes traditional accommodation (for example a caravan park, chalet, serviced apartment, hotel) and short-term rentals (holiday house, holiday unit, holiday apartment, hosted accommodation).

### 4.1 EXCLUSIONS

Further to section 3.1 of the Position Statement, it is not intended to capture other forms of short-term and temporary accommodation which are:

- not associated with the issues resulting from short-term rental accommodation offered on a commercial basis; and/or
- subject to alternative guidance, legislation and approaches by local government.

The Position Statement and these Guidelines do not apply to the following forms of short-term and temporary accommodation:

- *House swapping and housesitting*  
House swapping is a mutual arrangement made between owners of separate properties to 'swap' homes for a temporary period and is often for holiday accommodation purposes. House swapping is commonly organised through specialised websites.

Housesitting is a mutual arrangement whereby a person stays and cares for a property whilst the owner is away. Housesitting can be a commercial or non-commercial form of accommodation and is commonly arranged through specialised websites.

- *Lodgers and boarders*

A lodging house is defined under the *Health Act 1911* as any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than six persons, exclusive of the reward, not including the family or the keeper of the house. Common boarding arrangements include backpacker hostels, crisis accommodation, and student accommodation services.

The *Health Act 1911* requires boarding or lodging houses to be registered with a local government who may establish additional local laws for premises.

- *Personal use of a holiday home or the sharing of a holiday home with the owner's family and friends*

Informal and infrequent sharing between family and friends, and the personal use of private holiday homes is considered a non-commercial arrangement.

- *Student exchange accommodation*

This is temporary accommodation whereby students stay with a host family in their home whilst studying. These arrangements are commonly organised through student hosting organisations or educational establishments.

- *Workforce accommodation*

Refers to premises, such as modular or relocatable buildings, used for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis, and for any



associated catering, sporting and recreation facilities for the occupants and authorised visitors. Workforce accommodation is regulated by local government, except where the *Mining Act 1978* and *State Agreement Acts* prevail (refer to the Position Statement: Workforce accommodation for more information).

Residential parks, park home parks and lifestyle villages are also excluded from the Position Statement and these Guidelines as they are forms of long-stay accommodation defined as 'park home park' and are dealt with by other policy and legislation.

## 4.2 GENERAL STRATEGIC CONSIDERATIONS FOR TOURIST AND SHORT-TERM RENTAL ACCOMMODATION

The impact of tourist and short-term rental accommodation varies throughout the State depending on the importance and prevalence of tourism activity in the locality. The local circumstances should therefore guide management and control of the use. Areas that are known tourism 'hot spots', such as coastal locations, may need special attention to ensure the location continues to grow in a controlled manner as a tourist destination.

### 4.2.1 Land and housing supply

If land and housing supply pressures are evident or predicted in a local government area, the tourism component of the local planning strategy should be informed by an accommodation demand/supply study and analysis that forecasts future tourism growth, including likely demand for tourist and short term-rental accommodation and long-term (permanent and rental) housing supply.

The detail of the accommodation demand/supply analysis should reflect the extent and importance of local tourism and land use/land supply pressures in the locality.

Tourism accommodation sites are to be protected to ensure they cannot be developed exclusively as residential development. Refer to section 2.5 of these Guidelines for analysis considerations.

### 4.2.2 Site assessment

A local planning strategy should include identification of suitable land and an assessment of its availability for future tourist accommodation. It should note private, Crown, and local government land currently used for tourist accommodation, the type of accommodation, lease/management arrangements, and future development opportunities.

The following questions should inform the consideration of sites suitable for tourist accommodation:

- Is the site identified in a report/study as having potential for tourism?
- Does the site contain existing tourist accommodation development?
- Is the site located in an area of high tourist amenity and of adequate size to develop tourism facilities?

For short-term rental accommodation, the local planning strategy may identify localities/suburbs where this form of tourist accommodation may be suitable.

## 4.3 TRADITIONAL ACCOMMODATION

Traditional Accommodation refers to the following land uses:

- cabin;
- chalet;
- caravan park;
- hotel;
- motel;
- serviced apartment; and
- tourist development.

### 4.3.1 Caravan parks

These Guidelines support sections 5.2.1 and 5.4.1 of the Position Statement and provide direction on matters to be taken into consideration when planning for caravan parks, including the development of new, or redevelopment of existing parks.

Caravan parks provide a range of accommodation and facilities that contribute to the diversity of Western Australia's tourist accommodation, particularly in regional areas. They provide a comparatively affordable form of short-term accommodation serving caravanning and camping recreation and leisure needs. In recent times, demand for affordable local housing, workers accommodation, alternative tourist accommodation types and provision of small-scale services (for example convenience stores, leisure facilities) has seen some caravan parks under pressure to service competing markets.





Camping grounds, transit and informal camping sites are more likely to be in remote regional areas. Typically, these areas consist of cleared land with no or few facilities (for example toilets or bins). Transit sites may form part of a roadhouse or service station.

Separate to these Guidelines, the requirements of the *Caravan Parks and Camping Grounds Act 1995* and associated regulations, as administered by the Department of Local Government, Sport and Cultural Industries must be met.

Long-term residential occupancy of a caravan park (for example residential parks, park home parks, lifestyle villages, transient workforce accommodation parks, and transit parks) is not addressed in these Guidelines.

#### **4.3.1.1 Strategic considerations**

##### **4.3.1.1.1 Existing situation**

The local planning strategy should identify existing and potential transit and informal camping sites and provide local governments with a sound rationale for determining the future land allocation, planning controls and infrastructure needs for caravan parks. The retention and development of caravan parks as affordable tourist accommodation is encouraged and subject to the following strategic considerations:

- the commercial sustainability of caravan parks and flexibility in product mix;
- facilitation of growth in the caravan park industry;
- the suitable separation of short and long-stay uses within a caravan park;
- development and redevelopment of caravan parks that respond to the site context, environment and economy; and

- caravan park locations and function based on market analysis.

Caravan parks experience competing demands and face many challenges including short-stay and long-stay demands, redevelopment pressures, regulatory requirements, ageing infrastructure and changing market demands. These demands and challenges have contributed to closures throughout the state.

##### **4.3.1.1.2 Considerations for the location and siting of caravan parks**

The purpose and design of the caravan park should be justified in relation to its location and context.

The purpose for a caravan park may include a stop-over/ transit caravan park, and/or a destination caravan park for tourists. Details of land tenure and lease agreements should inform any high-level planning.

The local planning strategy should identify potential future caravan park sites in tourism areas where high occupancy rates occur throughout the year. High level strategic planning should also consider strategies to encourage sites in public ownership be retained as such, to limit pressure for rezoning and redevelopment.

Where practical, caravan parks incorporating a long-stay site component should be located where there is access to urban facilities and amenities.

There is a prevailing judgement that caravan parks – comprised of long-stay sites – should not be located in areas of high tourism value because it is preferable that these sites/locations are secured for tourism purposes.

##### **4.3.1.1.3 Topography, drainage, soils and vegetation**

Caravan parks should not be located on flood prone or water-logged land, nor steep slopes unless suitable mitigation measures are demonstrated. Cleared sites are preferred and any clearing of vegetation for a caravan park development should be minimal and retain mature trees and vegetation.

Caravan parks are not supported in Priority 1 and Priority 2 water resource protection areas, however, may be considered in Priority 3 areas provided deep sewerage is available.

Acid sulphate soils and other soil types may not be suitable for development as they are susceptible to slipping and slumping.

##### **4.3.1.1.4 Coastal or fire hazard constraints**

Proposed new coastal caravan parks or the redevelopment of an existing caravan park adjacent to the coast must consider coastal processes, landform stability, coastal hazards, climate change and biophysical criteria as part of the application.

They may require a coastal hazard risk management and adaptation plan and a foreshore management plan. A bushfire hazard assessment and/or bushfire management plan may be required to inform caravan parks at risk from bushfire hazards. Refer to SPP 2.6 and SPP 3.7.

##### **4.3.1.1.5 Visual impact**

A proposed caravan park should consider impacts on the landscape character and visual amenity from scenic points to minimise visual impacts on high value public views (refer to the *Visual Landscape Planning in Western Australia – a manual for evaluation, assessment, siting and design*).



#### 4.3.1.2 Statutory considerations

In addition to section 5.4.1 of the Position Statement, local planning schemes should address the following in relation to caravan parks and camping:

- facilitate the long-term retention of caravan parks and camping grounds as a form of affordable short-term accommodation primarily for leisure tourists;
- caravan parks should not be located on land at risk from natural hazards, for example steep slopes or coastal land, due to the temporary and vulnerable nature of accommodation typically found in caravan parks (for example tents, caravans, campervans);
- caravan parks should be flexibly designed to provide a range of accommodation options to facilitate long-term viability, however short-term accommodation options should be the predominant use;
- minimise potential for conflict between short-term and long-stay users of caravan parks through appropriate separation including separate facilities and access;
- park home parks should be identified as not permitted (X) in the Tourism or Special Use – Caravan Park zones;
- caravan parks should identify overflow areas for peak periods where additional space is likely to be required;
- suitable access and egress should be provided to ensure safety of pedestrians, vehicles and cyclists;
- caravan parks should be connected to appropriate services, such as electricity and wastewater supplies;
- the local planning strategy should identify existing and potential transit and informal camping sites; and

- green title subdivision of caravan parks is generally not supported to ensure retention of the caravan park use and avoid management issues associated with private park sites.

Appendix 2 provides further design considerations for local government when assessing proposals for new, or redevelopment of existing caravan parks.

##### 4.3.1.2.1 Accommodation products and permanent structures

Caravan parks may provide a range of accommodation products to meet visitor demand such as powered and unpowered camp sites, minimal service recreational vehicle (RV) sites, on-site vans, cabins, chalets and eco/safari tents. Caravan parks may also provide permanent structures including, but not limited to caretaker's dwelling/manager's residence, shop/office, café, games/recreation room, ablution facilities, camp kitchen and camp laundry. It should also be noted that not all of these accommodation types may be permitted under the *Caravan Parks and Camping Grounds Act 1995* administered by the Department of Local Government, Sport and Cultural Industries.

For the purposes of these Guidelines, constrained areas refer to a specific portion of land that may have restrictions in use due to environmental factors (for example flood plains, coastal land, bushfire prone areas).

##### 4.3.1.2.2 Redevelopment and reinvestment in caravan parks

If a caravan park is proposed to be redeveloped to cater for other forms of tourist accommodation, the range of existing facilities on offer should be retained. Converting entire caravan parks into other forms of tourist

accommodation is discouraged. The local planning strategy may suggest a local development plan be prepared when significant changes are proposed for caravan parks. Refer to Appendix 2 Design assessment for proposed or redeveloped caravan parks.

#### 4.3.2 Hotels

Hotel developments are one of the more expensive tourist accommodation ventures and take a significant length of time to obtain a return on investment. Therefore, if a local government seeks to encourage development of a hotel in a tourism precinct or a particular tourism site, incentives to attract developers or measures to promote viability of a hotel or reduce costs may assist in drawing interest. Planning incentives may include plot ratio bonuses, facilitation of mixed use outcomes and floor space and height inducements. Hotel developments also require other statutory approvals in addition to a development approval (for example liquor licence).

### 4.4 SHORT-TERM RENTAL ACCOMMODATION

Short-term rentals are the common name given to holiday homes, units or apartments (usually built for traditional residential purposes in areas zoned for residential use) offered for short-term letting, usually through an online booking platform. The prevalence of residential properties being let as short-term rental accommodation in residential areas has increased rapidly in Western Australia since the emergence of online e-commerce booking platforms.

Depending on the type and scale of the short-term rental accommodation proposed, a variety of controls may be applicable to manage the use. These Guidelines propose





tailoring of local planning schemes, alongside preparation of local planning policies, to address the specific issues encountered by individual local governments in relation to short-term rental accommodation.

Local government is responsible for managing local regulatory frameworks to manage short-term rental accommodation, reflecting these Guidelines where relevant, and for carrying out ongoing management and enforcement from a compliance perspective.

In addition to local government framework considerations for metropolitan and regional local governments, addressed in section 5.2.2 of the Position Statement, the following statutory considerations will assist local governments to address short-term rental accommodation in their locality.

#### 4.4.1 Statutory considerations

##### 4.4.1.1 Local planning schemes

**Table 3: Short-term rental accommodation planning scheme considerations**

Criteria	Considerations
Location	<p>Locational considerations may include:</p> <ul style="list-style-type: none"> <li>• areas of current or future tourism amenity (e.g. access to facilities, transport and availability of services);</li> <li>• natural hazards (e.g. bushfire, cyclone and floods); and</li> <li>• potential for land use conflict or impact on local housing supply and infrastructure in residential areas.</li> </ul>
Land Use Permissions	<p><b>Hosted Accommodation (State-wide)</b></p> <ul style="list-style-type: none"> <li>• Permitted (P) use in all zones where residential uses are capable of approval, or otherwise addressed through a local planning scheme exemption.</li> </ul> <p><b>Unhosted Accommodation (Perth metropolitan area)</b></p> <ul style="list-style-type: none"> <li>• In Tourism zones – designate a permitted (P) use.</li> <li>• In zones which provide for residential development (such as Residential or Mixed Use): <ul style="list-style-type: none"> <li>– Where unhosted short-term rental accommodation is proposed to be undertaken for more than 90 nights in a 12-month period (ie is not exempt), it should be designated discretionary (D or A) in zones where dwellings are capable of approval, unless the local planning strategy supports the use being not permitted (X).</li> <li>– The same permissibility may apply to all forms of unhosted short-term rental accommodation or be differentiated by scale and potential impact. For example, accommodation offering sleeping arrangements for 6 or less could be D use, while accommodation for 7 or more could be an A use to allow for advertising.</li> <li>– Short-term rental accommodation may be designated not permitted (X) within Residential, Rural Residential or Rural zones where it can be demonstrated that the use is likely to have an undue impact on the amenity or viability of primary uses in the locality, having regard for the direction set in the local planning strategy.</li> </ul> </li> <li>• In zones where residential development is designated as not permitted (X), such as many Industry zones, short-term rental accommodation should also be designated as such.</li> <li>• In all other zones – designated discretionary (D or A) or not permitted (X) having regard for the zone objectives and local planning strategy, and for the benefits of requiring a planning assessment and development approval for the use.</li> </ul>



#### 4.4.1.2 Local planning policies

Local planning policies can be prepared to inform land use and development control. Please refer to section 5.4.2 of the Position Statement for specific guidance on preparing local planning policies to outline local government's approach to short-term rental accommodation.

#### 4.4.2 Management plans

As referenced in section 5.4.2.2 of the Position Statement, where appropriate, local government may require the applicant to prepare a management plan to address potential amenity impacts arising from short-term rental accommodation and necessary emergency protocols.

A management plan could form a condition of development approval and might include, but not be limited to the following:

- *Mitigation plan*  
To control anti-social behaviour, noise and any other potential conflicts a mitigation plan may be appropriate. Anti-social behaviour should be dealt with by local government/police in the same manner as a property being used as a residential dwelling.
- *Complaints management procedure*  
The manager of short-term rental accommodation should be contactable in the event that a complaint is made. The guest should have 24-hour access to the manager via phone, email or an online app. Some local governments may want the operator to provide a record of complaints made against short-term rentals and this should be reflected/included in the complaints management procedure.

- *Guest check-in and check-out procedures*  
Clear check-in and check-out procedures should be outlined in the management plan.
- *Health and safety protocols*  
Other legislation and standards govern the need to provide and maintain appropriate health and safety requirements in short-term rental accommodation. Local government may wish to advise short-term rental operators of these requirements in the management plan.
- *Management and provision of car parking*  
On-site parking provision should be considered to accommodate additional vehicles within the property boundary and should align with existing local government parking policies.
- *Waste management*  
Must specify the requirements of general waste and recycling, bin collection days and location of bins for collection.

#### 4.4.3 Other local government considerations

Local governments may consider it appropriate to provide guidance to short-term rental accommodation operators on the variety of non-planning requirements necessary for the operation of short-term rental accommodation. This section outlines some non-planning requirements which may be relevant.

**Note:** The Department of Mines, Industry Regulation and Safety and the Real Estate Institute of Western Australia provide information for owners, real estate agents, property managers and purchasers, to

address public health and safety, taxation, insurance and amenity requirements, as well as due-diligence processes for short-term rental operations. Further information is available at [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)

#### 4.4.3.1 National Construction Code requirements

Short-term rental accommodation is provided for in a range of classifications used in the National Construction Code available at [www.ncc.abcb.gov.au](http://www.ncc.abcb.gov.au)

#### 4.4.3.2 Insurance and liability

As many residential public liability insurance policies exclude the use of premises for short-term rentals, it is recommended that landowners/managers check this matter with their insurance provider.

#### 4.4.3.3 Health and safety standards

Other health and safety requirements may be applicable to the operation, including standards for the serving of food, maintenance of aquatic facilities such as pools and spas, and safety requirements such as smoke alarms and RCDs.



## 5. STRATA AND COMMUNITY SCHEME DEVELOPMENT

Under the *Strata Titles Act 1985* and *Community Titles Act 2018* strata and community schemes are comprised of by-laws; the scheme plan (depicting lots); and upon registration, the strata company or community corporation.

The *Strata Titles Act 1985* requires subdivision approval by the Western Australian Planning Commission (WAPC) prior to the registration of a strata plan to create a strata titles scheme. Section 32(2)(a) of the *Strata Titles Act 1985* and section 37(2)(a) of the *Community Titles Act 2018* allow a scheme plan to legally restrict uses on the scheme land.

In strata titles and community titles schemes, the strata company or community corporation for the scheme can make by-laws for its scheme to allow or restrict uses within its scheme. Scheme by-laws are invalid to the extent that they are inconsistent with a restricted use condition on the scheme plan. Scheme by-laws are also invalid to the extent they are inconsistent with the *Strata Titles Act 1985* and the *Community Titles Act 2018* respectively, or any other written law. It is important when drafting any proposed scheme by-laws that the relevant planning scheme (local or regional) is considered.

The *Community Titles Act 2018* requires WAPC approval of the community development statement, which governs the subdivision and development of land subject to a community scheme, and subdivision. Sections 25 and 43 of the *Community Titles Act 2018* allow a community titles scheme plan to legally restrict uses on community titled land or development.

### 5.1 SHORT-TERM RENTAL ACCOMMODATION IN RESIDENTIAL STRATA AND COMMUNITY TITLES SCHEME DEVELOPMENT

The use of a residential strata or community titles scheme property (for example apartment, unit, villa, flat, townhouse) for tourist accommodation has additional obligations to a single house on a freehold lot.

Strata and community titles scheme complexes could be more susceptible to the potential negative impacts of short-term rental accommodation due to:

- the proximity of neighbours
- the reliance on shared facilities
- the high proportion of whole-premise short-term rental accommodation (unhosted accommodation)..

Strata companies and community corporations have several tools to manage short-term rental accommodation including restrictions on use on plans (requiring approval of the WAPC), appropriate resolutions and by-laws. In the case of resolutions and by-laws these must not be unfairly prejudicial or discriminatory, oppressive or unreasonable otherwise they may be overturned by the State Administrative Tribunal. These tools can be used both at development and during the life of a scheme.

If the standard governance and conduct by-laws set out in Schedule 1 and 2 of the *Strata Titles Act 1985* apply to a strata/survey strata scheme, there is no prohibition or restrictions on short-term rental. Under section 119(1) of the *Strata Titles Act 1985*, the objective of a strata company in performing its statutory functions is to implement processes and achieve outcomes that are not, having

regard to the use and enjoyment of lots and common property in the scheme:

- unfairly prejudicial to or discriminatory against a person, or
- oppressive or unreasonable.

A resolution of a strata company may be overturned for failure to meet this objective. Pursuant to section 119(2) of the *Strata Titles Act 1985*, the fact that a person has chosen to become the owner of a lot in a scheme does not prevent that person from challenging the performance of a function for failure to meet this objective. Equivalent provisions are set out in section 105 of the *Community Titles Act 2018*.

Under current strata laws, strata companies can adopt standard by-laws which enable them to:

- manage some of the impacts that may arise from uses such as short-term rental accommodation, including management of common property; and
- require that an owner/occupier must notify the strata company of a change of use of that lot including if it is to be used for short-term rental accommodation.

Strata companies and community corporations can also formulate their own by-laws to help manage the behaviour of owners/occupiers and invitees, noise, vehicle parking, the appearance of a lot and waste disposal.

The requirements of the *Strata Titles Act 1985* and *Community Titles Act 2018* must be observed in all circumstances. If strata or community scheme by-laws do not permit a use and the strata company has not approved the use, the use remains illegal under the *Strata*



*Titles Act 1985 and Community Titles Act 2018.* A planning approval does not override the need for an approval of the strata company or community corporation. Where it is proposed to use a strata or community titles property for short-term rental accommodation (or other form of tourist accommodation) the onus is on the owner to confirm the permissibility of the use under the relevant by-laws.

Landgate has prepared guidance to assist strata companies in managing short-term rentals in strata schemes. The Guide to Strata Titles is available at [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au).



## APPENDIX 1: MIXED USE RESIDENTIAL DEVELOPMENT

Factors to consider in determining the proportion of mixed use and/or residential development in areas of primary tourism.

- What are the tourism values of the site?
- What site, precinct and location factors support residential or mixed use of the tourism site?
- Is the site sufficiently large enough to cater for a residential component in addition to the intended sustainable tourism use?
- Is the proposed residential development appropriate and sustainable in the broader planning context?
- Isolated and new residential settlements should not be supported.
- What tourist accommodation facilities exist or are proposed in the area? Has the capacity for new tourism development and the projected demand and range of tourist accommodation been identified for the tourism site, precinct, locality and region?
- Residential development should complement tourism development.
- Tourism uses should be located in areas of the greatest tourism amenity within a site (for example beachfront), not proposed residential uses.
- Residential dwellings should be designed and integrated into the tourism use and its management.
- Has a structure plan been prepared? Or should it be? to integrate residential and tourism uses ensuring the proposed tourism use is enhanced and avoids potential land use conflict (for example noise from tourist accommodation impacting permanent residential amenity)?
- Do proposed residential lot sizes reflect and enhance the desired tourism use?
- Should length of stay residential occupancy restrictions be implemented?
- Are non-tourism land uses and development, and proposed tourism uses compatible in terms of proposed lot sizes, building heights, scale and character of development?
- Are there potential impacts to surrounding areas from combining tourism and residential uses?
- Relevant state and local government policies and guidelines should be considered in assessment.
- The design of the overall proposal should ensure ease of access in and around the site for tourists.
- Tourism uses should incorporate recreation, entertainment and integrated management traditionally provided in tourist accommodation (for example swimming pool, lookout area, cycle paths, barbecue area).
- Separate staging of tourism and mixed use/residential development is discouraged.
- By-laws made by strata companies or community corporations for mixed use residential and tourist accommodation can be restricted to short-term use, prohibit use as permanent accommodation and preferably include on-site management.
- Proposing the inclusion of permanent residential accommodation into an existing tourism development should only be supported where it is demonstrated as facilitating a quality tourism outcome or benefit (for example major refurbishment of tourism use, increased capacity of tourist accommodation, renovation or development of new public space, new pool and restaurant facilities).



## APPENDIX 2: DESIGN ASSESSMENT FOR PROPOSED OR REDEVELOPED CARAVAN PARKS

Caravan parks should separate short stay sites from long-stay sites to reduce risk of noise and anti-social behaviour. Separate facilities and access for long and short-term sites is encouraged.

Small portions of long-term sites may be considered in caravan parks provided that short-term sites (tourist accommodation) is located in areas where the highest tourism amenity occurs (for example the beachfront, proximity to shared ablution blocks).

Where relevant, overflow caravan parking locations should be included in caravan park proposals. Local governments endorse the provision of overflow facilities as part of licences required under the *Caravan Parks and Camping Grounds Act 1995*.

Design should consider:

- (a) **Access** – Suitable access and egress must be demonstrated in proposals to ensure traffic, cyclist and pedestrian safety within the caravan park. Secondary or alternative access routes should be included in proposals to cater for emergency evacuation (for example fire or flood). Internal roads should be designed to minimise potential conflict between pedestrians and vehicles and allow manoeuvring space for recreational vehicles and vehicles towing caravans.
- (b) **Amenity** – Vegetation and landscape plans that integrate the proposed caravan park into the surrounding landscape should be included and assessed as part of any application. Design minimising opportunity for crime, the use of complementary structure styles, colours, materials, suitable fencing, and separate recreational areas (for example playgrounds and pools) and quiet activity areas should be considered in proposals and their assessment.
- (c) **Services** – Utility services such as electricity, landline telephone or mobile phone network accessibility, demonstrable water supply and the proposed system for wastewater treatment should form part of any proposal. Written confirmation by service providers of the availability and capacity of services, particularly in peak season, is to be submitted with applications for proposed caravan parks.

If reticulated sewerage is not available, on-site wastewater disposal must be proposed and provided to the satisfaction of the Department of Health.

Caravan parks used for short-term accommodation must have facilities that accept waste from caravans. Known as chemical toilet dump points, they should be located away from accommodation in areas with no tourism amenity. If seeking an exemption from providing a dump point in the proposed caravan park, access to an alternative off-site dump point must be identified as part of the application.

Waste from mobile toilet and sanitation fixtures is not permitted in dump points as it will interfere with the efficient operation of conventional onsite water disposal systems. Further information is available from the Department of Health.

If a caravan park is proposed to cater for both long and short-term sites consideration should be given to the provision of additional services and infrastructure. Long-term caravan park sites must be fitted with individual meters for electricity and water tap or connection.

***standard amendment*** means any of the following amendments to a local planning scheme —

- (a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (c) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;
- (ca) an amendment to the scheme to —
  - (i) include a provision in the scheme that a specified planning code is to be read as part of the scheme; or
  - (ii) provide for the modification of a planning code that is to be read as part of the scheme;
- (d) an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all the types that are outlined in the plan;
- (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;

- (g) any other amendment that is not a complex or basic amendment.

Note for this regulation:

Under section 257B of the Act and regulation 10(4) the provisions in Schedule 2 are deemed provisions and have effect and may be enforced as part of each local planning scheme. Incorporation of the provisions set out in Schedule 2 into the text of a local planning scheme is not an amendment of the local planning scheme.

*[Regulation 34 amended: SL 2020/252 r. 15; SL 2024/25 r. 19.]*

**35. Resolution to prepare or adopt amendment to local planning scheme**

- (1) A resolution of a local government to prepare or adopt an amendment to a local planning scheme must be in a form approved by the Commission.

Note for this subregulation:

Section 75 of the Act provides for a local government to amend a local planning scheme or adopt an amendment to a local planning scheme proposed by all or any of the owners of land in the scheme area.

- (2) A resolution must —
  - (a) specify whether, in the opinion of the local government, the amendment is likely to be a complex amendment, a standard amendment or a basic amendment; and
  - (b) include an explanation of the reason for the local government forming that opinion.
- (3) An amendment to a local planning scheme must be accompanied by all documents necessary to convey the intent and reasons for the amendment.
- (4) The local government may refuse to adopt an amendment to a local planning scheme proposed by a landowner if the local government is not satisfied that there is in place an agreement



for the local government to use any copyrighted material provided in support of the proposed amendment —

- (a) for the purpose of preparing and implementing the amendment; and
- (b) for zero remuneration.

*[Regulation 35 amended: SL 2024/25 r. 20.]*

**35A. Amendment to local planning scheme affecting area to which structure plan relates**

If a proposed amendment to a local planning scheme affects the area to which a structure plan approved under the scheme relates, the proposed amendment must include a statement that, when the proposed amendment takes effect —

- (a) the approval of the structure plan is to be revoked; or
- (b) the structure plan is to be amended in accordance with the statement; or
- (c) the approval of the structure plan is not affected.

Note for this regulation:

Under the deemed provision of local planning schemes set out in Schedule 2 clause 29A —

- (a) a structure plan that is the subject of a statement under paragraph (a) must be revoked as soon as is reasonably practicable after the amendment to the local planning scheme takes effect; and
- (b) a structure plan that is the subject of a statement under paragraph (b) must be amended in accordance with the statement as soon as is reasonably practicable after the amendment to the local planning scheme takes effect.

*[Regulation 35A inserted: SL 2020/252 r. 16; amended: SL 2024/25 r. 21.]*

**36. Landowner may request Commission's advice on type of amendment**

- (1) A landowner may request the Commission to advise whether, in the opinion of the Commission, a proposed amendment to a

**46. Minister or authorised person may direct modifications to complex amendment be advertised**

- (1A) This regulation applies if —
- (a) a proposed complex amendment is submitted for approval under section 87 of the Act; and
  - (b) the local government proposes, the Commission recommends, or the Minister is otherwise considering, modifications to the proposed amendment as it was advertised under regulation 38.
- (1) Before a decision is made under section 87 of the Act in relation to the proposed complex amendment, the Minister or an authorised person may direct the local government to advertise any of the modifications that the Minister or authorised person considers are significant.
- (2) The direction must include details of the process to be followed in respect of the advertisement including timeframes for —
- (a) the making and consideration of submissions on the modifications; and
  - (b) providing recommendations to the Minister or authorised person following the advertisement.
- (3) If a local government is given a direction under subregulation (1) the local government must advertise the modifications as directed by the Minister or authorised person.

*[Regulation 46 amended: SL 2024/25 r. 32.]*

**Division 3 — Process for standard amendments to local planning scheme**

**46A. Resolution to seek approval to advertise standard amendment and provision of amendment to Commission**

- (1) After completing the preparation of a proposed standard amendment to a local planning scheme or the consideration of a

proposed standard amendment to a local planning scheme proposed by an owner of land in the scheme area, the local government must resolve —

- (a) to proceed to seek approval to advertise the proposed amendment, without modification, under section 83A of the Act; or
  - (b) to proceed to modify the proposed amendment and to seek approval to advertise the modified proposed amendment under section 83A of the Act; or
  - (c) not to proceed with the proposed amendment.
- (2) Within 21 days, or such longer period as the Commission allows, after the day on which a resolution is made under subregulation (1), the local government must —
- (a) in the case of a resolution under subregulation (1)(a) — provide the proposed standard amendment to the Commission; or
  - (b) in the case of a resolution under subregulation (1)(b) — modify the proposed standard amendment and provide the modified proposed amendment to the Commission; or
  - (c) in the case of a resolution under subregulation (1)(c) — provide a copy of the resolution to the Commission.

*[Regulation 46A inserted: SL 2024/25 r. 33.]*

**46B. Submission of standard amendment for advertising approval**

- (1) The Commission must —
- (a) consider a proposed standard amendment provided to it under regulation 46A(2)(a) or (b); and
  - (b) make a recommendation as to whether the Minister should —
    - (i) under section 83A(2)(a) of the Act, approve the proposed amendment for advertising; or

- (ii) under section 83A(2)(b) of the Act, require the local government to modify the proposed amendment in a specified manner and to resubmit the proposed amendment under section 83A(1) of the Act; or
    - (iii) under section 83A(2)(c) of the Act, refuse approval for the proposed amendment to be advertised;
  - and
  - (c) submit the proposed amendment to the Minister on behalf of the local government in accordance with section 83A(1) of the Act, together with the recommendation.
- (2) Subject to sections 81 and 82 of the Act (if applicable) having been complied with, the Commission must comply with subregulation (1) within —
- (a) 42 days after the day on which the proposed standard amendment provided under regulation 46A(2)(a) or (b) is received; or
  - (b) a longer period approved by the Minister or an authorised person.

*[Regulation 46B inserted: SL 2024/25 r. 33.]*

**46C. Modifications to standard amendment submitted for approval to advertise**

If the Minister under section 83A(2)(b) of the Act requires the local government to modify a proposed standard amendment submitted for approval to advertise, the local government must —

- (a) modify the proposed amendment as required; and
- (b) resubmit the modified proposed amendment to the Minister in accordance with section 83A of the Act.

*[Regulation 46C inserted: SL 2024/25 r. 33.]*

**47. Advertisement of standard amendment**

- (1) As soon as reasonably practicable after the Minister under section 83A(2)(a) of the Act approves a proposed standard amendment to a local planning scheme for advertising under section 84 of the Act, the local government must prepare a notice in a form approved by the Commission giving details of —
  - (a) the purpose of the proposed amendment; and
  - (b) how the proposed amendment is to be made available to the public in accordance with regulation 76A; and
  - (c) the manner and form in which submissions may be made; and
  - (d) the period under subregulation (3) for making submissions and the last day of that period.
- (2) On completion of the preparation of the notice, the local government must advertise the proposed standard amendment to a local planning scheme as follows —
  - (a) publish in accordance with regulation 76A —
    - (i) the notice; and
    - (ii) the proposed amendment;
  - [(b) *deleted*]
  - (c) give a copy of the notice to each public authority that the local government considers is likely to be affected by the amendment;
  - [(d) *deleted*]
  - (e) advertise the proposed amendment in any other way the local government considers appropriate.
- (3) The period for making submissions on a proposed standard amendment to a local planning scheme is —
  - (a) the period of 42 days after the day on which the notice is first published under subregulation (2)(a)(i); or

- (b) a longer period approved by the Commission.

*[(4) deleted]*

*[Regulation 47 amended: SL 2020/252 r. 20; SL 2024/25 r. 34.]*

**48. Land owner may be required to pay costs of publication**

The local government may require a person to pay the cost of the publication of a notice under regulation 47(2) if —

- (a) the notice relates to a proposed standard amendment to a local planning scheme in respect of land owned by the person; and
- (b) the person proposed the amendment to the local planning scheme.

*[Regulation 48 amended: SL 2024/25 r. 35.]*

**49. Submissions on standard amendment**

- (1) A submission on a proposed standard amendment to a local planning scheme must —
  - (a) be made in writing to the relevant local government in a form approved by the Commission; and
  - (b) state the name and address of the person making the submission; and
  - (c) include a statement about the capacity in which the person makes the submission.
- (2) A local government must acknowledge in writing the receipt of each submission received by it.

*[Regulation 49 amended: SL 2024/25 r. 36.]*

**50. Consideration of submissions on standard amendments**

(1) In this regulation —

***consideration period***, in relation to a proposed standard amendment to a local planning scheme, means the period ending on the latest of the following days —

- (a) the day that is 60 days after the end of the submission period for the proposed amendment;
- (b) the day that is 21 days after the receipt of a statement in respect of the proposed amendment delivered under section 48F(2)(a) of the EP Act;
- (c) the day that is 21 days after the receipt of a statement in respect of the proposed amendment delivered under section 48G(3) of the EP Act if that statement is in response to a request by the local government made under section 48G(1) of the EP Act before the later of the days set out in paragraphs (a) and (b);
- (d) a day approved by the Commission;

***submission period***, in relation to a proposed standard amendment to a local planning scheme, means the period for making submissions that applies under regulation 47(3).

(2) The local government —

- (a) must consider all submissions in relation to a proposed standard amendment to a local planning scheme lodged with the local government within the submission period; and
- (b) may, at the discretion of the local government, consider submissions in relation to the proposed amendment lodged after the end of the submission period but before the end of the consideration period.

(3) Before the end of the consideration period for a proposed standard amendment to a local planning scheme, or a later date

approved by the Commission, the local government must pass a resolution —

- (a) to support the proposed amendment without modification; or
  - (b) to support the proposed amendment with proposed modifications to address issues raised in the submissions; or
  - (c) not to support the proposed amendment.
- (4) If no submissions have been received within the submission period, the resolution referred to in subregulation (3) must be passed as soon as is reasonably practicable after the end of the submission period.

*[Regulation 50 amended: SL 2020/252 r. 21; SL 2024/25 r. 37.]*

**51. Local government may advertise proposed modifications to standard amendment**

- (1) The local government may decide to advertise a proposed modification to a proposed standard amendment to a local planning scheme if —
  - (a) the local government proposes the modification to address issues raised in submissions made on the proposed amendment; and
  - (b) the local government is of the opinion that the proposed modification is significant.
- (2) If a local government makes a decision under subregulation (1) the local government must take any steps the local government considers appropriate to advertise the proposed modification to the proposed standard amendment.
- (3) A proposed modification to a proposed standard amendment to a local planning scheme may not be advertised on more than one occasion without the approval of the Commission.



- (4) Any advertisement of a proposed modification to a proposed standard amendment to a local planning scheme must include a notice specifying —
  - (a) the proposed modification to be made to the advertised proposed amendment to the local planning scheme; and
  - (b) details of how the proposed modification is made available to the public; and
  - (c) the manner and form in which submissions may be made; and
  - (d) the period under subregulation (5) for making submissions and the last day of that period.
- (5) The period for making submissions on the proposed modification is —
  - (a) the period of 21 days after the day on which the notice under subregulation (4) is first advertised; or
  - (b) a longer period approved by the Commission.
- (6) A person may make a submission on a proposed modification to a proposed standard amendment to a local planning scheme that has been advertised in accordance with subregulation (2) —
  - (a) in the manner and form specified in the notice; and
  - (b) within the period specified in the notice.
- (7) If a proposed modification to a proposed standard amendment to a local planning scheme is advertised in accordance with this regulation, the local government —
  - (a) must consider all submissions on the proposed modification made to the local government within the period specified in the notice; and
  - (b) may, at the discretion of the local government, consider submissions on the proposed modification made to the local government after the period specified in the notice; and

- (c) must make a recommendation in respect of each submission considered.

*[Regulation 51 amended: SL 2020/252 r. 22; SL 2024/25 r. 38.]*

## **52. Incorporation of environmental conditions**

If a local government receives a statement in respect of a proposed standard amendment to a local planning scheme delivered under section 48F(2) of the EP Act before complying with regulation 53, the local government must amend the proposed amendment —

- (a) to incorporate the conditions set out in the statement; or
- (b) if as the result of a request by the local government under section 48G(1) of the EP Act a statement is delivered to the local government under section 48G(3) of the EP Act, to incorporate the conditions set out in that later statement.

*[Regulation 52 amended: SL 2024/25 r. 39.]*

## **53. Provision of standard amendment and documents to Commission**

- (1) After passing a resolution under regulation 50(3) the local government must provide the advertised proposed standard amendment (incorporating any conditions required under regulation 52) to the Commission together with the following —
  - (a) a schedule of submissions made on the proposed amendment;
  - (b) the response of the local government in respect of the submissions;
  - (c) particulars of any modifications to the proposed amendment proposed by the local government in response to the submissions;

- (d) if any proposed modification to the proposed amendment was advertised —
    - (i) an explanation of the reasons for advertising the modification; and
    - (ii) particulars of how the modification was advertised; and
    - (iii) a schedule of submissions made on the proposed modifications; and
    - (iv) the recommendation of the local government in accordance with regulation 51(7)(c) in respect of each submission;
  - (e) a copy of the resolution passed under regulation 50(3);
  - (f) if that resolution was a resolution under regulation 50(3)(c) — a summary of the reasons why the local government does not support the proposed amendment;
  - [(g) deleted]*
  - (h) details of any provision in the local planning scheme as it will be amended that supplements a provision set out in Schedule 2;
  - (i) any relevant maps, plans, specifications and particulars required by the Commission.
- (2) A schedule of submissions referred to in subregulation (1)(a) or (d)(iii) must include the following in relation to each submission —
- (a) the name and address of the person making the submission;
  - (b) where it is relevant, a description of the property that is the subject of the submission;
  - (c) the submission or a summary of the submission.

- (3) In the case of a resolution under regulation 50(3)(a) or (c), the local government must comply with subregulation (1) within —
  - (a) 21 days after the day on which the local government passes the resolution; or
  - (b) a longer period approved by the Commission.
- (4) In the case of a resolution under regulation 50(3)(b), the local government must comply with subregulation (1) within —
  - (a) 21 days after —
    - (i) if the local government decides not to advertise any of the proposed modifications — the day on which the local government passes the resolution; or
    - (ii) otherwise — the day on which the local government complies with regulation 51(7);
  - or
  - (b) a longer period approved by the Commission.

*[Regulation 53 amended: SL 2024/25 r. 40.]*

*[54. Deleted: SL 2024/25 r. 41.]*

**55. Commission to submit standard amendment and documents to Minister**

The Commission must, within 60 days after the day on which it receives the proposed standard amendment and additional documents under regulation 53(1), or within such longer period as the Minister or an authorised person allows —

- (a) consider the proposed amendment and additional documents; and
- (b) make any recommendations to the Minister in respect of the proposed amendment that the Commission considers appropriate; and
- (c) endorse a copy of the proposed amendment; and

- (d) submit the endorsed copy of the proposed amendment to the Minister on behalf of the local government in accordance with section 87(1) of the Act, together with the additional documents and recommendations.

*[Regulation 55 inserted: SL 2024/25 r. 41.]*

**56. Minister or authorised person may direct modifications to standard amendment be advertised**

(1A) This regulation applies if —

- (a) a proposed standard amendment is submitted for approval under section 87 of the Act; and
- (b) the local government proposes, the Commission recommends, or the Minister is otherwise considering, modifications to the proposed amendment as it was advertised under regulation 47.

- (1) Before a decision is made under section 87 of the Act in relation to the proposed standard amendment, the Minister or an authorised person may direct the local government to advertise any of the modifications that the Minister or authorised person considers are significant.
- (2) The direction must include details of the process to be followed in respect of the advertisement including timeframes for —
  - (a) the making and consideration of submissions on the modifications; and
  - (b) providing recommendations to the Minister or authorised person following the advertisement.
- (3) If a local government is given a direction under subregulation (1) the local government must advertise the modifications as directed by the Minister or authorised person.

*[Regulation 56 amended: SL 2024/25 r. 42.]*

### 9.1.2 Council Policy Bush Firefighter (Minimum Training Standards)

File Ref No:	2.015
Applicant:	Shire of Boddington
Previous Item:	Nil
Disclosure of Interest:	Nil
Author:	Executive Manager Development and Community Services
Attachments	9.1.2A Amended Council Policy Bush Firefighter (Minimum Training Standards) 9.1.2B Current Council Policy Bush Firefighter (Minimum Standards)

#### Summary

It is recommended that Council adopt the amended Council Policy Bush Firefighter (Minimum Training Standards) as contained in attachment 9.1.2A.

#### Background

Council initially adopted Council Policy Bush Fire Fighter (Minimum Standards) (Policy) in October 2023 as contained in Attachment 9.1.2B. The Policy was implemented to ensure minimum training standards for Bushfire Brigade Volunteers to recognise the Shire's obligations under the Work Health and Safety Act 2020.

#### Comment

The Shire has recently been advised by the Department of Fire and Emergency Services (DFES) of changes to the State Hazard Plan – Fire (Plan). The revised Plan, adopted by the State Emergency Management Committee on 7 August 2025, is now in effect across Western Australia.

The Plan has undergone a comprehensive review with the aim of strengthening fire management arrangements. It also ensures closer alignment with existing legislative instruments, particularly the Work Health and Safety Act 2020 (WHS Act).

One of the most significant amendments is the introduction of Hazard Management Agency (HMA) recommended minimum training standards for fire ground operations. Local Government now carries a clear preparedness responsibility to:

- Train and maintain fire response personnel to a standard that meets or exceeds the HMA minimum training requirements.
- Ensure that volunteers and staff engaged in fire ground operations are suitably prepared and competent.

To ensure that the Shire's policy aligns with the WHS Act, advice was sought from the Local Government Insurance Services (LGIS). Feedback highlighted two important areas:

- Volunteer Induction: The need to implement a formal induction process for volunteers to ensure consistency, safety, and accountability.
- Recognition of Prior Competencies: Concerns were raised about the current process, with LGIS identifying potential risks and recommending a more robust and transparent approach.

The revised Council Policy includes the following notable changes:

- a) Purpose and scope reworded to acknowledge legislative obligations, hazard management requirements, and the role of spontaneous volunteers.
- b) Additional definitions introduced for greater clarity and consistency.
- c) Direct reference to the State Hazard Plan – Fire.
- d) Enhanced operational training standards to reflect HMA recommendations.
- e) Expanded provisions to address the management and use of spontaneous volunteers.

Overall, the updates to the Council Policy represent a proactive response to evolving State-level fire management requirements. By incorporating both DFES directives and LGIS recommendations, the Shire is strengthening its compliance framework, enhancing the safety of personnel, and ensuring a consistent approach to volunteer management and fire ground operations.

#### Consultation

LGIS

Bush Fire Advisory Committee

#### Strategic Implications

Aspiration	People
Outcome 1	A safe community.
Objective 1.1	Play a role in promoting a safe community.

#### Legislative Implications

*Bush Fires Act 1954*

*Emergency Management Act 2005*

*Work Health and Safety Act 2020*

#### Policy Implications

Council Policy Work Health and Safety.

#### Financial Implications

Nil

#### Economic Implications

Nil

#### Social Implications

Nil

#### Environmental and Climate Change Considerations

Nil

#### Risk Considerations

Risk Statement and Consequence	A key risk is that the Shire is not seen to be taking reasonable and practicable measures to ensure it is
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	complying with its obligations under the WHS Act in relation to its volunteer bushfire brigade members. .
Risk Rating (prior to treatment or control)	High
Principal Risk Theme	Compliance, People
Risk Action Plan (controls or treatment proposed)	Develop and adopt Policies and Procedures which govern minimum training standards for Bush Firefighters.

### **Officer Recommendation and Council Decision**

#### **COUNCIL RESOLUTION: 90/25**

**Moved:** Cr H Prandl

**Seconded:** Cr L Lewis

**That Council: adopts amended Council Policy Bush Fire Fighter (Minimum Training Standards) as per attachment 9.1.2A.**

Carried: **5-0**

For: Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandl

Against: Nil



# Council Policy

## Bush Firefighter (Minimum Training Standards)

### Purpose

To define the minimum training standards for Volunteer Bush Firefighters to support safe and competent participation in fire response activities, in line with current legislative and hazard management requirements.

### Scope

Applies to all registered members of the Shire of Boddington (Shire) Volunteer Bush Fire Brigade members, as well as any other individuals participating in bushfire response activities, including spontaneous volunteers.

### Definitions

Term	Meaning
Chief Executive Officer	Chief Executive Officer of the Shire of Boddington
DFES	Department of Fire and Emergency Services
Hazard Management Agency	The Fire and Emergency Services Commissioner is the Hazard Management Agency (HMA) for fire throughout Western Australia (WA).
Minimum Standard	HMA Recommended Minimum Training Standards for Response Personnel
PPC/E	Personal Protective Clothing and Equipment
State Hazard Plan – Fire	The State Hazard Plan – Fire provides an overview of arrangements for the management of fire in WA and contains information on fire prevention and mitigation, preparedness, response and recovery
Spontaneous Volunteer	An unregistered individual who offers assistance during an emergency

### Policy Statement

The Shire has a primary duty of care under the Work Health and Safety Act 2020, so far as is reasonably practicable, to ensure that the health and safety of individuals is not put at risk from work carried out as part of its operations. This includes the activities of Volunteer Bush Fire Brigades under the control of the Local Government.

The Shire recognises its responsibilities under the [State Hazard Plan - Fire](#) to ensure that response personnel are trained and maintained to a standard not less than the minimum recommended by the Hazard Management Agency.

The Fire and Emergency Services Commissioner is the designated Hazard Management Agency for fire across Western Australia.

Ongoing review of training records and alignment with current standards is managed internally by the Shire in coordination with relevant agencies.

### Operational Training Standards

To be considered prepared for operational deployment, brigade members are expected to:

- Be registered with a Shire of Boddington Volunteer Bush Fire Brigade
- Have completed a Volunteer Firefighter Induction
- Utilise the minimum PPC/E provided by the Shire
- Hold the following training competencies, as outlined in the State Hazard Plan:
  - Bushfire Safety Awareness
  - Firefighting Skills

These training standards reflect the minimum expectation for individuals participating in bushfire suppression and response activities.

### Spontaneous Volunteers

Individuals who are not formally registered with a brigade but engage during an incident are expected to have, at a minimum, completed the Rural Fire Awareness training prior to being involved in fireground operations.

### Fire Control Officers

To be appointed as a Fire Control Officer by the Chief Executive Officer the volunteer is also required to have completed the DFES Fire Control Officer Program.

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<b>Responsible Officer</b>	Executive Manager Development and Community Services
<b>History</b>	Adopted: 26 October (2023) Amended: TBC
<b>Delegation</b>	
<b>Relevant Legislation</b>	Bush Fires Act 1954 Work Health and Safety Act 2020 Emergency Management Act 2005
<b>Related Documentation</b>	State Hazard Plan – Fire (2025) Bush Fire Division Operating Procedures 2024-2029

### Purpose

The purpose of this Policy is define the minimum training standards required for Volunteer Bush Fire Fighters to ensure that they are competent and can safely perform their roles.

### Scope

This Policy applies to the Shire of Boddington (Shire) Volunteer Bush Fire Brigade members.

### Definitions

Term	Meaning
CEO	Chief Executive Officer of the Shire of Boddington
Policy	This Shire of Boddington policy titled "Bush Fire Personnel (Minimum Training Standards)"
Program	Department of Fire and Emergency Service, <u>Bush Fire Service Training Program</u>

### Policy Statement

The Shire has a primary duty of care under the Work Health and Safety Act 2020, as far as is reasonably practicable, that the health and safety of persons is not put at risk from work conducted as part of the business or undertaking. This includes Volunteer Bush Fire Brigades, which come under the control of the Local Government.

#### Bush Firefighter

To attend fires as a Bush Firefighter, the volunteer must have completed the recommended training modules from the Department of Fire and Emergency Services (DFES) Bush Fire Service Training Program (Program) for a Bush Firefighter or otherwise have active operational experience recognised by the Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DBFCO) and their relevant Brigade Captain.

#### Fire Control Officer

To be appointed as a Fire Control Officer by the Chief Executive Officer the volunteer must have completed the DFES Fire Control Officer Program, and have active operational experience recognised by the CBFCO, DBFCO and relevant Brigade Captain.

#### Active Operational Experience

Where a volunteer has yet to complete the recommended training courses for a Bush Firefighter but has demonstrated years of active operational experience then collectively the CBFCO, DBFCO and relevant Brigade Captain may nominate to the CEO that the volunteer be recognised as a Bush Firefighter.

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<b>Responsible Officer</b>	Executive Manager Development Services
<b>History</b>	Adopted 26 October 2023 (121/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Bush Fires Act 1954
<b>Related Documentation</b>	Department of Fire and Emergency Service Bush Fire Service Training Program

## 9.2 CHIEF EXECUTIVE OFFICER

### 9.2.1 Mount Saddleback | Licence Agreement

File Reference:	3.0011
Applicant:	Not Applicable
Previous Item:	Nil
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments:	9.2.1A Draft Licence Agreement

#### Summary

Council is requested to endorse the execution of a Licence – Communications Site (Mt Saddleback) between the Shire of Boddington (Licensor) and the Fire and Emergency Services Ministerial Body (FES) for the Department of Fire and Emergency Services (DFES). The License will authorise DFES to occupy defined areas on the Shire-owned tower and within the associated equipment enclosure at Mt Saddleback.

#### Background

Mt Saddleback is a long-standing communications site that sits within State forest managed by the Department of Biodiversity, Conservation and Attractions (DBCA). The Shire holds tenure to the site under a headlease with DBCA and owns and maintains the tower and the associated equipment enclosure.

DFES has for many years operated radio and related emergency-communications equipment on the tower to support incident response across the district. The arrangement has historically been managed under the Shire's control of the site and DBCA's consent to the tower's presence, without a dedicated licence between the Shire and DFES setting out detailed responsibilities, access rights and risk allocation.

DFES is requesting to formalise their occupancy through a site-specific licence aligned to the Shire's headlease with DBCA.

#### Comment

The key elements of the Licence Agreement include:

- The licence provides DFES with clearly defined areas on the tower and within the equipment enclosure, together with 24/7 access so essential works can occur at any time. Photographic schedules will be used to delineate DFES's equipment, which remains DFES property.
- Insurance responsibilities are explicit: DFES will insure its equipment, while the Shire continues to be responsible for the tower and enclosure as the asset owner.
- Either party may terminate the licence on six months' notice. The notice period is sufficient for both organisations to plan for any transition while safeguarding the continuity of emergency-communications services.
- The term of the licence (5 years) is tied to the Shire's headlease with DBCA and cannot extend beyond it, with explicit notification obligations if the headlease is likely to end or be transferred. Those provisions ensure DFES can maintain service continuity should tenure at the site change.
- Given the public-benefit nature of the service, the fee is a nominal \$1 per annum (if demanded) with no escalation. This keeps administration simple while recognising the critical role the facility plays during bushfires and other emergencies.

Overall, the Licence Agreement is a balanced, practical agreement that formalises the way the site is already being used, clarifies roles and responsibilities, and gives both parties certainty to support reliable emergency-communications across the Shire.

#### Consultation

Nil

#### Strategic Implications

Aspiration	Planet
Outcome 6	A resilient community
Objective 6.1	Strengthen community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

#### Legislative Implications

Local Government Act 1995 – Section 3.58 Disposition of Property

Local Government (Functions and General) Regulations 1996  
Section 30 - Dispositions of property excluded from Act s. 3.58

- (2) A disposition of land is an exempt disposition if —
- c) the land is disposed of to —
    - i. the Crown in right of the State or the Commonwealth; or
    - ii. a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or
    - iii. another local government or a regional local government.

#### Policy Implications

Nil

#### Financial Implications

Revenue: \$1 per annum (if demanded).

Costs:

- Ongoing maintenance of the Shire's tower/enclosure at the Shire's cost (business as usual).
- Structural assessment report(s) if reasonably requested by DFES.

These can be accommodated within existing operating budgets, or via minor budget amendments if a structural assessment is triggered.

#### Economic Implications

Reliable emergency communications reduces response times and disruption risk to local businesses and industry. Formalising tenure underpins resilience that supports overall economic stability and confidence.

#### Social Implications

Improved emergency communications directly supports community safety, wellbeing and

preparedness, including for vulnerable residents during incidents.

#### Environmental and Climate Change Implications

No new works are proposed by the licence itself. The arrangement enhances readiness for bushfire and severe-weather events, supporting adaptation and resilience objectives.

#### Risk Considerations

Risk Statement and Consequence	Without a formal licence, DFES access/rights may be ambiguous, risking service continuity. The proposed Licence mitigates this with clear access and continuity provisions.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Financial
Risk Action Plan (controls or treatment proposed)	Nil

#### Officer Recommendation and Council Decision

##### **COUNCIL RESOLUTION: 91/25**

**Moved:** Cr L Lewis

**Seconded:** Cr P Carrotts

**That Council approves the Licence – Communications Site (Mt Saddleback) between the Shire of Boddington and the FES Ministerial Body, as contained in Attachment 9.2.1A.**

Carried: **5-0**

For: Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandl

Against: Nil



Shire of Boddington

and

FES Ministerial Body

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**LICENCE  
COMMUNICATIONS SITE  
MT SADDLEBACK**

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LICENCE made

2025

## Parties

**Shire of Boddington** of 39 Bannister Road, Boddington, Western Australia ("**the Licensor**")

and

**FES Ministerial Body** a body corporate pursuant to the Fire and Emergency Services Act 1998 (WA) of 20 Stockton Bend, Cockburn Central, Western Australia ("**FES**")

## INTRODUCTION

- A. The Licensor leases part of the Land specified in Item 1 of the Schedule ("**Land**") from the Landlord, being that part of the Land shown for identification purposes only hatched on the plan attached to this Licence marked "D".
- B. FES requires a licence from the Licensor to use the areas on the Tower and in the Enclosure (such areas shown for identification purposes only on the photos attached to this Licence marked "A" and "B1" & "B2" respectively) which form part of the Licensor's Property situated on those parts of the Land shown for identification purposes only on the photos attached to this Licence marked "C" (outlined in red on the second photo) ("**Licensed Premises**") for the use of a communications facility.
- C. The Parties enter into this Deed to set out the terms and conditions upon which the licence is granted.

## The parties agree

### 1 Definitions and Interpretation

#### 1.1 Definitions

In this deed:

**FES** includes where the context permits FES' employees, agents, contractors and any persons having a right to use, access, possess or occupy the Licensed Premises.

**FES's fixtures** without limiting the generality of such term, shall include reference to any masts, antennae, batteries, radios, cables (telephone or any other type), pipes, wires, conduits, fencing, solar panels, erections and other improvements constructed, erected or installed by FES at the Licensed Premises, and all other appliances, apparatus and things of whatsoever nature brought onto the Land or the Licensed Premises by FES.

**Business Day** means any day except a Saturday, Sunday or public holiday in Western Australia.

**Enclosure** means the enclosure installed by the Licensor on part of the area leased by the Landlord to the Licensor.

**Landlord** means Conservation and Land Management Executive Body of Locked Bag 104, Bentley Delivery Centre, Western Australia.

**Lease** means lease dated 9 November 2011 made between Conservation and Land Management Executive Body as landlord and Shire of Boddington as

tenant over part of the Land for an initial term of 5 years commencing 1 November 2010 as extended for 15 years commencing 1 November 2015.

<b>Licence Fee</b>	means the annual licence fee payable during the Term (if demanded by the Licensor) being the amount specified in Item 4 of the Schedule.
<b>Licensor's Property</b>	without limiting the generality of such term, shall include the Tower, the Enclosure and all associated infrastructure and equipment constructed, erected or installed by the Licensor on the area leased by the Landlord to the Licensor.
<b>Tower</b>	means the tower installed by the Licensor on part of the area leased by the Landlord to the Licensor.

## 1.2 Interpretation

In this deed:

- (i) Reference to the parties includes their personal representatives, successors and lawful assigns;
- (ii) Where a reference to a party includes more than one person the rights and obligations of those persons shall be joint and several;
- (iii) Headings have been inserted for guidance only and shall be deemed not to form part of the context;
- (iv) Where a day on or by which any timing is to be done is not a Business Day, that timing must be done on or by the next succeeding day which is a Business Day; and
- (v) The schedule to this Licence ("**Schedule**") and any annexures or appendices to this Licence are incorporated in and form part of this Deed.

## 2 Grant of Licence

- 2.1. The Licensor HEREBY GRANTS to FES a licence to use the Licensed Premises for a term ("**the Term**") (subject to the provisions of this licence) commencing on the commencement date specified in Item 2 of the Schedule ("**Commencement Date**") and expiring on the expiry date specified in Item 2 of the Schedule ("**Expiry Date**").
- 2.2. The Licensor acknowledges and agrees that FES, FES' employees, agents and contractors and any other persons having a right to use, access, possess or occupy the Licensed Premises may access the Licensed Premises at all times of the day or night (24 hours a day, 7 days a week) during the Term.
- 2.3. The Licensor covenants and agrees that subject to FES observing and performing the covenants contained in this Licence, FES shall peaceably hold and enjoy the Licensed Premises throughout the Term without any interruption from the Licensor or any person claiming by, through or under the Licensor.
- 2.4. The Licensor at its cost must maintain the Licensor's Property in good repair, order and safe condition at all times.
- 2.5. The Licensor at its cost must, upon the request of FES (acting reasonably), promptly commission and provide to FES a written structural assessment report for the Tower ("**Report**"). The Report must be prepared by a suitably qualified engineer.

- 2.6. The Licensor must use its best endeavours to prevent damage to, or interference of, the Licensor's Property by any third party or anyone else (including a trespasser).

### **3 Payment of Fee**

- 3.1 FES COVENANTS AND AGREES with the Licensor that it shall pay to the Licensor the Licence Fee (if demanded) in advance on the Commencement Date and thereafter on the same date in each and every succeeding year of the Term. The Licensor acknowledges and agrees that the Licence Fee must be reduced pro-rata for any period of less than one year (if demanded).
- 3.2 For the avoidance of any doubt, the Licensor acknowledges and agrees that the Licence Fee is a gross fee inclusive of all costs, charges, expenses, fees, levies and utilities and that FES is not obliged to pay any other monies to the Licensor or any other person in addition to the Licence Fee.
- 3.3 The Licence Fee is not subject to review, adjustment or increase at any time during the Term.

### **4 Restrictions**

FES ACKNOWLEDGES that:

- 4.1 This Licence does not confer any estate or interest in the Land.
- 4.2 Other than the rights granted under this Licence, the grant of this Licence does not create or confer upon FES any tenancy or any other estate or interest in the Licensed Premises.
- 4.3 The rights of FES lie in contract only.

### **5 Repairs and Maintenance**

FES will use its reasonable endeavours during the Term to keep the Licensed Premises in good order and condition.

### **6 Permitted Use**

FES shall during the Term use the Licensed Premises as a communications facility for the purpose of fire and emergency services and all other ancillary uses.

### **7 Insurance**

FES shall during the Term maintain insurance cover of the nature effected with the Western Australian Government Treasury Managed Fund (RiskCover) with respect to the Licensed Premises.

### **8 Services**

The cost to install any services (including electricity, gas, water and telephone) to the Licensed Premises deemed necessary by FES shall be borne by FES (if applicable).

FES shall pay for any charges for services consumed by FES at the Licensed Premises as invoiced direct to FES by the relevant Supplier (if applicable).

### **9 Indemnity**

- 9.1 The Licensor HEREBY INDEMNIFIES FES in respect of all loss, damages, claims and liability arising out of or in connection with FES's use and occupation of the Licensed Premises to the extent caused or contributed to by the Licensor or the Licensor's employees, agents or contractors or anyone else the Licensor is responsible for.

party affected and which is forthwith, by notice from the party affected, brought to the attention of the other party, including but not limited to war, hostilities, revolution, civil unrest, strike, lockout, epidemic or pandemic, government ordered restriction or cessation of activity, accident, fire, natural disaster, wind or flood or any requirement of law, or an act of God.

## **25 Costs**

Each party shall bear its own costs (including legal costs) of and incidental to the preparation, negotiation and completion of this Licence.

## **26 FES Payments**

26.1 Notwithstanding any other provision contained in this Licence to the contrary, the Licensor acknowledges and agrees that any payment under this Licence by FES is subject to and conditional upon FES receiving a valid tax invoice (incorporating 30 day payment terms) from the Licensor.

26.2 The Licensor acknowledges and agrees that the Licensor may not issue a tax invoice for the Licence Fee (if demanded) later than 3 months after the start of the relevant year of the Term (time being of the essence). A tax invoice given other than within the time period referred to in this clause 26.2 has no force or effect.

## **27 General**

As far as possible all provisions of this Licence must be construed so as not to be invalid, illegal or unenforceable in any respect. If any provision or part of it cannot be read down, that provision or part is taken to be severable and the remaining provisions of this Licence will not be affected.

## **28 Landlord Consent**

For the avoidance of any doubt, the Licensor warrants that the Landlord consents to:

- i. this Licence;
- ii. FES' occupation of the Licensed Premises; and
- iii. FES', FES' employees, agents and contractors and any other persons having a right to use, access, possess or occupy the Licensed Premises, use of the driveways and access ways on the Land and all other means necessary to access the Licensed Premises at all times of the day or night (24 hours a day, 7 days a week) during the Term.

## **29 Lease/Licence**

29.1 FES acknowledges that this Licence may come to an end on termination of the Lease.

29.2 If the Lease terminates then this Licence may also terminate simultaneously with the termination of the Lease.

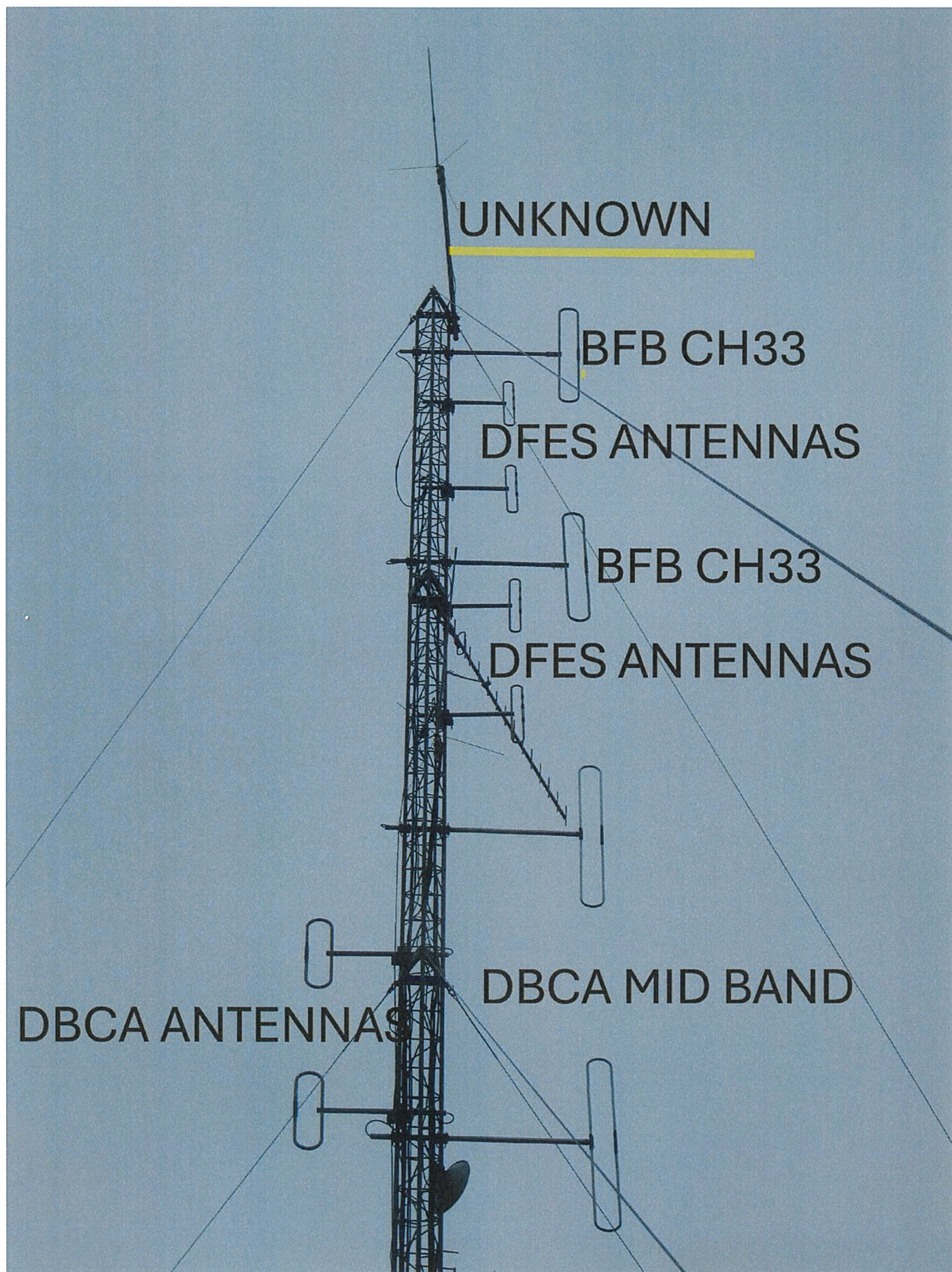
29.3 If there is any inconsistency between the Lease and this Licence, this Licence will apply to the extent of the inconsistency.

29.4 For the avoidance of any doubt, the parties acknowledge and agree that the Term must be 1 day less than the term of the Lease.

29.5 Notwithstanding any provision contained in this Licence to the contrary, where the Lease is likely to be or is terminated for any reason, the Licensor must immediately notify FES in writing and the Licensor authorises and permits FES to deal directly with the Landlord to continue and protect FES's rights to use the Licensed Premises for the Term and the Licensor will provide all necessary assistance and execute any documents reasonably required by FES in this regard.



"A"





**“B1”**





**“B2”**



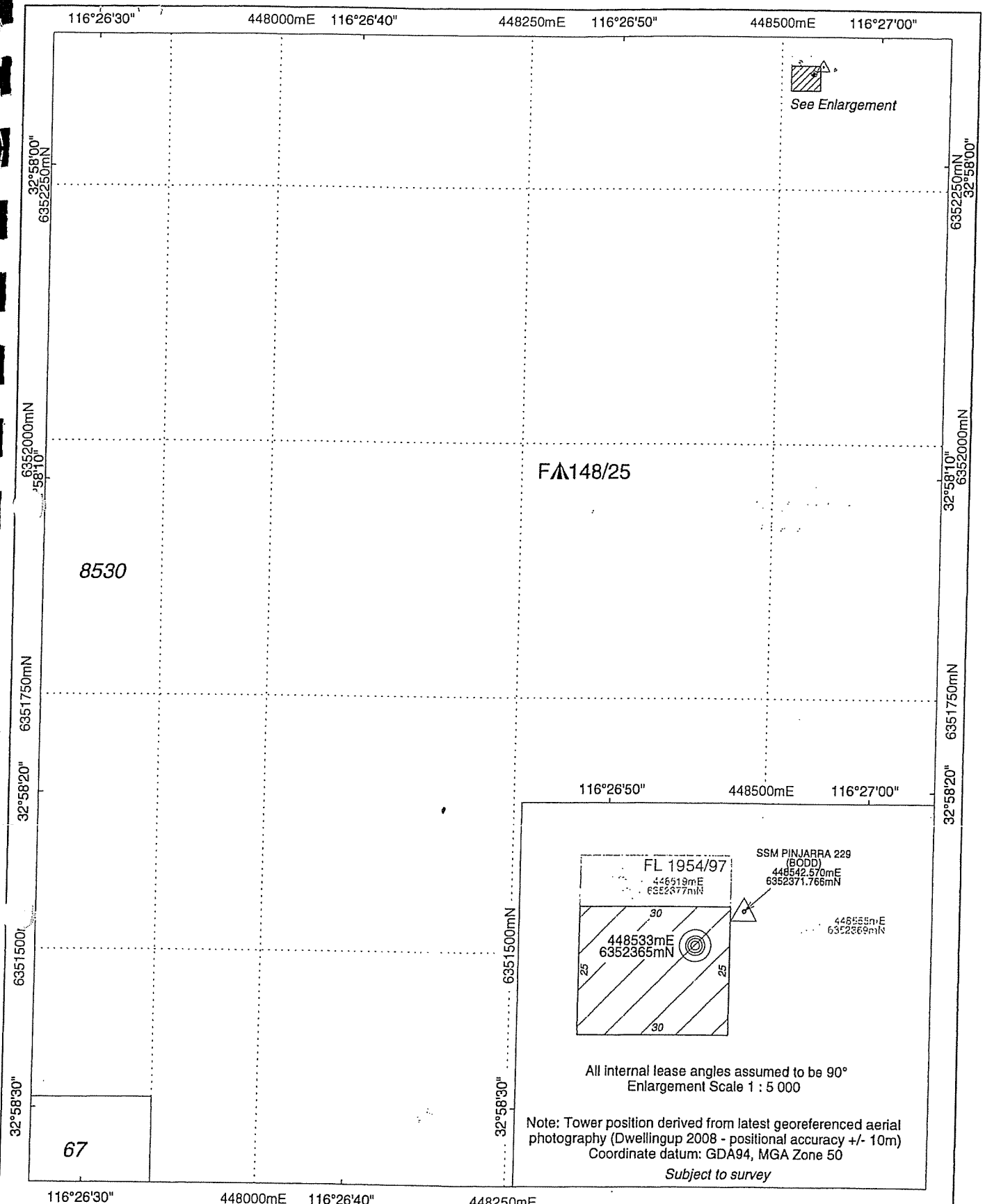


"C"






"D"



FOREST LEASE 1916/97 - Communication Base				LEASE PLAN APPROVAL	
LESSEE		SHIRE OF BODDINGTON		LESSEE	<i>[Signature]</i>
LGA		SHIRE OF BODDINGTON		WITNESS	<i>[Signature]</i>
LAND DISTRICT		WILLIAMS		LESSOR	<i>[Signature]</i>
DEC DISTRICT		PERTH HILLS		WITNESS	<i>[Signature]</i>
PLAN REF.		DEC COG PLAN: 2132-23 (DM.86)		AREA	Abt 750m <sup>2</sup>
		FILE No.		DRAWN	JLF 24.8.11
				CHECKED	RD 24.8.11

SCALE 1 : 5 000



Department of  
Environment and  
Conservation

*Our environment, our future*

### 9.2.2 Town Team Projects

File Reference:	3.0017
Applicant:	Not Applicable
Previous Item:	Nil
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Attachments:	9.2.2A Town Team Project Proposals

#### Summary

Council is requested to provide in principle support for a suite of activation and beautification initiatives proposed by the Boddington Town Team, subject to staff review of detailed designs, maintenance implications, and risk assessments.

#### Background

The Town Team Movement is a rapidly growing network of positive and proactive community groups working in partnership with local governments to improve and activate local places. Unlike traditional associations that represent a single interest group, Town Teams are inclusive, involving residents, businesses, landowners and volunteers who share a commitment to making their town more vibrant and connected. The approach is action-focused, less formal than traditional structures, and guided by a common charter that emphasises collaboration, creativity and community pride. There are now more than 170 Town Teams across Australia, New Zealand, the United Kingdom and beyond, each driving local projects that deliver “quick wins” as well as long-term improvements.

The Boddington Town Team has developed a series of ideas intended to enhance the town centre and strengthen community pride. Proposals include seating, murals, laneway lighting, pavement games, directional signage, wayfinding using sculptures, and a native garden/bush tucker planting project.

#### Comment

The Town Team projects are community-driven, low-cost interventions that can create immediate visual impact and foster local engagement. Items such as recycled seating, decorated concrete stools, pavement games, festoon lighting, and native gardens can be supported by volunteers and align with sustainability principles. Elements such as murals, and road crossing aids, require more detailed planning to ensure safety, durability and compliance with relevant regulations.

Items that will be further considered by staff before final sign off include:

- Ensuring murals and pavement treatments comply with Main Roads WA specifications and do not obscure traffic markings.
- Encouraging community consultation to provide feedback on the road mural design.
- Locating pavement games away from roads to encourage safe play.
- Confirming accessibility and adequate clearance where concrete stools or planters are installed.

These matters can be addressed through a CEO-led approvals process on a project-by-project basis.

In principle Council support will give the Town Team confidence to progress planning and volunteer mobilisation, while leaving the Shire with discretion to ensure each project meets risk and compliance requirements before works proceed.

### Consultation

The projects have been generated through community discussions facilitated by the Town Team. Further consultation can be undertaken as required for each initiative.

### Strategic Implications

Aspiration	People
Outcome 2	A healthy and active community
Objective 2.3	Build pride and participation in local art, culture and community activities.

### Legislative Implications

Certain projects may require approvals under the Local Government Act 1995 (e.g. works in thoroughfares), and consultation with Main Roads WA regarding treatments on or near gazetted roads.

### Policy Implications

Nil

### Financial Implications

The initiatives are expected to be volunteer-led and grant-funded, with no direct capital cost to the Shire. The primary financial implication will be the ongoing maintenance of any installed assets (e.g. concrete seats, benches), which will need to be factored into operational budgets once asset ownership is confirmed.

### Economic Implications

Improved public spaces and wayfinding will enhance the visitor experience, encourage longer dwell times in the town centre, and support local businesses through increased foot traffic.

### Social Implications

The proposals strengthen community identity, encourage volunteerism, and support inclusive, playful and vibrant public spaces.

### Environmental and Climate Change Implications

The native garden and bush tucker planting project supports biodiversity and water-wise landscaping. Recycled seating aligns with waste-reduction and circular economy principles.

### Risk Considerations

Risk Statement and Consequence	Poorly designed installations have the potential to create safety hazards or accessibility barriers, and without clear agreements ongoing maintenance responsibilities may result in additional costs to the Shire. In addition, road and pavement treatments must
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	be carefully managed to ensure they do not conflict with existing regulatory standards.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Financial
Risk Action Plan (controls or treatment proposed)	Nil

### **Officer Recommendation and Council Decision**

#### **COUNCIL RESOLUTION: 92/25**

**Councillor E Smalberger declares impartiality interest.**

**Moved:** Cr H Prandl

**Seconded:** Cr L Lewis

**That Council:**

- 1. Provides in principle support for the suite of projects proposed by the Boddington Town Team, as outlined in the body of this report.**
- 2. Notes that each project will be subject to review by the Chief Executive Officer (or delegate) to confirm compliance, risk management, consultation requirements and maintenance responsibilities prior to implementation.**

**Carried: 5-0**

**For:** Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandl

**Against:** Nil

# Town Teams RAC Grant 2025 *(Planned reveal – End Oct.)*

Concepts for Town revitalising by  
community members.



# Road Mural

Group Leader: Sherryl Prandl

Consideration will be given to  
current road marking.

Colour theme to Shire Logo.

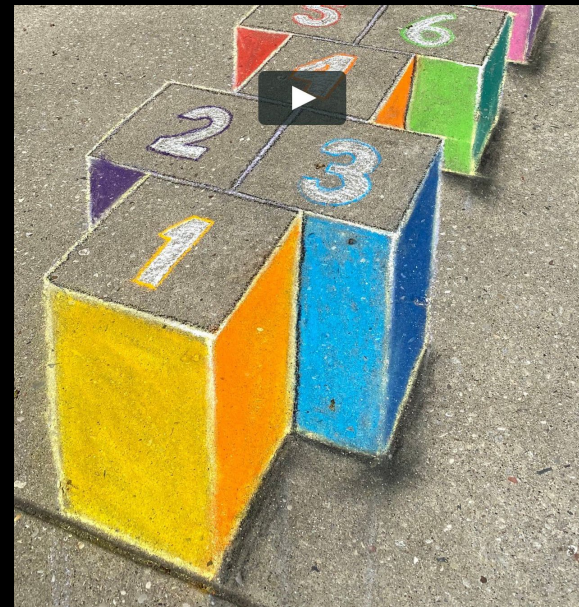




# Pavement Games

Group Leader: Sherryl Prandl

Installed on footpath otw to School,  
with guidance for children where to  
cross for pool.





# Town centre Concrete stools

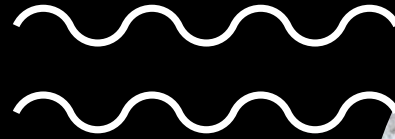
Group Leader: Hans Prandl

Colourful, guided by Shire Logo colours

Recycled Plastic seat/top

Mainstreet in front of shops

Similar might be added later as flowerpots.





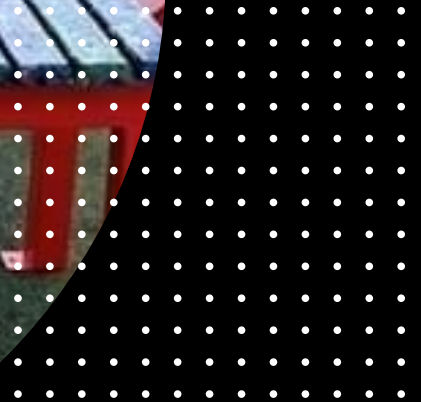
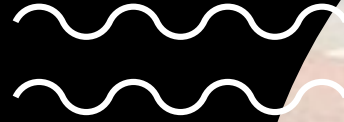
# Recycled Art park Benches

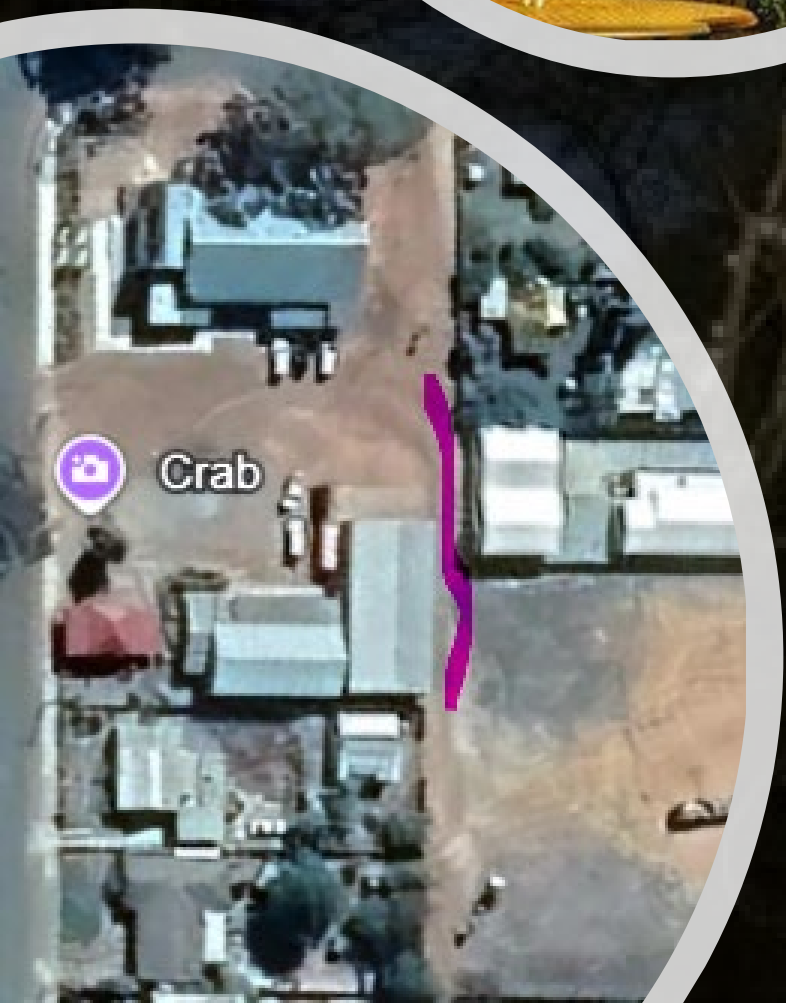
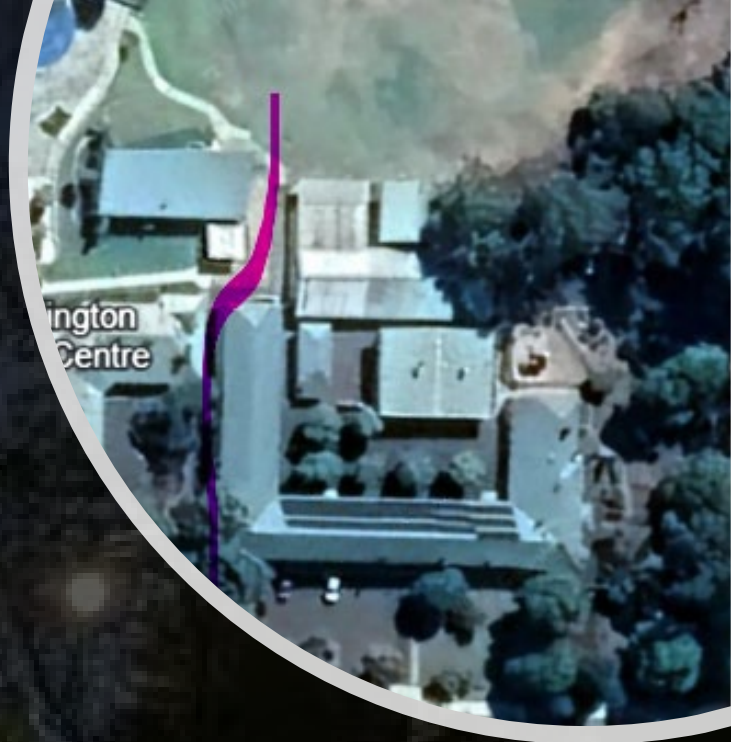
Group Leader: Eugene & RRR

2-3 Park Benches, different Themed & coloured,

Placement guided by Shire need, possibly river pathway, RV area, main street

More benches available later.





Group Leader: Sherryl Prandl

Festoon lights to be used during events in town to light-up dark areas.

## Temporary Back street / walkway Festoon lights.

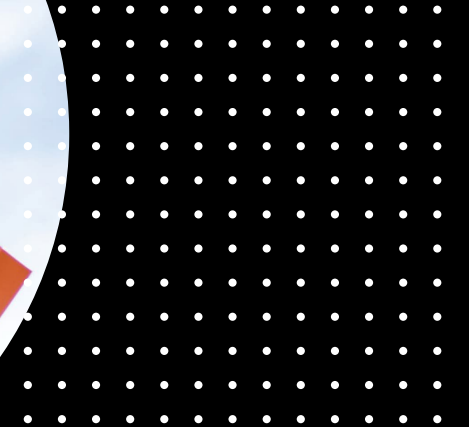
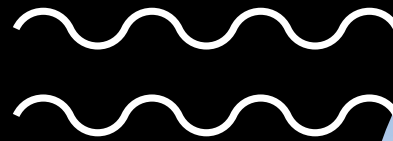




# Way Finder Signs

Group Leader: Rob Neal & Menshed

Colourfull wayfinder signs to be install in new park and close to library. Quirky and playfull.







# Sculpture scavenger hunt

Group Leader: Hans Prandl

Some sculptures will be given a unique rubbing logo. Children will be issued a hunt sheet and need to find a series of Sculptures and rub down its unique logo.

This will work in conjunction with our current sculpture trail brochure.

Fill a sheet and win a prize.



## 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 August 2025

#### Summary

The list of payments for the month ending 31 August 2025 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 and Council Decision**

**COUNCIL RESOLUTION: 93/25**

**Moved:** Cr H Prandl

**Seconded:** Cr L Lewis

**That Council receive the list of payments for the month ending 31 August 2025 as presented.**

Carried: **5-0**

For: Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandl

Against: Nil

**SHIRE OF BODDINGTON - LIST OF PAYMENTS - AUGUST 2025**

Chq/EFT	Date	Name	Description	Amount
17705	01/08/2025	WATER CORPORATION	WATER USAGE 41 BANNISTER RD	494.04
EFT28246	01/08/2025	JLT RISK SOLUTIONS PTY LTD	INSURANCE RENEWAL 2025/2026	3,962.64
EFT28247	01/08/2025	LGISWA	INSURANCE RENEWAL 2025/2026 - INSTALMENT	199,920.73
EFT28248	01/08/2025	AUSTRALIA WIDE TAXATION & PAYROLL TRAINING	PAYROLL ONLINE WEBINAR	199.00
EFT28249	01/08/2025	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS/CONTRIBUTIONS	39.81
EFT28250	01/08/2025	PYKE PLUMBING & GAS PTY LTD	PLUMBING WORK AT THE OLD SCHOOL	990.00
EFT28251	01/08/2025	HAMISH'S MAINTENANCE SERVICES	SWIMMING POOL & OLD SCHOOL PROJECTS	20,130.00
EFT28252	01/08/2025	THE LOCK MAN SECURITY	NEW KEYS & PADLOCKS	1,086.80
EFT28253	08/08/2025	T-QUIP	PARTS	120.15
EFT28254	08/08/2025	LOCAL GOVERNMENT PROFESSIONALS WA	COMMUNITY DEVELOPMENT CONFERENCE & WORKSHOPS	2,235.00
EFT28255	08/08/2025	ADVANTAGE ENVIRONMENTAL PEST CONTROL	PEST CONTROL	9.57
EFT28256	08/08/2025	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	ACMA LICENCE RENEWAL	47.00
EFT28257	08/08/2025	CLIVE CALDWELL	REFUND OF TRAP BOND	120.00
EFT28258	08/08/2025	TEAM GLOBAL EXPRESS PTY LTD	COURIER CHARGES	511.10
EFT28259	08/08/2025	INDUSTRIAL AUTOMATION GROUP	SCSP STANDPIPE SUPPORT	1,838.10
EFT28260	08/08/2025	CURTIS ELECTRICAL CONTRACTING	ANNUAL TEST & TAGGING AND ELECTRICAL WORK	22,704.10
EFT28261	08/08/2025	NEWMONT BODDINGTON GOLD	RENT 3 PRUSSIAN WAY & 25 FARMERS AVE	2,600.00
EFT28262	08/08/2025	SHERIDAN'S	STAFF NAME BADGES	126.34
EFT28263	08/08/2025	G & D LYSTER	GRAVEL	1,408.00
EFT28264	08/08/2025	RURAL AND REGIONAL ECONOMIC SOLUTIONS	CONSULTANCY SERVICES	1,936.40
EFT28265	08/08/2025	SCAVENGER SUPPLIES PTY LTD	PROTECTIVE WEAR	5,167.14
EFT28266	08/08/2025	SHERIN RENTALS PTY LTD	HIRE OF DRUM ROLLER	3,944.60
EFT28267	08/08/2025	READY INDUSTRIES PTY LTD	TEMPORARY FENCING	2,826.23
EFT28268	08/08/2025	SAPIO PTY LTD	TECHNICIAN ATTENDANCE	234.30
EFT28269	08/08/2025	SOS OFFICE EQUIPMENT	PHOTOCOPIER CHARGES	322.77
EFT28270	08/08/2025	GFG TEMPORARY ASSIST	TEMPORARY PERSONNEL SUPPORT	9,166.30
EFT28271	08/08/2025	PYKE PLUMBING & GAS PTY LTD	PLUMBING WORK AT THE OLD SCHOOL	363.00
EFT28272	08/08/2025	BODMEC MAINTENANCE SOLUTIONS	REPAIRS TO TRAILER	1,588.29
EFT28273	08/08/2025	BODDINGTON DINER	CATERING SERVICES	1,031.40
EFT28274	08/08/2025	BODDINGTON PLUMBING & GAS	SWIMMING POOL CHANGE ROOMS UPGRADES	2,112.00
EFT28275	08/08/2025	DIRECT TRADES SUPPLY PTY LTD	240L WHEELIE BINS	2,605.90
EFT28276	08/08/2025	DEBBIE'S CULTURAL CONSULTING	WELCOME TO COUNTRY CEREMONY	600.00
EFT28277	08/08/2025	NXP CIVILS PTY LTD	DEMO WORK POOL CHANGE ROOMS	7,040.00
EFT28278	08/08/2025	MONDAY.COM LIMITED	MONDAY.COM ANNUAL SUBSCRIPTION	22,961.70
EFT28279	08/08/2025	SJ TRAFFIC MANAGEMENT PTY LTD	TRAFFIC MANAGEMENT PLAN	7,746.20
EFT28280	08/08/2025	MICHELLE DEBORAH BARNES	REFUND OF BUILDING APPLICATION	61.65
EFT28281	08/08/2025	AVON WASTE	RUBBISH SERVICES JULY 2025	7,306.76
EFT28282	08/08/2025	BODDINGTON SERVICE STATION	VEHICLE SERVICE BT04	742.05
EFT28283	08/08/2025	GREG DAY MOTORS	FUEL JULY 2025	10,628.93
EFT28284	08/08/2025	WALGA	WALGA SUBSCRIPTIONS 2025/2026	24,440.64
EFT28285	08/08/2025	SHIRE OF BODDINGTON	BSL COMMISSION JULY 2025	20.00
EFT28286	08/08/2025	WESTRAC EQUIPMENT WA PTY LTD	SERVICE ON CATERPILLAR ROLLER BT005	4,486.49
EFT28287	08/08/2025	DEPT OF MINES,INDUSTRY REGULATION & SAFETY	BSL JULY 2025	507.95
EFT28288	08/08/2025	ROSS MATSEN	TV TOWER LEASE 2025/2026	1,936.00
EFT28289	08/08/2025	BODDINGTON COMMUNITY RESOURCE CENTRE	NAIDOC LUNCH EVENT CONTRIBUTION	500.00
EFT28290	13/08/2025	RENTOKIL	SANITARY BIN SERVICE	1,481.60
EFT28291	13/08/2025	BENARA NURSERIES	ASSORTED PLANTS	1,390.62
EFT28292	13/08/2025	AUSTRALIA POST ACCOUNTS RECEIVABLE	POSTAGE FOR JULY 2025	234.40
EFT28293	13/08/2025	LOCAL GOVERNMENT PROFESSIONALS WA	VERBAL JUDO WORKSHOP	330.00
EFT28294	13/08/2025	LANDGATE	SLIP SUBSCRIPTION 25/26	2,892.50
EFT28295	13/08/2025	BODDINGTON HARDWARE AND NEWSAGENCY	HARDWARE ITEMS FOR JULY 2025	2,834.70
EFT28296	13/08/2025	SEEK LIMITED	SEEK JOB ADVERTISING	1,961.30
EFT28297	13/08/2025	TEAM GLOBAL EXPRESS PTY LTD	COURIER CHARGES	40.71
EFT28298	13/08/2025	WALLIS COMPUTER SOLUTIONS	COMPUTER UPGRADES	1,076.90
EFT28299	13/08/2025	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION FEES FOR JULY 2025	1,633.50
EFT28300	13/08/2025	ARGIL PTY LTD	RATES REFUND	1,632.25
EFT28301	13/08/2025	BANNISTER EXCAVATIONS PTY LTD	WINTER GRADING - VARIOUS LOCATIONS	10,018.80
EFT28302	13/08/2025	ZIRCODATA PTY LTD	STORAGE FEES	103.63
EFT28303	13/08/2025	ACCESS LIFE	STRENGTH FOR LIFE COACH FEES	595.00
EFT28304	13/08/2025	BODDINGTON MINI SKIPS	COLLECT & EMPTY SKIP BIN	335.00
EFT28305	13/08/2025	BODDINGTON POST OFFICE & STORE	STATIONERY ITEMS	414.70
EFT28306	13/08/2025	SAPIO PTY LTD	UPGRADE YOUTH CENTRE & LIBRARY WIRELESS LINK	4,072.72
EFT28307	13/08/2025	BODDINGTON SUPERMARKET PTY LTD	YOUTH CENTRE PURCHASES FOR JULY 2025	869.26
EFT28308	13/08/2025	MCMULLEN NOLAN GROUP PTY LTD	FIRE MITIGATION PREP	3,135.00
EFT28309	13/08/2025	GFG TEMPORARY ASSIST	PROJECT MANAGEMENT SUPPORT SERVICES	255.20
EFT28310	13/08/2025	PYKE PLUMBING & GAS PTY LTD	HOT WATER SYSTEM- DRINK FOUNTAIN-RPZ TESTING	22,908.74
EFT28311	13/08/2025	APEX ENVIROCARE	REHABILITATION OF LIONS WEIR	103,232.80
EFT28312	13/08/2025	INTERNODE PTY LTD	BROADBAND SERVICE	109.99
EFT28313	13/08/2025	UNIFORMS AT WORK AUSTRALIA PTY LTD	OUTDOOR STAFF UNIFORMS	929.94
EFT28314	13/08/2025	BODDINGTON DINER	CATERING SERVICES	257.40
EFT28315	13/08/2025	SIGNS & LINES	REGIONAL DESTINATION SIGNAGE X 2	32,014.91
EFT28316	13/08/2025	NXP CIVILS PTY LTD	INSTALLATION OF BRICK PAVERS	1,320.00
EFT28317	13/08/2025	DALWALLINU CONCRETE PTY LTD	REINFORCED CONCRETE HEADWALLS	7,913.40
EFT28318	13/08/2025	ORFORD SPARE PARTS	SHELVING	1,790.00
EFT28319	13/08/2025	HAMISH'S MAINTENANCE SERVICES	ART GALLERY ROOFING MATERIALS	33,000.00
EFT28320	13/08/2025	ENVIRO SWEEP	STREET SWEEPING	1,636.89
EFT28321	13/08/2025	JOYCE MARY MICHAEL	RATES REFUND	189.19
EFT28322	13/08/2025	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES 25/26	534.28
EFT28323	13/08/2025	WESTRAC EQUIPMENT WA PTY LTD	SERVICE ON CATERPILLAR GRADER	4,103.55
EFT28324	13/08/2025	THE LOCK MAN SECURITY	NEW KEYS & BARREL	237.10
EFT28325	22/08/2025	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	3,574.84
EFT28326	22/08/2025	EDGE PLANNING & PROPERTY	PLANNING SERVICES	2,846.25
EFT28327	22/08/2025	TEAM GLOBAL EXPRESS PTY LTD	COURIER CHARGES	496.88
EFT28328	22/08/2025	COLOR CONTRAST PAINTING SERVICES	PAINTING SWIMMING POOL BUILDING	9,900.00

## SHIRE OF BODDINGTON - LIST OF PAYMENTS - AUGUST 2025

Chq/EFT	Date	Name	Description	Amount
EFT28329	22/08/2025	CURTIS ELECTRICAL CONTRACTING	ELECTRICAL WORK OLD SCHOOL	128.70
EFT28330	22/08/2025	SHERIDAN'S	STAFF NAME BADGES	76.89
EFT28331	22/08/2025	SHIRE OF NARROGIN	BUILDING SURVEYOR SERVICES	2,010.50
EFT28332	22/08/2025	CORSIGN WA	SIGNAGE	33.00
EFT28333	22/08/2025	RINGCENTRAL INC	TELEPHONE SUBSCRIPTION FEE JULY & AUGUST 2025	1,752.08
EFT28334	22/08/2025	SAPIO PTY LTD	INVESTIGATION INTO GALLAGHER SOFTWARE	729.04
EFT28335	22/08/2025	GFG TEMPORARY ASSIST	TEMPORARY PERSONNEL SUPPORT	7,571.30
EFT28336	22/08/2025	CONNECT CALL SERVICES	AFTER HOURS CALL SERVICE	574.75
EFT28337	22/08/2025	PYKE PLUMBING & GAS PTY LTD	PLUMBING WORK - VARIOUS SHIRE LOCATIONS	1,029.27
EFT28338	22/08/2025	APEX ENVIROCARE	REHABILITATION OF LIONS WEIR	64,520.50
EFT28339	22/08/2025	BETH NURNBERGER	EXECUTIVE TEAM COACHING	4,895.00
EFT28340	22/08/2025	COMMERCIAL IRRIGATION W.A	IRRIGATION REPAIRS	715.00
EFT28341	22/08/2025	SLR CONSULTING AUSTRALIA	LIONS WEIR DREDGING	16,750.69
EFT28342	22/08/2025	WORKSCREEN MEDICAL PTY LTD	PRE-EMPLOYMENT MEDICALS	528.00
EFT28343	22/08/2025	BODDINGTON DINER	CATERING SERVICES	733.00
EFT28344	22/08/2025	ADVANCED PATIOS	SHELTER WORKS FOR OLD ROLLER DISPLAY	6,147.00
EFT28345	22/08/2025	HAMISH'S MAINTENANCE SERVICES	ART GALLERY ROOF REPAIRS	33,000.00
EFT28346	22/08/2025	APTELLA PTY LTD	LASER LEVEL WITH TRIPOD	2,145.00
EFT28347	22/08/2025	DIZZA COMMUNICATIONS QC PTY LTD	REFUND OF STANDPIPE SWIPECARD BOND	120.00
EFT28348	22/08/2025	STEWART & HEATON PTY LTD	PROTECTIVE WEAR	884.02
EFT28349	22/08/2025	AVON WASTE	RUBBISH SERVICES AUGUST 2025	6,984.17
EFT28350	22/08/2025	BODDINGTON SERVICE STATION	VEHICLE SERVICE BT105	180.00
EFT28351	22/08/2025	READYTECH	AMENDMENT TO PURCHASE ORDER TEMPLATE	277.20
EFT28352	22/08/2025	CHUBB FIRE & SECURITY PTY LTD	MONTHLY FIRE PANEL SERVICING	330.00
EFT28353	22/08/2025	CEMETERIES & CREMATORIA ASSOCIATION WA	ANNUAL MEMBERSHIP 25/26	130.00
EFT28354	22/08/2025	THE LOCK MAN SECURITY	REPAIRS AT THE REC CENTRE	100.00
EFT28355	28/08/2025	BODDINGTON MEDICAL CENTRE	SOUTH32 COMMUNITY HEALTH INITIATIVE	27,500.00
EFT28356	28/08/2025	OFFICEWORKS BUSINESS DIRECT	STATIONERY ITEMS	1,192.61
EFT28357	28/08/2025	CURTIS ELECTRICAL CONTRACTING	ELECTRICAL WORK AT THE REC CENTRE	1,011.44
EFT28358	28/08/2025	EMERGE ASSOCIATES	BODDINGTON TOWN CENTRE MASTERPLANS	4,400.00
EFT28359	28/08/2025	SCAVENGER SUPPLIES PTY LTD	PROTECTIVE WEAR	1,857.90
EFT28360	28/08/2025	ROHAN BRADLEY STARCEVICH	RATES REFUND	1,374.64
EFT28361	28/08/2025	GFG TEMPORARY ASSIST	TEMPORARY PERSONNEL SUPPORT	7,975.00
EFT28362	28/08/2025	PYKE PLUMBING & GAS PTY LTD	PLUMBING WORK AT 19 BLUEGUM CLOSE	242.19
EFT28363	28/08/2025	APEX ENVIROCARE	REHABILITATION OF LIONS WEIR	64,520.50
EFT28364	28/08/2025	FOCUS CONSULTING WA PTY LTD	CONSULTANCY SERVICES	5,500.00
EFT28365	28/08/2025	CIVIL PRODUCTS WA	SIGNAGE	680.90
EFT28366	28/08/2025	BODDINGTON DINER	CATERING SERVICES	250.00
EFT28367	28/08/2025	HAMISH'S MAINTENANCE SERVICES	SWIMMING POOL CHANGEROOMS UPGRADE	12,100.00
EFT28368	28/08/2025	INTELLIFE GROUP LIMITED	TREE LOPPING VARIOUS SHIRE LOCATIONS	39,006.00
EFT28369	28/08/2025	HENDRIK HARRY FRENCH	REFUND OF KERB & FOOTPATH BOND	2,388.00
EFT28370	28/08/2025	THE LOCK MAN SECURITY	NEW HANDLE ON EXIT DOOR AT THE HUB	386.00
DD17505.1	01/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,207.40
DD17505.2	01/08/2025	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE LOCATIONS	284.94
DD17506.1	04/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	464.40
DD17506.2	04/08/2025	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE LOCATIONS	1,207.47
DD17509.1	05/08/2025	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION CONTRIBUTIONS	16,978.14
DD17509.2	12/08/2025	SHERIFF'S OFFICE, PERTH	LODGEMENT FEE	177.00
DD17509.3	05/08/2025	NATIONAL AUSTRALIA BANK	TRANSACT FEE	15.00
DD17509.4	05/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,913.50
DD17509.5	05/08/2025	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE LOCATIONS	3,879.14
DD17510.1	06/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,467.35
DD17510.2	06/08/2025	SYNERGY	ELECTRICITY CHARGES - RETIREMENT VILLAGE HUB	123.23
DD17510.3	06/08/2025	TELSTRA LIMITED	MOBILE PHONE CHARGES - SHIRE	936.66
DD17524.1	07/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	48.20
DD17524.2	07/08/2025	SYNERGY	ELECTRICITY CHARGES - MARRADONG FIRE SHED	359.51
DD17525.1	08/08/2025	NEWBOOK PTY LTD	NEWBOOK ONLINE BOOKING FEES	216.15
DD17525.2	08/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	6,618.55
DD17527.1	11/08/2025	WATER CORPORATION	TRADE WASTE WATER - SWIMMING POOL	258.62
DD17527.2	11/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,313.00
DD17532.1	12/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,757.90
DD17532.2	12/08/2025	SYNERGY	ELECTRICITY CHARGES - SES	1,634.32
DD17533.1	13/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,249.75
DD17534.1	14/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,060.50
DD17534.2	14/08/2025	SYNERGY	ELECTRICITY CHARGES - NEW DEPOT	664.86
DD17537.1	15/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	491.85
DD17538.1	18/08/2025	WATER CORPORATION	TRADE WASTE WATER - CARAVAN PARK	258.62
DD17538.2	18/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	3,587.35
DD17538.3	18/08/2025	TELSTRA LIMITED	PHONE CHARGES - SES LANDLINES	197.69
DD17544.1	19/08/2025	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION CONTRIBUTIONS	16,866.09
DD17544.2	19/08/2025	BUSINESS FUEL CARDS (FLEET CARD)	FIRE BRIGADE FLEET CARDS	21.90
DD17544.3	19/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	3,146.55
DD17547.1	20/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,712.70
DD17551.1	21/08/2025	BOC GASES BOC ACCOUNT PROCESSING	GAS CONTAINER FEES	20.47
DD17551.2	21/08/2025	NATIONAL AUSTRALIA BANK	NAB CONNECT FEE	59.23
DD17551.3	21/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	843.25
DD17552.1	22/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,122.25
DD17552.2	22/08/2025	SYNERGY	ELECTRICITY CHARGES - STREET LIGHTS	3,417.73
DD17553.1	25/08/2025	OPTUS COMMUNICATIONS	INTERNET - CCTV TRAILER	109.00
DD17553.2	25/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	6,451.75
DD17553.3	25/08/2025	TELSTRA LIMITED	PHONE CHARGES - VARIOUS SHIRE LOCATIONS	834.40
DD17563.1	26/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,207.75
DD17564.1	27/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,244.85
DD17564.2	27/08/2025	SYNERGY	ELECTRICITY CHARGES - QUINDANNING FIRE SHED	473.66



## SHIRE OF BODDINGTON - LIST OF PAYMENTS - AUGUST 2025

Chq/EFT	Date	Name	Description	Amount
DD17565.1	28/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	3,180.05
DD17566.1	29/08/2025	NATIONAL AUSTRALIA BANK	NAB BPAY & ACCT FEES	380.24
DD17566.2	29/08/2025	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,682.70
DD17558.1	04/08/2025	NAB BUSINESS VISA	CREDIT CARD PURCHASES	9,515.05
				<hr/>
				1,068,514.04

### ITEMISATION OF CREDIT CARD PURCHASES

<b>JAMES WICKENS</b>				
30/06/2025	POST OFFICE BODDINGTON	FAREWELL GIFT	150.00	
16/07/2025	REMARKABLE	SUBSCRIPTION FEE	4.99	
17/07/2025	POST OFFICE BODDINGTON	FAREWELL GIFT	100.00	
21/07/2025	LOCAL GOVERNMENT PROFESSIONALS	MEMBERSHIP FEES	560.00	
22/07/2025	RIVERSIDE ROADHOUSE	FUEL BT04	163.24	
<b>SAM KEMPTON</b>				
03/07/2025	KMART	ITEMS FOR THE YOUTH CENTRE	6.00	
03/07/2025	KMART	ITEMS FOR THE YOUTH CENTRE	319.55	
04/07/2025	BUNNINGS	ITEMS FOR THE YOUTH CENTRE	68.00	
08/07/2025	BIGW	ITEMS FOR THE YOUTH CENTRE	84.99	
08/07/2025	DISNEY PLUS	SUBSCRIPTION FEE	159.99	
14/07/2025	NETFLIX	SUBSCRIPTION FOR THE YOUTH CENTRE	18.99	
21/07/2025	SPOTIFY	MUSIC SUBSCRIPTION FOR THE LIBRARY	13.99	
25/07/2025	BIGW	ITEMS FOR THE YOUTH CENTRE	5.00	
<b>FABIAN HOUBRECHTS</b>				
03/07/2025	ZANTHORREA PTY LTD	ASSORTED PLANTS	108.20	
07/07/2025	7-ELEVEN	FUEL BT61	103.04	
17/07/2025	DUNNINGS NORTHAM	FUEL BT61	107.09	
21/07/2025	DUNNINGS NORTHAM	FUEL BT61	92.43	
22/07/2025	FANTASTIC FURNITURE	DINING TABLE - OLD CARETAKERS COTTAGE	159.00	
24/07/2025	ADAPTALIFT GROUP	STROBE LIGHT	87.56	
28/07/2025	DUNNINGS TOODYAY	FUEL BT61	108.15	
<b>CARA RYAN</b>				
07/07/2025	WA NEWSPAPER	DIGITAL SUBSCRIPTION	32.00	
07/07/2025	WESTERN POWER	CARAVAN PARK PROJECT	3,324.09	
10/07/2025	SPOT	LOCATION DEVICE & REGISTRATION FEE	283.99	
14/07/2025	JB HI-FI	WIRELESS MOUSE	44.00	
14/07/2025	SPOT	LOCATION DEVICE & REGISTRATION FEE	282.94	
14/07/2025	SPOT	LOCATION DEVICE & REGISTRATION FEE	729.72	
28/07/2025	RINGCENTRAL INC	TELEPHONE SERVICE - MEDICAL CENTRE	330.00	
<b>JULIE BURTON</b>				
01/07/2025	MONDAY.COM	MONDAY.COM WORK MANAGEMENT ENTERPRISE	355.00	
02/07/2025	EXETEL PTY LTD	INTERNET PLAN	975.00	
02/07/2025	AUSTRALIA'S GOLDEN OUTBACK	ANNUAL SUBSCRIPTION FEE	356.13	
03/07/2025	MAILCHIMP	NEWSLETTER SOFTWARE	99.42	
07/07/2025	DROP BOX	COUNCILLOR INFORMATION	18.69	
14/07/2025	ILLUSTRATOR	ADOBE LICENSE	32.99	
15/07/2025	INDESIGN	ADOBE LICENSE	35.99	
16/07/2025	OPENAI.COM	CHATGPT SUBSCRIPTION FEE	91.73	
17/07/2025	REMARKABLE	SUBSCRIPTION FEE	4.99	
27/06/2025	NAB CARD FEE	FEE	45.00	
27/06/2025	NAB INTERNATIONAL TRANSACT FEES	FEE	53.16	
<b>PAYROLL PAYMENTS</b>				
	NAB	NET PAYROLL F/N ENDING 03/08/2025	87,583.75	
	NAB	NET PAYROLL F/N ENDING 17/08/2025	85,053.70	
<b>TOTAL MUNI</b>			<hr/>	1,241,151.49
<b>TOTAL TRUST &amp; MUNI</b>				<b>2,309,665.53</b>

### 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 August 2025

#### Summary

The Monthly Financial Report for the period ending 31 August 2025 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 and Council Decision

#### **COUNCIL RESOLUTION: 94/25**

**Moved:** Cr G Ventris

**Seconded:** Cr L Lewis

**That Council receive the financial statements as presented, for the period ending 31 August 2025.**

**Carried: 5-0**

For: Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandl

Against: Nil



**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**

**For the Period Ended 31 August 2025**

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

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The following financial information is presented in short form and does not include supplementary notes to the Statement of Financial Activity. Preparation of the full statements, including all supplementary notes, will recommence following the formal adoption of the 2025/2026 Annual Budget.

**SHIRE OF BODDINGTON**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

		Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note		(a) \$	(b) \$	(c) \$	(c)-(b) \$	(c)-(b)/(b) %	
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates	6	0	0	0	0	0%	
Grants, subsidies and contributions	10	0	0	336,974	336,974	0%	▲
Fees and charges		0	0	228,451	228,451	0%	▲
Interest revenue		0	0	33,819	33,819	0%	▲
Other revenue		0	0	13,303	13,303	0%	▲
Profit on disposal of assets	8	0	0	0	0	0%	
		0	0	612,547	612,547		
Expenditure from operating activities							
Employee costs		0	0	(756,492)	(756,492)	0%	▼
Materials and contracts		0	0	(523,382)	(523,382)	0%	▼
Utility charges		0	0	(65,780)	(65,780)	0%	▼
Depreciation		0	0	0	0	0%	
Finance Costs		0	0	0	0	0%	
Insurance		0	0	(144,650)	(144,650)	0%	▼
Other expenditure		0	0	(5,975)	(5,975)	0%	
Loss on disposal of assets	8	0	0	0	0	0%	
		0	0	(1,496,279)	(1,496,279)		
Non-cash amounts excluded from operating activities	2(b)	0	0	0	0	0%	
Amount attributable to operating activities		0	0	(883,732)	(883,732)		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	10	0	0	338,194	338,194	0%	▲
Proceeds from disposal of assets	8	0	0	0	0	0%	
		0	0	338,194	338,194		
Outflows from investing activities							
Payments for property, plant and equipment	8	0	0	(216,118)	(216,118)	0%	▼
Payments for construction of infrastructure	8	0	0	(404,426)	(404,426)	0%	▼
		0	0	(620,544)	(620,544)		
Amount attributable to investing activities		0	0	(282,350)	(282,350)		
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	0	0	0	0	0%	
		0	0	0	0		
Outflows from investing activities							
Repayment of borrowings	9	0	0	0	0	0%	
Transfer to reserves	4	0	0	(9,781)	(9,781)	0%	
		0	0	(9,781)	(9,781)		
Amount attributable to financing activities		0	0	(9,781)	(9,781)		
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus of deficit at the start of the financial year	2(a)	0	0	2,495,634	2,495,634	0%	▲
Amount attributable to operating activities		0	0	(883,732)			
Amount attributable to investing activities		0	0	(282,350)			
Amount attributable to financing activities		0	0	(9,781)			
Surplus or deficit after imposition of general rates		0	0	1,319,771			

**KEY INFORMATION**

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

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

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

**SHIRE OF BODDINGTON**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

	30 June 2025	31 Aug 2025
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	10,159,021	9,053,407
Trade and other receivables	685,031	1,474,485
Inventories	0	7,194
Other assets	170,478	170,478
<b>TOTAL CURRENT ASSETS</b>	<b>11,014,530</b>	<b>10,705,564</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	32,976	32,976
Other financial assets	39,810	39,810
Property, plant and equipment	38,386,879	38,650,628
Infrastructure	64,877,386	65,234,184
<b>TOTAL NON-CURRENT ASSETS</b>	<b>103,337,051</b>	<b>103,964,792</b>
<b>TOTAL ASSETS</b>	<b>114,351,581</b>	<b>114,670,356</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,036,159	969,841
Other liabilities	4,170,847	5,094,281
Borrowings	236,161	236,161
Employee related provisions	280,501	280,501
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,723,668</b>	<b>6,580,784</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	922,122	922,122
Employee related provisions	37,105	37,105
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>959,227</b>	<b>959,227</b>
<b>TOTAL LIABILITIES</b>	<b>6,682,895</b>	<b>7,540,011</b>
<b>NET ASSETS</b>	<b>107,668,686</b>	<b>107,130,345</b>
<b>EQUITY</b>		
Retained surplus	37,667,742	37,129,401
Reserve accounts	3,031,388	3,031,388
Revaluation surplus	66,969,556	66,969,556
<b>TOTAL EQUITY</b>	<b>107,668,686</b>	<b>107,130,345</b>

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

**SHIRE OF BODDINGTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

**1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

**SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 16 September 2025



**SHIRE OF BODDINGTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

		Adopted Budget Opening	Last Year Closing	Year to Date
	Note	30 June 2025	30 June 2025	31 Aug 2025
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>				
Cash and cash equivalents	4	0	10,159,021	9,053,407
Rates receivables	5	0	277,364	191,782
Receivables	5	0	407,668	1,282,703
Other current assets		0	170,478	170,478
<b>Less: Current liabilities</b>				
Payables	7	0	(1,036,160)	(969,841)
Borrowings	9	0	(236,161)	0
Capital grant/contribution liability	10	0	(4,170,847)	(5,094,281)
Provisions		0	(280,501)	(280,501)
<b>Less: Total adjustments to net current assets</b>	2(c)	0	(2,795,228)	(3,041,170)
<b>Closing funding surplus / (deficit)</b>		<b>0</b>	<b>2,495,634</b>	<b>1,319,771</b>

**(b) Non-cash items excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
<b>Non-cash items excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	8	0	0	0
Movement in employee benefit provisions (non-current)		0	0	0
Movement in other provisions (non-current)		0	0	0
Add: Loss on asset disposals	5	0	0	0
Add: Depreciation on assets		0	0	0
<b>Total non-cash items excluded from operating activities</b>		<b>0</b>	<b>0</b>	<b>0</b>

**(b) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2025	30 June 2025	31 August 2025
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	4	0	(3,031,389)	(3,041,170)
Add: Borrowings	9	0	236,161	0
Add: Provisions - employee		0	0	0
<b>Total adjustments to net current assets</b>		<b>0</b>	<b>(2,795,228)</b>	<b>(3,041,170)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF BODDINGTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2025-26 year is \$10,000 or 10.00% whichever is the greater.

	Var. \$	Var. %	Explanation of Variances
<b>Revenue from operating activities</b>	\$	%	
Rates	0	0%	
Grants, subsidies and contributions	336,974	0%	▲
Fees and charges	228,451	0%	▲
Interest revenue	33,819	0%	▲
Other revenue	13,303	0%	▲
Profit on disposal of assets	0	0%	
<b>Expenditure from operating activities</b>			
Employee costs	(756,492)	0%	▼
Materials and contracts	(523,382)	0%	▼
Utility charges	(65,780)	0%	▼
Depreciation	0	0%	
Finance Costs	0	0%	
Insurance	(144,650)	0%	▼
Other expenditure	(5,975)	0%	
Loss on disposal of assets	0	0%	
<b>Non-cash amounts excluded from operating activities.</b>	0	0%	
<b>Inflows from investing activities</b>			
Proceeds from capital grants, subsidies and contributions	338,194	0%	▲
Proceeds from disposal of assets	0	0%	
<b>Outflows from investing activities</b>			
Payments for property, plant and equipment	(216,118)	0%	▼
Payments for construction of infrastructure	(404,426)	0%	▼
<b>Inflows from financing activities</b>			
Proceeds from new debentures	0	0%	
Transfer from reserves	0	0%	
<b>Outflows from financing activities</b>			
Payments for principal portion of lease liabilities	0	0%	
Repayment of borrowings	0	0%	
Transfer to reserves	(9,781)	0%	
<b>Surplus of deficit at the start of the financial year</b>	2,495,634	0%	▲

## 9.4 INFRASTRUCTURE SERVICES

### 9.4.1 Regional Road Safety Program – Tranche 1 Funding

File Reference:	3.000639
Applicant:	Nil
Previous Item:	Nil
Author:	Executive Manager Infrastructure Services
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachments:	Nil

#### Summary

This report recommends that Council approves an unbudgeted expenditure to the 2025-26 budget to accommodate extra roadworks on Lower Hotham Rd.

#### Background

In May 2025, the Shire of Boddington lodged an application under the Regional Road Safety Program administered by Main Roads WA. As part of this program, Lower Hotham Road was preselected by Main Roads WA for safety improvement works. In August 2025, the Shire was formally advised that the application was successful, resulting in the award of \$1.9 million in funding to undertake the widening and line marking of Lower Hotham Road along its entire length.

#### Comment

The mandatory scope of works for eligible recipients includes seal widening, installation of guideposts, and provision of audible line marking. It is intended that the full scope of works will be delivered through external contract arrangements. The line marking design has already been commissioned and once received, will be submitted to Main Roads WA for endorsement.

Ground testing of shoulders and gravel quality is currently in progress, with a pavement design to be prepared as the basis for tender documentation. Funding will be administered in line with the Regional Road Group process, with 40% released at project commencement, a further 40% upon reaching 80% completion, and the remaining 20% at final completion

#### Consultation

Nil

#### Strategic Implications

Aspiration	Place
Outcome 9	Safe, sustainable and connected transport
Objective 9.2	Maintain a safe, efficient road network and supporting infrastructure

#### Legislative Implications

Nil

#### Policy Implications

Nil

### Financial Implications

This grant is 100% funded by Main Roads WA, no direct financial implication for the Shire of Boddington other than the administration of the grant and the project management of all site activities.

### Economic Implications

This funding will provide broader economic benefits by allowing more upgrades to be delivered within existing budgets, supporting local contractors engaged through the works, and contributing to a safer, more efficient transport corridor that underpins agricultural, commercial, and community activity in the district.

### Social Implications

Safer travel for all road users.

### Environmental and Climate Change Considerations

Nil

### Risk Considerations

Risk Statement and Consequence	Not accepting to include this project in the budget could create angst among the local community, extend the timeline for the delivery of this scope of work at a cost to the Shire of Boddington through the Regional Road Group scheme (1/3 contribution).
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Reputational / Financial
Risk Action Plan (controls or treatment proposed)	No further action proposed

### Officer Recommendation and Council Decision

#### **COUNCIL RESOLUTION: 95/25**

**Moved:** Cr P Carrotts

**Seconded:** Cr G Ventris

**That Council approve the inclusion of the fully funded Regional Road Safety Program project for Lower Hotham Road, valued at \$1,906,000, in the 2025/26 Budget.**

Carried: **5-0**

For: Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandl

Against: Nil

10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN

11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING

12. CONFIDENTIAL ITEMS

Moved: Cr P Carrotts

Seconded: Cr L Lewis

That, in accordance with Section 5.23(2)(a) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following: (a) a matter affecting an employee or employees; Council declares the meeting closed to the public.

Carried: 5-0

For: Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandl

Against: Nil

#### 12.1 Chief Executive Officer Annual Performance Review

File Reference: 2.075

Applicant: Not Applicable

Disclosure of Interest: Financial – this report includes discussion about the CEO's remuneration

Author: Chief Executive Officer

Attachments: 12.1A 2025 CEO Review (Independent Reviewer Report)

#### Officer Recommendation and Council Decision

#### **COUNCIL RESOLUTION: 96/25**

Moved: Cr G Ventris

Seconded: Cr L Lewis

That Council endorses the Recommendations on Page 4 of the attached Report, along with the annual Key Performance Indicators in Part 2 of the Report.

Carried: 5-0

For: Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandl

Against: Nil

#### Reopening of meeting

Moved: Cr L Lewis

Seconded: Cr P Carrots

That Council re-opens the meeting to members of the public 5.39pm.

Carried: **5-0**

For: Cr E Smalberger, Cr P Carrotts, Cr G Ventris, Cr L Lewis, Cr H Prandl

Against: Nil

**13. CLOSURE OF MEETING**

Shire President Eugene Smalberger declared the meeting closed at 5:39pm

These minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting on 22 October 2025.

\_\_\_\_\_  
Shire President Full Name

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

\_\_\_\_\_  
Date