



# MINUTES

Ordinary Council Meeting

18 March 2025

## **CONFIRMATION OF MINUTES**

These Minutes have been CONFIRMED by Council as the official record for the Shire of Gingin's Ordinary Council Meeting held on 18 March 2025.



**Councillor L Balcombe  
SHIRE PRESIDENT**

**Date of Confirmation: 15 April 2025**

## **DISCLAIMER**

Members of the public are advised that Council agendas, recommendations, minutes and resolutions are subject to confirmation by Council and therefore, prior to relying on them, one should refer to the subsequent meeting of Council with respect to their accuracy.

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Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

## **ACKNOWLEDGEMENT OF COUNTRY**



The Shire of Gingin would like to acknowledge the Yued people who are the traditional custodians of this land. The Shire would like to pay respect to the Elders past, present and emerging of the Yued Nation and extend this respect to all Aboriginal people. The Shire also recognises the living culture of the Yued people and the unique contribution they have made to the Gingin region.

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## **ORDER OF BUSINESS**

### **1 DECLARATION OF OPENING**

The President declared the meeting open at 3:03 pm and welcomed all in attendance.

### **2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

#### **2.1 ATTENDANCE**

Councillors – L Balcombe (President), R Kestel (Deputy President), F Johnson, F Peczka, E Sorensen, A Vis, J Weeks and N Woods

Staff – S Wildgoose (Chief Executive Officer), L Crichton (Executive Manager Corporate and Community Services), J Bayliss (Executive Manager Regulatory and Development Services), R March (Executive Manager Operations and Assets), Karen Okely (Personal Assistant to Chief Executive Officer), and T Rush-Harvey (Governance Support Officer/Minute Officer)

Gallery – There were 3 members of the public present in the Gallery.

#### **2.2 APOLOGIES**

Cr L Stewart

#### **2.3 LEAVE OF ABSENCE**

Nil

### **3 DISCLOSURES OF INTEREST**

Nil

#### **4 PUBLIC QUESTION TIME**

##### **4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE**

###### **4.1.1 Kerry Butler – Gingin**

###### **Environmental Impact of Tourist Activities on the Moore River**

*Q1. Who and where is the Shire responsible for the damage to the River?*

###### **Response from Executive Manager Regulatory and Development Services**

The Shire of Gingin is not responsible for managing ecological impacts on the Moore River. Matters related to environmental damage, including activities such as the use of mini jet boats, removal of vegetation for sandboarding, and broader ecological concerns, fall under the jurisdiction of relevant State Government agencies (DWER & EPA).

The Shire's role in relation to the Moore River is limited to managing public health risks associated with recreational water use. This responsibility is fulfilled through participation in the Recreational Water Quality Monitoring Program, which is overseen by the Department of Health WA. As part of this program, local government authorities, including the Shire, conduct regular water sampling at popular recreational sites to assess potential health risks.

Each year, the Department of Health collates a Site Status Overview. This document provides an assessment of water quality based on microbiological testing and sanitary inspections, outlining required actions.

###### **Water Quality Monitoring Requirements:**

- A minimum of 13 microbiological water samples are collected per season unless otherwise specified.
- Sampling occurs between November and May, targeting peak recreational periods such as summer and school holidays.
- If the Department of Health determines a site requires additional samples, those samples are taken during high-usage times to ensure accurate assessment of public health risks.

For concerns beyond water quality and public health, the appropriate Government agencies should be contacted.

##### **4.2 PUBLIC QUESTIONS**

Nil

## 5 PUBLIC STATEMENT TIME

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Johnson      **SECONDED:** Councillor Weeks

That Council resolve to amend the order of business for the meeting to include Public Statement Time.

**CARRIED UNANIMOUSLY**  
**8 / 0**

**FOR:**      *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:** *Nil*

Nil

## 6 PETITIONS

Nil

## 7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 8 CONFIRMATION OF MINUTES

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Johnson      **SECONDED:** Councillor Sorensen

That Council confirm the Minutes of the Ordinary Council Meeting held on 18 February 2025 as a true and accurate record.

**CARRIED UNANIMOUSLY**  
**8 / 0**

**FOR:**      *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:** *Nil*

**9 ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Nil

**10 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**

Nil

**11 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil



## 12 REPORTS - OFFICE OF THE CEO

### 12.1 APPOINTMENT OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER TO THE AUDIT COMMITTEE

File	GOV/33
Author	Tasma Rush-Harvey - Governance Support Officer
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	Nil

#### DISCLOSURES OF INTEREST

Nil

#### PURPOSE

To appoint the presiding member and deputy presiding member of the Audit Committee by an absolute majority decision of Council.

#### BACKGROUND

The *Local Government Amendment Act 2024*, which was enacted in December 2024, has introduced a wide range of amendments to the *Local Government Act 1995* (the Act). Whilst many of these amendments will not come into effect until a specific proclamation date is announced, one matter that requires attention prior to 30 June 2025 is the appointment of the presiding member and deputy presiding member for Council's Audit Committee.

In conjunction with the introduction of optional preferential voting at the October 2023 local government elections, s. 5.12 of the Act was amended to require that the same method of voting be used by local governments to elect the presiding member and deputy presiding member for each of a local government's formal committees.

S. 5.12 has now been amended again to require that presiding members of committees be appointed by an absolute majority decision of Council, rather than being subjected to an election process. If a deputy presiding member is to be appointed, then that appointment must also be made by an absolute majority decision of Council.

#### COMMENT

The Shire of Gingin only has one formal committee, being the Audit Committee. The current presiding member (Cr Linda Balcombe) and deputy presiding member (Cr Frank Peczka) were both elected by their fellow committee members to their positions unopposed.

If more than 1 nomination had been received for either position, then it would have been necessary to conduct an election using the optional preferential voting method to obtain a result.

Given that new appointments will need to be made following the October 2025 local government elections, it is recommended that Council resolve at this point to retain Crs Balcombe and Peczka in their existing positions.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government Act 1995*

Part 5 Administration

Division 2 Council meetings, committees and their meetings and electors' meetings

Subdivision 2 Committees and their meetings

s.5.12 Presiding Members and Deputies

#### **POLICY IMPLICATIONS**

Nil

#### **BUDGET IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
<b>Strategic Objective</b>	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable, and principled environment.

**VOTING REQUIREMENTS - ABSOLUTE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Vis      **SECONDED:** Councillor Woods

That Council appoint Cr Linda Balcombe as presiding member and Cr Frank Peczka as deputy presiding member of the Audit Committee, for a term ending at the ordinary local government elections on 18 October 2025.

**CARRIED BY ABSOLUTE MAJORITY  
8 / 0**

**FOR:**      *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:**      *Nil*

## 12.2 2024 COMPLIANCE AUDIT RETURN

File	COR/29
Author	Tasma Rush-Harvey - Governance Support Officer
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	1. Shire of Gingin 2024 Compliance Audit Return [12.2.1 - 12 pages]

### DISCLOSURES OF INTEREST

Nil

### PURPOSE

To receive and consider the Audit Committee's recommendation with respect to the Shire of Gingin's Compliance Audit Return for the period 1 January 2024 to 31 December 2024.

### BACKGROUND

In accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996*, all local governments are required to complete an annual Compliance Audit Return (CAR) for submission to the Department of Local Government, Sport and Cultural Industries.

Regulation 14(3A) of the *Local Government (Audit) Regulations 1996* specifies that the CAR is to be reviewed by the local government's Audit Committee. The results of the review are to be presented to Council and the CAR submitted to Council for adoption, with the adopted Return then to be submitted to the Department by 31 March of each year.

The completed 2024 Compliance Audit Return (**see Appendix**) was presented to the Audit Committee on 4 March 2025. After considering the report, the Committee resolved to:

1. *Acknowledge the results of the 2024 compliance audit process; and*
2. *Recommend that Council adopt the 2024 Compliance Audit Return for the period 1 January 2024 to 31 December 2024.*



## COMMENT

Although there is no formal policy in place, current practice is for the Shire of Gingin's CAR to be completed by an independent consultant once every two years. The 2023 CAR was conducted in-house, and therefore an independent consultant was engaged to undertake the CAR for 2024.

The completed Return (**see Appendix**) shows that the standard of compliance remains high, with no matters of concern being identified during the audit process.

## STATUTORY/LOCAL LAW IMPLICATIONS

*Local Government (Audit) Regulations 1996*

Reg 14 – Compliance audits by local governments

Reg 15 – Compliance audit return, certified copy of etc. to be given to Executive Director

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable, and principled environment.

**VOTING REQUIREMENTS - SIMPLE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Sorensen

**SECONDED:** Councillor Johnson

**That Council:**

1. Acknowledge the results of the 2024 compliance audit process; and
2. Adopt the 2024 Compliance Audit Return for the period 1 January 2024 to 31 December 2024.

**CARRIED UNANIMOUSLY**  
**8 / 0**

**FOR:** *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:** *Nil*

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

### Gingin – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	Minutes of OCMs, SCMs do not reveal any s3.59 matters.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	Minutes of OCMs, SCMs do not reveal any s3.59 matters.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	Minutes of OCMs, SCMs do not reveal any s3.59 matters.
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	Minutes of OCMs, SCMs do not reveal any s3.59 matters.
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	Minutes of OCMs, SCMs do not reveal any s3.59 matters.

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to Ctees evidenced by 21/05/2024 OCM Minutes
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	No delegations to Ctees evidenced by 21/05/2024 OCM Minutes
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	No delegations to Ctees evidenced by 21/05/2024 OCM Minutes
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No delegations to Ctees evidenced by 21/05/2024 OCM Minutes

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	No delegations to Ctees evidenced by 21/05/2024 OCM Minutes
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	Evidenced by 21/05/2024 OCM Minutes
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Evidenced by 21/05/2024 OCM Minutes
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	As per Register of Delegations adopted 21/05/2024 OCM.
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	As per Register of Delegations adopted 21/05/2024 OCM.
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	Evidenced by 21/05/2024 OCM Minutes
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	As per Register of Delegations adopted 21/05/2024 OCM.
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	Evidenced by 21/05/2024 OCM Minutes
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	As evidenced by instruments in Synergy

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Checked all OCMs, SCMs, and Audit Ctees, and where a Council Member disclosed an interest, they left the meeting.
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	Minutes of OCMs, SCMs do not reveal any s5.68(2). 5.69(5) matters.
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	Evidenced in OCM, SCM minutes.



# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Evidenced by instruments in ATTAIN.
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	Evidenced by instruments in ATTAIN.
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	Evidenced by instruments in ATTAIN.
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	Evidenced by instruments in ATTAIN.
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	Evidenced by hard copy folder.
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	Evidenced by hard copy folder.
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Held by Records Dept, in accordance with Schedule.
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	Evidenced by register at SoGG website.
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Evidenced by register at SoGG website.
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	Held by Records Dept, in accordance with Schedule.
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Held by Records Dept, in accordance with Schedule.

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Evidenced in OCM, SCM minutes.
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	Evidenced at SoGG website.
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	Dress standards at meetings, and when representing the LG, administrative inquiries, disclosure of interests at briefing sessions, medication with side effects, social media, external appointments, police clearance (deleted) – all in compliance.
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Evidenced at SoGG website.
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Evidenced at SoGG website.

### Disposal of Property

No	Reference	Question	Response	Comments
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# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	Exempt transaction.

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	Evidenced at SoGG website.
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	Evidenced at SoGG website.

Finance				
No	Reference	Question	Response	Comments

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



Department of  
Local Government, Sport  
and Cultural Industries

## APPENDIX 12.2.1

1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	24/10/2023 SCM.
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	ToR of committee reveal no delegated authority.
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Council's Audit Committee held an exit meeting for the 2023/24 audit with representatives of the contract auditor (Dry Kirkness) and the Office of the Auditor General on 19 November 2024 to discuss the audit findings.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Matters raised are being addressed.
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	Exit meeting with Auditor 19/11/2024, received by Council 17/12/2024 OCM.

Local Government Employees				
No	Reference	Question	Response	Comments



# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	CEO recruitment complied. SoGG has no designated senior employees.
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes	Council certified the processes and compliance at the 15/10/2024 OCM.
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	Yes	Council certified the processes and compliance at the 15/10/2024 OCM.
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	SoGG has no designated senior employees.
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	SoGG has no designated senior employees.

### Official Conduct

No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The CEO is the designated Complaints Officer.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	Evidenced at SoGG website.
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	Evidenced at SoGG website.
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Evidenced at SoGG website.

### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
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# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Understand that there were several instances of noncompliance, relating to retrospective POs, but not seen in random sampling.
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	Evidenced by OCM minutes. Others via WALGA Panels.
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	Evidenced
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	Evidenced
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Evidenced by Tenders Register at website.
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Evidenced
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	Evidenced
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	Evidenced by Policy at SoGG website.

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	18/06/2024
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	21/05/2024
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	18/07/2023
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	21/12/2021
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	No gifts disclosed by Council Members, or CEO.
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Evidenced at SoGG website.
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	Evidenced at SoGG website.
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Evidenced at SoGG website – reviewed 16/01/2024 OCM.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	Evidenced at SoGG website.

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Gingin



## APPENDIX 12.2.1

8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	Auditors noted submission date of 19/09/2024.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/President

\_\_\_\_\_  
Date



## 12.3 2024 REVIEW OF RISK MANAGEMENT, INTERNAL CONTROLS AND STATUTORY COMPLIANCE

File	COR/29
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	1. 2024 Review of Systems and Procedures [12.3.1 - 25 pages]

### DISCLOSURES OF INTEREST

Nil

### PURPOSE

To review the CEO's report relating to a review of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance.

### BACKGROUND

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the local government's systems and procedures in relation to risk management, internal control and legislative compliance at least once in every 3 financial years. The CEO must report the results of the review to the Audit Committee, which is then required under reg. 16(c) to review the report and present the results of that review and a copy of the CEO's report to Council.

The last review required under reg. 17 was completed in 2022. In 2024 an external consultant was engaged to undertake a new review, with the consultant's final report being received in December 2024.

The CEO submitted a report with respect to the review to the Audit Committee at its meeting on 4 March 2025.

### COMMENT

A copy of the consultant's report is provided as an **appendix**.

The consultant's report has identified 15 matters where action is recommended. Details each of the consultant's findings, together with the CEO's comments, recommended action and timeframe for that action to be taken, are provided below.

**Review Area: Risk Management**

<b>Category</b>	<b>3.1 Risk Management Framework</b>
<b>Consultant's Recommendation 3.1.1</b>	Risk reporting, in Council agenda items, should be introduced and should be done in accordance with the criteria and methodology in the Risk Management Framework.
<b>CEO's Comments</b>	The inclusion of risk within Council Agenda's is a common practice across the State and would provide extra information to Council for decision making.
<b>CEO's Recommended Action</b>	<ol style="list-style-type: none"> <li>1. Amendment of Council reporting templates to include a Risk Implications heading.</li> <li>2. Roll out to Doc Assembler users and conduct training on how to articulate risk in Council reports.</li> </ol>
<b>Time Frame</b>	To be completed by 30 June 2025.
<b>Consultant's Recommendation 3.1.2</b>	The Business Continuity Plan should be reviewed as a priority.
<b>CEO's Comments</b>	Business Continuity maturity is at a basic level at the Shire and as well as updating the holistic plan, which is based on old templates and practices, it is also recommended to plan for a few common scenarios.
<b>CEO's Recommended Action</b>	Develop a new overarching Business Continuity Plan and associated appendices covering off on key risk areas.
<b>Time Frame</b>	To be completed by March 2026.
<b>Consultant's Recommendation 3.1.3</b>	The Risk Management Policy should be reviewed by Council.
<b>CEO's Comments</b>	The current Risk Management Policy was last reviewed in 2020. Holistically the Shire's Risk Framework does not appropriately separate the areas of Strategic Risk to be reviewed by the Committee as opposed to Operational Risk which is the remit of the CEO.
<b>CEO's Recommended Action</b>	A full risk management review, including development of new Council Policy, and internal processes.
<b>Time Frame</b>	To be completed by December 2025.

<b>Consultant's Recommendation 3.1.4</b>	The Risk Management Procedure should be reviewed by the CEO and, ideally, "signed off" by the CEO.
<b>CEO's Comments</b>	The current procedure was implemented in 2013 and is overly complex. The organisation has not holistically embraced risk management.
<b>CEO's Recommended Action</b>	A full risk management review, including development of new Council Policy, and internal processes.
<b>Time Frame</b>	To be completed by December 2025.

<b>Category</b>	<b>3.2 Fraud and misconduct prevention</b>
<b>Consultant's Recommendation 3.2.1</b>	Measures should be instigated to implement recommendations of the WA Auditor General's Report No.5.
<b>CEO's Comments</b>	<p>This report from the OAG deals with fraud prevention in local government. The recommendations contained within the report are that entities should:</p> <ol style="list-style-type: none"> <li>1. Assess fraud risks across their business;</li> <li>2. Develop a Fraud and Corruption Control Plan and review it at least once every 2 years;</li> <li>3. Develop and implement a periodic fraud awareness training program for all staff;</li> <li>4. Ensure that all conflicts of interest are recorded, assessed and appropriate management plans are in place;</li> <li>5. Have policies and procedures in place to verify the identity and integrity of employees and suppliers;</li> <li>6. Document clear internal processes and systems to report any potential fraud, that include anonymous reporting; and</li> <li>7. Collect and analyse information received about potential fraud to identify any trends or emerging issues.</li> </ol>

**MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025**

	Any action plan addressing significant matters arising from an audit as required under s.7.12A of the Act should address the points above, to the extent that they are relevant.
<b>CEO's Recommended Action</b>	Implement the necessary plans and practices. This will require a consultant but is generally a standard set of documents.
<b>Time Frame</b>	To be completed by December 2025.
<b>Consultant's Recommendation 3.2.2</b>	A review should be undertaken of the contract and project management policy and procedure framework to incorporate organisational accountability and internal variation reporting requirements.
<b>CEO's Comments</b>	Project and Contract management is a focus area of the new Executive Manager Operations and Assets and the CEO. Establishing robust processes and practices in this area takes time and staff capability enhancement.
<b>CEO's Recommended Action</b>	Document existing practices, review against best practice, and implement Executive Instructions to govern the process.
<b>Time Frame</b>	To be completed by December 2026 and then addressed on an ongoing basis.
<b>Consultant's Recommendation 3.2.3</b>	Officer's reports and relevant attachments to Audit Committee minutes should be included in ordinary council meeting agendas.
<b>CEO's Comments</b>	The Shire of Gingin's Audit Committee has no delegated decision-making powers and therefore there is no requirement for meetings to be open to the public. Reg. 13 of the <i>Local Government (Administration) Regulations 1996</i> requires that, where a committee is closed to members of the public, that part of the minutes that is a record of decisions made at the meeting is to be published on the website. The Shire of Gingin complies with this requirement, and matters requiring Council's attention arising from an Audit Committee meeting form the subject of a report to the next Ordinary Council Meeting.

	Given that this is a low-risk matter and bearing in mind that at some point over the next 12 months regulations will be enacted requiring all local governments to establish an Audit, Risk and Improvement Committee, this is not considered to be a matter of high priority at this time.
<b>CEO's Recommended Action</b>	No changes are suggested until the requirement for an Audit, Risk and Improvement Committee is enacted and the regulations associated with it are known.
<b>Time Frame</b>	Not applicable.

**Review Area: Internal Controls**

<b>Category</b>	<b>4.1 Procurement</b>
<b>Consultant's Recommendation 4.1.1</b>	The adequacy of procedures relating to card use should be reviewed as soon as practicable. Consideration should be given to the documentation of operational procedures which are contemporary and comprehensive. These might take the form of a procedure or procedures which are in the form of a CEO "directive".
<b>CEO's Comments</b>	Agreed. Current Policy 2.31 Transaction Cards was adopted by Council in March 2021 and has not been reviewed since. No internal Executive Instruction has been implemented in relation to this area. Low risk but still worth finalising.
<b>CEO's Recommended Action</b>	Corporate procedure relating to Corporate Credit Cards to be developed, reviewed and updated as required.
<b>Time Frame</b>	To be completed by March 2026.
<b>Consultant's Recommendation 4.1.2</b>	A CEO procedure or "directive" should be developed, approved and implemented which sets out the requirements to be met as regards conflict of interest declarations by staff who have responsibility for evaluating tenders and quotes.
<b>CEO's Comments</b>	The Code of Conduct for Employees (Cl. 3.16) does address conflicts of interest generally, including procurement activities. It doesn't impose any specific requirements with respect to evaluating tenders and quotes.



	Whilst there is no written procedure in place, when a formal tender process is initiated Governance will issue all members appointed to the evaluation panel with a Conflict of Interest declaration which must be completed and handed to the Panel Chairperson. This must then be submitted to Governance with the evaluation sheets and other records to be placed on file.
<b>CEO's Recommended Action</b>	Formalise current and reviewed practices as part of appropriate Executive Instructions.
<b>Time Frame</b>	To be completed by December 2025.

<b>Category</b>	<b>4.3 Regular processes and systems for reconciliation</b>
<b>Consultant's Recommendation 4.3.1</b>	Written procedures should be developed for reconciliation of end of month pensioner rebate claims.
<b>CEO's Comments</b>	The current system seems to work well but the lack of documentation is a risk and should be addressed.
<b>CEO's Recommended Action</b>	Implement the necessary procedure to manage the reconciliation of end of month pensioner rebate claims.
<b>Time Frame</b>	To be completed by June 2026.

<b>Category</b>	<b>4.4 Policies and procedures generally</b>
<b>Consultant's Recommendation 4.4.1</b>	A review of both council policies and the management procedures would be appropriate.
<b>CEO's Comments</b>	The Shire's Policy Framework, delineation between Council Policies, Executive Instructions and Operating Procedures needs to be formalised along with a general review of the quantity and content.
<b>CEO's Recommended Action</b>	Undertake a full review of Policy Framework.
<b>Time Frame</b>	To be completed by June 2027.



**Review Area: Legislative Compliance**

<b>Category</b>	<b>5.5 Records management systems, policies and organisational response</b>
<b>Consultant's Recommendation 5.5.1</b>	Systems and procedures should be established to ensure that all email correspondence and other forms or electronic communication for both the administration and elected members are promptly recorded in the central records system.
<b>CEO's Comments</b>	<p>Council Policy 1.23 Record Keeping is current and not due for review until 2026. New Administration employees receive a record keeping induction by the Records Officer upon commencement, and Councillors are advised of their record keeping obligations as part of the induction process following election.</p> <p>However the capture of Councillor records in particular is poor, largely because it is reliant on individual Councillors physically forwarding communications to Administration for recording. A quick analysis of the volume of ingoing and outgoing email correspondence from Councillor emails against those recorded suggests only 3% is being recorded.</p>
<b>CEO's Recommended Action</b>	Dedicated email address to be set up to automatically receive copies of all emails sent by or to Shire of Gingin Councillor email addresses. Procedures to be put in place for Records Officer to then capture those email communications that are not "ephemeral" in the Records Management System.
<b>Time Frame</b>	To be implemented by December 2025.

<b>Category</b>	<b>5.8 Human resource management</b>
<b>Consultant's Recommendation 5.8.1</b>	The CEO should ensure that the internal review of the HR policies and procedures is undertaken in a timely fashion.
<b>CEO's Comments</b>	The new CEO is undertaking a review of all internal Policies and practices. Noting the risks associated with HR and WHS management this area review will occur in the first 12 months.
<b>CEO's Recommended Action</b>	Complete an internal review of HR practices.
<b>Time Frame</b>	To be implemented by December 2025.

<b>Category</b>	<b>5.9 Appointment and management of external audit functions</b>
<b>Consultant's Recommendation 5.9.1</b>	In the future, the Council must itself meet with the auditor or the Council should delegate that responsibility to the Audit Committee.
<b>CEO's Comments</b>	<p>Legislation specifies that a local government is required to meet with its auditor at least once in every year. The term 'local government' in this context means the Council. If Council so resolved via a formal delegation, a meeting between the Audit Committee and the auditor would satisfy this requirement.</p> <p>Given the full Council has ultimate authority in relation to the adoption of the Annual Report, it is recommended that the auditor present to a full Council meeting as opposed to delegating the function to the Audit Committee.</p>
<b>CEO's Recommended Action</b>	The whole Council to meet with the auditor prior to the adoption of the Annual Report.
<b>Time Frame</b>	To be implemented for the 2024/25 Annual Report.

<b>Category</b>	<b>5.11 General awareness of legislative change</b>
<b>Consultant's Recommendation 5.11.1</b>	Consideration should be given to formalising organisational accountability for the awareness of legislative change.
<b>CEO's Comments</b>	The Executive Managers are well connected and experienced in their relevant fields and are generally made aware of any upcoming legislative changes. Centralising accountability with an area such as Governance may work at larger organisations, however the Shire would lack capacity to capture all information and update relevant parties. As such a requirement for individual officers to ensure they are informed is a better practice.
<b>CEO's Recommended Action</b>	No changes suggested in the next 3 years.
<b>Time Frame</b>	Not applicable.

## **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government (Audit) Regulations 1996*  
Reg. 16(c) Functions of audit committee  
Reg. 17 CEO to review certain systems and procedures

## **POLICY IMPLICATIONS**

A number of the proposed actions may result in amendments to Council's existing policies.

## **BUDGET IMPLICATIONS**

Nil at this point. If necessary, provision will be made in the draft 2025/26 budget for the potential engagement of consultants to undertake various actions will be undertaken within the constraints of Council's adopted budget at the time.

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
<b>Strategic Objective</b>	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable, and principled environment.

## **VOTING REQUIREMENTS - SIMPLE MAJORITY**

### **COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Johnson      **SECONDED:** Councillor Vis

That Council receive the CEO's report in relation to the 2024 Review of Systems and Procedures Relating to Risk Management, Internal Controls and Legislative Compliance and endorse the actions and timeframes recommended by the CEO.

*For clarity, the actions and timeframes recommended by the CEO are as detailed below:*

- Rec. 3.1.1**
- 1. Amendment of Council reporting templates to include a Risk Implications heading.**
  - 2. Roll out to Doc Assembler users and conduct training on how to articulate risk in Council reports.**

***To be completed by 30 June 2025.***

- Rec. 3.1.2      Develop a new overarching Business Continuity Plan and associated appendices covering off on key risk areas.*
- To be completed by March 2026.*
- Rec. 3.1.3 &  
Rec. 3.1.4      A full risk management review to be undertaken, including development of new Council policy and internal processes.*
- To be completed by December 2025.*
- Rec. 3.2.1      Implement the necessary plans and practices in relation to fraud and misconduct.*
- To be completed by December 2025.*
- Rec. 4.1.1      Corporate procedure relating to Corporate Credit Cards to be developed, reviewed and updated as required.*
- To be completed by March 2026.*
- Rec. 4.1.2      Formalise current and reviewed practices as part of appropriate Executive Instructions in relation to evaluations of tenders and quotes.*
- Rec. 4.3.1      Implement the necessary procedure to manage the reconciliation of end of month pensioner rebate claims.*
- To be completed by June 2026.*
- Rec. 4.4.1      Undertake a full review of policy framework.*
- To be completed by June 2027.*
- Rec. 5.5.1      Dedicated email address to be set up to automatically receive copies of all emails sent by or to Shire of Gingin Councillor email addresses. Procedures to be put in place for records Officer to then capture those email communications that are not “ephemeral” in the Records Management System.*
- To be implemented by September 2025.*
- Rec. 5.8.1      Complete an internal review of HR practices.*
- To be implemented by December 2025.*

*Rec. 5.9.1      The whole Council to meet with the auditor prior to the adoption of the Annual Report.*

*To be implemented for the 2024/25 Annual Report.*

CARRIED UNANIMOUSLY  
8 / 0

FOR:      *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

AGAINST: *Nil*



**REVIEW REPORT**

**A REVIEW UNDER REGULATION 17  
FOR THE  
SHIRE OF GINGIN**

**Report  
by  
John M. Woodhouse and Andrew Hammond  
Hammond Woodhouse Advisory  
2 December 2024**



## **1. EXECUTIVE SUMMARY**

Hammond Woodhouse Advisory (“HWA”) has completed the review of the systems and procedures relating to risk management, internal controls and statutory compliance at the Shire of Gingin in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996.

In the course of the review HWA found no shortcomings that might expose the Shire to inappropriately high levels of risk. However, we recommend that immediate attention be given to a review of the Business Continuity Plan.

As is normally the case with reviews of this nature, HWA has discovered and highlighted some shortcomings that require attention. This review report sets out a number of recommendations and also provides explanations which should assist and guide the CEO and the Administration in addressing these shortcomings.

We acknowledge and thank the Shire’s Coordinator Governance, Leanne Burt, for her cooperation and assistance in providing logistical support and facilitating and providing the information and material necessary to undertake the review.

We commend the Review Report to the Shire.

## **2. METHODOLOGY AND SCOPE**

### **2.1 The requested review**

The Shire engaged HWA to undertake a review under Regulation 17 of the Local Government (Audit) Regulations 1996 which requires the CEO:

***“to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —***

- (a) risk management; and***
- (b) internal control; and***
- (c) legislative compliance.”***

### **2.2 Scope**

The Scope proposed by HWA, and accepted by the Shire, is a review of the following:

#### **(1) Risk Management**

- (a) Risk Management Framework*
- (b) Fraud and misconduct prevention*
- (c) Procurement*
- (d) Project management*
- (e) Contract management*
- (f) Financial management*
- (g) Audit Committee functions and performance*

#### **(2) Internal Controls**

- (a) Procurement*
- (b) Taxation liabilities*
- (c) Segregation of roles and responsibilities across all decision-making areas*
- (d) ICT:*
  - Access and authorisation hierarchy*
  - Data retention, storage and retrieval*
  - Data / enterprise defence systems / managing external threats*
- (e) Organisational training, awareness and systems capability*
- (f) Regular process and systems for reconciliation*

#### **(3) Legislative Compliance**

- (a) Annual Compliance Return process and timing*
- (b) Local law review process and timing*

- (c) Local Planning Scheme review process and timing*
- (d) Delegation Register review process and timing*
- (e) Records management systems, policies and organisational response*
- (f) Tenders, disposition of property and major land transactions*
- (g) Integrated Strategic Planning Framework review process and timing*
- (h) Utilisation and application in key decision making*
- (i) Efficacy and currency of components*
  - *Human Resource Management*
  - *HRM policies and procedures – existence, effectiveness, awareness*
  - *Annual Performance Reviews*
  - *Work Health and Safety Act – awareness, compliance*
- (j) Appointment and management of external audit functions*
- (k) Transparency and efficacy in responding to external audit findings*
  - *Agenda items and key decision making generally (Council and CEO)*
  - *Awareness and understanding of relevant legislation*
  - *Compliance with relevant legislation*
- (l) General awareness of legislative change*

## **2.3 Methodology**

The Methodology adopted by HWA was as follows:

- (1) Desktop review of requested key corporate documents prior to site visit.*
- (2) Site visit:*
  - *Meeting with the CEO and other key personnel;*
  - *Examination of documents, systems, processes and procedures; and*
  - *Internal control testing of key risk areas assessing efficacy, compliance and organisational awareness.*
- (3) Preparation of review report with findings and recommendations.*
- (4) Meeting with the CEO to discuss and explain review report findings and recommendations (Zoom or MS Teams).*
- (5) CEO facilitates response to review report back to the consultants.*
- (6) Final report prepared and submitted to the CEO containing findings, recommendations, and management response.*

We should note that the day of our on-site visit was only the second day after the new CEO had commenced his employment with the Shire. We gave the CEO a briefing of the preliminary findings that had emerged at that stage.

### 3. REVIEW OF RISK MANAGEMENT

#### 3.1 Risk Management Framework

##### (1) Findings

- The Shire has a Risk Management Policy which was adopted by the Council on 21 January 2020. According to the document, it is to be reviewed 2 yearly. It has not been reviewed since its adoption.

It is apparent then that the review of the Council Policy is overdue.

The Policy states that:

*“The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).”*

Consistent with the Policy, the Shire does have a Risk Management Procedure. It is Procedure 1.1 which is set out in a document called the “Corporate Procedure Manual”. According to the document, it was last reviewed in 2013.

It is apparent then that the Procedure is significantly overdue for review.

The fact that no review has been undertaken for over 10 years and that it has not been reviewed since the Council Policy was last adopted, is a matter of some concern and is one that should be addressed by the CEO as a priority.

- We viewed a selection of the minutes of ordinary council meetings for 2024. We found that the Council agenda items make no provision for risk assessment. This was confirmed in discussion with staff.

This shortcoming should be addressed as a priority.

All future agenda items should contain a risk assessment done in accordance with the “Risk Management Criteria” and the methodology contained within the Procedure.

- The Shire has a Business Continuity Plan. It was developed by the Shire in conjunction with “LGIS” and, according to the document, was adopted by the “EMT” (i.e. the Shire’s Executive Management Team) in July 2018. It is listed in the Administration’s Corporate Compliance Calendar as requiring review annually.

We understand that a review is overdue.

The CEO should ensure that the review takes place as a matter of priority.

Ultimately documents of this nature should be approved by the CEO notwithstanding the EMT’s role in the review, endorsement and development of the plan.

Consideration might also be given by the CEO to there being a “CEO Directive” (or similar document) providing administrative direction and setting organisational accountability for the Shire’s risk management effort.

## **(2) Risk assessment**

- Establish risk reporting in all reports to the Council - **Moderate.**
- Review of Risk Management Policy - **Minor.**
- Review of Risk Management Procedure – **Minor.**
- Review of Business Continuity Plan – **Major.**

## **(3) Recommendations**

- Risk reporting, in Council agenda items, should be introduced and should be done in accordance with the criteria and methodology in the Risk Management Framework.
- The Business Continuity Plan should be reviewed as a priority.
- The Risk Management Policy should be reviewed by the Council.
- The Risk Management Procedure should be reviewed by the CEO and, ideally, “signed off” by the CEO.

### 3.2 Fraud and misconduct prevention

#### (1) Findings

- The Shire does not have a written policy or procedure to act on suspected fraud or corruption which meets the recommendations of the WA Auditor in the General Report No. 5 - 2019/2020<sup>1</sup>.

#### (2) Risk assessment

Absence of fraud and misconduct prevention policy - **Moderate**.

#### (3) Recommendations

- Measures should be instigated to implement the recommendations of the WA Auditor General's General Report No.5.

### 3.3 Contract and project management

#### (1) Findings

- In response to our request to see any written procedure or system for the management of contracts or of projects, we were referred to Procedure 2.8.1.
- This Procedure is to be found in the "Corporate Procedures Manual".
- Whilst Procedure 2.8.1 contains some useful information the absence of key organisational accountability and internal reporting requirements for project scope, timing and expenditure (actual v. projected) may expose the Shire to inappropriate levels of risk particularly in the case of major or unanticipated variations.

#### (2) Risk assessment

Absence of internal reporting accountabilities for project management variations - **Moderate**

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<sup>1</sup> Western Australia Auditor General's Report - Fraud Prevention in Local Government – Report No. 5 2019/2020.



**(3) Recommendations**

- A review should be undertaken of the contract and project management policy and procedure framework to incorporate organisational accountability and internal variation reporting requirements.

**3.4 Audit committee functions and performance**

**(1) Findings**

- A review of the Audit Committee agendas and minutes evidenced an appropriate level of involvement and engagement with the Shire's risk management effort.
- We did note that the published minutes of meetings contained only the Committee's decisions and not the report from the agenda.
- In our view, it would be in the interests of transparency for the minutes of the Committee to be a complete record and include officers' reports and relevant attachments.

**(2) Risk assessment**

Insignificant.

**(3) Recommendations**

- Officers' reports and relevant attachments to Audit Committee minutes should be included in ordinary council meeting agendas.

## **4. REVIEW OF INTERNAL CONTROLS**

### **4.1 Procurement**

#### **(1) Findings**

- The Shire has a Purchasing Policy which serves as the purchasing policy required by the Local Government (Functions and General) Regulations 1996. It was last reviewed and amended by the Council on 16 August 2022. According to the document it is due for review (2 yearly).
- The Council has also adopted a Regional Price Preference Policy. It was reviewed, recently, by the Council in August 2024.
- The only other document that relates to procurement or purchasing is another Council Policy entitled the Transaction Cards Policy. According to the document, it was adopted by the Council in March 2021 and was due for review in 2023. In our view, this Policy does not deal with all of the operational aspects of card use that one might expect.
- There are no other internal or operational procedures relating to procurement in the Corporate Procedures manual or otherwise available to staff on the “G Drive” of the IT system. The “G Drive” is the internal commonly accessible system. We were advised that a credit card procedure had been adopted by the EMT in the past but it was not readily available to the staff.
- We noted that:
  - ☐ there is no procedure which sets out the requirements to be met as regards conflict of interest declarations by staff who have responsibility for evaluating tenders and quotes. We were advised that declarations were completed by staff but that no formal procedure for doing so is in place; and
  - ☐ there is no procedure which would require credit cardholders to sign and acknowledge the conditions which apply to the card usage.

**(2) Control Rating**

Inadequate.

**(3) Recommendations**

- The adequacy of procedures relating to card use should be reviewed as soon as practicable. Consideration should be given to the documentation of operational procedures which are contemporary and comprehensive. These might take the form of a procedure or procedures which are in the form of a CEO “directive”.
- A CEO procedure or “directive” should be developed, approved and implemented which sets out the requirements to be met as regards conflict of interest declarations by staff who have responsibility for evaluating tenders and quotes.

**4.2 ICT**

**(1) Findings**

- The Shire’s ICT system and services were reported to be in a good state and were considered to be well capable of delivering the requirements of the local government.
- The hardware (laptops, desktops etc.) are upgraded as required and are considered to be up to date.
- In relation to software, it was reported that the current contract is in place and that the Shire takes up the regular upgrades that are made available to it.
- The system has undergone penetration testing and firewall testing, earlier in 2024, by an independent IT consultant. The results were considered satisfactory. Testing and results are reported to the EMT. The next testing would be done when recommended by the Shire’s consultant.

- One copy of “live” data is held securely on site. A further copy of the backed-up data is also held securely on-site and a third copy is kept securely at a local bank.
- One staff member provides an in-house help desk facility and the general staff are considered to have a good understanding of the system to allow them to discharge their functions.
- We sighted the Shire’s relevant HR policy. It is the “Information and Communications Technology Use Policy”. It appeared appropriate and deals with ethical, professional and legislative requirements associated with the use of the ICT. It is available to all staff on the common drive and it is required to be read and signed by all new staff during the induction process.

**(2) Control Rating**

Adequate.

**(3) Recommendations**

- No action required.

**4.3 Regular process and systems for reconciliation**

**(1) Findings**

- Evidence of regular and satisfactory reconciliation of subsidiary ledgers with the general ledger was sighted. A procedure was in place.
- Evidence of regular and satisfactory reconciliation of cash at hand, bank accounts and term deposits was sighted. A procedure was in place.
- Evidence of regular and satisfactory reconciliation of the rate book and valuation register was sighted. A procedure was in place. The procedure noted that a process for end of month pensioner rebate claims was required notwithstanding that evidence of the

reconciliation taken place was sighted. The variance contained within these reconciliations was not considered to be material.

- Evidence of regular and satisfactory reconciliation of ATO Business Activity Statements was sighted. A procedure was in place.
- Evidence of regular and satisfactory reconciliation of the debtors and creditors ledger accounts was sighted. A procedure was in place.
- Evidence of regular and satisfactory reconciliation of the fuel inventory with the general ledger was sighted. A procedure was in place.
- Reconciliation of the allocation and recovery of plant operating costs or public works overheads is undertaken without the need for manual calculation through the Shire's software accounting systems.
- Evidence of regular and satisfactory reconciliation of payroll clearing accounts was sighted. A procedure was in place.

## **(2) Control Rating**

Adequate.

## **(3) Recommendations**

- Written procedures should be developed for the reconciliation of end of month pensioner rebate claims.

# **4.4 Policies and procedures generally**

## **(1) Findings**

- In the course of this review, we had cause to examine various policies in the Council Policy Manual, which is published on the

Shire's website and, also, the Corporate Procedures Manual, which is an internal and operational document.

- In our view, both areas would benefit from an overall review.
- In the case of the Council Policies, our observations are as follows:
  - Some have not been reviewed in the time that the policies themselves state that a review is required. An example is Policy 7.6 Road Transport. It was last considered in 2016 and state that a review was to occur in 2018. It does not appear that that review has taken place.
  - Other policies do not state when a review is due but, in any event, no review has taken place for some years. An example is Policy 7.1 Crossover Subsidies. That Policy was adopted in 2001 and has had one review in 2011 which is now over 13 years ago.
  - In the case of some Council Policies, there is some question as to whether the subject matter is more operational rather than strategic and, therefore whether it might be better dealt with by the CEO as a CEO "directive".
  - There is no overall adopted policy "framework" that sets out the role played by council policies, on the one hand, and the role played by CEO directives or procedures, on the other hand.
- In the case of the Corporate Procedures, we observed that:
  - There is no clear distinction between procedures which are considered to be of high importance and are mandated by the CEO, on the one hand, and procedures that are intended to merely operational guidelines, on the other hand.
  - It is unclear whether the Manual is comprehensive and sets out all operational procedures and systems which are in place at the Shire.

- ☐ The Manual is available to all staff and its importance is understood.

**(2) Control Rating**

Adequate.

**(3) Recommendations**

- A review of both the council policies and the management procedures would be appropriate.

## **5. REVIEW OF LEGISLATIVE COMPLIANCE**

### **5.1 Annual Compliance Return process and timing**

**(1) Findings**

Staff indicated an understanding of the Return's importance. The latest Return was completed in March 2024. The Return noted no matters of concern.

**(2) Compliance Assessment**

Satisfactory.

**(3) Recommendations**

- No action required.

### **5.2 Local law review process and timing**

**(1) Findings**

- On the Town's website, there appears the following list of 12 local laws:



-  Activities in Thoroughfares & Public Places and Trading Local Law 2004 (as amended)
-  Bee Keeping Local Law 2004 (as amended)
-  Bush Fire Brigades Local Law 2004 (as amended)
-  Cemeteries Local Law 2014 (as amended)
-  Control of Vehicles (Off-road Areas) Local Law 2021
-  Dogs Local Law 2004 (as amended)
-  Extractive Industries Local Law 2004 (as amended)
-  Fencing Local Law 2016
-  Health Local Law 2017
-  Keeping and Control of Cats Local Law 2016
-  Local Government Property Local Law 2004 (as amended)
-  Meeting Procedures Local Law 2014 (as amended)
-  Parking and Parking Facilities Local Law 2004 (as amended)
-  Pest Plants Local Law 2015
-  Repeal Local Law 2004
-  Repeal Local Law 2018
-  Waste Local Law 2016 (as amended)
-  Signs and Bill Posting Repeal Local Law 2023

- Section 3.16 of the LGA requires an 8 yearly review of local laws.
- In this regard, we were advised that the required review had been undertaken in 2022 using the services of a consultant.
- We were also advised that the recommendations from that review are currently being undertaken.

## **(2) Compliance assessment**

Satisfactory.

## **(3) Recommendations**

- No action required subject to satisfactory completion of the current review within a reasonable time.

### **5.3 Local Planning Scheme review process and timing**

#### **(1) Findings**

- We were advised the required 5 yearly review of the Shire's local planning scheme, was commenced in the required timeframe in 2019.
- The Shire proposes an omnibus amendment of the scheme and it is expected that this will be advertised, for public submissions, early in 2025.
- The Shire's Executive Manager of Regulatory Services and Planner advised that, in the meantime, the existing scheme is still considered to be fit for purpose.

#### **(2) Compliance assessment**

Satisfactory.

#### **(3) Recommendations**

- No action required subject to satisfactory completion of the current review within a reasonable time.

### **5.4 Delegation Manual review process and timing**

#### **(1) Findings**

- We sighted the current Register of Delegations. It was available on the Town's website and had been adopted by the Council on 27 April 2024.
- We were advised that the review due in the current financial year is scheduled for May 2025.

**(2) Compliance assessment**

Satisfactory.

**(3) Recommendations**

- No action required.

**5.5 Records management systems, policies and organisational response**

**(1) Findings**

- The Shire's current Recordkeeping Plan was last reviewed and adopted by the Council in 2017.
- That Plan was approved by the State Records Office in September 2024. The next review is due to be submitted to the State Records Office in May 2026.
- The Shire has a Council Policy on record keeping which is Policy 1.23 Record Keeping and it is on the Shire's website.
- The Shire's central records management software is part of the Shire's enterprise wide IT system by Synergy. It is referred to in the approved Record Keeping Plan as "Synergy Soft Central Records". The Plan states that it has been in place since 2001 and there is no current plans to change it.
- It was reported to us that no problems were being encountered with the use of the approved system by staff.
- However, it was also reported to us that the relatively low volume of recorded emails is considered to indicate that not all emails to and from elected members are being recorded.

- We were advised that the importance of record keeping responsibilities is emphasised to the elected members as part of their induction training.
- Inward and outward emails must be recorded in the records management system as a requirement of the Record Keeping Plan. Failure to record inward and outward emails is a potential breach of the State Records Act 2000. The inability to retrieve inward and outward email correspondence from the central records system exposes the Shire to significant operational risk.

## **(2) Compliance assessment**

Unsatisfactory.

## **(3) Recommendations**

- Systems and procedures should be established to ensure that all email correspondence and other forms of electronic communication for both the administration and elected members are promptly recorded in the central records system.

## **5.6 Tenders, disposition of property and major land transactions**

### **(1) Findings**

- We were advised that, in the last 2 years, there had been no major land transactions or major trading undertakings.
- We sought and were provided with examples of requests for tender for amounts of \$250,000 and above from the last 12 months (2 provided).
- We were provided with electronic files for those matters which included:
  - ☐ the request;
  - ☐ the advertisement (where relevant);
  - ☐ the tenders or quotes;

- ☐ the evaluation; and
- ☐ the award.
- The files were provided to us without delay and the documents were adequate.
- In relation to procurements of goods and services between \$50,000 and \$250,000, we were advised that most of these were procured from suppliers from the WALGA Preferred Supplier Program.
- In relation to land dispositions, we were advised that there were a small number only of cases where the Shire entered into “community” leases and that, in those cases, the Shire used a template lease that had been developed in-house some time ago.

**(2) Compliance assessment**

Satisfactory.

**(3) Recommendations**

- No action required.

**5.7 Integrated Strategic Planning Framework review process and timing**

**(1) Findings**

- The Strategic Community Plan was adopted by the Council in 2021. It refers to the 10 year period 2021 to 2031.
- The Corporate Business Plan was adopted by the Council most recently in 2022.
- The Long Term Financial Plan was adopted by the Council together with the 2023/2024 annual budget in 2023.

**(2) Compliance assessment**

Satisfactory.

**(3) Recommendations**

- No action required.

**5.8 Human Resource Management**

**(1) Findings**

- We were advised that the Council had adopted the Standards for CEO Recruitment, Performance and Termination as required by section 5.39B of the Act.
- The Shire has a number of HR policies and procedures but we were advised that a number of these are due for review.
- We were advised that annual performance reviews of all staff were being undertaken annually as required by section 5.38B of the Act.

**(2) Compliance assessment**

Satisfactory.

**(3) Recommendations**

- The CEO should ensure that the internal review of the HR policies and procedures is undertaken in a timely fashion.

**5.9 Appointment and management of external audit functions**

**(1) Findings**

- We were advised that external auditors had been appointed and their report was considered by the Audit Committee and the Council at their meetings in December 2023.

- The auditors met with the Audit Committee but not with the Council. This is despite the fact that the Council has not delegated the statutory requirement to meet with the auditor to the Committee. The requirement for the local government to meet the auditor arises under section 7.12A (2) of the Act.

**(2) Compliance assessment**

Unsatisfactory.

**(3) Recommendations**

- In the future, the Council must itself meet with the auditor or the Council should delegate that responsibility to the Audit Committee.

**5.10 Transparency and efficacy in responding to external audit findings**

**(1) Findings**

- We were advised that all queries from the auditor had been responded to in a timely manner and to the auditor's satisfaction. We saw no evidence to indicate that this was not the case.

**(2) Compliance assessment**

Satisfactory.

**(3) Recommendations**

- No action required.

**5.11 General awareness of legislative change**

**(1) Findings**



- We were advised that the individual Departments of the Administration are responsible for monitoring legislative changes relevant to the particular Department.
- However, we saw no documented procedure or system that allocated the responsibility for:
  - ☐ for monitoring legislative change and for disseminating it to relevant staff; or
  - ☐ for considering or implementing changes, to any particular employee or employees.

**(2) Compliance assessment**

Satisfactory.

**(3) Recommendations**

- Consideration should be given to formalising organisational accountability for the awareness of legislative change.

**John M. Woodhouse and Andrew Hammond  
Principal Consultants  
Hammond Woodhouse Advisory**

**2 December 2024**

## **TABLE OF CONSOLIDATED RECOMMENDATIONS**

<b>REVIEW TOPIC</b>	<b>RECOMMENDATION</b>
<b>REVIEW OF RISK MANAGEMENT</b>	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Risk reporting, in Council agenda items, should be introduced and should be done in accordance with the criteria and methodology in the Risk Management Framework.</li> <li>• The Business Continuity Plan should be reviewed as a priority.</li> <li>• The Risk Management Policy should be reviewed by the Council.</li> <li>• The Risk Management Procedure should be reviewed by the CEO and, ideally, "signed off" by the CEO.</li> </ul>
<b>Fraud</b>	<ul style="list-style-type: none"> <li>• Measures should be instigated to implement the recommendations of the WA Auditor General's General Report No.5.</li> </ul>
<b>Project and contract management</b>	<ul style="list-style-type: none"> <li>• A review should be undertaken of the contract and project management policy and procedure framework to incorporate organisational accountability and internal variation reporting requirements.</li> </ul>
<b>Audit committee</b>	<ul style="list-style-type: none"> <li>• Officers' reports and relevant attachments to Audit Committee minutes should be included in ordinary council meeting agendas.</li> </ul>
<b>REVIEW OF INTERNAL CONTROLS</b>	
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• The adequacy of procedures relating to card use should be reviewed as soon as practicable. Consideration should be given to the documentation of operational procedures which are contemporary and comprehensive. These</li> </ul>

	<p>might take the form of a procedure or procedures which are in the form of a CEO “directive”.</p> <ul style="list-style-type: none"> <li>• A CEO procedure or “directive” should be developed, approved and implemented which sets out the requirements to be met as regards conflict of interest declarations by staff who have responsibility for evaluating tenders and quotes.</li> </ul>
<b>ICT</b>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
<b>Reconciliation</b>	<ul style="list-style-type: none"> <li>• Written procedures should be developed for the reconciliation of end of month pensioner rebate claims.</li> </ul>
<b>Policies and procedures generally</b>	<ul style="list-style-type: none"> <li>• A review of both the council policies and the management procedures would be appropriate.</li> </ul>
<b>REVIEW OF LEGISLATIVE COMPLIANCE</b>	
<b>Annual return</b>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
<b>Local laws</b>	<ul style="list-style-type: none"> <li>• No action required subject to satisfactory completion of the current review within a reasonable time.</li> </ul>
<b>LPS</b>	<ul style="list-style-type: none"> <li>• No action required subject to satisfactory completion of the current review within a reasonable time.</li> </ul>
<b>Delegation</b>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
<b>Records</b>	<ul style="list-style-type: none"> <li>• Systems and procedures should be established to ensure that all email correspondence and other forms or electronic communication for both the administration and elected members are promptly recorded in the central records system.</li> </ul>
<b>Tenders etc.</b>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
<b>HRM</b>	<ul style="list-style-type: none"> <li>• The CEO should ensure that the internal review of the HR policies and procedures is undertaken in a timely fashion.</li> </ul>
<b>External audit</b>	<ul style="list-style-type: none"> <li>• In the future, the Council must itself meet with the auditors or should delegate that responsibility to the Audit Committee.</li> </ul>
<b>Audit response</b>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>

<b>Legislative change</b>	<ul style="list-style-type: none"><li>• Consideration should be given to formalising organisational accountability for the awareness of legislative change.</li></ul>
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**12.4 CONSIDERATION OF A WEATHER STATION NETWORK THROUGHOUT THE SHIRE OF GINGIN AND A METEOROLOGICAL MAST (ALL WEATHER STATION) ON LOT 9415 GUILDERTON ROAD, GABBADAH (RESERVE 34704)**

File	EMS/22
Author	Evan Lawrence – Chief Bush Fire Control Officer/Community Emergency Services Manager
Reporting Officer	Scott Wildgoose – Chief Executive Officer
Refer	Nil
Appendices	1. Shire of Gingin Bushfire Weather Station Locations [12.4.1 - 1 page]

**DISCLOSURES OF INTEREST**

Nil

**PURPOSE**

To consider the ongoing management of five Automatic Weather Stations (AWS) throughout the Shire and the installation of an AWS on Lot 9415 Guilderton Road, Gabbadah (Reserve 34704).

**BACKGROUND**

The Gingin South Volunteer Bushfire Brigade has been participating in a project in conjunction with Origo to develop a Shire-based, publicly accessible weather network. The impetus behind this project was an identified weakness in the available weather data throughout the Shire.

On 8 March 2023 the Bushfire Advisory Committee (BFAC) resolved as follows:

*...That the Committee recommend that Council agree to appropriate sufficient funds to support the operational costs of maintaining up to seven weather stations on an annual basis.*

*CARRIED UNANIMOUSLY 10/0*

This recommendation has not yet been presented to Council.

**COMMENT**

At the moment, equipment is installed on the properties listed below with the intention of installing a sixth AWS on Lot 9415 (Reserve 34704) Guilderton Road, Gabbadah:

- Lot 2 Pin Pin Road, Beermullah (-31.194914, 115.698328);
- Lot 101 Mooliabeenee Road, Gingin (-31.360900, 115.921336);

- Lot 21 Wannamal Road West, Wannamal (-31.145408, 116.020367);
- Lot 3 Indian Ocean Drive, Lancelin (PIN-571366); and
- Lot 141 Quin Road, Muckenburra (-31.347739, 115.718614).

During the last two years the AWS information has been utilised to manage the implementation of Harvest and Vehicle Movement Bans, guide actions during bushfire events, and provide a cross-district view of weather activity.

Without the additional stations the Shire and volunteers would be relying on two main BOM weather readings to guide decision making.

A plan showing the locations of the existing masts is provided as an **appendix**.

The proposed sixth site (Guilderton Road) is located on a reserve that is under the control and management of the Shire. However the 5 existing masts are located on private property, and in order for the Shire to assume responsibility for the maintenance of these stations it will be necessary to have written agreements in place between the Shire and relevant landowners as the equipment will become a Shire asset.

A simple Memorandum of Understanding (MOU) would be appropriate for this purpose.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **BUDGET IMPLICATIONS**

It is expected that an annual budget commitment would be in the range of \$5,000 to \$10,000 to provide for annual service/data costs and repairs to and maintenance of the network. The budget commitment would be incorporated into the annual budget process moving forward. The project is ineligible for funding from the Emergency Services Levy and as such would be funded through general rates.

The AWS network will be listed on the Shire's asset register to ensure that adequate insurance coverage is provided should a station be destroyed and require replacement.

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
<b>Strategic Objective</b>	4.5 Key Stakeholder Partnerships - Foster applicable relationships and partnerships with key stakeholders to achieve outcomes.

## VOTING REQUIREMENTS - SIMPLE MAJORITY

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Sorensen

**SECONDED:** Councillor Vis

That Council:

1. Accept operational costs for the maintenance of 6 Automatic Weather Stations (AWS) throughout the Shire in accordance with the recommendation of the Shire of Gingin Bushfire Advisory Committee made at its meeting on 8 March 2023.
2. Acknowledge that 5 AWS have been installed on the following properties:
  - Lot 2 Pin Pin Road, Beermullah (-31.194914, 115.698328);
  - Lot 101 Mooliabeenee Road, Gingin (-31.360900, 115.921336);
  - Lot 21 Wannamal Road West, Wannamal (-31.145408, 116.020367);
  - Lot 3 Indian Ocean Drive, Lancelin (PIN-571366); and
  - Lot 141 Quin Road, Muckenburra (-31.347739, 115.718614).
3. Direct the CEO to enter into a Memorandum of Understanding with the owners of each of the above landholdings to manage access to and ongoing hosting of the existing AWS.
4. Approve the installation of a sixth AWS on Lot 9415 (Reserve 34704) Guilderton Road, Gabbadah.

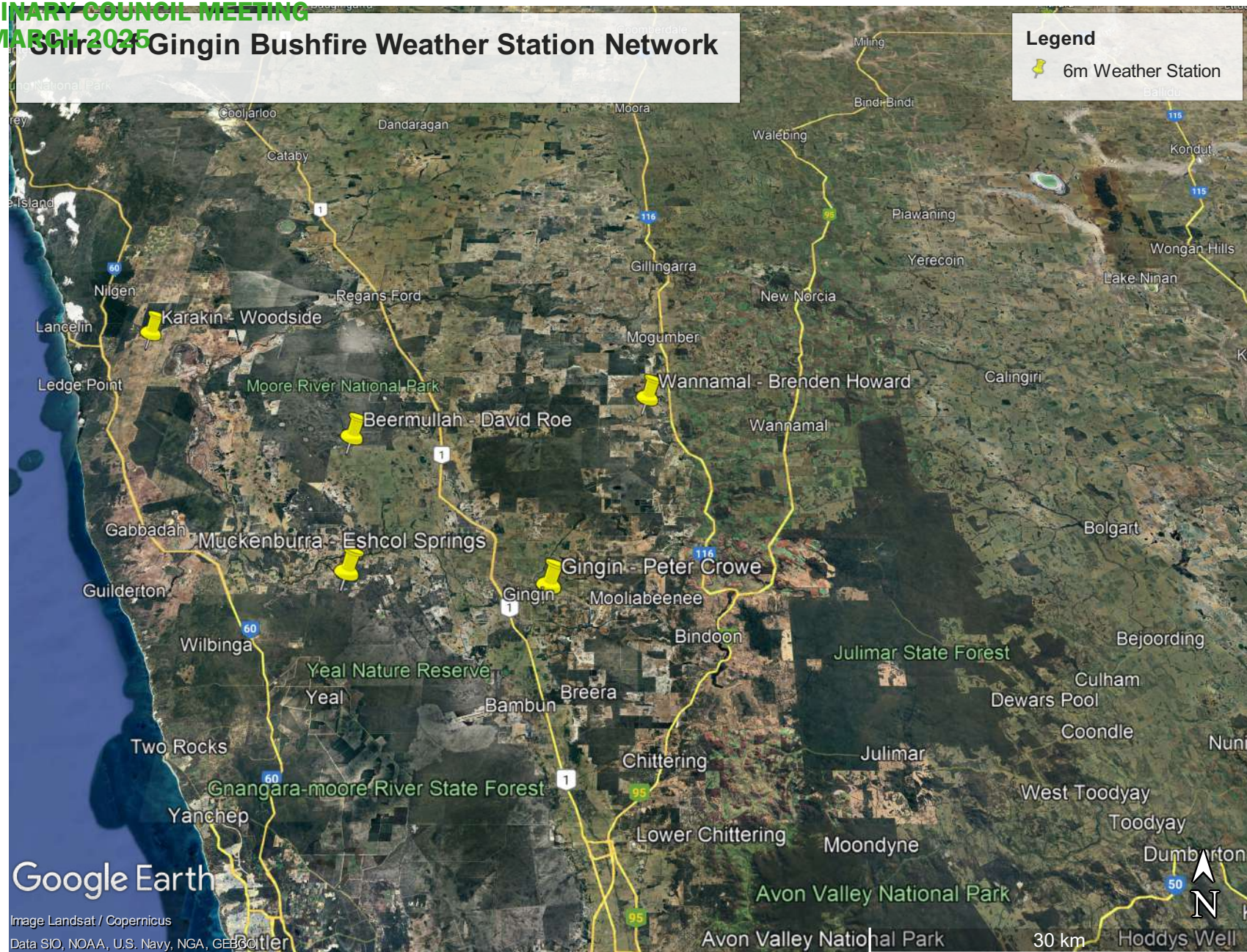
**CARRIED UNANIMOUSLY**

**8 / 0**

**FOR:** *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:** *Nil*







## **13 REPORTS - CORPORATE AND COMMUNITY SERVICES**

### **13.1 LANCELIN COMMUNITY AND SPORTING CLUB - USE OF LANCELIN COMMUNITY AND RECREATION RESERVE (TOWER FUND)**

File	FIN/15
Author	Les Crichton - Executive Manager Corporate & Community Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. Lancelin Community Sporting Complex - Request for Tower Fund Transfer [13.1.1 - 1 page]

#### **DISCLOSURES OF INTEREST**

Nil

#### **PURPOSE**

To consider a request from the Lancelin Community and Sporting Club Inc. (LCSC) to release funds from the Lancelin Community Sporting and Recreation Reserve (Tower Fund) for the repair of the cool room at the Lancelin Community Sporting Complex.

#### **BACKGROUND**

Correspondence has been received from the President of the LCSC requesting the release of funding from the Lancelin Community Sport and Recreation Reserve to assist with required replacement to the cool room condensing unit and fans.

#### **COMMENT**

In late January 2025, the Shire's Administration was informed by the LCSC of a failure in the cool room. Subsequent discussions were held with the LCSC to determine appropriate funding arrangements for either its repair or replacement. The cool room was assessed and supplied reports indicated that replacement of compressor and fans were required.

While included in the quote, replacement of the internal evaporator will be assessed once the compressor has been installed.

The cool room was replaced by the LCSC in 2013, at which time it sought and received Council approval for funding of the renewal through the Lancelin Community Sport and Recreation Reserve.

The Lancelin Community Sport and Recreation Reserve is used in developing building and other associated infrastructure at the Lancelin Community Sporting Club and funds held in the Reserve are to be spent upon request from the Club, and approval from Council.

Funds are derived from lease payments received from the telecommunications towers located on the reserve. The reserve has a current balance of \$138,912 with \$9,227 budgeted to fund replacement of a pump shed.

The cost for the proposed repair, including the potential replacement of the internal evaporator, is \$15,410 (excluding GST).

### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government Act 1995*

Part 6 Financial management

Division 4 General financial provisions

s.6.8 Expenditure from municipal fund not included in annual budget

### **POLICY IMPLICATIONS**

Policy 3.17 – Asset Management

Shire of Gingin Upper Coastal Sporting Facilities Master Plan

### **BUDGET IMPLICATIONS**

If Council is supportive of the Officer's recommendation, then the budget will be amended in accordance with the following table:

GL/Project	Description	Current Budget	Revised Budget	Surplus/ (Deficit)
BC11391	Lancelin Sporting Complex cool room plant	0	15,410	15,410
151103810	Transfer from Reserves	(127,477)	(142,887)	(15,410)
	Change to Closing Surplus			0

### **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
<b>Strategic Objective</b>	4.1 Management of Assets - Maintain civic buildings, public places, plant, roads, cycleways, and pathways based on asset management plans and identified priorities.

**VOTING REQUIREMENTS – ABSOLUTE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Johnson      **SECONDED:** Councillor Weeks

**That Council:**

1. Agree to the request from the Lancelin Community and Sporting Club Inc. to release \$15,410 from the Lancelin Community Sporting and Recreation Reserve for the repairs of the Cool Room at the Lancelin Community Sporting Complex; and
2. Agree to amend its 2024/25 Budget as detailed below.

GL/Project	Description	Current Budget	Revised Budget	Surplus/ (Deficit)
BC11391	Lancelin Sporting Complex cool room plant	0	15,410	15,410
151103810	Transfer from Reserves	(127,477)	(142,887)	(15,410)
	Change to Closing Surplus			0

**CARRIED BY ABSOLUTE MAJORITY  
8 / 0**

**FOR:** *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:** *Nil*

**From:** Norm  
**Sent:** Tue, 25 Feb 2025 13:35:52 +0800  
**To:** Les Crichton  
**Subject:** LCSC Coolroom

Good afternoon, Les

After discussion with Committee members the consensus is to support funds being taken from the Tower Fund to repair the cool-room as long as all repairs as per the report of Lancelin Appliance Services are carried out including fans within the cool-room.

Kind regards

Norm Skoglund  
President  
Lancelin Community & Sporting Club Inc.

Sent from my iPhone

### 13.2 LIST OF PAID ACCOUNTS FEBRUARY 2025

File	FIN/25
Author	Emma Edwards - Accounts Payable Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. Voucher List - February 2025 [13.2.1 - 10 pages]

#### DISCLOSURES OF INTEREST

Nil

#### PURPOSE

For Council to note the payments made in February 2025.

#### BACKGROUND

Council has delegated authority to the CEO to exercise the power to make payments from the Municipal Fund (Delegation 1.1.13 Payments from the Municipal or Trust Funds). The CEO is required to present a list to Council of those payments made since the last list was submitted.

#### COMMENT

Accounts totalling \$2,142,596.87 were paid during the month of February 2025.

A payment schedule is included as **an appendix** to this report.

The schedule details:

- Municipal Fund electronic funds transfers (EFT) \$1,855,483.33
- Municipal Fund cheques \$515.90
- Municipal Fund direct debits \$286,597.64

**TOTAL MUNICIPAL EXPENDITURE \$2,142,596.87**

**TOTAL EXPENDITURE \$2,142,596.87**

All invoices have been verified, and all payments have been duly authorised in accordance with Council's procedures.

## **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government Act 1995*  
s.6.4 – Financial Report

*Local Government (Financial Management) Regulations 1996*  
Reg. 13 – Payments from municipal fund or trust by CEO  
Reg. 13A – Payments by employees via purchasing cards.

Shire of Gingin Delegation Register – Delegation 1.1.13 Payments from the Municipal or Trust Funds

## **POLICY IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocations.

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
<b>Strategic Objective</b>	4.4 Strategic & Sustainable Financial Planning - Undertake long-term resource planning and allocation in accordance with the Integrated Planning and Reporting Framework



VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson      SECONDED: Councillor Woods

That Council note all payments made by the Chief Executive Officer under Delegation 1.1.13 for February 2025 totalling \$2,142,596.87 as detailed in the appendices to this report, comprising:

- |   |                |
|---|----------------|
| • Municipal Fund electronic funds transfers (EFT) | \$1,855,483.33 |
| • Municipal Fund cheques                          | \$515.90       |
| • Municipal Fund direct debits                    | \$286,597.64   |

CARRIED UNANIMOUSLY  
8 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

AGAINST: *Nil*

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

# APPENDIX 13.2.1

## Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/02/2025 - 28/02/2025

			<div> <b>Payment Category</b>  <b>L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor</b> </div>	
TYPE	DATE PAID	NAME	DETAILS	AMOUNT
EFT-43582	6/02/2025	ACS Swan Express Print	Printing: Interim Rates Brochures	275.00
EFT-43583	6/02/2025	AFGR! Equipment Pty Ltd	GG004: Idle timer adjustment	2,750.65
			GG003: Service	
EFT-43584	6/02/2025	ASK Waste Management Pty Ltd	Lancelin Landfill Management Plan	4,328.50
EFT-43585	6/02/2025	Australian Taxation Office (PAYG)	Payroll deduction for PE: 30/01/2025	48,750.00
EFT-43586	6/02/2025	Autism Horses Australia Pty Ltd	Australia Day Event: Therapy Horses	396.00 L
EFT-43587	6/02/2025	Bartco Traffic Equipment	Variable Message Board: Controller Modem 4G Upgrade	430.65
EFT-43588	6/02/2025	BOC Pty Ltd	Gas & Oxygen Supplies for the Workshop & Gingin Medical Centre	110.90
EFT-43589	6/02/2025	Brightmark Group Pty Ltd	Cleaning	33,464.02
EFT-43590	6/02/2025	Cellarbrations Gingin	Ordinary Council Meeting Refreshments	69.00 L
EFT-43591	6/02/2025	CFMEU	Payroll deduction for PE: 30/01/2025	60.00
EFT-43592	6/02/2025	Conplant Pty Ltd	Mooliabeenee Road: 12/13 Tonne Steel Vibration Roller Hire	3,877.50
EFT-43593	6/02/2025	Cocee Couriers & Transport	Courier Charges	1,221.00
EFT-43594	6/02/2025	Country Values Real Estate - Trust Account	Rental - Robinson Street, Gingin	3,353.95 L
			Rate Refund: Duplicate Payment	
EFT-43595	6/02/2025	Sigma Telford Group	Gingin Aquatic Centre: Chlorine	185.04
EFT-43596	6/02/2025	Department of Water and Environmental Regulation - Land Management	Annual Licence 2025: Seabird Waste Management Facility	991.37
EFT-43597	6/02/2025	Eagleye Technical Services	Granville Civic Centre: Electrical work	503.80 L
EFT-43598	6/02/2025	Five Senses Coffee Pty Ltd	Gingin Aquatic Centre: Kiosk items	204.00
EFT-43599	6/02/2025	Gingin District Community Resource Centre Inc (CRC)	Provision of Library Services	7,771.50 L
EFT-43600	6/02/2025	Gingin Fuel and Tyres Pty Ltd	Supply & Deliver 17,000 litres diesel to Shire Depot	29,920.00 L
EFT-43601	6/02/2025	IGA Local Grocer Gingin	Gingin Supermarket Purchases: January 2025	1,486.40 L
EFT-43602	6/02/2025	Lancelin Sands	Mooliabeenee Road: Gravel Cartage	37,400.00 L
EFT-43603	6/02/2025	Ledge's Kanga Service and Skip Bin Hire	Lancelin Jetty Skip Bin Hire	2,200.00 L
EFT-43604	6/02/2025	LGRCEU (WA Division)	Payroll deduction for PE: 30/01/2025	44.00
EFT-43605	6/02/2025	Linthorne Automotive	GG04: Service	3,644.15
			GG02: Service	
EFT-43606	6/02/2025	McLeods Lawyers Pty Ltd	Unauthorised Development Prosecution	6,149.55
			Legal Expenses: Cunliffe Street, Lancelin	
			Unauthorised Development Prosecution	
			Legal Cost Planning Compliance - 6561	
EFT-43607	6/02/2025	Midland Trophies	Councillor Desk Plates and Updated Honour Board Tags	411.00
EFT-43608	6/02/2025	Minuteman Press Balcatta	Printing: Annual Report	1,419.00
EFT-43609	6/02/2025	Moore River Electrical Services	Guilderton Caravan Park: Electrical Repair	2,640.00 L
EFT-43610	6/02/2025	Moore River Tree Services	Barragoon Road, Cowalla Road/Orange Springs Road, Nabaroo Road North: Tree Pruning	10,120.00 L
EFT-43611	6/02/2025	Northern Valleys Fruit Pops	Gingin Aquatic Centre: Kiosk	459.00
EFT-43612	6/02/2025	Novatec Energy Solutions Pty Ltd	Lefroy Street: Air Conditioning Split Systems	14,135.00
			Guilderton Store: Replacement Air Conditioner	
EFT-43613	6/02/2025	Officeworks	Licensing Stamp 'Original Documents Sighted'	113.00
EFT-43614	6/02/2025	Omnicom Media Group Australia Pty Ltd (Marketforce)	Advertisement - Annual Meeting of Electors	525.64
EFT-43615	6/02/2025	Paywise	PDA 410941 Payroll Salary Sacrifice Payment	1,880.19
EFT-43616	6/02/2025	Perth Airport Pty Ltd	Rates Refund	1,557.00 R
EFT-43617	6/02/2025	PFD Food Services Pty Ltd	Gingin Aquatic Centre: Kiosk Items	1,099.14
EFT-43618	6/02/2025	RingCentral Australia Pty Ltd	Monthly Expenses for Office Phone Service	1,178.10
EFT-43619	6/02/2025	Robbro WA Pty Ltd	Mooliabeenee Road: Gravel Cartage	26,928.00 L
EFT-43620	6/02/2025	Rural Infrastructure Services	Cheriton Road: Speed Review	242.00
EFT-43621	6/02/2025	Seek Limited	Employment Advertisements: Manager Development Services and Regulatory & Development Services Support Officer (Environmental Health)	1,133.00
EFT-43622	6/02/2025	St John Ambulance Western Australia Ltd	First Aid Training	340.00
EFT-43623	6/02/2025	Strettle Pty Ltd	Preparation of New/Amendment/Repeal Local Laws	214.50
EFT-43624	6/02/2025	Sunny Signs Company Pty Ltd	Signage: Honeycomb Standpipe	147.68
EFT-43625	6/02/2025	Team Global Express Pty Ltd	Courier Charge	33.04

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.2.1

### Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/02/2025 - 28/02/2025

			<div> <b>Payment Category</b>  <b>L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor</b> </div>	
TYPE	DATE PAID	NAME	DETAILS	AMOUNT
EFT-43626	6/02/2025	Truck Centre WA Pty Ltd	GG002: Fan Motor	3,904.79
EFT-43627	6/02/2025	Uniforms at Work	GG063: Fault Repairs	
EFT-43628	6/02/2025	Vorgee Pty Ltd	Uniform: Executive Management	175.40
EFT-43629	6/02/2025	WA Stump Grinding & Tree Services	Gingin Aquatic Centre: Kiosk Goggles	854.70
EFT-43630	6/02/2025	Fewsters Earthmoving	Mooliabeenee Road: Green Waste Removal	2,750.00
EFT-43631	6/02/2025	WANT Plumbing Services Pty Ltd	Ingleby Court: Tree Trimming	
EFT-43632	6/02/2025	Waterlogic Australia Pty Ltd	Mooliabeenee Road: Gravel Cartage	33,286.00
EFT-43633	6/02/2025	Western Stabilisers	Granville Park Ablutions: Replacement Septic Pump	7,304.00
EFT-43634	6/02/2025	Winc	Rental and service of SD5 Cool & Cold Countertop and Clean Stream	167.68
EFT-43635	6/02/2025	Cecil Campbell	Airfield Road: Cement Stabilisation	13,835.25
EFT-43636	6/02/2025	Lincoln Stewart	Executive Year Planner	70.83
EFT-43637	6/02/2025	Bendigo Bank	Rates Refund	801.50
EFT-43638	6/02/2025	Steven Tweedie	Members Quarterly Travel and Out of Pocket Expenses	1,492.35
EFT-43639	6/02/2025	Tony Piconeri	Refund - Booking Facility Bond	500.00
EFT-43640	6/02/2025	William Comerford	Shire of Gingin Compliance Audit Return	3,080.00
EFT-43641	10/02/2025	Brightmark Group Pty Ltd	Seabird Waste Facility Management	17,374.00
EFT-43642	10/02/2025	Country Copiers	Lancelin Waste Facility Management	
EFT-43643	10/02/2025	Country Values Real Estate - Trust Account	Building Services Levy (BSL) with refund request REF-296	61.65
EFT-43644	10/02/2025	Eagleeye Technical Services	Cleaning	297.00
EFT-43645	10/02/2025	Ergolink	Colour copier charges: Gingin & Lancelin	106.08
EFT-43646	10/02/2025	Gingin Agencies WA	Rental - Robinson Street, Gingin	2,200.00
EFT-43647	10/02/2025	Instant Products Hire	Gingin CRC Building: Light Fitting inspection	720.50
EFT-43648	10/02/2025	Iron Mountain Australia Group Services Pty Ltd	Granville Park: Sump Pump Rewire	
EFT-43649	10/02/2025	Lancelin Gull Roadhouse	Office Furniture: Executive Management	3,116.25
EFT-43650	10/02/2025	Lancelin Trade and Rural Supplies	Grease Cartridges	224.40
EFT-43651	10/02/2025	Local Government Professionals WA - LGPA	Australia Day: Ablution Hire	1,340.19
EFT-43652	10/02/2025	RBH Fencing	Storage Business Cartons	146.86
EFT-43653	10/02/2025	Supagas Pty Limited	Fuel Purchases - January 2025	1,127.91
EFT-43654	10/02/2025	Team Global Express Pty Ltd	Hardware Store Purchases Lancelin: January 2025	1,641.75
EFT-43655	10/02/2025	Debbie Reeks	2024/25 Data Drives Decisions Project Participation Fee	5,500.00
EFT-43656	10/02/2025	Helen Sampson	Ledge Point Off Road Area: Pine Log Barrier Fencing	11,583.00
EFT-43657	10/02/2025	Rebecca Foulkes-Taylor	Guilderton Caravan Park: Bulk LPG	1,664.65
PAY-143	13/02/2025	Shire of Gingin	Courier Charges	33.04
EFT-43658	13/02/2025	ACS Swan Express Print	Reimbursement: DoT Training Expenses	308.44
EFT-43659	13/02/2025	Avon Waste	Gingin Waste Facility Management	1,806.75
EFT-43660	13/02/2025	Bitumen Distributors Pty Ltd	Reimbursement Gingin Aquatic Centre Operations and Kiosk Supplies	301.12
EFT-43661	13/02/2025	Bullsbrook Windscreens and Window Tinting	Net Pays for PE 11/02/2025	175,038.00
EFT-43662	13/02/2025	Civil Engineering Assignments	Printing: Emergency Response Procedures	463.10
EFT-43663	13/02/2025	Complete Office Supplies Pty Ltd	Kerbside Collection Services	19,838.49
EFT-43664	13/02/2025	Sigma Telford Group	Emulsion for Sealed Roads	605.00
EFT-43665	13/02/2025	CSStech	GG043: Replace Windscreen	995.00
EFT-43666	13/02/2025	Department of Mines, Industry Regulation and Safety - Bond Administrator DMIR	GG020: Drivers Side Window Tint	
EFT-43667	13/02/2025	Department of Transport	Engineering Drawings: Paths, Kerbs, Drainage, Signs, Crossovers and Trees	477.95
EFT-43668	13/02/2025	Department of Water and Environmental Regulation	Stationery Order: Rates Department	432.75
EFT-43669	13/02/2025	Duncan Solutions	Gingin Aquatic Centre: Chlorine and Tablets	682.00
			Credit note for 20L Drum returns	
			Mobile and Office Phone Management	165.00
			Building Services Levy (BSL) with Refund Request REF-299	1,962.94
			Release of Information fee Parking Infringement Notices	377.65
			Annual Licence 2025 Gingin Waste Management Facility	1,019.94
			Guilderton Parking Meters: Credit Card Transactions and Monthly Support	497.82

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.2.1

### Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/02/2025 - 28/02/2025

			Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor		
TYPE	DATE PAID	NAME	DETAILS	AMOUNT	
EFT-43670	13/02/2025	Eagleye Technical Services	Gingin Aquatic Centre: Replacement Gang Switch	171.60	L
EFT-43671	13/02/2025	Gingin Agencies WA	General Maintenance Sealed Roads: Kerosine	1,288.54	L
EFT-43672	13/02/2025	Gingin Fuel and Tyres Pty Ltd	GG002: New Tyres, GG060: Bitumen Sprayer Hose, GG061: Replacement Battery	3,669.00	L
EFT-43673	13/02/2025	Gingin Trading	Hardware Store Purchases: Gingin	1,526.68	L
EFT-43674	13/02/2025	Indian Ocean Pest Control	Guilderton Country Club: Termite Treatment and Report	350.00	L
EFT-43675	13/02/2025	J & K Hopkins Office Furniture	Health Furniture - Storage Cupboard	409.00	
EFT-43676	13/02/2025	LD Total	Mowing - Shire Facilities	34,625.82	
EFT-43677	13/02/2025	M.R. Mulching	Firebreak Installation: Seabird	990.00	L
EFT-43678	13/02/2025	Moore River Electrical Services	Woodridge Equestrian Ground: Repairs to Electrical Switchboard. Woodridge Recreation Grounds: Bore Pump Repair	286.00	L
EFT-43679	13/02/2025	Moore River Roadhouse	Fuel Purchases January: Shire & Brigade	2,072.89	L
EFT-43680	13/02/2025	Moore Sands Resources Pty Ltd	Seabird Waste Management Facility: Supply & Deliver Overburden	31,541.40	L
EFT-43681	13/02/2025	Myloilies.com.au	Refreshments for Council Meetings 2025	227.82	
EFT-43682	13/02/2025	NAPA a division of GPC Asia Pacific Pty Ltd	Historical Credit Note for Invoices	753.14	
EFT-43683	13/02/2025	Northern Valley News	Advertising - C&C in Northern Valley News for 2024/2025 - 11 Editions	800.00	
EFT-43684	13/02/2025	Reliable Renovations & Construction	Bus Shed Personal Access Door: Lancelin Community & Sporting Club	1,376.72	
EFT-43685	13/02/2025	Roadspec Pty Ltd	Beermullah Rd West: Paveline Auto Patch	18,011.40	
EFT-43686	13/02/2025	Shire of Gingin	Building Services Levy (BSL)	50.00	
EFT-43687	13/02/2025	Sovereign Hill Community Association Inc. SHCA	Sovereign Hill: Mowing Services	720.00	L
EFT-43688	13/02/2025	Supagas Pty Limited	Guilderton Caravan Park: Bulk LPG	3,225.43	
EFT-43689	13/02/2025	Truck Centre WA Pty Ltd	GG028, GG002, GG045: Service Parts	3,818.65	
EFT-43690	13/02/2025	WA Stump Grinding & Tree Services	Red Gully Road: Storm Damaged Tree Removal and Mulching	13,200.00	
EFT-43691	13/02/2025	WANT Plumbing Services Pty Ltd	Grave Digging	10,752.50	L
			Lefroy Street: Water Leak Repair		
			Lower Coastal Facilities: Plumbing Repairs		
			Gingin Aged Units: Reticulation Repair		
			Gingin Aquatic Centre: Eyewash Station Repair		
EFT-43692	13/02/2025	WANT Tree Services	Soundshell: Tree Pruning	462.00	L
EFT-43693	13/02/2025	WEX Australia Pty Ltd	Fuel Card Purchases - January 2025	4,039.75	
EFT-43694	13/02/2025	Woodridge Community Association	Australia Day Event: Breakfast Catering	1,089.69	L
			Australia Day Event: Breakfast Items		
EFT-43695	13/02/2025	Wurth Australia Pty Ltd	Brake Cleaner Cans	114.79	
EFT-43696	13/02/2025	Helen Sampson	Gingin Waste Facility Management	1,806.75	L
EFT-43697	13/02/2025	LJ Hughes	Reimbursement: Water Service Charges: Lancelin Administration Office	206.42	R
EFT-43698	13/02/2025	Thomas Kusters	Ledge Point Oval: Pipe Repair	245.00	L
EFT-43699	21/02/2025	Cascada	Replacement Drain Lids	1,302.40	
EFT-43700	21/02/2025	Aurora Delta Pty Ltd	Medical Subsidy Payment January 2025	5,456.55	L
EFT-43701	21/02/2025	Australian Taxation Office (PAYG)	Payroll deduction for PE: 13/02/2025	48,528.00	
EFT-43702	21/02/2025	Belgravia PRO Pty Ltd	Guilderton Caravan Park: Pure Glamping & Hire Equipment	55,402.56	
			Guilderton Caravan Park* RMS License Fees		
			Guilderton Caravan Park: Management Fee		
EFT-43703	21/02/2025	Bindoon Hill Gravel Supply	Mooliabeenee Road: Gravel Supply	236,787.94	
EFT-43704	21/02/2025	Branches Holiday Homes	Cullalla Road: Gravel Supply		
			Guilderton: Police Accommodation 22/12/2024 - 28/01/2025	9,120.00	L
EFT-43705	21/02/2025	Brown Automotive	3GG: Service, Battery Replacement	1,120.00	L
EFT-43706	21/02/2025	Carringtons Traffic Services	Traffic Management: Airfield Road	12,213.26	
			Traffic Management: Beermullah Road West		
EFT-43707	21/02/2025	Cellarbrations Gingin	Council Bar Restock	66.00	L
EFT-43708	21/02/2025	CFMEU	Payroll deduction for PE: 13/02/2025	60.00	
EFT-43709	21/02/2025	Civil Engineering Assignments	Footpath Works: Site Visit	765.60	
EFT-43710	21/02/2025	Commercial Locksmiths	Gingin Aquatic Centre: Loading Gates Padlock	82.50	

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.2.1

### Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/02/2025 - 28/02/2025

			Payment Category	
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
TYPE	DATE PAID	NAME	DETAILS	AMOUNT
EFT-43711	21/02/2025	Complete Office Supplies Pty Ltd	Stationery Order: Rates Department	93.94
EFT-43712	21/02/2025	Country Copiers	Gingin Aquatic Centre: Printer Toner	165.40
EFT-43713	21/02/2025	Sigma Telford Group	Gingin Aquatic Centre: Chlorine	1,438.80
EFT-43714	21/02/2025	Data#3	Microsoft 365: Veeam renewal	4,543.85
EFT-43715	21/02/2025	Eastern Hills Chainsaws & Mowers Pty Ltd	Workshop Stock: Engine Oil and Fuel Line Repair Kits	159.30
EFT-43716	21/02/2025	Gingin District Community Resource Centre Inc	A3 Portrait Printing, Hamper Project: Valentines Day	36.70 L
EFT-43717	21/02/2025	Gingin Fabrication & Steel	Men's Shed Guilderton: Supply internal steel	748.00 L
EFT-43718	21/02/2025	Gingin Fuel and Tyres Pty Ltd	Gingin Aquatic Centre: BBQ Gas Bottle GG074: Tyre puncture repair, GG034: Tyre Repair Workshop Stock: Fuel Hose Fuel: Beermullah BFB Light Tanker	402.80 L
EFT-43719	21/02/2025	Gingin Stockfeeds	Rangers, Dog Enclosure: Food	70.80 L
EFT-43720	21/02/2025	Greenway Turf Solutions	Upper Coastal Parks: Herbicide and Insecticide	7,359.00
EFT-43721	21/02/2025	Gull Gingin Pty Ltd	Small Parts Fuel Purchases January 2025 Volunteer Bushfire Brigade Refreshments and Fuel	431.40 L
EFT-43722	21/02/2025	Harbour Software	2025/26 Doc Assembler Subscription Renewal	11,755.70
EFT-43723	21/02/2025	Lancelin Appliance Services	Wangaree Community Centre: Replacement Air-conditioning Unit	4,066.00 L
EFT-43724	21/02/2025	Lancelin IGA	Supermarket Purchases: Lancelin	149.14 L
EFT-43725	21/02/2025	Lancelin Outdoors	Guilderton Men's Shed: Repair Shed Damage	3,366.00 L
EFT-43726	21/02/2025	Landgate	GRV Interim, Country, DFES and Minor Additions Valuation fees. Rural UV Interim Valuation Fees	752.83
EFT-43727	21/02/2025	LGISWA	LGISWA Scheme Property Adjustment for 24/25. Bridge Maintenance.	23,993.86
EFT-43728	21/02/2025	LGRCEU (WA Division)	Payroll deduction for PE: 13/02/2025	44.00
EFT-43729	21/02/2025	Limestone Park Earthmoving	Bushfire Machinery Operations: Telephone Road Bushfire Machinery Operations: Cowalla Road	7,013.60 L
EFT-43730	21/02/2025	Local Government Professionals WA - LGPA	Registration Finance Professionals Conference 2025	2,980.00
EFT-43731	21/02/2025	Lower Coastal Community Association Inc LCCA	Quarterly Contribution Bus Maintenance	1,000.00 G
EFT-43732	21/02/2025	Major Motors Pty Ltd	CHQ - Shire of Gingin Petty Cash Float - January 2025	1,626.21
EFT-43733	21/02/2025	McLeods Lawyers Pty Ltd	Legal Advice: Council	1,364.88
EFT-43734	21/02/2025	Moore River Electrical Services	Lancelin Depot: Testing and Tagging	495.00 L
EFT-43735	21/02/2025	NAPA a division of GPC Asia Pacific Pty Ltd	GG020: Service Kit. GG043: Service Kit Workshop Stock: Fuel Hose	234.85
EFT-43736	21/02/2025	Northern Valleys Fruit Pops	Gingin Aquatic Centre: Kiosk Fruit Pops	324.00
EFT-43737	21/02/2025	Paywise	PDA 410941 Payroll Salary Sacrifice Payment	1,398.86
EFT-43738	21/02/2025	PFD Food Services Pty Ltd	Gingin Aquatic Centre: Kiosk Items	797.68
EFT-43739	21/02/2025	Gingin Hotel	Booking System - Facility Bond only with Refund Request REF-300	500.00 R
EFT-43740	21/02/2025	Shermac Engineering	GG066: Spray Head	291.50
EFT-43741	21/02/2025	Stewart & Heaton Clothing Co Pty Ltd	BFB PPE Order: Jacket	152.80
EFT-43742	21/02/2025	Sunny Signs Company Pty Ltd	Gingin Waste Facilities Entry Signs	1,214.40
EFT-43743	21/02/2025	Team Global Express Pty Ltd	Courier Charges	34.91
EFT-43744	21/02/2025	Tiffany's Catering	Catering	810.00 L
EFT-43745	21/02/2025	T-Quip	GG095: Spare Mower Blades	212.94
EFT-43746	21/02/2025	Uniforms at Work	Office of CEO - Uniforms	254.30
EFT-43747	21/02/2025	Wanneroo Isuzu Ute	GG09: DPF Replacement	900.00
EFT-43748	21/02/2025	WANT Plumbing Services Pty Ltd	Gingin Depot: Water Leak Repair Neergabby Ablutions: Pressure Pump Water Pipe Repair Gingin Aquatic Centre: Replace Drinking Fountain Water Spout and Filter	1,221.00 L
EFT-43749	21/02/2025	Western Australia Police Force	National Police Checks: BFB Volunteers	18.00
EFT-43750	21/02/2025	Wolfcom Australia Pty Ltd	Ranger Services: Body Camera	642.50
EFT-43751	21/02/2025	Andrea Dackins	Reimbursement: Community Hamper Project	204.32 R
EFT-43752	21/02/2025	Helen Sampson	Gingin Waste Facility Management	1,806.75 L
EFT-43753	21/02/2025	Liam Jurinovich	Grace Darling Park: Replacement Bore Pump	3,861.55 L

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## APPENDIX 13.2.1

### Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/02/2025 - 28/02/2025

TYPE	DATE PAID	NAME	Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	DETAILS	AMOUNT	
EFT-43754	21/02/2025	Shirley Farrugia		Rates Refund	713.00	R
EFT-43755	21/02/2025	Thomas Kusters		Wangaree Park Ablutions: Replacement Tap Spigot	325.00	L
PAY-144	27/02/2025	Shire of Gingin		Grace Darling Park Ablutions: Unblock Sewer Pipe		
EFT-43756	28/02/2025	1st Gingin Scout Group		Net Pays for PE 25/02/2025	183,064.53	
EFT-43757	28/02/2025	ACS Swan Express Print		Community Grants: Camp & Events Trailer	3,000.00	G
EFT-43758	28/02/2025	Alarm Assets Group & Austech Surveillance		Printing & Stationary	1,178.80	
				Gingin Emergency Service Centre: Alarm Fault Check	441.14	
EFT-43759	28/02/2025	Australian Training Management Pty Ltd		Training: Dogging Ticket	2,300.00	
EFT-43760	28/02/2025	Avon Waste		Kerbside Collection Services	21,621.90	
EFT-43761	28/02/2025	Bindoon Hill Gravel Supply		Cullalla Road: Gravel Supply	67,670.69	
EFT-43762	28/02/2025	Bullsbrook Water Carriers		Lancelin Sporting Complex: Potable Water	1,100.00	
EFT-43763	28/02/2025	Carringtons Traffic Services		Mooliabeenee Road: Traffic Management	76,006.28	
EFT-43764	28/02/2025	Cellarbrations Gingin		Council Refreshments	64.00	L
EFT-43765	28/02/2025	Civil Engineering Assignments		Footpath Works: Survey	3,846.59	
EFT-43766	28/02/2025	Coastal Courier		Advertising: Community Events	80.00	
EFT-43767	28/02/2025	Complete Office Supplies Pty Ltd		Operations & Assets: Stationary	529.52	
EFT-43768	28/02/2025	Conplant Pty Ltd		GG053: Service Parts	739.96	
EFT-43769	28/02/2025	Corsign		Signage: Roads and Buildings, Galvanised Posts and Caps	4,091.45	
EFT-43770	28/02/2025	DFES - Department of Fire and Emergency Services		Emergency Services Levy Quarter 3 Payment	174,034.16	
EFT-43771	28/02/2025	Direct Trades Supply Pty Ltd		Bollards: Ledge Point Lookout Fencing	2,039.60	
EFT-43772	28/02/2025	Ecowater Services		Guilderton Caravan Park: ATU Quarterly Service	1,148.00	
				Wangaree Community Centre - Quarterly Service		
				Guilderton General Store - ATU Quarterly Service		
EFT-43773	28/02/2025	Frontline Fire and Rescue Equipment		Ledge Point: Warranty Repairs	416.68	
EFT-43774	28/02/2025	Full Flow Plumbing and Gas		Wangaree Park Ablutions: Install cistern	330.00	
EFT-43775	28/02/2025	Gingin Agencies WA		Grease Cartridges	1,694.61	L
				Fleet: Adblu1000L drum		
EFT-43776	28/02/2025	Gingin District Community Resource Centre Inc		Advertising: Community Event	220.00	L
EFT-43777	28/02/2025	GR Thomson Truck Hire		Mooliabeenee Road: Water Cartage	44,035.75	
EFT-43778	28/02/2025	Guilderton Country Club Inc.		Cullalla Road: Water Truck Hire		
				Electricity Supply and Usage Reimbursement 15/01/2025 to 14/02/2025	124.13	R
EFT-43779	28/02/2025	Howard Porter Pty Ltd		Repairs on Heavy Vehicle	27,049.00	
EFT-43780	28/02/2025	JB Hi-Fi		Digital Tablet: CEO	1,014.00	
EFT-43781	28/02/2025	Jeff's Mechanical Service		GG002: Service	628.10	L
EFT-43782	28/02/2025	Ledge Point Reticulation & Refrigeration		Woodridge Recreation Grounds: Bore, Submersible Pump Replacement	4,209.70	L
EFT-43783	28/02/2025	Moore River Electrical Services		Woodridge Recreation Grounds: Inspect Bore Pump - Make Safe for Removal	143.00	L
EFT-43784	28/02/2025	Moore River Music Club Inc		Community Grants 2024/25 - Moore River Music Fest	5,000.00	G
EFT-43785	28/02/2025	Moore River News Inc		Advertising 2x Event Flyers - Moore River News - March Edition	220.00	L
EFT-43786	28/02/2025	NAPA a division of GPC Asia Pacific Pty Ltd		Workshop Stock: Anderson Plugs and Reversing Alarms	953.43	
				Workshop: Filter stock		
EFT-43787	28/02/2025	Officeworks		Staff and Council Refreshments	760.55	
EFT-43788	28/02/2025	Ohura Consulting		ER/IR Consultancy	9,840.00	
EFT-43789	28/02/2025	Omnicom Media Group Australia Pty Ltd (Marketforce)		Advertisement: Notice-For Sale by Public Tender	1,156.95	
				Employment Advertisement - Executive Manager		
				Corporate Services		
EFT-43790	28/02/2025	RingCentral Australia Pty Ltd		Gingin Admin: Phone Service	1,178.10	
EFT-43791	28/02/2025	RNK Sales Pty Ltd (Kanga Loaders)		GG098: Sealant	48.29	
EFT-43792	28/02/2025	Rowe Group		Planning Services: Preparation of Local Planning Policy (Short Term Rental Accommodation) & Model Property Management Plan	1,650.00	
EFT-43793	28/02/2025	Seek Limited		Employment Advertisement: Executive Manager	924.00	
				Employment advertisement: Supervisor Operations		



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### Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/02/2025 - 28/02/2025

			Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	
TYPE	DATE PAID	NAME	DETAILS	AMOUNT
EFT-43794	28/02/2025	Sprayline Innovative Spraying & Agri Solutions	Workshop Stock: Skid Sprayer Nozzles and Fittings	263.48
EFT-43795	28/02/2025	Team Global Express Pty Ltd	Courier Charges	187.18
EFT-43796	28/02/2025	The Australian Local Government Job Directory Pty Ltd	Employment Advertisement: Supervisor Operations Employment Advertisement: Manager Development Services	632.50
EFT-43797	28/02/2025	Tiffany's Catering	Catering: Council Meeting and Electors Meeting	150.00 L
EFT-43798	28/02/2025	Vorgee Pty Ltd	Gingin Aquatic Centre: Kiosk Goggles	313.50
EFT-43799	28/02/2025	WA Stump Grinding & Tree Services	Gingin Depot: Hedge Trimming	2,695.00
EFT-43800	28/02/2025	WANT Plumbing Services Pty Ltd	Annual Standpipe Backflow Testing	2,783.00
EFT-43801	28/02/2025	Ed Benier	Refund: GU Holiday Park cancellation	228.00 R
EFT-43802	28/02/2025	Frances Dray	Rate Refund: Duplicate Payment	1,325.04 R
EFT-43803	28/02/2025	Frank Johnson	Travel Expenses - 01/10/24 to 31/12/24	292.49 C
EFT-43804	28/02/2025	Helen Sampson	Gingin Waste Facility Management	1,806.75 L
EFT-43805	28/02/2025	Henry Morris	Landfill Cell Development	24,636.00 L
EFT-43806	28/02/2025	Jane Doepel	Rate Refund: Duplicate Payment	1,166.85 R
EFT-43807	28/02/2025	Kelly Gardner	Australia day Awards - Live Music Australia Day Event 26 January 2025 - Musician	1,000.00 L
EFT-43808	28/02/2025	Rebecca Foulkes-Taylor	Reimbursement Gingin Aquatic Centre	245.26 R
<b>EFT TOTAL</b>				<b>1,855,483.33</b>
<b>CHEQUES</b>				
CHQ-116499	13/02/2025	Shire of Gingin (Petty Cash)	CHQ - Shire of Gingin Petty Cash Float - January 2025	515.90
<b>CHEQUES</b>				<b>515.90</b>
<b>DIRECT DEBIT</b>				
DE-6107	1/02/2025	Bendigo Bank	Bendigo Bank Bpay Biller Fee	641.52
DE-6108	1/02/2025	Bendigo Bank	Bendigo Bank - Transfer Fees	62.50
DE-6109	3/02/2025	Department of Transport	Depart of Transport - Police Licensing 30.01.2025	8,859.05
DE-6020	3/02/2025	Synergy	Electricity Charges 1 Weld St Gingin	5,770.23
DE-6110	3/02/2025	Western Australian Treasury Corporation (WATC)	Gingin Aquatic Centre Tiling Repayment	8,779.98
DE-6111	3/02/2025	Bendigo Bank	Bendigo Bank: Fts De Process GST	7.80
DE-6113	3/02/2025	Bendigo Bank	Bendigo Bank - Tyro Fees Dec 24 #9647	96.02
DE-6114	3/02/2025	Bendigo Bank	Bendigo Bank: CBA Merchant Fees #2965	64.00
DE-6115	3/02/2025	Bendigo Bank	Bendigo Bank: CBA Merchant Fees #6026	462.60
DE-6116	3/02/2025	Bendigo Bank	Bendigo Bank: CBA Merchant Fees #2629	1,231.53
DE-6117	3/02/2025	Department of Justice	Lodgement Fee for Registered 1 Unpaid Infringement	86.00
DE-6118	3/02/2025	Go Go Media	Monthly On-Hold Messages Service February 2025	75.90
DE-6112	4/02/2025	Bendigo Bank	Bendigo Bank - Tyro Fees Dec 24 #9847	1,436.74
DE-6122	4/02/2025	Department of Transport	Dept of Transport - Police Licensing 31.01.2025	6,628.30
DE-6029	5/02/2025	Synergy	Electricity Charges 5 Weld St Gingin	76.56
DE-6023	5/02/2025	Synergy	Electricity Charges 3 Fewster St Gingin	98.35
DE-6022	5/02/2025	Synergy	Electricity Charges U A 37 Lefroy St Gingin	116.36
DE-6024	5/02/2025	Synergy	Electricity Charges Lot 580 U A Jones St Gingin	175.41
DE-6027	5/02/2025	Synergy	Electricity Charges Lot 32 Church St Gingin	265.56
DE-6025	5/02/2025	Synergy	Electricity Charges Brockman St Gingin	1,200.08
DE-6028	5/02/2025	Synergy	Electricity Charges Lot 326 Road St Gingin	1,748.55
DE-6026	5/02/2025	Synergy	Electricity Charges 25007 Dewar St Guilderton	6,069.04
DE-6123	5/02/2025	Department of Transport	Dept of Transport - Police Licensing 03.02.2025	6,579.40
DE-6104	5/02/2025	Telstra	Telephone Charges Guilderton Caravan Park	240.00
DE-6030	6/02/2025	Synergy	Electricity Charges Lot 99 Weld St Gingin	1,161.39
DE-6124	6/02/2025	Bendigo Bank	Bendigo Bank: De Fees 393032	8.85
DE-6125	6/02/2025	Department of Transport	Dept of Transport - Police Licensing 04.02.2025	2,567.25
DE-6065	7/02/2025	Synergy	Electricity Charges Lot 10 Cockram Rd Gingin	318.23
DE-6066	7/02/2025	Synergy	Electricity Charges Lot 501 Honeycomb Road Gingin	1,284.21
DE-6067	7/02/2025	Synergy	Electricity Charges Street Lights	10,692.18



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# APPENDIX 13.2.1

## Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/02/2025 - 28/02/2025

TYPE	DATE PAID	NAME	Payment Category L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor	DETAILS	AMOUNT
DE-6050	7/02/2025	Water Corporation		Water Charges: 4 Fewster St Gingin Lot 103	136.91
DE-6048	7/02/2025	Water Corporation		Water Charges: 57 Lefroy St Gingin Lot 37	296.35
DE-6047	7/02/2025	Water Corporation		Water Charges: 3 Fewster St Gingin Lot 73	449.74
DE-6049	7/02/2025	Water Corporation		Water Charges: 37A Lefroy Street Gingin Lot 20	997.34
DE-6130	7/02/2025	Department of Transport		Dept of Transport - Police Licensing 05.02.2025	2,105.60
DE-6070	10/02/2025	Synergy		Electricity Charges Lot 9505 Lancelin Road Lancelin	295.55
DE-6073	10/02/2025	Synergy		Electricity Charges Lot 102 Gingin Rd Lancelin	473.25
DE-6069	10/02/2025	Synergy		Electricity Charges Lot 324 Gingin Rd Lancelin	506.83
DE-6068	10/02/2025	Synergy		Electricity Charges Lot 323 Rock Way Lancelin	530.82
DE-6072	10/02/2025	Synergy		Electricity Charges Lot 23 Todman Rd Coonabidgee	92.50
DE-6094	10/02/2025	Water Corporation		Water Charges Edwards St Guilderton Lot 424 RES 36048	152.93
DE-6131	10/02/2025	Telstra		Telstra Group Plan	946.85
DE-6128	10/02/2025	Telstra		Telstra Integrated Messaging	2,117.30
DE-6132	10/02/2025	Department of Transport		Dept of Transport - Police Licensing 06.02.2025	2,687.00
DE-6133	10/02/2025	Bendigo Bank		Bendigo Bank: De Fees 393032	2.55
DE-6119	10/02/2025	QPC Group		Epson WF-C21000 Click Charges	310.50
DE-6074	11/02/2025	Synergy		Electricity Charges 9 King St Lancelin	297.95
DE-6075	11/02/2025	Synergy		Electricity Charges 57 Lefroy St Gingin	579.99
DE-6129	11/02/2025	Telstra		Telstra Group Plan up to 13/01/2025	1,608.59
DE-6134	12/02/2025	Department of Transport		Dept of Transport - Police Licensing 07.02.2025	8,290.95
DE-6135	12/02/2025	Department of Transport		Dept of Transport - Police Licensing 10.02.2025	1,458.95
DE-6051	12/02/2025	Water Corporation		Water Charges Weld St Gingin Lot 5	5.81
DE-6053	12/02/2025	Water Corporation		Water Charges 3 Horan St Gingin Lot 86	35.27
DE-6054	12/02/2025	Water Corporation		Water Charges Roe St Gingin Lot 7, 24-6 R7573, 41-2	593.68
DE-6055	12/02/2025	Water Corporation		Water Charges: Weld St Gingin Lot 99	661.06
DE-6052	12/02/2025	Water Corporation		Water Charges: 1 Weld St Gingin Lot 66	2,349.54
DE-6076	12/02/2025	Synergy		Electricity Charges Lot 1 Cunliffe St Lancelin	270.69
DE-6077	12/02/2025	Synergy		Electricity Charges Jones St Ledge Point	413.34
DE-6078	12/02/2025	Synergy		Electricity Charges Lot 646 Robertson Rd Ledge Point	1,036.87
DE-6079	13/02/2025	Synergy		Electricity Charges Lot 390 U 54 Ledge Point Road	4,729.89
DE-6056	13/02/2025	Water Corporation		Water Charges: 13 Robinson St Gingin Lot 148 RES32955	93.98
DE-6058	13/02/2025	Water Corporation		Water Charges: 6 Constable St Gingin Lot 126	108.74
DE-6059	13/02/2025	Water Corporation		Water Charges: 18-20 Brockman St Gingin Lot 125, 402	188.10
DE-6061	13/02/2025	Water Corporation		Water Charges: 7 Brockman St Gingin Lot 163 RES 2581	261.57
DE-6057	13/02/2025	Water Corporation		Water Charges: 14 Barlee St Gingin Lot 149 RES32955	925.79
DE-6060	13/02/2025	Water Corporation		Water Charges: 11 Constable St Gingin Lot 134	52.90
DE-6062	13/02/2025	Water Corporation		Water Charges: Brockman St Gingin Lot 600	1,396.24
DE-6142	13/02/2025	Department of Transport		Dept of Transport - Police Licensing 11.02.2025	3,033.75
DE-6143	13/02/2025	Bendigo Bank		Bendigo Bank - De Fees	22.20
DE-6141	13/02/2025	Synergy		Electricity Charges U Cs 2 Atkinson Way Lancelin	109.68
DE-6154	13/02/2025	Department of Justice		13022501 - Lodgement Fee for Registering 20 Unpaid Infringements(s)	1,720.00
DE-6144	13/02/2025	Precision Administration Services Pty Ltd		Payroll deduction for PE: 13/02/2025	33,124.49
DE-6102	14/02/2025	Synergy		Electricity Charges UA 3 De Burgh St Ledge Point	188.23
DE-6103	14/02/2025	Synergy		Electricity Charges 107 Gingin Rd Lancelin	2,112.20
DE-6097	14/02/2025	Water Corporation		Water Charges: Dewar St Guilderton Lot 1RES25007, 2RES 36048	7,685.49
DE-6096	14/02/2025	Water Corporation		Water Charges 2321 Wedge St Guilderton Lot 232	52.69
DE-6100	14/02/2025	Water Corporation		Water Charges Heffron Way Gabbadah Lot 244	320.35
DE-6093	14/02/2025	Water Corporation		Water Charges Edward St Guilderton Lot 425	637.99
DE-6095	14/02/2025	Water Corporation		Water Charges 961 Edwards St Guilderton Lot 96 RES 25006	1,207.93
DE-6092	14/02/2025	Water Corporation		Water Charges Moore River Drive Guilderton Lot RES 26561	1,504.77
DE-6137	14/02/2025	Credit Card - EMO		Credit Card Purchases January 2025	2,610.92
DE-6138	14/02/2025	Credit Card - CEO		Credit Card Purchases January 2025	235.00
DE-6136	14/02/2025	Credit Card - EMRDS		Credit Card Purchases January 2025	654.00

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## APPENDIX 13.2.1

### Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/02/2025 - 28/02/2025

TYPE	DATE PAID	NAME	Payment Category	DETAILS	AMOUNT
			L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor		
DE-6139	14/02/2025	Credit Card - CESM		Credit Card Purchases January 2025	365.60
DE-6140	14/02/2025	Credit Card - EMCCS		Credit Card Purchases January 2025	3,387.81
DE-6193	14/02/2025	Department of Transport		Dept of Transport - Police Licensing 12.02.2025	3,288.80
DE-6106	14/02/2025	Viva Energy Australia Pty Ltd		Shell Fuel Card Purchases	436.02
DE-6101	14/02/2025	Water Corporation		Water Charges 60 King Dr Woodridge Lot 267	64.66
DE-6196	15/02/2025	Western Australian Treasury Corporation		LN-111-Wannamal West Road Repayment: 37	23,380.02
DE-6194	17/02/2025	Department of Transport		Dept of Transport - Police Licensing 13.02.2025	5,488.70
DE-6120	17/02/2025	TeleChoice		TeleChoice Mobile charges	171.00
DE-6195	17/02/2025	Bendigo Bank		Bendigo Bank - Trans Fees 0245924	70.29
DE-6099	18/02/2025	Water Corporation		Water Charges 60 King Dr Woodridge Lot 267	99.93
DE-6098	18/02/2025	Water Corporation		Water Charges 13 King dry Woodridge Lot 301	1,216.75
DE-6197	18/02/2025	Department of Transport		Dept of Transport - Police Licensing 14.02.2025	1,896.50
DE-6198	19/02/2025	Department of Transport		Dept of Transport - Police Licensing 17.02.2025	2,704.30
DE-6200	20/02/2025	Windcave Pty Ltd		Windcave fees 2774476	2,711.46
DE-6209	20/02/2025	Department of Transport		Dept of Transport - Police Licensing 18.02.2025	2,461.75
DE-6203	21/02/2025	Bendigo Bank		Bendigo Bank: De Fees 393032	8.55
DE-6204	21/02/2025	Department of Transport		Dept of Transport: Police Licensing 19.02.2025	1,473.85
DE-6146	22/02/2025	Vocus Communications		Vocus Enterprise Internet	808.50
DE-6121	24/02/2025	Australia Post		Postage Charges up to 31/01/2025	2,159.40
DE-6206	24/02/2025	Department of Transport		Department of Transport - Police Licensing 20.02.2025	3,489.45
DE-6207	24/02/2025	Westnet Internet Services		Internet Service CEO Residence 27/12/2024 - 26/01/2025	74.99
DE-6182	25/02/2025	Synergy		Electricity Charges Lot 1 Brockman St Gingin	144.17
DE-6208	25/02/2025	Department of Transport		Department of Transport - Police Licensing 21.02.2025	4,052.50
DE-6175	26/02/2025	Water Corporation		Water Charges Unit 9/2 Atkinson Way Lancelin Lot 84	261.15
DE-6172	26/02/2025	Water Corporation		Water Charges Unit 6/2 Atkinson Way Lancelin Lot 84	266.15
DE-6162	26/02/2025	Water Corporation		Water Charges Unit 2 / 2 Atkinson Way Lancelin Lot 84	266.16
DE-6174	26/02/2025	Water Corporation		Water Charges Unit 8/2 Atkinson Way Lancelin Lot 84	270.16
DE-6163	26/02/2025	Water Corporation		Water Charges Unit 3/2 Atkinson Way Lancelin Lot 84	273.16
DE-6177	26/02/2025	Water Corporation		Water Charges Unit 11/2 Atkinson Way Lancelin Lot 84	277.17
DE-6165	26/02/2025	Water Corporation		Water Charges Unit 5 / 2 Atkinson Way Lancelin Lot 84	280.17
DE-6176	26/02/2025	Water Corporation		Water Charges Unit 10/2 Atkinson Way Lancelin Lot 84	283.17
DE-6161	26/02/2025	Water Corporation		Water Charges Unit 1/2 Atkinson Way Lancelin Lot 84	285.18
DE-6171	26/02/2025	Water Corporation		Water Charges Unit 6-11/2 Atkinson Way Lancelin Lot 84	292.29
DE-6173	26/02/2025	Water Corporation		Water Charges Unit 7/2 Atkinson Way Lancelin Lot 84	293.18
DE-6164	26/02/2025	Water Corporation		Water Charges Unit 4/2 Atkinson Way Lancelin Lot 84	303.20
DE-6166	26/02/2025	Water Corporation		Water Charges 2 Atkinson Way Lancelin Lot 84	46.82
DE-6211	26/02/2025	Department of Transport		Dept of Transport - Police Licensing 24.02.2025	8,694.60
DE-6217	27/02/2025	Precision Administration Services Pty Ltd		Payroll deduction for PE: 27/02/2025	33,055.68
DE-6159	27/02/2025	Water Corporation		Water Charges 471 McCormick St Seabirds Lot 47	5.81
DE-6160	27/02/2025	Water Corporation		Water Charges Res 646 De Burgh St Ledge Point Lot 646	61.72
DE-6155	27/02/2025	Water Corporation		Water Charges De Burgh St Ledge Point Lot 459, 458 RES 31377	111.68
DE-6179	27/02/2025	Water Corporation		Water Charges De Burgh St Ledge Point Lot 498 & 459 RES 31377	144.01
DE-6158	27/02/2025	Water Corporation		Water Charges 771 McCormick St Seabird Lot 77	470.24
DE-6156	27/02/2025	Water Corporation		Jones St Ledge Point Lot 744 RES 31684	2,336.51
DE-6180	27/02/2025	Water Corporation		Water Charges 21 Edwards St Seabird Lot 261	8.82
DE-6157	27/02/2025	Water Corporation		Water Charges Jones St Ledge Point Lot 744	26.45
DE-6212	27/02/2025	Bendigo Bank		Bendigo Bank - DE fees 393032	15.90
DE-6213	27/02/2025	Department of Transport		Dept of Transport - Police Licensing 25.02.2025	4,468.15
DE-6205	27/02/2025	Telstra		Internet 05/01/25 to 04/02/25: Seabird Fire Brigade	107.50
DE-6183	28/02/2025	Synergy		Electricity Charges Lot 77 Edwards St Seabird	130.53
DE-6168	28/02/2025	Water Corporation		Water Charges Seaview Dr Karakin Lot 269	73.48
DE-6167	28/02/2025	Water Corporation		Water Charges L500 Fisher Way Lancelin Lot 500	276.27
DE-6218	28/02/2025	Bendigo Bank		Bendigo Bank - De Fees	7.95
DE-6202	28/02/2025	Viva Energy Australia Pty Ltd		Shell Fuel Card Purchases 01/02/2025 - 15/02/2025	89.77

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

# APPENDIX 13.2.1

## Payments made under Delegated Authority 2.1 Payment of Creditors for the period 01/02/2025 - 28/02/2025

TYPE	DATE PAID	NAME
DE-6219	28/02/2025	Department of Transport
DE-6214	28/02/2025	Dell Financial Services Pty Ltd
DE-6215	28/02/2025	LJ Hughes
DE-6216	28/02/2025	HP Financial Services (Australia) Pty Ltd

### DIRECT

### TOTAL MUNICIPAL

### Payment Category

L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor

DETAILS	AMOUNT
Dept of Transport - Police Licensing 26.02.2025	10,605.05
Allocation of Lease Payment - February 2025	1,651.29
Allocation of Lease Payment - February 2-25 Lancelin Office	669.50
Allocation of Lease Payment - February 2025	748.57

**286,597.64**

**2,142,596.87**

### CREDIT CARD BREAK-UP

January	CEO	AMA Medical Products	Medical Centre Scales	231.00
		Bendigo Bank	Card Fee	4.00
				<b>235.00</b>
	EMCCS	Mailchimp	Monthly Subscription	121.61
		Mailchimp	Internation Transaction Fee	3.65
		Department of Primary Industries Brands Office	Non Farming Property Renewal	80.36
		Auspire	Australia Day Merchandise	503.95
		Temu	Display Boxes Freeman Pins	17.04
		Australian Pools & Spas	Duck Repellent	217.40
		Quest Hotel	Accommodation DoT Training	1,037.30
		Australia Post	Stamps	682.50
		Jimmys Soft Serve Icecream	Australia Day Vendor	600.00
		Department of Mines, Industry Regulation and Safety	Lodgement of Building Complaint	120.00
		Bendigo Bank	Card Fee	4.00
				<b>3,387.81</b>
	EMRDS	Booking.com	Accommodation BAL Course	650.00
		Bendigo Bank	Card Fee	4.00
				<b>654.00</b>
	CESM	Gingin Fencing	Fencing Pliers	34.50
		Bob Jane Tmart	Wheel Alignment	79.50
		Bob Jane Tmart	Wheel Alignment	79.50
		Liberty Cataby	Volunteer Firefighter Refreshments	80.00
		Liberty Cataby	Volunteer Firefighter Refreshments	65.00
		Liberty Cataby	Volunteer Firefighter Refreshments	23.10
		Bendigo Bank	Card Fee	4.00
				<b>365.60</b>
	EMOA	Retravision	Depot Fridge	788.00
		Retravision	CEO Office Fridge	248.00
		Gull Gingin	Operations & Assets Staff Meeting Breakfast	237.50
		Midland Cement	Leach Drain Materials	317.02
		Midland Cement	Leach Drain Materials	1,016.40
		Bendigo Fee	Card Fee	4.00
				<b>2,610.92</b>
	<b>Total</b>			<b>7,253.33</b>

### CALTEX CARD BREAKUP

January	WEX Australia Pty Ltd	2GG: 117.97L	224.03
		GG033: 205.99L	413.02
		GG070: 228.62L	457.07
		GG034: 37.28L	73.25
		GG09: 255.27L	485.76

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.2.1

Payments made under Delegated Authority 2.1 *Payment of Creditors* for the period 01/02/2025 - 28/02/2025

TYPE	DATE PAID	NAME
------	-----------	------

Total

### SHELL CARD BREAKUP

Viva Energy Australia Pty Ltd

Total

#### Payment Category

L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councillor

DETAILS	AMOUNT
GG005: 367.29L	726.89
GG05: 323.85L	588.83
GG05: 19.15L ULP Jerry Cans	33.68
GG051: 27.99L	55.00
GG069: 95.72L	176.33
GG08: 56.54L	100.02
GG08: 4.49L ULP Jerry Cans	7.90
GG084: 315.86L	476.27
GG090: 78.58L	139.01
Small Parts: Jerry Cans 29.29L	60.19
Replacement Card Fees	16.00
Transaction Fees	6.50
	<b>4,039.75</b>

GG06: 76.92L	151.92
GG084: 138.24L	284.10
GG083: 49.35L	89.77
	<b>525.79</b>

### 13.3 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2025

File	FIN/25
Author	Alarna Richards - Coordinator Financial Planning & Reporting
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. Monthly Financial Report February 2025 [13.3.1 - 24 pages]

#### DISCLOSURES OF INTEREST

##### PURPOSE

To present for Council endorsement the Monthly Financial Reports for the period ending 28 February 2025.

##### BACKGROUND

The Monthly Financial Reports (MFR) for the period ending 28 February 2025 are presented to Council in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

##### COMMENT

The February 2025 MFR presents the financial performance of the Shire for the 2024/25 financial year and compares year-to-date expenditure and revenue against the full-year budget.

A break-up of the **\$997,619** variance in the February 2025 MFR is summarised across operations, investing and financing below, with a detailed explanation of variations within each area contained within the **Appendices**.

##### Under Budget

Operating Expenditure	\$2,017,370
Financing Activities- Revenue	\$(1,108,920)
Financing Activities – Expenditure	\$7,315
Operating Revenue	\$165,809
Investing Activities – Revenue	\$585,380
Investing Activities – Expenditure	\$(669,336)

An explanation outlining a summary of the variances across each of the above areas is provided in Note 3, and those specific to capital works are provided within the supplementary information on page 13 of the appendix.

#### Budget Review 2024/25

During budget review, the statutory document Note 4 Predicted Variances included non-cash proceeds on the disposal of GG071, the fire tender for the Ledge Point Bush Fire Brigade. It has been identified that this was incorrectly shown as a negative variance and should have been a positive variance. Consequently, other expenditure has a corresponding entry also incorrectly stated. As per **Table A** below, it is requested that Council amend this budget to reflect the correct entries which will have an overall \$0 impact on the budget. The officer recommendation includes the adjustment to these budget items.

**Table A**

Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
120501870	Fire Other Expenditure	105,564	165,564	60,000
150501500	Proceeds on Disposal of Assets	-105,000	-165,000	-60,000
	Net Change to Surplus			0

#### Investments

As required by Council Policy 3.2 Investments, details of Council's investments are provided within the supplementary information on page 10 of the appendix.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

##### *Local Government Act 1995*

Part 6 – Financial Management

Division 3 – Reporting on activities and finance

Section 6.4 – Financial Report

##### *Local Government (Financial Management) Regulations 1996*

Part 4 – Financial Reports

Reg 34 – Financial activity statement required each month.

Shire of Gingin Delegation Register – Delegation 1.1.10 Power to Invest and Manage Investments

## POLICY IMPLICATIONS

Policy 3.2 – Investments

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
<b>Strategic Objective</b>	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable and principled environment

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Vis

**SECONDED:** Councillor Sorensen

**That Council:**

1. Endorse the Monthly Financial Reports for the period ending 28 February 2025.
2. Agree to amend the 2024/25 budget as detailed in the following table:

Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
120501870	Fire Other Expenditure	105,564	165,564	60,000
150501500	Proceeds on Disposal of Assets	-105,000	-165,000	-60,000
	Net Change to Surplus			0

**CARRIED UNANIMOUSLY  
8 / 0**

**FOR:** *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:** *Nil*



**SHIRE OF GINGIN**  
**MONTHLY FINANCIAL REPORT**  
**For the period ended 28 February 2025**

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

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# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.3.1

### SHIRE OF GINGIN STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2025

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	7,798,086	7,798,086	7,808,583	10,497	0.13%	
Rates excluding general rates		3,316,646	3,309,796	3,309,796	0	0.00%	
Grants, subsidies and contributions	14	1,845,728	1,304,025	1,335,206	31,181	2.39%	▲
Fees and charges		4,910,569	3,998,005	4,113,105	115,100	2.88%	▲
Interest revenue		674,161	488,162	433,430	(54,732)	(11.21%)	▼
Other revenue		367,535	267,706	331,469	63,763	23.82%	▲
Profit on asset disposals	6	723,816	0	76,299	76,299	0.00%	▲
		<b>19,636,541</b>	<b>17,165,780</b>	<b>17,407,888</b>	<b>242,108</b>	<b>1.41%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(7,397,839)	(4,977,662)	(4,404,203)	573,459	11.52%	▲
Materials and contracts		(8,503,997)	(5,491,426)	(4,183,754)	1,307,672	23.81%	▲
Utility charges		(510,246)	(330,200)	(326,765)	3,435	1.04%	
Depreciation		(10,655,716)	(4,566,732)	(2,363,680)	2,203,052	48.24%	▲
Finance costs		(117,085)	(72,327)	(169,681)	(97,354)	(134.60%)	▼
Insurance		(444,176)	(444,176)	(444,087)	89	0.02%	
Other expenditure		(786,186)	(472,880)	(334,311)	138,569	29.30%	▲
Loss on asset disposals	6	(79,641)	0	(102,176)	(102,176)	0.00%	▼
		<b>(28,494,886)</b>	<b>(16,355,403)</b>	<b>(12,328,657)</b>	<b>4,026,746</b>	<b>24.62%</b>	
Non-cash amounts excluded from operating activities	Note 2(b)	10,011,541	4,566,732	2,481,057	(2,085,675)	(45.67%)	▼
<b>Amount attributable to operating activities</b>		<b>1,153,196</b>	<b>5,377,109</b>	<b>7,560,288</b>	<b>2,183,179</b>	<b>40.60%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	15	7,897,698	2,480,621	2,939,956	459,335	18.52%	▲
Proceeds from disposal of assets	6	1,003,909	53,000	179,045	126,045	237.82%	▲
Proceeds from financial assets at amortised cost - self supporting loans		4,377	2,178	2,178	(0)	(0.01%)	
		<b>8,905,984</b>	<b>2,535,799</b>	<b>3,121,179</b>	<b>585,380</b>	<b>23.08%</b>	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(3,038,592)	(938,670)	(1,445,109)	(506,439)	(53.95%)	▼
Payments for construction of infrastructure	5	(8,689,296)	(3,206,686)	(3,369,583)	(162,897)	(5.08%)	▼
		<b>(11,727,888)</b>	<b>(4,145,356)</b>	<b>(4,814,692)</b>	<b>(669,336)</b>	<b>(16.15%)</b>	
<b>Amount attributable to investing activities</b>		<b>(2,821,904)</b>	<b>(1,609,557)</b>	<b>(1,693,512)</b>	<b>(83,955)</b>	<b>(5.22%)</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	11	0	1,000,000	0	(1,000,000)	(100.00%)	▼
Transfer from reserves	4	1,524,472	108,920	0	(108,920)	(100.00%)	▼
		<b>1,524,472</b>	<b>1,108,920</b>	<b>0</b>	<b>(1,108,920)</b>	<b>(100.00%)</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(258,806)	(160,084)	(160,084)	0	0.00%	
Payments for principal portion of lease liabilities	12	(30,430)	(21,898)	(19,398)	2,500	11.42%	▲
Transfer to reserves	4	(1,801,493)	(188,311)	(183,496)	4,815	2.56%	
		<b>(2,090,729)</b>	<b>(370,293)</b>	<b>(362,978)</b>	<b>7,315</b>	<b>1.98%</b>	
<b>Amount attributable to financing activities</b>		<b>(566,257)</b>	<b>738,627</b>	<b>(362,978)</b>	<b>(1,101,605)</b>	<b>(149.14%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>							
Amount attributable to operating activities		2,234,965	2,234,965	2,234,965	0	0.00%	
Amount attributable to investing activities		1,153,196	5,377,109	7,560,288	2,183,179	40.60%	▲
Amount attributable to financing activities		(2,821,904)	(1,609,557)	(1,693,512)	(83,955)	(5.22%)	▼
Amount attributable to financing activities		(566,257)	738,627	(362,978)	(1,101,605)	(149.14%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>6,741,144</b>	<b>7,738,763</b>	<b>997,619</b>	<b>14.80%</b>	▲

#### KEY INFORMATION

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

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

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

**SHIRE OF GINGIN  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

	Supplementary Information	30 June 2024 \$	28 February 2025 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	13,556,082	18,815,800
Trade and other receivables		1,347,210	2,461,828
Other financial assets		4,377	2,199
Inventories	8	32,614	30,367
Other assets	8	258,512	236,064
<b>TOTAL CURRENT ASSETS</b>		<b>15,198,795</b>	<b>21,546,258</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		168,578	168,578
Other financial assets		97,319	97,319
Property, plant and equipment		53,241,380	53,478,296
Infrastructure		212,944,380	214,972,718
Right-of-use assets		32,354	36,068
<b>TOTAL NON-CURRENT ASSETS</b>		<b>266,484,011</b>	<b>268,752,979</b>
<b>TOTAL ASSETS</b>		<b>281,682,806</b>	<b>290,299,237</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	1,781,774	1,441,583
Other liabilities	13	2,653,669	3,656,207
Lease liabilities	12	25,605	11,033
Borrowings	11	258,807	98,724
Employee related provisions	13	1,118,913	1,118,913
<b>TOTAL CURRENT LIABILITIES</b>		<b>5,838,768</b>	<b>6,326,460</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	12	7,481	25,534
Borrowings	11	2,068,040	2,068,040
Employee related provisions		125,827	125,827
Other provisions		5,513,899	5,605,399
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>7,715,247</b>	<b>7,824,800</b>
<b>TOTAL LIABILITIES</b>		<b>13,554,015</b>	<b>14,151,260</b>
<b>NET ASSETS</b>		<b>268,128,791</b>	<b>276,147,977</b>
<b>EQUITY</b>			
Retained surplus		44,999,136	52,834,826
Reserve accounts	4	7,405,097	7,588,593
Revaluation surplus		215,724,558	215,724,558
<b>TOTAL EQUITY</b>		<b>268,128,791</b>	<b>276,147,977</b>

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

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

**BASIS OF PREPARATION**

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

**Local Government Act 1995 requirements**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**Judgements and estimates**

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

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

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

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

**SIGNIFICANT ACCOUNTING POLICIES**

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 28 February 2025

**SHIRE OF GINGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening	Actual as at	Year to Date
		1 July 2024	30 June 2024	28 February 2025
<b>Current assets</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash and cash equivalents	3	9,785,461	13,556,082	18,815,800
Trade and other receivables		1,846,149	1,347,210	2,461,828
Other financial assets		4,465	4,377	2,199
Inventories	8	32,273	32,614	30,367
Other assets	8	23,189	258,512	236,064
		11,691,537	15,198,795	21,546,258
<b>Less: current liabilities</b>				
Trade and other payables	9	(2,055,474)	(1,781,774)	(1,441,583)
Other liabilities	13	(1,035,381)	(2,653,669)	(3,656,207)
Lease liabilities	12	(7,482)	(25,605)	(11,033)
Borrowings	11	(272,116)	(258,807)	(98,724)
Employee related provisions	13	(1,041,100)	(1,118,913)	(1,118,913)
		(4,411,553)	(5,838,768)	(6,326,460)
<b>Net current assets</b>		<b>7,279,984</b>	<b>9,360,027</b>	<b>15,219,798</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(7,279,984)	(7,125,062)	(7,481,035)
<b>Closing funding surplus / (deficit)</b>		<b>0</b>	<b>2,234,965</b>	<b>7,738,763</b>

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

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

Non-cash amounts excluded from operating activities		Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
		30 June 2025	28 February 2025	28 February 2025
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(723,816)	0	(76,299)
Add: Loss on asset disposals	6	79,641	0	102,176
Add: Depreciation		10,655,716	4,566,732	2,363,680
- Other provisions		0	0	91,500
<b>Total non-cash amounts excluded from operating activities</b>		<b>10,011,541</b>	<b>4,566,732</b>	<b>2,481,057</b>

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

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

Adjustments to net current assets		Adopted Budget Opening	Actual as at	Year to Date
		1 July 2024	30 June 2024	28 February 2025
		<b>\$</b>	<b>\$</b>	<b>\$</b>
Less: Reserve accounts	4	(7,555,117)	(7,405,097)	(7,588,593)
Less: Financial assets at amortised cost - self supporting loans	8	(4,465)	(4,377)	(2,199)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	272,116	258,807	98,724
- Current portion of lease liabilities	12	7,482	25,605	11,033
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(7,279,984)</b>	<b>(7,125,062)</b>	<b>(7,481,035)</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.

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.3.1

SHIRE OF GINGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 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 2024-25 year is \$20,000 or 10.00% whichever is the greater.

#### Description

#### Revenue from operating activities

##### Grants, subsidies and contributions

Small grants received but not budgeted for

##### Fees and charges

Sanitary and Waste Management Charges raised as part of rates billing

##### Interest revenue

Instalment and penalty interest on rates; timing of recognition of interest for monies held in term deposits;

##### Other revenue

Insurance claims, workers compensation and court case settlements

#### Expenditure from operating activities

##### Employee costs

Budget adoption in August 2024 and staff vacancies including operations and regulatory services positions and timing of training and development

##### Materials and contracts

Timing of maintenance works

##### Finance costs

Timing on loan interest repayment / accrued interest

##### Other expenditure

Timing of community grants payments, DFES vehicle change overs and Cheriton Road upgrade contribution

##### Loss on asset disposals

Timing of disposals of assets

##### Non-cash amounts excluded from operating activities

Depreciation Non Cash

#### Inflows from investing activities

##### Proceeds from capital grants, subsidies and contributions

Funding for Weld Street Bridge - project timing

Timing of recognition of grant funding for road projects;

##### Proceeds from disposal of assets

Timing of disposals of assets

##### Payments for property, plant and equipment

Timing of Capital works - see note 5

##### Payments for construction of infrastructure

Timing of Capital works - see note 5

##### Proceeds from new debentures

##### Transfer from reserves

End of year process; variation caused by timing of budget amendments.

##### Payments for principal portion of lease liabilities

Timing of lease liability payments

#### Surplus or deficit at the start of the financial year

Timing and Permanent	Var. \$	Var. %	
	\$	%	
	31,181	2.39%	▲
Timing	115,100	2.88%	▲
Timing	(54,732)	(11.21%)	▼
Timing	63,763	23.82%	▲
Timing	573,459	11.52%	▲
Timing	1,307,672	23.81%	▲
Timing	(97,354)	(134.60%)	▼
Timing	138,569	29.30%	▲
Timing	(102,176)	0.00%	▼
Timing	(2,085,675)	(45.67%)	
Timing	459,335	18.52%	▲
Timing	126,045	237.82%	▲
Timing	(506,439)	(53.95%)	▼
Timing	(162,897)	(5.08%)	▼
Timing	(1,000,000)	(100.00%)	▼
Timing	(108,920)	(100.00%)	▼
	2,500	11.42%	▲
Permanent	0	0.00%	▼

**SHIRE OF GINGIN**  
**SUPPLEMENTARY INFORMATION**  
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# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

# APPENDIX 13.3.1

## SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 28 FEBRUARY 2025

### 1 KEY INFORMATION

#### Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.23 M	\$2.23 M	\$2.23 M	\$0.00 M
Closing	\$0.00 M	\$6.74 M	\$7.74 M	\$1.00 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables		Receivables			
	\$18.82 M	% of total		\$1.44 M	% Outstanding		\$0.87 M	% Collected
Unrestricted Cash	\$11.23 M	59.7%	Trade Payables	\$0.33 M		Rates Receivable	\$1.59 M	86.6%
Restricted Cash	\$7.59 M	40.3%	0 to 30 Days		100.0%	Trade Receivable	\$0.87 M	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		35.8%
			Over 90 Days		0.0%	Over 90 Days		25.6%
Refer to 3 - Cash and Financial Assets			Refer to 9 - Payables		Refer to 7 - Receivables			

Refer to 3 - Cash and Financial Assets

Refer to 9 - Payables

Refer to 7 - Receivables

#### Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.15 M	\$5.38 M	\$7.56 M	\$2.18 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$11.12 M	% Variance	YTD Actual	\$1.34 M	% Variance	YTD Actual	\$4.11 M	% Variance
YTD Budget	\$11.11 M	0.1%	YTD Budget	\$1.30 M	2.4%	YTD Budget	\$4.00 M	2.9%

Refer to 10 - Rate Revenue

Refer to 14 - Grants and Contributions

Refer to Statement of Financial Activity

#### Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.82 M)	(\$1.61 M)	(\$1.69 M)	(\$0.08 M)

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.18 M	%	YTD Actual	\$4.81 M	% Spent	YTD Actual	\$2.94 M	% Received
Amended Budget	\$1.00 M	(82.2%)	Amended Budget	\$11.73 M	(58.9%)	Amended Budget	\$7.90 M	(62.8%)

Refer to 6 - Disposal of Assets

Refer to 5 - Capital Acquisitions

Refer to 5 - Capital Acquisitions

#### Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.57 M)	\$0.74 M	(\$0.36 M)	(\$1.10 M)

Refer to Statement of Financial Activity

Borrowings		Reserves		Lease Liability	
Principal repayments	(\$0.16 M)	Reserves balance	\$7.59 M	Principal repayments	(\$0.02 M)
Interest expense	(\$0.07 M)	Interest earned	\$0.18 M	Interest expense	(\$0.00 M)
Principal due	\$2.17 M			Principal due	\$0.01 M

Refer to 11 - Borrowings

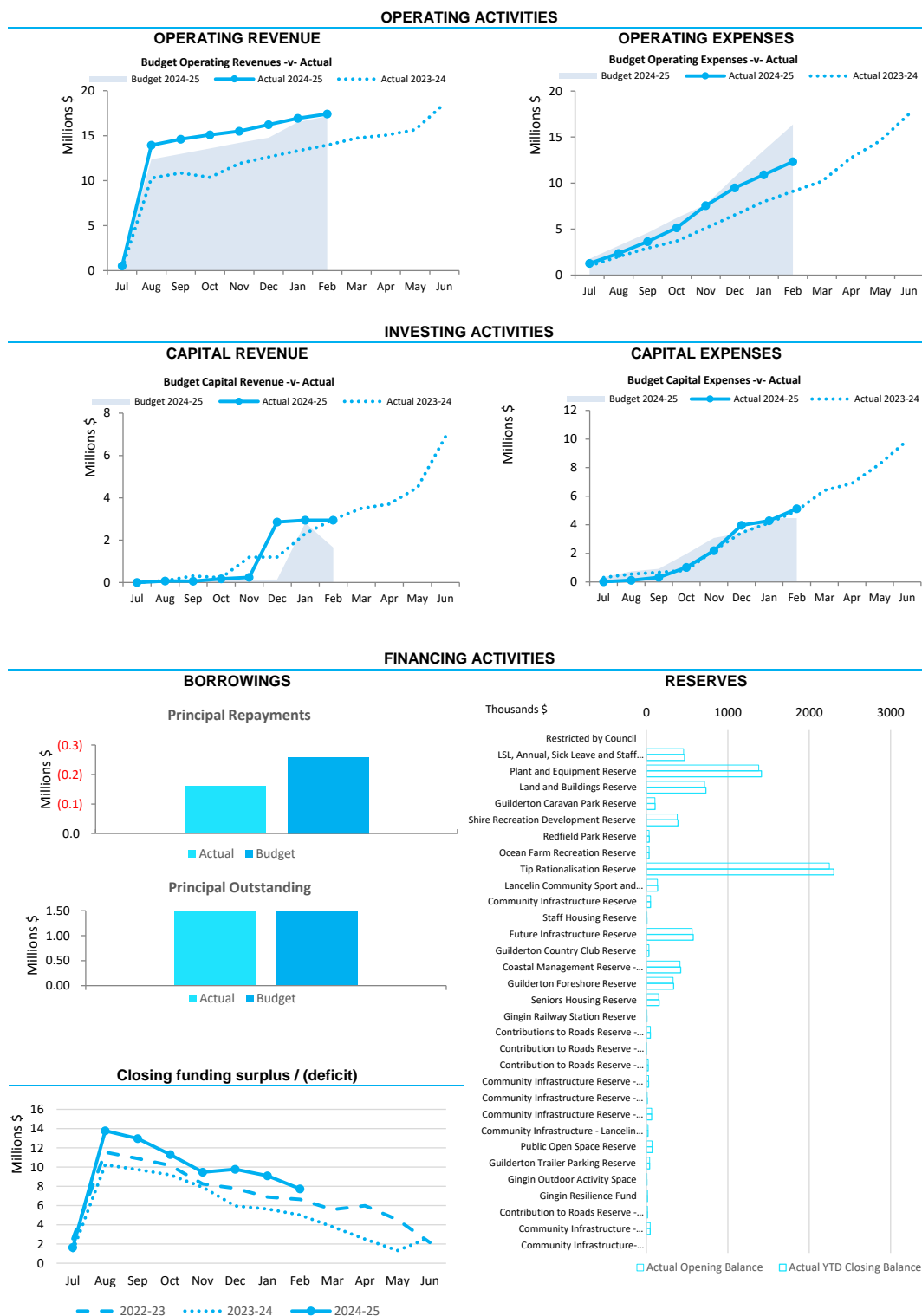
Refer to 4 - Cash Reserves

Refer to Note 12 - Lease Liabilities

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

**SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**2 KEY INFORMATION - GRAPHICAL**



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

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.3.1

### SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 28 FEBRUARY 2025

#### 3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Interest Rate	Maturity Date
<b>Cash Deposits</b>							
Municipal Bank Account	Cash and cash equivalents	4,155,935	0	4,155,935	Bendigo Bank	3.10%	At Call
Reserve Bank Account	Cash and cash equivalents	0	12,380	12,380	Bendigo Bank	0.00%	At Call
Cash on hand	Cash and cash equivalents	2,300	0	2,300	Petty Cash/Till float	N/A	At Call
Municipal Investment 4889453	Cash and cash equivalents	2,000,000	0	2,000,000	Bendigo Bank	4.93%	11/03/2025
Municipal Investment 5010112	Cash and cash equivalents	2,027,125	0	2,027,125	Bendigo Bank	4.80%	8/04/2025
Municipal Investment 5046996	Cash and cash equivalents	2,030,633	0	2,030,633	Bendigo Bank	4.35%	17/04/2025
Municipal Investment 5017539	Cash and cash equivalents	1,011,213	0	1,011,213	Bendigo Bank	4.50%	17/03/2025
Reserve Investment 5024858	Cash and cash equivalents	0	6,000,000	6,000,000	Bendigo Bank	4.90%	18/06/2025
Reserve Investment 5024844	Cash and cash equivalents	0	1,026,214	1,026,214	Bendigo Bank	4.90%	18/06/2025
Reserve Investment 5024864	Cash and cash equivalents	0	550,000	550,000	Bendigo Bank	4.90%	18/06/2025
<b>Total</b>		<b>11,227,207</b>	<b>7,588,593</b>	<b>18,815,800</b>			
<b>Comprising</b>							
Cash and cash equivalents		11,227,207	7,588,593	18,815,800			
		<b>11,227,207</b>	<b>7,588,593</b>	<b>18,815,800</b>			

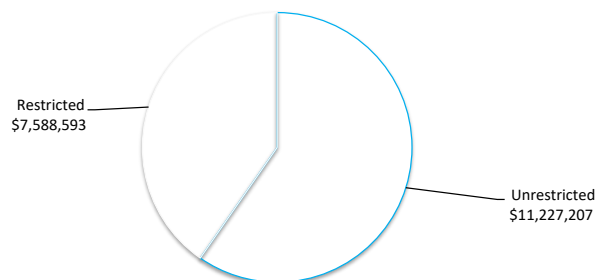
#### KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.3.1

SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025

### 4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
LSL, Annual, Sick Leave and Staff Contingency	455,699	20,275	0	0	475,974	455,699	11,292	0	0	466,991
Plant and Equipment Reserve	1,380,281	61,411	18,000	(599,153)	860,539	1,380,281	34,203	0	0	1,414,484
Land and Buildings Reserve	714,103	31,771	500,000	(106,954)	1,138,920	714,103	17,695	0	0	731,798
Guilderton Caravan Park Reserve	105,014	4,673	100,000	0	209,687	105,014	2,602	0	0	107,616
Shire Recreation Development Reserve	377,898	16,814	0	(127,648)	267,064	377,898	9,364	0	0	387,262
Redfield Park Reserve	33,375	1,485	0	0	34,860	33,375	827	0	0	34,202
Ocean Farm Recreation Reserve	33,048	1,471	0	0	34,519	33,048	819	0	0	33,867
Tip Rationalisation Reserve	2,247,610	100,001	346,992	(350,000)	2,344,603	2,247,610	55,695	0	0	2,303,305
Lancelin Community Sport and Recreation Reserve	135,553	6,031	28,258	0	169,842	135,553	3,359	0	0	138,912
Community Infrastructure Reserve	50,660	2,254	36,000	0	88,914	50,660	1,255	0	0	51,915
Staff Housing Reserve	6,090	271	0	0	6,361	6,090	151	0	0	6,241
Future Infrastructure Reserve	561,370	24,976	0	0	586,346	561,370	13,911	0	0	575,281
Guilderton Country Club Reserve	30,544	1,359	8,829	0	40,732	30,544	757	0	0	31,301
Coastal Management Reserve - Coastal Inundation	411,494	18,308	100,000	(85,000)	444,802	411,494	10,197	0	0	421,691
Guilderton Foreshore Reserve	326,964	14,547	104,077	(50,000)	395,588	326,964	8,102	0	0	335,066
Seniors Housing Reserve	151,327	6,732	25,000	(152,622)	30,437	151,327	3,750	0	0	155,077
Gingin Railway Station Reserve	6,095	271	0	0	6,366	6,095	151	0	0	6,246
Contributions to Roads Reserve - Cullalla Road Intersection	47,862	2,130	0	0	49,992	47,862	1,186	0	0	49,048
Contribution to Roads Reserve - Chitna Road	3,191	142	0	0	3,333	3,191	79	0	0	3,270
Contribution to Roads Reserve - Balance of Muni Funds	21,496	956	51,845	(40,595)	33,702	21,496	533	0	0	22,029
Community Infrastructure Reserve - Lower Coastal Fire Control	26,804	1,193	0	0	27,997	26,804	664	0	0	27,468
Community Infrastructure Reserve - Gingin Logo Plates	9,473	422	300	0	10,195	9,473	235	0	0	9,708
Community Infrastructure Reserve - Gingin Ambulance	63,248	2,814	6,000	0	72,062	63,248	1,567	0	0	64,815
Community Infrastructure Reserve - Lancelin Ambulance	19,637	874	18,000	0	38,511	19,637	487	0	0	20,124
Public Open Space Reserve	69,174	3,077	0	0	72,251	69,174	1,714	0	0	70,888
Guilderton Trailer Parking Reserve	39,609	1,769	5,976	0	47,354	39,609	994	0	0	40,603
Gingin Outdoor Activity Space	5,628	244	0	0	5,872	5,628	127	0	0	5,755
Gingin Resilience Fund	13,750	611	10,250	0	24,611	13,750	341	0	0	14,091
Contribution to Roads Reserve - Aurisch Road Maintenance	12,500	556	12,500	(12,500)	13,056	12,500	310	0	0	12,810
Community Infrastructure - Development Reserve Fund Lot 601 Brockman Street (Brookview Estate)	45,600	2,029	48,000	0	95,629	45,600	1,130	0	0	46,730
Community Infrastructure- Development Reserve Lancelin South	0	0	52,000	0	52,000	0	0	0	0	0
	<b>7,405,097</b>	<b>329,466</b>	<b>1,472,027</b>	<b>(1,524,472)</b>	<b>7,682,118</b>	<b>7,405,097</b>	<b>183,496</b>	<b>0</b>	<b>0</b>	<b>7,588,593</b>

**SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

	Budget	Amended YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
<b>Capital acquisitions</b>				
Land	0	(90,000)	0	90,000
Buildings - specialised	384,809	296,287	121,052	(175,235)
Plant and equipment	2,271,088	604,888	1,197,402	592,514
Vehicles	382,695	127,495	126,654	(841)
<b>Acquisition of property, plant and equipment</b>	<b>3,038,592</b>	<b>938,670</b>	<b>1,445,109</b>	<b>506,439</b>
Infrastructure - roads	4,480,977	3,422,449	2,917,183	(505,266)
Infrastructure - footpaths	105,063	2,531	4,193	1,662
Infrastructure - parks & ovals	151,186	101,186	109,201	8,015
Infrastructure - other	310,004	(368,328)	283,875	652,203
Infrastructure - bridges	3,292,066	0	0	0
Infrastructure - Landfills	350,000	48,848	48,848	(0)
Work in progress - Infrastructure	0	0	6,283	6,283
<b>Acquisition of infrastructure</b>	<b>8,689,296</b>	<b>3,206,686</b>	<b>3,369,583</b>	<b>162,897</b>
<b>Total capital acquisitions</b>	<b>11,727,888</b>	<b>4,145,356</b>	<b>4,814,692</b>	<b>669,336</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	7,897,698	2,480,621	2,939,956	459,335
Borrowings	0	1,000,000	0	(1,000,000)
Other (disposals & C/Fwd)	1,003,909	53,000	179,045	126,045
Reserve accounts				
Plant and Equipment Reserve	599,153	0	0	0
Land and Buildings Reserve	106,954	0	0	0
Seniors Housing Reserve	152,622	0	0	0
Contribution to Roads Reserve - Balance of Muni Funds	40,595	0	0	0
Contribution - operations	1,926,957	611,735	1,695,690	1,083,955
<b>Capital funding total</b>	<b>11,727,888</b>	<b>4,145,356</b>	<b>4,814,692</b>	<b>669,336</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

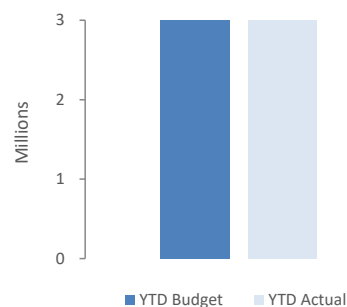
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

**Payments for Capital Acquisitions**

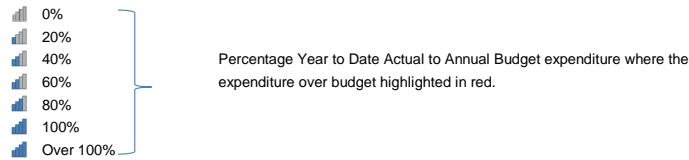


**SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

## INVESTING ACTIVITIES

## 5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total  
Level of completion indicators



*Level of completion indicator, please see table at the end of this note for further detail.*

Level of completion indicator, please see table at the end of this note for further detail.			Amended		
	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		\$	\$	\$	\$
	BC11100-141101120 Granville Civic Centre - Building (Capital) Kitchen	60,000	60,000	0	(60,000)
	BC11160-141101120 Guilderton Hall - Building (Capital)	10,000	10,000	7,215	(2,785)
	BC1192A-141103120 Lancelin Harold Park Gazebo - Building (Capital)	40,000	40,000	0	(40,000)
	BC13260-141302120 Guilderton Caravan Park - Building (Capital)	0	(40,000)	0	40,000
	BC13261-141302120 Guilderton Caravan Park Office/Residence - Building	0	(8,335)	0	8,335
	BC14200-141402120 Gingin Administration Office - Building (Capital)	82,000	82,000	8,800	(73,200)
	BC5100-140501120 Gingin Colocation Fire Facility - Building (Capital)	40,187	0	0	0
	BC9490-140904120 Seniors Units - Lancelin - Building (Capital)	152,622	152,622	105,037	(47,585)
	LC13200-141302080 Guilderton Foreshore Road Reserve Land (Capital)	0	(90,000)	0	90,000
	P0-141402330 Purchase of CEO Vehicle 0GG - (Capital)	62,427	62,427	62,427	0
	P002-141203300 Replacement of Prime Mover GG002	378,550	0	0	0
	P005-140501310 4WD Utility Dual Cab CEM	8,568	8,568	8,569	1
	P019-141203300 Purchase of Tractor GG019 - Capital Project	135,000	135,000	0	(135,000)
	P045-141203300 Volvo FM13 Prime Mover	378,550	0	0	0
	P05-140501300 Cowalla BFB Light Tanker GG05 - Plant Capital	0	0	247,803	247,803
	P056-141203300 Flatbed Crew Cab Truck GG056 - Plant Capital	350,000	0	0	0
	P066-141203300 Replacement of Water Truck GG066	359,035	359,035	366,291	7,256
	P076-140501310 Beermullah Light Tanker GG076 - (Capital)	255,200	0	0	0
	P077-140501300 Gingin West Fire Tanker GG077 - Plant Capital	549,100	0	555,563	555,563
	P4-141006310 EMRDS 4GG Replacement (Capital)	56,500	56,500	55,658	(842)
	PE11200-141102300 Gingin Aquatic Centre Plant Capital	20,853	20,853	5,280	(15,573)
	-141102300 Gingin Aquatic Centre - Generator	10,000	0	0	0
	-141201300 Water Pressure Washer at Gingin Depot	0	0	7,134	7,134
	-141402300 Digital Sign at Gingin Administration Park area	90,000	90,000	15,331	(74,669)
	BR661-141201670 Weld St Bridge - Bridge (Capital)	3,292,066	0	0	0
	BSR0001-141007900 Bus Shelter Replacement Program	16,557	16,557	0	(16,557)
	DC000-141201650 Drainage Construction	0	(30,750)	0	30,750
	DC097-141201660 Brockman Street - Gingin - Drainage Capital	40,000	0	0	0
	FC000-141201700 Footpath Construction	105,063	2,531	4,193	1,662
	LF10100-141007650 Construction Costs Capital Gingin Landfill	80,000	(221,152)	48,848	270,000
	LF10170-141007650 Construction Costs Capital Seabird Landfill	150,000	150,000	0	(150,000)
	LF10190-141007650 Construction Costs Capital Lancelin Landfill	120,000	120,000	0	(120,000)
	OC11100-141103900 Granville Park - Infrastructure Other ( Capital)	14,750	14,750	14,750	0
	OC1119-141103900 Jim Gordon V.C. Trail	10,000	10,000	0	(10,000)
	OC11302-141103900 Lancelin Bowling Greens - Infrastructure Other (Capital)	257,697	257,697	257,697	0
	OC12290-141201900 Lancelin/Ledge Point Depot- Infrastructure Other (Capital)	11,000	11,000	11,428	428
	OC13261-141302900 Guilderton Caravan Park Infrastructure Other (Capital)	0	(28,332)	0	28,332
	PC1100-141103700 Gingin Granville Park Works (Capital)	39,583	39,583	39,583	0
	PC11390-141103700 Lancelin Recreation Grounds Power Upgrade	54,088	54,088	54,088	0
	PC1189-141103700 Ledge Point Off-Road Vehicle Area - Capital works	57,515	57,515	15,530	(41,985)
	PC13260-141302700 Guilderton Caravan Park Infrastructure	0	(40,000)	0	40,000
	R2R002-141201450 Gingin Brook Road (R2R)	280,116	280,116	280,117	1
	R2R006-141201450 Orange Springs Road (R2R)	920,675	920,675	923,660	2,985
	R2R010-141201440 Ledge Point Road (R2R)	125,201	125,201	125,201	0
	R2R012-141201460 Wannamal Road West (R2R)	611,736	52,810	52,810	(0)
	R2R059-141201450 Seabird Road (R2R)	128,825	128,825	128,824	(1)
	R2R278-141201450 Sadler Road (R2R)	364,656	364,656	314,198	(50,458)
	RC039-141201420 Cullalla Road (Capital)	428,852	0	107,431	107,431
	RRG001-141201490 Moolabeenee Road (RRG)	1,580,916	1,580,916	984,941	(595,975)
	SC10300-141302900 Guilderton Caravan Park - Replace Waste Water - design and construction	0	(650,000)	0	650,000
	TD0001-141103700 Gingin Heritage Trail Realign and Upgrade	0	(10,000)	0	10,000
	-141302910 Guildeton Caravan Park Wastewater Sewage System Upgrade	0	0	6,283	6,283
	<b>Total</b>	<b>11,727,888</b>	<b>4,145,356</b>	<b>4,814,692</b>	<b>669,336</b>

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

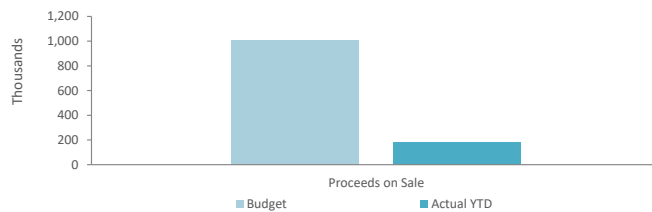
## APPENDIX 13.3.1

SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025

OPERATING ACTIVITIES

### 6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
	GG05 Cowalla BFB Light Tanker	6,700	45,000	38,300	0	6,700	35,000	28,300	0
	GG077 Gingin West BFB Fire Tanker	7,299	90,000	82,701	0	0	0	0	0
	GG071 Ledge Point BFB Fire Tanker	0	30,000	0	0	9,500	30,000	20,499	0
	GG056 Truck	66,636	15,000	0	(51,636)	66,636	14,545	0	(52,091)
	GG6015 VMB Trailer	762	5,000	4,238	0	0	0	0	0
	GG12533 Portable Traffic Light Trailer	3,209	5,000	1,791	0	0	0	0	0
	GG12534 Portable Traffic Light Trailer	2,573	5,000	2,427	0	0	0	0	0
	GG045 Primer Mover	69,853	104,546	34,693	0	0	0	0	0
	GG066 Prime Mover	60,000	36,363	0	(23,637)	60,000	36,364	0	(23,636)
	GG002 Prime Mover	25,334	85,000	59,666	0	0	0	0	0
	GG019 John Deere Tractor	0	65,000	0	0	35,636	63,136	27,500	0
	Hertz Oil Injected Compressor	0	0	0	0	4,262	0	0	(4,262)
	4GG Executive Vehicle	0	18,000	0	0	0	0	0	0
	Gingin Tip Fencing Upgrade	0	0	0	0	14,557	0	0	(14,557)
<b>Infrastructure - Parks and ovals</b>									
	Granville Park benches and seating replacement	4,368	0	0	(4,368)	3,375	0	0	(3,375)
	Lancelin Bowling Green 10 rink synthetic bowling green	0	0	0	0	4,255	0	0	(4,255)
<b>Land</b>									
	Lancelin Plaza	0	500,000	500,000	0	0	0	0	0
		<b>246,734</b>	<b>1,003,909</b>	<b>723,816</b>	<b>(79,641)</b>	<b>204,921</b>	<b>179,045</b>	<b>76,299</b>	<b>(102,176)</b>





# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.3.1

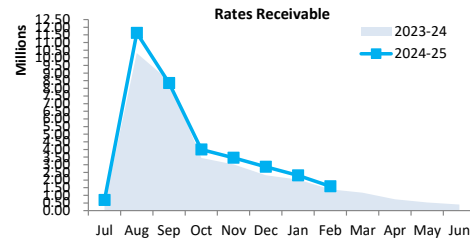
### SHIRE OF GINGIN SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 28 FEBRUARY 2025

### OPERATING ACTIVITIES

#### 7 RECEIVABLES

##### Rates receivable

	30 June 2024	28 Feb 2025
	\$	\$
Opening arrears previous years	399,663	757,894
Levied this year	9,437,442	11,118,379
Less - collections to date	(9,079,211)	(10,285,740)
Gross rates collectable	<b>757,894</b>	<b>1,590,533</b>
Net rates collectable	<b>757,894</b>	<b>1,590,533</b>
% Collected	92.3%	86.6%



##### Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	374,165	2,858	56,460	149,356	582,838
Percentage	0.0%	64.2%	0.5%	9.7%	25.6%	
<b>Balance per trial balance</b>						
Trade receivables						582,838
GST receivable						121,790
Allowance for credit losses of trade receivables						(23,346)
Legal costs - recovery of rates						81,269
Rubbish fees						108,744
<b>Total receivables general outstanding</b>						<b>871,295</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

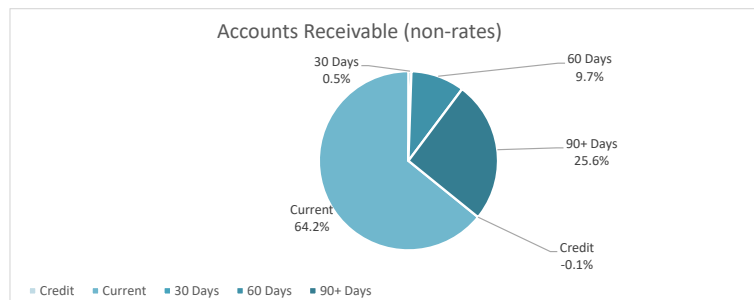
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

#### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 28 February 2025
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	2,378	0	(1,183)	1,195
Financial assets at amortised cost - advances	1,999	0	(995)	1,004
<b>Inventory</b>				
Fuel	18,527	212,867	(215,114)	16,280
History Books	14,087	0	0	14,087
<b>Other assets</b>				
Prepayments	26,861	0	(26,861)	0
<b>Contract assets</b>				
Contract assets	231,651	114,233	(109,821)	236,064
<b>Total other current assets</b>	<b>295,503</b>	<b>327,100</b>	<b>(353,974)</b>	<b>268,630</b>
Amounts shown above include GST (where applicable)				

**KEY INFORMATION**

**Other financial assets at amortised cost**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Contract assets**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**OPERATING ACTIVITIES**

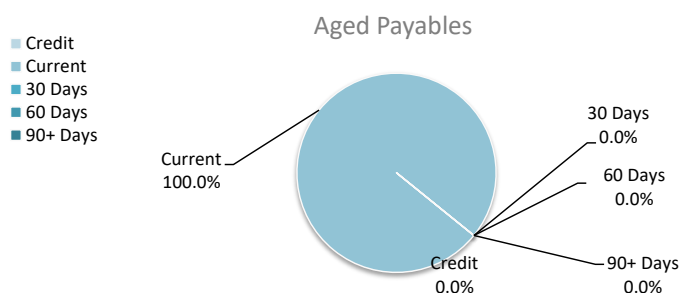
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Payables - general	0	334,889	0	0	0	334,889
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						334,889
ATO liabilities						60,978
Prepaid rates						152,972
Bonds & deposits						867,920
Accrued interest on long term borrowings						24,825
<b>Total payables general outstanding</b>						<b>1,441,584</b>

**Amounts shown above include GST (where applicable)**

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025**

**APPENDIX  
13.3.1**

SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025

**OPERATING ACTIVITIES**

**10 RATE REVENUE**

**General rate revenue**

<b>RATE TYPE</b>	<b>Rate in \$ (cents)</b>	<b>Number of Properties</b>	<b>Rateable Value</b>	<b>Rate Revenue \$</b>	<b>Budget Interim Rate Revenue \$</b>	<b>Total Revenue \$</b>	<b>Rate Revenue \$</b>	<b>YTD Actual Interim Rate Revenue \$</b>	<b>Total Revenue \$</b>
<b>Gross rental value</b>									
GRV Townsites	0.098154	1,605	30,810,226	3,024,147	40,000	3,064,147	3,024,143	46,553	3,070,698
GRV Other	0.098154	1,006	18,708,225	1,836,287	15,000	1,851,287	1,836,285	20,429	1,856,714
<b>Unimproved value</b>									
UV Rural	0.004742	448	436,333,000	2,069,091	5,000	2,074,091	2,069,091	8,114	2,077,205
UV Other	0.004742	3	2,955,000	14,013	40,000	54,013	14,013	41,816	55,829
UV Intensive/Mining	0.006999	122	107,808,000	754,548	0	754,548	754,548	(451)	754,097
UV Exploraton Mining	0.004742	0	0	0	0	0	0	(5,960)	(5,960)
<b>Sub-Total</b>		<b>3,184</b>	<b>596,614,451</b>	<b>7,698,086</b>	<b>100,000</b>	<b>7,798,086</b>	<b>7,698,080</b>	<b>110,501</b>	<b>7,808,583</b>
<b>Minimum payment</b>									
<b>Minimum Payment \$</b>									
<b>Gross rental value</b>									
GRV Townsites	1,323	1,029	9,693,909	1,361,367	0	1,361,367	1,361,367	0	1,361,367
GRV Other	1,323	718	4,097,180	949,914	0	949,914	949,914	0	949,914
<b>Unimproved value</b>									
UV Rural	1,531	374	88,854,600	572,594	0	572,594	572,594	0	572,594
UV Other	1,531	36	6,771,000	55,116	0	55,116	55,116	0	55,116
UV Intensive/Mining	2,609	121	28,331,426	315,689	0	315,689	315,689	0	315,689
UV Exploraton Mining	1,531	36	135,529	55,116	0	55,116	55,116	0	55,116
<b>Sub-total</b>		<b>2,314</b>	<b>137,883,644</b>	<b>3,309,796</b>	<b>0</b>	<b>3,309,796</b>	<b>3,309,796</b>	<b>0</b>	<b>3,309,796</b>
<b>Amount from general rates</b>						<b>11,107,882</b>			<b>11,118,379</b>
Ex-gratia rates						6,850			0
<b>Total general rates</b>						<b>11,114,732</b>			<b>11,118,379</b>

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.3.1

SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025

### FINANCING ACTIVITIES

#### 11 BORROWINGS

##### Repayments - borrowings

##### Information on borrowings

Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Tip Rationalisation Site	111	352,042	0	0	(24,300)	(24,301)	327,742	327,741	(22,460)	(22,460)
Seabird Sea Wall	127	58,575	0	0	(22,993)	(22,993)	35,582	35,582	(1,327)	(1,327)
Guilderton Country Club Hall Extension	114	210,889	0	0	(23,240)	(47,310)	187,649	163,579	(7,529)	(14,228)
Regional Hardcourt Facility	120	165,802	0	0	(14,238)	(28,952)	151,564	136,850	(5,538)	(10,600)
Regional Hardcourt Facility	124A	164,953	0	0	(12,254)	(24,761)	152,699	140,192	(3,406)	(6,559)
Gingin Swimming Pool Tiling	126	33,800	0	0	(16,640)	(16,640)	17,160	17,160	(920)	(920)
Gingin Outdoor Activity Space	132	126,526	0	0	(8,624)	(17,310)	117,902	109,216	(906)	(1,750)
Lancelin Cunliffe Street Carpark	133	229,758	0	0	(10,468)	(21,175)	219,290	208,583	(5,235)	(10,232)
Altus Financials Suite	131	129,737	0	0	(4,827)	(9,702)	124,910	120,035	(1,257)	(2,468)
Lot 44 Weld Street, Gingin	123	96,348	0	0	(10,652)	(21,674)	85,696	74,674	(3,353)	(6,335)
Land for Future Gingin Sporting Precinct	134	746,000	0	0	(10,664)	(21,612)	735,336	724,388	(19,896)	(39,508)
		2,314,430	0	0	(158,901)	(256,430)	2,155,529	2,058,000	(71,827)	(116,387)
<b>Self supporting loans</b>										
Ledge Point Country Club Cool Room		12,417	0	0	(1,183)	(2,377)	11,234	10,040	(134)	(255)
		12,417	0	0	(1,183)	(2,377)	11,234	10,040	(134)	(255)
<b>Total</b>		<b>2,326,847</b>	<b>0</b>	<b>0</b>	<b>(160,084)</b>	<b>(258,807)</b>	<b>2,166,763</b>	<b>2,068,040</b>	<b>(71,961)</b>	<b>(116,642)</b>
Current borrowings		258,807					98,724			
Non-current borrowings		2,068,040					2,068,040			
		<b>2,326,847</b>					<b>2,166,764</b>			

All debenture repayments were financed by general purpose revenue.  
Self supporting loans are financed by repayments from third parties.

##### New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Guilderton Caravan Park Stage 1 Upgrade	0	0		Council	10	0	4.93	0	0	0

##### KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**FINANCING ACTIVITIES**

**12 LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2024	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Lancelin administration office	1A	7,813	0	0	(5,163)	(7,812)	2,649	1	(161)	(221)
Photocopier NEW	2A	0	0	22,880	(2,399)	(4,826)	(2,399)	(4,826)	0	0
IT Server	4	25,273	0	0	(11,836)	(17,792)	13,437	7,481	(15)	(222)
<b>Total</b>		<b>33,086</b>	<b>0</b>	<b>22,880</b>	<b>(19,398)</b>	<b>(30,430)</b>	<b>13,687</b>	<b>2,656</b>	<b>(176)</b>	<b>(443)</b>
Current lease liabilities		25,605					11,033			
Non-current lease liabilities		7,481					25,534			
		<b>33,086</b>					<b>36,567</b>			

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**OPERATING ACTIVITIES**

**13 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2024 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 28 February 2025 \$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		816,808	0	44,721	(180,507)	681,022
Capital grant/contributions liabilities		1,836,861	0	3,173,674	(2,035,350)	2,975,185
<b>Total other liabilities</b>		2,653,669	0	3,218,395	(2,215,858)	3,656,207
<b>Employee Related Provisions</b>						
Provision for annual leave		625,961	0	0	0	625,962
Provision for long service leave		492,952	0	0	0	492,952
<b>Total Provisions</b>		1,118,913	0	0	0	1,118,914
<b>Other Provisions</b>						
Other provisions [describe]		0	0			0
<b>Total Other Provisions</b>		0	0	0	0	0
<b>Total other current liabilities</b>		<b>3,772,582</b>	<b>0</b>	<b>3,218,395</b>	<b>(2,215,858)</b>	<b>4,775,121</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14 and 15

**KEY INFORMATION**

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee Related Provisions**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled. The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

**Other long-term employee benefits**

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

**Capital grant/contribution liabilities**

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.



# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.3.1

SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025

OPERATING ACTIVITIES

### 14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	1 July 2024		(As revenue)	28 Feb 2025	28 Feb 2025	\$	\$	\$	\$	\$	
<b>Grants and subsidies</b>											
<b>General purpose funding</b>											
Financial Assistance Grant - General Purpose	0	0	0	0	0	102,525	66,865	142,640	(40,115)	102,525	163,591
Financial Assistance Grant - Roads	0	0	0	0	0	218,120	158,224	239,583	(21,463)	218,120	76,894
<b>Law, order, public safety</b>											
DFES Operating Grant	0	0	0	0	0	264,970	198,726	264,970	(277,180)	(12,210)	184,886
<b>Education and Welfare</b>											
Carers Week WA Grant	0	0	0	0	0	0	0	0	0	0	11,800
Australia Day Grant	0	0	0	0	0	0	0	0	0	0	10,000
Youth Week Grant	0	0	0	0	0	0	0	0	0	0	3,000
Road Smart Youth Initiative	0	0	0	0	0	0	0	0	0	0	2,500
NRM Community Stewardship Grant - Conservation Project - Amazon Frogbit control	0	0	0	0	0	17,950	17,950	0	17,950	0	0
<b>Community amenities</b>											
Coastal Hazard Risk Management Plan Grant	0	0	0	0	0	10,580	7,056	10,580	0	10,580	0
CAP Grant Funding	0	0	0	0	0	45,000	45,000	45,000	0	45,000	45,000
CMPAP Coastal Inundation Integration	0	0	0	0	0	20,000	13,336	20,000	0	20,000	0
<b>Recreation and culture</b>											
State Library Travel Claim Lancelin Library	0	0	0	0	0	22,383	12,383	12,383	10,000	10,000	18,830
CSRFF Grant - Lancelin Bowling Club Synthetic Green- 2023-24 CSRFF July Small Grants	0	0	0	0	0	0	0	0	0	0	0
SwimVac Summer Program Free entry to pool	0	0	0	0	0	0	0	0	0	0	4,705
<b>Transport</b>											
Direct Road Grant MRWA	0	0	0	0	0	323,869	323,869	273,633	50,236	323,869	323,869
<b>Economic Services</b>											
	0	0	0	0	0	1,025,397	843,409	1,008,789	(260,572)	717,884	845,074
<b>Contributions</b>											
<b>General purpose funding</b>											
Rates incentive Prize Night	0	0	0	0	0	12,000	12,000	12,000	0	12,000	10,727
<b>Law, order, public safety</b>											
CESM Grant - DFES	0	0	0	0	0	96,143	58,271	96,143	0	96,143	78,839
BRMO Grant - DFES	108,981	44,721	(28,647)	125,055	125,055	111,618	111,618	111,618	0	111,618	32,042
MAF Mitigation - DFES	108,607	0	(108,607)	0	0	222,820	(62,894)	500,000	277,180	777,180	222,820
Gingin Resilience Project - Mindaroo Foundation	155,290	0	(43,253)	112,037	112,037	140,000	140,000	140,000	0	140,000	42,635
DFES Overtime Claims at Fires	0	0	0	0	0	0	0	0	0	0	4,255
<b>Community amenities</b>											
Development - Planning contributions	0	0	0	0	0	112,000	82,664	88,000	24,000	112,000	74,607
<b>Recreation and culture</b>											
Naming Sponsorship - Gingin Aquatic Centre - Image Resources	0	0	0	0	0	10,000	10,000	10,000	0	10,000	50
Contribution income for suite of events	0	0	0	0	0	0	(6,129)	18,401	18,401	36,802	0
<b>Transport</b>											
Contribution income for Aurisch Road Maintenance	0	0	0	0	0	23,750	23,750	12,500	11,250	23,750	23,750
<b>Economic Services</b>											
Guilderton Caravan Park Deposit Liability	443,931	0	0	443,931	443,931	0	0	0	0	0	0
Market PLI contributions	0	0	0	0	0	2,000	1,336	2,000	0	2,000	408
Project Gingin Contribution to Digital Sign	0	0	0	0	0	90,000	90,000	0	90,000	90,000	0
	816,809	44,721	(180,507)	681,022	681,022	820,331	460,616	990,662	420,831	1,411,493	490,133
<b>TOTALS</b>	816,809	44,721	(180,507)	681,022	681,022	1,845,728	1,304,025	1,999,451	160,259	2,129,377	1,335,206

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.3.1

SHIRE OF GINGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025

INVESTING ACTIVITIES

### 15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	Annual	Budget	Expected	YTD
	1 July 2024	Liability	Liability	28 Feb 2025	Liability	Budget	Budget	Budget	Variations		Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>											
<b>Law, order, public safety</b>											
DFES - Capital Grant - Buildings	40,187	0	0	40,187	40,187	40,187	0	40,187	0	40,187	618
DFES - Capital Grant - Vehicles	0	0	0	0	0	804,300	804,300	804,300	0	804,300	803,366
<b>Law, order, public safety</b>											
Ledge Point Off-road Vehicle Area	0	58,905	0	58,905	58,905	53,015	0	53,015	0	53,015	0
<b>Recreation and culture</b>											
Lancelin Bowling Club - DLGSC Grant and Bendigo Bank Grant	0	72,958	(72,958)	0	0	138,541	138,541	138,541	0	138,541	138,541
<b>Transport</b>											
LRCI - Unspent Funds Roads	67,513	0	0	67,513	67,513	393,790	0	428,851		428,851	0
Roads to Recovery	6,504	959,701	(320,702)	645,503	645,503	959,701	0	959,701	0	959,701	314,198
Roads to Recovery Special Funding	1,372,596	0	(1,372,596)	0	0	1,379,100	1,379,100	0	40,596	0	1,379,100
Regional Road Group (Mooliabeenee Rd)	0	611,108	(269,094)	342,014	342,014	766,898	223,641	766,898	0	766,898	269,095
Financial Assistance Grants - Special Projects	350,061	1,471,002	0	1,821,063	1,821,063	385,122		350,061	35,061	385,122	0
Footpaths Funding	0	0	0	0	0	0	(100,000)	0		0	0
Weld St Bridge Funding	0	0	0	0	0	2,942,005	0	2,942,005		2,942,005	0
	<b>1,836,861</b>	<b>3,173,674</b>	<b>(2,035,350)</b>	<b>2,975,185</b>	<b>2,975,185</b>	<b>7,862,659</b>	<b>2,445,582</b>	<b>6,483,559</b>	<b>75,657</b>	<b>6,518,620</b>	<b>2,904,918</b>
<b>Capital contributions</b>											
<b>Recreation and culture</b>											
Lancelin Bowling Club Contribution for Lancelin Bowling Greens	0	0	0	0	0	35,039	35,039	38,542	(3,503)	35,039	35,038
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,039</b>	<b>35,039</b>	<b>38,542</b>	<b>(3,503)</b>	<b>35,039</b>	<b>35,038</b>
<b>TOTALS</b>	<b>1,836,861</b>	<b>3,173,674</b>	<b>(2,035,350)</b>	<b>2,975,185</b>	<b>2,975,185</b>	<b>7,897,698</b>	<b>2,480,621</b>	<b>6,522,101</b>	<b>72,154</b>	<b>6,553,659</b>	<b>2,939,956</b>

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 13.3.1

STATE OF GEMINI  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 FEBRUARY 2025  
IN BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	GL/Project Code	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Budget Running
				\$	\$	\$	\$
<b>Budget adoption</b>							0
Management Approval -Approved to move \$7,000 budget to W11314	OC11314A	AUG 2024/2025	Capital expenses		7,000		7,000
Management Approval- Gingin Recreation Centre Hardcourt Maintenance contribution to repairs	W11314	AUG 2024/2025	Operating expenses			(7,000)	0
Management Budget Amendment - Project Gingin Contribution to Digital Sign	131402000	SEP 2024/2025	Operating revenue		90,000		90,000
Management Budget Amendment - Community Digital Signcontribution Project Gingin	PC14200	SEP 2024/2025	Capital expenses			(90,000)	0
Management budget amendment - Reg 17 Audit fees to project AC14200	120402510	SEP 2024/2025	Operating expenses		20,000		20,000
Management budget amendment - Reg 17 Audit fees to project AC14200	AC14200	SEP 2024/2025	Operating expenses			(20,000)	0
OCM 17 September 2024 – Item 12.2 Relocation of Gazebo – Harold Park Lancelin	BC1192A	SEP 2024/2025	Capital expenses		10,000		10,000
OCM 17 September 2024 – Item 12.2 Relocation of Gazebo – Harold Park Lancelin	151005810	SEP 2024/2025	Capital revenue			(40,000)	(30,000)
OCM 17 September 2024 – Item 12.2 Relocation of Gazebo – Harold Park Lancelin	151107810	SEP 2024/2025	Capital revenue		30,000		0
Community and Sporting Club – Request to Increase Transfer of Reserve Funds for Pump Shed	C111306	SEP 2024/2025	Capital expenses		1,617		1,617
Community and Sporting Club – Request to Increase Transfer of Reserve Funds for Pump Shed	151103810	SEP 2024/2025	Capital revenue			(1,617)	0
OCM 15 October 2024 Item 13.1 Gingin South Volunteer BFB Support Trailer - purchase of trailer	120505690	OCT 2024/2025	Operating expenses		4,182		4,182
OCM 15 October 2024 Item 13.1 Gingin South Volunteer BFB Support Trailer - BFB Contribution	130505000	OCT 2024/2025	Operating revenue			(4,182)	0
CCM 15 October 2024 Item 19.3 Vehicle Replacement 4GG - transfer from reserve	151203810	OCT 2024/2025	Capital revenue		56,500		56,500
Replacement 4GG - transfer sale proceeds to plant reserve	141203810	OCT 2024/2025	Capital expenses			(18,000)	38,500
CCM 15 October 2024 Item 19.3 Vehicle Replacement 4GG - Proceeds on disposal of 4GG	SV110600	OCT 2024/2025	Capital revenue		18,000		56,500
CCM 15 October 2024 Item 19.3 Vehicle Replacement 4GG - vehicle cost	P4	OCT 2024/2025	Capital expenses			(56,500)	0
Management budget amendment - Pex Pipe Replacement and Wall Repair Guilderton Hall	BC11361	OCT 2024/2025	Capital expenses		10,000		10,000
Management budget amendment - Pex Pipe Replacement and Wall Repair Guilderton Hall	151103810	OCT 2024/2025	Capital revenue		10,000		10,000
Management budget amendment - Pex Pipe Replacement and Wall Repair Guilderton Hall	151107810	OCT 2024/2025	Capital revenue			(10,000)	0
Management budget amendment – Reallocate contribution for Seabird Hall shadecloth replacement	CE11100	OCT 2024/2025	Operating expenses			(7,200)	(7,200)
Management budget amendment – reallocate contribution for Seabird Hall shadecloth replacement	BC11170	OCT 2024/2025	Capital expenses		7,200		0
OCM 21/01/2025 Item 15.2 Replacement of GG019 Tractor	151203810	JAN 2024/2025	Capital revenue		70,000		70,000
OCM 21/01/2025 Item 15.2 Purchase of replacement tractor GG019	P019	JAN 2024/2025	Capital expenses			(135,000)	(65,000)
OCM 21/01/2025 Item 15.2 Purchase of replacement tractor GG019	151203500	JAN 2024/2025	Capital revenue		65,000		0
Management budget amendment - Furniture for CEO department office	121402150	FEB 2024/2025	Operating expenses			(2,730)	(2,730)
Management budget amendment - Furniture for CEO department office	121402860	FEB 2024/2025	Operating expenses		2,730		0
Budget Review	Various	FEB 2024/2025			0		0
Budget Review	Various	FEB 2024/2025				0	0
					<b>402,229</b>	<b>(402,229)</b>	<b>0</b>

**13.4 TELECOMMUNICATIONS LEASE LOT 232 (24) WEDGE STREET, GUILDERTON -  
SHIRE OF GINGIN/AMPLITEL PTY LTD**

File	CTP/25
Author	Oliver Searles - Leasing Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. Lease Area Plan [ <b>13.4.1</b> - 1 page] 2. Heads of Agreement [ <b>13.4.2</b> - 4 pages]

**DISCLOSURES OF INTEREST**

Nil

**PURPOSE**

To consider the ongoing occupation by Amplitel Pty Ltd of its mobile telecommunications tower site on portion of Lot 232 Wedge Street, Guilderton (Deposited Plan 209323 being the whole of the land contained in Certificate of Title Volume LR3135 Folio 994) with the current lease due to expire on 30 May 2025.

**BACKGROUND**

The Shire of Gingin currently has a lease agreement in place with Amplitel (formerly Telstra) for the above location (see attached **Appendices**) for the purpose of accommodating a mobile telecommunications tower and associated shelter.

The current lease commenced on 3 May 2005 for an initial term of 10 years with two further 5 year term options, both of which were exercised. The lease is due to expire on 30 April 2025.

JLL, managing agent for Amplitel, has approached the Shire seeking to enter into a new lease for a further 20 year period to maintain wireless communications to the area. They advise that the lessee has been amended to reflect the change in corporate structure from Telstra to Ampitel Pty Ltd as trustee for the Towers Business Operating Trust, a subsidiary of Telstra.

The Heads of Agreement (**Appendices**) outlines the summary of the main terms proposed for the new lease which, subject to approval by Council, will inform preparation and review by Council's solicitors of the final lease document.

## **COMMENT**

The *Local Government Act 1995* requires that any proposed disposition of property can only be undertaken as the result of a public auction, a public tender process or, where neither of these options are possible or appropriate, by obtaining a market rental valuation and advertising the proposed disposition for public submission.

The public notice must include details of both the market value of the property and the actual consideration to be received by the local government. The purpose of these provisions in the Act is to ensure that any proposal to dispose of property controlled by a local government is undertaken in an open and accountable manner.

If no decision has been reached by the lease expiry, then Telstra/Amplitel can continue to occupy the site on a monthly rental basis under the “holding over” provisions (clause 5.3 of the lease). This “holding over” period can be terminated by either party by providing the other party with one years’ written notice.

The current lease stipulates (in cl. 3.3) as follows:

### **3.3 Re-instatement and Making Good**

- a) *The Lessee must, within 3 months after the Terminating Date or earlier determination of the Lease, remove that part of the Facility located above the surface of the Land and make good at its cost any damage to the Land or Premises caused by such removal.*
- b) *The parties agree that the period of 3 months referred to in clause 3.3(a) is not regarded, as holding over for the purposes of clause 5.3 and no Rent is payable by the Lessee during this period.*

## **STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Government Act 1995*

Part 3 – Functions of local governments

Division 3 – Executive functions of local governments

Section 3.58 – Disposing of property

## **POLICY IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Costs associated with preparation of the final lease including legal review are provided for by the lessee up to \$4,500. Given the new lease will largely reflect the terms and conditions provided under the expiring lease, this provision is considered adequate.

All rental income received from the subject site is placed in a reserve account for improvements to the Guilderton Country Club.

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
<b>Strategic Objective</b>	2.6 Services - Cost effective services which meet the needs of the community.

## VOTING REQUIREMENTS - SIMPLE MAJORITY

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Johnson

**SECONDED:** Councillor Weeks

That Council:

1. Agree that it is prepared to enter into a new lease agreement with Amplitel for its mobile telecommunications tower site on portion of Lot 232 Wedge Street, Guilderton (on Deposited Plan 209323 being the whole of the land contained in Certificate of Title Volume LR3135 Folio 994) as depicted in Appendix 13.4.1 for a term of 20 years, subject to no public submissions being received as a result of the proposed disposition of property being subjected to a public notice period in accordance with the requirements of s.3.58(3) of the *Local Government Act 1995*.
2. Require the CEO, in the event that public submissions in relation to the proposed disposition of property are received, to provide a further report to Council so that those submissions can be considered and a final decision made.
3. Authorise the CEO, in the event that no public submissions are received, to enter into a lease agreement with Amplitel Pty Ltd, including execution of the resulting lease document by application of the Common Seal of the Shire of Gingin.

**CARRIED UNANIMOUSLY**  
8 / 0

**FOR:** *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:** *Nil*







## HEADS OF AGREEMENT

<b>Lessee</b>	Amplitel Pty Limited as trustee for the Towers Business Operating Trust ABN 75 357 171 746
<b>Lessor</b>	Full Name: Shire of Gingin  ABN: 85 679 704 946  Address 7 Brockman Street Gingin WA 6503  Ph: 08 9575 5100  Email: <a href="mailto:mail@gingin.wa.gov.au">mail@gingin.wa.gov.au</a>
<b>Lessor's Solicitors</b>	Name of solicitor: TBA Name of Firm: Address: Ph: Email:  Les Crichton – Executive Manager Corporate and Community Services  Shire of Gingin  PO Box 510  GINGIN WA 6503  Email: <a href="mailto:mail@gingin.wa.gov.au">mail@gingin.wa.gov.au</a>   The Shire will seek legal counsel if required
<b>Land</b>	Volume 3135 Folio 994
<b>Premises</b>	Part of the Land Crown Reserve 27949 Lot 232 on Deposited Plan 209323 per the existing lease areas – attached lease plan  The tower/pole/mast (or similar) on the Premises is owned by Amplitel.
<b>Access to Premises</b>	Amplitel, its subtenants and licensees will have unrestricted access to the Premises 24 hours a day, 7

	days a week during the term of the Lease and any holding over period.
<b>Permitted Use</b>	Use, inspection, construction, installation, replacement, operation, maintenance, alteration, repair, upgrade, access to and from and removal of the Facility for telecommunications, communications and any other lawful purposes on the Premises and the Land in accordance with the Lease.
<b>Term</b>	20 years.
<b>Break Date</b>	A break date is provided to Amplitel every 5 years in lieu of option periods, whereby Amplitel may elect to end the lease with 3 months written notice to the lessor rather than the method of written notice of entering into the option terms
<b>Commencement Date</b>	1 May 2025  On or thereafter the Minister for Lands Consent
<b>Rent</b>	\$4,012.00 p/a excl. GST (as previously negotiated with the Shire and agrees to the 3% annual increase as per Rent Review Provision)  The Rent is a gross amount and Amplitel is not required to pay any rates, taxes or outgoings which are charged to, assessed against or relate to the Land or the Premises.
<b>Rent Review</b>	The Rent will be increased by 3% per annum on each anniversary of the Commencement Date during the Term.
<b>Payment of Rent</b>	Yearly in advance by way of electronic funds transfer commencing on the Commencement Date.
<b>Electricity</b>	The supply of electricity is made through a dedicated meter installed by Amplitel at its own cost so that Amplitel is responsible for electricity it uses on the Premises.

<b>Legal &amp; Other Costs</b>	<p>Amplitel agrees to pay your legal costs for the negotiation and execution of the Lease and reasonable disbursements to an amount not exceeding \$4,500.</p> <p>Amplitel agrees to pay all legal costs for the preparation and execution of the Lease agreement, and will be responsible for all legal costs incurred by the Shire of Gingin in relation to this matter.</p> <p>The base lease document is the Amplitel template land lease (WA)</p> <p>Amplitel will also pay stamp duty, registration fees (where the law makes this Amplitel's responsibility) and, if the land is subject to a mortgage, any reasonable mortgagee consent fee payable in relation to the Lease.</p>
<b>Mortgage &amp; Mortgagee Details</b>	You will need to provide the consent of the mortgagee to the Lease.
<b>Events Affecting Land</b>	<p>The Lessor must obtain Amplitel's consent before:</p> <ul style="list-style-type: none"> <li>(a) granting a lease over the whole or any part of the Premises already leased to Amplitel; or</li> <li>(b) allowing a person other than the Lessor to deal with or take an interest in the Premises (other than a bank) or to receive the whole of any part of the Rent.</li> </ul>
<b>GST</b>	Unless otherwise stated, all amounts quoted in this Heads of Agreement are exclusive of GST.
<b>Assignment and Subletting</b>	<p>Amplitel must not assign the Lease or sublet the whole of the Premises without the Lessor's consent, except to an entity (or that entity's related body corporate) that acquires Amplitel's passive infrastructure, or to a related body corporate or to another telecommunications carrier.</p> <p>Amplitel must not assign the Lease or sublet the whole or part of the Premises or grant a licence for the whole or part of the premises without the Lessor's written consent (such consent not to be unreasonably withheld), except to an entity (or that entity's related</p>

	<p>body corporate) that acquires Amplitel's passive infrastructure, or to a related body corporate or to another telecommunications carrier.</p> <p>Amplitel may sublease part of the Premises or grant a licence of the whole or part of the Premises without the Lessor's consent.</p>
<b>Insurance</b>	Amplitel will maintain all risks property insurance and public liability insurance for at least \$20 million in relation to the Premises.
<b>Right of First Refusal</b>	The Lessor must not sell the Land (other than by public auction) without first notifying Amplitel of the terms and price at which the Lessor is prepared to sell and giving Amplitel the opportunity to buy the Land on those terms and at that price.
<b>Easement for Services</b>	If the local power authority requires an easement to be registered on title, the Lessor will do whatever is necessary to procure the registration of an easement on title, with all costs incurred to be borne by the Lessee.
<b>Amplitel's Requirements</b>	<p>This offer is subject to Amplitel's final approval.</p> <p>This offer is non-binding and is subject to the final approval by the Shire of Gingin and Amplitel.</p> <p>The final lease agreement cannot be implemented without first obtaining the formal consent by the Minister for Lands prior to execution of the lease agreement.</p>

### 13.5 DOG EXERCISE AREA - WELD STREET, GINGIN

File	FIN/15
Author	Les Crichton - Executive Manager Corporate & Community Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> <li>1. Location Plan [<b>13.5.1</b> - 1 page]</li> <li>2. Concept Enquiry - Dog Exercise Area - Gingin Canine Collective [<b>13.5.2</b> - 4 pages]</li> </ol>

#### DISCLOSURES OF INTEREST

Nil

#### PURPOSE

For Council to consider development by a local community group of the current dog exercise area located on portions of Lot 41 and 42 Weld Street, Gingin.

#### BACKGROUND

In July 2014, Council by absolute majority declared the following areas as declared dog exercise areas:

- Gingin townsite – Reserve No. 11864 (Lot 155) adjacent to Strathalbyn Way and Vincent Street; and Reserve No 21432 (Lots 41 and 42) adjacent to Cockram Road and to the south of the entry road to the recreation centre.
- Guilderton townsite – Beach Reserve No. Pt. 31353 being the beach area to the north of the Mortimer Street groyne; Beach Reserve No. Pt. 31353 being the beach area only between a line drawn west of the western termination of Mortimer Street as the northern boundary and a line drawn west of Fraser Street as the southern boundary; and Reserve No. 26561 being the parkland reserve bordered by Silver Creek and Stephens Crescent.
- Lancelin townsite – Beach Reserve No. Pt. 32037 being the beach area from the northern end of Harold Park as indicated by the War Memorial and bounded by the adjacent frontal dune and the lead light groyne; Beach Reserve No. Pt. 32037 being the beach area from the northern boundary on a line generally south of Carl Street, south to a line generally extending from the footpath joining the beach with Casserley Way car park; and Reserves No. 24286 and 26908 which are bordered by Bootoo Street to the west and the Off Road Vehicle area to the east.

- d. Ledge Point townsite – Beach Reserve No. Pt. 31377 being the beach area to the north of Barrett-Lennard Drive.
- e. Seabird townsite – the beach area to the south of the Turner Street access way.

This declaration was the result of an amendment to the *Dog Act 1976* (Act) which removed a local government's ability to declare dog exercise areas and dog prohibited areas within its local laws and instead required such areas to be determined by absolute majority decision of Council. The dog exercise areas described above were previously included in the *Shire of Gingin Dog Local Laws (2004)*.

Council at its 19 July 2022 Ordinary Council Meeting agreed to retain these dog exercise areas unchanged following a review of its dog exercise areas and dog prohibited areas.

The Act requires that a dog shall not be in a declared dog exercise area unless it is:

- held by a person who is capable of controlling the dog by means of a chain, cord, leash or harness; or
- securely tethered for a temporary purpose by means of a chain, cord, leash or harness; and
- not a greyhound and is being supervised by a competent person who is in reasonable proximity to the dog (off-lead). A competent person is liable for the control of the dog, capable of controlling the dog, and is carrying and capable of attaching to the dog for the purposes of controlling it, a chain, cord, leash or harness.

In August 2024, the Gingin Canine Collective submitted a Concept Enquiry (see **appendices**) seeking approval to fence a portion of land within Reserve 21432 (Lots 41 and 42 Weld Street) to enable it to be used for its purpose as a dog exercise area.

The group has sought costings on the supply and installation of the fencing and will commence fund raising to finance the work over the coming months.

#### COMMENT

The proposed area is currently part of an area of land leased by the Shire of Gingin to the Gingin Recreation Group (GRG).

The lease expired on 30 November 2024 and is being held over pending completion of renewal arrangements. While negotiations are being finalised and awaiting Minister of Lands approval, the GRG has confirmed it is agreeable to removing the section of land from the lease to enable the dog exercise area to be developed.

The Act requires land declared as a dog exercise area to be under the care, control and management of the local government within whose district it is located.

It is recommended that, with the land now available, approval to progress fencing of the dog exercise area be approved with the design, materials, and location (including provision for appropriate parking) to be to the satisfaction of the CEO.

Should fencing the area result in a significant increase in the incidence of antisocial behaviour or unmanaged litter or waste, then consideration will be given to removal of the fence, with the area reverting to its current unmanaged, off-lead arrangement.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

##### *Dog Act 1976*

Part V1 – Control of Dogs

Division 1 – Dogs Generally

s. 31 – Control of Dogs in Certain Places

s. 32 – Control of dogs in exercise areas and rural areas

##### *Dog Regulations 2013*

rg.37 – Transitional regulation: provisions of certain local laws have no effect after 31 July 2014

##### *Shire of Gingin Dogs Local Law 2004*

#### **POLICY IMPLICATIONS**

Nil

#### **BUDGET IMPLICATIONS**

As detailed in the Concept Plan, the group proposes to undertake a fundraising process to finance the supply and installation of the fencing.

It is anticipated there will be minor costs associated with the maintenance of the area.

#### **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
<b>Strategic Objective</b>	4.5 Key Stakeholder Partnerships - Foster applicable relationships and partnerships with key stakeholders to achieve outcomes.



**VOTING REQUIREMENTS - SIMPLE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Johnson      **SECONDED:** Councillor Woods

That Council approve the fencing of the dog exercise area located on portion of Lots 41 and 42 Weld Street subject to:

1. Supply and installation costs to be funded by the Canine Collective Group as proposed in its Concept Enquiry submitted in August 2024;
2. The design, materials, and location of the fencing to be to the satisfaction of the CEO;
3. Any requests for further improvements or modifications will require the submission of a new Concept Enquiry; and
4. The Canine Collective Group installing a sign at the site to advise users that no services or provisions will be provided.

**CARRIED UNANIMOUSLY  
8 / 0**

**FOR:**      *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:**      *Nil*



# COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

## CONCEPT ENQUIRY

### PRIOR TO COMPLETING THIS FORM

It is essential to have read the 'Frequently Asked Questions' for 'Community Projects for Shire Lands & Assets' prior to completing and submitting a 'Concept Enquiry'. In completing and submitting this form to the Shire of Gingin you are acknowledging that you have read and understood the purpose, process and associated information for a 'Concept Enquiry'. If further explanation is required please contact the Shire's Community Development Team via

Email: [mail@gingin.wa.gov.au](mailto:mail@gingin.wa.gov.au)

OR

Telephone: (08) 9575 5100

### CONCEPT ENQUIRY

Project Title	Enclosed off Lead dog park Gingin
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CONTACT DETAILS	
Contact Person (Applicant)	Brigitte Gray
Committee Role (if applicable) Applicant must be Chair/President; Vice; Secretary or Treasurer	Chairperson
Committee Organisation (if applicable)	Gingin Canine Collective Inc.
Postal Address	63 Lefroy St, Gingin
Contact Number	0499 888 659
Email	gingincaninecollective@gmail.com
<b>Note:</b> Please provide as much information as possible about the project as this will assist with the Shire's review of the 'Concept Enquiry'. The Shire may seek additional information from the contact person listed above if required.	

#### 1. What is the proposed project?

*Provide specific detail.*

The purpose of the project is to create an off-leash enclosed dog exercise area in the township of Gingin, with the proposed location being next to the Gull service station. This initiative aims to provide a safe and designated space for dogs to exercise freely, promoting physical activity, socialization, and overall well-being for both dogs and their owners in the community. Proposed Stage one would be to enclose the existing maintained area from the road to the existing dividing fence. (Area highlighted in red on attached map)



# COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

## CONCEPT ENQUIRY

### 2. (a) What is the current issue or need that has initiated this project/concept?

The current issue or need for a dog park in the township of Gingin is multifaceted. Firstly, there are no enclosed areas for dogs to run freely and exercise safely. This lack of designated space leads to dogs being off leash in inappropriate areas, such as sporting facilities within the townsite, causing disturbances and potential safety concerns. Additionally, there's a growing need for an area where visitors to the town can exercise their dogs, enhancing the overall experience for both locals and tourists while promoting responsible pet ownership. Establishing a dog park would address these issues by providing a dedicated space for dogs to exercise and socialize while maintaining harmony within the community.

### 2. (b) What difference will the project make?

*E.g. what would occur if the project didn't happen?*

The project will make a significant difference by addressing several key issues. Firstly, it will provide a designated and enclosed space for dogs to run freely and exercise safely, reducing the likelihood of them roaming in inappropriate areas like sporting facilities. This will enhance the overall safety and cleanliness of public spaces within the township. Additionally, the dog park will meet the needs of both residents and visitors by offering a specific area for exercising their dogs, contributing to the community's recreational amenities, and promoting responsible pet ownership. Overall, the project will improve the quality of life for both humans and their canine companions while fostering a more harmonious and enjoyable environment in Gingin.

If the project didn't happen, several consequences could arise. Without a designated dog park, dogs may continue to be exercised off-leash in inappropriate areas, such as sporting facilities, leading to safety concerns and potential conflicts with other park users. The lack of a dedicated space for dog exercise could also deter visitors who want to bring their pets, impacting tourism and potentially affecting the local economy. Additionally, without a designated area, there may be an increase in complaints from residents about dogs running loose in public spaces, leading to tensions within the community. Overall, the absence of the project could result in safety hazards, decreased tourism appeal, and strained community relations related to pet ownership and exercise.

### 3. What are the expected cost for the proposed project?

*Provide quotes and project budget where possible.*

Initial dog fencing quote attached

# COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

## CONCEPT ENQUIRY

### 4. (a) How do you/the community organisation foresee that the project will be funded?

*E.g. Who is contributing to the project? Funding partners, cash and in-kind contributions, etc.?*

The Gingin Canine Collective envisions a multi-faceted approach to securing funding for our project. Our primary avenues for financial support include grants, community fundraising efforts, and sponsorship partnerships.

Grants serve as a vital resource, allowing us to access funding from various organizations committed to supporting initiatives like ours. These grants provide essential financial backing, enabling us to implement our programs and services effectively.

Community fundraising initiatives are another key component of our funding strategy. We believe in the power of community support and engagement, and we will actively organize events and campaigns to raise funds. These efforts not only provide financial contributions but also foster a sense of ownership and involvement among community members.

Additionally, sponsorship partnerships play a significant role in our funding model. By collaborating with businesses, organizations, and individuals who share our vision, we can leverage their resources and networks to secure financial support. In-kind contributions, such as goods, services, or expertise, are also valuable forms of support that enhance the sustainability of our project.

Overall, through a combination of grants, community fundraising, and sponsorship partnerships, we are confident in our ability to secure the necessary funding to sustain and expand the impactful work of the Gingin Canine Collective.



# COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

## CONCEPT ENQUIRY

### 4. (b) How will the ongoing costs be funded?

*E.g. Maintenance, replacement, operation costs, etc.*

The ongoing costs associated with maintenance, replacement, and operational expenses will be managed through a collaborative approach involving multiple stakeholders.

Firstly, as the area is already maintained by the Shire of Gingin, we anticipate ongoing support from the Shire to continue this maintenance. This partnership ensures that the infrastructure remains in good condition for the benefit of the community.

Additionally, under the lease agreement with the sports and recreation centre, certain operational costs may be covered or shared. This agreement provides a framework for addressing ongoing needs and ensures that resources are allocated efficiently.

Furthermore, the Gingin Canine Collective is committed to contributing to the upkeep of the area as needed. Through responsible stewardship.

### 5. Is there any other information that may be valuable to provide with regards to the proposed project?

*E.g. Photos, maps, diagrams, etc. Attach as applicable.*

See attached

### SEND THIS COMPLETED FORM TO:

#### Post:

Mr Aaron Cook – Chief Executive Officer  
Shire of Gingin  
PO Box 510  
GINGIN WA 6503

Ref: 'Concept Enquiry' for Project

#### Email:

[mail@gingin.wa.gov.au](mailto:mail@gingin.wa.gov.au)

Subject Line: 'Concept Enquiry' for Project



## 14 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

### 14.1 APPLICATION FOR AMENDED DEVELOPMENT APPROVAL - USE NOT LISTED - SHORT STAY (CAMPING FACILITY - NATURE BASED PARK) ON LOT 900 (51) GUILDERTON ROAD, CARABAN

File	BLD/3018
Applicant	Dynamic Planning and Developments
Location	Lot 900 (51) Guilderton Road, Caraban
Owner	Greg Murray
Zoning	General Rural
WAPC No	NA
Author	James Bayliss - Executive Manager Regulatory and Development Services
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	21 November 2023 - Item 13.3
Appendices	<ol style="list-style-type: none"> <li>1. Location Plan [14.1.1 - 1 page]</li> <li>2. Aerial Plan [14.1.2 - 1 page]</li> <li>3. Applicant's Proposal [14.1.3 - 4 pages]</li> <li>4. Bushfire Management Plan [14.1.4 - 64 pages]</li> <li>5. Bushfire Emergency Plan [14.1.5 - 46 pages]</li> <li>6. Schedule of Submissions and Recommended Responses [14.1.6 - 1 page]</li> <li>7. DFES Response [14.1.7 - 5 pages]</li> </ol>

## DISCLOSURES OF INTEREST

Nil

## PURPOSE

To consider an amended Application for Development Approval for a Use Not Listed – Short Stay (Camping Facility – Nature Based Park) on Lot 900 (51) Guilderton Road, Caraban.

## BACKGROUND

Council at its ordinary meeting on 21 November 2023 resolved to conditionally support a 'Use Not Listed – Short Stay (Camping Facility – Nature Based Park)' on the subject land. The applicant seeks to remove condition 12 of the approval which is outlined below.



12. *The approved operating months are between 1 March – 30 November annually. The development is prohibited from operating December – February.*

At the time of the council meeting, a Bushfire Management Plan (BMP) had not yet been prepared and as a result conditions for approval were devised which required a BMP and Bushfire Emergency Evacuation Plan (BEEP) be prepared prior to operation. A BMP and BEP have since been prepared, submitted and listed on the Certificate of Title for the land.

The purpose of Condition 12 is to safeguard and implement a precautionary approach to the operation of the facility by denying operation during what is perceived to be 'Bushfire Season'. The BMP outlines that the camp site is not permitted to operate and must evacuate all patrons on days when the conditions for a bushfire event are elevated. In this case, the blanket ban over December, January and February may not be necessary given the BMP triggers a ban on activities and evacuation proportionate to the site conditions on a daily basis. It is the operator's responsibility to enforce this.

Aerial imagery and a location plan are provided (**see appendices**).

The applicant's proposal is provided (**see appendices**).

## **COMMENT**

### Stakeholder Consultation

The application was advertised to the Department of Fire and Emergency Services (DFES) for a period of 42 days in accordance with clause 66 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. DFES did not object to the proposal.

A copy of the Schedule of Submissions and Recommended Responses is provided (**see appendices**).

## **PLANNING FRAMEWORK**

### Local Planning Scheme No. 9 (LPS 9) Planning Assessment

The subject property is zoned General Rural under LPS 9, the objectives of which are to:

- a) *Manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*
- b) *Encourage and protect broad acre agricultural activities such as grazing and more intensive agricultural activities such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;*

- c) *Maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage; and*
- d) *Provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the General Rural zone.*

The proposal is considered not to conflict with the abovementioned objectives of the General Rural zone.

Planning and Development (Local Planning Scheme) Regulations 2015 (Deemed Provisions)

In accordance with Schedule 2, Part 9, Clause 67 of the Deemed Provisions, the local government is to have due regard to a range of matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of application. In this instance, the following matters are considered to be relevant to the proposal.

- (q) *the suitability of the land for the development taking into account **the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or and other risk.***

State Planning Policy 3.7 - Bushfire (SPP3.7)

SPP 3.7 provides a foundation for land use planning to address bushfire risk management. A key objective of SPP 3.7 is to:

*Avoid the bushfire risk in the first instance, but where unavoidable, manage and/or mitigate the risk to people, property and infrastructure, to ensure the risks are acceptable and appropriate to the land use and the location.*

The officer considers the development to be a 'vulnerable use' which is defined as:

*A land use which:*

- *is designed to accommodate people who are less physically or mentally able and likely to present evacuation challenges; and/or*
- *due to the building design or use, or the number of people accommodated, likely to present evacuation challenges; and/or*
- *involves visitors who are unfamiliar with the surroundings.*

Section 6.1 of the Policy Outcomes under SPP 3.7 states:

*Avoid broader landscapes that present an unacceptable bushfire risk to people, property and infrastructure.*

Section 7.4 – Vulnerable Land Uses states:

*Development applications for vulnerable land uses, should include a bushfire emergency plan prepared in accordance with the Guidelines*

*A bushfire emergency plan may not be required for strategic proposals and subdivision applications to facilitate vulnerable land uses, as at this level there is generally not sufficient information or detail available. Consideration of bushfire emergency procedures and options for evacuation, off-site shelter and where relevant, on-site shelter, should be included within the bushfire management plan.*

SPP 3.7 defines a Bushfire Emergency Plan (BEP) as:

*a documented scheme of assigned responsibilities, actions and procedures, required in the event of a bushfire emergency. It consists of the preparedness, prevention and response activities.*

SPP 3.7 defines a Bushfire Management Plan (BMP) as:

*a document that sets out short, medium and long-term risk management strategies for the life of the development.*

Officer Comment:

The applicant has provided the required BEP and BMP (**see appendices**) by an accredited and qualified expert. While there is inevitably a bushfire risk associated with development such as nature-based camping that is immersed within vegetation, adherence to the BEP and BMP manages and mitigates that risk.

The officer is of the view that the risk is largely borne by the landowner/operator, bushfire practitioner and those choosing to reside within the facility. The development does not contain any infrastructure, with campsites a tolerable loss in a bushfire event. The officer takes a pragmatic view in this instance to allow operators and patrons to choose the level of risk they are prepared to accept, on the basis that the BEP and BMP are generally consistent with SPP 3.7, and an unacceptable safety risk which requires the Shire's intervention does not arise.

The applicant/landowner is expected to amend the BMP to satisfy the comments provided by DFES to satisfy condition 7 of the earlier approval.

### Summary

In view of the above, the officer supports the deletion of condition 12 restricting the operating months.

### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Caravan Parks and Camping Grounds Act 1995*

*Planning and Development Act 2005*

*Planning and Development (Local Planning Scheme) Regulations 2015*

*Caravan Parks and Camping Grounds Regulations 1997 (CPCGR).*

Local Planning Scheme No. 9

### **POLICY IMPLICATIONS**

Local Planning Policy No. 1.4 - Foreshore Reserves along Water Courses

Local Planning Policy 3.1 - Tourist Development in Rural Areas

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

State Planning Policy 2.9 - Planning for Water

### **BUDGET IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	3. Planning & Sustainability - Plan for Future Generations
<b>Strategic Objective</b>	3.3 Planning and Land Use - Plan the use of the land to meet future requirements, incorporating economic development objectives and community amenity.

**VOTING REQUIREMENTS - SIMPLE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Vis                      **SECONDED:** Councillor Johnson

That Council grant Amended Development Approval for a Use Not Listed – Short Stay (Camping Facility – Nature Based Park) on Lot 1001 (51) Boobabbie Road, Caraban by deleting Condition 12 of P2564 and issuing a revised determination notice as outlined below:

1. The approved development plans, together with any requirements and annotations detailed thereon, are the plans approved as part of this application and shall form part of the development approval issued, unless conditioned otherwise.
2. The development plans, including accompanying documentation (Planning Report and Operational Management Plan – version 6) prepared by Dynamic Planning and Developments, together with any requirements and annotations detailed thereon, are the plans and documents approved as part of this application and shall form part of the development approval issued.
3. This approval is granted for a limited period of 8 years and shall expire on 21 February 2031.
4. This approval is granted for use of the property as a Camping Facility – Short Stay (Camping Facility - Nature Based Park) only. Caravans are prohibited from using the facility.
5. Prior to the commencement of site works, a revised Operational Management Plan shall be submitted to and approved by the Shire of Gingin, that at a minimum includes the following:
  - Operating Strategy;
  - Operating hours and months;
  - Guest list register;
  - Waste/litter management;
  - Dump point/chemical toilet checks;
  - Fire pit usage;
  - Noise Management (i.e., code of conduct to prevent parties etc); and
  - Traffic Statement (including access from Guilderton Road, access track seal).
6. The approved Operational Management Plan is to be implemented and adhered to thereafter for the life of the development, to the satisfaction of the Shire of Gingin.
7. Prior to the commencement of site works, a Bushfire Management Plan (BMP) and



Bushfire Emergency Evacuation Plan (BEEP) shall be submitted to and approved by the Shire of Gingin, on advice from the Department of Fire and Emergency Services (if required).

8. The approved BMP and BEEP are to be implemented and adhered to thereafter for the life of the development, to the satisfaction of the Shire of Gingin.
9. Prior to the commencement of the approved use, the Applicant/Owner shall execute and provide to the Shire of Gingin a notification pursuant to Section 70A of the *Transfer of Land Act 1893* to be registered on the title to the land as notification to prospective purchasers as follows:

*Bushfire Prone Area - This lot is located within a bushfire prone area and is subject to a Bushfire Management Plan and Bushfire Emergency Evacuation Plan. Additional planning and building requirements may apply to development on this land.*

10. Access onto Indian Ocean Drive is prohibited, unless necessary in an emergency.
11. This approved use is only permitted to cater for up to a maximum of 16 patrons at any one time.
12. Deleted (OCM 18 March 2025, Item 14.1)
13. Prior to the commencement of the approved use, the landowner shall demonstrate to the Shire of Gingin that an approved communal chemical dump point has been installed and is operational.
14. The operator is required to keep legible and up to date records of guest bookings, patron numbers and length of stay. A copy of such records is to be provided to the Shire of Gingin within 14 days upon written request.
15. Prior to occupation of the development, the landowner/applicant is to demonstrate to the Shire of Gingin that adequate internal directional signage is provided to guide patrons from the property entry to the communal location and camping site.

ADVICE NOTES:

- Note 1: If you are aggrieved by the conditions of this approval you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.
- Note 2: Where an approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.

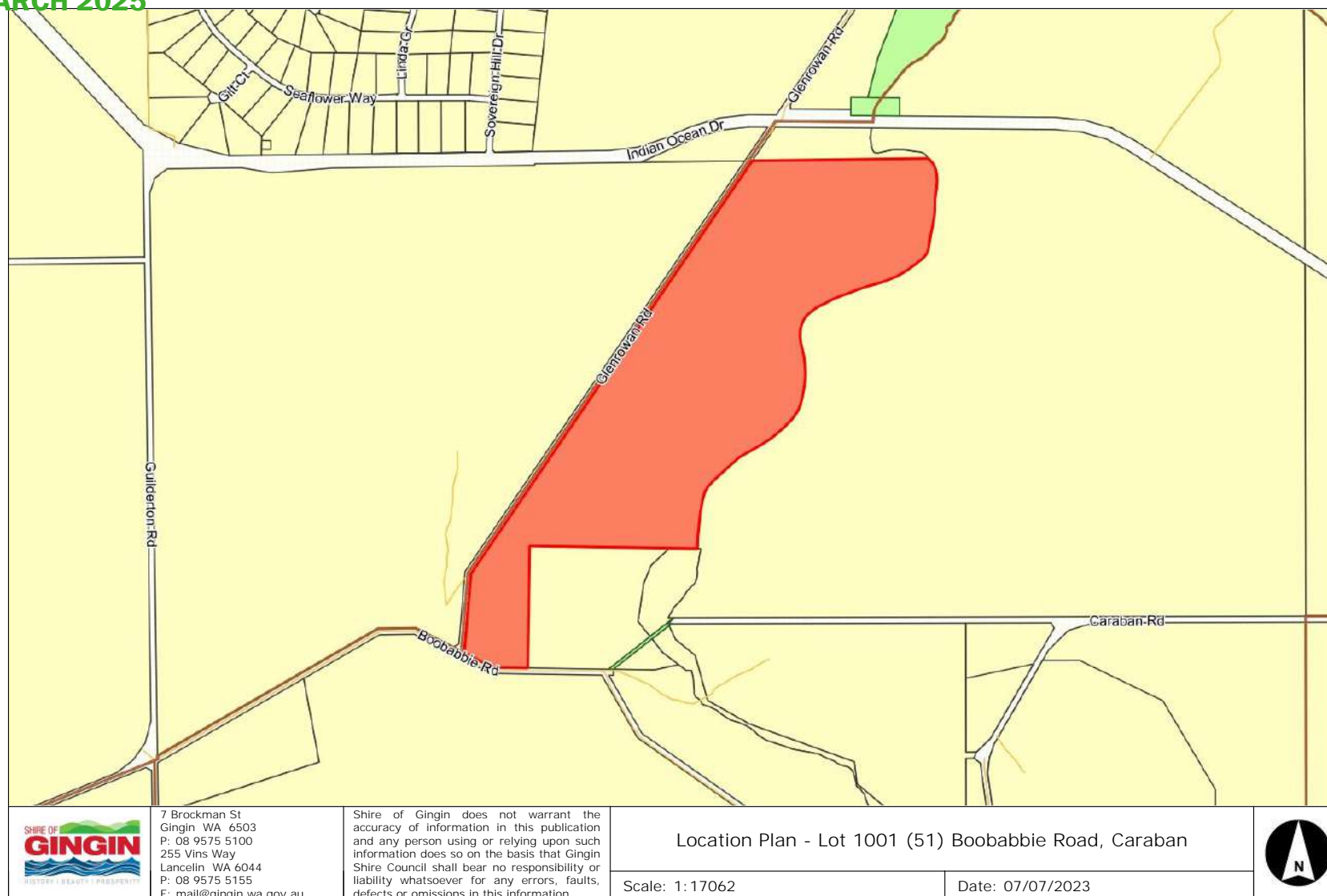
- Note 3: All noise from the operation and associated equipment is required to comply with the *Environmental Protection (Noise) Regulations 1997*.
- Note 4: The development is to have access to a sufficient supply of potable water that is of the quality specified under the *Australian Drinking Water Quality Guidelines 2004*.
- Note 5: It is the landowner's responsibility to implement and maintain bushfire protection and mitigation measures on their property.
- Note 6: Please be advised that you will be required to obtain a licence issued under the *Caravan Parks and Camping Grounds Regulations 1997*. This approval should not be misconstrued as approval to operate without having obtained all relevant approvals.
- Note 7: Please be advised that you may be required to obtain approval under the *Aboriginal Heritage Act 1972*. Please liaise with the Aboriginal Heritage Council (DPLH).
- Note 8: The proposal at all times is to comply with the definition of 'Short Stay Accommodation' as defined by Local Planning Scheme No. 9 which defines short stay as:
- 'means tourist accommodation facilities (including motels, caravan and camping facilities, chalets, guest houses, holiday houses or any other form of tourist accommodation) set aside either continuously or from time to time for temporary living purposes but which are not occupied by the same person or group of persons for a period in excess of 3 months in any one 12 month period'.*

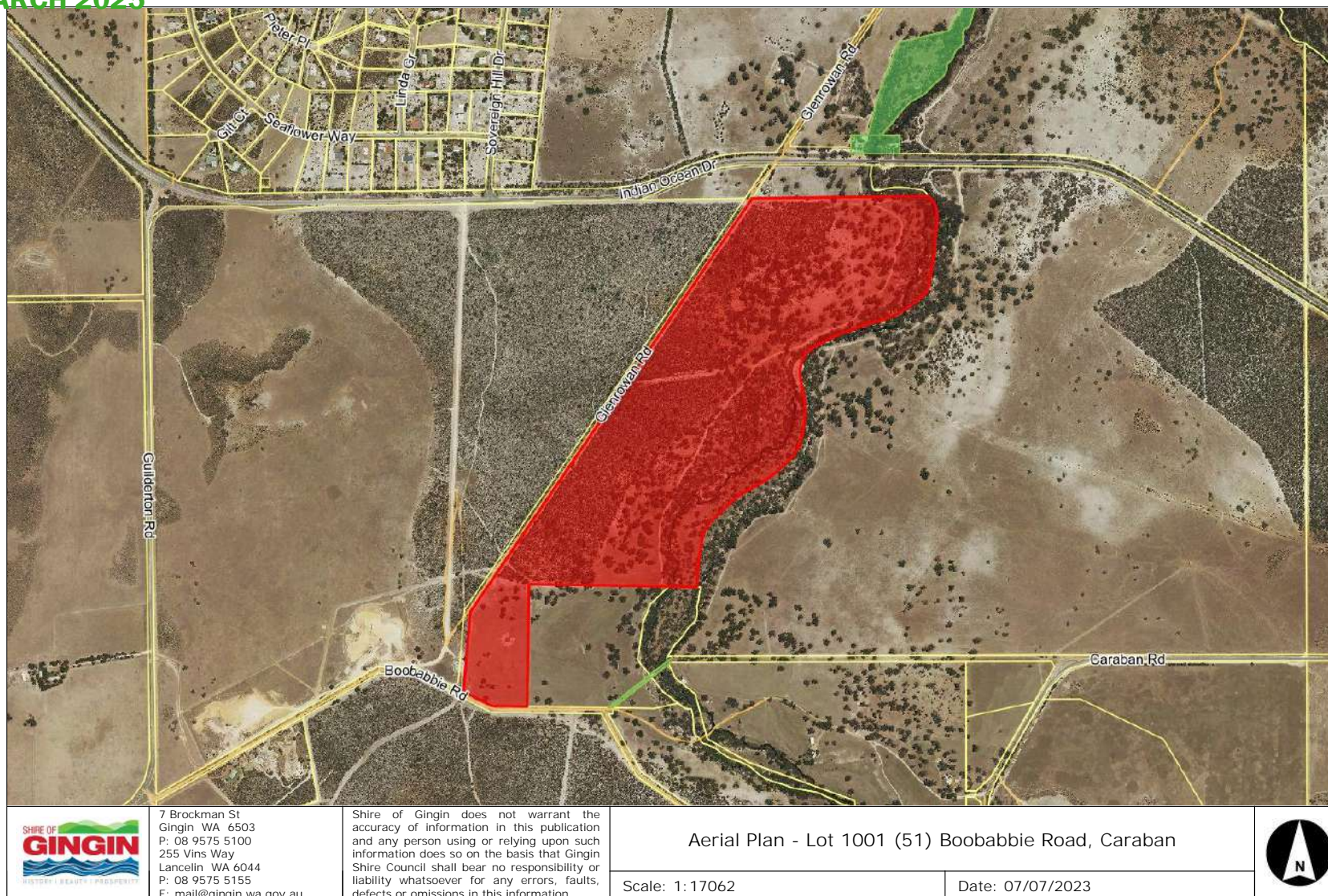
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FOR: Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks

AGAINST: Nil









Our Ref: 1407

6<sup>th</sup> November 2024

The Chief Executive Officer  
Shire of Gingin  
PO Box 510,  
Gingin WA 6503

**ATTENTION OF:** Mr. James Bayliss, Executive Manager Regulatory & Development Services

**PROPOSED AMENDMENT TO DEVELOPMENT APPLICATION:  
USE NOT LISTED – SHORT STAY (CAMPING FACILITY – NATURE BASED PARK)  
ADDRESS: LOT 900 GUILDERTON ROAD, CARABAN**

Dear Sir or Madame,

Dynamic Planning and Developments (DP) acts on the behalf of the proponent / landowner who received Development Approval to operate a Short Stay Facility (Camping Facility) at Lot 900 Guilderton Road, Caraban (herein referred to as 'The Subject Site').

The purpose of this submission is to formally amend the Development Approval by removing the following condition:

Condition No.	Condition
12	The approved operating months are between 1 March – 30 November annually. The development is prohibited from operating between December – February;

The Development Application was deliberated and voted on at the Shire's Ordinary Council Meeting 21<sup>st</sup> November 2023. At the time of the council meeting, a Bushfire Management Plan (BMP) had not yet been prepared and as a result conditions for approval were devised which required a BMP and Bushfire Emergency Evacuation Plan (BEEP) be prepared prior to operation.

A BMP and BEEP has since been prepared, submitted and listed on the Certificated of Title via a Section 70A Notification.

The following sections of this submission will provide rational and justification for the requested removal of Condition 12.

**NOTE:** No plans have been provided as this proposal cannot be suitably illustrated and is limited to request to remove Condition 12.





## **PURPOSE**

The purpose of Condition 12 is essentially to safeguard and implement a precautionary approach to the operation of the facility by denying operation during what is perceived to be 'Bushfire Season'. Condition 12 prohibits operation during December, January and February as they are perceived to be the hottest and driest months.

This was a rational and reasonable approach at the time of the Ordinary Council meeting given the lack of a BMP and BEEP which would help to mitigate and reduce the risks of and during a bushfire event.

## **BUSHFIRE MANAGEMENT PLAN**

The comprehensive BMP prepared by Bushfire Prone Planning identifies the bushfire risks and mitigation strategies to allow for the functional and safe use of the camping facility.

The BMP addresses Element 5 of The Guidelines for Planning in Bushfire Prone Areas relevant to vulnerable land use and the proposed development is compliant with all applicable clauses of Element 5. In this case, the proposed development has implemented bushfire mitigation strategies which meet or exceed the minimum requirements.

In addition to the above, the BMP is applicable all year round and does not stipulate that the vulnerable land use should be limited or cease operation during any specific part of the Calendar year. The BMP outlines landowner responsibilities prior to and during operation of the camping facility.

Key landowner responsibilities prior to and during / operation which negate Condition 12 include:

Section	Table	Condition No.	Description	Comment
6.1	6.2 (A)	2	Prior to occupancy, install the required firefighting static water supply to comply with the technical requirements stated in the BMP.	This condition implements significant Bushfire Mitigation.
		3	Prior to occupancy, when open air campfires will be part of site operations, install firepits and associated vegetation clearance to meet the requirements established by s25 of the Bushfires Act 1954 through acceptable solution A5.10b in the BMP.	
		4	Prior to occupancy, for the 'vulnerable' land use, there is an outstanding obligation, created by this Bushfire Management Plan, for a Bushfire Emergency Plan for proposed occupants to be developed and approved.	This has been completed.
		5	Prior to occupancy, signage must be prominently displayed within the site that informs the actions of those persons onsite in the event of a bushfire. This will include evacuation route information, site procedures – as per the instructions within the Bushfire Emergency Plan developed for the site and use.	This condition implements significant Bushfire Mitigation.



Section	Table	Condition No.	Description	Comment
6.2	6.3	1	Comply with the Shire of Gingin Firebreak Orders and Bush Fire Information issued under s33 of the Bush Fires Act 1954. Check the notice annually for any changes.	The landowner is bound to adhere to the Shire's Firebreak Notice which further mitigates bushfire risk.
		7	Maintain the bushfire protection measures that have been established within Section 5.4 of this BMP as measures additional to those established by the acceptable solutions.	This condition ensures that the BMP mitigation strategies are implemented.
		8	Annually review the Bushfire Emergency Plan and complete all actions contained within the 'Pre-Season Preparation Procedure' and the 'In-Season Preparation Procedure' at the appropriate times of the year.	These conditions ensure that the land use operates with the mitigation strategies in place annually and that reassessment and implementation occurs annually and is proportionate to the bushfire risk.
		9	The bushfire specific content of the operation's Site Emergency Plan must be reviewed annually, relevant information updated and ensure all bushfire related preparation procedures are carried out	
		10	Ensure the ongoing implementation of the BMP, including providing successive landowners with a copy of the BMP and making them aware of the responsibilities it contains.	

Section 5.4 of the BMP stipulates Additional Protection Measures which are required to be implemented and maintained as per section 6.2; Table 6.3; Condition 7. The details of the relevant Additional Protection Measure are outlined below:

**Additional Protection Measure No. 2: Operation of business limited by Fire Danger Index.**

To account for the lack of a shelter building which is built to an appropriate BAL rating, the business will be required to pre-emptively evacuate the premises in the event of a Fire Behaviour Rating of Catastrophic, or a Rating of Extreme and a Fire Danger Index of 75 or above. This will ensure that persons are not located on site on days with the most dangerous conditions for a bushfire.

*Figure 1: Additional Protection Measure No.2*

As per Figure 1, the camp site is not permitted to operate and must evacuate all patrons on days which the conditions for a bushfire event are elevated. In this case, the blanket ban over December, January and February is not considered necessary given the BMP triggers a ban on activities and evacuation proportionate to the site conditions on a daily basis.

The BMP ensures that the landowner has a responsibility to monitor the site conditions daily and act upon site conditions which pose a significant risk. This is considered to be a rational and proportionate approach to operating the site whilst mitigating bushfire risk.



**SUMMARY**

---

As per the assessment above and the comprehensive Bushfire Management Plan, we formally request for the removal of Condition 12 of the existing Development Approval.

If you have any further queries, please do not hesitate to contact Dynamic Planning and Developments on (08) 9275 4433.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Neil Teo', with a long horizontal flourish extending to the right.

**Neil Teo  
Director**

## Bushfire management plan/Statement addressing the Bushfire Protection Criteria coversheet

Site address: 51 Boobabbie Road, Caraban

Site visit: Yes ☒ No ☐

Date of site visit (if applicable): Day 14 Month May Year 2024

Report author or reviewer: Kathy Nastov

WA BPAD accreditation level (please circle):

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

If accredited please provide the following.

BPAD accreditation number: BPAD27794 Accreditation expiry: Month August Year 2024

Bushfire management plan version number: 1.0

Bushfire management plan date: Day 28 Month May Year 2024

Client/business name: Greg Murray

	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the bushfire protection criteria elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the proposal any of the following (see [SPP 3.7 for definitions](#))?

	Yes	No
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>

None of the above ☐

**Note:** Only if one (or more) of the above answers in the tables is yes should the decision maker (e.g. local government or the WAPC) refer the proposal to DFES for comment.

Why has it been given one of the above listed classifications (E.g. Considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

The proposal is for a nature based park which will include four campsites to accomodate guests who are unfamiliar with the surrounding area.

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

Signature of report author  
or reviewer



Date 28/05/24





## Bushfire Management Plan

(PREPARED FOR PLANNING APPLICATION ASSESSMENT PURPOSES)



- ◇ *Assessment of potential bushfire impact.*
- ◇ *Environmental considerations.*
- ◇ *Assessment of proposed development's ability to apply bushfire protection measures that satisfy the requirements for planning approval.*
- ◇ *Creation of responsibilities to implement and maintain bushfire protection measures.*

-31°18'32", 115°33'17", -10.7m, 107°

Assessing all relevant requirements established by State Planning Policy 3.7

Lot 101 (51) Boobabbie Road Caraban

Shire of Gingin



Planning Stage

28 May 2024

Job Reference No: 230990

<p>BPP GROUP PTY LTD T/A BUSHFIRE PRONE PLANNING</p> <p>ACN: 39 166 551 784   ABN: 39 166 551 784</p> <p>SUITE 11, 36 JOHNSON STREET GUILDFORD WA 6055</p> <p>PO BOX 388 GUILDFORD WA 6935</p> <p>08 6477 1144   admin@bushfireprone.com.au</p>	 <p><b>BUSHFIRE PRONE PLANNING</b></p>
---	--

## DOCUMENT CONTROL

PREPARATION					
Author:	Selina Hutcheon				
Co-Author:	Kathy Nastov (BPAD Level 3 No. 27794)				
VERSION HISTORY					
Version	Status/Details		Date		
1.0	Original		28 May 2024		
-	-				
DISTRIBUTION					
Destination		Version	No. Copies	Hard Copy	Electronic Copy
Person	Email				
Sam Moodley	sam@dynmaicplanning.net.au	1.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		-		<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Limitations:</b> The protection measures that will be implemented based on information presented in this Bushfire Management Plan are minimum requirements and they do not guarantee that buildings or infrastructure will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating.</p> <p>This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required protection measures (including bushfire resistant construction) and any other required or recommended measures, will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.</p> <p>All surveys, forecasts, projections and recommendations made in this report associated with the proposed development are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.</p> <p>Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.</p> <p><b>Copyright © 2023 BPP Group Pty Ltd:</b> All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>					
BMP (Master) Template v9.19					



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## SUMMARY STATEMENTS

THIS DOCUMENT – STATEMENT OF PURPOSE
<p><b>The Bushfire Management Plan (BMP)</b></p> <p>The BMP sets out the required package of bushfire protection measures to lessen the risks associated with a bushfire event. It establishes the responsibilities to implement and maintain these measures.</p> <p>The BMP also identifies the potential for any negative impact on any environmental, biodiversity and conservation values that may result from the application of bushfire protection measures or that may limit their implementation.</p> <p><b>Risks Associated with Bushfire Events</b></p> <p>The relevant risks are the potential for loss of life, injury, or destroyed or damaged assets which results in personal loss and economic loss. For a given site, the level of that risk to persons and assets (the exposed elements) is a function of the potential threat levels generated by the bushfire hazard, and the level of exposure and vulnerability of the at risk elements to the threats.</p> <p><b>Bushfire Protection Measures</b></p> <p>The required package of protection measures is established by <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)</i>, its associated <i>Guidelines</i> and any other relevant guidelines or position statements published by the Department of Planning, Lands and Heritage. These measures are limited to those considered by the WA planning authorities as necessary to be addressed for the purpose of <u>land use planning</u>. They do not encompass all available bushfire protection measures as many are not directly relevant to the planning approval stage. For example:</p> <ul style="list-style-type: none"> <li>• Protection measures to reduce the vulnerability of buildings to bushfire threats is primarily dealt with at the building application stage. They are implemented through the process of applying the Building Code of Australia (Volumes 1 and 2 of the national Construction Code) in accordance with WA building legislation and the application of construction requirements based on a building's level of exposure - determined as a Bushfire Attack Level (BAL) rating); or</li> <li>• Protection measures to reduce the threat levels of consequential fire (ignited by bushfire and involving combustible materials surrounding and within buildings) and measures to reduce the exposure and vulnerability of elements at risk exposed to consequential fire, are not specifically considered.</li> </ul> <p>The package of required bushfire protection measures established by the Guidelines includes:</p> <ul style="list-style-type: none"> <li>• The requirements of the bushfire protection criteria which consist of: <ul style="list-style-type: none"> <li>• Element 1: Location (addresses threat levels).</li> <li>• Element 2: Siting and Design of Development (addresses exposure levels of buildings).</li> <li>• Element 3: Vehicular Access (addresses exposure and vulnerability levels of persons).</li> <li>• Element 4: Water (addresses vulnerability levels of buildings).</li> <li>• Element 5: Vulnerable Tourism Land Uses (addresses exposure and vulnerability as per Elements 1-4 but in use specific ways and with additional considerations of persons exposure and vulnerability).</li> </ul> </li> <li>• The requirement to develop Bushfire Emergency Plans / Information for 'vulnerable' land uses for persons to prepare, respond and recover from a bushfire event (this addresses vulnerability levels).</li> <li>• The requirement to assess bushfire risk and incorporate relevant protection measures into the site emergency plans for 'high risk' land uses (this addresses threat, exposure and vulnerability levels).</li> </ul> <p><b>Compliance of the Proposed Development or Use with SPP 3.7 Requirements</b></p> <p>The BMP assesses the capacity of the proposed development or use to implement and maintain the required 'acceptable' solutions and any additionally recommended bushfire protection measures - or its capacity to satisfy the policy intent through the justified application of additional bushfire protection measures as supportable 'alternative' solutions.</p>



THE PROPOSED DEVELOPMENT/USE – BUSHFIRE PLANNING COMPLIANCE SUMMARY		
Environmental Considerations		Assessment Outcome
Will land with identified environmental, biodiversity and conservation values limit the full application of the required bushfire protection measures?		No
Will land with identified environmental, biodiversity and conservation values need to be managed in the implementation and maintenance of the bushfire protection measures - but not limit their application?		No
Required Bushfire Protection Measures The Acceptable Solutions of the Bushfire Protection Criteria (Guidelines)		Assessment Outcome
Element	The Acceptable Solutions	
5: Vulnerable Tourism Land Uses		
Camping Ground Only (remote) or Nature-Based Park	A5.10 Siting and Design	Fully Compliant
	A5.10a Siting and design – reduce exposure to radiant heat (separation)	Fully Compliant
	A5.10b Siting and design – fire pits	Fully Compliant
	A5.10c Siting and design – onsite shelter – pedestrian paths	N/A
	A5.10d Siting and design – onsite shelter – open area	N/A
	A5.11 Vehicular Access	Fully Compliant
	A5.11a Vehicular access – multiple access routes	Fully Compliant
	A5.11b Vehicular access – no-through roads – maximum length	N/A
	A5.11c Vehicular access – EAW – alternative access option	N/A
	A5.11d Vehicular access – access limitations - onsite shelter option	N/A
	A5.11e.1a Vehicular access – internal access/private driveway - availability	N/A
	A5.11f Vehicular access – internal access/private driveway – tech. req.	Fully Compliant
	A5.11g Vehicular access – signage	Fully Compliant
	A5.12 Provision of Water	Fully Compliant
	A5.12a Provision of water – no supply required	N/A
	A5.12b Provision of water – non-reticulated	Fully Compliant



	A5.12c Provision of water – non-reticulated technical requirements	Fully Compliant
<b>Other Documents Establishing Bushfire Protection Measure Variations or Additions</b>		<b>Assessment Outcome</b>
A 'Planning Approval' or a 'Notice of Determination' which contains 'Conditions' to be met.		N/A
A DPLH/WAPC 'Position Statement'		N/A
Bushfire Management Plan Guidance for the Dampier Peninsula (DPLH 2021 Rev B)		N/A
<b>The Methodology Applied to the Development of an Alternative Solution</b> The necessity for an alternative solution is in response to non-compliance with the applicable acceptable solutions.		<b>Applied</b>
Merit based assessment - identified as 'minor' development (Guidelines s4.5.3)		No
Merit based assessment - identified as 'unavoidable' development (Guidelines s5.7)		No
Performance based assessment - compare the potential residual risk level of the acceptable solution protection measure with the proposal's implementation of that measure by comparing the determinate risk factors.		No
Performance based assessment - demonstrate the improvement in bushfire performance for existing development/use resulting from the proposed additional development compared to the existing state (in terms of reliability, robustness and resilience against bushfire threats).		No
Performance based assessment - develop an alternative solution to achieve the intent of the element based through satisfying the stated performance principle.		No
Development of a Bushfire Risk Assessment and Management Report - an assessment of proposed development/use risk levels associated with a bushfire event to indicate or determine the residual risk levels that will apply to all elements exposed to a bushfire hazard.		No
<b>Other 'Bushfire Planning' Documents to Be Produced</b> This necessity for additional documents is determined by the proposed development/use type and the requirements established by SPP 3.7 and the associated Guidelines (as amended). They may be produced concurrently or subsequent to the BMP. Relevant actions will be identified within Section 6 'Responsibilities for Implementation of Bushfire Protection Measures.		<b>Required</b>
<b>Bushfire Emergency Plan:</b> An operational document presenting prevent, prepare, respond and recover procedures and associated actions. As necessary, supporting information to justify determinations is included.		Yes
Summary Statement: A Bushfire Emergency Plan is required for the site as the site has a vulnerable land use (Short Term Accommodation – nature based park/campsite). The BEP is being produced alongside this BMP.		
<b>Bushfire Emergency Information (Poster):</b> As a concise response information poster for certain vulnerable land uses.		No
<b>Bushfire Emergency Information (Content):</b> As content for inclusion into the Site's Emergency Plan for certain high risk land uses:		No
<b>Bushfire Risk Assessment and Management Report:</b>		No

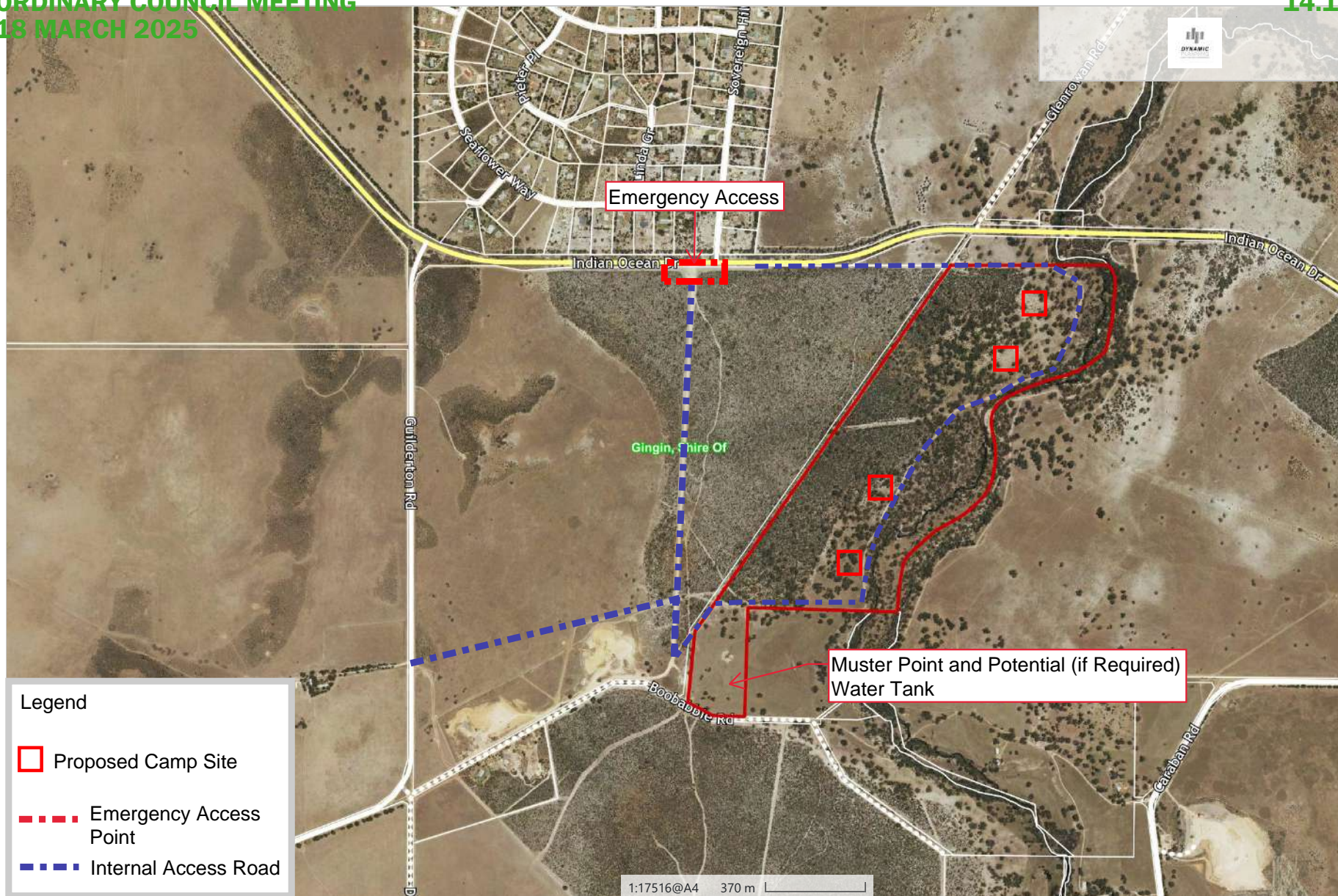




## 1 PROPOSAL DETAILS AND THE BUSHFIRE MANAGEMENT PLAN

### 1.1 The Proposed Development/Use Details, Plans and Maps

<b>The Proposal's Planning Stage</b> For which certain bushfire planning documents are required to accompany the planning application.		Development Application - A Condition of Approval
<b>The Subject Land/Site</b>		51 Boobabbie Rd Caraban
<b>Total Area of Subject Lot/Site</b>		89.9 hectares
<b>Number of Additional Lots Created</b>		N/A
<b>Primary Proposed Construction</b>	<b>Type(s)</b>	N/A
	<b>NCC Classification</b>	N/A
<b>The 'Specific' Land Use Type for Bushfire Planning</b> When applicable, this classification establishes a requirement to conduct assessments and develop documents that are additional to this Bushfire Management Plan.		Vulnerable Tourism Land Use
<b>Factors Determining the 'Specific' Land Use Type</b>		<p>The proposed development is a land use that is categorised as a Camping ground only (remote) or nature-based park.</p> <p>The proposed tourism land use involves visitors who are unfamiliar with the surroundings and/or where they present evacuation challenges.</p> <p>The proposal would benefit from a Bushfire Emergency Plan to manage the safety of occupants in a bushfire event. Therefore, it should be treated as 'vulnerable'.</p>
<b>Factors Determining the 'Specific' Land Use Type</b>		<p>The proposed land use involves visitors who are unfamiliar with the surroundings and/or presents evacuation challenges.</p> <p>The proposal would benefit from a Bushfire Emergency Plan to manage the safety of occupants in a bushfire event.</p>
<b>Description of the Proposed Development/Use</b>		
<p>The proposal is for four remote camping sites on one lot. Each camping site will accommodate up to 4 people with a maximum of 16 people camping on the lot at any given time. The proposal does not include the construction of any structures.</p>		



Legend

- Proposed Camp Site
- Emergency Access Point
- Internal Access Road



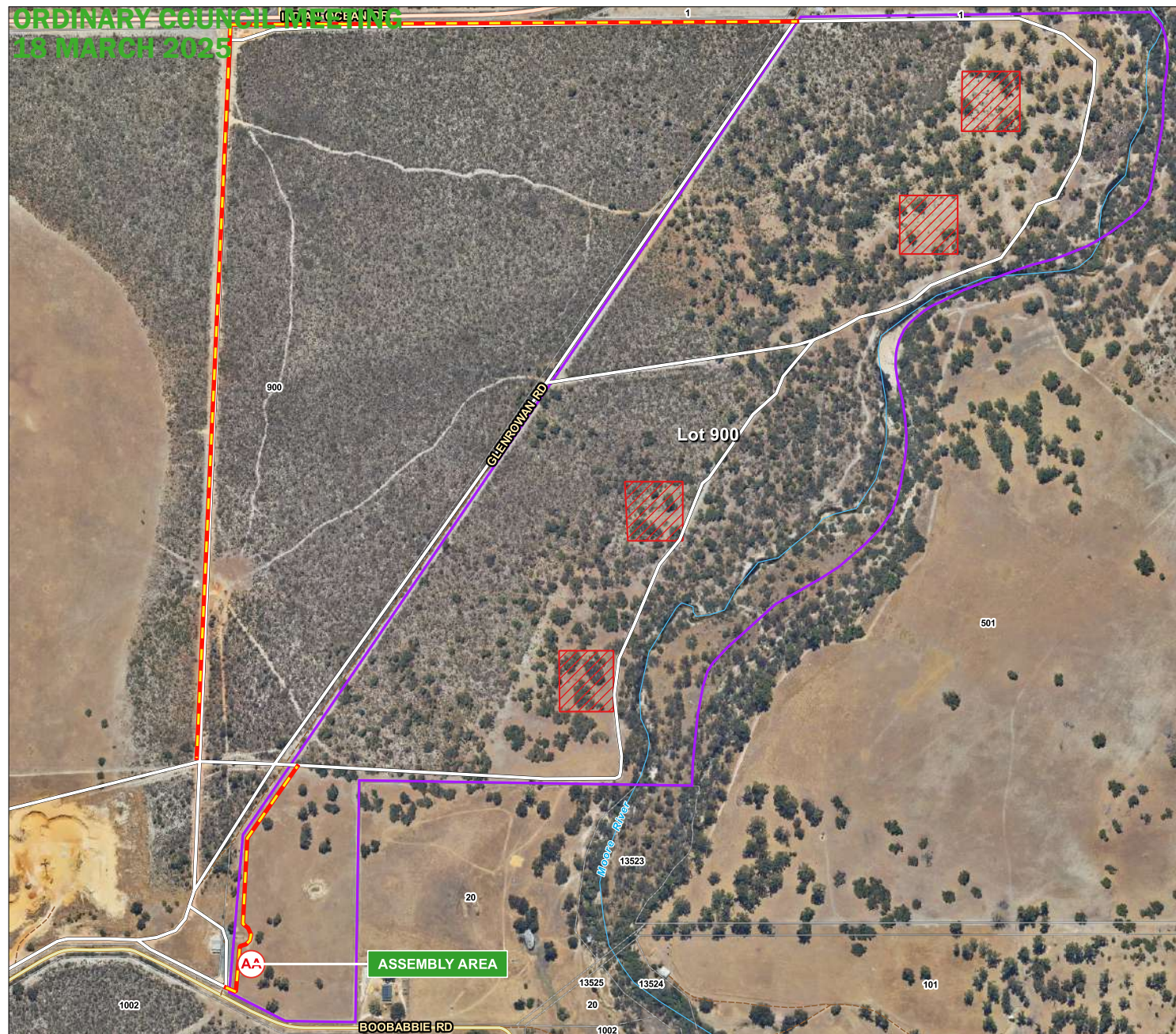


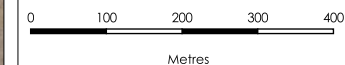
Figure 1.2

### Proposed Development

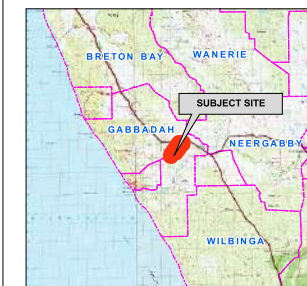
Lot 900 on Plan 424343, Area : 89.9 ha  
51 Boobabbie Rd  
CARABAN  
SHIRE OF GINGIN

#### ----- LEGEND -----

- Subject Site
- Cadastral
- Elevation (5m)
- Proposed Campsite
- Emergency Access
- Driveways / Accessways



#### ----- LOCALITY -----



AERIAL IMAGERY: Landgate/SLIP



Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metre  
Map by: Selina Hultschon 20-05-2024  
SCALE (A3): 1 : 6000

230990\_Fig1-2\_DEV - Lot 101 (51) Boobabbie Road Caraban.gaz

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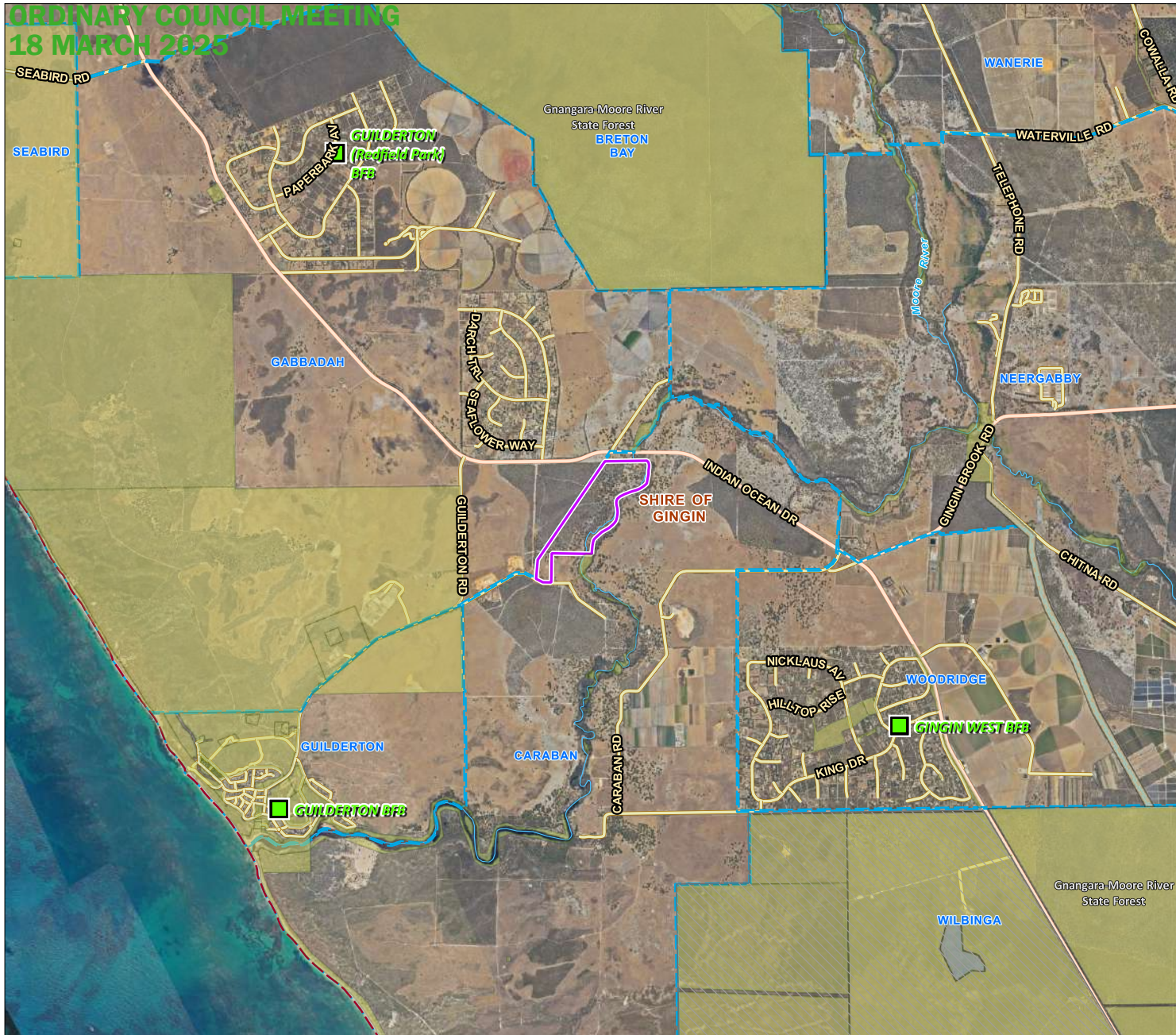


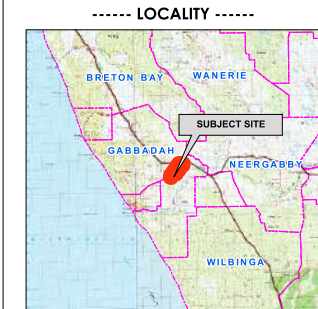
Figure 1.3

### Location Map

Lot 900 on Plan 424343, Area : 89.9 ha  
51 Boobabbie Rd  
CARABAN  
SHIRE OF GINGIN

- LEGEND -----
- Subject Site
  - Cadastral
  - Suburb
  - Reserves
  - Bush Forever Sites
- DBCA Legislated Lands and Waters**
- Conservation Park
  - Nature Reserve
  - Section 5(1)(g) Reserve
  - State Forest
- DFES Stations**
- BFB Bush Fire Brigade

0 500 1,000 1,500 2,000  
Metres



AERIAL IMAGERY: Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metres  
Map by: Selina Hutcheon 13-05-2024  
SCALE (A3): 1 : 50000

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230990\_Fig1-3\_LOC- Lot 101 (51) Boobabbie Road Caraban.gaz



**WHERE SPP 3.7 AND THE GUIDELINES ARE TO APPLY – DESIGNATED BUSHFIRE PRONE AREAS**

All higher order strategic planning documents, strategic planning proposals, subdivisions and development applications located in designated bushfire prone areas need to address SPP 3.7 and its supporting Guidelines. This also applies where an area is not yet designated as bushfire prone but is proposed to be developed in a way that introduces a bushfire hazard.

For development applications where only part of a lot is designated as bushfire prone and the proposed development footprint is wholly outside of the designated area, the development application will not need to address SPP 3.7 or the Guidelines. (Guidelines DPLH 2021 v1.4, s1.2).

For subdivision applications, if all the proposed lots have a BAL-LOW indicated, a BMP is not required. (Guidelines DPLH 2021 v1.4, s5.3.1).



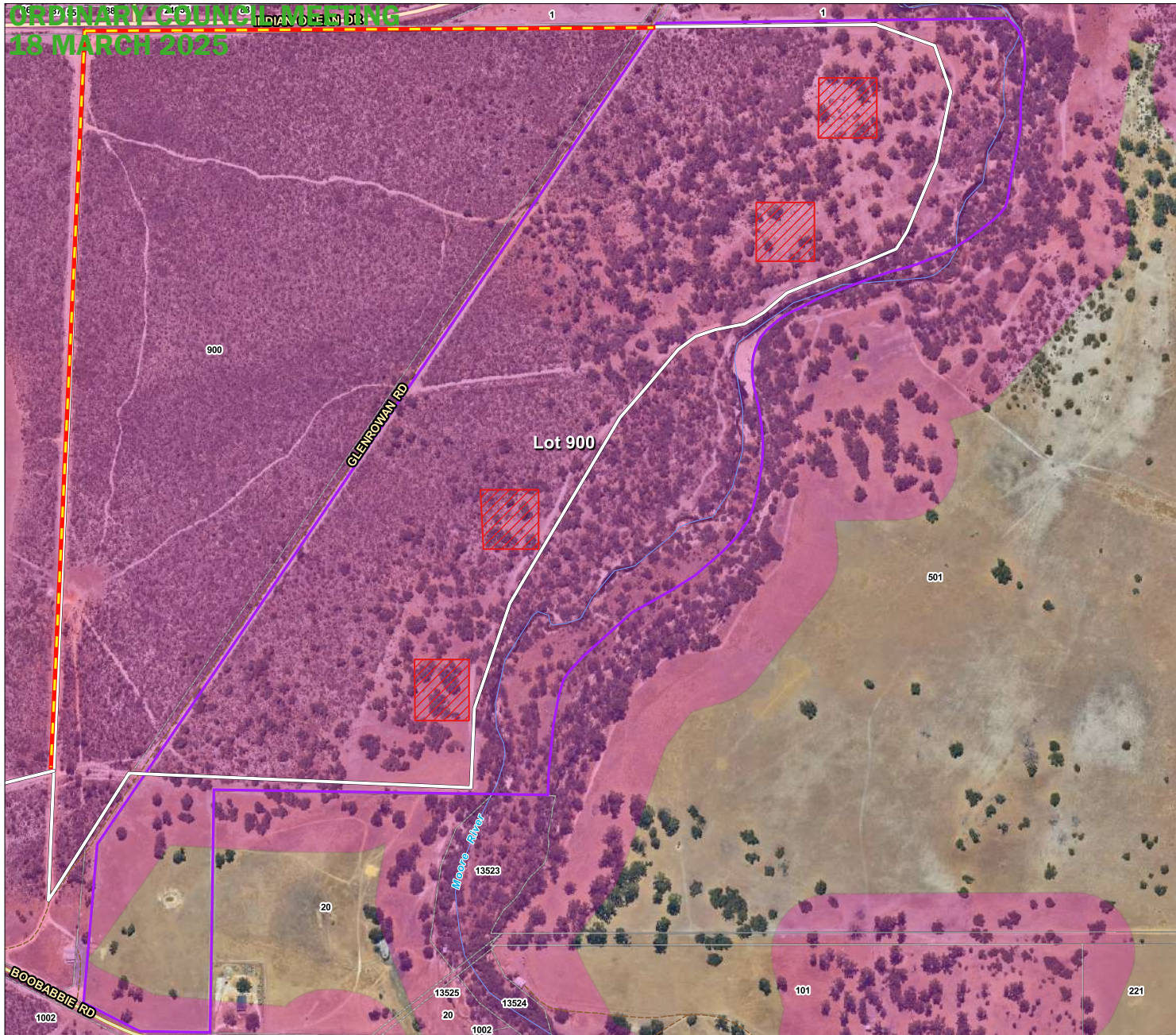


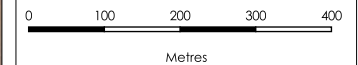
Figure 1.4

**Bushfire Prone Area**

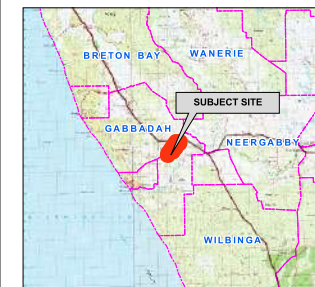
Lot 900 on Plan 424343, Area : 89.9 ha  
51 Boobabbie Rd  
CARABAN  
SHIRE OF GINGIN

----- LEGEND -----

- Subject Site
- Cadastral
- Bushfire Prone Areas
- Proposed Campsite
- Emergency Access
- Driveways / Accessways



----- LOCALITY -----



AERIAL IMAGERY: Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metres  
Map by: Selina Hutchison 13-05-2024  
SCALE (A3): 1 : 6000

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## 1.2 The Bushfire Management Plan (BMP)

### 1.2.1 Commissioning and Purpose

Landowner / proponent:	Greg Murray
Bushfire Prone Planning commissioned to produce the BMP by:	Sam Moodley – Dynamic Planning
Purpose of the BMP:	To assess the proposal's ability to meet all relevant requirements established by State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7), the associated 'Guidelines and any relevant Position Statements; and  To satisfy the requirement for the provision of a Bushfire Management Plan to accompany the development application.
BMP to be submitted to:	Shire of Gingin

### 1.2.1 Other Documents with Implications for Development of this BMP

This section identifies any known assessments, reports or plans that have been conducted and prepared previously, or are being prepared concurrently, and are relevant to the planned proposal for the subject. They potentially have implications for the assessment of bushfire threats and the identification and implementation of the protection measures that are established by this Bushfire Management Plan.

Table 1.4: Other relevant documents that may influence threat assessments and development of protection measures.

RELEVANT DOCUMENTS					
Document	Relevant	Currently Exists	To Be Developed	Copy Provided by Proponent / Developer	Title
Structure Plan	No	N/A	N/A	N/A	-
Bushfire Management Plan	No	N/A	N/A	N/A	-
Bushfire Emergency Plan or Information	Yes	N/A	Yes	N/A	230990 – Lot 101 (51) Boobabbie Road Caraban (BEP)
Implications for this BMP: To be created alongside this BMP.					
Bushfire Risk Assessment and Management Report	No	N/A	N/A	N/A	-
Environmental Asset or Vegetation Survey	No	N/A	N/A	N/A	-
Landscaping and Revegetation Plan	No	N/A	N/A	N/A	-
Land Management Agreement	No	N/A	N/A	N/A	-





## 2 BUSHFIRE PRONE VEGETATION – ENVIRONMENTAL & ASSESSMENT CONSIDERATIONS

### 2.1 Environmental Considerations – ‘Desktop’ Assessment

*This ‘desktop’ assessment must not be considered as a replacement for a full Environmental Impact Assessment. It is a summary of potential environmental values at the subject site, inferred from information contained in listed datasets and/or reports, which are only current to the date of last modification.*

*These data sources must be considered indicative where the subject site has not previously received a site-specific environmental assessment by an appropriate professional.*

Many bushfire prone areas also have high biodiversity values. Consideration of environmental priorities within the boundaries of the land being developed can avoid excessive or unnecessary modification or clearing of vegetation. Approval processes (and exemptions) apply at both Commonwealth and State levels.

Any ‘modification’ or ‘clearing’ of vegetation to reduce bushfire risk is considered ‘clearing’ under the **Environmental Protection Act 1986** (EP Act) and requires a clearing permit under the **Environmental Protection (Clearing of Native Vegetation) Regulations 2004** (Clearing Regulations) – unless for an exempt purpose.

Clearing native vegetation is an offence, unless done under a clearing permit or the clearing is for an exempt purpose. Exemptions are contained in the EP Act or are prescribed in the Clearing Regulations (note: these do not apply in environmentally sensitive areas).

The **Department of Water and Environmental Regulation** (DWER) is responsible for issuing ‘clearing’ permits and the framework for the regulation of clearing. Approvals under other legislation, from other agencies, may also be required, dependent on the type of flora or fauna present.

**Local Planning Policy or Local Biodiversity Strategy:** Natural areas that are not protected by the above Act and Regulation (or any other National or State Acts) may be protected by a local planning policy or local biodiversity strategy. Permission from the local government will be required for any modification or removal of native vegetation in these Local Natural Areas (LNA’s). Refer to the relevant local government for detail.

For further Information refer to Guidelines v1.4, the Bushfire and Vegetation Factsheet - WAPC, Dec 2021 and <https://www.der.wa.gov.au/our-work/clearing-permits>



**2.1.1 Vegetation of Significance to be Retained on Public Land**

IDENTIFICATION OF PROTECTED VEGETATION ON PUBLIC LAND							
Land with Environmental, Biodiversity, Conservation and Social Values	Relevant to Proposal	Influence on Bushfire Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Information Source(s) Applied to Identification of Relevant Vegetation			Further Action Required
				Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	
Legislated Lands and Waters Tenure categories include national and conservation parks, nature and crown reserves, state forest.	No	N/A	DBCA-011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Designated Public Open Space	No	N/A	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None

**COMMENTS:**

None required.



**2.1.2 Declared Environmentally Sensitive Areas (ESA)**

IDENTIFICATION OF RELEVANT ENVIRONMENTALLY SENSITIVE AREAS							
ESA Class	Relevant to Proposal	Influence on Bushfire Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Information Source(s) Applied to Identification of Relevant Vegetation			Further Action Required
				Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	
Heritage Areas (World and National)	No	N/A	Relevant register or mapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Wetlands and their 50m Buffer These are wetlands of international importance (Ramsar List), conservation category and nationally important.	Yes	No	DBCA-010 and 011, 019, 040, 043, 044	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Threatened and Priority Flora and their continuous 50m buffer	Unknown	Unknown	DBCA-036	Restricted Scale of Data Available (security)	<input type="checkbox"/>	<input type="checkbox"/>	Data not available - confirm with relevant agency
Threatened Ecological Community	No	N/A	DBCA-038		<input type="checkbox"/>	<input type="checkbox"/>	None
Bush Forever	No	N/A	DPLH-022, SPP 2.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Environmental Protection (Western Swamp Tortoise Habitat) Policy 2011	No	N/A	DWER-062	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None

**COMMENTS:**

The river to the east of the proposed camping sites has clearing regulations in place. The landowner should be aware of the clearing regulations on the property.

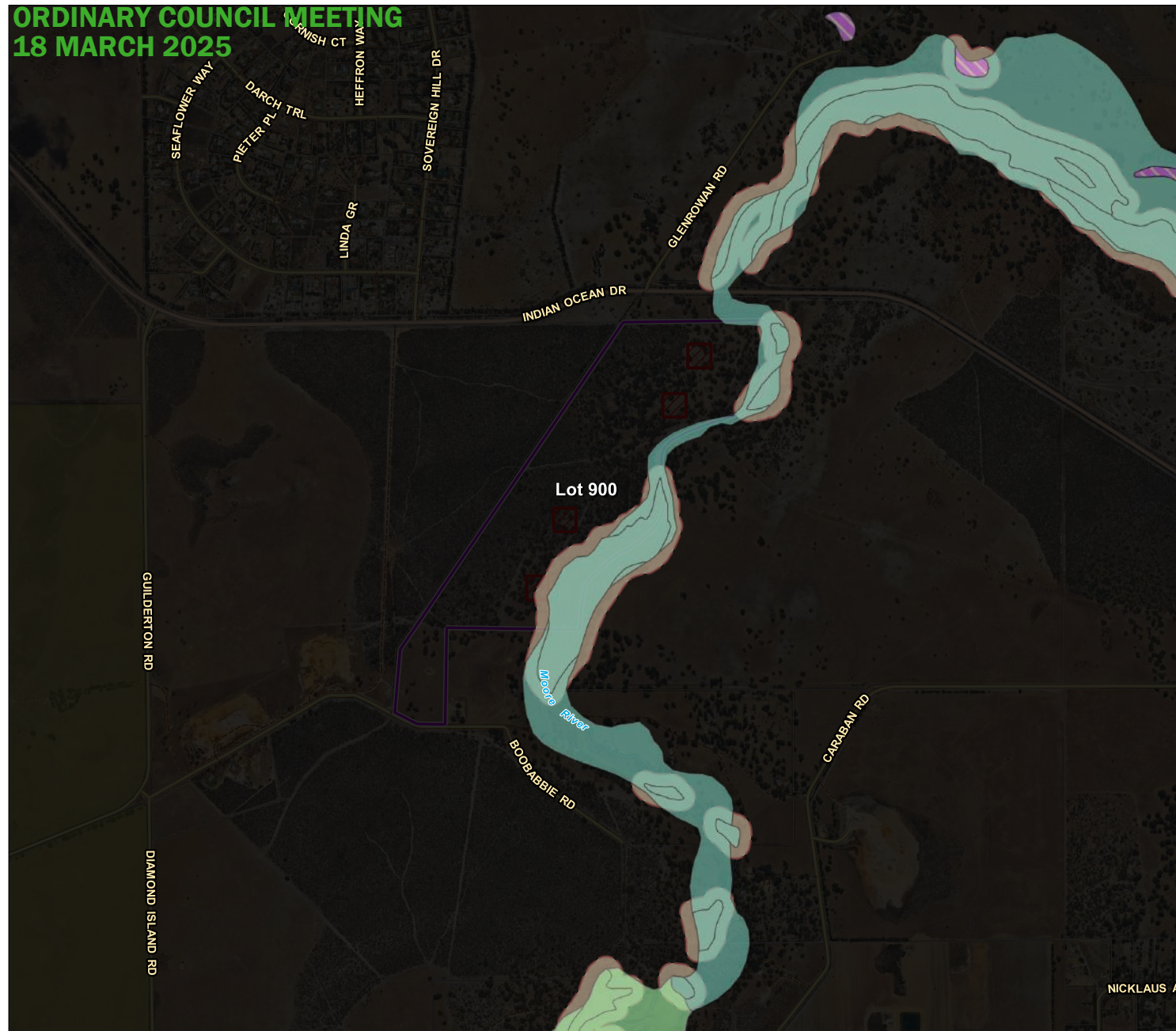


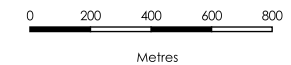
Figure 2.1

### Environmental Considerations Map

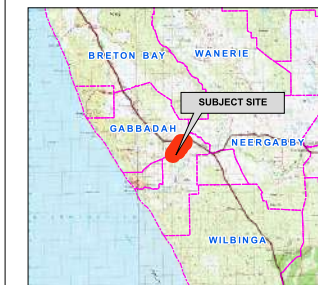
Lot 900 on Plan 424343, Area : 89.9 ha  
51 Boobabbie Rd  
CARABAN  
SHIRE OF GINGIN

#### ----- LEGEND -----

- Subject Site
- Proposed Campsite
- Reserves
- Clearing Regulations
- Floodplain
- Palusplain
- Sumpland



#### ----- LOCALITY -----



AERIAL IMAGERY: Landgate/SUP



Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metres  
Map by: Selina Hutcheon 13-05-2024  
SCALE (AS): 1 : 15000

230990\_Fig2-1\_ENV - Lot 101 (51) Boobabbie Road Caraban.gaz

Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.



**2.1.3 Locally Significant Conservation Areas – Local Natural Areas (LNA)**

IDENTIFICATION OF LOCALLY SIGNIFICANT CONSERVATION AREAS							
Land with Environmental, Biodiversity and Conservation Values	Relevant to Proposal	Influence on Bushfire Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Information Source(s) Applied to Identification of Relevant Vegetation			Further Action Required
				Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	
Native Vegetation / Remnant Vegetation	Unknown	Unlikely	Shire of Gingin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Riparian Zones / Foreshore Areas	Unknown	Unlikely		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Habitat Vegetation and Wildlife Corridors	Unknown	Unlikely		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None

**COMMENTS:**

No information was identified on the Shire of Gingin's website, although it is likely that the subject site can be considered apart of all three categories. The proposal does not include clearing land and so should not be affected by any vegetation categories. The landowner should seek approval from the Shire of Gingin before any vegetation removal for fire mitigation purposes.



#### **2.1.4 Response of Proposed Development to Identified Environmental Limitations**

Consideration of the implications that identified protected areas of vegetation (i.e., those with environmental and subject to conservation) have for the proposed development.

<b>PROPOSED DEVELOPMENT RESPONSE TO IDENTIFIED 'PROTECTED' VEGETATION</b>	
The existence of 'protected' areas of vegetation has implications for the ability of the proposed development to reduce potential bushfire impact through modification or removal of vegetation.	No
<b>Application of Design and/or Construction Responses to Limit Vegetation Modification or Removal</b>	
Modify the development location to reduce exposure by increasing separation distance.	N/A
Redesign development, structure plan or subdivision.	N/A
Reduction of lot yield where this can increase available separation distances.	N/A
Cluster development to limit modification or removal of vegetation.	N/A
Construct building(s) to the requirements corresponding to higher BAL ratings to reduce required separation distances.	N/A





## 2.2 Bushfire Assessment Considerations

### 2.2.1 Planned Onsite Vegetation Landscaping

Identification of areas of the subject site planned to be landscaped, creating the potential for increased or decreased bushfire hazard for proposed development.

PLANNED LANDSCAPING	
Relevant to Proposal:	No
The site is expected to remain vegetated. The landowner is not expected to maintain areas beyond the campsites and vehicular access ways.	

### 2.2.2 Planned / Potential Offsite Rehabilitation or Re-Vegetation

Identification of areas of land adjacent to the subject site on which re-vegetation (as distinct from natural re-generation) will or may occur and is likely to present a greater bushfire hazard for proposed development.

POTENTIAL RE-VEGETATION PROGRAMS		
Land with Environmental, Biodiversity, Conservation and Social Values	Relevant to Proposal	Description
Riparian Zones / Foreshore Areas	No	The proposal is on private land, revegetation may occur, however the foreshore is already classified as forest. The development area is BAL-FZ and will consist of structures which can be considered a tolerable loss in the event of a fire, and therefore will not be impacted by revegetation.
Wetland Buffers	No	
Legislated Lands	No	
Public Open Space	No	
Road Verges	No	
Other	Unlikely	

### 2.2.3 Identified Requirement to Manage, Modify or Remove Onsite or Offsite Vegetation

Identification of native vegetation subject to management, modification or removal.

REQUIREMENT TO MANAGE, MODIFY OR REMOVE NATIVE VEGETATION	
Has a requirement been identified to manage, modify or remove <b>onsite</b> native vegetation to establish the required bushfire protection measures on the subject site?	No
The campsites will be considered a tolerable loss in the event of a fire, therefore, APZs will not be installed.	
Is approval, from relevant state government agencies and/or the local government, to modify or remove <b>onsite</b> native vegetation required? (Note: if 'Yes' evidence of its existence should be provided in this BMP).	No
No vegetation clearing is proposed.	
Has a requirement been identified to manage, modify or remove <b>offsite</b> native vegetation to establish the required bushfire protection measures on the subject site?	No



<p>Is written approval required, from relevant state government agencies and/or the local government, that permits the landowner, or another identified party, to modify or remove <b>offsite</b> bushfire prone vegetation and/or conduct other works, to establish an identified bushfire protection measure(s)?</p> <p>If 'Yes', appropriate evidence of the approval or how it is to be established, shall be provided in this BMP as an addendum.</p>	No
<p>Is a written management agreement required that states the obligation of the landowner, or another responsible party, to manage defined areas of <b>offsite</b> bushfire prone vegetation, in perpetuity, to ensure the conditions of no fire fuels and/or low threat vegetation continue to be met?</p> <p>If 'Yes', appropriate evidence of the agreement or how it is to be established, shall be provided in this BMP as an addendum.</p>	No

#### **2.2.4 Classification Variations to Existing Areas of Vegetation**

<b>FOR THE PROPOSED DEVELOPMENT SITUATIONS TO BE ACCOUNTED FOR IN ASSESSING THE POTENTIAL BUSHFIRE IMPACT (BAL)</b>	
<p>Area(s) of land will be subject to future vegetation rehabilitation or re-vegetation that will require a change to a higher threat classification of vegetation on that land than that which currently exists. (Note: this is not regeneration to the mature natural state which is accounted for in the 'existing state' assessment in accordance with AS 3959:2018).</p>	No
<p>Modification of existing area(s) of classified vegetation due to the implementation of the proposed development and/or prior to the site's occupancy or use. This modification will require a change to a lower threat classification (or exclusion from classification) for that area of vegetation.</p>	No
<p>Complete removal of existing area(s) of classified vegetation due to the implementation of the proposed development and/or prior to the site's occupancy or use. This modification will require an exclusion from classification for that area of vegetation.</p>	No



### **3 BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT**

#### **BUSHFIRE ATTACK LEVELS (BAL) - UNDERSTANDING THE RESULTS**

The potential transfer (flux/flow) of radiant heat from the bushfire to a receiving object is measured in kW/m<sup>2</sup>. The AS 3959:2018 BAL determination methodology establishes the ranges of radiant heat flux that correspond to each bushfire attack level. These are identified as BAL-LOW, BAL-12.5, BAL-19, BAL-29, BAL-40 and BAL-FZ.

The bushfire performance requirements for certain classes of buildings are established by the Building Code of Australia (Vol. 1 & 2 of the NCC). The BAL will establish the bushfire resistant construction requirements that are to apply in accordance with AS 3959:2018 - *Construction of buildings in bushfire prone areas* and the NASH Standard – *Steel framed construction in bushfire areas (NS 300 2021)*, whose solutions are deemed to satisfy the NCC bushfire performance requirements.

#### **DETERMINED BAL RATINGS**

A BAL Certificate can be issued for a determined BAL. A BAL can only be classed as 'determined' for an existing or future building/structure when:

1. It's final design and position on the lot are known and the stated separation distance from classified bushfire prone vegetation exists and can justifiably be expected to remain in perpetuity; or
2. It will always remain subject to the same BAL regardless of its design or position on the lot after accounting for any regulatory or enforceable building setbacks from lot boundaries as relevant and necessary (e.g., R-codes, restrictive covenants, defined building envelopes) or the retention of any existing classified vegetation either onsite or offsite.

If the BMP derives determined BAL(s), the BAL Certificate(s) required for submission with building applications can be provided, using the BMP as the assessment evidence.

#### **INDICATIVE BAL RATINGS**

A BAL Certificate cannot be issued for an indicative BAL. A BAL will be classed as 'indicative' for an existing or future building/structure when the required conditions to derive a determined BAL are not met.

This class of BAL rating indicates what BAL(s) could be achieved and the conditions that need to be met are stated.

Converting the indicative BAL into a determined BAL is conditional upon the currently unconfirmed variable(s) being confirmed by a subsequent assessment and evidential documentation. These variables will include the future building(s) location(s) being established (or changed) and/or classified vegetation being modified or removed to establish the necessary vegetation separation distance. This may also be dependent on receiving approval from the relevant authority for that modification/removal.

#### **BAL RATING APPLICATION – PLANNING APPROVAL VERSUS BUILDING APPROVAL**

1. **Planning Approval:** SPP.3.7 establishes that where BAL- LOW to BAL-29 will apply to relevant future construction (or existing structures for proposed uses), the proposed development may be considered for approval (dependent on the other requirements of the relevant policy measures being met). That is, BAL40 or BAL-FZ are not acceptable on planning grounds (except for certain limited exceptions).

Because planning is looking forward at what can be achieved, as well as looking at what may currently exist, both determined and indicative BAL ratings are acceptable assessment outcomes on which planning decisions can be made (including conditional approvals).

2. **Building Approval:** The Building Code of Australia (Vol. 1 & 2 of the NCC) establishes that relevant buildings in bushfire prone areas must be constructed to the bushfire resistant requirements corresponding to the BAL rating that is to apply to that building. Consequently, a determined BAL rating and the BAL Certificate is required for a building permit to be issued - an indicative BAL rating is not acceptable.



### 3.1 BAL Assessment Summary (Contour Map Format)

INTERPRETATION OF THE BAL CONTOUR MAP	
<p>The BAL contour map is a diagrammatic representation of the results of the bushfire attack level assessment.</p> <p>The map presents different coloured contours extending out from the areas of classified vegetation. Each contour represents a set range of radiant heat flux that potentially will transfer to an exposed element (building, person or other defined element), when it is located within that contour.</p> <p>Each of the set ranges of radiant heat flux corresponds to a different BAL rating as defined by the AS 3959:2018 BAL determination methodology.</p> <p>The width of each shaded BAL contour will vary dependant on both the BAL rating and the relevant parameters (calculation inputs) for the subject site. Their width represents the minimum and maximum vegetation separation distances that correspond to each BAL rating (refer to the relevant table below for these distances).</p> <p>The areas of classified vegetation to be considered in developing the BAL contours, are those that will remain at the intended end state of the subject development once earthworks, clearing and/or landscaping and re-vegetation have been completed. Variations to this statement that may apply include:</p> <ul style="list-style-type: none"> <li>Both pre and post development BAL contour maps are produced; and/or</li> <li>Each stage of a development is assessed independently.</li> </ul>	

#### 3.1.1 BAL Determination Methodology and Location of Data and Results

LOCATION OF DATA & RESULTS					
BAL Determination Methodology		Location of the Site Assessment Data			Location of the Results
AS 3959:2018	Applied to Assessment	Classified Vegetation and Topography Map(s)	Calculation Input Variables		Assessed Bushfire Attack Levels and/or Radiant Heat Levels
			Summary Data	Detailed Data with Explanatory and Supporting Information	
Method 1 (Simplified)	Yes	Figure 3.1	Table 3.2	Appendix A1	Table 3.1 Table 3.3 / BAL Contour Map
Method 2 (Detailed)	No	N/A	N/A	N/A	



3.1.2 BAL Ratings Derived from the Contour Map

Table 3.1: Indicative and determined BAL(s) for existing and/or proposed building works.

BUSHFIRE ATTACK LEVEL FOR EXISTING/PLANNED BUILDINGS/STRUCTURE <sup>1</sup>		
Building/Structure Description	Indicative BAL <sup>2</sup>	Determined BAL <sup>2</sup>
Proposed Camp Sites	N/A	BAL-FZ
<sup>1</sup> The assessment data used to derive the BAL ratings is sourced from Table 3.1 and Figure 3.2 'BAL Contour Map'.		
<sup>2</sup> Refer to the start of Section 3 for an explanation of indicative versus determined BAL ratings.		



**3.1.3 Site Assessment Data Applied to Construction of the BAL Contour Map(s)**

RELEVANT CLASSIFIED VEGETATION	
Identification of Classified Vegetation that is Relevant to the Production of the BAL Contour Map(s)	Relevant Vegetation Map
The relevant vegetation will be all areas of classified vegetation that exist at the time of the site assessment – both within the subject site (onsite) and external to the subject site (offsite).	Figure 3.1
Supporting Assessment Details: None Required.	





Table 3.2: Calculation inputs applied to deriving the vegetation separation distances corresponding to different levels of potential radiant heat transfer.

DATA APPLIED TO CALCULATE THE SITE SPECIFIC VEGETATION SEPARATION DISTANCES CORRESPONDING TO POTENTIAL RADIANT HEAT TRANSFER LEVELS <sup>1</sup>													
Applied BAL Determination Method			METHOD 1 - SIMPLIFIED PROCEDURE (AS 3959:2018 CLAUSE 2.2)										
The Calculation Input Variables - Corresponding to the Applied BAL Determination Method <sup>2</sup>													
Methods 1 and 2			Method 1		Method 2								
Vegetation Classification			FDI	Effective Slope		Site Slope	FFDI or GFDI	Flame Temp.	Elevation of Receiver	Flame Width	Fireline Intensity	Flame Length	Modified View Factor
				Applied Range	Measured								
Area	Class			degree range	degrees	degrees			K	metres	metres	kW/m	metres
1	(A) Forest		80	Upslope or flat 0	flat 0								
2	(A) Forest		80	Downslope >5-10	d/slope 7								
3	(B) Woodland		80	Upslope or flat 0	upslope/flat								
4	(G) Grassland		80	Upslope or flat 0	flat 0								
5	(D) Scrub		80	Upslope or flat 0	flat 0								
6	Excluded cl 2.2.3.2(e)		N/A	N/A	N/A								
<b>Note 1:</b> The values used to indicate levels of potential radiant heat transfer (from fire in bushfire prone vegetation to exposed elements at risk), will be stated in subsequent tables as either as a bushfire attack level (BAL) and/or as kilowatts per square metre (kW/m2), as relevant to the application of the value and the type and use of the element at risk.													
<b>Note 2:</b> All data and information supporting the determination of the classifications and values stated in this table is presented in Appendix A. Where the values are stated as 'default' these are either the values stated in AS 3959:2018, Table B1 or the values calculated as intermediate or final outputs through application of the equations of the AS 3959:2018 BAL determination methodology. They are not values derived by the assessor.													



Table 3.3: Vegetation separation distances corresponding to the stated levels of potential radiant heat transfer.

THE CALCULATED (SITE SPECIFIC) VEGETATION SEPARATION DISTANCES CORRESPONDING TO THE STATED LEVEL OF POTENTIAL RADIANT HEAT TRANSFER (METRES) <sup>1</sup>									
Vegetation Classification		Maximum Radiant Heat Transfer (Flux)						10 kW/m <sup>2</sup>	2 kW/m <sup>2</sup>
		>40 kW/m <sup>2</sup>	40 kW/m <sup>2</sup>	29 kW/m <sup>2</sup>	19 kW/m <sup>2</sup>	12.5 kW/m <sup>2</sup>	N/A <sup>2</sup>		
		Bushfire Attack Levels							
Area	Class	BAL-FZ	BAL-40	BAL-29	BAL-19	BAL12.5	BAL-LOW		
1	(A) Forest	<16	16-<21	21-<31	31-<42	42-<100	>100	-	-
2	(A) Forest	<26	26-<33	33-<46	46-<61	61-<100	>100	-	-
3	(B) Woodland	<10	10-<14	14-<20	20-<29	29-<100	>100	-	-
4	(G) Grassland	<6	6-<8	8-<12	12-<17	17-<50	>50	-	-
5	(D) Scrub	<10	10-<13	13-<19	19-<27	27-<100	>100	-	-
6	Excluded cl 2.2.3.2(e)	-	-	-	-	-	-	-	-
<b>Note 1:</b> The calculated results are illustrated in Figure 3.2 as a BAL Contour Map and/ or additional defining lines as necessary. All applied calculation input variables are presented in Table 3.2.									
<b>Note 2:</b> The BAL-LOW rating does not represent a maximum level of radiant heat transfer. The rating is applied when the separation distance is at least 100m from all classified vegetation except Grassland, for which 50m applies.									



Figure 3.1

### Classified Vegetation & Topography (Existing)

Lot 900 on Plan 424343, Area : 89.9 ha  
51 Boobabbie Rd  
CARABAN  
SHIRE OF GINGIN

#### ----- LEGEND -----

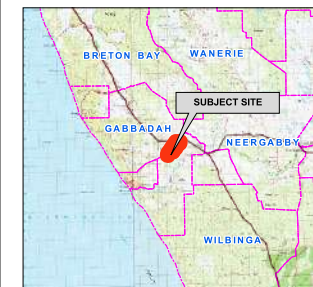
- Subject Site
- Cadastral
- Elevation (5m)
- Photo and Direction
- Proposed Campsite
- 100m Assessment Area
- 150m Assessment Area

#### Classified Vegetation

- Class A - Forest
- Class B - Woodland
- Class D - Scrub
- Class G - Grassland
- Exclusion 2.2.3.2



#### ----- LOCALITY -----



AERIAL IMAGERY: Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metre  
Map by: Selina Hultcheon 20-05-2024  
SCALE (AS): 1 : 7000

230990\_Fig3-1\_VEG - Lot 101 (51) Boobabbie Road Carabian.gaz

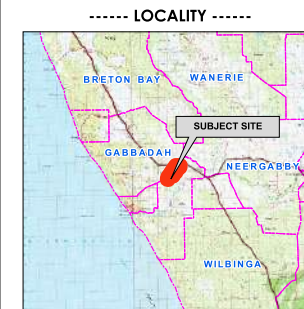
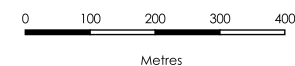
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Figure 3.2  
BAL Contour Map

Lot 900 on Plan 424343, Area : 89.9 ha  
51 Boobabbie Rd  
CARABAN  
SHIRE OF GINGIN

- LEGEND -----
- Subject Site
  - Cadastral
  - Proposed Campsite
  - 100m Assessment Area
- Bushfire Attack Levels**
- BAL-FZ
  - BAL-40
  - BAL-29
  - BAL-19
  - BAL-12.5
  - BAL-LOW

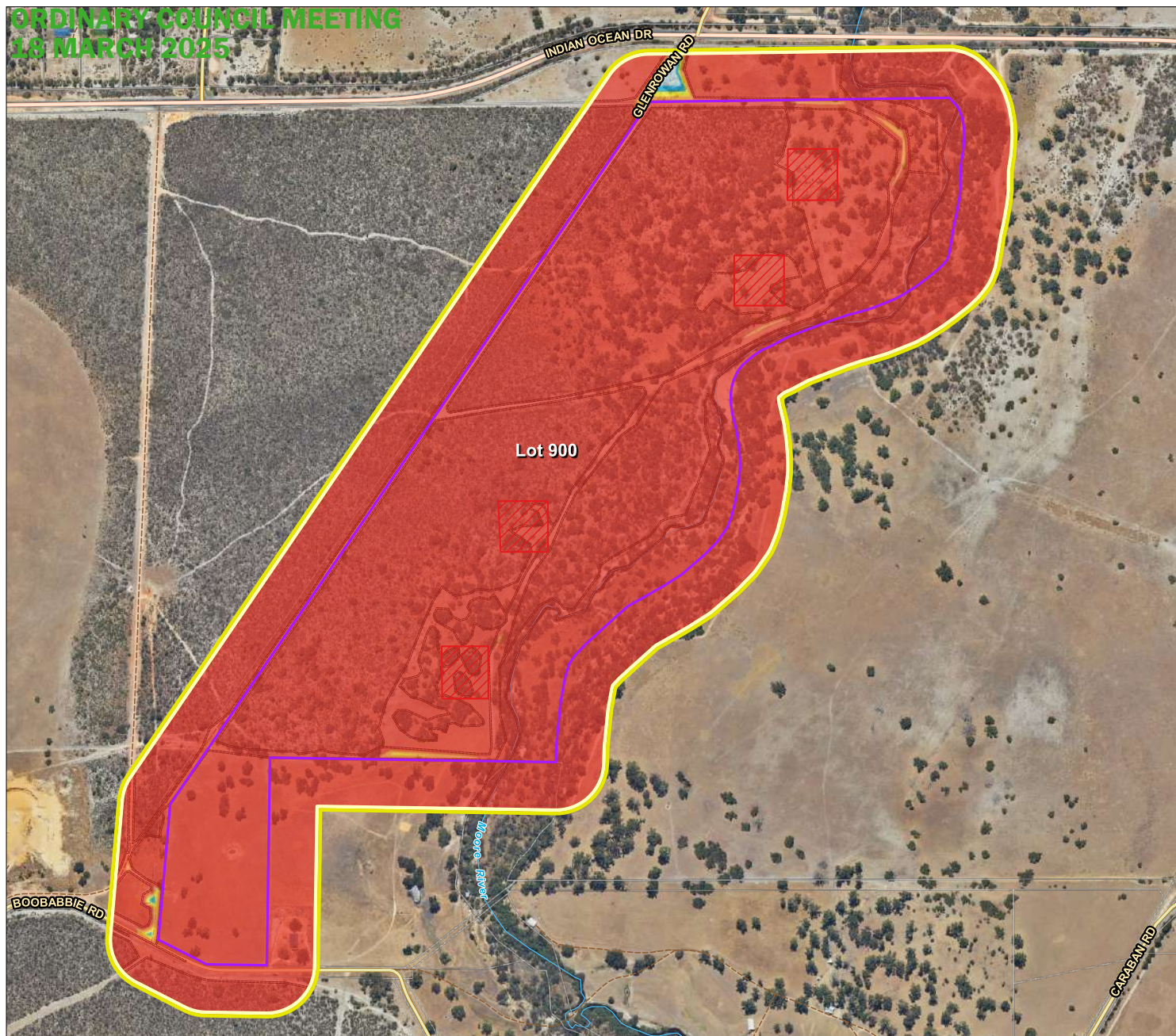


AERIAL IMAGERY: Landgate/SLIP



Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metres  
Map by: Selina Hutchison 17-05-2024  
SCALE (A3): 1 : 7000

230990\_Fig3-2\_BAL - Lot 101 (51) Boobabbie Road Caraban.qgz



Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.



#### **4 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES**

The Guidelines for Planning in Bushfire Prone Areas (WAPC 2021 v1.4), Appendix 5, establish that the application of this section of the BMP is intended to support **strategic planning** proposals. At the strategic planning stage there will typically be insufficient proposed development detail to enable all required assessments, including the assessment against the bushfire protection criteria.

##### **Strategic Planning Proposals**

For strategic planning proposals this section of the BMP will identify:

- Issues associated with the level of the threats presented by any identified bushfire hazard;
- Issues associated with the ability to implement sufficient and effective bushfire protection measures to reduce the exposure and vulnerability levels (of elements exposed to the hazard threats), to a tolerable or acceptable level; and
- Issues that will need to be considered at subsequent planning stages.

##### **All Other Planning Proposals**

For all other planning stages, this BMP will address what are effectively the same relevant issues but do it within the following sections:

- Section 2 – Bushfire Prone Vegetation - Environmental and Assessment Considerations: Assess environmental, biodiversity and conservation values;
- Section 3 – Potential Bushfire Impact: Assess the bushfire threats with the focus on flame contact and radiant heat; and
- Section 5 – Assessment Against the Bushfire Protection Criteria (including the guidance provided by the *Position Statement: 'Planning in bushfire prone areas – Demonstrating Element 1: Location and Element 2'*): Assess the ability of the proposed development to apply the required bushfire protection measures thereby enabling it to be considered for planning approval for these factors.

**Is the proposed development a strategic planning proposal?**

No



## **5 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA (GUIDELINES V1.4)**

### **5.1 Bushfire Protection Criteria Elements Applicable to the Proposed Development/Use**

<b>APPLICATION OF THE CRITERIA, ACCEPTABLE SOLUTIONS AND PERFORMANCE ASSESSMENT</b>	
<p>The criteria are divided into five elements – location, siting and design, vehicular access, water and vulnerable tourism land uses. Each element has an intent outlining the desired outcome for the element and reflects identified planning and policy requirements in respect of each issue.</p> <p>The example acceptable solutions (bushfire protection measures) provide one way of meeting the element's intent. Compliance with these automatically achieves the element's intent and provides a straightforward pathway for assessment and approval.</p> <p>Where the acceptable solutions cannot be met, the ability to develop design responses (as alternative solutions that meet bushfire performance requirements) is an alternative pathway that is provided by addressing the applicable performance principles (as general statements of how best to achieve the intent of the element).</p> <p>A merit based assessment is established by the SPP 3.7 and the Guidelines as an additional alternative pathway along with the ability of using discretion in making approval decisions (sections 2.5, 2.6 and 2.7). This is formally applied to certain development (minor and unavoidable – sections 5.4.1 and 5.7). Relevant decisions by the State Administrative Tribunal have also supported this approach more generally.</p> <p>Elements 1 – 4 should be applied for all strategic planning proposals, subdivision or development applications, except for vulnerable tourism land uses which should refer to Element 5. Element 5 incorporates the bushfire protection criteria in Elements 1 – 4 but caters them specifically to tourism land uses. (Guidelines DPLH 2021v1.4)</p>	
The Bushfire Protection Criteria	Applicable to the Proposed Development/Use
Element 1: Location	No
Element 2: Siting and Design	No
Element 3: Vehicular Access	No
Element 4: Water	No
Element 5: Vulnerable Tourism Land Uses	Yes

### **5.2 Local Government Variations to Apply**

<p>Local governments may add to or modify the acceptable solutions to recognise special local or regional circumstances (e.g., topography / vegetation / climate). These are to be endorsed by both the WAPC and DFES before they can be considered in planning assessments. (Guidelines DPLH 2021v1.4).</p>	
Do endorsed regional or local variations to the acceptable solutions apply to the assessments against the Bushfire Protection Criteria for the proposed development /use?	No





### 5.3 Assessment Statements for Element 5: Vulnerable Tourism Land Uses

#### 5.3.1 Camping Ground Only (Remote) or Nature-Based Park

VULNERABLE TOURISM			
<b>Element Intent</b>	To provide bushfire protection for tourism land uses relevant to the characteristics of the occupants and/or the location, to preserve life and reduce the impact of bushfire on property and infrastructure.		
<b>Proposed Development/Use – Relevant Type</b>	Camping ground only (remote) or nature-based park.		
<b>Element Compliance Statement</b>	The proposed development/use achieves the intent of this element by being fully compliant with all applicable acceptable solutions.		
<b>Pathway Applied to Provide an Alternative Solution</b>	N/A		
<p align="center"><b>Acceptable Solutions - Assessment Statements</b></p> <p><i>All details of acceptable solution requirements are established in the Guidelines for Planning in Bushfire Prone Areas, DPLH v1.4 (Guidelines) and apply the guidance established by the 'Bushfire Management Plan Guidance for the Dampier Peninsula' (WA Department of Planning, Lands and Heritage, 2021 Rev B) as relevant. These documents are available at <a href="https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas">https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas</a>.</i></p> <p><i>The technical construction requirements for access types and components, and for each firefighting water supply component, are also presented in Appendices B and C. The local government will advise the proponent where different requirements are to apply and when any additional specifications such as those for signage and gates are to apply (these are included in the relevant appendix if requested by the local government).</i></p>			
<b>Solution Component Check Box Legend</b>	<input checked="" type="checkbox"/> Relevant & met	<input checked="" type="checkbox"/> Relevant & not met	<input type="checkbox"/> Not relevant
A5.10 Siting and Design			
<b>A5.10 Siting and Design</b>	<b>Compliant:</b>	Yes	
<b>A5.10a Reduce exposure to radiant heat (separation)</b>	<b>Applicable:</b>	Yes	<b>Compliant:</b> Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The proposed camping sites are considered by the proponents to be a tolerable loss in the event of a bushfire. Consequently, there is to be no radiant heat limitations applied to these sites (i.e., no specified dimensioned APZ).			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The proposed camping sites can be sited within an asset protection zone of the required dimensions that will ensure their exposure to the potential radiant heat impact of a bushfire does not exceed 29 kW/m2 (BAL-29).			
<p><b>Supporting Assessment Details:</b></p> <p>The camping sites are considered to be a tolerable loss in the event of a fire. There are no structures intended to be built. The intent of the campsite is to for campers to be in a natural environment, bringing their own tents which cannot expect to survive even in BAL-29. APZs will not be installed on the site.</p>			



<b>A5.10b Fire pits</b>	<b>Applicable:</b>	Yes	<b>Compliant:</b>	Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> When open campfires are intended to be part of site operations, they will be contained in constructed fire pits and their use enforced in accordance with the Bush Fires Act 1954, including Section 25 with regard to use restrictions and vegetation clearances.				
<b>Supporting Assessment Details:</b> Fire pits do not constrain ember movement with air currents and wind. In consideration of the surrounding vegetation, their use will be prohibited during the bushfire season. Fire pits are to be compliant with the Bush Fires Act 1954, including Section 25 with regard to use restrictions and vegetation clearances.				
<b>A5.10c Onsite shelter - pedestrian paths</b>	<b>Applicable:</b>	No	<b>Compliant:</b>	N/A
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> To comply with acceptable solution A5.11d (lack of vehicular access), pedestrian paths to an onsite shelter area, with the required signage, can and will be provided.				
<b>Supporting Assessment Details:</b> The proposal is able to achieve two-way access (refer to A5.11a). Therefore, an onsite shelter area is not required.				
<b>A5.10d Onsite shelter – open area</b>	<b>Applicable:</b>	No	<b>Compliant:</b>	N/A
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> To comply with acceptable solution A5.11d (lack of vehicular access), an open area that will function as a suitable onsite shelter can and will be provided that will limit persons exposure to a maximum radiant heat flux of 2 kW/m <sup>2</sup> (calculated with an assumed flame temperature of 1200K) by providing the required separation distances from the bushfire hazard.				
<b>Supporting Assessment Details:</b> The proposal is able to achieve two-way access (refer to A5.11a). Therefore, an onsite shelter area is not required.				
<b>A5.11 Vehicular Access</b>				
<b>A5.11 Vehicular Access</b>			<b>Compliant:</b>	Yes
<b>A5.11a Multiple access routes</b>	<b>Applicable:</b>	Yes	<b>Compliant:</b>	Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Two-way public road access is provided in two different directions to at least two different suitable destinations.				
<b>Supporting Assessment Details:</b> Two-way access can be achieved through the internal accessways. Egress to the south leads to Boobabbie Road, which leads to Guilderton Road. Occupants can then travel southwest towards Guilderton or north to Indian Ocean Drive. Egress to the north can be achieved through the internal accessway leading to Indian Ocean Drive. This exit will only be permitted during emergencies. Currently the emergency access gate is blocked and locked. A responsibility in section 6 of this report has been added to ensure access is achievable in an emergency. The gate can be unlocked by the landowner who will be onsite, or an appropriate mechanism for access should be implemented.  It should be noted that while Guilderton road leads in two directions, the suburb of Guilderton is accessed only through one road and therefore should not be used as an evacuation location except as directed by emergency services.				



<b>A5.11b No-through roads – maximum length</b>	<b>Applicable:</b>	<b>No</b>	<b>Compliant:</b>	<b>N/A</b>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> The no-through public road for the proposed development is no longer than 200 metres. It is existing and the adjoining classified vegetation (excluding the road reserve) is categorised an Extreme Bushfire Hazard Level (Guidelines, Table 3).				
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> The no-through public road for the proposed development is no longer than 500 metres. It is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Moderate Bushfire Hazard Level (Guidelines, Table 3).				
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> The no-through public road is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Low Bushfire Hazard Level (Guidelines, Table 3) or is not identified as bushfire prone. Consequently, there is no limit on its length.				
<b>Supporting Assessment Details:</b> Boobabbie Road is a no-through road. Access for emergencies through the internal road on Lot 900 west of Glenrowan Road as per A5.11a.				
<b>A5.11c Emergency access way – alternative access option</b>	<b>Applicable:</b>	<b>No</b>	<b>Compliant:</b>	<b>N/A</b>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> A5.11aa and A5.11b cannot be achieved.				
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> The proposed or existing EAW provides a through connection to a public road.				
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> The proposed or existing EAW is less than 500m in length and will be signposted and gated (remaining unlocked) to the specifications stated in the Guidelines and/or required by the relevant local government.				
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> The technical construction requirements for widths, clearances, capacity, gradients and curves (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.				
<b>Supporting Assessment Details:</b> None Required.				
<b>A5.11d Access limitations – onsite shelter option</b>	<b>Applicable:</b>	<b>No</b>	<b>Compliant:</b>	<b>N/A</b>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> The access requirements of two-way access, restricted no-through road length and provision of an EAW (established by A5.11a, A5.11b and A5.11c) cannot be achieved. The Guidelines provide for the protection measure of an onsite shelter to be provided in lieu of achieving these acceptable solutions.				
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> The capacity of the proposed development is no greater than 100 guests and staff at any one time.				
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> An onsite shelter can and will be provided that complies with the requirements for exposure to the bushfire hazard, bushfire construction requirements and pedestrian paths (established by acceptable solutions A5.10c and A5.10d in 'Siting and Design').				
<b>Supporting Assessment Details:</b> None Required.				



<b>A5.11e Internal access/private driveway - availability</b>	<b>Applicable:</b>	Yes	<b>Compliant:</b>	Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The internal vehicular access/private driveway can provide emergency access/egress for all patrons and staff in the event of a bushfire.				
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> It is possible to provide at least two internal access/egress points to the public road network.				
<b>Supporting Assessment Details:</b> The internal road (refer to Figure 1.2) provides access to Boobabbie Rd to the south and along the firebreak to the north to the emergency access point which leads onto Indian Ocean Drive.				
<b>A5.11f Internal access/private driveway - technical requirements</b>	<b>Applicable:</b>	Yes	<b>Compliant:</b>	Yes
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> The internal vehicular access/private driveway length is no greater than 70m. No technical requirements need to be met.				
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The technical construction requirements for widths, clearances, capacity, gradients and curves (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.				
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Passing bays can and will be installed every 200m with a minimum length of 20m and a minimum additional trafficable width of 2m.				
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The turnaround area requirements (Guidelines, Figure 28, and within 30m of the habitable building) can and will be complied with.				
<b>Supporting Assessment Details:</b> The internal accessways will be maintained according to the standards in the Operation Management Plan: <ul style="list-style-type: none"> <li>- Minimum trafficable surface: 4m.</li> <li>- Horizontal clearance: 6m.</li> <li>- Vertical clearance: 4.5m</li> <li>- Minimum weight capacity: 1.5 tonnes</li> <li>- Maximum grade: 1 in 10</li> <li>- Maximum cross-fall: 1 in 33</li> <li>- Curves minimum inner radius: 8.5m</li> <li>- Minimum 19m turn-around areas at each campsite.</li> <li>- Minimum 20m long, 6m wide passing bays to be located every 200m.</li> <li>- All-weather surface (compacted gravel, limestone, or sealed surface).</li> </ul> <p>The above conditions meet the requirements for private driveways, and will be complaint before operation of the site, and maintained in perpetuity.</p> <p>The accessways leading to the entrance and emergency access gate are the only required internal accessways to be maintained, although it is strongly recommended by the bushfire consultant that the other internal accessways be maintained also to provide multiple routes, including Glenrowan Road.</p>				



<b>A5.11g Signage</b>	<b>Applicable:</b>	Yes	<b>Compliant:</b>	Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The required information to inform the actions of those persons onsite in the event of a bushfire will be prominently displayed within the site.				
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> This information will include evacuation routes and distance, where access is 4WD only and the site specific procedural detail that will be established by the Bushfire Emergency Plan (or Information) that is required to be developed for the proposed use.				
<b>Supporting Assessment Details:</b> Signage is required under the development approval to guide patrons from the property entry to the communal chemical dump and to the camping sites. Additional signage should be installed to guide patrons in the event of an emergency, back to Boobabbie Rd and towards the emergency exit.				
<b>A5.12 Provision of Water for Firefighting Purposes</b>				
<b>A5.12 Provision of Water for Firefighting Purposes</b>				<b>Compliant:</b> Yes
<b>A5.12a No supply required</b>	<b>Applicable:</b>	No	<b>Compliant:</b>	N/A
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> Drinking water is not provided onsite and the local government has not specifically requested that a firefighting water supply is to be provided. Consequently, no firefighting water supply is required.				
<b>Supporting Assessment Details:</b> None Required.				
<b>A5.12b Non-reticulated supply</b>	<b>Applicable:</b>	Yes	<b>Compliant:</b>	Yes
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="radio"/> Drinking water is provided onsite and it <u>is</u> intended for persons onsite to actively defend the site. A minimum of 20,000 litres of static supply will be provided, or a volume to the satisfaction of the local government.				
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Drinking water is provided onsite and it is <u>not</u> intended for persons onsite to actively defend the site. Consequently, no firefighting water supply is required.				
<b>Supporting Assessment Details:</b> The development approval of the site states that drinking water is to be provided at the site. It is not the intention for persons to stay onsite and actively defend against a bushfire. The landowner is not required to provide a static firefighting water supply under the guidelines; however, the Shire of Gingin require a water tank to be provided. The tank will be located at the Muster point and have a capacity of 10,000L, unless specified otherwise by the Shire of Gingin.				
<b>A5.12c Non reticulated supply – technical requirements</b>	<b>Applicable:</b>	Yes	<b>Compliant:</b>	Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The technical construction requirements (volumes, design, materials), established by the Guidelines and/or the local government, can and will be complied with. The technical requirements (design, construction materials, pipes and fittings), as established by the Guidelines (Element 4, Schedule 2, s2.2) and/or the relevant local government, can and will be complied with.				
<b>Supporting Assessment Details:</b> The water tank installed will be required to comply with the technical construction requirements and capacity as specified by the Shire of Gingin.  Refer to information contained in Appendix D for the firefighting water supply specifications and technical requirements.				



#### **5.4 Additional Bushfire Protection Measures to be Implemented**

The following bushfire protection measures are recommended to be implemented and maintained. They are additional to, or a variation of, those established by the relevant acceptable solutions applied to the proposed development/use within Sections 5 of this BMP (as applicable to the proposed development).

The intent of their application is to improve the bushfire performance of the proposed development/use and reduce residual risk levels to persons and property from a bushfire event.

The development of these additional and/or varied protection measures originates the following potential sources (not exhaustive):

1. Out of the relevant merit based assessment when the Section titled 'Non-compliance – Additional Assessments' has been used in this BMP;
2. Out of the relevant performance based assessment when Section titled 'Non-compliance – Additional Assessments' has been used in this BMP;
3. Out of the development of any other required bushfire planning documents. These include a Bushfire Emergency Plan and the Bushfire Risk Assessment and Management Report;
4. Out of any additional bushfire planning guidance documents or position statements issued by the WA Department of Planning, Lands and Heritage;
5. From any 'Conditions' which may be applied to a 'Planning Approval' or a 'Notice of Determination'; or
6. As a recommendation from the bushfire consultant.

The following table summarises the requirements/recommendations with the detail provided in the following sections.

When necessary, the implementation responsibility for these additional protection measures will be stated in Section 6 of this BMP and included in other operational documents as relevant.

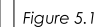
##### **Additional Protection Measure No. 1: Increased APZ Dimensions and/or Varied Standards (Landscaping)**

As a final resort option for the safety of persons during a bushfire, it is deemed necessary to include an APZ around the existing building, also owned by the landowner on Lot 9001. This is to provide a last resort option for shelter in the event of a bushfire. As this area has not been assessed as part of the proposal, it is assumed the vegetation is forest as a worst-case precaution. A BAL- 29 APZ is currently achieved. A BAL-19 APZ can be achieved within the lot boundaries and should be applied to the building. Refer to Figure 5.1. The building should be retrofitted as best as possible to prevent ember and smoke entry into the building.

##### **Additional Protection Measure No. 2: Operation of business limited by Fire Danger Index.**

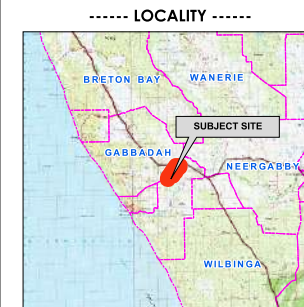
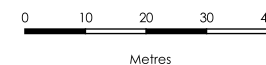
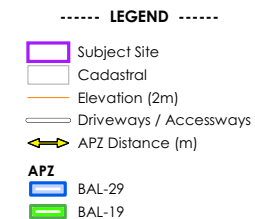
To account for the lack of a shelter building which is built to an appropriate BAL rating, the business will be required to pre-emptively evacuate the premises in the event of a Fire Behaviour Rating of Catastrophic, or a Rating of Extreme and a Fire Danger Index of 75 or above. This will ensure that persons are not located on site on days with the most dangerous conditions for a bushfire.






**Proposed APZ**

Lot 900 on Plan 424343, Area : 89.9 ha  
51 Boobabbie Rd  
CARABAN  
SHIRE OF GINGIN



AERIAL IMAGERY: Landgate/SLIP


 Coordinate System: GDA 1994 MGA Zone 50  
 Projection: Universal Transverse Mercator Units: Metre  
 Map by: Selina Hutchison 28-05-2024  
 SCALE (A3): 1 : 750  
 230990\_Fig5-1\_APZ - Lot 101 [51] Boobobbie Road Caraban.gaz



## **6 RESPONSIBILITY CHECKLISTS FOR THE IMPLEMENTATION AND MANAGEMENT OF BUSHFIRE PROTECTION MEASURES**

The following sections and their associated tables establish:

- The bushfire protection measures that shall be initially implemented and those requiring ongoing maintenance to the stated requirements;
- The persons responsible for the implementation and maintenance of the required bushfire protection measures; and
- The persons responsible and the timing for compliance certification when required.

The necessity for the BMP to contain this information is established by the *Guidelines for Planning in Bushfire Prone Areas* (Version 1.4, WAPC 2021) in Appendices 3 and 5.

### **6.1 Landowner Prior To Commencement of Operation**

<b>TABLE 6.2(A)</b> <b>REQUIRED BUSHFIRE PROTECTION MEASURES - IMPLEMENTATION ACTIONS</b> <b>(SUBJECT TO COMPLIANCE CHECK TO BE CONDUCTED BY A BUSHFIRE CONSULTANT)</b>	
1	Prior to occupancy, construct the private driveways to comply with the technical requirements referenced in the BMP.
2	Prior to occupancy, install the required firefighting static water supply to comply with the technical requirements stated in the BMP.
3	Prior to occupancy, when open air campfires will be part of site operations, install firepits and associated vegetation clearance to meet the requirements established by s25 of the Bushfires Act 1954 through acceptable solution A5.10b in the BMP.
4	Prior to occupancy, for the 'vulnerable' land use, there is an outstanding obligation, created by this Bushfire Management Plan, for a Bushfire Emergency Plan for proposed occupants to be developed and approved.
5	Prior to occupancy, signage must be prominently displayed within the site that informs the actions of those persons onsite in the event of a bushfire. This will include evacuation route information, site procedures – as per the instructions within the Bushfire Emergency Plan developed for the site and use.
6	Prior to occupancy, all actions contained within the 'Pre-Season Preparation Procedure' established by the Bushfire Emergency Plan, must be completed.



TABLE 6.2(B)	
REQUIRED BUSHFIRE PROTECTION MEASURES - IMPLEMENTATION ACTIONS (SUBJECT TO COMPLIANCE BEING ESTABLISHED BY THE WAPC AND/OR LOCAL GOVERNMENT)	
	<p>[Relevant when stated as a condition of planning approval]</p> <p>The landowner/proponent is to register a notification onto the certificate of title and deposited plan (with the required wording stated by the local government).</p> <p>This will be done pursuant to <i>Section 70A Transfer of Land Act 1893 (as amended)</i> as per '<i>Factors affecting use and enjoyment of land, notification on title</i>'.</p>
1	<p>This is to notify owners and prospective purchasers of the land that:</p> <ol style="list-style-type: none"> <li>1. The land is in a designated bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner;</li> <li>2. The land is subject to a Bushfire Management Plan that establishes certain protection measures to manage bushfire risk that are to be implemented and continue to be applied at the owner's cost; and</li> <li>3. That additional planning and building requirements may apply to development on this land.</li> </ol>



## 6.2 Landowner Responsibilities – Ongoing Management

TABLE 6.3 REQUIRED BUSHFIRE PROTECTION MEASURES – ONGOING MANAGEMENT ACTIONS	
1	Comply with the Shire of Gingin Firebreak Orders and Bush Fire Information issued under s33 of the Bush Fires Act 1954. Check the notice annually for any changes.
2	As a vulnerable tourism land use for which open air campfires (contained in a firepit) are a part of site operations, enforce the use restrictions established by s25 of the Bush Fires Act 1954 and ensure the required vegetation clearances are maintained.
3	Maintain vehicular access routes within the lot to comply with the technical requirements referenced in the BMP and the relevant local government's annual firebreak / hazard reduction notice.
4	Maintain signage within the site that informs the actions of those persons onsite in the event of a bushfire. This will include evacuation route information, site procedures – as per the instructions within the Bushfire Emergency Plan developed for the site and use.
5	Maintain the static firefighting water supply tank and associated pipes/fittings/pump and vehicle access and hardstand in good working condition.
6	Ensure all future buildings the landowner has responsibility for, are designed and constructed in full compliance with: <ul style="list-style-type: none"> <li>The bushfire resistant construction requirements of the Building Code of Australia (Volumes 1 and 2 of the National Construction Code), as established by the Building Regulations 2012 (WA Building Act 2011); and</li> <li>Any additional bushfire protection measures this Bushfire Management Plan has established are to be implemented.</li> </ul>
7	Maintain the bushfire protection measures that have been established within Section 5.4 of this BMP as measures additional to those established by the acceptable solutions.
8	Annually review the Bushfire Emergency Plan and complete all actions contained within the 'Pre-Season Preparation Procedure' and the 'In-Season Preparation Procedure' at the appropriate times of the year.
9	The bushfire specific content of the operation's Site Emergency Plan must be reviewed annually, relevant information updated and ensure all bushfire related preparation procedures are carried out.
10	Ensure the ongoing implementation of the BMP, including providing successive landowners with a copy of the BMP and making them aware of the responsibilities it contains.





## APPENDIX A: DETAILED BAL ASSESSMENT DATA AND SUPPORTING INFORMATION

### A1: BAL Assessment Inputs Common to the Method 1 and Method 2 Procedures





#### A1.1: FIRE DANGER INDICES (FDI/FDI/GFDI)

<p>When using Method 1 the relevant FDI value required to be applied for each state and region is established by AS 3959:2018, Table 2.1. Each FDI value applied in Tables 2.4 – 2.7 represents both the Forest Fire Danger Index (FFDI) and a deemed equivalent for the Grassland Fire Danger Index (GFDI), as per Table B2 in Appendix B. When using Method 2, the relevant FFDI and GFDI are applied.</p> <p>The values may be able to be refined within a jurisdiction, where sufficient climatological data is available and in consultation with the relevant authority.</p>						
Relevant Jurisdiction:	WA	Region:	Whole State	Method 1	Applied FDI:	80
				Method 2	Applied FFDI:	N/A
					Applied GFDI:	N/A

#### A1.2: VEGETATION ASSESSMENT AND CLASSIFICATION

<p><b>Vegetation Types and Classification</b></p> <p>In accordance with AS 3959:2018 Clauses 2.2.3 and C2.2.3.1, all vegetation types within 100 metres of the 'site' (defined as "the part of the allotment of land on which a building stands or is to be erected"), are identified and classified. Any vegetation more than 100 metres from the site that has influenced the classification of vegetation within 100 metres of the site, is identified and noted. The maximum excess distance is established by AS 3959: 2018 Clause 2.2.3.2 and is an additional 100 metres.</p> <p>Classification is also guided by the Visual Guide for Bushfire Risk Assessment in WA (WA Department of Planning February 2016) and any relevant FPA Australia practice notes.</p> <p><b>Modified Vegetation</b></p> <p>The vegetation types have been assessed as they will be in their natural mature states, rather than what might be observed on the day. Vegetation destroyed or damaged by a bushfire or other natural disaster has been assessed on its expected re-generated mature state. Modified areas of vegetation can be excluded from classification if they consist of low threat vegetation (refer to Appendix B) and that any required active management can be expected to continue in perpetuity, and this can be adequately justified.</p> <p><b>The Influence of Ground Slope</b></p> <p>Where significant variation in effective slope exists under a consistent vegetation type, these will be delineated as separate vegetation areas to account for the difference in potential bushfire behaviour, in accordance with AS 3959:2018 Clauses 2.2.5 and C2.2.5.</p>	
<p><b>THE INFLUENCE OF VEGETATION GREATER THAN 100 METRES FROM THE SUBJECT SITE</b></p>	
Vegetation area(s) within 100m of the site whose classification has been influenced by the existence of bushfire prone vegetation from 100m – 200m from the site:	None
Assessment Statement:	No vegetation types exist close enough, or to a sufficient extent, within the relevant area to influence classification of vegetation within 100 metres of the subject site.



VEGETATION AREA 1						
Classification	A. FOREST					
Types Identified	Open forest A-03					
Exclusion Clause	N/A					
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)	Upslope or flat 0 degrees	
Foliage Cover (all layers)	30-70%	Shrub/Heath Height		<2m	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers	Eucalypt forest, trees measured up to 24m tall, Melaleuca species located in the riparian zone of the Moore River. Banksia areas mixed with Eucalypt trees close to 6m in height.					
Understorey	Shrub understorey and unmanaged grasses.					
Justification Comments:	Areas classified as flat along the river include short steep slopes. The effective slope under the vegetation can be considered flat. Photo ID: 13 includes a 5m height staff.					
Post Development Assumptions:	N/A					
						
PHOTO ID: 1				PHOTO ID: 2		
						
PHOTO ID: 3				PHOTO ID: 4		
						
						







 <p>-31°18'46\", 115°32'54\", -14.8m, 214° 14/05/2024 10:53:17</p>	 <p>-31°18'43\", 115°32'56\", -17.5m, 332° 14/05/2024 10:50:13</p>
PHOTO ID: 5	PHOTO ID: 6
 <p>-31°18'43\", 115°32'56\", -30.3m, 124° 14/05/2024 10:50:33</p>	 <p>-31°18'46\", 115°32'58\", -12.3m, 91° 14/05/2024 10:56:18</p>
PHOTO ID: 7	PHOTO ID: 8
 <p>-31°18'31\", 115°33'10\", -16.4m, 206° 14/05/2024 11:04:41</p>	 <p>-31°18'29\", 115°33'9\", -18.1m, 15° 14/05/2024 11:06:05</p>
PHOTO ID: 9	PHOTO ID: 10







PHOTO ID: 11	PHOTO ID: 12
PHOTO ID: 13	PHOTO ID: 14
PHOTO ID: 15	



VEGETATION AREA 2						
Classification	A. FOREST					
Types Identified	Open forest A-03					
Exclusion Clause	N/A					
Effective Slope	Measured	d/slope 7 degrees	Applied Range (Method 1)		Downslope >5-10 degrees	
Foliage Cover (all layers)	30-70%	Shrub/Heath Height	N/A		Tree Height	Up to 30m
Dominant & Sub-Dominant Layers	Dense Eucalypt forest.					
Understorey	Unmanaged grasses and shrubs, reeds in the river.					
Justification Comments:	Not Required.					
Post Development Assumptions:	N/A					
<div><div></div><div></div></div>						
PHOTO ID: 16			PHOTO ID: 17			
<div><div></div><div></div></div>						
PHOTO ID: 18						





VEGETATION AREA 3							
Classification	B. WOODLAND						
Types Identified	Woodland B-05						
Exclusion Clause	N/A						
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)		Upslope or flat 0 degrees	
Foliage Cover (all layers)	10-30%		Shrub/Heath Height		N/A	Tree Height	Up to 30m
Dominant & Sub-Dominant Layers	Sparse Eucalypt trees.						
Understorey	Unmanaged grasses.						
Justification Comments:	Not Required.						
Post Development Assumptions:	N/A						
							
PHOTO ID: 19				PHOTO ID: 20			
							
PHOTO ID: 21				PHOTO ID: 22			
							
PHOTO ID: 21				PHOTO ID: 22			
							
PHOTO ID: 21				PHOTO ID: 22			







VEGETATION AREA 4						
Classification	G. GRASSLAND					
Types Identified	Open tussock G-23		Open woodland G-06		Sown pasture G-26	
Exclusion Clause	N/A					
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)		Upslope or flat 0 degrees
Foliage Cover (all layers)	<10%		Shrub/Heath Height		N/A	
					Tree Height	
					N/A	
Dominant & Sub-Dominant Layers	Unmanaged grassed areas.					
Justification Comments:	Some areas may be managed by grazing. Classified under the assumption the areas will not be managed in perpetuity.					
Post Development Assumptions:	N/A					
<div><div></div><div></div></div>						
PHOTO ID: 23				PHOTO ID: 24		
<div><div></div><div></div></div>						
PHOTO ID: 25				PHOTO ID: 26		







VEGETATION AREA 5						
Classification	D. SCRUB					
Types Identified	Open scrub D-14			Closed scrub D-13		
Exclusion Clause	N/A					
Effective Slope	Measured	flat 0 degrees		Applied Range (Method 1)		Upslope or flat 0 degrees
Foliage Cover (all layers)	10-30%	Shrub/Heath Height		N/A	Tree Height	N/A
Dominant & Sub-Dominant Layers	Areas of Banksia with <10% trees above 6m in height, Shrub areas >2m in height including grass-trees.					
Understorey	Smaller shrubs and unmanaged grasses.					
Justification Comments:	Photo ID: 31 contains a 5m height staff.					
Post Development Assumptions:	N/A					
<div><div></div><div></div></div>						
PHOTO ID: 29				PHOTO ID: 30		
<div><div></div><div></div></div>						
PHOTO ID: 31				PHOTO ID: 32		



VEGETATION AREA 6	
Classification	N/A
Exclusion Clause	2.2.3.2 (e) Non-vegetated area
Justification Comments:	Mostly bare sand areas such as roads and firebreaks.
Post Development Assumptions:	Likely to be maintained due to proximity to buildings, or areas required to be maintained as vehicular access routes/firebreaks.
 	
<div>PHOTO ID: 33</div> <div>PHOTO ID: 34</div>	
 	
<div>PHOTO ID: 35</div> <div>PHOTO ID: 36</div>	
	
<div>PHOTO ID: 37</div>	



A1.3: EFFECTIVE SLOPE

**EXPLAINING THE ASSESSMENT METHODOLOGY APPLIED BY BUSHFIRE PRONE PLANNING**

**DEFINITION:** Effective slope is "the slope under that classified vegetation which most influences the bushfire attack" (AS 3959:2018, Clause 1.5.11).

"The effective slope under the classified vegetation is not the same as the average slope for the land surrounding the site of the proposed building. The effective slope is that slope which most significantly influences bushfire behaviour" (AS 3959:2018, Clause CB4).

The slope is described as upslope, flat or downslope when viewed from an exposed element (e.g., building) and looking towards the vegetation. It is measured in degrees.

[Note: Additional relevant guidance provided by AS 3959:2018 and NSW RFS, Planning for Bushfire Protection (2019) is incorporated into the applied assessment methodology and is presented at the end of this explanation.]

**COMPOUND SLOPES UNDER VEGETATION AND DETERMINING SLOPE SIGNIFICANCE**

**Non-Linear Slopes:** When the slope of ground under the vegetation out to the distance to be assessed (100 m or further if necessary), is not a straight line or nearly straight line slope, then it is made up of several different slopes i.e., it is a compound slope. The different slope angles and lengths must be factored into the determination of the effective slope value to be applied. Different slopes will potentially influence the bushfire rate of spread and intensity, both increasing and decreasing it.

**Significant Slope:** The AS 3959:2018 bushfire attack level determination methodology, with default inputs, models a fully developed bushfire. Therefore, a 'significant' slope is one that will significantly influence bushfire behaviour. To be 'significant' the length of the slope must be 'sufficient' to support a fully developed fire on that slope. The angle of a significant slope could be the determined effective slope for the area of classified vegetation if it is the one that 'most influences the bushfire attack'.

**Sufficient Slope Length:** Is a slope that will, as a minimum, allow the entire flame depth (flaming zone) of a fully developed fire (100m flame width) to exist on that slope.

The expected flame depth of a fully developed bushfire is a function of the length of time the flaming phase will exist on a section of the fuel bed (the 'residence time') and the bushfire's 'rate of spread'. For a given rate of spread, longer residence times result in greater flame depths. Greater flame depths are correlated with greater flame temperatures and greater flows of radiant heat.

The primary factors that will increase the residence time are:

- Heavier fine fuel loads of grass, leaf litter, twigs, bark etc less than 6mm in width and existing within the surface and near surface layers (and elevated fuel layers when contiguous with the base layers); and
- A greater percentage of larger fine fuels within the fuel load.

The primary factors that increase the rate of spread (apart from fire weather factors), include finer fuels, drier fuels, horizontal continuity of fuel and steeper upward ground slope in the direction of fire travel.

Example values:

- Residence Time: Grassfire 5 – 15 seconds, Forest fire 25 -50 seconds.
- Rate of Spread: Grassfires of a few km/hr are considered fast moving, 5-10 km/hr is common and fastest in the order of 25km/hr. Forest fire typically recorded in metres/hour with 1-1.5 km/hr being considered fast moving and fastest in the order of 3-4 km/hr.
- Flame Depth: More typically, a few metres for grasses to tens of metres for forest fires.

**An Isolated Slope:** For scenarios where there is a single significant slope (based on the above criteria) additional consideration would need to be given to the time and distance consumed by a bushfire still in its 'developing' phase. This will require due consideration be given to how it is potentially ignited i.e., from a single or multiple points, as this will influence the time and distance required to fully develop. For such scenarios, a normally significant slope may not be sufficiently long. It may be necessary to determine the potential bushfire impact more accurately by



justifying the application of a lesser effective slope, or a lower threat vegetation classification, or calculating a reduced head fire width (using short fire run modelling).

**Determined Effective Slope:** Only a 'significant' slope can potentially be the effective slope by itself. In which case, for a defined area of classified vegetation area, the worst significant slope under that vegetation is to apply.

The table below presents Bushfire Prone Planning's considerations applied to assessing short and/or compound slopes in determining the effective slope.

Slope Length (m)	Considered a Significant Slope	Considerations in Determining the Effective Slope
< 5	No	Where these short slopes exist as part of a compound slope under an area of classified vegetation, they can be ignored as they will not influence the fire behaviour in that vegetation.
5-20	No	These slopes will have a range of influence on fire behaviour from very little to a degree of influence that must be accounted for to some extent by the determined effective slope that is applied (i.e., with a greater length apply to a greater extent). But the actual slope of these shorter slopes is likely not to be applied as it is not a 'significant' length.
20-30	Maybe	<p>The same considerations applied to the 5-20m slope lengths should be applied here. However, more justification would need to be presented to support their assessment as not being 'significant' slopes.</p> <p>For these slope lengths, consideration must be given more broadly to the potential level of risks associated with a bushfire event in this location. The risk level will be a function of the bushfire hazard threat levels (direct attack mechanisms) within the immediate and broader assessment area as influenced by local topography, vegetation extents and types and the exposure and vulnerability of persons and/or buildings/structures to these threats. Higher risk levels require greater precaution meaning these slopes should be considered 'significant', and vice versa.</p> <p>Consider the potential for a bushfire on adjoining or nearby land be a source of ignition and/or pre-heating to vegetation on the subject slope.</p> <p>Consider if vegetation on the slope is likely be ignited by a single ignition point or is multipoint ignition possible from bushfire on adjoining slopes or the surrounding area. Single point ignition will require a fire to travel further before being fully developed (DFES considers less than 100m fire runs may be considered a short fire run for forest, woodland and scrub vegetation classifications, RFS NSW applies 150m).</p> <p>Isolated slopes of this length are less likely to be considered significant as compared to when part of a compound slope.</p>
>30	Yes	Likely to always be a significant slope unless isolated (i.e., exists alone) – in which case, justifying the application of a lesser effective slope, or a lower threat vegetation classification, or calculating a reduced head fire width, are approaches that may need to be applied.

#### **BPP Approach - Slope Variation Within Areas of Vegetation**

When multiple 'significant' slope lengths with large differences in degrees of effective slope (or different applicable slope ranges when AS 3959:2018 Method 1 is applied), exists under a single vegetation classification, these will be delineated as separate vegetation areas of classified vegetation to account for the difference in potential bushfire behaviour and impact, in accordance with AS 3959:2018 clauses 2.2.5 and C2.2.5.

#### **Effective Slope Variation Due to Multiple Development Sites**

When the effective slope, under a single area of bushfire prone vegetation, will vary significantly relative to multiple proposed development sites (exposed elements), then the effective slopes corresponding to each of the different





locations, are separately identified. The relevant (worst case) effective slope is determined in the direction corresponding to the potential directions of fire spread towards the subject building(s).

**AS 3959:2018 EFFECTIVE SLOPE DETERMINATION - GUIDANCE**

The Standard presents a broad set of guidance statements that indicate the intent of deriving an effective slope value for use in calculations, rather than detailing the 'in the field' determination process. These include:

- Highlighting the importance of the value by stating "The slope of the land under the classified vegetation has a direct influence on the rate of fire spread, the severity of the fire and the ultimate level of radiant heat flux" (Clause C2.2.5). [Note: A common rule of thumb is that for every 10 degrees of upslope, a fire will double its rate of spread if moving in the direction of the prevailing wind].
- It may be necessary to consider the slope under the classified vegetation for distances greater than 100 m in order to determine the effective slope for that vegetation classification.
- "Where there is more than one slope within the classified vegetation, each slope shall be individually assessed, and the worst case Bushfire Attack Level shall apply" (Clause 2.2.5).

**NSW RFS 2019, PLANNING FOR BUSHFIRE PROTECTION - APPENDIX A1.5 - ADDITIONAL DETERMINATION GUIDANCE**

- "In identifying the effective slope - it may be found that there are a variety of slopes covering different distances within the vegetation. The effective slope is considered to be the slope under the vegetation which will most significantly influence the bushfire behaviour for each aspect. This is usually the steepest slope. In situations where this is not the case, the proposed approach must be justified".
- "Vegetation located closest to an asset may not necessarily be located on the effective slope".

**SITE ASSESSMENT DETAILS - EXPLANATION & JUSTIFICATION**

The effective slopes determined from the site assessment are recorded in Table 3.2 of this Bushfire Management Plan. Explanation and justification of their determination is presented below.

None Required.



**A1.4: SEPARATION DISTANCE**

**Measuring**

The separation distance is the distance in the horizontal plane between the receiver (building/structure or area of land being considered) and the edge of the classified vegetation (AS 3959:2018, clause 2.2.4)

The relevant parts of a building/structure from which the measurement is taken is the nearest part of an external wall or where a wall does not exist, the supporting posts or columns. Certain parts of buildings are excluded including eaves and roof overhangs.

The edge of the vegetation, for forests and woodlands, will be determined by the unmanaged understorey rather than either the canopy (drip line) or the trunk (AS 3959:2018, clause C2.2.5).

**Measured Separation Distance as a Calculation Input**

If a separation distance can be measured because the location of the building/structure relative to the edge of the relevant classified vegetation is known, this figure can be entered into the BAL calculation. The result is a determined BAL rating.

**Assumed Separation Distance as a Calculation Input**

When the building/structure location within the lot is not known, an assumed building location may be applied that would establish the closest positioning of the building/structure relative to the relevant area of vegetation.

The assumed location would be based on a factor that puts a restriction on a building location such as:

- An established setback from the boundary of a lot, such as a residential design code setback or a restrictive covenant; or
- Within an established building envelope.

The resultant BAL rating would be indicative and require later confirmation (via a Compliance Report) of the building/structure actual location relative to the vegetation to establish the determined BAL rating.

**Separation Distance as a Calculation Output**

With the necessary site specific assessment inputs and using the AS 3959:2018 bushfire modelling equations, the range of separation distances that will correspond to each BAL rating (each of which represents a range of radiant heat flux), can be calculated. This has application for bushfire planning scenarios such as:

- When the separation distance cannot be measured because the exact location of the exposed element (i.e., the building, structure or area), relative to classified vegetation, is yet to be determined.

In this scenario, the required information is the identification of building locations onsite that will correspond to each BAL rating. That is, indicative BAL ratings can be derived for a variety of potential building/structure locations; or

- The separation distance is known for a given building, structure or area (and a determined BAL rating can be derived), but additional information is required regarding the exposure levels (to the transfer of radiant heat from a bushfire), of buildings or persons, that will exist at different points within the subject site.

The calculated range of separation distances corresponding to each BAL rating can be presented in a table and/or illustrated as a BAL Contour Map – whichever is determined to best fit the purpose of the assessment.

For additional information refer to the information boxes in Section 3 'Bushfire Attack Levels (BAL) - Understanding the Results and Section 3.2. 'Interpretation of the BAL Contour Map'.

**SITE ASSESSMENT DETAILS - EXPLANATION & JUSTIFICATION**

For the subject development/use the applicable separation distances values are derived from calculations applying the assessed site data. They are an output value, not an input value and therefore are not presented or justified in this appendix.

The derived values are presented in Section 3, Table 3.1 and illustrated as a BAL contour map in Figure 3.2.





## APPENDIX B: ADVICE - ONSITE VEGETATION MANAGEMENT - THE APZ

THE ASSET PROTECTION ZONE (APZ) – EXPLANATORY INFORMATION
<p>The APZ is an area surrounding a building/structure in which fire fuels are intensively managed (reducing sources and quantities) to provide localised protection. Any retained or planted vegetation must be able to be considered low threat (due to a range of characteristics) or as being continuously maintained in a minimal fuel condition. The primary objectives of establishing an APZ are:</p> <ol style="list-style-type: none"> <li>1. Ensure a reduction in the exposure of the building/structure to bushfire direct attack mechanisms (threats) of flame contact, radiant heat transfer and ember attack, by establishing appropriate separation from the bushfire prone vegetation. The required APZ dimensions will be dependent on site specific conditions and the use of the site;</li> <li>2. Ensure a reduction in the exposure of the building/structure to bushfire indirect attack mechanisms (threats) by: <ul style="list-style-type: none"> <li>- Preventing surface fire spreading to the building/structure;</li> <li>- Minimising the potential for tree strike; and</li> <li>- Limiting the potential for consequential fire to impact the building/structure by eliminating, reducing and/or shielding consequential fire fuels. These fuels include accumulated debris, stored combustible/flammable items and constructed combustible items. Consequential fire, typically ignited by embers, is the primary cause of building loss in a bushfire event; and</li> </ul> </li> <li>3. To provide a defensible space for firefighting activities.</li> </ol> <p>The <i>Guidelines for planning in bushfire prone areas</i> (WAPC 2021 v1.4) Appendix 4, Element 2 Explanatory Notes and Schedule 1: Standards for APZ, provide an example of how the objectives might be met.</p>

### B1: The Asset Protection Zone (APZ) - Dimension and Location Requirements

PLANNING APPLICATION REQUIREMENTS VERSUS LANDOWNER IMPLEMENTATION REQUIREMENTS
<p><b>ONE IDENTIFIES THE ABILITY OF DEVELOPMENT TO ACHIEVE A MAXIMUM LEVEL OF EXPOSURE TO CERTAIN BUSHFIRE THREATS AND THE OTHER ESTABLISHES WHAT IS TO BE PHYSICALLY IMPLEMENTED SURROUNDING BUILDINGS/STRUCTURES</b></p> <p><b>THE 'PLANNING BAL-29 APZ'</b></p> <p>For planning approval purposes, an assessment against the Bushfire Protection Criteria in the <i>Guidelines for planning in bushfire prone areas</i> (WAPC 2021, v1.4), is conducted. Element 2 of the criteria (Siting and Design) establishes the acceptable solution (A2.1: APZ) requiring proposed development to depict on submitted plans that every habitable building <u>can</u> be surrounded by an APZ that <u>can</u> be reasonably expected to comply with the maintenance requirements (APZ standards) in perpetuity, and meets the following dimension and location requirements:</p> <p><b>Dimensions:</b> The minimum dimensions of the 'Planning BAL-29 APZ' are those that will ensure the potential radiant heat impact on the relevant buildings does not exceed 29 kW/m<sup>2</sup>. These dimensions will vary dependent on the site specific conditions.</p> <p><b>Location:</b> The 'Planning BAL-29 APZ' dimensions must not extend past lot boundaries onto land the landowner has no responsibility for or control over. Limited exceptions include:</p> <ul style="list-style-type: none"> <li>• When adjoining land is not vegetated (e.g., built out, roads, carparks, drainage systems, rock, water body etc.);</li> <li>• When adjoining land does or will contain low threat vegetation (refer to Appendix B) and it can be justified that enforceable mechanisms are in place to ensure the APZ status of this land will exist in perpetuity. Such areas of land include:</li> </ul>



- Publicly managed areas of vegetation (e.g., public open space, recreation grounds/areas and services installed in a common section of land). For certain situations, evidence of an entity's enforceable requirement to manage these areas to the required standard would be included in either the BAL Assessment Report or Bushfire Management Plan;
- Land on a neighbouring lot that is/will be part of the required APZ surrounding buildings/structures on that lot, and/or required firebreak, and for which the owner of that lot has a recognised responsibility to implement and maintain.
- Adjoining land for which a formalised and enforceable authority and responsibility is created for the owner of the lot on which development is proposed, or another third party, to manage vegetation in perpetuity, on land they do not own. This is not common, and the necessary evidence of the responsibility would be included in the BAL Assessment Report or Bushfire Management Plan.

If the proposed development can potentially satisfy these dimension and location requirements, then planning approval can be considered for this requirement, and then be subject to all other planning requirements being met.

#### KEY POINT

*The 'Planning BAL-29 APZ' dimensions are not necessarily those that must be physically implemented and maintained by a landowner. Implementation requirements may be different (see 'Determined BAL Rating APZ' below).*

*The purpose of identifying the ability of proposed development to apply the 'Planning BAL-29 APZ' dimensions is solely to inform decision makers as to the ability of the proposed building works to limit exposure to certain bushfire threats (flame contact, radiant heat transfer and ember attack), to the extent represented by a BAL-29 rating.*

*Note for certain vulnerable land uses, evidence of the ability to implement a larger APZ may be required to inform planning decisions. These include dimensions corresponding to radiant heat impact levels of 10 kW/m<sup>2</sup> and/or 2 kW/m<sup>2</sup> and calculated using a flame temperature of 1200 K – rather than 29kW/m<sup>2</sup> at 1090 K.*

#### THE 'DETERMINED BAL RATING APZ'

The dimensions associated with the 'Determined BAL Rating APZ' are derived for the specific site conditions and are to be physically implemented and maintained by the landowner. The rating also establishes the bushfire construction requirements for any new building works which results in the built resilience to bushfire threats corresponding to their distance from the bushfire hazard. Variations of these dimensions will only exist as the result of either:

- A requirement presented within an associated Bushfire Management Plan to increase the size of the APZ as part of an alternative solution, and which is subsequently approved by the decision maker; or
- A directive of the relevant Local Government through their annual Firebreak/Hazard Reduction Notice (see below) that results in a larger dimension.

The applicable 'determined' BAL rating is stated in the BAL Assessment Data section of the BAL Assessment Report or Bushfire Management Plan.

If an 'indicative' or 'conditional' rather than a 'determined' BAL rating is stated, the corresponding separation distances (dimensions) are just informative. Confirmation that the stated BAL rating (or a different rating) will apply, is still subject to either certain physical requirements being met or approval from relevant authorities for native vegetation removal is obtained (refer to explanatory information in Section 3).

**Dimensions:** The minimum dimensions of the 'BAL Rating APZ' will be those associated with the 'determined' BAL rating for the relevant buildings/structures.

*Note for certain vulnerable land uses and relevant buildings/areas, the 'BAL Rating APZ' dimensions may be replaced with dimensions corresponding to the specific radiant heat impact levels of 10 kW/m<sup>2</sup> and 2 kW/m<sup>2</sup> and calculated using a flame temperature of 1200K– rather than 29kW/m<sup>2</sup> at 1090 K.*

**Location:** As for the 'Planning BAL-29 APZ'.



#### THE 'LOCAL GOVERNMENT APZ'

Certain Local Government's state the dimensions of the APZ that must be established surrounding buildings in their annual Firebreak/Hazard Reduction Notice. For certain vegetation/sites, based on environmental considerations, they may also establish a maximum allowable dimension, typically that corresponding to a BAL-29 rating.

#### THE 'REQUIRED APZ'

The dimensions associated with the 'Required APZ' are to be established and maintained by the landowner within the subject lot and surrounding the subject buildings/structures. The 'Required APZ' will be appropriately depicted in Reports and Plans on the Property Bushfire Management Statement when it is required to be included.

**Dimensions:** The 'Required APZ' dimensions are the minimum distances away from the subject building/structure that the APZ must extend towards each relevant area of classified vegetation (note: a distance may also be a maximum distance when relevant as an environmental constraint).

The dimensions to implement are determined by:

- A. Those associated with the 'Determined BAL APZ' for the subject building(s) when distances are greater than 'B' below (except when 'B' has established a maximum distance); or
- B. The 'Local Government' APZ' derived from their Firebreak/Hazard Reduction Notice when distances are greater than 'A' above, other than when a maximum distance is established, in which case this will apply; or
- C. A combination of 'A' and 'B' as they may apply to different areas of classified vegetation.

**Location:** As for the 'Planning BAL-29 APZ'.



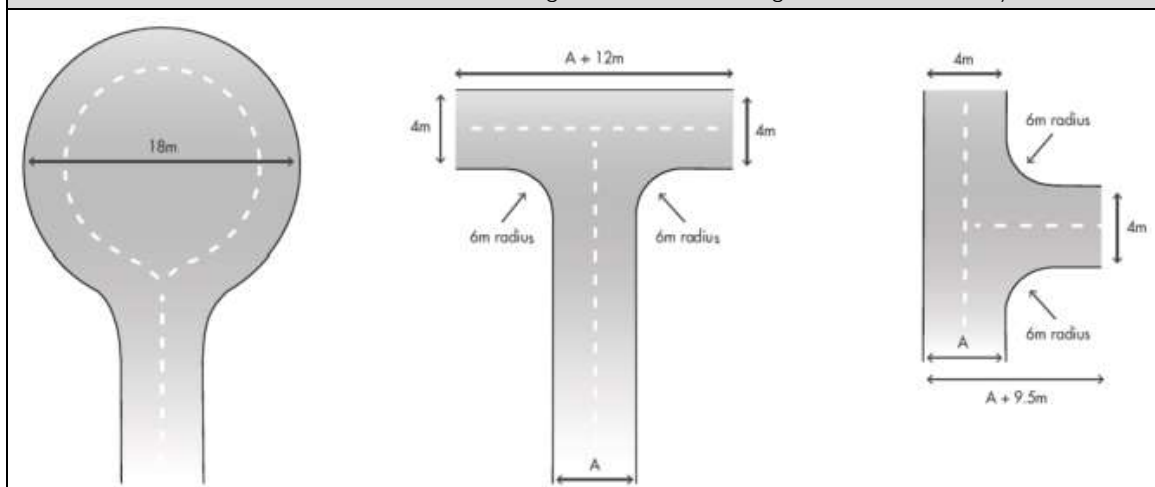
**APPENDIX C: TECHNICAL REQUIREMENTS FOR VEHICULAR ACCESS**

The design/layout requirements for access are established by the acceptable solutions of the Guidelines (DPLH, 2021 v1.4) Element 3 and vary dependent on the access component, the land use and the presence of 'vulnerable' persons. Consequently, the best reference source are the Guidelines. The technical requirements that are fixed for all components and uses are presented in this appendix.

**GUIDELINES TABLE 6, EXPLANATORY NOTES E3.3 & E3.6 AND RELEVANT ACCEPTABLE SOLUTIONS**

Technical Component	Vehicular Access Types / Components			
	Public Roads	Emergency Access Way <sup>1</sup>	Fire Service Access Route <sup>1</sup>	Battle-axe and Private Driveways <sup>2</sup>
Minimum trafficable surface (m)	In accordance with A3.1	6	6	4
Minimum Horizontal clearance (m)	N/A	6	6	6
Minimum Vertical clearance (m)	4.5			
Minimum weight capacity (t)	15			
Maximum Grade Unsealed Road <sup>3</sup>	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum Grade Sealed Road <sup>3</sup>		1:7 (14.3%)		
Maximum Average Grade Sealed Road		1:10 (10%)		
Minimum Inner Radius of Road Curves (m)		8.5		

**Turnaround Area Dimensions for No-through Road, Battle-axe Legs and Private Driveways <sup>4</sup>**



**Passing Bay Requirements for Battle-axe leg and Private Driveway**

When the access component length is greater than the stated maximum, passing bays are required every 200m with a minimum length of 20m and a minimum additional trafficable width of 2m (i.e. the combined trafficable width of the passing bay and constructed private driveway to be a minimum 6m).

**Emergency Access Way – Additional Requirements**

Provide a through connection to a public road, be no more than 500m in length, must be signposted and if gated, gates must be open the whole trafficable width and remain unlocked.

<sup>1</sup> To have crossfalls between 3 and 6%.

<sup>2</sup> Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.

<sup>3</sup> Dips must have no more than a 1 in 8 (12.5% or 7.1 degree) entry and exit angle.

<sup>4</sup> The turnaround area should be within 30m of the main habitable building.



**APPENDIX D: TECHNICAL REQUIREMENTS FOR FIREFIGHTING WATER SUPPLY**

**D1: Non-Reticulated Areas – Static Supply**

For specified requirements, refer to the Guidelines Element 4: Water – Acceptable Solution A4.2, Explanatory Notes E4 (that provide water supply establishment detail under the headings of water supply; independent water and power supply; strategic water supplies, alternative water sources and location of water tanks) and the technical requirements established by Schedule 2 (reproduced below).

**SCHEDULE 2: WATER SUPPLY DEDICATED FOR BUSHFIRE FIREFIGHTING PURPOSES**

**2.1 Water supply requirements**

Water dedicated for firefighting should be provided in accordance with Table 7 below, and be in addition to water required for drinking purposes.

**Table 7:** Water supply dedicated for bushfire firefighting purposes

PLANNING APPLICATION	NON-RETICULATED AREAS
Development application	10,000L per habitable building
Structure Plan / Subdivision: Creation of 1 additional lot	10,000L per lot
Structure Plan / Subdivision: Creation of 3 to 24 lots	10,000L tank per lot <b>or</b> 50,000L strategic water tank
Structure Plan / Subdivision: Creation of 25 lots or more	50,000L per 25 lots or part thereof Provided as a strategic water tank(s) or 10,000L tank per lot

**2.2 Technical requirements**

**2.2.1 Construction and design**

An above-ground tank and associated stand should be constructed of non-combustible material. The tank may need to comply with AS/NZS 3500.1:2018.

Below ground tanks should have a 200mm diameter access hole to allow tankers or emergency service vehicles to refill direct from the tank, with the outlet location clearly marked at the surface. The tank may need to comply with AS/NZS 3500.1:2018. An inspection opening may double as the access hole provided that the inspection opening meets the requirements of AS/NZS 3500.1:2018. If the tank is required under the BCA as part of fire hydrant installation, then the tank will also need to comply with AS 2419.

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

**2.2.2 Pipes and fittings**

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

**2.2.2.1 Fittings for above-ground water tanks:**

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

**2.2.2.2 Remote outlets**

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



EXAMPLE CONSTRUCTION AND FITTINGS	
	
Strategic 47,000 Litre Concrete Tank & Protected Fittings	
	
10,000 Litre Concrete Tank	Storz and Camlock Couplings
	
Full Flow 50mm Ball Valve	Full Flow 50mm Gate Valve and Male Camlock





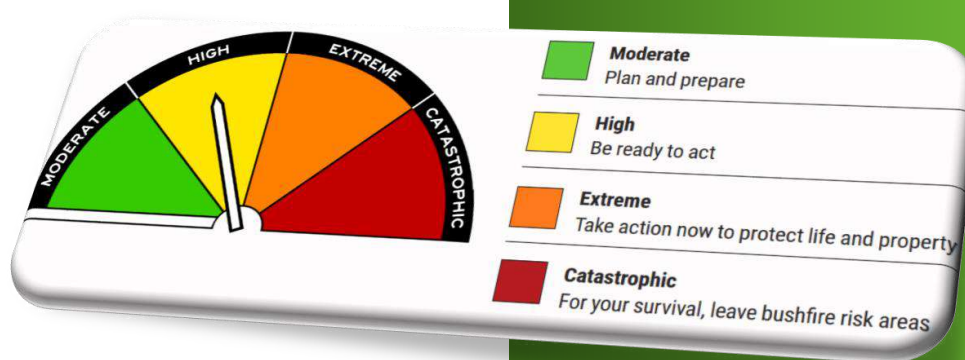
APPENDIX E: ADVICE - BAL RATINGS – CORRESPONDING THREATS AND CONSTRUCTION REFERENCES

BAL <sup>1</sup>	DESCRIPTION OF PREDICTED BUSHFIRE DIRECT ATTACK MECHANISMS (THREATS) AND LEVELS OF EXPOSURE	REFERENCES FOR CONSTRUCTION REQUIREMENTS	
		AS 3959:2018 Construction of Buildings in Bushfire Prone Areas	The NASH Standard (2021) – Steel Framed Construction in Bushfire Areas
		Referenced by the Building Code of Australia for Building Classes 1, 2, 3 & 10a	Referenced by the Building Code of Australia for Building Classes 1 & 10a
BAL – LOW	There is insufficient risk to warrant specific construction requirements but there is still some risk. <i>(Note: DFES recommend that ember attack protection features be incorporated into the design where practicable).</i>	Section 4. No Requirements	No Requirements
BAL – 12.5	There is a risk of ember attack. Construction elements are expected to be exposed to heat flux not greater than 12.5 kW/m <sup>2</sup>	Sections 3 & 5.	All construction requirements for BAL-12.5 to BAL-40 are the same except for windows and external doors, which must comply with AS 3959.  The construction requirements are set out as essentially non-combustible construction systems for each of the following building elements:  Section 1.4: General Requirements Section 2: Roof and Ceiling System Section 3: External Wall System Section 4: Floor System Section 5: Carports Verandahs and Decks.
BAL – 19	There is a risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 19 kW/m <sup>2</sup> .	Sections 3 & 6	
BAL – 29	There is an increased risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to an increased level radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 29 kW/m <sup>2</sup> .	Sections 3 & 7.	
BAL – 40	There is a much increased risk of ember attack and burning debris ignited by windborne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux not greater than 40kW/m <sup>2</sup> .	Sections 3 & 8.	
BAL – FZ (Flame Zone)	There is an extremely high risk of ember attack and burning debris ignited by windborne embers, and a likelihood of exposure to an extreme level of radiant heat and direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux greater than 40 kW/m <sup>2</sup> .	Sections 3 & 9.	The construction requirements are set out in Sections 1-5 and differ from the requirements for all other BAL ratings.
<sup>1</sup> AS 3959:2018 Construction of buildings in bushfire prone areas, defines a Bushfire Attack Level (BAL) as a “means of measuring the severity of a building’s potential exposure to ember attack, radiant heat and direct flame contact, using increments of radiant heat flux expressed in kW/m <sup>2</sup> , and is the basis for establishing the requirements for construction to improve protection of building elements from attack by bushfire.”			



# Bushfire Emergency Plan

The Operational Document for Onsite Personnel Responsible for Emergency Management



PREVENT | PREPARE | RESPOND | RECOVER

Lot 101 (51) Boobabbie Rd, Carabooda

Shire of Gingin

Facility/Premises Use: Caravan and camping ground

28 May 2024

Associated BMP:

BPP Ref. No. 230990

#### ATTENTION

It is important that all relevant persons at this premises receive formal training in the application of this Bushfire Emergency Plan, as established in the associated Bushfire Management Plan.

<p>BPP GROUP PTY LTD T/A BUSHFIRE PRONE PLANNING</p> <p>ACN: 39 166 551 784   ABN: 39 166 551 784</p> <p>SUITE 11, 36 JOHNSON STREET GUILDFORD WA 6055</p> <p>PO BOX 388 GUILDFORD WA 6935</p> <p>08 6477 1144   admin@bushfireprone.com.au</p>	
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## DOCUMENT CONTROL

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<p><b>Limitation of Liability:</b> The procedures and their associated actions contained in this Bushfire Emergency Plan do not guarantee that, in the event of a bushfire, buildings or infrastructure will not be damaged, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required procedures will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.</p> <p>Any representation, statement, opinion, or advice expressed or implied in this document is made in good faith based on information available to Bushfire Prone Planning at the time. Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence, lack of care or otherwise of their consultants, their servants or agents, arising out of the services provided by their consultants.</p> <p><b>Copyright ©2023 BPP Group Pty Ltd:</b> All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>					
BEP Template (Supervised Site) v9.4					

THE BUSHFIRE EMERGENCY PLAN – ITS PURPOSE AND APPLICATION

The purpose of this Bushfire Emergency Plan (BEP) is to assist persons conduct the operations of the premises that are directed at managing and protecting persons and property from the risks associated with a bushfire event.

To best support the purpose, this BEP is constructed to be used as an **OPERATIONAL DOCUMENT** that facilitates the reliable implementation of required actions at different times of the year, including during the urgent and high pressure conditions of a bushfire event.

The BEP utilises an approach that:

- **Establishes Situational Scenarios as Triggers to Implement an Emergency Procedure:** Each scenario has a corresponding initial bushfire emergency procedure, and associated actions, that is to be implemented. These have been developed considering the specifics of the premises and its use.
- **Facilitates Effective Implementation:** It is structured logically and written concisely. The important reference information in the appendices assists with applying the procedures and their actions, of which the included indicative fire behaviour for the bushfire prone vegetation relevant to the premises is particularly important.
- **Encourages Formal Training in the Application of the BEP:** It is important that persons responsible for actioning this BEP are fully aware of and knowledgeable in the application of the information presented in both the operational sections and the appendices.
- **Presents Supporting Data as Necessary:** This is data that may include identification of the level and types of potential risks to the site and its use and justifies the choice of protection measures incorporated into this BEP to manage those risks.

The necessity for inclusion (as an addendum) is dependent on the complexity and scale of the premises site/use and when there is a need to explain why certain procedures/actions have been applied to inform relevant persons (managers and decision makers as applicable).



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Bushfire Emergency Plan (Supervised Site)

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1. APPLYING THE BUSHFIRE EMERGENCY PLAN

TO DETERMINE THE REQUIRED ACTIONS TO IMPLEMENT

- At any time of the year;
- For any day of operation; and
- Whether a bushfire exists or not.

REFER TO THE PRIMARY GUIDANCE TABLE ON THE NEXT PAGE AND

1. Identify the applicable situational scenario that acts as the trigger for implementing an initial procedure; and
2. Identify the corresponding initial procedure and its page number.

THEN PROCEED TO THE APPLICABLE INITIAL PROCEDURE AND CONDUCT ALL STATED ACTIONS.

**2. PRIMARY GUIDANCE TABLE – THE TRIGGERS TO IMPLEMENT AN INITIAL BUSHFIRE EMERGENCY PROCEDURE**

THE IMPLEMENTATION TRIGGERS  ESTABLISHED AS SITUATIONAL SCENARIOS RELEVANT TO THE SITE		THE INITIAL PROCEDURE TO IMPLEMENT <sup>1</sup>							
		PREVENT	PREPARE		RESPOND			RECOVER	
		NO BUSHFIRE EXISTS			A BUSHFIRE EXISTS				
		PRE-SEASON PREPARE	MONITOR & MAINTAIN	PRE- EMPTIVE	ELEVATED THREAT	SAFE (EARLY) EVACUATION	SHELTER-IN- PLACE	RECOVER	
		Page 13	Page 17	Page 19	Page 21	Page 24	Page 27	Page 30	
I.D.									
DURING THE BUSHFIRE SEASON (OCTOBER TO APRIL) WHEN LARGE PUBLIC EVENTS ARE <u>NOT</u> A PART OF PREMISES OPERATIONS									
A	A BUSHFIRE EXISTS	A bushfire <b>EMERGENCY</b> or <b>WATCH AND ACT</b> warning has been issued and applies to the site. The highest level response procedure (the primary response), as determined specifically for the site and its use, is triggered.					<input checked="" type="checkbox"/>		
B		A bushfire <b>ADVICE</b> warning has been issued and applies to the site.					<input checked="" type="checkbox"/>		
C		A bushfire warning has not been issued.				<input checked="" type="checkbox"/>			
D		The bushfire is either now controlled, or the fire front has moved past the premises. Evacuation or shelter in place procedures may have been implemented earlier.							<input checked="" type="checkbox"/>
E	NO BUSHFIRE EXISTS	The forecast Fire Danger Rating (FDR) is Catastrophic; OR The forecast Fire Danger Rating (FDR) is Extreme, and the forecast Fire Behaviour Index (FBI) is 75 or greater (refer to BOM website, see Section 4 'Emergency Information Sources'); AND/OR A Total Fire Ban is declared. A Harvest and Vehicle Movement Ban (HVMB) may also be declared.				<input checked="" type="checkbox"/>			
F		The forecast fire danger rating (FDR) is High or Moderate or there is no FDR.		<input checked="" type="checkbox"/>					

# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

Bushfire Emergency Plan (Supervised Site)

PROCEDURE IMPLEMENTATION TRIGGERS  SITUATIONAL SCENARIOS RELEVANT TO THE SITE		THE INITIAL PROCEDURE TO IMPLEMENT <sup>1</sup>						
		PREVENT	PREPARE		RESPOND			RECOVER
		NO BUSHFIRE EXISTS			A BUSHFIRE EXISTS			
		PRE-SEASON PREPARE	MONITOR & MAINTAIN	PRE- EMPTIVE	ELEVATED THREAT	SAFE (EARLY) EVACUATION	SHELTER-IN- PLACE	RECOVERY
		Page 13	Page 17	Page 19	Page 21	Page 24	Page 27	Page 30
I.D.								
PRIOR TO THE BUSHFIRE SEASON (MAY TO SEPTEMBER)								
G	For the site location, this is the period of the year during which a bushfire event is considered to have a lower likelihood of occurrence and expected fire intensity will be lower. If a bushfire event does occur, the relevant 'Bushfire Identified' trigger will apply (see below).	<input checked="" type="checkbox"/>						
Note <sup>1</sup> : Each trigger will activate an initial single emergency management PROCEDURE. The corresponding ACTIONS can include conducting a re-evaluation of the current situation. This can result in a different PROCEDURE needing to be implemented.								



### 3. EMERGENCY CONTACTS

#### 3.1. EMERGENCY SERVICES

AGENCY/AUTHORITY	SERVICES	CONTACT
Department of Fire and Emergency Services / Police / Ambulance	Will respond to life threatening emergencies. Use to report a fire.	<b>Phone call: triple zero '000'</b> <b>Phone app: EMERGENCY PLUS</b>
State Emergency Service (SES)	Emergency assistance - securing your property, rescuing persons.	13 2500

#### 3.2. PREMISES PERSONNEL WITH EMERGENCY RESPONSIBILITIES

EMERGENCY ROLE	POSITION HELD AT PREMISES	LOCATION	CONTACT
Fire Warden	Camp Manager	Onsite	Greg Murray 0428 955 966

#### 3.3. UTILITIES / MEDICAL / ASSISTANCE



AGENCY/ORGANISATION	SERVICES	CONTACT
Joondalup Health Campus	Emergency medical services	(08) 9400 9400
Western Power	Response to electricity supply outages and damage.	13 1351
Crisis Care	Crisis accommodation	1800 199 008
Australian Red Cross	Humanitarian assistance	1800 733 276 redcross.org.au/emergencies
Salvation Army	Social services care	13 72 58 (13 SALVOS) salvationarmy.org.au/need-help/disasters-and-emergencies/



#### 4. EMERGENCY INFORMATION SOURCES

##### THE IMPORTANCE OF BEING AWARE OF YOUR SURROUNDINGS

Know the types of vegetation that grow on surrounding land. Be aware of the potential behaviour of a fire in this vegetation and the threats it can present under different conditions. Relevant information is included in **Appendix 6**. Knowledge and awareness of the local environment and immediate past and current conditions is a valuable source of information that will assist with decision making – with hot/dry/windy weather presenting the worst conditions. Lookout for smoke (i.e., evidence of fire) within your surrounding landscape, for as far as you can see. Be aware of the current and forecast wind direction as any fire will be likely to spread in the direction to which the wind is blowing.

YOUR FIRE WEATHER DISTRICT (BOM)	Swan Coastal North
SOURCE	INFORMATION
<b>Emergency WA</b> <a href="http://emergency.wa.gov.au">emergency.wa.gov.au</a>	This is the primary and most up to date source of information (maps and lists) for: <ul style="list-style-type: none"> <li>• Current warnings and incidents.</li> <li>• Designated bushfire evacuation centre.</li> <li>• Fire Danger Ratings (FDR)</li> <li>• Total Fire Bans (TFB)</li> </ul>
<b>Bureau of Meteorology (BOM)</b> <a href="http://bom.gov.au/wa/forecasts/fire-danger-ratings.shtml">bom.gov.au/wa/forecasts/fire-danger-ratings.shtml</a>	Fire Danger Ratings (FDR) and the corresponding Fire Behaviour Index (FBI).
<b>WA Department of Fire &amp; Emergency Services (DFES)</b> Information Line: 13 3337 (13 DFES)  dfes_wa  dfeswa <a href="http://dfes.wa.gov.au/hazard-information/bushfire">dfes.wa.gov.au/hazard-information/bushfire</a>	Republishing of Emergency WA Warnings. General emergency information. Provides overviews of bushfire hazard educational information, including bushfire behaviour and preparation, response, recovery information, and FAQ.
<b>Local Radio Stations</b> ABC (AM/digital) or 6PR (882) <a href="http://abc.net.au/radio/stations">abc.net.au/radio/stations</a>	Current bushfire warnings, designated bushfire evacuation centre and other relevant information.
<b>Emergency Alerts – through automated government telephone warning system</b>	Voice messages (landline) and text messages (mobile) can be sent within a defined area under an immediate threat.
<b>Bushfire.IO</b> <a href="http://bushfire.io">bushfire.io</a>	Map based bushfire warnings, bushfire incidents and wind forecasts. A visual tool run privately – crosscheck with other sources.
<b>WA Parks and Wildlife Service</b> <a href="http://dpaw.wa.gov.au">dpaw.wa.gov.au</a> Website	Bushfire alerts and warnings, current prescribed burns in national parks.
<b>Main Roads WA</b> Phone: 13 8138 <a href="http://travelmap.mainroads.wa.gov.au/Home/Map">travelmap.mainroads.wa.gov.au/Home/Map</a>	Road alerts and closures (incidents and roadworks).



**5. RELOCATING PERSONS - IDENTIFIED SAFER LOCATIONS AND TRANSPORT**

**5.1. RELOCATION ONSITE – ASSEMBLY AND/OR SHELTER IN PLACE**

DESIGNATED ON-SITE ASSEMBLY AREA	REFERENCE
<p>Name: Muster Point</p> <p>Description: Grass paddock with access to Boobabbie Rd.</p> <p>Location: South of the lot.</p>	Site Information Map

**5.2. RELOCATION OFFSITE – EVACUATION DESTINATIONS**

<p>IDENTIFICATION OF THE OFFSITE SAFER LOCATION(S)</p> <p>[this will correspond to use of the premises and types of occupants]</p>		
<p><b>IMPORTANT: DECLARATION OF OPERATIONAL BUSHFIRE EVACUATION CENTRES</b></p> <p>If the premises has potential Bushfire Evacuation Centres available, the declaration of which centre will become the operational centre will only be made by DFES and/or WA Police and with the involvement the Local Government - once the bushfire exists.</p> <p><b>IN THE EVENT OF A BUSHFIRE ⇒ CHECK INFORMATION SOURCES FOR THE OPERATIONAL EVACUATION CENTRE</b></p> <p>If this information is not yet available or if it is identified below that a Bushfire Evacuation Centre is not required, then the applicable offsite safer locations are stated on the following page. Multiple types may be applicable.</p>		
Safer Location Type	Description	Identified as Relevant to Premises
Type 1	<b>Designated bushfire evacuation centres.</b> Providing a safer location, away from the existing bushfire threats. Provides a temporary habitable space with potable water, toilet facilities, communication and possibly some medical services. Overnight(s) stay is likely required before returning to premises or other arrangements are made.	
Type 2	<b>Suitable buildings/grounds but not a designated bushfire evacuation centre.</b> Providing the facilities and level of services required by the evacuees from the premises. In some instances, such as significant health care dependency, these can be high level requirements. Overnight(s) stay may be required before returning to premises or other arrangements are made.	
Type 3	<b>Established urban/residential centres.</b> Providing a safer location, away from the existing bushfire threats, that will likely provide some access to potable water and toilet facilities but no overnight stays. The evacuees will typically have no need to return to the premises. From this location, relocation decisions will be made which may include returning home (local persons) or finding alternative accommodation.	✓
Type 4	<b>A safer location within the public road network to initially head towards.</b> No facilities or services will exist at this location. The evacuees will typically have no need to return to the premises. From this location options exist for returning home (local persons), returning to local accommodation or otherwise relocating.	✓





Bushfire Emergency Plan (Supervised Site)

Type 5	<b>Safer open area.</b> Providing the necessary reduction in exposure to bushfire threats for the limited period for which the threats will exist. Services and facilities will be non-existent or minimal, dependent on what provisions are possible and have been established by the Bushfire Emergency Plan and associated Bushfire Management Plan.		
SAFER OFFSITE LOCATION NO. 1			
Destination		Description/Name: Indian Ocean Drive towards Alkimos	
Evacuation Route		Turn Right onto Guilderton Road. (Google Maps may direct you left to do a U-turn in Guilderton, do not do this). Turn right onto Indian Ocean Drive travel 44km. Turn right onto Romeo Road then continue straight. Turn left onto Benenden Drive.	
Location En-Route at Which Higher Risk Conditions Will No Longer Exist		N/A	
SAFER OFFSITE LOCATION NO. 2			
Destination		Description/Name: Indian Ocean Drive towards Lancelin	
Evacuation Route		Turn Right onto Guilderton Road. (Depending on your location Google Maps may direct you left to do a U-turn in Guilderton, do not do this). Turn left onto Indian Ocean Drive. Travel 32.7km. Turn left onto Lancelin Drive. Travel 4.3km. Continue straight onto Walker Ave. Travel 2.5km. Total 42km, 30 minute drive.	
Location En-Route at Which Higher Risk Conditions Will No Longer Exist		N/A	



**5.3. EVACUATION TIME & TRANSPORT – PERSONS AND VEHICLES**

**ESTIMATED TIME REQUIRED FOR EVACUATION - INITIATION TO COMPLETION**

CONSIDERATION	ESTIMATED TIME (minutes)			
	Less Dependent / Lower Care Persons		High Dependency / High Care Persons	
	Own Transport	Provided Transport	Own Transport	Provided Transport
Preparation for evacuation (occupants, visitors/customers, staff)	0:30	-	-	-
Travel to furthest designated evacuation destination	0:36	-	-	-
When travelling to the furthest designated evacuation destination, relative safety for persons in vehicles may be attained at an earlier point enroute (refer to map). When applicable, this shorter time is applied.	N/A	-	-	-
APPLIED TOTAL	<b>1:06</b>	-	-	-

**PLANNED MAXIMUM PERSON NUMBERS AND VEHICLE SOURCE**

Person Type	Own Vehicles	Facility Transport	Contract Transport	Details
Visitors / Customers	16	-	-	Visitors will arrive and leave in their own 4-wheel drive vehicles.
Staff	1	-	-	The property owner lives onsite and will evacuate in privately owned vehicles.

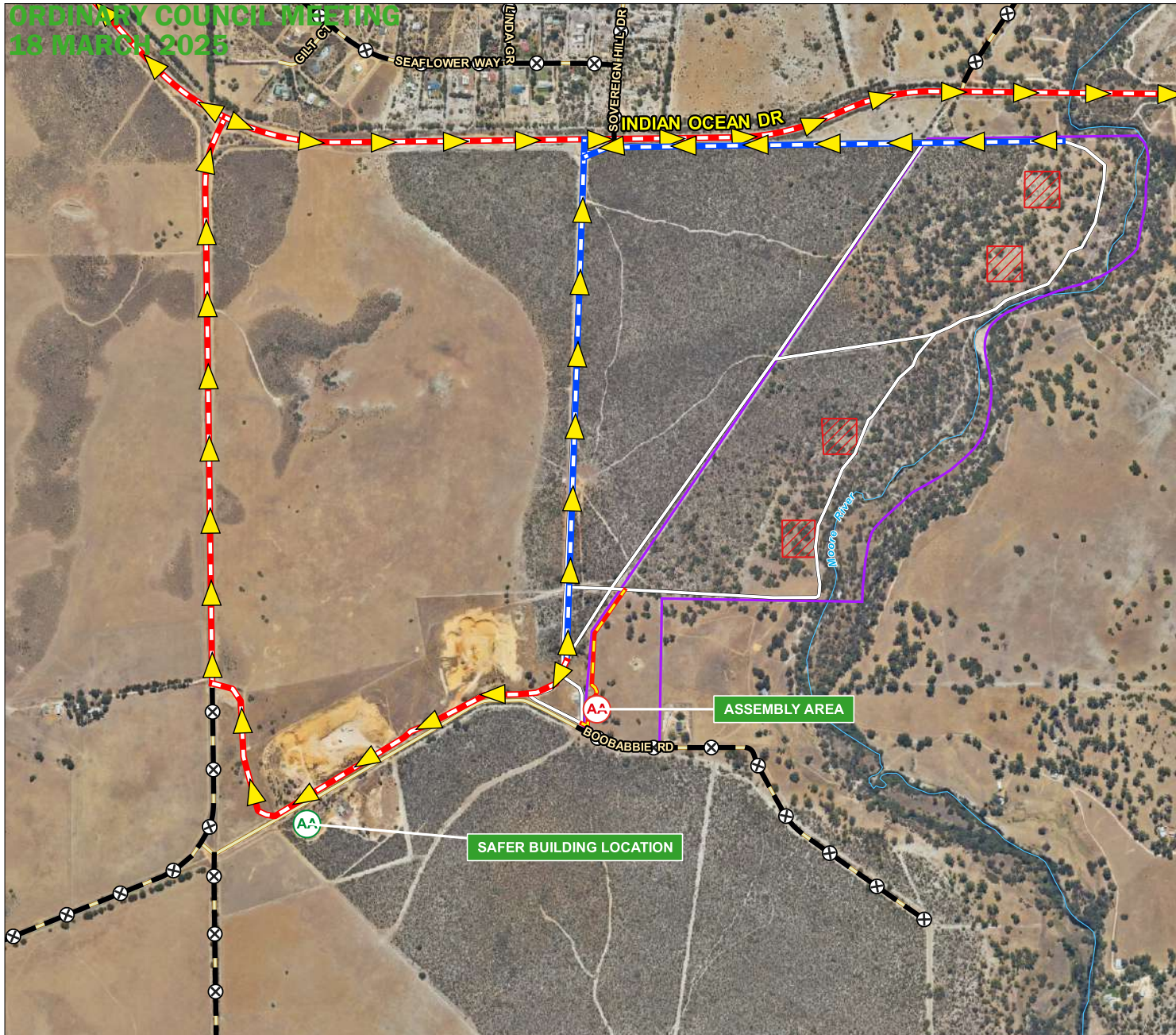


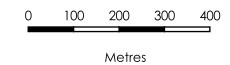
Figure 1

### Site Response Map

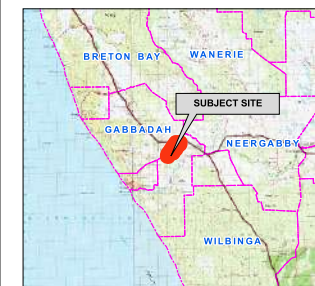
Lot 900 on Plan 424343, Area : 89.9 ha  
51 Boobabbie Rd  
CARABAN  
SHIRE OF GINGIN

#### ----- LEGEND -----

- Subject Site
- Proposed Campsite
- Emergency Access
- Driveways / Accessways
- Evacuation Route**
- ➡ Primary Evacuation Route
- ➡ Secondary Evacuation Route
- No Through Road
- Evacuation Locations**
- Assembly Area
- Safer Building Location



#### ----- LOCALITY -----



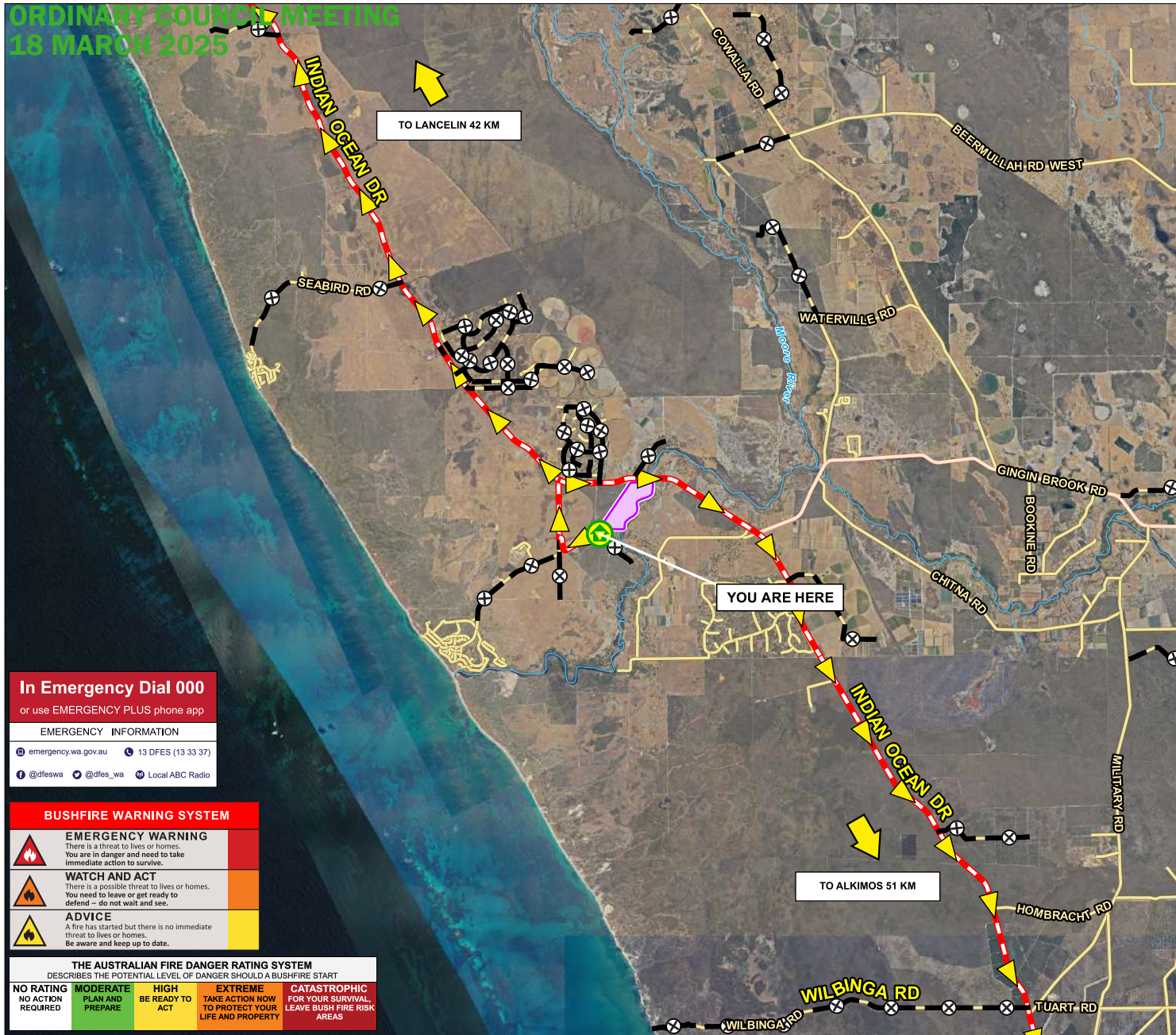
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Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metres  
Map by: Selina Hutcheon 28-05-2024  
SCALE (AS): 1 : 10000

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230990\_Fig1\_Site - Lot 101 (51) Boobabbie Road Caraban.qgz





**In Emergency Dial 000**  
or use EMERGENCY PLUS phone app

**EMERGENCY INFORMATION**

emergency.wa.gov.au 13 DFES (13 33 37)

@dfeswa @dfes\_wa Local ABC Radio

**BUSHFIRE WARNING SYSTEM**

	<b>EMERGENCY WARNING</b> There is a threat to lives or homes. You are in danger and need to take immediate action to survive.
	<b>WATCH AND ACT</b> There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.
	<b>ADVICE</b> A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.

**THE AUSTRALIAN FIRE DANGER RATING SYSTEM**  
DESCRIBES THE POTENTIAL LEVEL OF DANGER SHOULD A BUSHFIRE START

<b>NO RATING</b> NO ACTION REQUIRED	<b>MODERATE</b> PLAN AND PREPARE	<b>HIGH</b> BE READY TO ACT	<b>EXTREME</b> TAKE ACTION NOW TO PROTECT YOUR LIFE AND PROPERTY	<b>CATASTROPHIC</b> FOR YOUR SURVIVAL, LEAVE BUSH FIRE RISK AREAS
--	-------------------------------------	--------------------------------	---	--

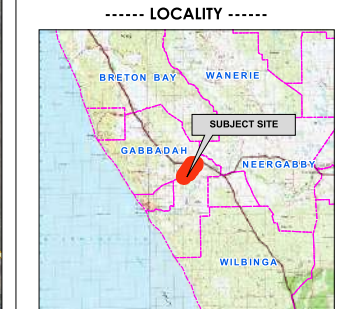
Figure 2

**Evacuation Routes and Destinations Map**

Lot 900 on Plan 424343, Area : 89.9 ha  
51 Boobabbie Rd  
CARABAN  
SHIRE OF GINGIN

- LEGEND -----
- Subject Site
  - Evacuation Locations**
  - You Are Here
  - Evacuation Route**
  - Primary Evacuation Route
  - No Through Road

0 2 4 6 km



AERIAL IMAGERY: Landgate/SUP

Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metre  
Map by: Selina Hutchison 20-05-2024  
SCALE (A3): 1 : 100000

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230990\_Fig2\_EVAC - Lot 101 (51) Boobabbie Road Carabon.gaz



## **8. BUSHFIRE EMERGENCY PROCEDURES AND ACTIONS**

### **8.1. PRE-SEASON PREPARE**

#### **PRE-SEASON PREPARE PROCEDURE – ACTIONS TO IMPLEMENT**

*When these actions are to be conducted by the premises personnel with designated emergency responsibilities, ensure the Fire Warden is informed of their completion.*

#### **1. STAFF PREPARATION – FORMAL TRAINING**

Prior to the bushfire season (October to April), provide, to all staff, induction and refresher training to the degree necessary and corresponding to the scale and complexity of the premises use.

Training is to consist of:

- Bushfire behaviour awareness specific to the site and its surrounds. Establish the necessity to operate and maintain an environment that mitigates the risks to persons and property from the direct threats of bushfire (flame contact, radiant heat, ember attack) and indirect threats of bushfire threats of bushfire (debris accumulation, consequential fire, wind attack and tree strike);
- Understand the content of this site specific Bushfire Emergency Plan and its application; and
- For staff assigned bushfire emergency management roles, provide the necessary training.

- ☐ All new and existing staff/employees to complete mandatory training in bushfire awareness and the application of the Bushfire Emergency Plan procedures and associated actions.
- ☐ Identify and assign the necessary bushfire emergency management roles to appropriate staff and provide training as necessary.
- ☐ Ensure enough daily rostered staff/employees hold current Senior First Aid Certification.
- ☐ Conduct simulation drills for evacuation and shelter in place procedures.

#### **2. ANNUAL REVIEW OF THE BUSHFIRE EMERGENCY PLAN**

Update and amend the Bushfire Emergency Plan as required. Assistance from a bushfire consultant is advised.

- ☐ Identify any requirements for reassignment of bushfire emergency management roles for premises personnel.
- ☐ As necessary, change contact details (names, phone number) of those persons responsible for bushfire emergency management and planning at the premises and any changes in roles.
- ☐ Make required changes to emergency contacts and emergency information sources. Ensure that any changes are also applied to the bushfire emergency information displayed within the premises.
- ☐ Ensure the designated assembly area, shelter-in-place building/area and the off-site safer locations and nominated evacuation routes are still the best options. Incorporate any changes into the Bushfire Emergency Plan and the information displayed within the premises.



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- ☐ Account for any change to buildings or equipment onsite that has implications for emergency management.
- ☐ Incorporate any improvements or additions to the emergency management procedures/actions that have been identified by staff and/or emergency services resulting from relevant experience with a bushfire event or changes in best practice bushfire emergency management that are developed over time.
- ☐ In the event any part of this Bushfire Emergency Plan is amended as part of its annual review, replace old copies and destroy them.

**3. DISPLAY & AVAILABILITY OF BUSHFIRE EMERGENCY INFORMATION**

The required bushfire emergency information is to be displayed in prominent position/s and readily accessible to all persons.

- ☐ Ensure the following up to date bushfire emergency information is displayed (framed or laminated) within the relevant buildings (including near an assembly area and inside the designated 'shelter in place' building).
  - The Site Emergency Information Map
  - The Evacuation Routes Map
  - The Emergency Contacts.
  - The Bushfire Information Sources to Monitor
  - The relevant indicative bushfire behaviour information (Appendix 6)

Additional information can be displayed when considered appropriate, examples of which are contained within the appendices and are available for download from the DFES website.

- ☐ Ensure signage for bushfire water supply, emergency assembly area and evacuation routes are in place and legible.
- ☐ Have available copies of the current Bushfire Emergency Plan in locations accessible by the premises persons with bushfire emergency responsibilities.
- ☐ Ensure availability and supply of 'Occupant/Visitor Register' sheets (unless an alternative operating recording system is in place).





#### **4. BUILDING / EQUIPMENT PREPARATION**

These actions address the required preparation of the buildings that comprise the premises, prior to and during the bushfire season to ensure:

- Continued compliance with the construction standards that correspond to its Bushfire Attack Level (as determined in the Bushfire Management Plan);
- The vulnerability of buildings and other consequential fire fuels, to the direct and indirect attack mechanisms of bushfire is minimised; and
- The operational readiness of any installed firefighting equipment and infrastructure.

- ☐ If there is recent construction or planned construction of attached structures (decks, stairs, patio, carport etc.) or adjacent structures (dwelling, shed, carport etc.), ensure bushfire resistant materials (including non-combustible) have been used to the greatest extent possible.
- ☐ Ensure all installed firefighting infrastructure and associated equipment including water storage tanks, pump, valves, pipework, fire hose reels & fire extinguishers are serviced, operating and correctly located.
- ☐ Remove and maintain at low levels, accumulated vegetation debris (fine fuels) near, on, in and against buildings and structures, including:
  - In construction crevices, gaps, on horizontal / shallow angle surfaces and at re-entrant corners in access ways, at wall/floor, wall/ground, roof/wall junctions and around doors, vents, windows;
  - In roof gutters and valleys; and
  - Adjoining/adjacent drains, culverts and pits.
- ☐ Around building(s), including verandahs and decks, remove or relocate away from the premises those combustible items that may be seldom used or able to be stored more appropriately in the bushfire season. This includes furniture and mats. Refer to Appendix 7 'LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY' for further information regarding consequential fire fuels and recommended separation distances.
- ☐ Ensure all first aid equipment and supplies are stocked, current and accessible.
- ☐ Ensure mobile phones are available for premises personnel with emergency management roles.

#### **5. GROUNDS PREPARATION**

These actions address the required management of onsite combustible items/materials (fuels) around, on or in buildings. By removing or reducing fuels, the likelihood and intensity of consequential fire is significantly reduced.

Consequential (local) fire which is the most significant cause of building/structure damage/loss in bushfire events.

Fuel management must be completed prior to the start of the bushfire season and maintained during the season.

For additional guidance, refer to:

- The *Guidelines for Planning in Bushfire Prone Areas within the Explanatory Notes for Element 2 of the Bushfire Protection Criteria and Schedule 1: Standards for Asset Protection Zones* (WAPC 2021);
- The DFES 'Bushfire Preparation Toolkit' publication. Website: [publications.dfes.wa.gov.au/?hazard=Bushfire](https://publications.dfes.wa.gov.au/?hazard=Bushfire); and
- Where initial or renovation landscaping of grounds surrounding the premises is being conducted, apply the directions and principles of the measures presented in Appendix 7 to the greatest extent possible.



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- ☐ **The Firebreak Notice:** Maintain compliance with the local government's annual firebreak and fuel load notice issued under section 33 of the Bush Fires Act 1954. Where the requirements are additional to or provide a greater level of bushfire protection than those established in this Bushfire Emergency Plan, they must be complied with.
  
- ☐ **Accessibility:** Ensure all property access/egress routes are kept clear and easily trafficable.
  
- ☐ **The Asset Protection Zone (APZ) Dimensions:** Ensure the APZ dimensions stated below (established by the associated Bushfire Management Plan for the premises), are installed and maintained.
  
- ☐ **Asset Protection Zone Management:**
  - Trees (greater than 6 metres in height):
    - Remove branches overhanging buildings and powerlines;
    - Remove lower branches to a height of 2m above the ground or any surface vegetation; and
    - Remove loose bark (rake) to at least a height of 2m above the ground or any surface vegetation.
  - Shrubs (0.5 metres to 5 metres in height) and ground covers (greater than 0.5 metres in height):
    - Ensure location and clump sizes remain in accordance with guidance in Appendix 7; and
    - Remove all dead plant material.
  - Grass to be reduced and maintained at a height of 50 mm.
  - Fine Fuels (i.e., less than 6 mm in thickness):
    - Ensure combustible dead vegetation matter is reduced to and maintained at less than 2 t/ha on average. Collecting and weighing an indicative 1m<sup>2</sup> of this litter above the mineral earth will indicate the fuel load (100g/m<sup>2</sup> = 1 t/ha); and
    - Remove all debris piles.
  - Heavy Fuels (i.e., greater than 6 mm in thickness):
    - Such as fallen branches, timber, firewood, packaging materials, building materials, outdoor furniture, and garbage bins.
    - To be removed from the APZ or be separated from buildings/structures in accordance with guidance in Appendix 7.
  - Applied mulches:
    - Should be non-combustible e.g., stone, gravel and crushed rock. Where wood mulch is used it should be greater than 6mm in thickness.



## **8.2. MONITOR AND MAINTAIN**

### **MONITOR AND MAINTAIN PROCEDURE – ACTIONS TO IMPLEMENT**

*When these actions are to be conducted by the premises personnel with designated emergency responsibilities, ensure the Fire Warden is informed of their completion.*

#### **1. MONITOR BUSHFIRE INFORMATION SOURCES**

- ☐ Be aware of your surroundings:
- High temperatures, wind and low humidity will increase the threat levels of bushfire attack mechanisms and their potential impact.
  - Regularly scan the broader landscape in all directions, for any smoke that might indicate the ignition or existence of a bushfire.

If a potential bushfire is noticed and it is not yet been identified by emergency information sources, then report the fire by calling '000'. Refer to the 'Primary Guidance Table' for the relevant procedure to action.

- ☐ Regularly monitor the applicable 'Emergency Information Sources' for current information regarding Bushfire Warnings, Fire Danger Ratings (FDR), Fire Behaviour Index (FBI), Total Fire Bans (TFB) and Harvest Vehicle Movement Bans (HVMB). For next day forecasts, check after 4.00pm.

Be aware of the relevant 'Procedure Implementation Triggers' in the 'Primary Guidance Table' that incorporates these warnings, ratings and bans.

**TFB:** A TFB can automatically exist when higher Fire Danger Ratings apply, or they are declared by the Department of Fire and Emergency Services (DFES) on days when fires are most likely to threaten lives and property due to adverse weather conditions or when widespread fires are stretching firefighting resources. During a TFB it is illegal to carry out any activity in the open air likely to cause a fire. Refer to the DFES website for ban details.

**HVMB:** Harvest and Vehicle Movement Bans are declared by the local Bushfire Control Officer and may impose a ban on the use or operation of engines, vehicles, plant, or machinery. They are imposed to restrict activities that are likely to cause a bush fire or contribute to the spread of a bush fire when the expected weather conditions indicate that if a wildfire was to start, it would be dangerous, destructive and difficult to stop once started. They can be issued for any period during a day and in conjunction with a TFB. Refer to the DFES website for ban details.

#### **2. MAINTAIN BUILDINGS AND FIRE FIGHTING EQUIPMENT**

- ☐ During the bushfire season (October to April), refer to Action List No. 4 in the 'Pre-Season Prepare Procedure' and ensure all actions applicable to management during the bushfire season are implemented.
- ☐ Ensure the designated Shelter-in-Place Building is stocked with adequate supplies of water.
- ☐ Ensure all mobile phones and any radio communication devices are fully charged.



**3. MAINTAIN ASSET PROTECTION ZONES**

- ☐ During the bushfire season (October to April), refer to Action List No. 5 in the 'Pre-Season Prepare Procedure' and ensure all actions applicable to management during the bushfire season are implemented.

**4. MONITOR MOVEMENT OF PERSONS**

- ☐ For operations where management is required to use 'persons onsite registers', locate and ensure availability of the 'Occupant/Visitor Register'.
- ☐ Record the onsite/offsite movement of all relevant persons (time in / time out) to ensure there is knowledge of the of the number and type of persons onsite at any time.



### 8.3. PRE-EMPTIVE

PRE-EMPTIVE PROCEDURE – ACTIONS TO IMPLEMENT
<i>When these actions are to be conducted by the premises personnel with designated emergency responsibilities, ensure the Fire Warden is informed of their completion.</i>
THIS PROCEDURE IS REQUIRED AS A RISK MANAGEMENT MEASURE FOR THIS PREMISES This has been determined through assessments conducted to support the development of this bushfire emergency plan. As there are no buildings to be suitable for sheltering in place,

#### 1. INFORM PERSONS ONSITE

- ☐ Inform all persons onsite of the current / forecast conditions that have triggered the requirement to initiate the Pre-emptive Procedure.
- ☐ Ensure all staff are aware of the location of Site Emergency Information (Site Emergency Information Map, Evacuation Routes Map and Emergency Information Sources or copies of the Bushfire Emergency Plan).
- ☐ Locate and have available the 'Occupant/Visitor Register' to facilitate updating and to identify who is on site (for operations where management is required to use person registers).

#### 2. CEASE PREMISES OPERATIONS

- ☐ Where a Total Fire Ban (TFB) or Harvest and Vehicle Movement Ban (HVMB) have been issued, ensure banned activities are stopped. Refer to the DFES website for ban details.

**TFB:** A TFB can automatically exist when higher Fire Danger Ratings apply, or they are declared by the Department of Fire and Emergency Services (DFES) on days when fires are most likely to threaten lives and property due to adverse weather conditions or when widespread fires are stretching firefighting resources. During a TFB it is illegal to carry out any activity in the open air likely to cause a fire.

**HVMB:** Harvest and Vehicle Movement Bans are declared by the local Bushfire Control Officer and may impose a ban on the use or operation of engines, vehicles, plant, or machinery. They are imposed to restrict activities that are likely to cause a bush fire or contribute to the spread of a bush fire when the expected weather conditions indicate that if a wildfire was to start, it would be dangerous, destructive and difficult to stop once started. They can be issued for any period during a day and in conjunction with a TFB.

- ☐ Ensure that non-essential staff, visitors and contractors are kept away from the site.

#### 3. EVACUATE

- ☐ For all occupants, it has been determined that a pre-emptive evacuation will be the required risk management measure to be applied. Refer to the Safe (Early) Evacuation Procedure detailed on page 24 and complete the relevant actions.

#### 4. CARETAKER PERSONS (STAFF) REMAINING ONSITE

- ☐ Monitor the local environment and the relevant 'Emergency Information Sources' for updated information. If the situation changes, identify from the 'Primary Guidance Table' if the actions of a different 'Procedure' are triggered.
- ☐ If practicable, and not recently been conducted as part of the 'Monitor and Maintain Procedure', remove from the APZ:



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- Accumulated vegetation debris from the land surface within the APZ, including any stored piles of debris.
  - Accumulated vegetation debris from on, in and against buildings/structures.
- ☐ Move heavy consequential fire fuels such building materials, packaging materials, firewood, branches, sporting/playground equipment, outdoor furniture, garbage bins and mats at least 6 metres away from buildings/structures and access/egress paths, unless they are enclosed.
- ☐ Move large heavy consequential fire fuels such as boats, caravans, cars, trailers etc at least 12 metres away from buildings/structures and access/egress paths, unless they are enclosed.





#### 8.4. ELEVATED THREAT

ELEVATED THREAT PROCEDURE – ACTIONS TO IMPLEMENT	
When these actions are to be conducted by the premises personnel with designated emergency responsibilities, ensure the Fire Warden is informed of their completion.	
<p><b>BE PREPARED TO MAKE AND CHANGE DECISIONS AS NECESSARY</b></p> <p>As a person onsite, you are likely to not always have access to expert guidance during different stages of a bushfire event, if at all. Consequently, you must be prepared to take responsibility and make decisions regarding the actions to take, as best as possible.</p> <p>A bushfire is a dynamic emergency with many variables. However, you have knowledge of the immediate situation regarding local conditions, how the bushfire is impacting the site and the status of persons onsite. This is important information to apply to 'on the ground' practical decision making.</p> <p>When a bushfire is close to the premises and/or evacuation routes, exercise greater situational awareness, judgement and caution as the margin of safety is less.</p> <p>Utilise the information provided in this BEP to assist with your decision making, including <b>Appendix 6 'Indicative Bushfire Behaviour To Impact the PREMISES'</b>. Prior to the bushfire season, training in the use of this BEP is important preparation for an emergency event.</p>	

#### 1. CONTINUALLY RE-EVALUATE THE SITUATION TO ENSURE APPROPRIATE PROCEDURE IS IMPLEMENTED

EVALUATION	RESPONSE	
<b>Evaluation No.1:</b> It remains unknown if a bushfire warning has been issued.	YES	Conduct Evaluation No. 2
	NO	A warning is issued. Refer to the Primary Guidance Table and identify if the trigger to implement a different procedure applies and proceed to implement that procedure.
<b>Evaluation No.2:</b> Is the bushfire relatively close, continuing to develop and you are concerned for the immediate safety of persons onsite?	YES	Refer to the Primary Guidance Table and identify the emergency procedure corresponding to <b>Implementation Trigger A</b> and implement this procedure.
	NO	Continue the Elevated Threat Procedure.

#### 2. INFORM RELEVANT PERSONS OFF-SITE

- ☐ If you have identified a bushfire but are unaware if a bushfire warning has been issued, check the bushfire warning status from an information source. Refer to Section 4: Emergency Information Sources. If a warning has not been issued, report it by calling triple zero '000'.

#### 3. INFORM PERSONS ON-SITE

- ☐ Inform all persons that a bushfire warning exists for the location (or a bushfire has been identified) and the requirement to initiate the Elevated Threat Procedure. Advise that you will continue to keep persons informed about the situation including if it becomes necessary to activate a different procedure or when the bushfire threat no longer exists.
- ☐ Make all persons aware of the location of the displayed bushfire emergency information. This may be displayed in prominent areas of the premises and in a 'Guest Bushfire Emergency Guide'. Encourage to read and take any necessary preparatory actions. These include:
- Having belongings ready to move at short notice.



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- Know the designated evacuation destinations and shelter in place building or area.

- ☐ Advise those persons that may be more vulnerable due to health conditions or impaired mobility, to consider relocating as soon as possible to accommodation outside the higher risk area as a precautionary measure.

**4. MONITOR THE BUSHFIRE**

- ☐ Try to locate the position of the bushfire on the Evacuation Routes Map (Section 7):
  - Be aware of the local wind and the direction it is blowing to, as this will indicate the direction the flame front is likely to be moving. If an internet connection is available, utilise the maps on the Emergency WA and Bushfire IO websites to locate (refer to Section 4: Emergency Information Sources). A bushfire moving directly away from the premises, or an evacuation route presents a lower threat;
  - Identify If the fire is moving towards a designated evacuation route and its proximity to the route. This information will be important in making the correct choice of evacuation route should this become necessary.
  - Be aware there may be more than one bushfire.

**5. MONITOR BUSHFIRE INFORMATION SOURCES**

- ☐ Continue to monitor relevant information sources for updated information. If a Bushfire Warning is issued or the existing Bushfire Warning is changed to a higher level, this may trigger the implementation of a different bushfire emergency procedure – refer to the 'Primary Guidance Table'.
- ☐ Check the relevant information sources to determine if a Total Fire Ban (TFB) and/or a Harvest Vehicle Movement Ban (HVMB) has been issued. These will restrict the activities that can be conducted or continued onsite (refer to Action List No. 5 below).

**6. PRECAUTIONARY EVACUATION**

- ☐ Commence an early precautionary evacuation by applying the 'Safe (Early) Evacuation Procedure' in the following situations:
  - No bushfire warning has been issued and no emergency services are present, but the occupants of the premises are concerned about their safety, and it is considered a practical and desirable action for this PREMISES; or
  - When an emergency services authority has ordered an evacuation.

**7. SITE OPERATIONS**

- ☐ If a Total Fire Ban (TFB) and/or a Harvest Vehicle Movement Ban (HVMB) has been declared, comply with the relevant operation and activity bans. Refer to the DFES website for additional ban details.

**TFB:** A TFB can automatically exist when higher Fire Danger Ratings apply, or they are declared by the Department of Fire and Emergency Services (DFES) on days when fires are most likely to threaten lives and property due to adverse weather conditions or when widespread fires are stretching firefighting resources. During a TFB it is illegal to carry out any activity in the open air likely to cause a fire.

**HVMB:** Harvest and Vehicle Movement Bans are declared by the local Bushfire Control Officer and may impose a ban on the use or operation of engines, vehicles, plant, or machinery. They are imposed to restrict activities that are likely to cause a bush fire or contribute to the spread of a bush fire when the expected weather conditions indicate that if a wildfire was to start, it would be dangerous, destructive and difficult to stop once started. They can be issued for any period during a day and in conjunction with a TFB.



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- ☐ Ensure that non-essential staff, visitors and contractors are kept away from the site.

**8. PREMISES PREPAREDNESS**

- ☐ If practicable, and not recently been conducted as part of the 'Monitor and Maintain Procedure', remove from the APZ:
  - Accumulated vegetation debris from the land surface within the APZ, including any stored piles of debris.
  - Accumulated vegetation debris from on, in and against buildings/structures.
- ☐ Move heavy consequential fire fuels such building materials, packaging materials, firewood, branches, sporting/playground equipment, outdoor furniture, garbage bins and mats at least 6 metres away from buildings/structures and access/egress paths, unless they are enclosed.
- ☐ Move large heavy consequential fire fuels such as boats, caravans, cars, trailers etc at least 12 metres away from buildings/structures and access/egress paths, unless they are enclosed.



## 8.5. SAFE (EARLY) EVACUATION

SAFE (EARLY) EVACUATION PROCEDURE – ACTIONS TO IMPLEMENT	
<i>When these actions are to be conducted by the premises personnel with designated emergency responsibilities, ensure the Fire Warden is informed of their completion.</i>	
<p><b>DO NOT EVACUATE LATE</b></p> <p>Analysis of past events identify that most people who die in bushfires are caught in the open, either in vehicles or on foot, because they have left their property too late.</p> <p>Being in vehicles on roads when a bushfire is close is a high risk action. For evacuation to be the safest response, it must be conducted early.</p> <p>Otherwise, sheltering-in-place is likely to provide greater protection to persons than a vehicle, particularly when a suitable onsite shelter building or area has been identified in the Bushfire Emergency Plan.</p>	

### 1. CONTINUALLY RE-EVALUATE THE SITUATION TO ENSURE APPROPRIATE PROCEDURE IS IMPLEMENTED

EVALUATION	RESPONSE	
<b>Evaluation No.1:</b> Is the controlling agency of the emergency services in contact with you or are emergency services personnel in attendance at your PREMISES?	YES	Conduct Evaluation No.2.
	NO	Conduct Evaluation No.3.
<b>Evaluation No.2:</b> Have the attending emergency services specifically instructed you to either evacuate or shelter in place?	YES	Implement the Procedure they have instructed.
	NO	Conduct Evaluation No.3.
<b>Evaluation No.3:</b> Does a safe evacuation route remain available to use? The route must not be impacted or likely to be imminently impacted by the bushfire, including by smoke. This condition can be met if: <ul style="list-style-type: none"> <li>Any effects of the bushfire will be a sufficient distance away from the evacuation route; or</li> <li>The route will require driving directly away from the existing bushfire; or</li> <li>The bushfire is moving away from the evacuation route.</li> </ul>	YES	Commence the Safe (Early) Evacuation Procedure. Be aware the procedure may have to be stopped for some persons if the continued availability of a safe evacuation route is threatened.
	NO	Commence the Shelter In Place Procedure

### 2. TRANSPORT - ORGANISE PREMISES AND/OR CONTRACT TRANSPORT

- ☐ Arrange for the premises onsite vehicles planned to be utilised in evacuation, to be moved near assembly area. Keep all driveways clear for emergency vehicles.

### 3. INSTRUCT ALL (OR RELEVANT) PERSONS ON-SITE TO MOVE TO THE DESIGNATED ASSEMBLY AREA

- ☐ Inform all persons onsite of the conditions (FDR, Bushfire Warning etc.) that exist and have triggered the requirement to initiate the Safe (Early) Evacuation Procedure.



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- ☐ Instruct all persons onsite to move to the Designated Assembly Area. Communicate instructions loud and clearly. Inform that briefing will take place once assembled.
- ☐ Instruct all persons onsite to bring their vehicles to the muster point. Keep all driveways clear for emergency vehicles.
- ☐ Account for all persons onsite.

**4. AT ASSEMBLY AREA - INSTRUCTIONS**

- ☐ Inform persons at the Assembly Area of the possible evacuation routes and that the decision regarding which route/s to use will be made shortly after conducting a current situation check including an assessment of evacuation route continuing availability.

**5. CEASE PREMISES OPERATIONS**

- ☐ Cease all indoor and outdoor activities.
- ☐ Ensure any flammable materials are stored in the dangerous goods store or a designated storage area.

**6. CURRENT SITUATION CHECK**

**BE PREPARED TO MAKE AND CHANGE DECISIONS AS NECESSARY**

As a person onsite, you are likely to not always have access to expert guidance during different stages of a bushfire event, if at all. Consequently, you must be prepared to take responsibility and make decisions regarding the actions to take, as best as possible.

A bushfire is a dynamic emergency with many variables. However, you have knowledge of the immediate situation regarding local conditions, how the bushfire is impacting the site and the status of persons onsite. This is important information to apply to 'on the ground' practical decision making.

When a bushfire is close to the premises and/or evacuation routes, exercise greater situational awareness, judgement and caution as the margin of safety is less.

Utilise the information provided in this BEP to assist with your decision making, including **Appendix 6 'Indicative Bushfire Behaviour To Impact the PREMISES'**. Prior to the bushfire season, training in the use of this BEP is important preparation for an emergency event.

- ☐ Try to locate the position of the bushfire on the Evacuation Routes Map (Section 7):
  - Be aware of the local wind and the direction it is blowing to, as this will indicate the direction the flame front is likely to be moving. If an internet connection is available, utilise the maps on the Emergency WA and Bushfire IO websites to locate (refer to Section 4: Emergency Information Sources). A bushfire moving directly away from the premises, or an evacuation route presents a lower threat;
  - Identify If the fire is moving towards a designated evacuation route and its proximity to the route. This information will be important in making the correct choice of evacuation route should this become necessary.
  - Be aware there may be more than one bushfire.
- ☐ Confirm the current Bushfire Warning level and its advice, through the relevant bushfire emergency information sources (refer to Section 4).



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- ☐ Consider variations in the premises operational routines that can impact the length of time to initiate and complete the evacuation procedure – including informing and preparing occupants. Refer to Section 5.3 'Evacuation Time and Transport – Persons and Vehicles'.
- ☐ Consider that you may not have enough time to initiate and fully complete the evacuation procedure, depending on the bushfire's direction and speed of movement and its location relative to the premises and the evacuation routes.  
  
Evacuating a proportion of occupants with the remainder sheltering in place may be a necessary outcome. The decision to evacuate and continuing to evacuate must be continually evaluated.
- ☐ Re-evaluate the correct response procedure to be applying by using Action No. 1 in this list. In particular, Evaluation No.3 - Does a safe evacuation route remain available to use?
- ☐ Follow the specific direction/advice of emergency services personnel if they are present on the site and providing directions.

**7. LEAVING THE PREMISES/PREMISES CHECKS**

- ☐ Notify emergency services by calling triple zero (000) that the decision has been taken to evacuate the premises. State the intended destination, numbers of persons and the means of transport.

**8. AT THE EVACUATION DESTINATION (THE OFFSITE SAFER PLACE)**

- ☐ Account for all persons.





## 8.6. SHELTER IN PLACE

SHELTER IN PLACE PROCEDURE – ACTIONS TO IMPLEMENT	
When these actions are to be conducted by the premises personnel with designated emergency responsibilities, ensure the Fire Warden is informed of their completion.	
DESIGNATED BUILDING	LOCATION
Caretakers Premises / reception*	The building located on Lot 9001, off Boobabbie Road.

\*This building was built prior to 2015 and therefore not built to BAL standards. It is included only as a last resort option to be used as directed by emergency services only.

### 1. CONTINUALLY RE-EVALUATE THE SITUATION TO ENSURE APPROPRIATE PROCEDURE IS IMPLEMENTED

EVALUATION	RESPONSE	
<b>Evaluation No.1:</b> Is the controlling agency of the emergency services in contact with you or are emergency services personnel in attendance at your PREMISES?	YES	Conduct Evaluation No. 2
	NO	Continue the Sheltering-in-Place Procedure.
<b>Evaluation No.2:</b> Have the relevant emergency services specifically instructed you to evacuate despite being made aware that Shelter-in-Place is the designated procedure to implement according to the Implementation Trigger in this Bushfire Emergency Plan?	YES	Commence the Safe (Early) Evacuation Procedure.
	NO	Continue the Shelter-in-Place Procedure.

### 2. INSTRUCT ALL PERSONS ON-SITE TO MOVE TO THE DESIGNATED ASSEMBLY AREA

- ☐ Inform all persons onsite of the conditions that have triggered the requirement to initiate the Shelter in Place Procedure.
- ☐ Instruct all persons onsite to move to the Designated Assembly Area (except those with specific bushfire responsibilities). Communicate instructions loud and clearly. Inform that briefing will take place once assembled.
- ☐ Assemble on foot- do not bring vehicles or luggage. Only bring mobile phone, other communication devices, required medicines, health/mobility aids and water.
- ☐ Account for all persons onsite. Do not assume any building on site is empty – check!

### 3. CEASE PREMISES OPERATIONS

- ☐ Cease all indoor and outdoor activities.
- ☐ Ensure any flammable materials are stored in the dangerous goods store or the designated storage area.
- ☐ If time permits - check perimeter of all buildings and store inside all combustible, easy to move outdoor mats and furniture otherwise move them well away from buildings.



**4. NOTIFY EMERGENCY SERVICES**

- ☐ Notify emergency services by calling triple zero (000), that the decision has been taken to shelter in the designated Shelter-in-Place Building.
- ☐ Describe the designated Shelter-in-Place Building and state its location (street address and site position as relevant).
- ☐ State the number of persons sheltering and if any special needs persons.
- ☐ Describe current bushfire observations – distance / direction / flames / embers / smoke / spot fires.
- ☐ Notify emergency services by calling triple zero (000) if the situation changes regarding conditions being experienced, number of persons sheltering and when the bushfire is no longer presenting a threat.

**5. MANAGEMENT OF PERSONS**

- ☐ Locate and have available the 'Occupant/Visitor Register' to identify who is on site (for operations where management is required to use person registers).
- ☐ Direct persons with health issues or mobility impairments, to enter the designated shelter-in-place building.  
Inform others that while conditions remain tenable it will likely be more comfortable to assemble in the area near to the building entry but remain outside.
- ☐ When conditions outside the designated shelter-in-place building are no longer tenable, all persons must move inside.
- ☐ Shelter in areas furthest from the fire front but ensure some visibility to what is happening outside is available, that two ways of accessing the outside is available if conditions inside become untenable and if possible, a water supply is available (e.g. laundry).
- ☐ Drink water to avoid becoming dehydrated.
- ☐ Shelter within the building for as long as possible.
- ☐ Once everyone is inside the designated shelter-in-place building, compile a record of persons by using the recording sheets stored within the building. This is to inform emergency services.



**6. MANAGEMENT OF THE DESIGNATED SHELTER IN PLACE BUILDING**

- ☐ If gas is plumbed into the building, turn off at the meter or bottles.
- ☐ Move furniture/combustible materials as far away from windows as possible. Fill any available containers, (e.g. sinks, baths, bins) with water. Wet materials (e.g. towels, sheets, woollen blankets) and place alongside doors/windows to block any gaps.
- ☐ If an evaporative cooler is installed, keep the water running and turn off the fan if possible
- ☐ If possible, ensure there is access (e.g. ladder) through manhole to monitor the roof space for spot fires.
- ☐ While conditions outside are not subject to excessive radiant heat, embers or smoke (i.e. tenable), keep accessible doors and windows open as necessary to manage internal conditions.  
  
Close all doors, windows, vents, blinds, curtains and bushfire shutters (if fitted) once all persons are required to be within the designated shelter-in-place building.
- ☐ While conditions outside are still tenable, two persons, if wearing appropriate protection from bushfire, are to make regular exterior inspection for embers and ignition of small local fires and extinguish where possible.

**7. MONITOR**

- ☐ Continue to monitor the progress of the bushfire through windows. Be aware of what is happening to assist with decision making and informing emergency services.
- ☐ Monitor the relevant Emergency Information Sources for updated information.
- ☐ Monitor the health condition of any 'at risk' persons.

**8. AFTER PASSAGE OF THE FIRE FRONT**

- ☐ Be aware of any embers or fires starting in materials against or close to the building. Designated onsite responsible persons to use available water supplies to douse the embers/fires if necessary.
- ☐ If necessary, cautiously begin to open windows to maintain tenable conditions inside.
- ☐ If necessary, move to an area that has already burnt if the building catches fire and conditions inside become untenable.



**8.7. RECOVERY**

**RECOVERY PROCEDURE – ACTIONS TO IMPLEMENT**

*When these actions are to be conducted by the premises personnel with designated emergency responsibilities, ensure the Fire Warden is informed of their completion.*

**1. FOR PERSONS SHELTERING ONSITE AND THE BUSHFIRE IS CONTROLLED OR THE FRONT HAS PASSED**

- ☐ Always follow the directions of emergency services personnel.
- ☐ If you have been sheltering in a building and if necessary, cautiously begin to open windows to maintain tenable conditions inside.
- ☐ If the shelter building catches fire and conditions inside become untenable, move to the designated 'Post Fire Front Shelter Area' (or an area that has already burnt).
- ☐ If persons are in discomfort, consider evacuation if a route is available. Seek medical assistance for those requiring it e.g. smoke inhalation.
- ☐ Monitor building/s and surrounds for any ignition of combustible material. Be prepared to initiate the Evacuation Procedure if necessary and an evacuation route is available.
- ☐ Be aware of any embers or fires starting in materials close to the building. Use available water supplies to douse the embers/fires if necessary.

**2. FOR PERSONS EVACUATED TO A SAFER OFFSITE DESTINATION**

- ☐ Always follow the directions of emergency services personnel.
- ☐ Seek medical assistance for those requiring it.
- ☐ No person is to re-enter any evacuated building or site until advised by the relevant emergency service that it is safe.
- ☐ The premises management is to arrange inspection of the site to ensure a safe environment before return of any persons.
- ☐ Inform emergency services (Dial 000) of the status of persons returning to the premises.

APPENDIX 1: BUSHFIRE WARNINGS – WHEN A BUSHFIRE IS IDENTIFIED



# BUSHFIRE WARNING SYSTEM

	<h2>EMERGENCY WARNING</h2> <p>An out of control fire is approaching fast and you need to take immediate action to survive. If you haven't prepared your home it is too late.</p> <p><b>You must seek shelter or leave now if it is safe to do so.</b></p>
	<h2>WATCH AND ACT</h2> <p>A fire is approaching and there is a possible threat to lives or homes. Put your plan into action. If your plan is to leave, make sure you leave early. If your plan is to stay, check all your equipment is ready.</p> <p><b>Only stay and defend if you are mentally and physically prepared.</b></p>
	<h2>ADVICE</h2> <p>A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.</p> <p><b>Be aware and keep up to date.</b></p>

**Where can I get information during an emergency?**

 [emergency.wa.gov.au](https://emergency.wa.gov.au)  13 DFES (13 33 37)

 @dfeswa  @dfes\_wa  Local ABC Radio





APPENDIX 2: FIRE DANGER RATINGS - FORECAST BUSHFIRE RISK

THE HIGHER THE RATING, THE MORE DANGEROUS THE CONDITIONS AND THE GREATER THE CONSEQUENCES IF A FIRE STARTS.



**Australian Fire Danger Rating System**

**YOUR FIRE RISK TODAY IS**

BE READY TO ACT  
UPDATED 25/09/2022

**Moderate: Plan and prepare.**  
Most fires can be controlled. Stay up to date and be alert for fires in your area.

**High: Be ready to act.**  
Fires can be dangerous. Decide what you will do if a fire starts.  
Leave bushfire risk areas if necessary.

**Extreme: Take action now to protect your life and property.**  
Fires will spread quickly and be extremely dangerous. Put your bushfire plan into action.  
If you and your property are not prepared to the highest level, plan to leave early.

**Catastrophic: For your survival, leave bushfire risk areas.**  
These are the most dangerous conditions for a fire. If a fire starts and takes hold, lives are likely to be lost. Homes cannot withstand fires in these conditions.

➤ When there is minimal risk, Fire Danger Ratings will be set to '**No Rating**'.  
On these days you still need to remain alert and abide by local seasonal laws and regulations.

➤ **Monitor conditions and [emergency.wa.gov.au](https://www.emergency.wa.gov.au) for ratings and bushfire warnings. If a fire starts near you, take action immediately to protect your life. Do not wait for a warning.**

**Your life may depend on the decisions you make, even before there is a fire. Create or review your bushfire plan at [mybushfireplan.wa.gov.au](https://mybushfireplan.wa.gov.au)**

This publication is intended to be a guide only. While every effort is made to ensure accuracy at the time of publication, DFES makes no representation about the content or suitability of the information provided. DFES expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences whether direct or indirect, arising from such act or omission.


JUNE 2022/V1.0


  **HOW FIREPROOF IS YOUR PLAN?** 



APPENDIX 3: FIRE BEHAVIOUR INDEX - FORECAST BUSHFIRE RISK

# Understanding the Fire Behaviour Index





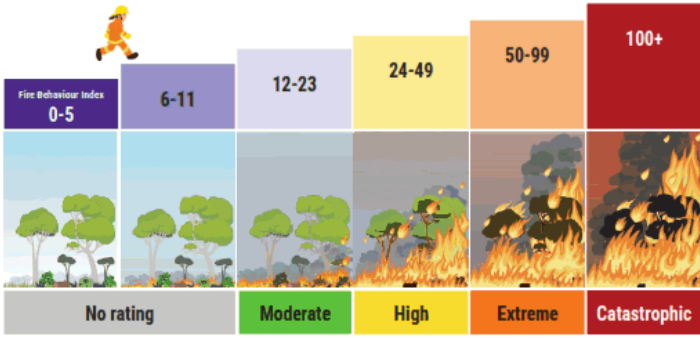
**While the AFDRS Fire Danger Ratings are primarily intended for community messaging, the Fire Behaviour Index is intended to support operational fire management decision making.**


**Features of the FBI:**

<b>A Fine Scale of Fire Behaviour</b>	The FBI is expressed in whole numbers from 0 to 100+. As the FBI rises, the more dangerous a fire that stars will become.	Takes advantage of decades of improved understanding of fire behaviour, fuels and fire weather.
<b>Stepped Categories</b>	Links transitions in fire behaviour to implications for operational decision making.	Turns the FBI into a powerful operational tool and takes advantage of improved understanding of relationship between fire behaviour, fire spread, suppression and impacts.
<b>Fuel Type Specific</b>	Eight different Fire Behaviour Indexes based on eight different fire behaviour models.	Takes advantage of decades of improved knowledge of fire behaviour in different fuels to produce more specific results.
<b>Nationally Consistent</b>	The index is the same anywhere in Australia.	Supports cross border operations and resource sharing.



The Stepped categories are controlled by tables that define FBI thresholds. The thresholds represent changes in the underlying fire behaviour that have consequences for fire operational decision making, including:

- Indicative fire behaviour and fire weather.
- Implications for prescribed burning.
- Fire suppression and containment strategies that are appropriate.
- Potential for impact on life, property and infrastructure.






**For more information visit [afac.com.au/initiative/afdrs](https://afac.com.au/initiative/afdrs) or email [AFDRS@dfes.wa.gov.au](mailto:AFDRS@dfes.wa.gov.au)**

**HOW FIREPROOF IS YOUR PLAN?**



APPENDIX 4: BUSHFIRE RISKS AND DANGERS



# BUSHFIRE RISKS AND DANGERS

**BUSHFIRES HAPPEN EVERY SUMMER; THEY CAN START SUDDENLY AND WITHOUT WARNING.**  
If you live in or near bushland you need to understand the risks and dangers that bushfires cause.  
Remember that flames are not the only risk you face in a bushfire.





## EMBER ATTACK

Ember attack occurs before, during and after a fire front passes.

Embers are pieces of burning bark, leaves or twigs that are carried by the wind around the main fire creating spot fires.

Spotting can be carried over half a kilometre from a fire.

Embers can land in areas around your home such as your garden, under or in the gutters of your home and on wooden decks.

If not extinguished, your house could catch fire.

## RADIANT HEAT

The hotter, drier and windier the day, the more intense a bushfire will be and the more radiant heat it will generate.

Radiant heat can cause injury and death from burns and cause the body's cooling system to fail, leading to heat exhaustion and possible heart failure.

It is important that you include water and appropriate clothing in your emergency kit and consider where you will shelter during a bushfire to protect yourself from radiant heat.

## SMOKE

Lung injuries and suffocation can occur where the body is exposed to smoke and super-heated air.

It is important to seek shelter when heat and smoke are most intense.

Your nose and mouth should be covered with a dust mask, wet towel or scarf.

A special filter mask should be included in your survival kit for people in your family who suffer respiratory conditions such as asthma.

For more information visit  
[dfes.wa.gov.au/bushfire](https://dfes.wa.gov.au/bushfire)  
or contact DFES Community Preparedness:  
[Community.Preparedness@dfes.wa.gov.au](mailto:Community.Preparedness@dfes.wa.gov.au)  
or 9395 9816



DFES  
Department of Fire & Emergency Services

HOW FIREPROOF IS YOUR PLAN?

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September 2020/V1.0



APPENDIX 5: GUIDELINES FOR TRAVELLING IN CARS DURING A BUSHFIRE

# TRAVELLING DURING A BUSHFIRE



**BUSHFIRES CAN START WITHOUT WARNING.** People have been killed or seriously injured during bushfires. If you are travelling or staying near bushland, fire is a real risk to you. **Pack an emergency kit including important items such as woollen blankets, drinking water and protective clothing.**



## IF THERE IS A LOT OF SMOKE

- ☐ Slow down as there could be people, vehicles and livestock on the road.
- ☐ Turn your car headlights and hazard lights on.
- ☐ Close the windows and outside vents.
- ☐ If you can't see clearly, pull over and wait until the smoke clears.



## IF YOU BECOME TRAPPED BY A FIRE

- ☐ **Sheltering inside a vehicle is a very high risk strategy. It is unlikely that a person will survive in all but the mildest circumstances.**
- ☐ Park the vehicle off the roadway where there is little vegetation, with the vehicle facing towards the oncoming fire front.
- ☐ Turn the engine off.
- ☐ Close the car doors, windows and outside vents, **and call 000.**
- ☐ Stay in the car until the fire front has passed. Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid inhalation of smoke.
- ☐ Stay covered in woollen blankets, continue to drink water and wait for assistance.
- ☐ Once the front has passed and the temperature has dropped, cautiously exit the vehicle.



## IMPORTANT INFORMATION

- ☐ Find the local ABC radio frequency in the area. Stay up to date in a major emergency, when lives and property are at risk, ABC radio will issue broadcast warnings at a quarter to and a quarter past the hour.
- ☐ Main Roads provides updated information on road closures throughout WA. Call 138 138 or [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)
- ☐ Check the weather forecast and current fire restrictions. Be aware of the Fire Danger Rating for the area you are travelling to and be prepared to reassess your plans.
- ☐ Download the Bushfire Traveller's Checklist at [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

For more information visit  
[dfes.wa.gov.au/bushfire](http://dfes.wa.gov.au/bushfire)  
or contact DFES Community Preparedness:  
[Community.Preparedness@dfes.wa.gov.au](mailto:Community.Preparedness@dfes.wa.gov.au)  
or **9395 9816**



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November 2021/V1.0







## APPENDIX 6: INDICATIVE BUSHFIRE BEHAVIOUR TO IMPACT THE PREMISES

**Information Relevance:** This information is included in the Bushfire Emergency Plan to inform and assist the decision making of those persons onsite who have the responsibility to manage a bushfire emergency for the subject premises.

The information establishes the key factors to be considered in understanding the types and scale of key bushfire behaviours that can be expected to impact the premises on a given day. These factors are the type of vegetation that exists on the land surrounding the subject premises, the relevant surrounding terrain, and the forecast Fire Danger Rating (FDR) that applies to the locality.

**Information Source:** The information is taken from the bushfire behaviour modelling applied within the **Australian Fire Danger Rating System (AFDRS)**. Within this system, eight accepted bushfire behaviour models, describing mathematically the way fire moves and spreads through different vegetation types, are currently available and are applied to twenty two different vegetation types across Australia.

The modelling is used to derive the Fire Behaviour Index (FBI) that assists firefighting operational decision making. From the FBI, Fire Danger Ratings (FDR) are derived which provide the broad categories needed to communicate fire danger to the community. The determination of the daily FDR considers the vegetation types present and the forecast fire weather conditions. The higher the rating, the more dangerous the conditions and the greater the consequences if a fire starts. (Source: AFDRS project led by NSW RFS, Australian Bureau of Meteorology and AFAC).

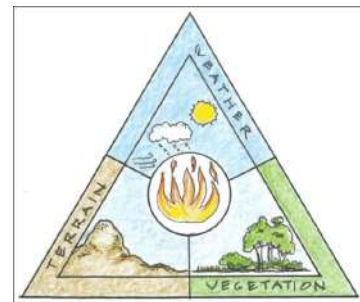
### The Fire Behaviour Triangle

The behaviour of a bushfire, including the types of threats, intensity and how quickly it moves, depends on the three factors of vegetation, weather and terrain.

This is known as the fire behaviour triangle – because all three factors combine to shape the characteristics of the bushfire (source: CSIRO 'Bushfire best practice guide' at ... research.csiro.au/bushfire/).

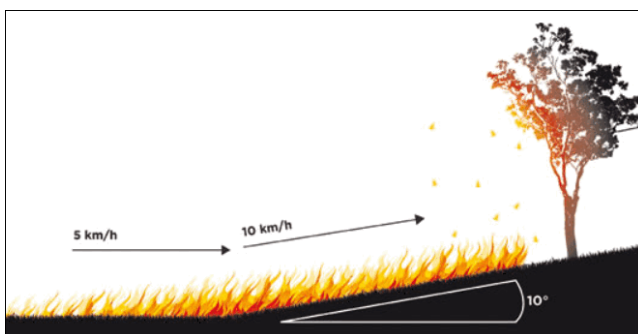
The influence of fire weather (FDR) and vegetation types (as per AFDRS) on the potential bushfire impact to the subject premises, can be derived from the tables presented on the following page(s). Greater fuel loads will result in behaviours at the higher end of stated values.

The influence of terrain can be derived by considering the existence and degree of sloping ground and changes in changes in relief (e.g., flat, undulating or rugged land), surrounding the subject premises and particularly under the vegetation.



### The Influence of Terrain (topography)

A fire will burn faster uphill. This is because the flames can easily reach more unburnt fuel in front of the fire. Radiant heat pre-heats the fuel in front of the fire, making the fuel even more flammable.



(source: Country Fire Authority, Victoria).

For every 10° slope, the fire will double its speed. For example, if a fire is travelling at 5 km per hour along flat ground and it hits a 10° slope it will double in speed to 10 km per hour up the hill. By increasing in speed the fire also increases in intensity, becoming even hotter.

The opposite applies to a fire travelling downhill. The flames reach less fuel, and less radiant heat pre-heats the fuel in front of the fire. For every 10° of downhill slope, the fire will halve its speed. Fires tend to move more slowly as the slope decreases

Terrain should be considered for its potential to increase adverse fire behaviour including flame heights, forward rates of spread and ember production (in relevant vegetation i.e., primarily bark fuels). Essentially, where vegetation exists on sloping land near your site, assume that the higher end of adverse fire behaviours is much more likely to apply.



Bushfire Emergency Plan (Supervised Site)







VEGETATION TYPES IDENTIFIED SURROUNDING THE SUBJECT PREMISES		
As Applied in the AFDRS		Vegetation Location Relative to the PREMISES
Fire Behaviour Model (short name)	Fuel Types / Description	
Forest	Dry eucalypt forests, shrubby understorey/litter surface fuel. Forests with high moisture content due to structure, topography or inundation.	Surrounding the campsites.
Grassy Woodland (Savanna)	Woodland and shrubland with a continuous grass understorey. Arid woodland/shrubland with short lasting (seasonal) grass understorey.	Areas around the campsite, across the river.
Grassland	Continuous/tussock grasslands. Modified/native pasture (grazing). Non-irrigated cropping. Low shrublands (wet or arid) with no overstorey.	Pastures on/near the site. Pastures along evacuation routes.

# FOREST

THE INDICATIVE FIRE BEHAVIOUR CORRESPONDING  
TO THE FIRE BEHAVIOUR INDEX (0-100) AND THE  
ASSOCIATED FIRE DANGER RATING (FDR)

Source: AFDRS v. 2022\_6



FDR	INDICATIVE BUSHFIRE BEHAVIOUR				
NO RATING	<div>MAX FLAME HEIGHT &lt;1 m</div>	<div>0-5</div> 	<div>RATE OF SPREAD 0-40 m/hr</div>	<div>Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.</div>	<div><b>SPOTTING POTENTIAL</b> Potential for any spotting is very limited and likely &lt;150 m</div>
	<div>&lt;4 m</div>	<div>6-11</div> 	<div>20-110 m/hr</div>	<div>Slow spreading fires, typically involving surface and near-surface fuels and sometimes bark and elevated fuels. Spotting is sporadic and limited to short-distances.</div>	<div>Potential for spotting is limited with short distance spotting possible up to 400 m</div>
MODERATE	<div>2-8 m</div>	<div>12-23</div> 	<div>60-600 m/hr</div>	<div>Actively spreading fires typically involving surface, near-surface, elevated and bark fuel layers and occasionally canopy fuels. Low-moderate spotting frequency; isolated medium range spotting can occur.</div>	<div>Short distance spotting occurring with increasing frequency with possible medium distance spotting up to 2 km</div>
HIGH	<div>7-14 m</div>	<div>24-49</div> 	<div>0.3-1 km/hr</div>	<div>Rapidly spreading fires with potential for development into large burn areas within burning period. Fires typically involving most fuel layers. Short-range spotting is prevalent, with possibility of medium range and occasional long-range distance spotting.</div>	<div>Short and medium distance spotting occurring with increasing frequency with possible long distance spotting up to 4 km</div>
EXTREME	<div>11 m - approx. double forest</div>	<div>50-99</div> 	<div>0.7-3 km/hr</div>	<div>Fires likely to quickly transition to crowning. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.</div>	<div>High ember density in short and medium range with possible long distance spotting up to 12 km</div>
CATASTROPHIC	<div>&gt;30 m (approx. double forest height)</div>	<div>100+</div> 	<div>&gt;2 km/hr can be expected, possibly &gt;3 km/hr</div>	<div>Fires likely to quickly transition to crowning. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.</div>	<div>High ember density in short and medium range with possible long distance spotting occurring 20-30 km ahead of the main fire front</div>



# SAVANNA (GRASSY WOODLAND)

THE INDICATIVE FIRE BEHAVIOUR CORRESPONDING  
TO THE FIRE BEHAVIOUR INDEX (0-100) AND THE  
ASSOCIATED FIRE DANGER RATING (FDR)

Source: AFDRS v. 2022.6

FDR	INDICATIVE BUSHFIRE BEHAVIOUR				
NO RATING	<div><div>MAX FLAME HEIGHT &lt;0.5 m</div><div>0-5</div><div>RATE OF SPREAD 0-50 m/hr</div></div> <div></div> <div>Fire difficult to Ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.</div> <div><b>SPOTTING POTENTIAL</b> Potential for any spotting is extremely limited</div>				
	<div><div>&lt;0.5-1.5 m</div><div>6-11</div><div>&lt;1.5km/hr</div></div> <div></div> <div>Fire easily sustained. Typically wind driven fires that can spread quickly. Fires mostly only partially consuming fuels, typically creating a mosaic of burnt and unburnt patches (decreasing patchiness with increasing intensity).</div> <div>Potential for spotting is limited</div>				
MODERATE	<div><div>1.5-2.5 m</div><div>12-49</div><div>1-8 km/hr</div></div> <div></div> <div>Wind driven, rapidly spreading fires with potential for development into large fire area/size and with the potential for short distance spotting and long flame lengths. Fires typically consuming all available fuel. Increasing scorch height of tree canopy (up to 20-25 m) and char height (up to 3-4 m).</div> <div>Possible short distance spotting occurring</div>				
HIGH					
EXTREME	<div><div>&gt;2.5m</div><div>50+</div><div>&gt;5 and likely &gt;8 km/hr</div></div> <div></div> <div>Extremely rapid fire growth and increasing likelihood of large final fire area/size. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times. Fires consuming all available fuel.</div> <div>Likely short distance spotting</div>				
CATASTROPHIC					



Bushfire Emergency Plan (Supervised Site)

# GRASSLAND

THE INDICATIVE FIRE BEHAVIOUR CORRESPONDING  
TO THE FIRE BEHAVIOUR INDEX (0-100) AND THE  
ASSOCIATED FIRE DANGER RATING (FDR)

Source: AFDRS v. 2022.6

FDR	INDICATIVE BUSHFIRE BEHAVIOUR			
NO RATING	<div><div>MAX FLAME HEIGHT ≤1 m</div><div>0-5</div><div>RATE OF SPREAD 0-30 m/hr</div></div>	Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.	<b>SPOTTING POTENTIAL</b> Potential for any spotting is very limited.	
	<div><div>≤1.5 m</div><div>6-11</div><div>≤1.3 km/hr</div></div>	Fire easily sustained. Typically wind driven fires that can spread quickly.		
MODERATE	<div><div>1.5-2.5 m</div><div>12-23</div><div>0.5-6 km/hr</div></div>	Typically wind driven and rapidly spreading fires with the potential to gain size quickly.	Possible short distance spotting occurring.	
HIGH	<div><div>2-3 m</div><div>24-49</div><div>2.5-10 km/hr</div></div>	Wind driven, rapidly spreading fires with potential for development into large fire area/size and with the potential for short distance spotting and long flame lengths.	Short distance spotting occurring with increasing frequency.	
EXTREME	<div><div>2.5-3.5m</div><div>50-99</div><div>5-16 km/hr</div></div>	Extremely rapid fire growth and increasing likelihood of large final fire area/size. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.	Likely short distance spotting occurring with increasing frequency.	
CATASTROPHIC	<div><div>&gt;3m</div><div>100+</div><div>&gt;8 km/hr can be expected, possibly &gt;16 km/hr</div></div>	Extremely rapid fire growth and high likelihood of large final fire area/size. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.	Likely short distance spotting occurring with increasing frequency.	



APPENDIX 7: LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY

Where initial or renovation landscaping of grounds surrounding the premises is being conducted, apply the directions and principles of the following measures to the greatest extent possible.

For additional guidance, refer to:

- The *Guidelines for Planning in Bushfire Prone Areas within the Explanatory Notes for Element 2 of the Bushfire Protection Criteria and Schedule 1: Standards for Asset Protection Zones (WAPC 2021)*; and
- The DFES 'Bushfire Preparation Toolkit' publication. Website: [publications.dfes.wa.gov.au/?hazard=Bushfire](https://publications.dfes.wa.gov.au/?hazard=Bushfire)

☐ **Use of Non-Vegetated Areas and/or Public Open Space:**

Reduce the exposure of the premises to the direct and indirect threats of bushfire by incorporating low threat uses of land adjoining the premises and/or the bushfire hazard. These uses create robust and easier managed asset protection zones and include:

- Non-vegetated areas e.g. footpaths, paved areas, roads, driveways, parking, drainage, swimming pools;
- Formally managed areas of vegetation (public open space and other recreation areas), including irrigated areas; and
- Services installed in a common section of non-vegetated land.

☐ **Landscaping – Non-Combustible Construction:** Ensure non-combustible materials are used for fencing and any other landscaping construction, including retaining walls.

☐ **Landscaping – Tree and Plant Species Selection**

Utilise trees and plants with characteristics that are more resistant to burning. Refer to *Guidelines for Planning in Bushfire Prone Areas, Appendix 4 'Explanatory Notes E2: Plant Flammability' (WAPC 2021)* for initial guidance.

Avoid planting trees with ribbon or stringy barks (ember/firebrand production). Preference for smooth bark.

☐ **Landscaping – Tree and Plant Separation from the Premises (Location):**

Trees (greater than 6 metres in height): Minimise the potential for tree strike damage (falling or blown) to the premises (allowing flame, radiant heat and ember entry to internal spaces), and debris accumulation on, in and around the premise. Principles to apply are:

- Ideally trees will be separated from buildings/structures by a distance of at least 1.5 times the height of the tallest tree;
- As a minimum, trunks at maturity should be at least 6 metres from all elevations of the building, branches at maturity should not touch or overhang a building or powerlines. Mature tree canopies should be separated at least 5m with total canopy cover not exceeding 15% and not connected to tree canopy outside the APZ;
- Species of trees that produce significant quantities of debris (fine fuels) during the bushfire season should be located a sufficient distance away from vulnerable exposed elements to ensure debris cannot drop and accumulate within at least 4m of buildings/structures or be likely to be relocated by wind to closer than 4m to buildings / structures.

Shrubs and scrub (0.5 metres to 6 metres in height):

- Should not be located under trees or within 3 metres of buildings;
- Should not be planted in clumps greater than 5m<sup>2</sup> in area;



Bushfire Emergency Plan (Supervised Site)

- Clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres (unless they can be classified as low flammability plants); and
- Shrubs greater than 6 metres in height are to be treated as trees.

Ground covers (less than 0.5 metres in height):

- Can be planted under trees but not closer than two metres from a structure but 3 metres from doors or windows if greater than 100 mm in height; and
- Ground covers greater than 0.5 metres in height are to be treated as shrubs.

Grass: Where possible utilise irrigated perennial species.

Mulches should be non-combustible e.g., stone, gravel and crushed rock. Where wood mulch is used it should be greater than 6mm in thickness.

☐ **Separation Between the Premises and the Consequential Fire Fuels of Stored Flammable Products (Fuels / Other Hazardous Materials):**

If applicable, establish sufficient separation distance between the consequential fire fuels and the premises. The required separation distance will be dependent on the fuel and storage type and will need to be determined.

☐ **Separation Between the Premises and the Consequential Fire Fuels of Stored and Constructed Combustible Items:**

These consequential fire fuels include:

- Stored Combustible Items - Heavy Fuels (greater than 6mm diameter) e.g. building materials, packaging materials, firewood, branches, sporting/playground equipment, outdoor furniture, garbage bins etc:
- Stored Combustible Items – Large Heavy Fuels e.g. vehicles, caravans, boats, trailers and large quantities of dead vegetation materials stored as part of site use.
- Constructed Combustible Items – Heavy Fuels e.g. landscaping structures including fences, screens, walls, plastic water tanks.
- Constructed Combustible Items – Large Heavy Fuels e.g. adjacent buildings/structures including houses, sheds, garages, carports. (Note: If the adjacent structure is constructed to BAL-29 requirements or greater and can implement a significant number of additional bushfire protection measures associated with reducing exposure and vulnerability, these minimum separation distances could be reduced by 30%).

*Apply the rule of thumb "assume flames produced from a consequential fire source will be twice as high as the object itself ... where the consequential fire source is a structure, then the maximum eave height is a reasonable measure of maximum height".*

Apply the following separation distances from the subject building/structure as a multiple of the height of the consequential fire source and dependent on the bushfire construction standard applied to the building/structure:

- At least six times the height when the premises construction incorporates design and materials that is only intended to resist low levels of radiant heat up to 12.5 kW/m<sup>2</sup> and no flame contact (BAL-12.5);
- Between 4 and 6 six times the height when the premises construction incorporates design and materials intended to resist radiant heat up to 29 kW/m<sup>2</sup> and no flame contact (BAL-29).
- Between 2 and 4 times the height when the premises construction incorporates design and materials intended to resist up to 40kW/m<sup>2</sup> and potential flame contact (BAL-40).
- Less than 2 times the height when the premises construction incorporates design and materials intended to resist extreme levels of radiant heat and flame contact (BAL-FZ).
- Zero separation distance is required if the premises is separated by a non-combustible FRL 60/60/60 rated wall, or the potential consequential fire source is fully enclosed by the premises.



- ☐ **Constructed Barriers to Shield Premises from Bushfire:** Where applicable, install walls, fences and/or landforms to shield the premises (or any identified consequential fire fuels – refer to previous item) from direct and indirect bushfire attack mechanisms and reduce the potential impact of these threats.

These barriers should be constructed using appropriate fire resistant / non-combustible construction materials (e.g. masonry, steel, earthworks). These are to withstand the impact of direct bushfire attack mechanisms for the required period.

- ☐ **Constructed Barriers to Shield Premises from Consequential Fire:** Applicable to all identified consequential fire fuel sources. Install a non-combustible barrier (including complete enclosure when appropriate), of required robustness, that will reduce the exposure of the premises to the threats of consequential fire.

- ☐ **Planted Vegetation Barrier to Shield Premises:** Use appropriate species (lower flammability) of hedges and trees strategically to reduce the premises exposure to radiant heat, to filter/trap embers and firebrands, and to lower wind speeds (prevailing synoptic and/or fire driven).

- ☐ **Shield Non-Structural Essential Elements:** These are vulnerable elements essential to the continued operation of the premises which are potentially exposed to the fire attack mechanisms of both bushfire and consequential fire. They include electricity cabling and water plumbing and also applies to any installed firefighting equipment / water storage.

When the use of fire rated materials to the degree necessary is not possible or practical, the application of non-combustible shielding can be applied to reduce exposure to the bushfire threats. Shielding includes underground installation.

- ☐ **Constructed Barrier to Shield Persons on Pathways to Safer Onsite Area/Building:** Where possible, alongside the relevant pathways, utilise walls / fences / landforms as shielding structures constructed using fire resistant / non-combustible construction materials (e.g. masonry, steel, earthworks).

These are to withstand the impact of direct bushfire attack mechanisms for the required period and provide the required reduction in threat levels to persons (including firefighters) traversing the pathway.

- ☐ The BMP has established that an additional area, outside the APZ and near the designated shelter-in-place building, is to be landscaped, designed and maintained to be sufficiently free of combustible vegetation, structures or other fuels, such that it will provide a safe place for shelter building occupants to move to after the fire front has passed, if required. Refer to the Site Emergency Information Map / Figure 5.1 in the associated BMP.



**SCHEDULE OF SUBMISSIONS AND APPLICANTS' RESPONSES**

*DEVELOPMENT APPLICATION:* AMENDMENT TO DEVELOPMENT APPLICATION: USE NOT LISTED – SHORT STAY (CAMPING FACILITY – NATURE BASED PARK) *ON* LOT 900 (51) GUILDERTON ROAD, CARABAN

No.	Submitter	Submission details	Officers response
1.	DFES	The submitter provides the following general comment:  <i>As per attached PDF.</i>	Noted.





Our Ref: D37111  
Your Ref: P2839

Ross Harper  
Shire of Gingin  
Ross.Harper@gingin.wa.gov.au

Dear Mr Harper

**RE: VULNERABLE – LOT 900 (51) GUILDERTON ROAD, CARABAN – PROPOSED NATURE BASED CAMPING - DEVELOPMENT APPLICATION**

I refer to your email dated 12 November 2024 regarding the submission of a Bushfire Management Plan (BMP) (Version 1.0), prepared by Bushfire Prone Planning and dated 28 May 2024, for the above development application.

The new *State Planning Policy 3.7 Bushfire* and associated *Planning for Bushfire Guidelines* were published on 24 September 2024 and became operational for applications lodged with decision makers from 18 November 2024. Notwithstanding, as this application was submitted to the decision maker prior to 18 November 2024, this advice relates only to the 2015 *State Planning Policy 3.7: Planning in Bushfire Prone Areas* (SPP 3.7) and 2021 *Guidelines for Planning in Bushfire Prone Areas* (version 1.4) (Guidelines).

It is the responsibility of the proponent to ensure the proposal complies with relevant planning and building requirements. This advice does not exempt the applicant/proponent from obtaining approvals that apply to the proposal including planning, building, health or any other approvals required by a relevant authority under written laws.

**Assessment**

- Tourism and uses, such as nature based camping, are considered a vulnerable tourism land use as prescribed by section 5.5 'Proposing a Vulnerable Land Use in a Bushfire Prone Area' of the Guidelines.
- Vulnerable land uses located in designated bushfire prone areas require special consideration, especially as nature based camping activities generally have limited facilities and are in remote locations, and visitors may be unfamiliar with their surroundings and bushfire impacts.
- Further clarification is required within the BMP of the requirements of SPP 3.7, and the supporting Guidelines as outlined in our assessment below.

**1. Policy Measure 6.5 a) Preparation of a BAL contour map**

<b>Issue</b>	<b>Assessment</b>	<b>Action</b>
<b>Vegetation Classification</b>	<p>Vegetation area 3 cannot be substantiated as Class B Woodland with the limited information and photographic evidence provided. Vegetation shown in Photo IDs 19-22 do not represent Class B Woodland. The foliage cover appears to exceed 30% and the potential for revegetation has not been considered.</p> <p>The BMP should detail specifically how the Class B Woodland classification was derived as opposed to Class A Forest.</p> <p>If unsubstantiated, the vegetation classification should be revised to consider the vegetation at maturity as per AS3959, or the resultant BAL ratings may be inaccurate.</p> <p>DFES acknowledges that this is unlikely to change the resultant BAL ratings for the sites, however the BMP should be updated for accuracy.</p>	Modification to the BMP is required for accuracy.
	<p>Vegetation area 5 cannot be substantiated as Class D Scrub. Height sticks have not been provided to validate the overall height of the vegetation.</p> <p>If unsubstantiated, the vegetation classification should be revised to consider the vegetation at maturity as per AS3959, or the resultant BAL ratings may be inaccurate.</p> <p>DFES acknowledges that this is unlikely to change the resultant BAL ratings for the sites, however the BMP should be updated for accuracy.</p>	Modification to the BMP is required for accuracy.

**2. Policy Measure 6.5 c) Compliance with the Bushfire Protection Criteria**

<b>Element</b>	<b>Assessment</b>	<b>Action</b>
<b>Vulnerable Tourism Land Uses - Siting &amp; Design</b>	<p><b>A5.10 – not demonstrated</b></p> <p>The BAL ratings cannot be validated for the reasons outlined in the above table.</p> <p>DFES notes that A5.10a makes provision for a BMP to define camping sites as a tolerable loss in the event of bushfire, however DFES advocates for provision of sufficient hazard separation to achieve BAL-29 or lower to reduce the potential impacts of bushfires.</p> <p>Additionally, DFES does not support a vulnerable land use within BAL 40 or BAL FZ. DFES considers that 'use' in this case includes nature based camping. SPP</p>	Modification to the BMP required.

	3.7 appropriately focuses on the location and siting of vulnerable land uses rather than the application of bushfire construction requirements. Re-design of the proposal is recommended so that the campsites and other activities associated with the functions of the native based camping are sited outside of BAL 40 and BAL FZ areas.	
<b>Vulnerable Tourism Land Use - Vehicular Access</b>	<p><b>A5.11 – not demonstrated</b></p> <p>Compliance has not been adequately demonstrated. It is considered that there are multiple inconsistent statements, including:</p> <ul style="list-style-type: none"> <li>• The BMP states that the egress to the north is only permitted during emergencies and access is currently blocked and gated. It is therefore not clear if two-way access can be achieved in perpetuity.</li> <li>• The BMP states that Guilderton Road provides two-way access, however then states Guilderton should only be used as an evacuation location if directed by emergency services. It is unclear why access to Guilderton is discussed in this section if the BMP confirms that Guilderton is not a suitable destination. DFES notes that the BEEP does not consider Guilderton as a suitable evacuation point, and therefore any reference to its use should be removed from the documentation.</li> <li>• Boobabbie Road is a no through road that exceeds 500m in length. It is also unclear if Boobabbie Road achieves the required standards for a public road. On this basis it is unclear if the site is capable of compliance without additional works being undertaken to the public road network.</li> <li>• Figure 1.2 does not demonstrate the internal access/private driveways providing access to each of the proposed campsites. In addition, the firebreak to the northwest to the emergency access point is on a neighbouring lot. The BMP provides no comments to determine if any legal agreements are present to permit the use of these 'internal roads' or if there are any controls to require the 'internal roads' to comply with the relevant standards of the Guidelines.</li> </ul> <p>The BMP and development plans should be updated to clearly demonstrate compliance with A5.11 (including clear detail of all access/egress, internal driveways, passing bays and turning areas).</p>	Modification to the BMP is required.

<b>Vulnerable Tourism Land Use - Water</b>	<p><b>A5.12 – not demonstrated</b></p> <p>Compliance has not been adequately demonstrated.</p> <p>The BMP states that a 10,000L water tank will be supplied, however it is unclear where the tank will be located and whether the tank and adjacent hard-standing can achieve BAL-29 or below and be accessible to a type 3.4 appliance.</p> <p>It should be noted that the water requirements need to be to the satisfaction of the local government and that the Shire has the ability to request additional resources.</p>	Comment Only
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**3. Policy Measure 6.6.2 Vulnerable and High-Risk land uses in areas where BAL-40 or BAL-FZ applies**

<b>Issue</b>	<b>Assessment</b>	<b>Action</b>
<b>Bushfire Emergency Evacuation Plan (BEEP)</b>	<p>The referral has included a '<i>Bushfire Emergency Evacuation Plan</i>' for the purposes of addressing the policy requirements. Consideration should be given to the Guidelines Section 5.5.4 '<i>Developing a Bushfire Emergency Evacuation Plan</i>'. This contains detail regarding what should be included in a BEEP and will ensure the appropriate content is detailed when finalising the BEEP to the satisfaction of the Shire.</p> <p>The reference to a safer building' should be removed as this is not addressed by the BMP, is not located within the subject property and the BEEP provides no evidence to support the use of this building as a suitable response to a bushfire event.</p>	Comment only.

**Recommendation – compliance with acceptable solutions not demonstrated –  
modifications required**

It is critical the bushfire management measures within the BMP are refined to ensure they are accurate and can be implemented to reduce the vulnerability of the development to bushfire. The proposed development has not demonstrated compliance to the following:

1. Element 5: Vulnerable Tourism Land Uses.

If the decision maker is incline to approve the proposal the above assessment of compliance with SPP 3.7 is provided to assist decision making.

If you require further information, please contact Land Use Planning Officer – Kelsie Petrelis on telephone number 9395 9961.

Yours sincerely



**Desmond Abel  
DIRECTOR LAND USE PLANNING**

24 December 2024

**14.2 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED USE NOT LISTED (WORKFORCE ACCOMMODATION) ON LOT 5653 WANNAMAL ROAD WEST, BOONANARRING**

File	BLD/7955
Applicant	Mineral Resources Limited
Location	Lot 5653 Wannamal Road West, Boonanarring
Owner	ACN 616 667 442 PTY LTD
Zoning	General Rural
WAPC No	NA
Author	James Bayliss - Executive Manager Regulatory and Development Services
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> <li>1. Location Plan [14.2.1 - 1 page]</li> <li>2. Aerial Map [14.2.2 - 1 page]</li> <li>3. Applicant's Proposal [14.2.3 - 61 pages]</li> <li>4. Supplementary Information - Bushfire [14.2.4 - 5 pages]</li> </ol>

**DISCLOSURES OF INTEREST**

Nil

**PURPOSE**

To consider an Application for Development Approval for a Use Not Listed (Workforce Accommodation) on Lot 5653 Wannamal Road West, Boonanarring.

**BACKGROUND**

The subject site is bound by Wannamal Road West to the north, the Image Resources mine site to the west, land zoned General Rural to the south and Boonanarring Nature Reserve to the east. North of Wannamal Road West is land zoned General Rural which is also occupied by Image Resources.

The subject site is 197 hectares in area and gains access from an existing crossover on Wannamal Road West. The subject land was formerly used by Empire Oil and Gas as a processing facility and was mothballed in 2019. Empire Oil and Gas decommissioned an existing workforce accommodation onsite, and this proposal essentially seeks to reinstate a similar development.



The proposed development is for workers' accommodation to support drilling activities within the region. The proposed development comprises of:

- 24 transportable accommodation units, each containing 2 x 1 bedroom/1 bathroom workers' accommodation;
- Ancillary transportable units providing amenities for the occupants, including kitchen, laundry, recreation and gym modules; and
- Supporting infrastructure including storerooms, re-fueling area, on-site aerobic treatment system and utilities.

A location plan and aerial image are provided (**see appendices**).

The applicant's proposal including development plans is provided (**see appendices**).

The applicant provided supplementary information in relation to bushfire considerations (**see appendices**).

## **COMMENT**

### Stakeholder Consultation

The application was advertised via a development sign placed on the verge of the property for a period of 14 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. No comments were received.

## **PLANNING FRAMEWORK**

### Local Planning Scheme No. 9 (LPS 9) Planning Assessment

The subject land is zoned General Rural under LPS 9, the objectives of which are to:

- Manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*
- Encourage and protect broad acre agricultural activities such as grazing and more intensive agricultural activities such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;*
- Maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage; and*

- (d) *Provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the General Rural zone.*

Clause 3.4.2 of LPS 9 states:

*3.4.2 If a person proposed to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may:*

- a) Determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- b) Determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of Clause 9.4 in considering an application for planning approval; or*
- c) Determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*

The *Planning and Development (Local Planning Schemes) Regulations 2015* contain model provisions that define 'Workforce Accommodation' as follows:

*means premises, which may include modular or relocatable buildings, used –*

- (a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and*
- (b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.*

The proposal falls within the above parameters and is therefore considered to be a 'use not listed – workforce accommodation'. The proposal is viewed as generally aligning with the objectives of the zone, and on that basis advertising was undertaken. The proposed temporary workers' camp, although not related to a broad acre agricultural activity, will not prevent the site from continuing to operate as it is currently or into the future. The land has previously contained a development of this nature.

Any development (cl 4.1) is to comply with the provisions of the Scheme, including the minimum standards for development as specified in Table 2 – Site Requirements. As there are no particular requirements specified for staff/workers' accommodation, the development is considered as having regard for the predominant use, objectives and development standards of the General Rural zone (cl 3.2.7 and cl 4.8.6 respectively) and clause 67 of the Deemed Provisions.

### Setbacks

In accordance with Table 2 – Site Requirements of LPS 9, all structures are set back in excess of the required 20 metres, with the nearest lot boundary setback being 260 metres.

### Zone Specific Development Standards

CI 4.8.6 - General Rural	Officer Comment
<p><b>4.8.6.2</b> No more than one single dwelling house shall be erected on a lot zoned General Rural unless the Local Government is satisfied that an additional house is necessary or desirable for the continuation of a bona fide agricultural activity and is satisfied that the land can be adequately serviced, surrounding amenity is not adversely impacted on or any other consideration it considers relevant.</p>	NA – Single house/grouped dwelling is not proposed.
<p><b>4.8.6.3</b> The presence of more than one dwelling unit on a lot in the General Rural zone shall not be considered by itself to be sufficient grounds for subdivision.</p>	NA.
<p><b>4.8.6.4</b> No dwelling shall be erected unless the lot is connected to a reticulated water supply or the local government is satisfied that there is an adequate potable water supply consisting of a roof water tank of not less than 90,000 litres, a bore, well, spring, soak, or dam.</p>	The Workers' Accommodation units are provided with a potable water supply from onsite water tanks that will be serviced via weekly water cart (or as required).
<p><b>4.8.6.5</b> Fencing shall conform to the standard of rural fencing in the district, and the use of solid panel fencing except in the immediate vicinity of the residence will only be permitted with the approval of local government.</p>	No fencing proposed.
<p><b>4.8.6.6</b> No natural vegetation shall be removed without prior written approval of local government, unless its removal is necessary for construction of a building, firebreak or boundary fence.</p>	The development area is currently cleared gravel hardstand with no additional vegetation to be removed.
<p><b>4.8.6.7</b> The siting and design of any buildings on any lot should not significantly impact on the natural vegetation or visual landscape amenity of the site.</p>	No natural vegetation is required to be removed as the development area has previously been used for this purpose. The large lot boundary setback and existing vegetation onsite result in negligible visual impact to surrounding property or the street.

4.8.6.8 The keeping of horses, sheep, goats and other grazing animals, where permitted, shall not exceed the stocking rates recommended by Agriculture Western Australia for the applicable pasture types.	NA
4.8.6.9 Local government may, at its discretion, permit the land uses "retirement village" and "aged persons accommodation" in the General Rural zone, but only within the Gingin townsite (as defined by the suburb boundary), and subject to appropriate zoning of the site at a later stage.	NA

#### Access/Egress

At maximum capacity of 48 workers, the proposal will result in:

- 8 personnel bus movements per day;
- 8 light vehicle movements per day;
- 8 meal delivery vehicles per day;
- 2 fuel deliveries per week; and
- 2 waste truck pickups per week.

The development derives access from the existing sealed crossover on Wannamal Road West. The portion of road between the Brand Highway and the existing crossover is sealed and is fit for purpose.

#### Local Planning Policy 1.5 – Transportable Dwellings (LPP 1.5)

LPP 1.5 provides guidelines for development of second hand relocated and transportable dwellings throughout the Shire and is applicable in this instance. LPP 1.5 designates second hand transportable dwellings as a 'P' permitted use within the General Rural zoning.

The Applicant has adequately addressed LPP 1.5 and the officer does not seek to duplicate this component of the assessment.

#### Government Sewerage Policy (2019) (GSP)

The Government Sewerage Policy (2019) provides for the ability to utilise on-site sewage disposal in certain circumstances, where the responsible authority is satisfied that a lot can accommodate on-site sewage disposal without endangering public health or the environment.

The proposal seeks to install an on-site aerobic treatment system with adequate capacity which aligns with the requirements under the GSP. The Department of Health is ultimately responsible for issuing approval for the effluent disposal system.

#### Bushfire Planning

State Planning Policy 3.7 –Bushfire (SPP 3.7) provides a foundation for land use planning to address bushfire risk management. The subject lot is designated as being partially bushfire prone.

The officer considers the development to be a ‘vulnerable use’ which is defined as:

*A land use which:*

- *is designed to accommodate people who are less physically or mentally able and likely to present evacuation challenges; and/or*
- *due to the building design or use, **or the number of people accommodated, likely to present evacuation challenges;** and/or*
- *involves visitors who are unfamiliar with the surroundings.*

Section 7.4 – Vulnerable Land Uses states:

*Development applications for vulnerable land uses, should include a bushfire emergency plan prepared in accordance with the Guidelines.*

*A bushfire emergency plan may not be required for strategic proposals and subdivision applications to facilitate vulnerable land uses, as at this level there is generally not sufficient information or detail available. Consideration of bushfire emergency procedures and options for evacuation, off-site shelter and where relevant, on-site shelter, should be included within the bushfire management plan.*

SPP 3.7 defines a Bushfire Emergency Plan (BEP) as:

*a documented scheme of assigned responsibilities, actions and procedures, required in the event of a bushfire emergency. It consists of the preparedness, prevention and response activities.*

SPP 3.7 defines a Bushfire Management Plan (BMP) as:

*a document that sets out short, medium and long-term risk management strategies for the life of the development.*



Officer Comment:

The applicant has confirmed via a contour map that the development footprint is subject to a BAL12.5 rating. Given the structures forming part of this application already exist and are used on an alternate site, the building permit process will establish if those structures satisfy the relevant construction standards for the assigned BAL rating.

The officer is of the view that the use class constitutes a 'vulnerable use' as outlined above and is therefore subject to the requirement for a BMP and BEP to be prepared. The applicant has provided supplementary information, however this is not in the form of a technical note prepared by a qualified bushfire consultant. Generally a proposal of this nature would be referred to DFES to provide comment on the submitted BMP, however in this instance there is nothing to provide DFES for review.

Given the history of the land being used for this purpose and the risk averse nature of the sector, it may be reasonable for Council to impose a condition that a BMP/BEP is to be lodged prior to occupation of the development, providing certainty that the underlying use of the land is acceptable. The officer would not, however, recommend waiving of these documents.

Servicing

The development is proposed to be serviced by two 250kva generator sets.

Low level lighting is proposed to enable safe movement throughout the camp and will be directed internally to avoid light spill to adjoining land.

Deemed Provisions

In accordance with the Deemed Provisions, the local government is to have due regard to the relevant matters for consideration outlined under Clause 67(2). The following matters are considered relevant to the proposed development:

LPS Regulations Schedule 2: Clause 67(2)	
Requirement	Officer Comment
(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	The relevant provisions under the Shire's LPS 9 have been addressed within this report.
(b) any approved State planning policy;	Refer to the relevant assessment of bushfire within this report.
(fa) any policy of the State;	The development is required to provide an adequate system for effluent disposal in accordance with the Government Sewerage Policy.



LPS Regulations Schedule 2: Clause 67(2)	
Requirement	Officer Comment
	Noting the applicant's supporting letter, it appears reasonable that, should the application be supported by Council, a condition of approval should be made for the installation of an approved effluent disposal system.
(g) any local planning policy for the Scheme area;	Refer to the relevant assessment of LPP 1.5 within this report.
(m) the compatibility of the development with its setting, including – (i) the compatibility of the development with the desired future character of its setting; and (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	The development is considered to be generally compatible with its setting, noting it has previously been used for this purpose.
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	No adverse impacts on the natural environment or water resources have been identified.
(s) the adequacy of – (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, maneuvering and parking of vehicles;	There is no change to the existing access or maneuverability on site and this remains adequate.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	Any increase in traffic volumes is considered to be minimal and does not impact the capacity of the road network.
(w) the history of the site where the development is to be located;	The site has previously been used for workforce accommodation to service the previously operating Empire Oil and Gas Facility.

Summary

In view of the above, the officer supports the development subject to conditions.

**STATUTORY/LOCAL LAW IMPLICATIONS**

*Planning and Development Act (2005)*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Shire of Gingin Local Planning Scheme No. 9*

**POLICY IMPLICATIONS**

*State Planning Policy 3.7 –Bushfire*

Local Planning Policy 1.5 – Transportable Dwellings

Government Sewerage Policy

**BUDGET IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	3. Planning & Sustainability - Plan for Future Generations
<b>Strategic Objective</b>	3.3 Planning and Land Use - Plan the use of the land to meet future requirements, incorporating economic development objectives and community amenity.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Sorensen

SECONDED: Councillor Johnson

That Council grant Development Approval for Use Not Listed (Workforce Accommodation) on Lot 5653 Wannamal Road West, Boonanarring subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications, including the directions written in red ink by the Shire, unless otherwise conditioned in this approval.
2. This approval is for 'Workforce Accommodation' only as indicated on the approved plans and is limited to a period of 3 years, expiring on 18 March 2028.
3. Within 6 months of the approval lapsing, the Workforce Accommodation and all associated structures shall be decommissioned, and the site rehabilitated to pre-development condition, to the satisfaction of the Shire of Gingin.
4. The approved development is limited to accommodating a maximum of 50 persons at any one time.
5. The landowner/operator shall keep up to date records of workers and/or contractors residing in the Workforce Accommodation and provide the Shire of Gingin with a copy of such records within 14 days of receiving a written request to do so.
6. Prior to occupation of the development, the landowner/operator shall demonstrate to the Shire of Gingin that relevant approvals have been obtained for an effluent disposal system.
7. The internal access way, parking and vehicle manoeuvring areas shall be maintained by the landowner/operator to the satisfaction of the Shire of Gingin.

Advice Notes

Note 1: If you are aggrieved by the conditions of this approval, you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.

Note 2: Where an approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.

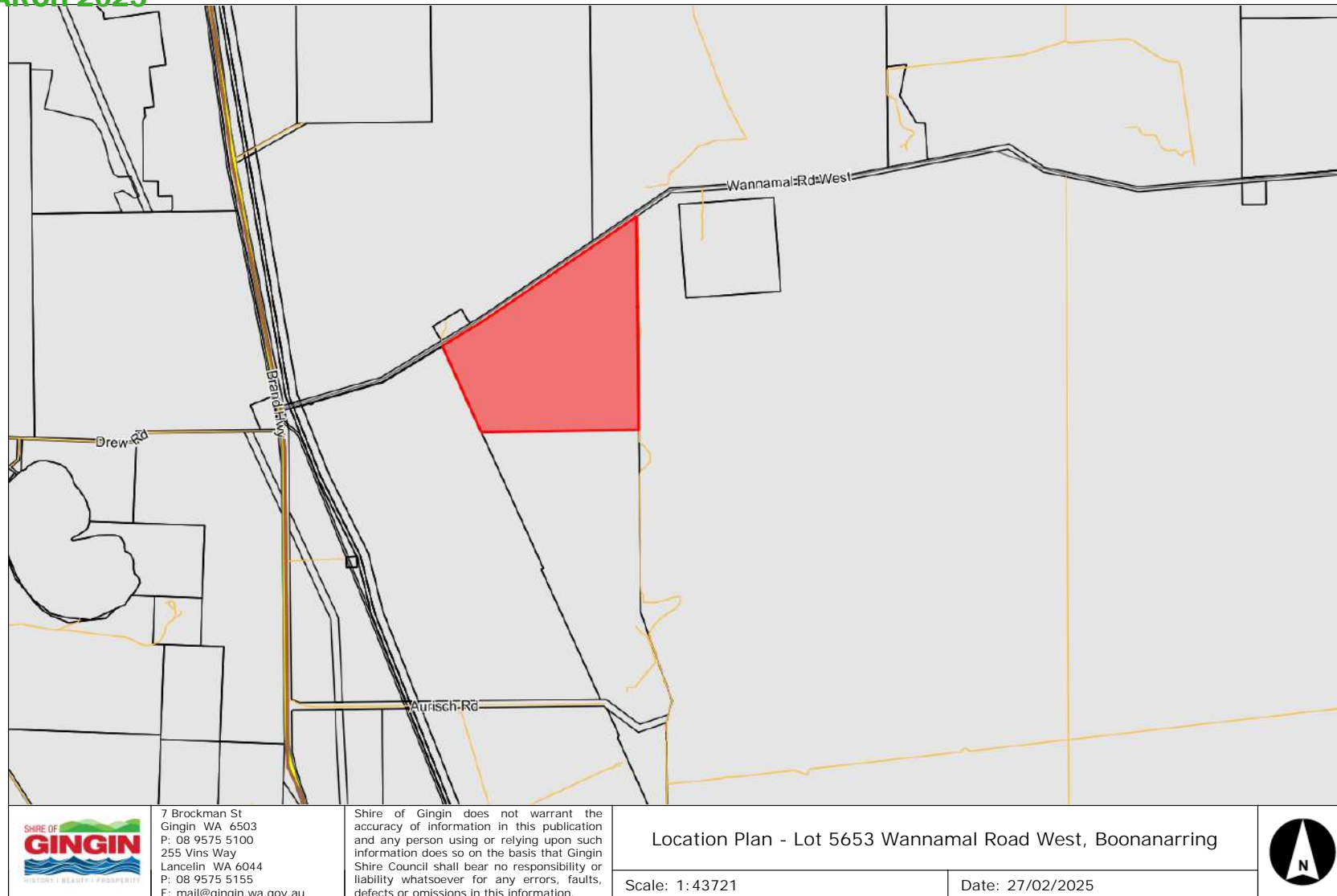
**MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025**

- Note 3: This planning approval shall not be construed as an approval or support of any kind for any other planning related application on the subject land.
- Note 4: All noise from the development and associated equipment is required to comply with the *Environmental Protection (Noise) Regulations 1997*.
- Note 5: It is recommended that cadastral lot boundaries be established by a suitably qualified land surveyor to ensure that all development is carried out within the subject allotment; and
- Note 6: In relation to the limited term approval, decommissioning and rehabilitation works, pre-development condition comprises of a bare earth site, free of any buildings, rubble or remnants of the approved development. The transportable buildings are to be removed from the property and shall not remain as part of any existing land use approval.

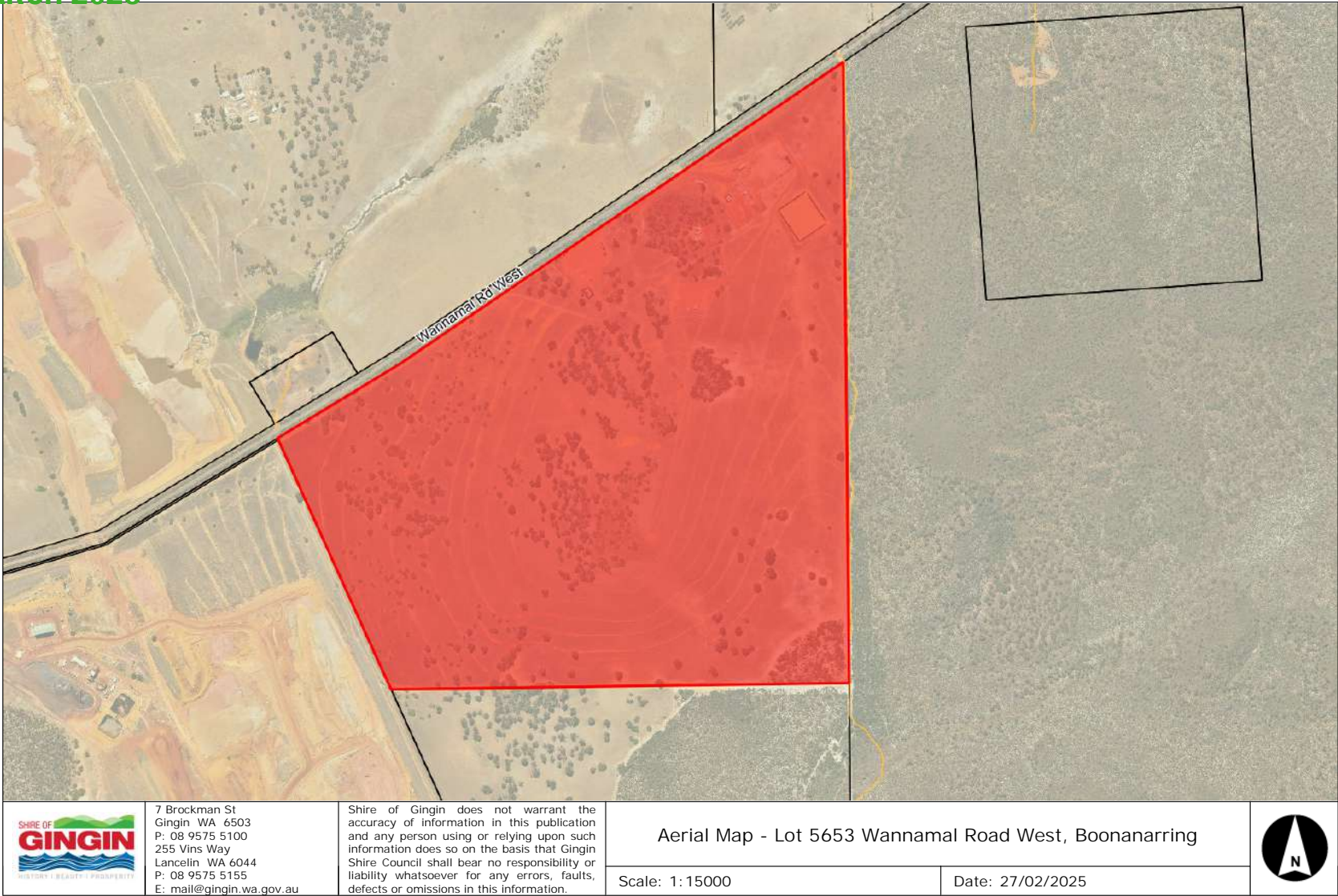
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FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

AGAINST: *Nil*











# APPLICATION FOR DEVELOPMENT APPROVAL

## LOT 5653 WANNAMAL ROAD WEST, BOONANARRING

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# APPLICATION FOR DEVELOPMENT APPROVAL LOT 5653 WANNAMAL ROAD WEST, BEERMULLAH

## 1 INTRODUCTION

Mineral Resources Limited (**MinRes**) is a leading diversified resources company with extensive operations in lithium, iron ore, energy and mining services across Western Australia. MinRes' energy division is pursuing low cost and sustainable energy solutions to support its business including opportunities for natural gas.

MinRes, through its wholly owned subsidiary Energy Resources Limited, is the holder of Production Licences L 18 and L 19 (**L 18, L19**) issued by the Department of Energy, Mines, Industry Regulation and Safety (**DEMIRS**) pursuant to the *Petroleum and Geothermal Energy Resources Act 1976* (**Petroleum Act**). Additionally, MinRes holds Pipeline Licence PL 96 (**PL 96**) issued by DEMIRS pursuant to the *Petroleum Pipelines Act 1969*. Through L 18, L19 and PL 96, MinRes has developed the Red Gully Processing Facility (**RGPF**).

## 2 SITE CONTEXT

The site the subject of this development application comprises one land parcel, being:

- Lot 5653 on Deposited Plan 206748 Certificate of Title Volume 1259 Folio 706 (**subject site**)

MinRes, through its wholly owned subsidiary A.C.N 616 667 442 Pty Ltd, is the landowner of the subject site. Refer to **Attachment 1** for a copy of the Certificate of Title.

The subject site is bound by Wannamal Road West to the north, the Image Resources mine site to the west, land zoned General Rural to the south and Boonanarring Nature Reserve to the east. North of Wannamal Road West is land zoned General Rural and is also occupied by Image Resources.

The subject site is 197 hectares and gains access from an existing crossover on Wannamal Road West. The subject site has been developed with the RGPF and associated infrastructure including well pads, well heads and ancillary buildings. The RGPF and all associated infrastructure are the subject PL 96 and were therefore, exempt from requiring development approval. The RGPF has been in care and maintenance since 2019.

The remainder of the subject site is predominantly cleared except for some vegetation as shown in Figure 1 below.



Figure 1: Site Context

### 3 PROPOSED DEVELOPMENT

The proposed development is for workers accommodation to support MinRes' drilling activities within the region.

The proposed development comprises of:

- 24 transportable accommodation units, each containing 2 x 1 bedroom/1 bathroom workers' accommodation;
- Ancillary transportable units providing amenities to the occupants, including kitchen, laundry, recreation and gym modules; and
- Supporting infrastructure including; storerooms, re-fueling area, on-site aerobic treatment system and utilities.

Refer to **Attachment 2** for the development plans and **Attachment 3** for details relating to the aerobic treatment system.

The proposal will be situated on an already cleared pad area that was previously used for workers' accommodation to support the RGPF and occupies an area of less than 2 hectares. Access to the pad area will be gained from the existing crossover on Wannamal Road West and the existing cleared track on the subject site.



Image 1: MinRes Worker Camp

### 4 PLANNING CONSIDERATIONS

#### 4.1 State Planning Policy 2.5 – Rural Planning (SPP 2.5)

The purpose of SPP 2.5 is to protect and preserve rural land assets due to the importance of their economic, natural resources, food production, environmental and landscape values. Ensuring broad compatibility between land uses is essential to delivering this outcome. It is considered that the proposed development does not compromise on the natural landscape value of the site or the locality.



#### 4.2 State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)

The purpose of SPP 3.7 is to implement effective, risk-based land use planning and development which in the first instance avoids the bushfire risk, but where unavoidable, manages and/or mitigates the risk to people, property and infrastructure to an acceptable level. The preservation of life and the management of bushfire impact are paramount. MinRes has engaged Bushfire Prone Planning to complete a bushfire attack level (BAL) contour map and a bushfire management plan (BMP) as required by SPP 3.7. These will be provided to the Shire in due course.

#### 4.3 Shire of Gingin Local Planning Scheme No. (LPS9)

##### 4.3.1 Land Use & Zoning

LPS9 defines "staff/workers accommodation" as:

*Shared self-contained living accommodation (separate to a single dwelling) used for the accommodation of persons directly employed in an approved activity carried out on the Lot [emphasis added] and does not include a Caretakers Dwelling.*

The proposed development will accommodate workers for activities associated with MinRes' petroleum exploration activities within the region which are outside of the subject site.

Clause 3.4.2 of LPS9 states:

*"If a person proposes to carry out on land any use that is not specifically [emphasis added] mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may —*

- a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 64 of the deemed provisions in considering an application for development approval; or*
- c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted."*

It is considered that the proposed development does not specifically align with the definition of staff/workers accommodation in LPS9 and is therefore, a 'Use Not Listed' to be considered in accordance with clause 3.4.2 of LPS 9.

Pursuant to the provisions of LPS9, the subject site is zoned General Rural. The objectives of the General Rural Zone are to:

- a) Manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*
- b) Encourage and protect broad acre agricultural activities such as grazing and more intensive agricultural activities such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;*
- c) Maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage; and*
- d) Provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the General Rural zone.*

The proposed development has negligible impact on the character of the General Rural zone and the locality. As demonstrated in 4.3.3 below, the proposed development is well setback from all property boundaries and, as shown in Image 1 above, is constructed from high quality materials. Therefore, it is considered that the proposal will have negligible impact on the rural character of the locality.

The proposed development will be located on an existing cleared pad area and therefore, does not compromise or impact on the natural environment. The proposal will not restrict future and potential land uses as it is not considered to be a sensitive land use. It is therefore considered that the proposed development is generally consistent with the objectives of the General Rural zone.

#### 4.3.2 Development Standards

An assessment of the proposal against the relevant development standards prescribed in LPS9 is included in the table below.

LPS9 Provisions	Proposal
<b>Clause 4.7.1 – Setbacks</b>	
Front setback – 20m Side setback – 20m Rear setback – 20 m	The proposed development complies with the setbacks prescribed in LPS9.  Proposed setbacks: Front setback – 260m Side setback east – 407m Side setback west – 1,210m Rear setback – 1,085m
<b>Clause 4.7.2.5 – Car Parking</b>	
To be determined by the local government	All vehicles will be parked on-site adjacent to the existing site office and buildings. There is ample cleared space to ensure the adequate provision of car parking bays.
<b>Clause 4.8.6.6 – Vegetation</b>	
No natural vegetation shall be removed without prior written approval of local government, unless its removal is necessary for construction of a building, firebreak or boundary fence.	The proposed development will be on an existing cleared pad site and does not proposed the removal of any vegetation – refer to Image 2 below.
<b>Clause 4.8.6.7 – Siting and Design</b>	
The siting and design of any buildings on any lot should not significantly impact on the natural vegetation or visual landscape amenity of the site.	The proposed development is setback approximately 260m from Wannamal Road West and is unlikely to be visible. Furthermore, the proposed development is well setback from the side and rear boundaries. It is considered that any impact on the visual amenity would be negligible.





Image 2: Existing Cleared Pad Area

#### 4.4 Town Planning Policy Statement No – 1.5 – Transportable Dwellings (PPS 1.5)

PPS 1.5 guides the development of transportable dwellings within the Shire and requires Council to consider the visual amenity impacts. The proposed development is well setback from all lot boundaries and is constructed from high quality materials. Additionally, the bulk and scale of the proposed development are negligible.

## 5 ENVIRONMENTAL CONSIDERATIONS

There are no significant environmental impacts as part of the proposed development. Notwithstanding, consideration has been given to:

1. Vegetation clearing – the development will be located on an already cleared pad area and will utilise the existing cleared access track.
2. Waste – waste and recyclables will be segregated and removed from the site by a licenced waste contractor.
3. Wastewater – wastewater and sewerage will be managed by an on-site the aerobic treatment system, refer to **Attachment 3** for details.
4. Weeds and pathogens – any earthmoving equipment and vehicles used to transport the camp to site will be subject to vehicle hygiene processes before arriving on site to mitigate the risk of spreading dieback, weeds and seeds.
5. Water well/ monitoring bore and conductor installation – an existing licensed water bore is in place (Department of Water and Environment Regulation Groundwater Licence 170409).

## 6 TRAFFIC

It is anticipated that, at maximum capacity of 48 workers, the proposal will result in:

- 8 personnel bus movements per day

- 8 light vehicle movements per day
- 8 meal delivery vehicles per day
- 2 fuel deliveries per week
- 2 waste truck pickups per week

The proposal will gain access from the existing sealed crossover on Wannamal Road West. The portion of road between the Brand Highway and the existing crossover is sealed and is considered to be in satisfactory condition – refer to Image 3 below.

Given the nature of exploration works, crews will be transported to and from the site to facilitate 24-hour drilling operations. The proposed development will not exceed 10 vehicle trips during the peak hours of the surrounding road network and is therefore considered to be of low impact as per the Western Australian Planning Commissions Transport Impact Assessment Guidelines. The traffic volumes proposed by this development are considered negligible and unlikely to impact on the surrounding road network.



Image 3: Wannamall Road West

## 7 HERITAGE

As per the Department of Planning, Lands and Heritage Aboriginal Culture Heritage inquiry system, the following Registered Aboriginal Site partly overlaps the subject site (Lot 5653):

- Registered Aboriginal Heritage Site 20008 – Gingin Brook Waggyl Site, shown in Figure 2 below.

Registered Site 20008 does not overlap the area that MinRes is seeking approval for the proposed development. However, to ensure there are no implications, MinRes has issued an Activity Notice to the Southwest Land and Sea Council (**SWLASC**). The proposed development constitutes a low level of disturbance and will be situated on an already cleared pad site. Additionally, the proposed development is outside the boundaries of the Registered Site. Therefore, it is anticipated that a heritage survey will not be required.



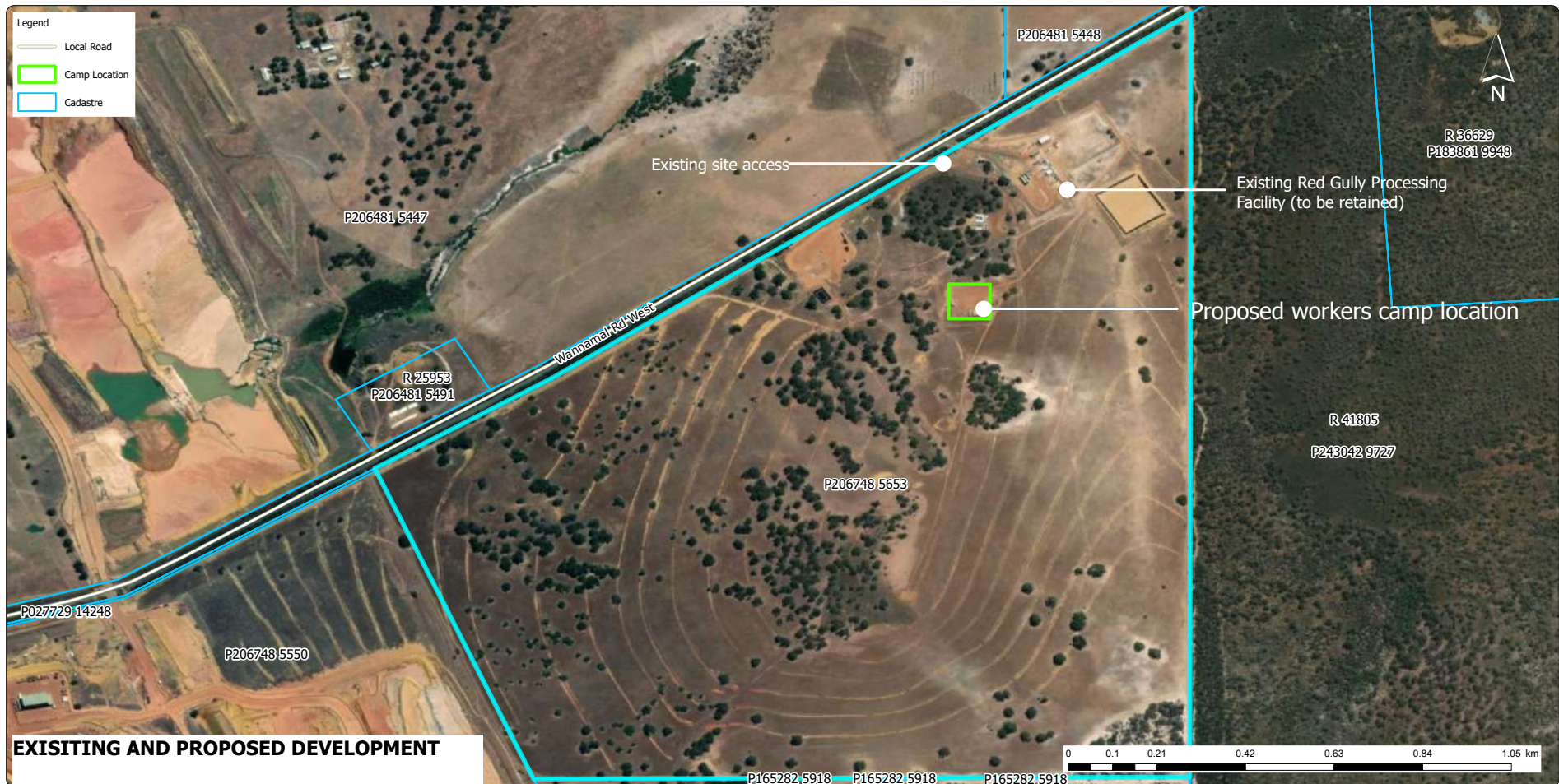
Figure 2: Overlap of Aboriginal Heritage Registered Site 20008





Path: C:\Users\rana.muradharis\Documents\ArcGIS\Projects\Red Gully\Red Gully.aprx





## APPENDIX 14.2.3

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STATUS	SKETCH		
DRAWN	MC	CHECKED	MC
CLIENT	Milieu Creative		
PROJECT NO.	231104		

**MOBILE RIG - MAIN VILLAGE**  
**SITE PLAN**

SITE PLAN - CURRENT 


DRAWING NO. **S-SK000** REVISION

**Milieu.Creative**  
11, 488 STIRLING HIGHWAY, PEPPERMINT GROVE, WA 6011  
milieucreative.com



## APPENDIX 14.2.3




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## APPENDIX 14.2.3

- REFER TO GENERIC FLASHING DETAILS
- 40x40 SHS RAIL IS WELDED STUD WALL FRAME & DECK/AWNING FRAME



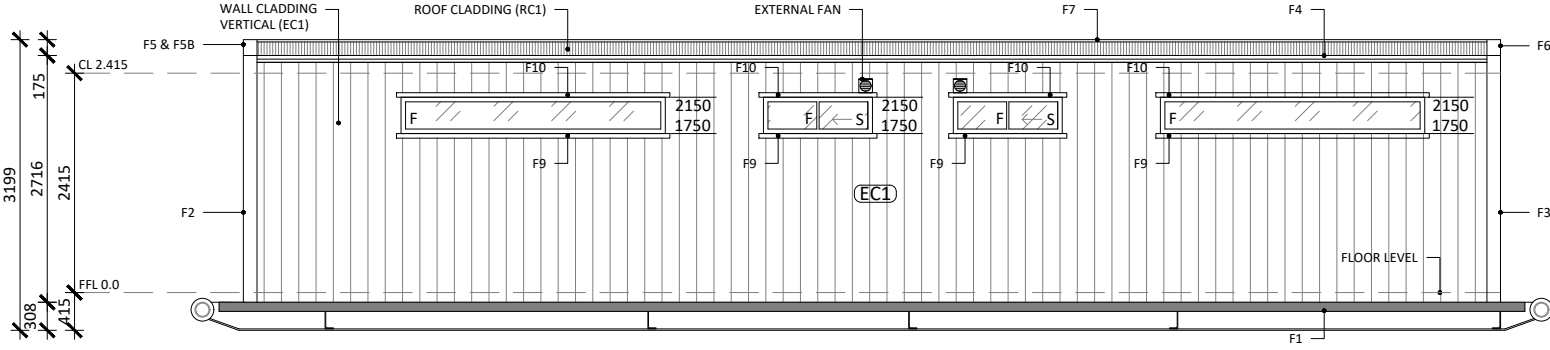
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ORDINARY COUNCIL MEETING  
18 MARCH 2025

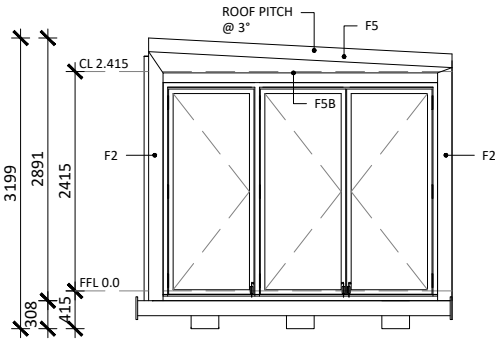
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NOTE

- REFER TO GENERIC FLASHING DETAILS
- 40x40 SHS RAIL IS WELDED STUD WALL FRAME & DECK/AWNING FRAME



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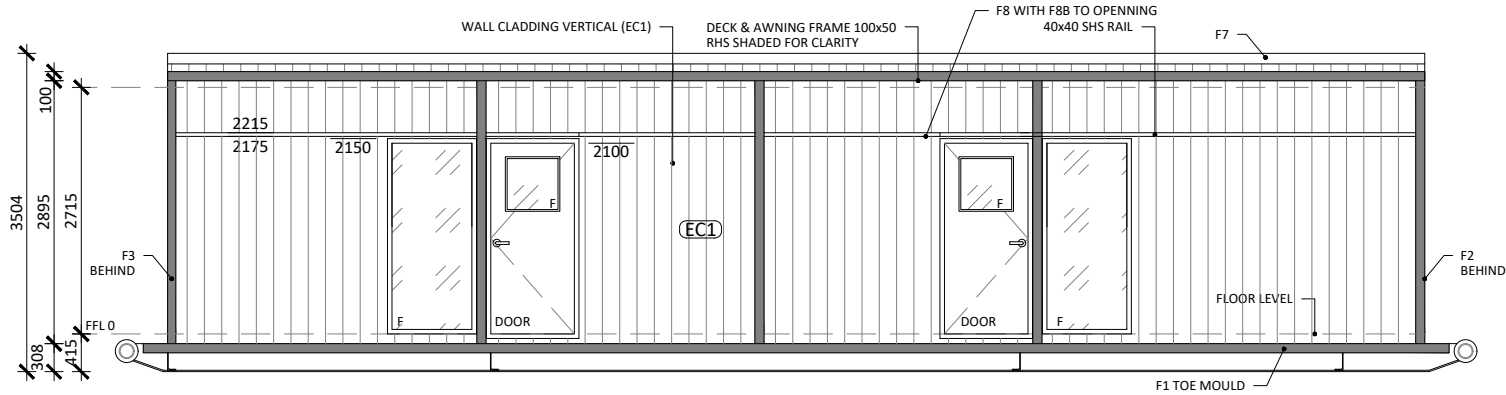
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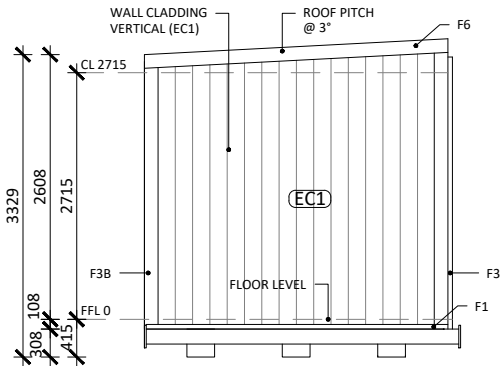
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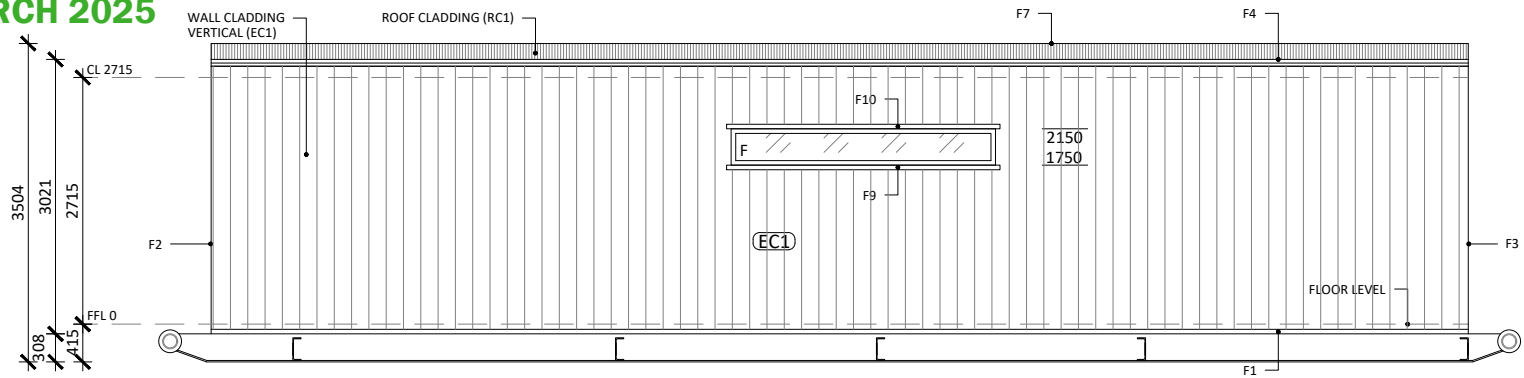
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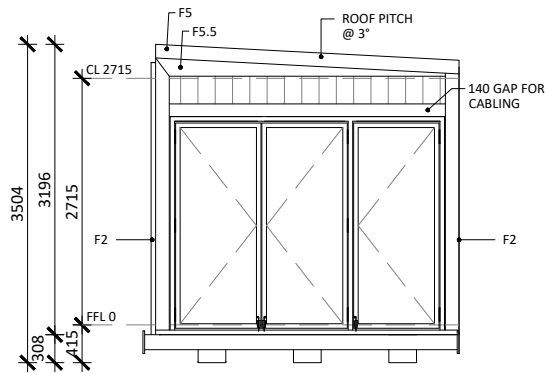
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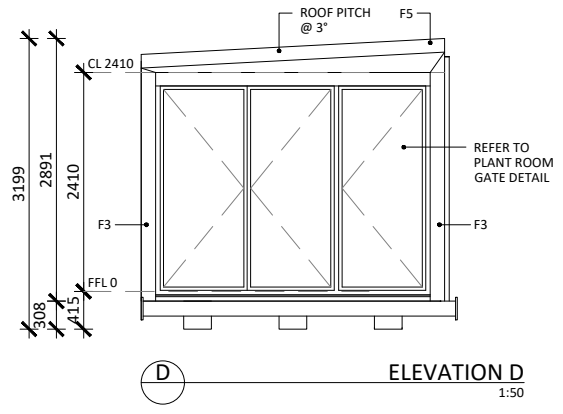
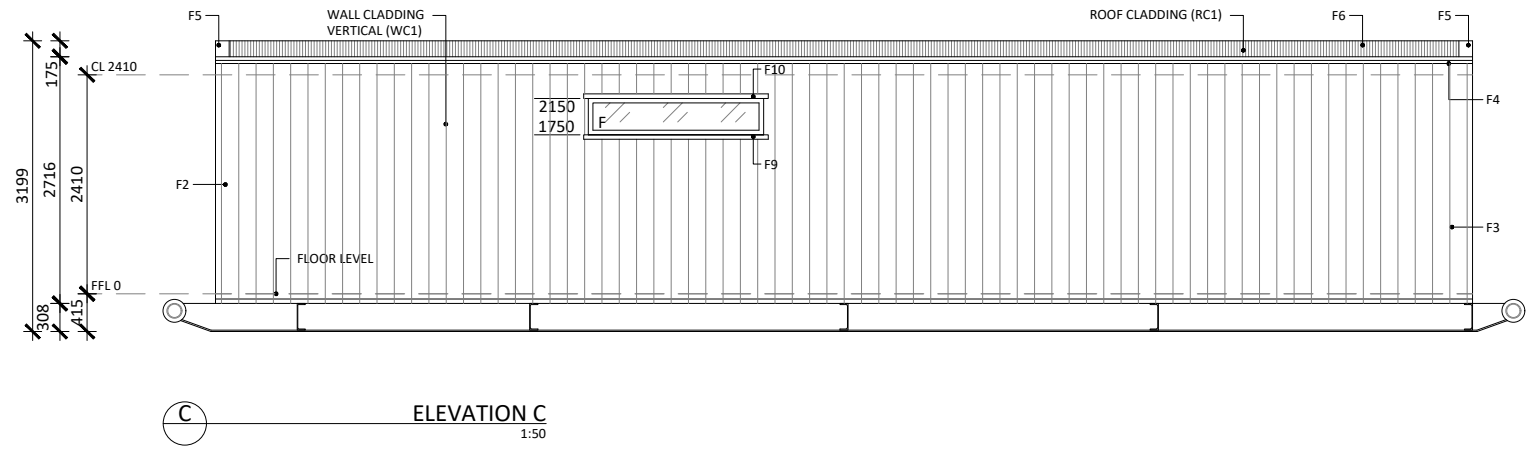
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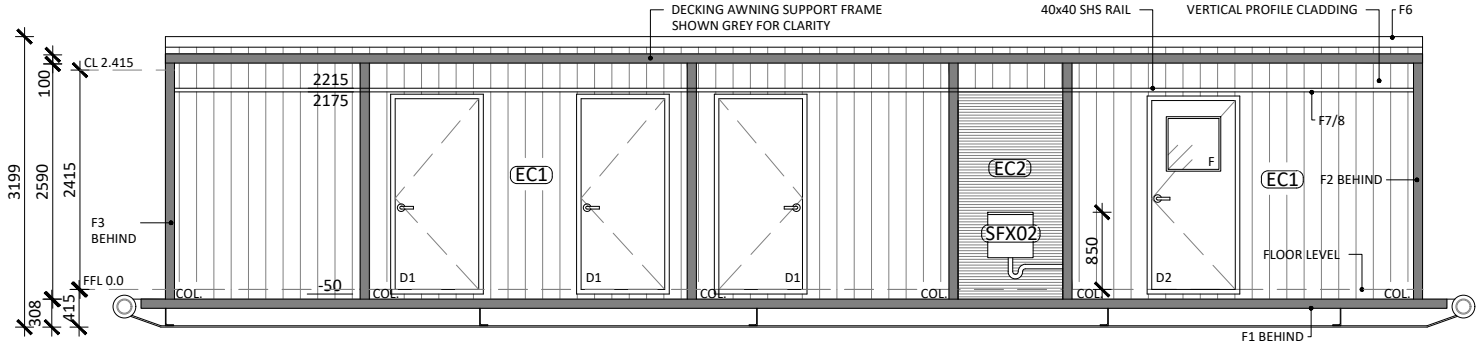
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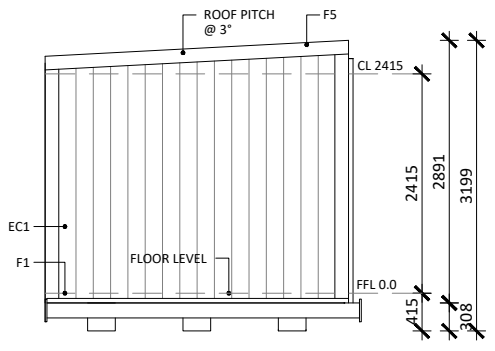


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<http://www.fujiclean.co.jp>

### FujiClean CV-7000 / CV-10000 Structural Analysis

#### 1. Objectives

Structural Analysis was conducted for FujiClean CV-7000 / CV-10000 onsite wastewater treatment system by FEM (Finite Element Method) analyzing method. It was aimed to quantify the maximum stress and deviation of various places of tank and partition.

#### 2. Software

FEM analysis software	Ansyes Workbench 2020 R2
Computer	DELL Precision 3430 Workstation

#### 3. Analyzed parameters

- |                           |  |
|---------------------------|--|
| (1) Outer Water Pressure: | Water pressure is applied to outside of the main body          |
| (2) Inner Water Pressure: | Inside of the main body is filled with water to the full level |
| (3) Top Load:             | A testing load is applied to upper part of the main body       |

#### 4. Materials

Physical properties of tank and partition material were shown in Table 1

Table 1. Physical properties of tank and partition material

	Tank	Partition
Tensile elastic modulus (GPa)	6.4	6.4
Poisson's ratio	0.33	0.33
Allowed tensile strength (MPa)	60	60

#### 5. Structures and FEM analytical model

Section views of the tank and partition were shown in Figures 1–4. FEM analytical models were shown in Figures 5-6. Dimensions were shown in the Table 2.

Taking structure and boundary conditions into consideration, the 1/2 symmetric model was used. Three dimensional shell elements were used and geometric non-linearity was also taken into consideration.



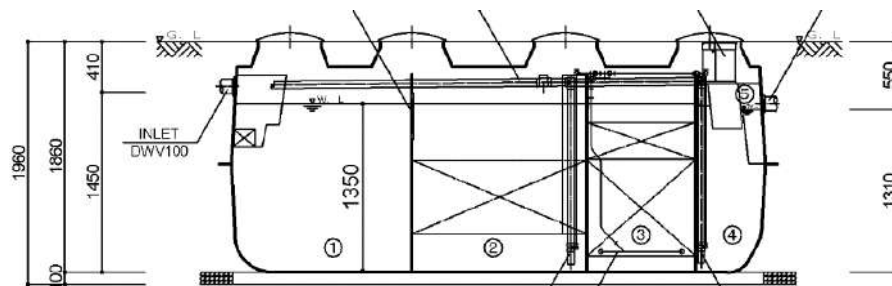


Fig. 1. Section view of the CV-7000 tank (numbers are in millimeters).

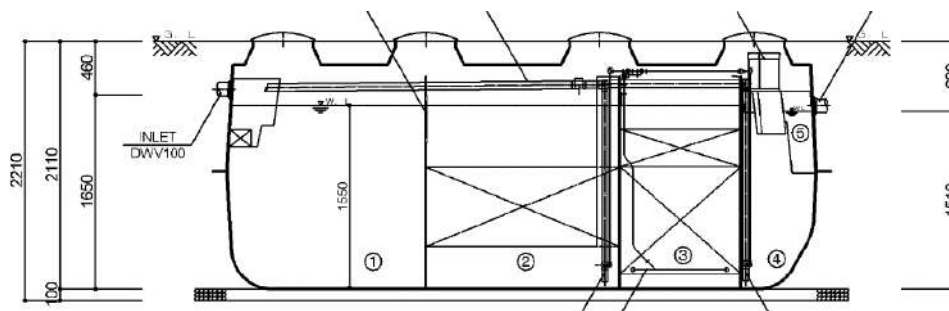


Fig. 2. Section view of the CV-10000 tank (numbers are in millimeters).

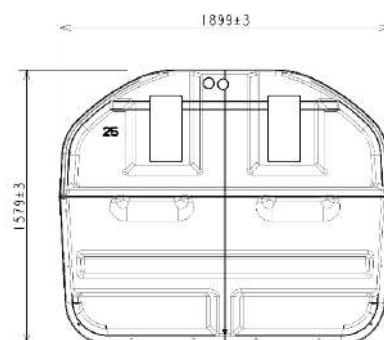


Fig. 3. Section view of the CV-7000 partition (W=1,900, H=1,580).

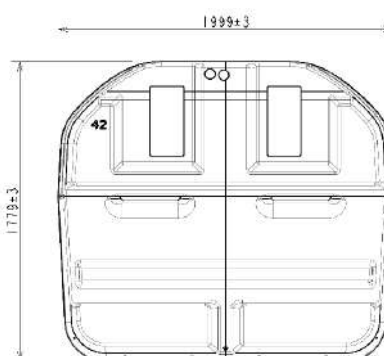


Fig. 4. Section view of the CV-10000 partition (W=2,000, H=1,780).



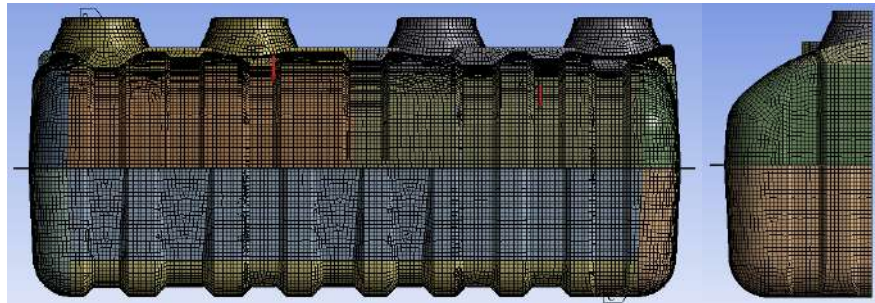


Fig. 5. FEM analytical model of the tank for CV-7000

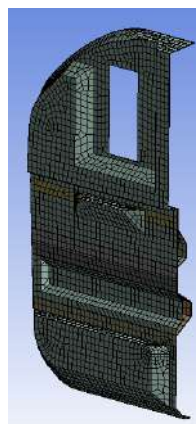


Fig. 6. FEM analytical model of the partition for CV-7000

 ENGINEERS AUSTRALIA	<p>Richard A O Field MIEAust Professional Engineer Membership No.1119880</p> <p>..... DATE: 14.11.2023</p>
---	--

Table 2. Dimensions of CV-7000 / CV-10000 (numbers are in millimeters)

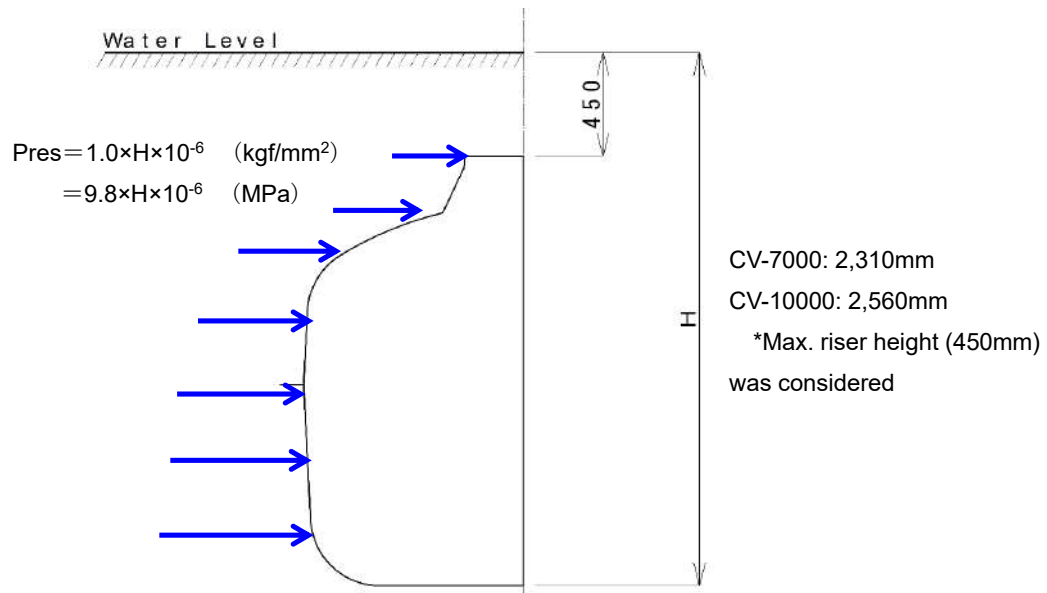
	Part		CV-7000	CV-10000
Thickness	Upper Shell	Manhole	5.8	6.8
		Top	5.8	6.8
		Short side	4.8	5.2
		Side	3.6	3.6
	Lower Shell	Short side	3.8	4.8
		Side	3.6	4.0
		Bottom	8.3	10.3
	Partition	Plane part	2.8	2.8
		Stiffener	2.8	2.8
Dimension	Height		1,860	2,110
	Width		2,100	2,200
	Manhole diameter		$\phi 450 \times 4$	$\phi 450 \times 4$
	Upper shell height		1,000	1,120
	Lower shell height		860	990
	Water depth		1,350	1,550

 <p>ENGINEERS AUSTRALIA</p>	<p>Richard A O Field MIEAust Professional Engineer Membership No.1119880</p> <p>DATE: 14.11.2023</p>
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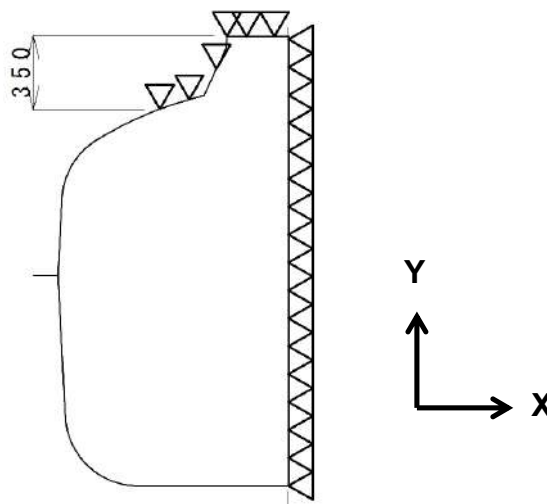
6. Analytical conditions

(1) Outer Water Pressure

Static water pressure (P) was applied as shown below.

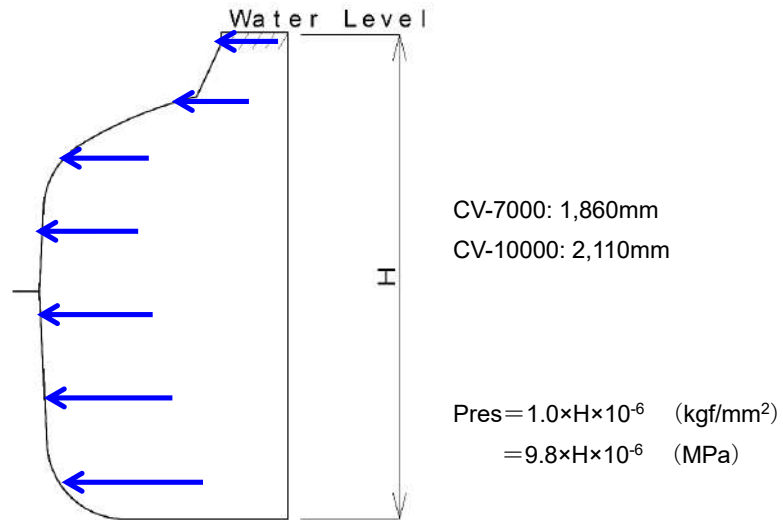


Boundary condition is to fix top 350mm to prevent the tank from lifting and set 1/2 symmetrical condition at X=0.

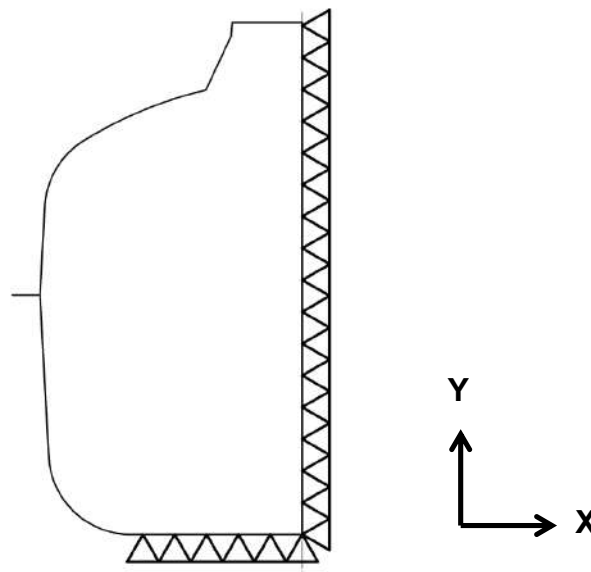


(2) Inner Water Pressure

Static water pressure (P) was applied as shown below.



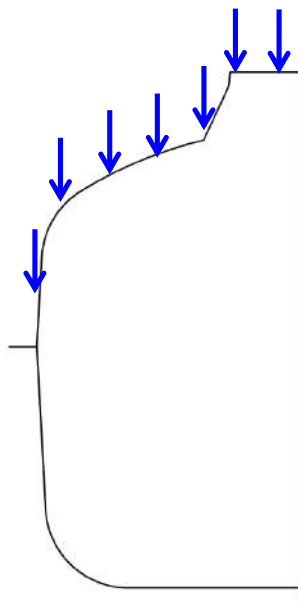
Boundary condition is to fix bottom and set 1/2 symmetrical condition at X=0.



 ENGINEERS AUSTRALIA	Richard A O Field MIEAust Professional Engineer Membership No.1119880  DATE: 14.11.2023
---	---

(3) Top Load

Vertical load (P) was applied as shown below.



$$Pres = F / A \quad (\text{kgf/mm}^2)$$

F = Top Load

CV-7000: 7,214kg

(Soil: 5,787kg + Snow: 1,427kg)

CV-10000: 9,034kg

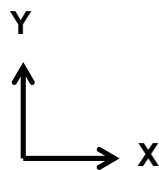
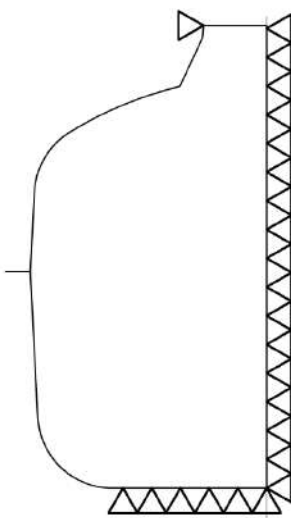
(Soil: 7,291kg + Snow: 1,743kg)

A = Area

CV-7000: 9.2m<sup>2</sup>

CV-10000: 11.4m<sup>2</sup>

Boundary condition is to fix bottom, and only X direction at Manhole part, and set 1/2 symmetrical condition at X=0.



7. FEM analysis results

1) Results of Outer Water Pressure

Results of Outer Water Pressure are shown in the Figure 7-10.

① Deviation

<CV-7000>

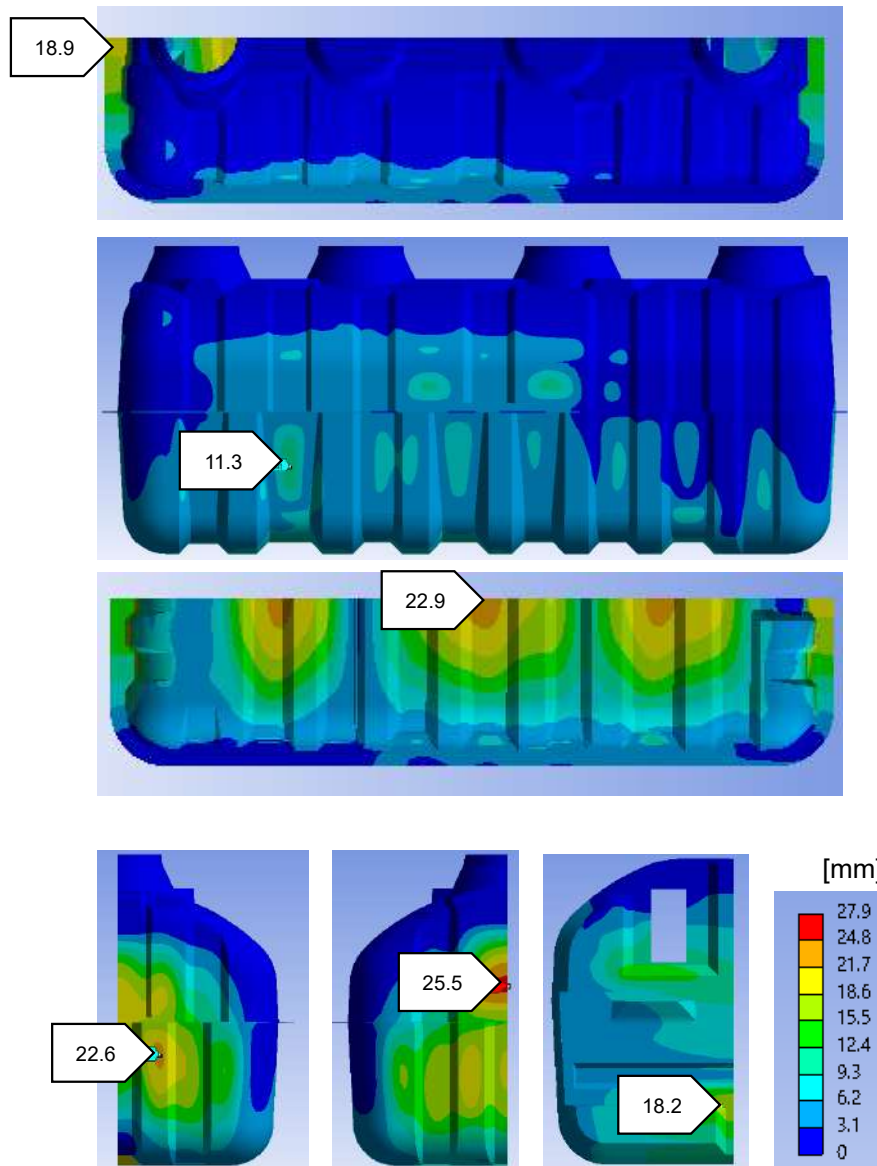


Fig.7 Deviation results of the CV-7000 (Outer Water Pressure)



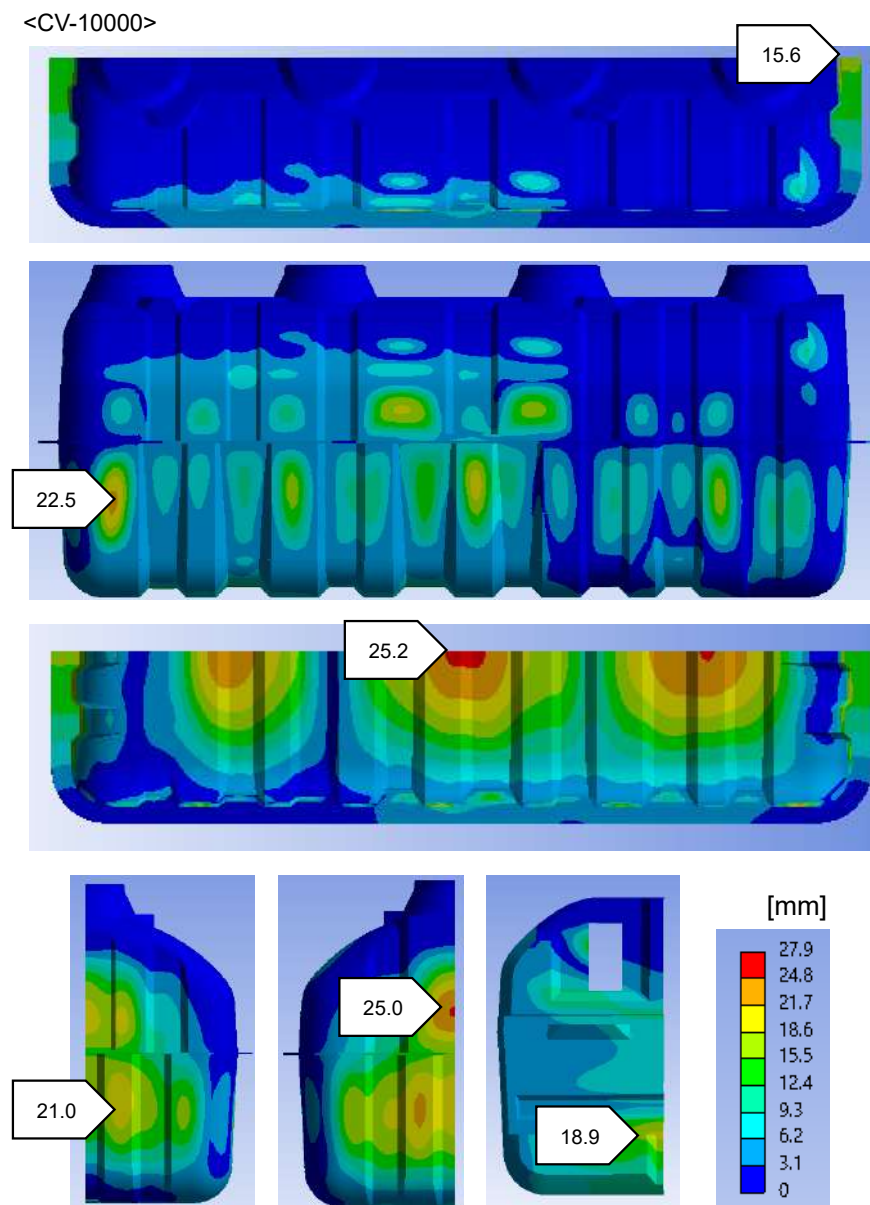


Fig.8 Deviation results of the CV-10000 (Outer Water Pressure)

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	MIEAust
	Professional Engineer
	Membership No.1119880
	DATE: 14.11.2023

② Related Stress

<CV-7000>

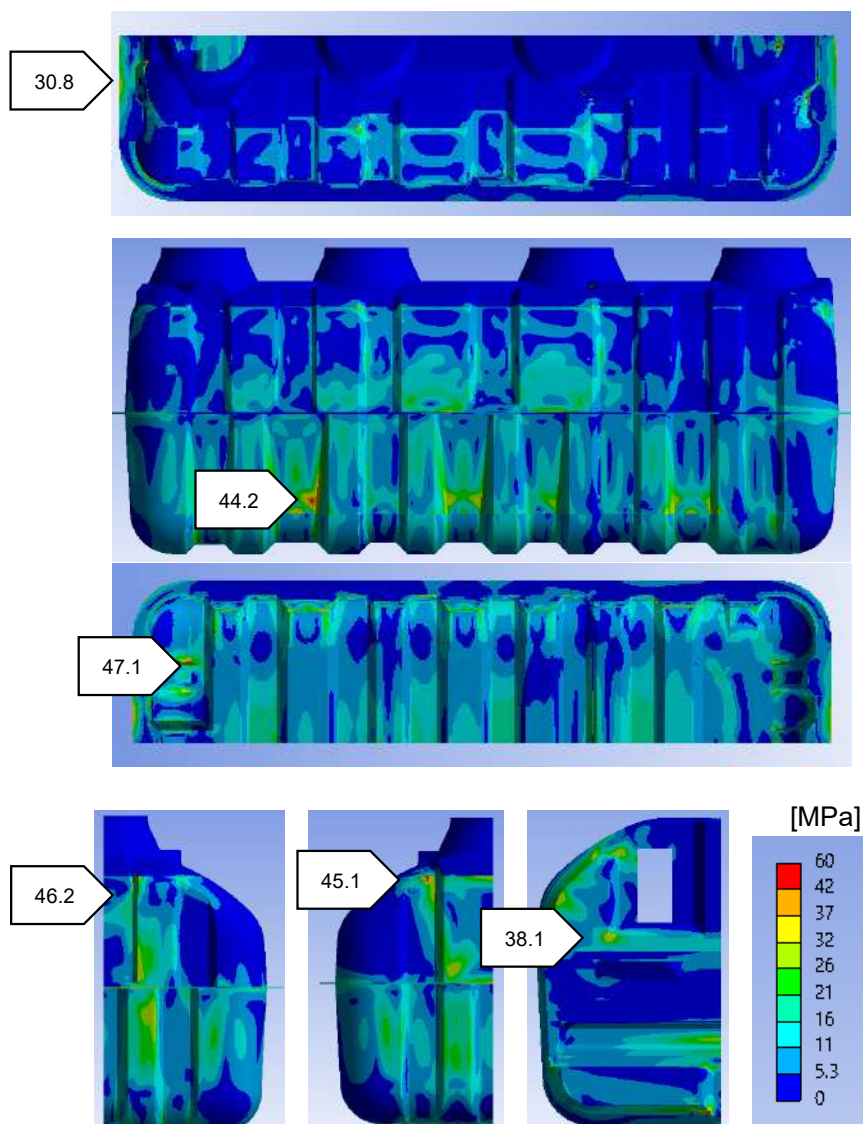


Fig.9 Related stress results of the CV-7000 (Outer Water Pressure)

 <p>ENGINEERS AUSTRALIA</p>	Richard A O Field
	MIEAust
	Professional Engineer
	Membership No.1119880
 <p>DATE: 14.11.2023</p>	

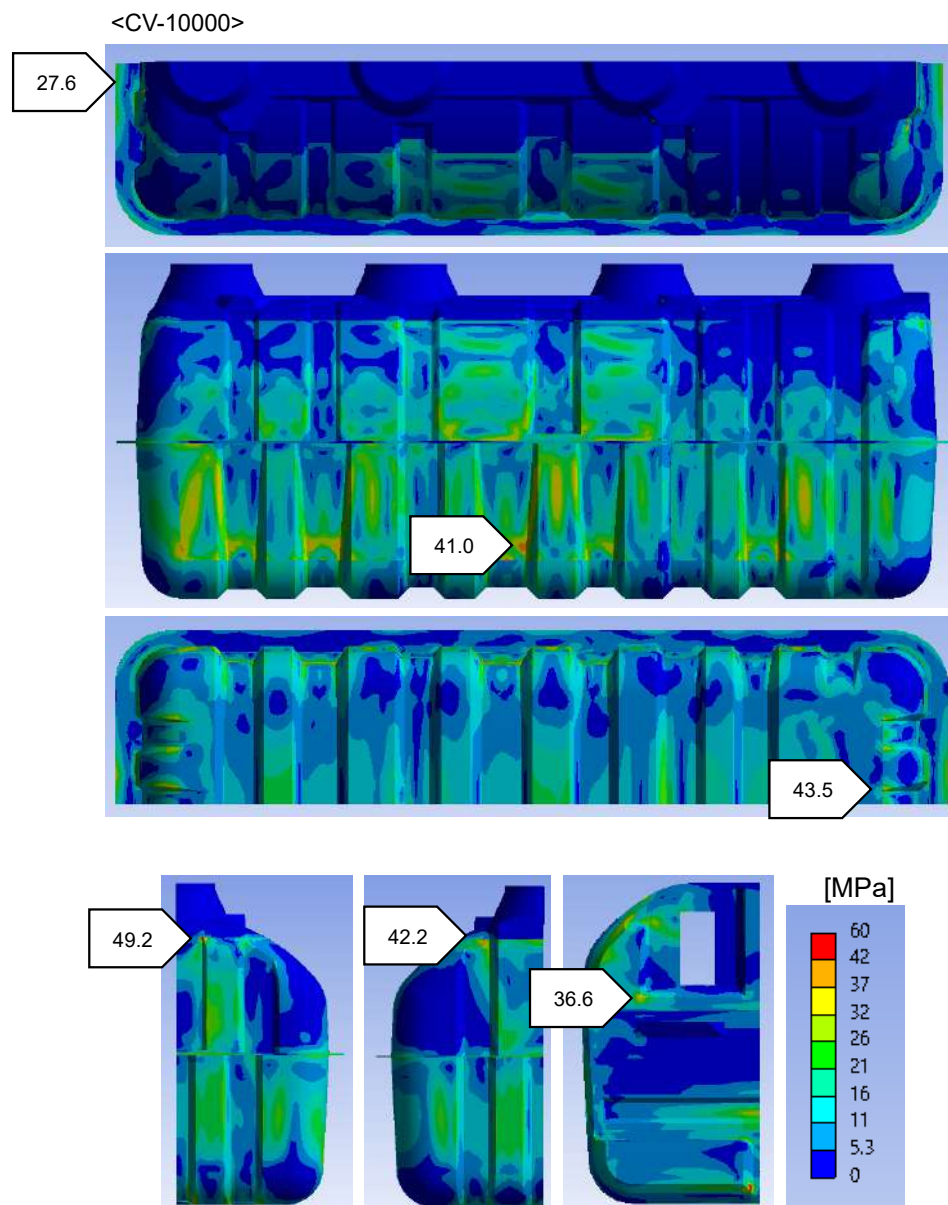


Fig.10 Related stress results of the CV-10000 (Outer Water Pressure)

 ENGINEERS AUSTRALIA	Richard A O Field
	MIEAust
	Professional Engineer
	Membership No.1119880
	DATE: 14.11.2023

2) Results of Inner Water Pressure

Results of Inner Water Pressure are shown in the Figure 11-14.

① Deviation

<CV-7000>

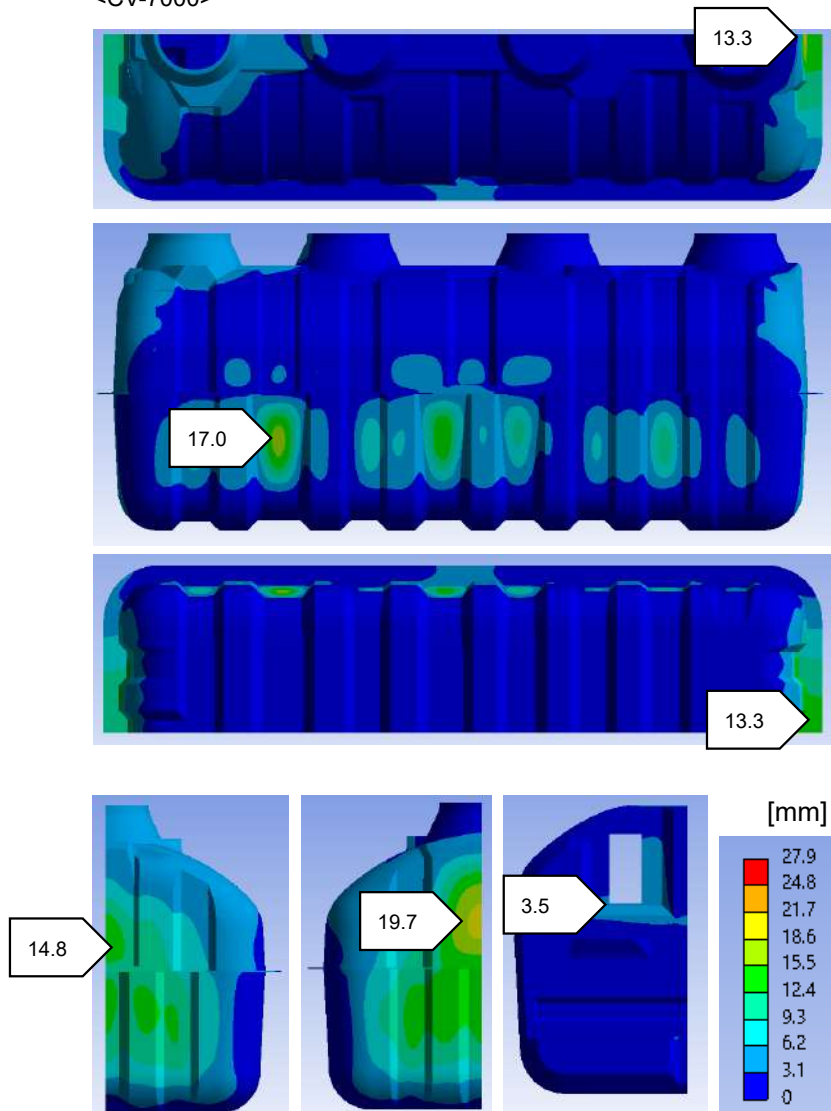


Fig.11 Deviation results of the CV-7000 (Inner Water Pressure)



<CV-10000>

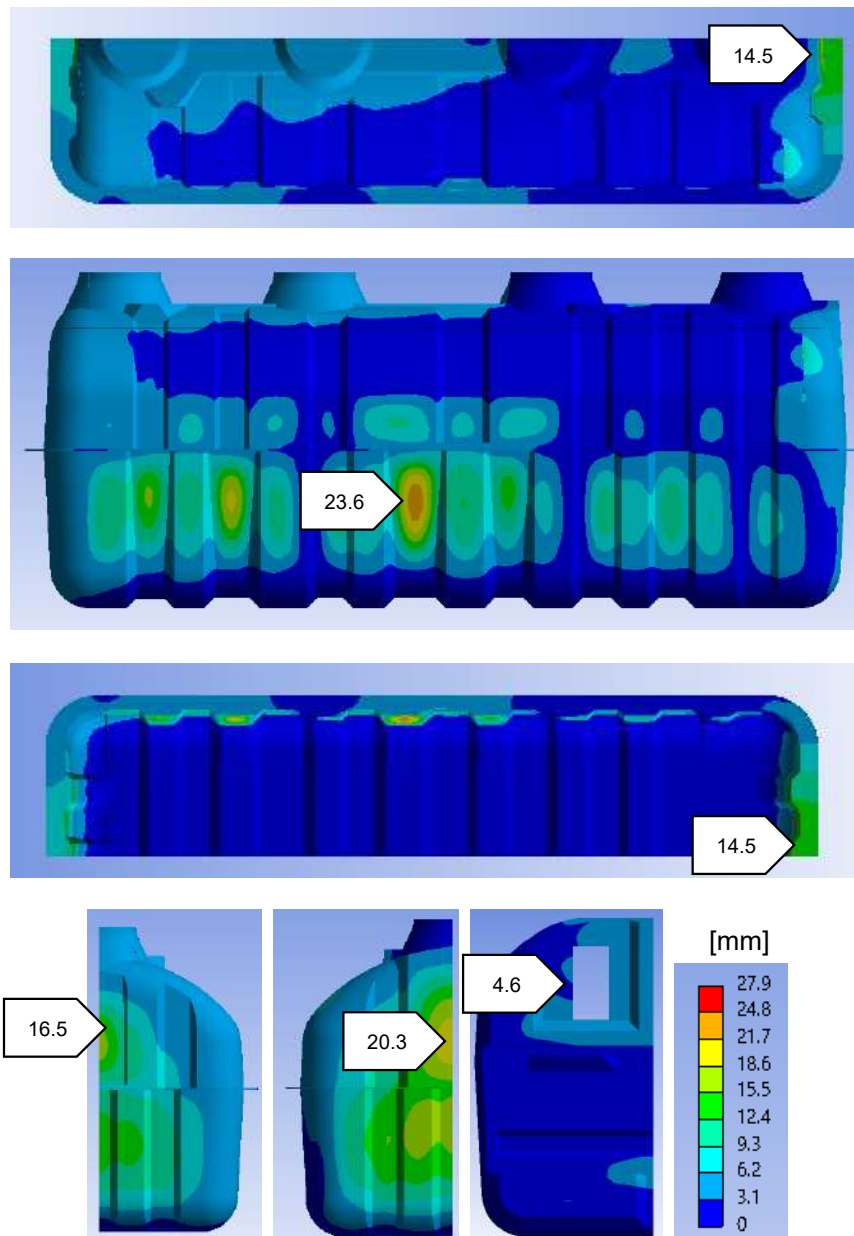


Fig.12 Deviation results of the CV-10000 (Inner Water Pressure)

 <p>ENGINEERS AUSTRALIA</p>	Richard A O Field
	MIEAust
	Professional Engineer
	Membership No.1119880
	DATE: 14.11.2023

② Related stress

<CV-7000>

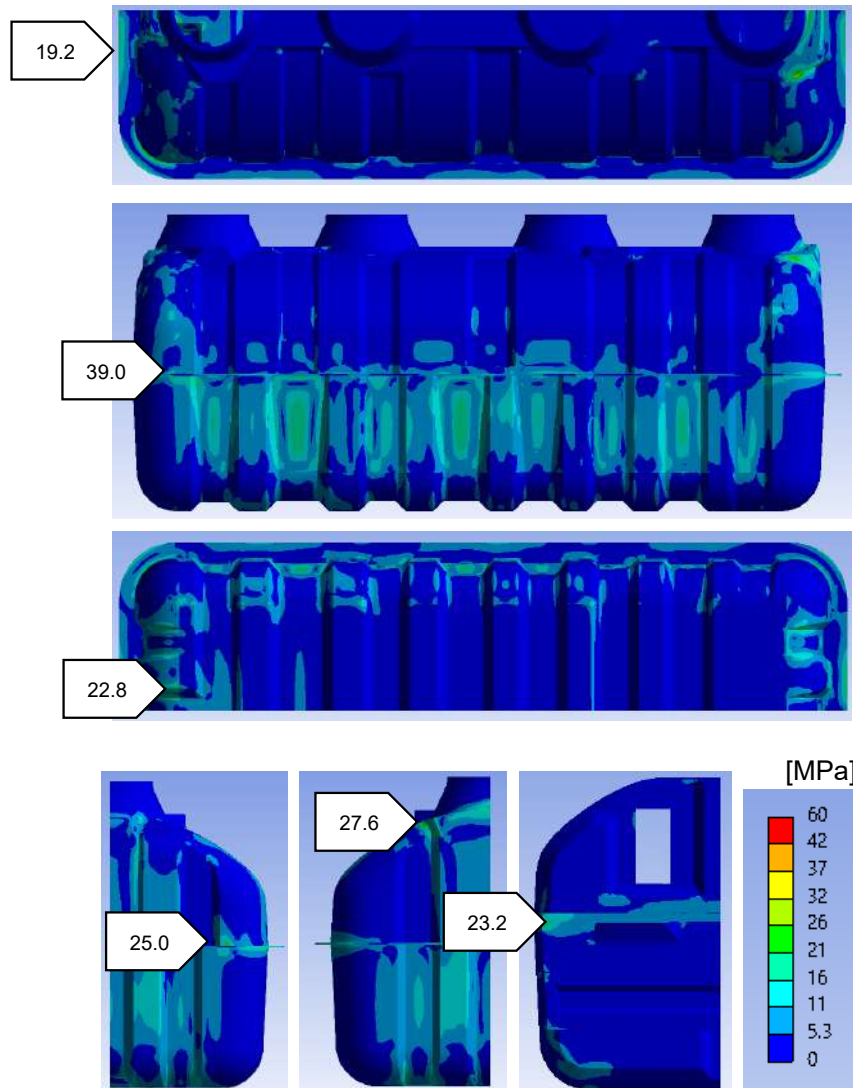


Fig.13 Related stress results of the CV-7000 (Inner Water Pressure)

 <p>ENGINEERS AUSTRALIA</p>	Richard A O Field
	MIEAust
	Professional Engineer
	Membership No.1119880
	DATE: 14.11.2023



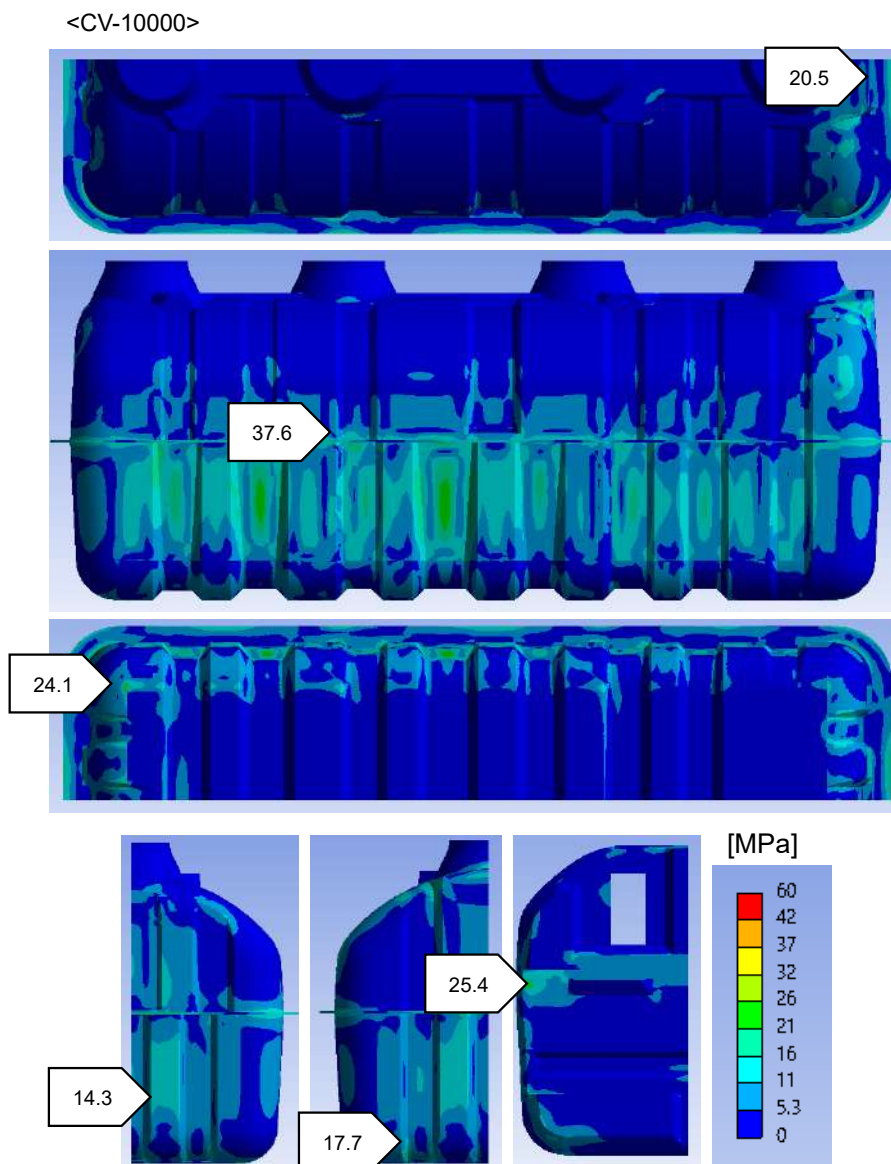


Fig.14 Related stress results of the CV-10000 (Inner Water Pressure)

 ENGINEERS AUSTRALIA	Richard A O Field MIEAust Professional Engineer Membership No.1119880
	DATE: 14.11.2023

### 3) Results of Top Load

Results of Top Load are shown in the Figure 15-18.

#### ① Deviation

<CV-7000>

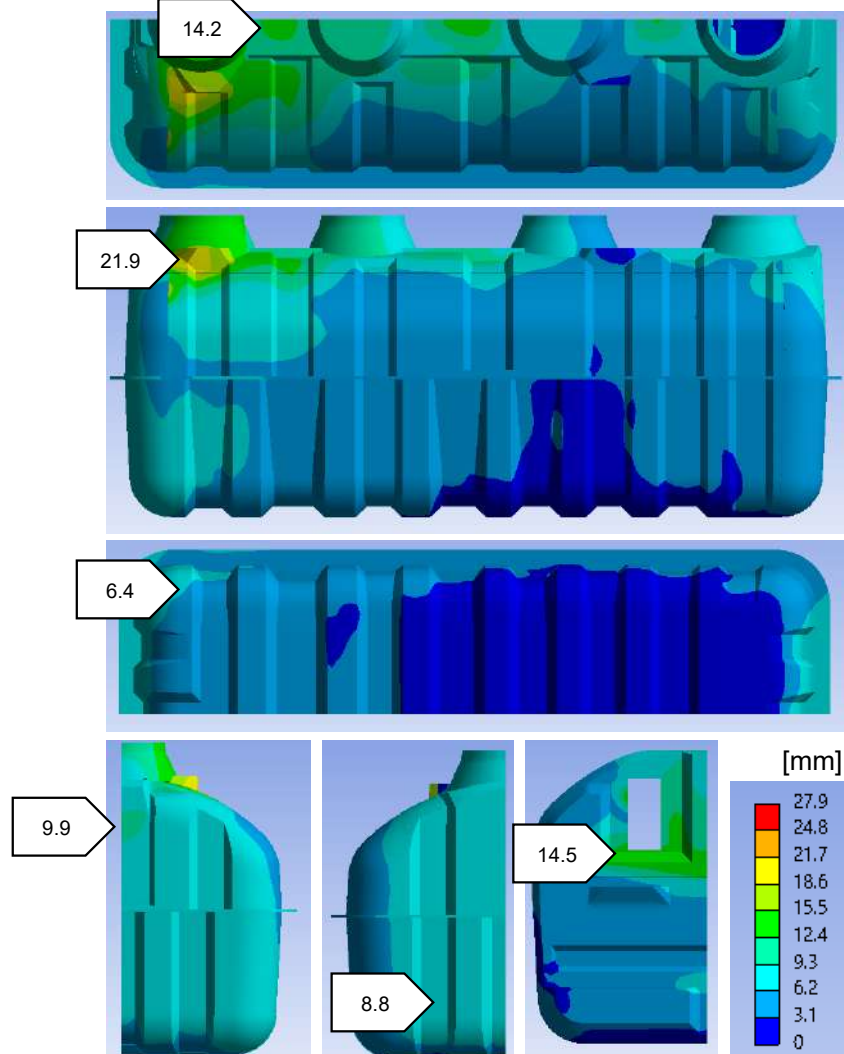


Fig.15 Deviation results of the CV-7000 (Top Load)

<CV-10000>

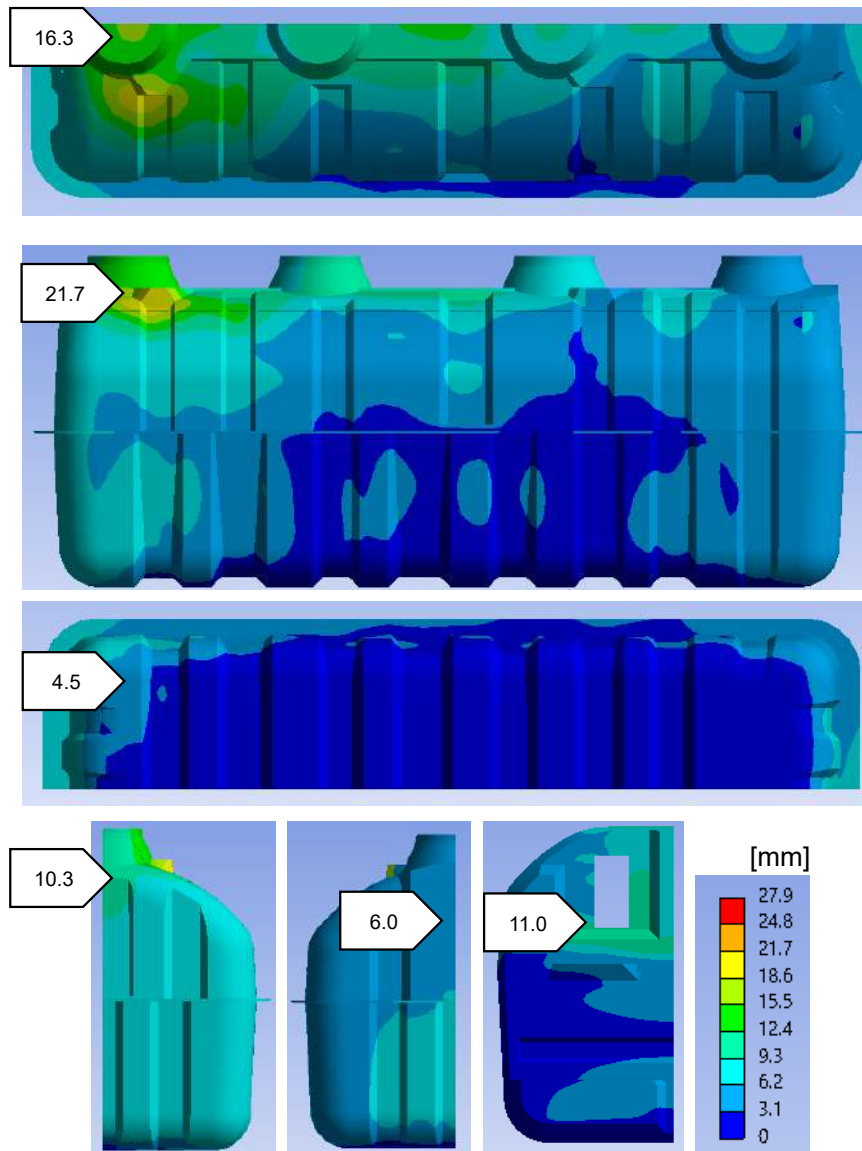


Fig.16 Deviation results of the CV-10000 (Top Load)

② Related stress

<CV-7000>

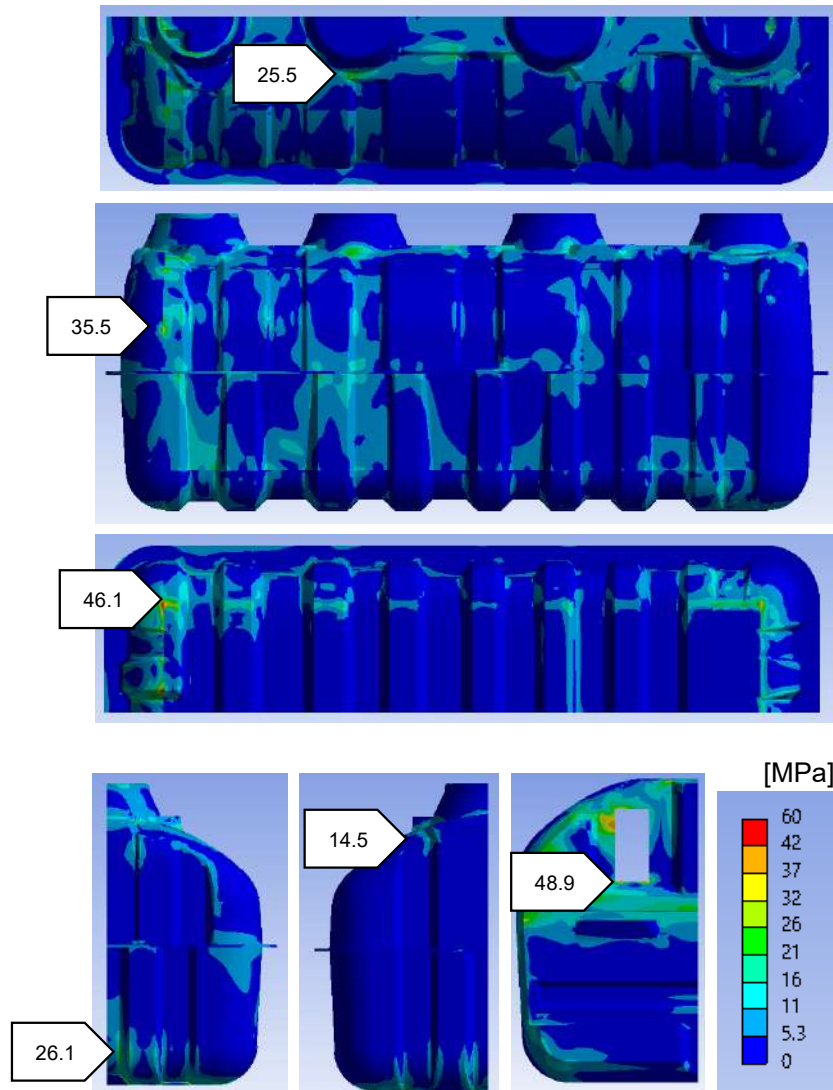


Fig.17 Related stress results of the CV-7000 (Top Load)

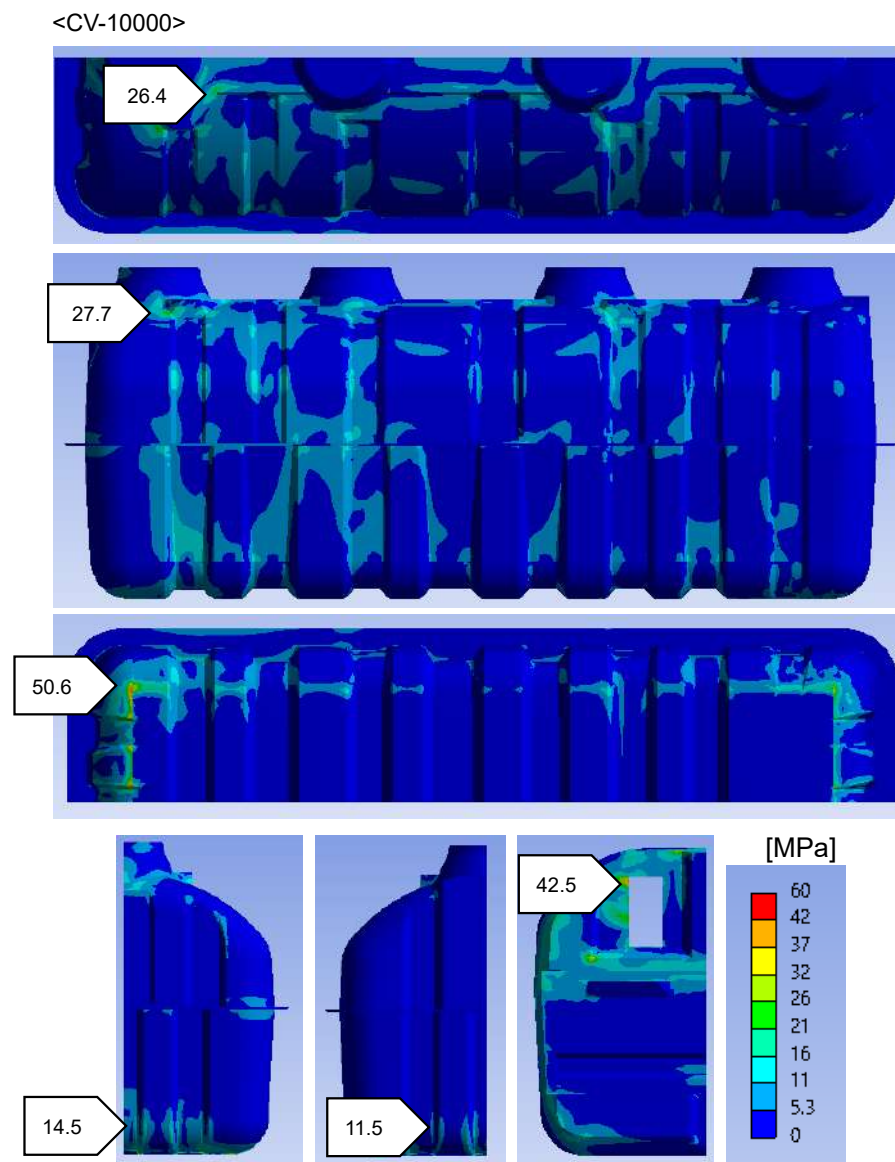


Fig.18 Related stress results of the CV-10000 (Top Load)

8. Conclusions

FEM analysis results were summarized in the Table 3-4.

Table 3. FEM analysis results of CV-7000

			Max. Deviation		Max. Stress
			(mm)	(%)	(MPa)
Outer Water Pressure	Tank	Short side (Inlet)	22.6	1.20	46.2
		Short side (Outlet)	25.5	1.37	45.1
		Side	11.3	0.61	44.2
		Bottom	22.9	1.23	47.1
	Partition		18.2	0.98	38.1
Inner Water Pressure	Tank	Short side (Inlet)	14.8	0.80	25.0
		Short side (Outlet)	19.7	1.06	27.6
		Side	17.0	0.91	39.0
		Bottom	13.3	0.71	22.8
	Partition		3.5	0.19	23.2
Top Load	Tank	Short side (Inlet)	9.9	0.53	10.3
		Short side (Outlet)	8.8	0.47	6.0
		Side	21.9	1.18	21.7
		Bottom	6.4	0.34	4.5
	Partition		14.5	0.78	11.0

Note: Maximum deviation (%) =Maximum deviation (mm) / Height (mm)





Table 4. FEM analysis results of CV-10000

			Max. Deviation		Max. Stress
			(mm)	(%)	(mm)
Outer Water Pressure	Tank	Short side (Inlet)	21.0	1.00	49.2
		Short side (Outlet)	25.0	1.18	42.2
		Side	22.5	1.07	41.0
		Bottom	25.2	1.19	43.5
	Partition		18.9	0.90	36.6
Inner Water Pressure	Tank	Short side (Inlet)	16.5	0.78	14.3
		Short side (Outlet)	20.3	0.96	17.7
		Side	23.6	1.11	37.6
		Bottom	14.5	0.69	24.1
	Partition		4.6	0.22	25.4
Top Load	Tank	Short side (Inlet)	10.3	0.49	14.5
		Short side (Outlet)	6.0	0.28	11.5
		Side	21.7	1.03	27.7
		Bottom	4.5	0.21	50.6
	Partition		11.0	0.52	42.5

Note: Maximum deviation (%) = Maximum deviation (mm) / Height (mm)

As shown in the Table 3-4, maximum deviation was less than 1.5% for any part of the tank and partition, under three testing conditions. It was also shown that maximum stress was less than allowed tensile stress (60MPa) shown in Table 1 for any part of the tank and partition, under three testing conditions. Therefore, it was concluded that CV-7000 / CV-10000 are safe in structure.





*Structural Consulting Engineers*

14<sup>th</sup> November 2023

Our Reference: JX071123

**Fuji Clean**  
P.O.Box 1230  
OXENFORD QLD 4210

<b>CERTIFICATE OF STRUCTURAL ADEQUACY</b>
---

<b>RE: FUJICLEAN CV-7000/CV-100000 ONSITE WASTEWATER TREATMENT SYSTEM</b>
---

This is to confirm that our structural engineer has reviewed the structural analysis provided in the documents referenced Fuji Clean CV-7000/CV-10000 Structural Analysis.

The analysis used FEM analysis software ( Ansys Workbench 2020 R2 ) to check the stresses in the tank shell for the relevant conditions from water pressure and soil/snow loadings.

Based on the FEM analysis the max deformation and max stress is acceptable, and the systems tanks are structurally adequate to support the vertical dead and live loads, soil pressure and wind/seismic loads as required by the requirements of the current N.C.C and relevant Australian Standards.

I declare that I am a qualified person in accordance with the requirements of the Building Code of Australia, being a professional engineer with experience in assessing the structural adequacy of such structures.

**CERTIFYING ENGINEER**

A handwritten signature in black ink, appearing to read 'A R Field'.

Mr A R Field - BE Civil M.I.E Aust 1119880 ( Structural College )

**PRINCIPAL STRUCTURAL ENGINEER**

For and on behalf of Gale Force Holdings Pty Ltd trading as **GF Consulting**

**Application for owner-builder approval – further information required – ID 2182229**

I refer to your application for owner-builder approval received on 28 September 2023.

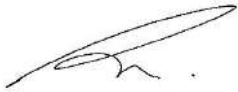
At the time of lodgement you did not provide all of the necessary information required to process your application.

Could you please provide the following information:

- A review of your plans provided with your Owner Builder application, indicates your Class 1a(i) is built to the boundary. Please be aware, to qualify as an Owner Builder, the Building Services (Registration) Regulations 2011 defines *owner-builder work* as – a **detached house** a Class 1a(i) building. For the purposes of the Building Code, you will need to provide Licensing information that demonstrates that the proposed building is a detached house – Class 1(a)(i) i.e. a letter from your building designer/engineer, attesting that the building is a detached building.

I declare that I am a qualified person in accordance with the requirements of the Building Code of Australia, being a professional engineer with experience in assessing the structural adequacy of such structures.

**CERTIFYING ENGINEER**



Mr A R Field - BE Civil M.I.E Auct 1119880 (Structural College)

**PRINCIPAL STRUCTURAL ENGINEER**

For and on behalf of Gale Force Holdings Pty Ltd trading as **GF Consulting**



FujiClean Co.,Ltd.  
4-1-4 Imaike, Chikusa, Nagoya, Aichi 464-8613 JAPAN  
Ph: +81-52-733-0863 Fax: +81-52-733-0238

1<sup>st</sup> December 2023

**Manufacturer Engineering Certification**

FujiClean Co., Ltd hereby certifies the follows for the FujiClean CV Commercial system (CV7000, CV10000):

**1. Effluent quality performance criteria  
CV-7000(Secondary standard), CV-10000(Secondary standard)**

Parameter	Specification
Total Suspended Solids	< 30mg/l
Biological Oxygen Demand	< 20mg/l
E.Coli	< 10cfu/100ml

\*Conditions of influent apply as per Australian Standard

**CV-10000(Advanced secondary standard)**

Parameter	Specification
Total Suspended Solids	< 10mg/l
Biological Oxygen Demand	< 10mg/l
E.Coli	< 10cfu/100ml

\*Conditions of influent apply as per Australian Standard

**2. Treatment performance in litres/day peak and non-peak**

FujiClean CV7000 (Secondary standard) AWTS: (Peak) 7,000Litre/day,

(Non peak) 0 Litre/day

FujiClean CV10000 (Secondary standard) AWTS: (Peak) 10,000Litre/day,

(Non peak) 0 Litre/day

FujiClean CV10000 (Advanced secondary standard) AWTS:

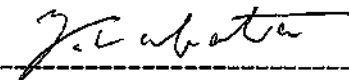
(Peak) 7,200Litre/day, (Non peak) 0 Litre/day

**3. Structural integrity**

15 years of the structural integrity

**4. Serviceability**

15 years of the serviceability in Australia.

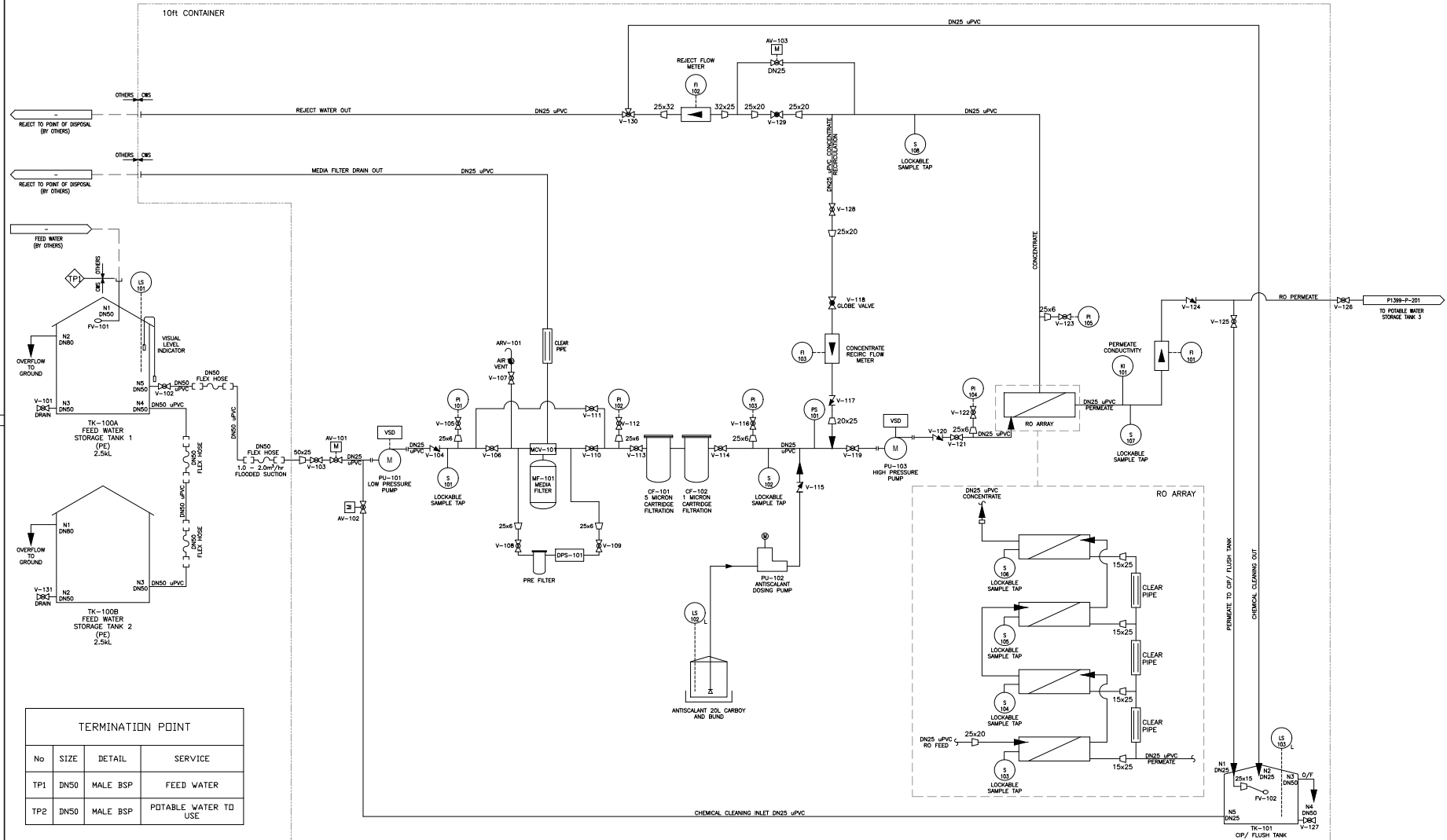
Signature: \_\_\_\_\_

Yosuke Tabata, Dr. Eng.  
General Manager  
Overseas Business Department  
FujiClean Co., Ltd.  
Date:



PU-101 PRESSURE TRANSDUCER RATED CAPACITY : 1.55M INSTALLED POWER : 0.55W MODEL : CR 1-10 QUANTITY : 1	PU-102 ANTISALINANT DOSING PUMP RATED CAPACITY : 1.2m <sup>3</sup> /hr @ 1550 kPa INSTALLED POWER : 10W MODEL : STEN E10L QUANTITY : 1	PU-103 HIGH PRESSURE PUMP RATED CAPACITY : 1.2m <sup>3</sup> /hr @ 1550 kPa INSTALLED POWER : 1.55W MODEL : CR 1-27 QUANTITY : 1	TK-100A & TK-100B FEED WATER STORAGE TANK DNW : 2.5m(D)X0.715m(D)X2.08m(H) CAPACITY (NET) : 2.5M QUANTITY : 2	TK-101 CIP/ FLUSH TANK DNW : 2.5m(D)X0.715m(D)X2.08m(H) CAPACITY (NET) : 2.5M QUANTITY : 1
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LEGEND	
CWS	—————
OTHERS	- - - - -



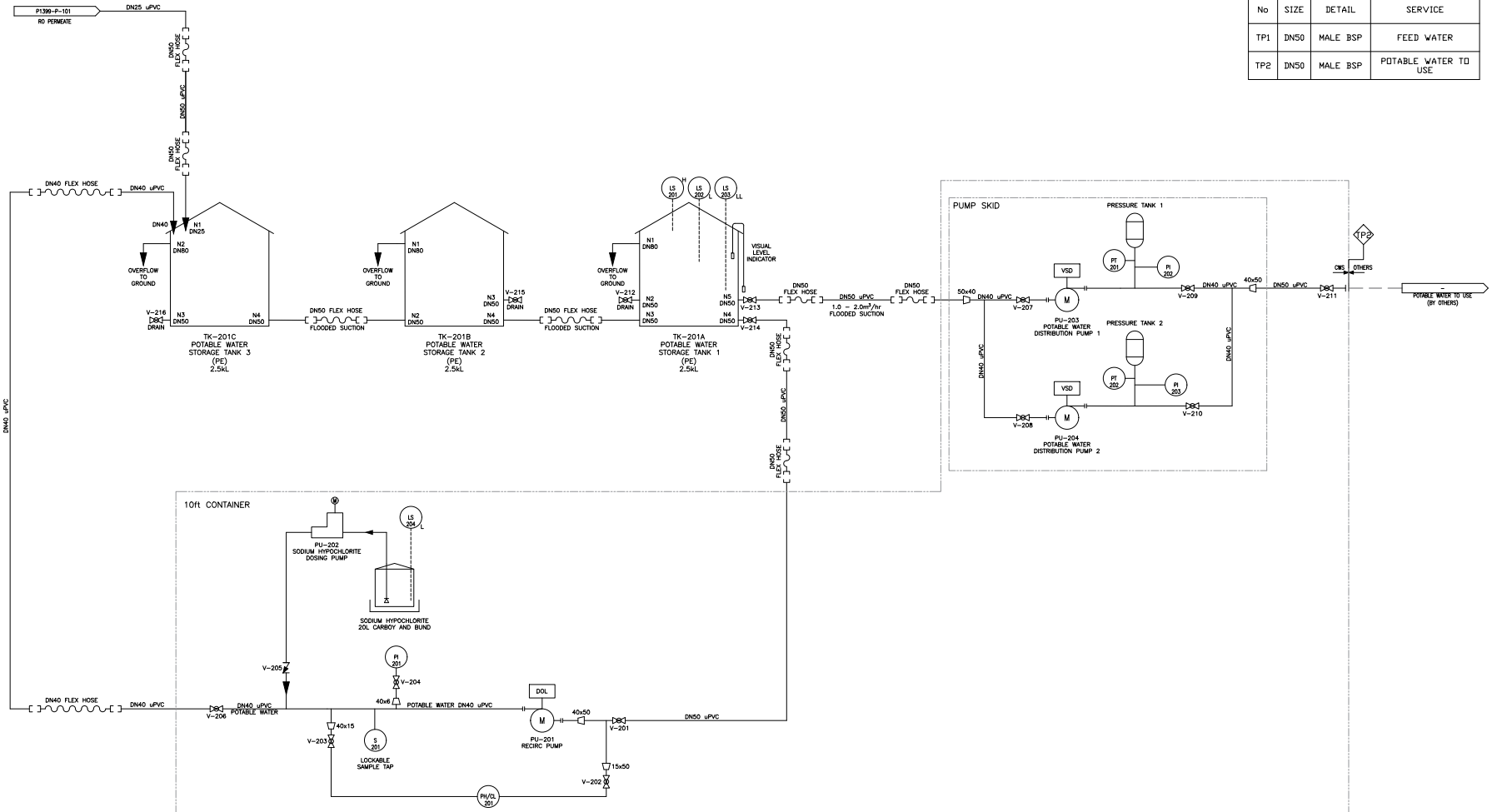
A	29.05.24	FIRST ISSUE	KY	JBS	DD	CENTURION WATER & WASTEWATER SOLUTIONS PTY LTD 56 PEEL ROAD O'CONNOR WA 6163 TEL: (08) 9331 6133 FAX: (08) 9331 6233 EMAIL: CWS@CENTURIONAPRS.COM WWW.CENTURIONAPRS.COM/WASTE-WATER-TREATMENT										LOCKYER WATER TREATMENT PLANT 5kL/day BWRO WATER TREATMENT PLANT PIPING AND INSTRUMENTATION DRAWING SHEET 1										ORIGINAL SHEET SIZE
0	11.06.24	ISSUED FOR CONSTRUCTION	YR	TA	DD											PROJECT P1399 SCALE NTS PLAN P1399-P-101 ISSUE 0										A1
ISSUE	DATE	REVISION	DRN	CHK	APPD	ISSUE	DATE	REVISION	DRN	CHK	APPD															

PU-201 POTABLE WATER DISTRIBUTION PUMP RATED CAPACITY : 12m <sup>3</sup> /hr @ 450 kPa INSTALLED POWER : 0.5kW MODEL : CM10-1 QUANTITY : 1	PU-202 SODIUM HYPOCHLORITE DOSING PUMP RATED CAPACITY : 2.5 L/hr @ 16 bar INSTALLED POWER : 24W MODEL : DDA7.5-16AR QUANTITY : 1	PU-203 & PU-204 POTABLE WATER DISTRIBUTION PUMPS RATED CAPACITY : 12m <sup>3</sup> /hr @ 450 kPa INSTALLED POWER : 2 x 1.5kW MODEL : CMBE TWIN 5-62 QUANTITY : 2	TK-201A, TK-201B & TK-201C POTABLE WATER STORAGE TANK DNW : 2.35m(D) x 2.25m(H) CAPACITY (NET) : 2.5kL QUANTITY : 3
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LEGEND

CWS	—————
OTHERS	-----

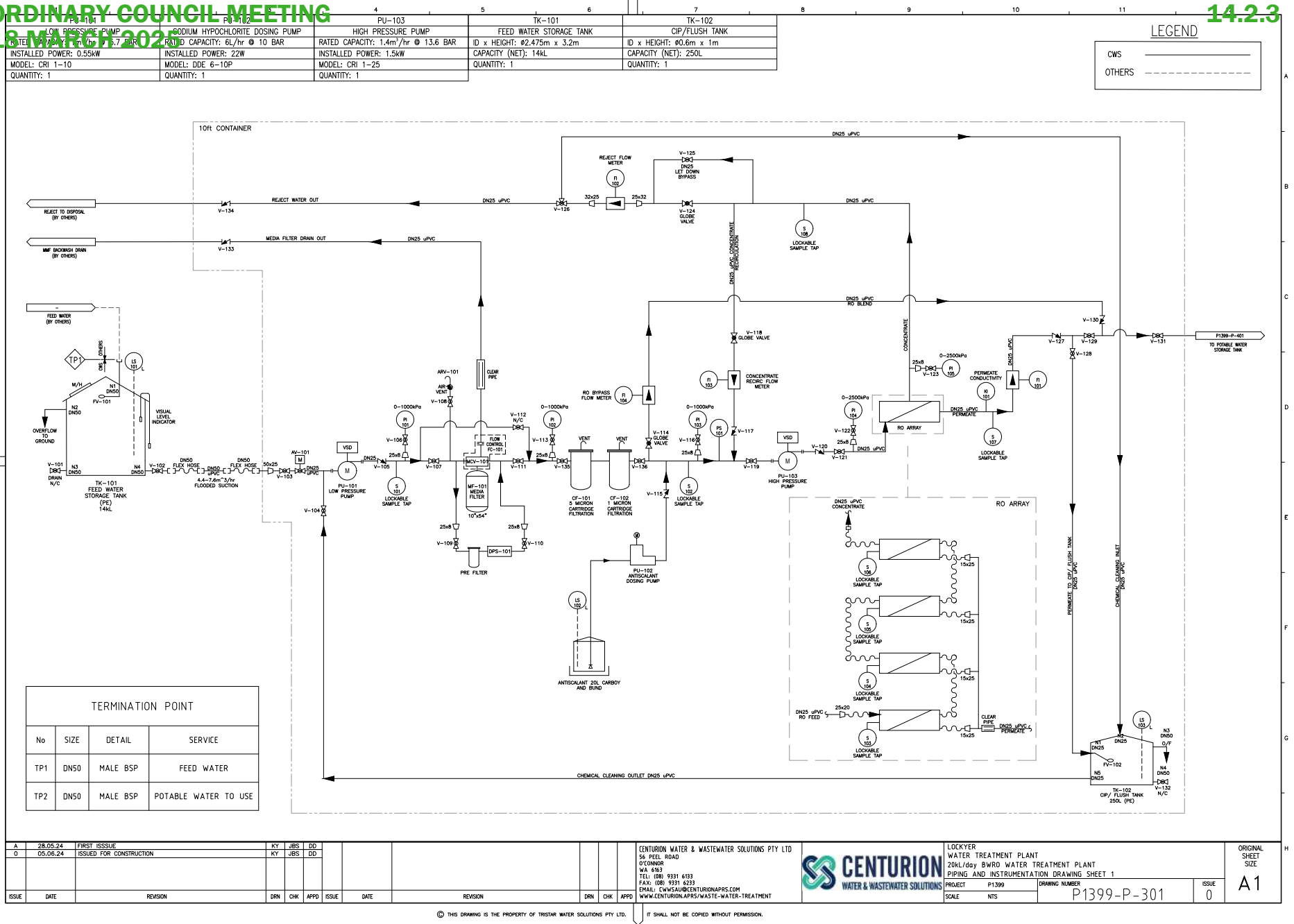
TERMINATION POINT			
No	SIZE	DETAIL	SERVICE
TP1	DN50	MALE BSP	FEED WATER
TP2	DN50	MALE BSP	POTABLE WATER TO USE



A	29.05.24	FIRST ISSUE	KY	JBS	DD
O	11.06.24	ISSUED FOR CONSTRUCTION	YR	TA	DD
ISSUE	DATE	REVISION	DRN	CHK	APPD

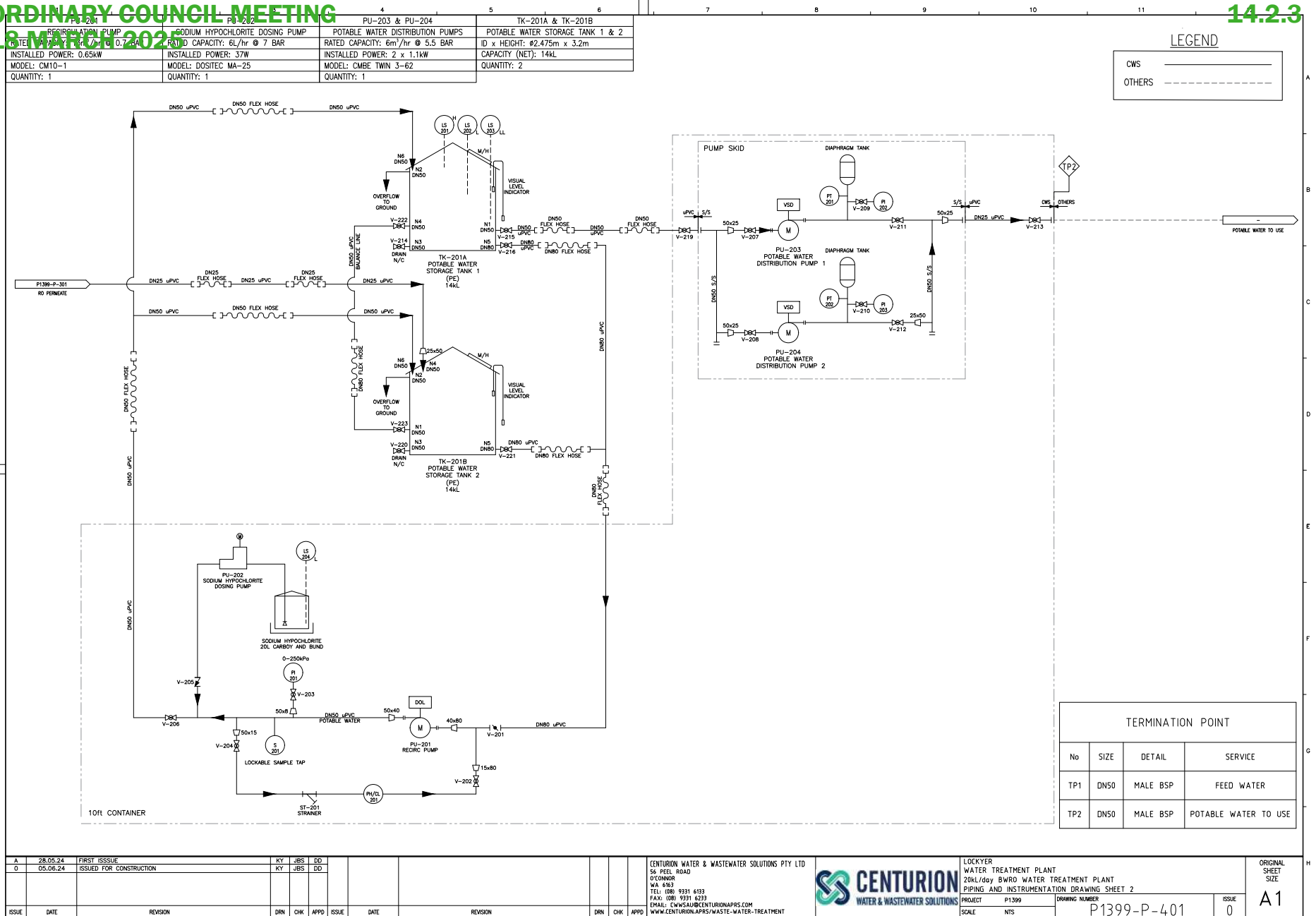
DATE	REVISION	DRN	CHK	APPD
DATE	REVISION	DRN	CHK	APPD

0	LOCKYER WATER TREATMENT PLANT 5kL/day BWRD WATER TREATMENT PLANT PIPING AND INSTRUMENTATION DRAWING SHEET 2			
	PROJECT	P1399	PLAN  P1399-P-201	ISSUE  0
	SCALE	NTS		



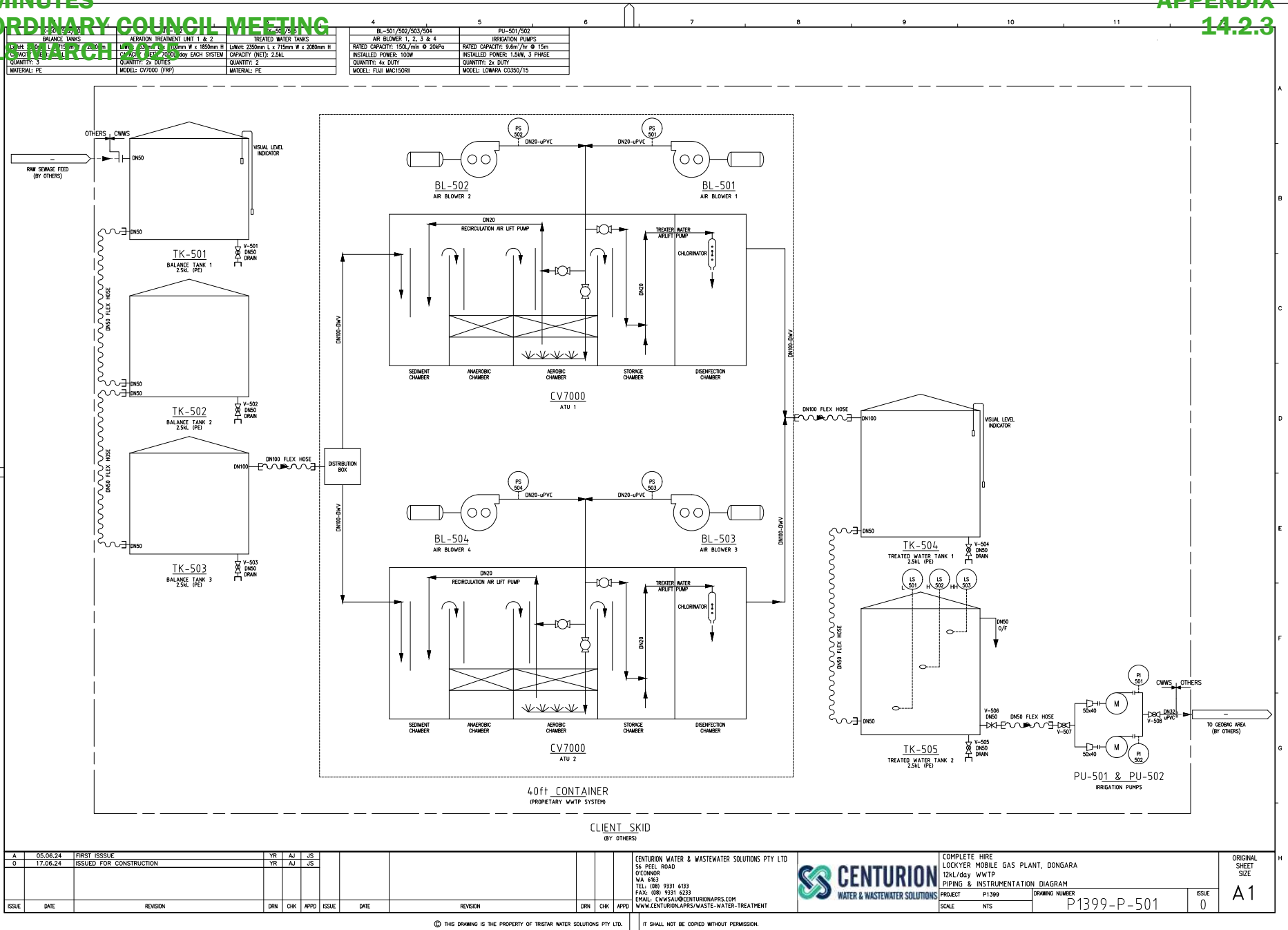
# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2023

# APPENDIX 14.2.3



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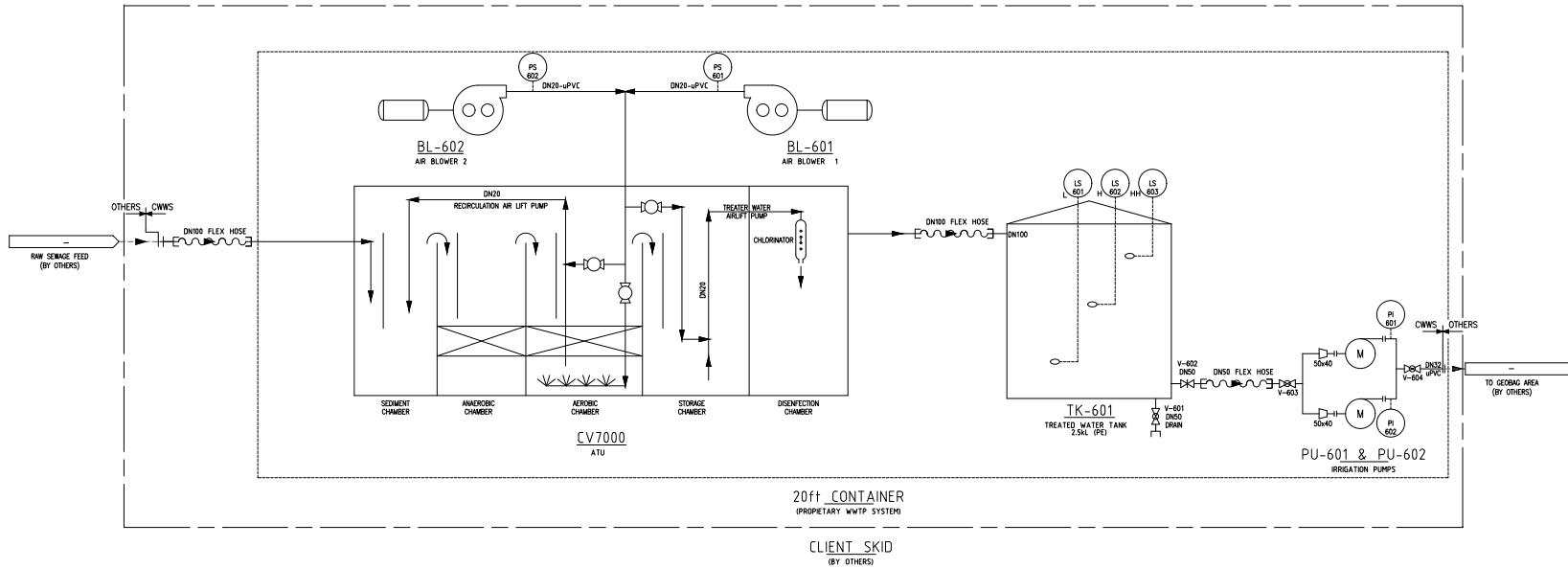
## APPENDIX 14.2.3



# MINUTES ORDINARY COUNCIL MEETING 16 MARCH 2015

## APPENDIX 14.2.3

<b>ORDINARY COUNCIL MEETING</b> <b>13 MARCH 2023</b>		<b>13 MARCH 2023</b>		PU-601/602 13 MARCH 2023
<b>AERATION TREATMENT UNIT</b> 1. The 4 pumps (1000 x 1000 x 1500mm) are to be replaced with 2 x 2000mm x 1500mm x 1500mm units. QUANTITY: 2 MODEL: CV7000 (FRP)		<b>TREATED WATER TANK</b> 1. The 2 tanks (2000mm x 2000mm x 2000mm) are to be replaced with 2 x 2000mm x 2000mm x 2000mm units. QUANTITY: 2 MATERIAL: PE		<b>AIR BLOWER 1 &amp; 2</b> 1. The 2 blowers (1500mm x 1000mm x 1000mm) are to be replaced with 2 x 1500mm x 1000mm x 1000mm units. QUANTITY: 2X DUTY MODEL: FLUX MAC50RH
<b>IRRIGATION PUMPS</b> 1. The 2 pumps (1500mm x 1500mm x 1500mm) are to be replaced with 2 x 1500mm x 1500mm x 1500mm units. QUANTITY: 2x DUTY MODEL: LOWARA CO350/15		<b>IRIGATION PUMPS</b> 1. The 2 pumps (1500mm x 1500mm x 1500mm) are to be replaced with 2 x 1500mm x 1500mm x 1500mm units. QUANTITY: 2x DUTY MODEL: LOWARA CO350/15		1. The 2 pumps (1500mm x 1500mm x 1500mm) are to be replaced with 2 x 1500mm x 1500mm x 1500mm units. QUANTITY: 2x DUTY MODEL: LOWARA CO350/15



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COMPLETE HIRE  
LOCKYER MOBILE GAS PLANT, DONGARA  
3kL/day WWTP  
PIPING & INSTRUMENTATION DIAGRAM

PROJECT	P1399
SCALE	NTS

DRAWING NUMBER	
----------------	--

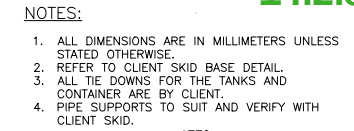
NUMBER  
P1399-P-601

ISSUE

A1



## APPENDIX 14.2.3




This elevation drawing shows the side profile of the water storage tanks and container. From left to right, it includes:

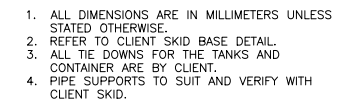
- A 20KL/DAY BWRO WTP 10FT CONTAINER with a width of 965.
- TK101 FEED WATER STORAGE TANK 14KL with a width of 700.
- TK-201A POTABLE WATER STORAGE TANK-1 14KL with a width of 700.
- TK-201B POTABLE WATER STORAGE TANK-2 14KL with a width of 533.

Key dimensions and features include:

- Overall length of 3426.
- Overall width of 3227.
- UNISTRUT P3300 TO SUIT IN CHASSIS FLOOR FRAME.
- FLOOR GRATING.
- Various structural dimensions: 15348, 2740, 269, 280, 225, 125.

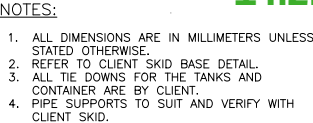
A	28.09.24	FIRST ISSUE		KY	JBS	DD							CENTURION WATER & WASTEWATER SOLUTIONS PTY LTD 64 FEEI ROAD O'DONNOR WA 6163 TEL: (08) 9331 6193 FAX: (08) 9391 6293 EMAIL: COW@CENTURIONAPRS.COM WWW.CENTURIONAPRS/WASTE-WATER-TREATMENT		LOCKYER WATER TREATMENT PLANT 20KL/DAY BWRO WATER TREATMENT PLANT GENERAL ARRANGEMENT SHEET 1	PROJECT P1399 SCALE 1:20	DRAWING NUMBER P1399-M-101-1	ISSUE 0	ORIGINAL SHEET SIZE  A1
O	14.06.24	ISSUED FOR CONSTRUCTION		KY	JBS	DD													
ISSUE	DATE	REVISION		DIN	CHK	APPD	ISSUE	DATE	REVISION		DIN	CHK	APPD	PROJECT	SCALE	DRAWING NUMBER	ISSUE	ORIGINAL SHEET SIZE	

## APPENDIX 14.2.3



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## APPENDIX 14.2.3




Technical drawing of a mobile water treatment unit, showing two containers and associated components.

The unit consists of two main sections:

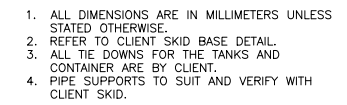
- Left Section (10FT CONTAINER):** Labeled "5kL/DAY BWRO WTP". Dimensions: 2950 (width) and 3020 (height).
- Right Section (20FT CONTAINER):** Labeled "3kL/DAY WWTP". Dimensions: 6058 (width).

Key components and details include:

- CONTROL PANEL:** Located between the two containers.
- UNISTRUT P3300 TO SUIT IN CHASSIS FLOOR FRAME:** A structural component connecting the two containers.
- TBC FROM CLIENT SKID BASE DETAIL:** A detail showing the connection between the containers and the chassis.
- FLOOR GRATING:** Located at the bottom of the unit.

A	28.05.24	FIRST ISSUE		KY	JRS	DD						CENTURION WATER & WASTEWATER SOLUTIONS PTY LTD 66 FEELE ROAD O'DONOR WA 6163 TEL: (08) 9331 6193 FAX: (08) 9331 6233 EMAIL: CENW@CENTURIONAPPS.COM WWW.CENTURIONAPPS.COM/WASTE-WATER-TREATMENT	 <b>CENTURION</b> WATER & WASTEWATER SOLUTIONS	LOCKYER WATER AND WASTE WATER TREATMENT PLANT SKL/DAY WATER TREATMENT PLANT & 3KL/DAY WASTE WATER TREATMENT PLANT GENERAL ARRANGEMENT SHEET 1 OF 1	PROJECT P1399 SCALE 1:20 DRAWING NUMBER P1399-M-102-1 ISSUE 0	ORIGINAL SHEET SIZE  <b>A1</b>	
O	14.06.24	ISSUED FOR CONSTRUCTION		KY	JRS	DD											
ISSUE	DATE	REVISION		DRN	CHK	APPD	ISSUE	DATE		REVISION		DRN	CHK	APPD			

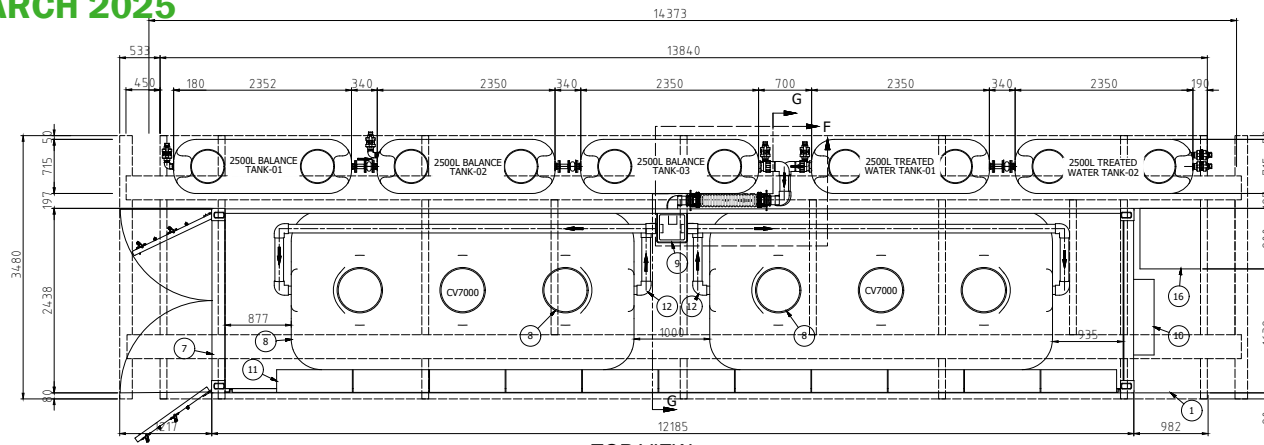
## APPENDIX 14.2.3



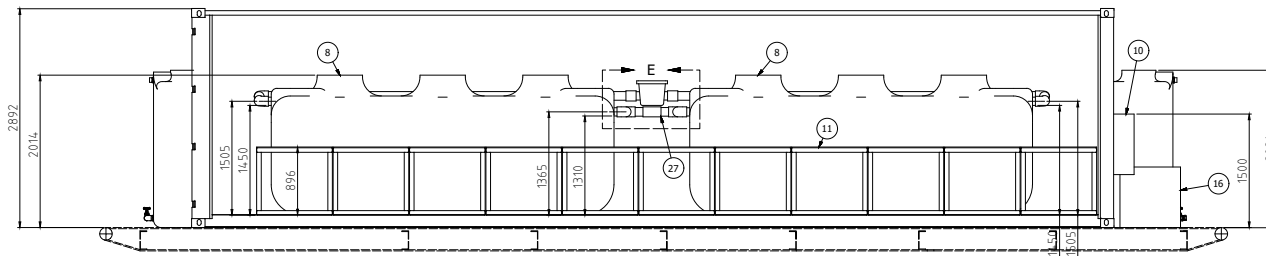
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# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 14.2.3

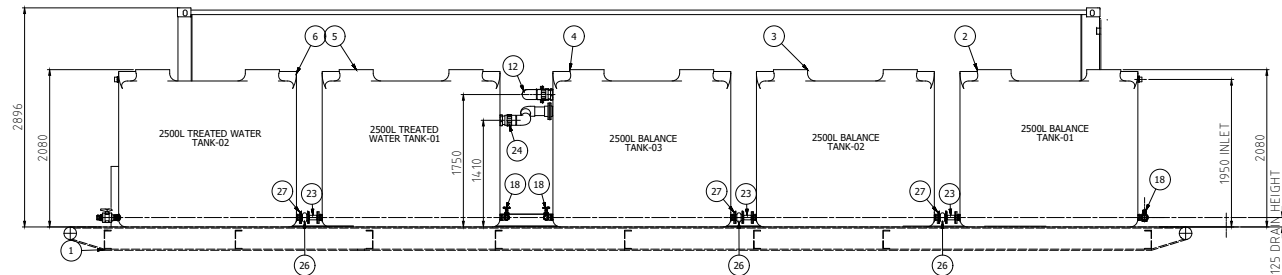


TOP VIEW  
SCALE 1 / 30



P1399-M-100  
FRONT VIEW

SCALE 1 /30



**VIEW B-B**  
SCALE 1 / 30

A	28/05/2024	ISSUED FOR APPROVAL	JBS	JS	DD													CENTURION WATER & WASTEWATER SOLUTION
B	17/06/2024	IFC	YB	JBS	DD													56 PEEL ROAD O CONNOR WA 6153 TEL (08) 9331 6133 FAX: (08) 9331 6293 EMAIL: CHW@SAUSCENTURIONAPPS.COM WWW.CENTURIONAPPS/WASTE-WATER-TREATMENT
ISSUE	DATE	REVISION	DIN	CHK	APPD	ISSUE	DATE	REVISION	DIN	CHK	APPD							

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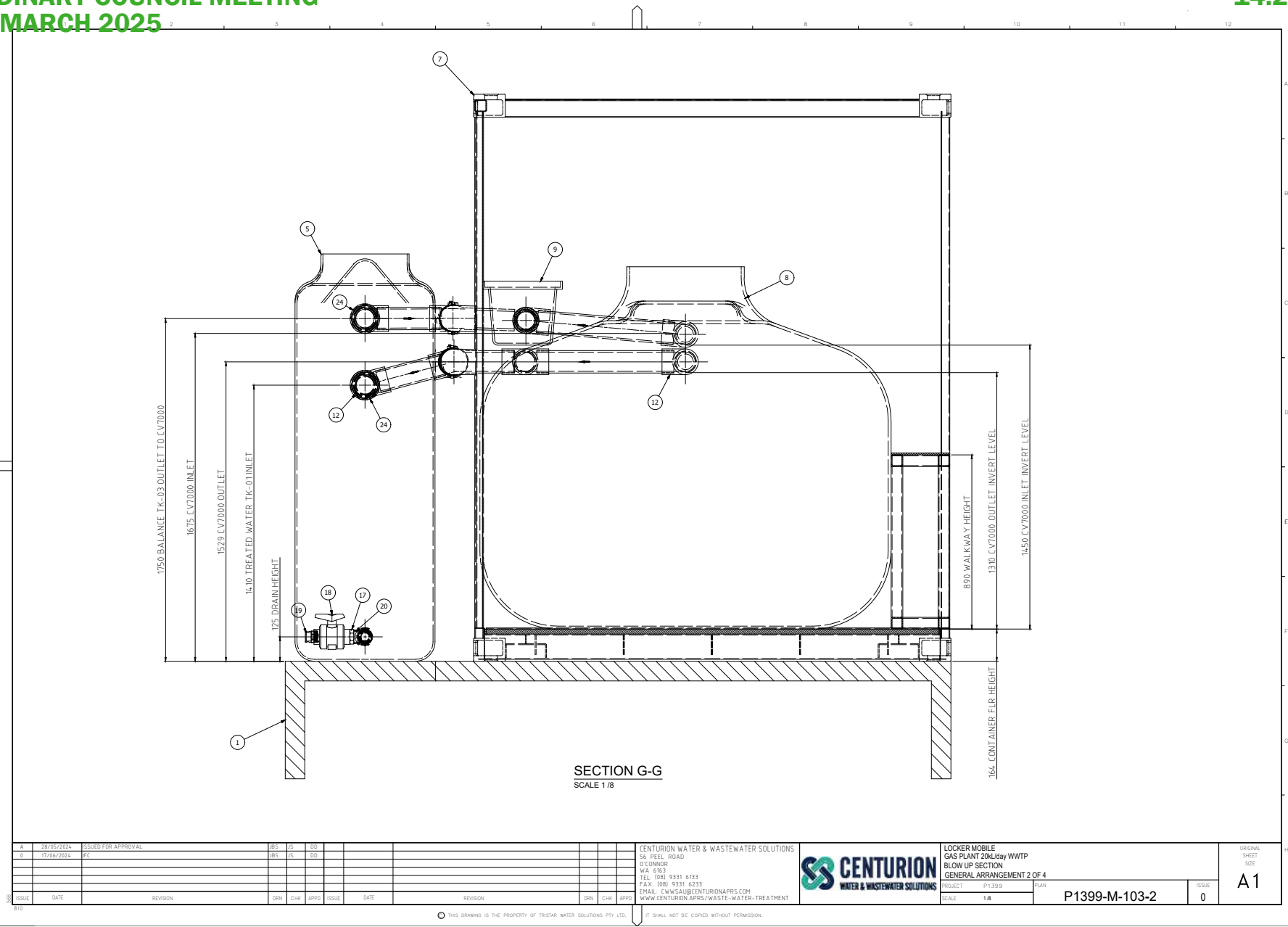


LOCKER MOBILE  
GAS PLANT 20kL/day WWTP  
PLAN & ELEVATIONS  
GENERAL ARRANGEMENT 1 OF 4

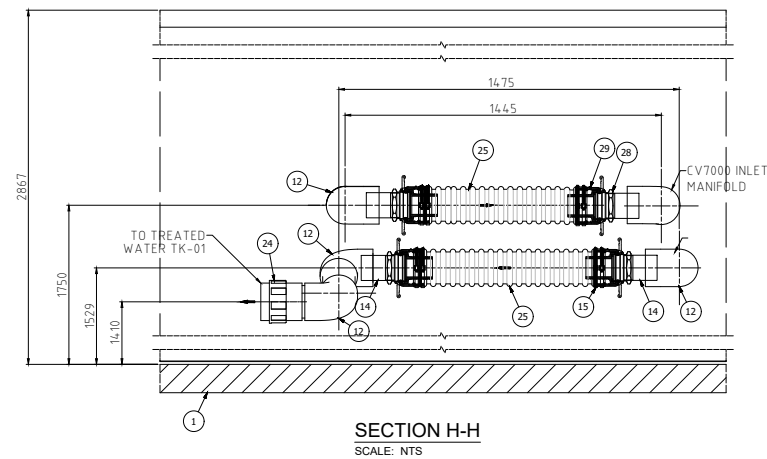
PROJECT	P1399	PLAN
SCALE	1/30	

P1399-M-103-1

	ORIGINAL SHEET SIZE
ISSUE	A1



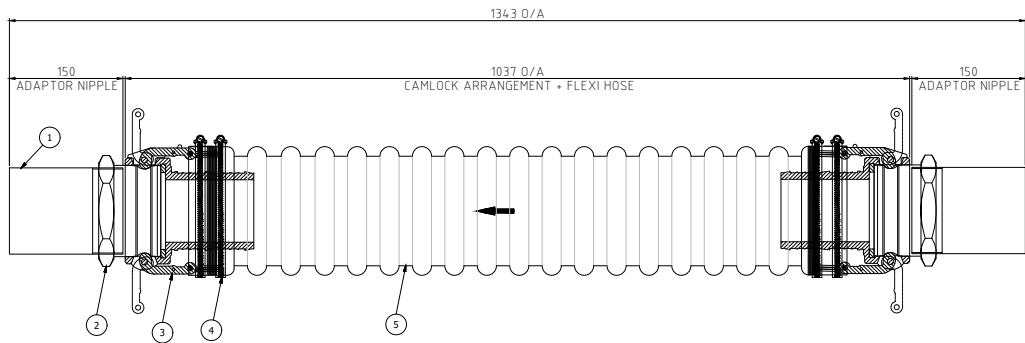


[illegible]

## APPENDIX 14.2.3

PARTS LIST			
ITEM	QTY	PART NUMBER	DESCRIPTION
1	2	THREADED ADAPTOR NIPPLE	PVC - U DN100 BSP
2	2	MALE CAMLOCK + FEMALE BSP	DN100
3	2	FEMALE CAMLOCK + HOSE TAIL	DN100 BSP
4	4	HOSE CLAMPS	DN100
5	1	FLEXI HOSE	DN100


QUANTITY: 2 OFF



P1399-M-110 Flexi Hose ARRANGEMENT  
BALANCE TANK DISCHARGE SPOOL  
FRONT VIEW

---

SCALE 1 / 3

0 17.06.24 ISSUED FOR CONSTRUCTION										YR			AJ			JS			CENTURION WATER & WASTEWATER SOLUTIONS 56 PEEL ROAD D'CONNOR WA 6163 TEL (08) 9331 6133 FAX: (08) 9331 6233 EMAIL: COW@CENTURIONAPRS.COM WWW.CENTURIONAPRS/WASTE-WATER-TREATMENT			 CENTURION WATER & WASTEWATER SOLUTIONS			LOCKER MOBILE GAS PLANT 20kL/day WWTP SPOOL SCHEDULE GENERAL ARRANGEMENT 4 OF 4			PROJECT P1399 PLAN SCALE 1:0 P1399-M-103-4			ISSUE 0			ORIGINAL SHEET SIZE A1					
ISSUE DATE REVISION										DRN			CHK			APPO			ISSUE DATE REVISION			DRN			CHK			APPO			P1399-M-103-4			ISSUE 0			A1		



ABN 33 118 549 910

20 Walters Dr, Osborne Park, WA 6017  
Locked Bag 13, Osborne Park DC, WA 6916  
P +61 8 9329 3600 F +61 8 9329 3601  
W www.mineralresources.com.au

4 March 2025

James Bayliss  
Executive Manager Regulatory & Development Services  
PO Box 510  
Gingin WA 6503

Sent via email to: james.bayliss@gingin.wa.gov.au

Dear James,

**RE: DEVELOPMENT APPLICATION – LOT 5653 WANNAMAL ROAD WEST BOONANARRING**

I write in relation to the development application submitted by Mineral Resources Limited (**MinRes**) for workforce accommodation at Lot 5653 Wannamal Road West Boonanarring (**subject site**). As discussed at our meeting on 12 February 2025, MinRes has engaged Bushfire Prone Planning to undertake a bushfire attack level (**BAL**) contour map in support of the development application for the subject site. Please see the **attached** for the BAL contour map and supporting figures and photos. Additionally, please refer to the below as supplementary information for the development application report that was submitted to the Shire of Gingin on 19 February 2025.

Supplementary Information Relating to State Planning Policy 3.7

As noted on the BAL contour map the proposed development area has a rating of BAL-12.5 meaning there is a risk of an ember attack, and the construction elements are expected to be exposed to a heat flux not greater than 12.5kW/m<sup>2</sup>.

The Planning for Bushfire Guidelines (**Guidelines**) requires proposals to comply with the criteria prescribed in section 7 where the development is in an area subject to a pre-development radiant heat impact exceeding 29kW/m<sup>2</sup> (BAL-40 or BAL-FZ).

The proposed development can be wholly sited within an area of a rating of BAL-12.5. Additionally, all of the structures part of this application have already been constructed. This application seeks to relocate and use the workforce accommodation to the subject site only. Therefore, the provisions of section 7 of the Guidelines are not applicable.

To ensure a rating of BAL-12.5 is maintained, it is proposed that a condition of development approval is imposed requiring the slashing of the Class G Grassland to maintain a 20m asset protection zone around the proposed development at all times.

Notwithstanding, the Guidelines require consideration to be given to water supply where a development is not connected to a reticulated water supply. An assessment against the acceptable solutions and outcomes in section 7 of the Guidelines related to water supply is included in the table below.

Bushfire Protection Criteria 7: Development – Commercial and Industrial Element 4: Water Supply		
Outcomes	Acceptable Solutions	Applicant Comment
Ensure that sufficient water is available to enable people,	For each habitable building - 10,000 litres of water per 1,500m <sup>2</sup> of floor space up to	<ul style="list-style-type: none"> <li>The proposed development includes multiple buildings totaling 1,397.77m<sup>2</sup> of habitable floor space which includes the accommodation units, kitchen,</li> </ul>



property and infrastructure to be defended from bushfire.	<p>50,000 litres to be provided in a water tank.</p> <p>Where more than one habitable building is proposed, strategic water tanks are to be provided in accordance with Section 5 and at the discretion of the Local Government.</p>	<p>gym, recreation room, dining, and the administration and office units.</p> <ul style="list-style-type: none"> <li>• The proposed development includes the provision of three 14,000 litre water tanks.</li> <li>• Additionally, there are three 20,000 litre water tanks, a 1,000 litre firefighting trailer, fire extinguishers and hoses existing on the subject site located within 140m from the proposed workforce accommodation pad location.</li> <li>• Bushfire Prone Planning has recommended the provision of a 50,000 litre water tank to be located anywhere on the site to ensure sufficient water.</li> <li>• The requirement for strategic water tanks is generally considered through the preparation of a structure plan or through a subdivision application. Given the nature and scale of the proposed development, it is not considered appropriate to impose the provision of a strategic water tank in this instance.</li> <li>• The proposed development along with the existing infrastructure would result in 103,000 litres of water which is considered sufficient to meet the outcomes of the Guidelines.</li> </ul>
---	--	--

Given the above, it is considered that the proposed development satisfies the objectives of SPP 3.7 and the Guidelines and does not require the preparation of a bushfire management plan. The proposed development is temporary in nature and all structures have already been constructed off-site. Further, the imposition of a development approval condition requiring a 20m asset protection zone is maintained, ensures on-going compliance with SPP 3.7 and the Guidelines. The existing and proposed water tanks ensure sufficient water on-site to protect people and property from a bushfire event.

Should you wish to discuss any part of the development application or the above, please do not hesitate to contact Rana Murad Harris on 0427 959 860 or [rana.muradharris@mrl.com.au](mailto:rana.muradharris@mrl.com.au)

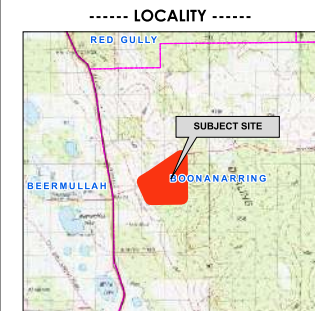
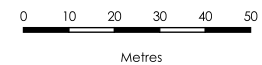
Yours sincerely,

**Bill Ivory**  
Principal Land Access and Regulatory

Figure 23  
**BAL Contour Map**

Lot 5653  
Wannamal Road West  
Boonarring  
Shire of Gingin  
196.7580 ha

- **LEGEND** -----
- Subject Site
  - Cadastral**
  - Buildings
  - 100m Assessment Area
  - Asset Protection Zone (APZ)
  - APZ Distance (m)
  - Bushfire Attack Levels**
  - BAL-FZ
  - BAL-40
  - BAL-29
  - BAL-19
  - BAL-12.5
  - BAL-LOW
  - BAL VEG Edge and Label

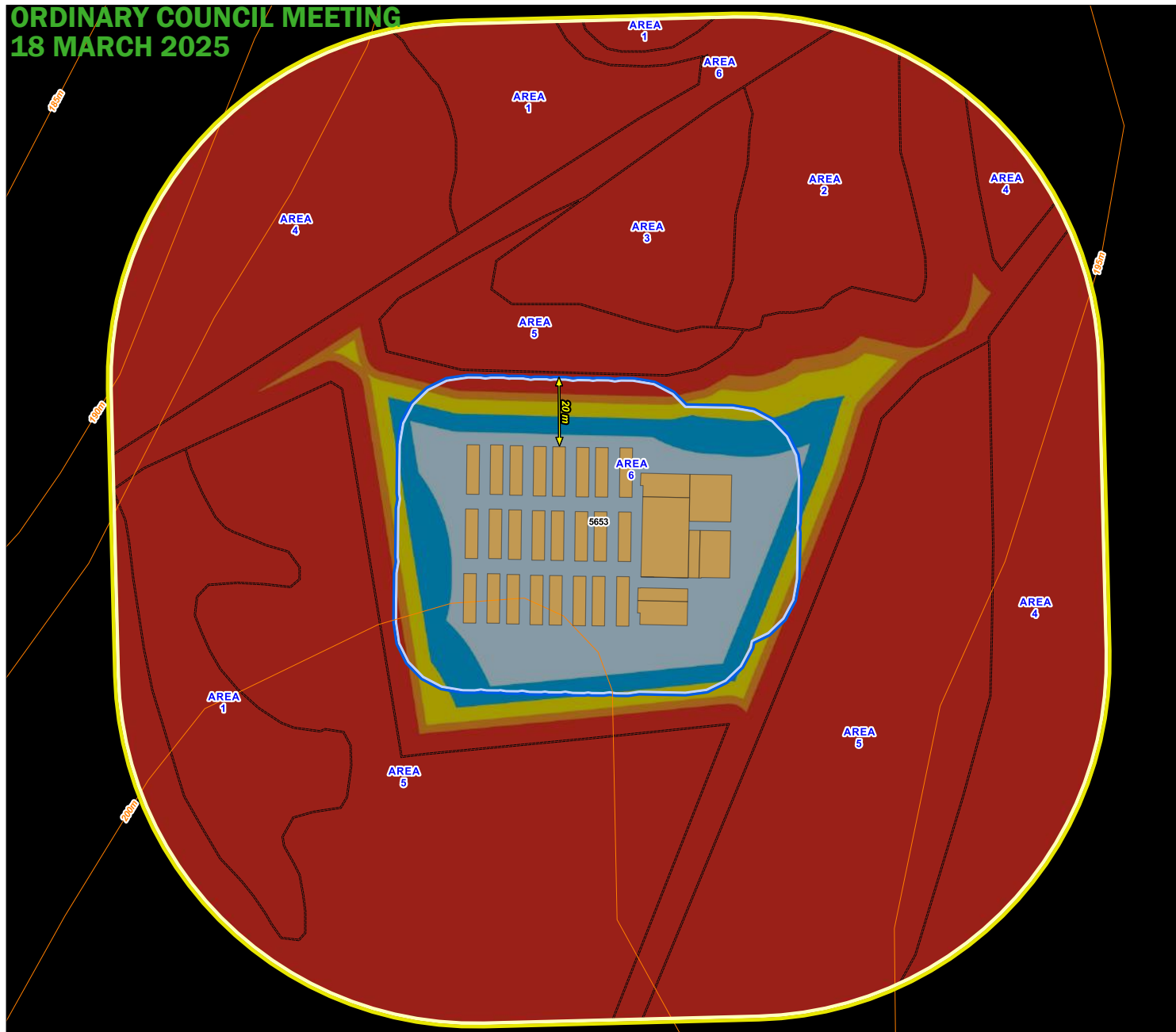


AERIAL IMAGERY: Landgate/SLIP



Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metre  
Map by: 24-02-2025  
SCALE (A3): 1 : 1000

250130 - FIG3 BALCON Wannamal Road West Beermullah.qaz

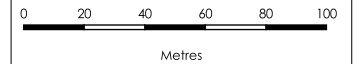
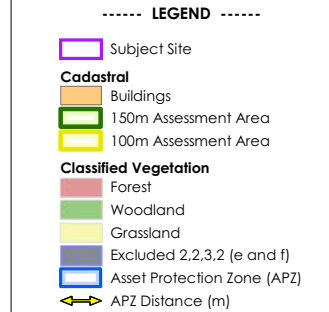


Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

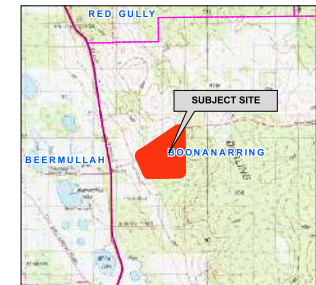
Figure 2.1

**Classified Vegetation &  
Topography (POSTDEV)**

Lot 5653  
Wannamal Road West  
Boonarrang  
Shire of Gingin  
196.7580 ha



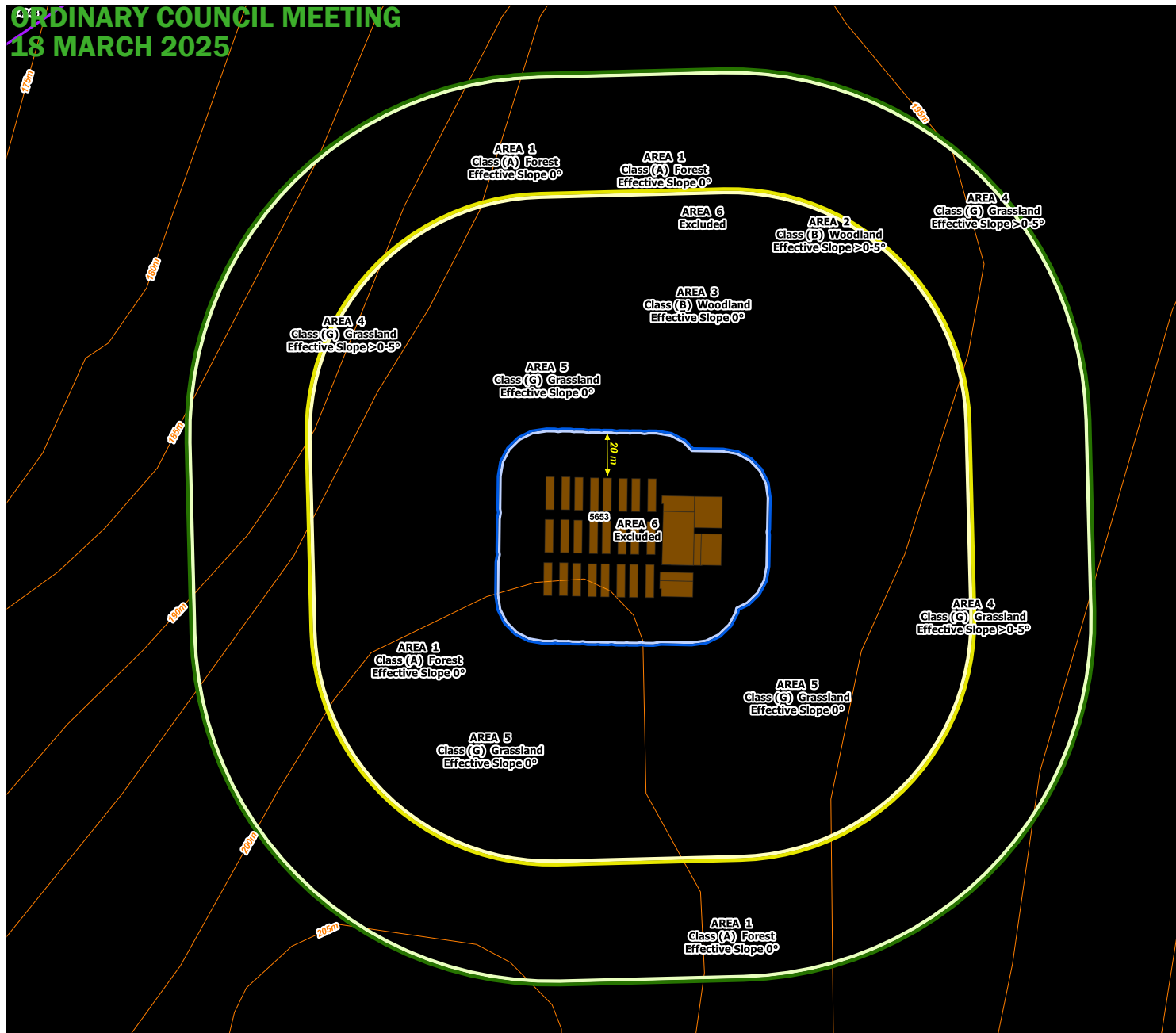
----- LOCALITY -----



AERIAL IMAGERY: Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metre  
Map by: 24-02-2025  
SCALE (A3): 1 : 1500

250130 - FIG2.1 POSTVEG Wannamal Road West Beermullah.agz



Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.





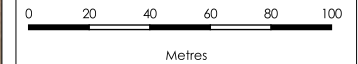
Figure 2

**Classified Vegetation & Topography (Existing)**

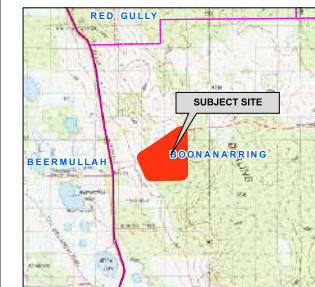
Lot 5653  
Wannamal Road West  
Boonarring  
Shire of Gingin  
196.7580 ha

----- LEGEND -----

- Subject Site
- Cadastral
- Photo and Direction
- Buildings
- 150m Assessment Area
- 100m Assessment Area
- Classified Vegetation**
  - Forest
  - Woodland
  - Grassland
  - Excluded 2,2,3,2 (e and f)



----- LOCALITY -----



AERIAL IMAGERY: Landgate/SLIP

Coordinate System: GDA 1994 MGA Zone 50  
Projection: Universal Transverse Mercator Units: Metre  
Map by: 24-02-2025  
SCALE (A3): 1 : 1,500

Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

250130 - FIG2 VEG Wannamal Road West Beermullah.agx

### 14.3 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED GAZEBO ON LOT 269 SEAVIEW DRIVE, KARAKIN

File	BLD/6762
Applicant	Seaview Park Community Association Inc.
Location	Lot 269 Seaview Drive, Karakin
Owner	Shire of Gingin
Zoning	Local Reserve – Public Use
WAPC No	Nil
Author	Ross Harper – Planning Officer
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> <li>1. Location Plan [14.3.1 - 1 page]</li> <li>2. Aerial Map [14.3.2 - 1 page]</li> <li>3. Applicant's Proposal [14.3.3 - 1 page]</li> <li>4. Site photo 1 [14.3.4 - 1 page]</li> <li>5. Site photo 2 [14.3.5 - 1 page]</li> <li>6. Site plan [14.3.6 - 1 page]</li> <li>7. Site Drone Shot [14.3.7 - 1 page]</li> </ol>

#### DISCLOSURES OF INTEREST

Nil

#### PURPOSE

To consider an Application for Development Approval to construct a gazebo on Lot 269 Seaview Drive, Karakin.

#### BACKGROUND

The Seaview Park Community Association Inc has a lease arrangement with the Shire of Gingin for a portion of Lot 269 Seaview Drive, Karakin.

The area leased to the Association contains Community Hall. The Gazebo forms part of a community nature focused educational area consisting of nature paths and interpretive signage.

A location plan and aerial imagery, together with a copy of the applicant's proposal, are provided (**see appendices**).



The proposed dimensions of the Gazebo are:

Length:	5 metres
Width:	5 metres
Wall Height:	2.4 metres
Overall Height:	3.2 metres

## **COMMENT**

### Stakeholder Consultation

The proposal is not viewed as impacting any nearby landowners. On that basis no community consultation has been undertaken.

## **PLANNING FRAMEWORK**

### Local Planning Scheme No. 9 (LPS 9) Planning Assessment

The subject land is zoned 'Local Reserve' (Parks and Recreation) under LPS 9 and is managed by the Shire of Gingin.

The use and development of local reserves is controlled under Part 2 of the Scheme, which states:

#### *2.5 Use and Development of Local Reserves*

##### *2.5.1 A person must not –*

- a) use a Local Reserve; or*
- b) commence or carry out development on a Local Reserve, without first having obtained development approval under Part 7 of the deemed provisions.*

##### *2.5.2 In determining an application for development approval the local government is to have due regard to –*

- a) the matters set out in clause 67 of the deemed provisions; and*
- b) the ultimate purpose intended for the Reserve.*

##### *2.5.3 In the case of land reserved for the purposes of public authority, the local government is to consult with that authority before determining an application for development approval.*

LPS 9 does not prescribe any objectives for a 'Parks and Recreation' reserve, and therefore it is appropriate to consider the objectives prescribed for the reserve type in the model provisions (*Planning and Development (Local Planning Schemes) Regulations 2015*). The Model Provisions do not explicitly reference 'Parks and Recreation' as a reserve purpose, but do outline the following respective objectives for "Public Open Space" and 'Recreational':

- *To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.*
- *Public Purpose which specifically provides for a range of public recreational facilities.*

The development is viewed as being compatible with the abovementioned objectives.

*Planning and Development (Local Planning Scheme) Regulations 2015 (Deemed Provisions)*

The following matters listed under clause 657 of the Deemed Provisions are considered relevant to the proposal and have been addressed with officer comments accordingly below:

- j) *in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve.*

#### Officer Comment

As noted above, the purpose of the reserve is not listed in LPS 9, however under the interpretation of the Model Provisions the development provides a public recreational purpose and is therefore considered to be consistent with the objectives of the zone.

#### Summary

In view of the above assessment, the officer supports the development subject to conditions.

#### **LEASING IMPLICATIONS**

In July 2022 the Shire entered into a lease agreement with the Seaview Park Community Association for the portion of Lot 269 outlined in blue on **Appendix 14.3.6** and the buildings that were in situ within the leased area at that time. The further term contained within the lease is now in effect and will expire on 30 June 2026.

Collectively, the land and buildings that are subject to the lease are identified in the lease agreement as *the Premises*. The terms of the lease with respect to alterations to the Premises are as follows:

#### ***Alterations***

*The Lessee shall not make any alterations, additions or improvements to or demolish any part of the Premises without the prior written consent from the Lessor. **Note:** Development Approvals and Building Permits may be required.*

*All works undertaken under this clause will be carried out at the Lessee's expense.*

*Alterations, additions or improvements to the Premises may result in a Lease Variation as project costs, including ongoing maintenance and full life costs, may be the responsibility of the Lessee.*

In terms of insurance the lease also specifies that the Shire as Lessor will be responsible for maintaining building insurance to the full insurable value on a replacement or reinstatement basis of the Premises for the following specifically identified buildings:

- Lessor installed playground equipment;
- Seaview Park Community Hall;
- Seaview Park Community Hall – Fencing;
- Seaview Park Community Hall – Flag Poles; and
- Seaview Park Community Hall – Lighting.

Item 8.3 of the Schedule to the lease makes it clear that any other buildings or items will need to be covered by a separate policy held by the Lessee or its agents.

The Association as Lessee is also responsible for public liability insurance (\$20 million), contents insurance and insurance for personal property.

The proposed gazebo will be located within the leased area. In the event that Council resolves to grant development approval for the structure, then in accordance with the requirements of the lease it is recommended that it also:

1. Formally consent to the alteration of the Premises; and
2. Authorise the CEO to undertake a Variation to the lease recognising that all construction, maintenance and other costs, including all insurances, will be the responsibility of the Lessee.

## STATUTORY/LOCAL LAW IMPLICATIONS

*Planning and Development (Local Planning Scheme) Regulations 2015*

*Local Planning Scheme No. 9*

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	3. Planning & Sustainability - Plan for Future Generations
<b>Strategic Objective</b>	3.3 Planning and Land Use - Plan the use of the land to meet future requirements, incorporating economic development objectives and community amenity.

## VOTING REQUIREMENTS - SIMPLE MAJORITY

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Vis

**SECONDED:** Councillor Woods

That Council:

1. Grant Development Approval for a Gazebo on Lot 269 Seaview Drive, Karakin subject to the following conditions:
  - a. The land use and development shall be undertaken in accordance with the approved plans and specifications, including the directions written in red ink by the Shire, unless otherwise conditioned in this Approval; and
  - b. The approved Gazebo is to be constructed using new materials and be of a consistent colour scheme.

**Advice Notes:**

**Note 1:** If you are aggrieved by the conditions of the approval, you have the right to request that the State Administrative Tribunal (SAT) review the decision under part 14 of the *Planning and Development Act 2005*.



Note 2: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 2016*, which are to be approved by the Shire of Gingin.

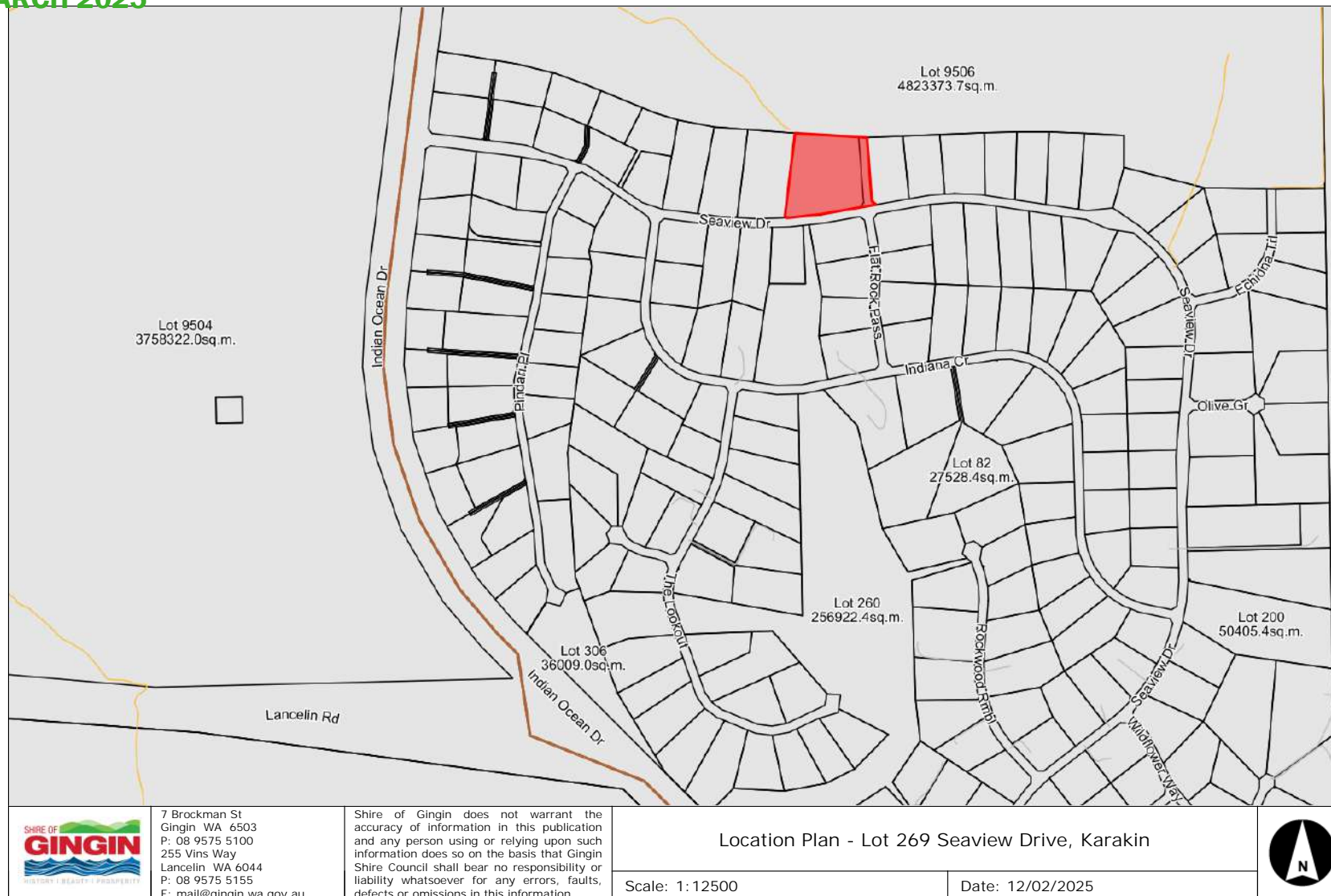
Note 3: This development approval should not be construed as satisfying any other obligations as set out under 'Alterations' within the lease of the premises with the Shire.

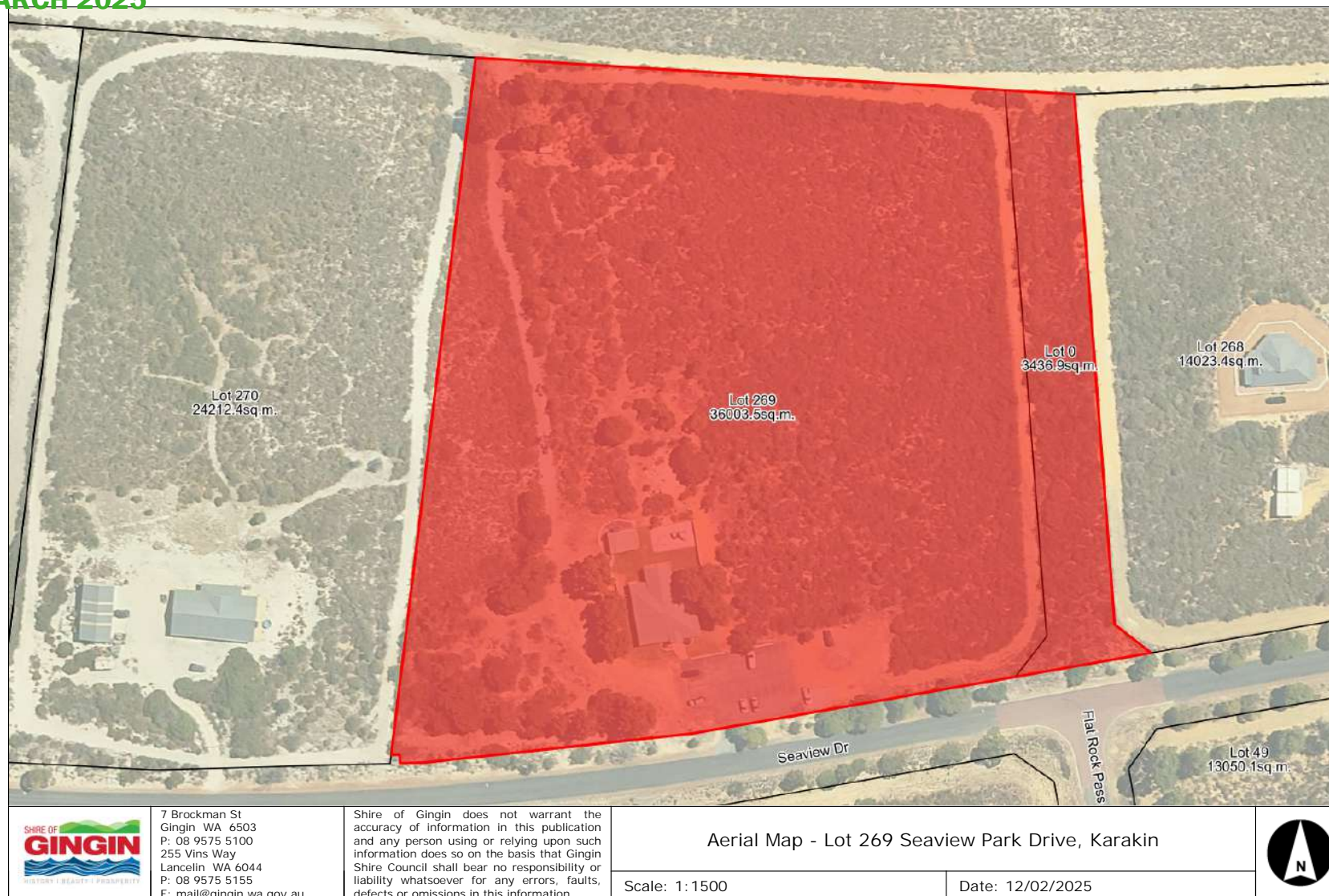
2. Subject to compliance with all relevant planning, building and health requirements, approve construction of the gazebo as an alteration to the leased Premises.
3. Authorise the CEO to negotiate a Variation to the current lease expiring on 30 June 2026 to incorporate the constructed gazebo into the leased premises whilst recognizing that all costs associated with construction, ongoing maintenance and insurance (including building) will remain the responsibility of the Lessee.
4. Authorise application of the Common Seal to the Variation of Lease as a Category 1A document in accordance with the requirements of Council Policy 2.33 Execution of Documents.

CARRIED UNANIMOUSLY  
8 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

AGAINST: *Nil*





Shire of Gingin  
Development Approval and Planning Division  
11/02/2025

Dear Sam,

RE: Explanation of Proposed Development:

Seaview Park Community Association Inc. is applying for Planning Approval to develop a Bushland Centre.

A legacy project that will enhance and complement the already excellent Community Hall facilities. The Community Hall at Seaview, with an active and supportive membership, is very much the centre of the community. The Hall is also used weekly and monthly by several organisations from Lancelin and the surrounding area.

The physical structure of the Bushland Centre will comprise a central gazebo, nature walk paths and interpretive signage. All will have full accessibility with vehicle access. Vehicle access and all paths will be hard surfaces.

As a unique bushland development it will nurture community connection to nature and provide educational opportunities for all age groups and abilities including the local school.

The Bushland Centre will be an ideal facility to Inform management, including bushfire readiness in the context of a residential bushland estate.

Enable future generations to be able to enjoy and appreciate nature.

Provide a peaceful & safe setting to benefit mental health. (Biodiversity Council research shows that over 75% of the Australian population enjoy time in the outdoors and find it assists in "recharging their batteries".)

As well as a team of committed and experienced volunteers available to contribute to the erection of the gazebo and path structures Seaview Park has a resident Ecologist (over 40 years professional experience) who will provide advice.

Ongoing maintenance will be the responsibility of the Seaview Park Community Association Inc.

Yours sincerely

Alison Goundrey

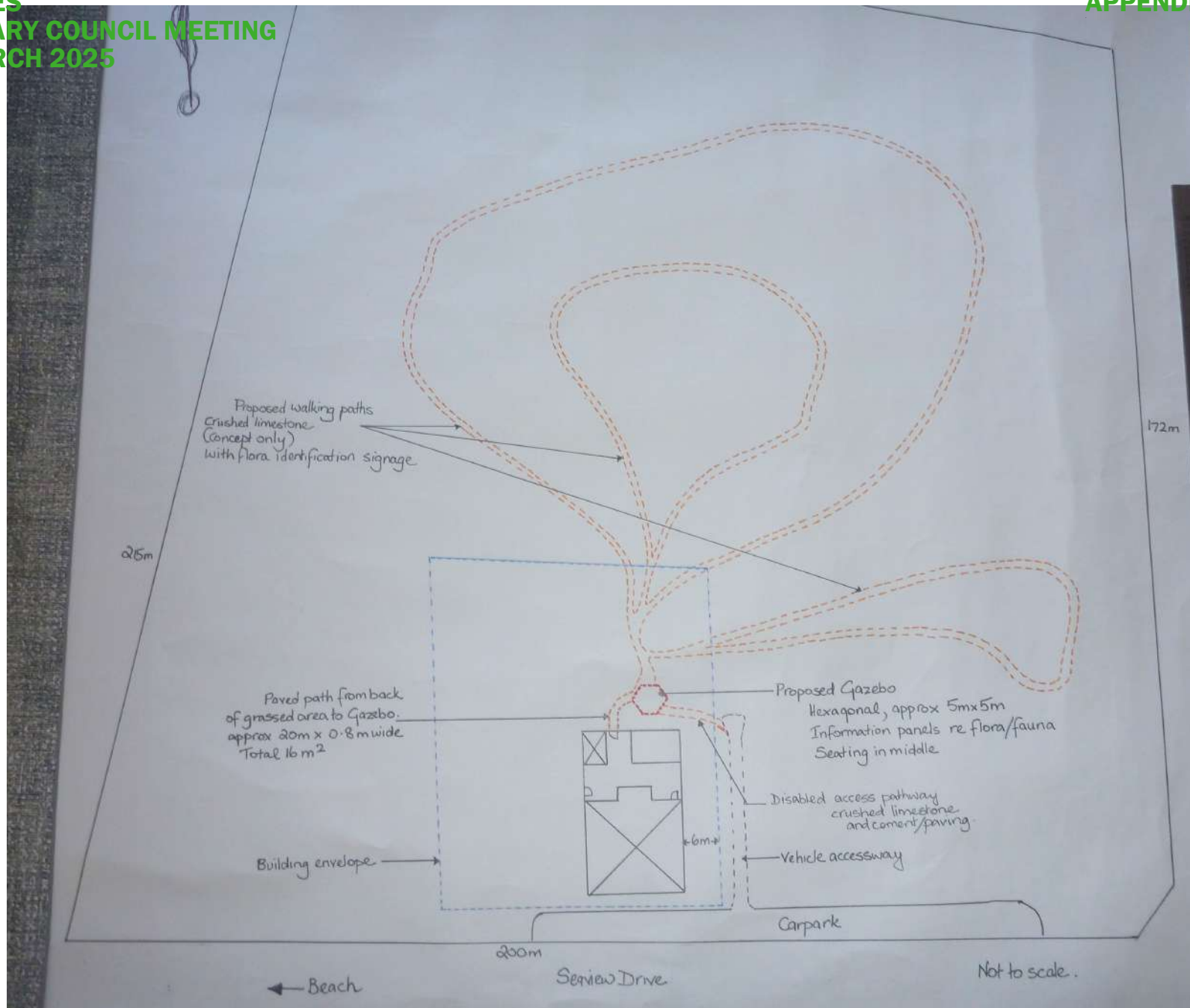
(as Seaview Park Community Ass. Inc. Representative)

















**14.4 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED SITEWORKS (FILL) ON  
LOTS 4, 900, 901 AND 902 GINGIN ROAD, LANCELIN**

File	BLD/5714
Applicant	Element
Location	Lot 4, 900, 901 and 902 Gingin Road, Lancelin
Owner	Goodoil Investments Pty Ltd
Zoning	Tourism Residential 40 Additional Use 20
WAPC No	NA
Author	James Bayliss - Executive Manager Regulatory and Development Services
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	19 December 2023 - Item 13.1 18 February 2024 - Item 14.2
Appendices	<ol style="list-style-type: none"> <li>1. Aerial Map [14.4.1 - 1 page]</li> <li>2. Location Plan [14.4.2 - 1 page]</li> <li>3. Development Plans [14.4.3 - 10 pages]</li> <li>4. Applicant's Response to Council Deferral [14.4.4 - 13 pages]</li> <li>5. Additional Information [14.4.5 - 16 pages]</li> <li>6. Schedule of Submissions and Recommended Responses [14.4.6 - 3 pages]</li> <li>7. Applicant's Response to Schedule of Submissions [14.4.7 - 15 pages]</li> <li>8. Outline Development Plan [14.4.8 - 1 page]</li> <li>9. Response to Notification on Title [14.4.9 - 2 pages]</li> </ol>

**DISCLOSURES OF INTEREST**

Nil

**PURPOSE**

To consider an Application for Development Approval for siteworks (fill) and external fixtures (water tanks) on Lots 4, 900, 901 and 902 Gingin Road, Lancelin.

## **BACKGROUND**

At its Ordinary Meeting on 18 February 2025, Council resolved as follows:

*That Council agree that it generally supports the development application for siteworks (fill) and external fixtures (water tanks) on Lots 4, 900, 901 and 902 Gingin Road, Lancelin and defers determination of this matter to the Ordinary Council Meeting on 18 March 2025 to allow for a set of suitable conditions to be prepared.*

In view of the above, recommended conditions have been prepared for Council's consideration. The earlier planning assessment has not been included as part of this report, however can be reviewed by Council as part of the minutes from the 18 February 2025 Ordinary Council Meeting.

The **appendices** have been attached as follows:

- Appendix 14.4.1 - Aerial Photograph
- Appendix 14.4.2 - Location Plan
- Appendix 14.4.3 - Development Plans
- Appendix 14.4.4 - Applicant's Response to Council Deferral
- Appendix 14.4.5 - Additional Information
- Appendix 14.4.6 - Schedule Of Submissions and Recommended Responses
- Appendix 14.4.7 - Applicant's Response to Schedule of Submissions
- Appendix 14.4.8 - Outline Development Plan
- Appendix 14.4.9 - Response To Notification on Title

## **COMMENT**

### Conditions overview

It should be noted that assessments must consider the 'maximum' or 'worst case' scenario, and in this instance that results in various conditions being suggested given various complexities associated with the development site and nature of the proposal.

The importance of landscaping the fill is critical, as it purportedly acts as stabilisation of the fill. This results in the need for the vegetation to be adequately maintained for the life of the development. Notifications on land titles are critical to advise prospective owners of the need to maintain landscaping on the site which is an unusual factor affecting the land parcels.

Given the projected number of heavy vehicles associated with the construction phase, the Shire must protect its road and footpath assets. The amount of fill being imported is not typical of residential development, and for context represents about a decade's worth of the Shire's sand renourishment program condensed into the space of 3 months.

Any damage attributed to this development is to be repaired at the expense of the landowner and not borne by the ratepayers of the Shire.

It is the applicant's obligation to comply with conditions, not for a local government to be tasked with monitoring them. It is for this reason that a five (5) yearly audit of the landscaping stabilisation is to be provided to the Shire by a suitably qualified consultant to confirm the applicants' assertions that landscaping will be maintained to a standard that is fit for purpose as a stabilisation mechanism. This is a burden that the landowner/applicant must monitor, not the Shire.

Given the nature of the development (sand importation) and the prevailing winds, sand and dust mitigation is required to protect the amenity of nearby landowners, hence the need for a detailed construction management plan.

#### Summary

Consistent with Council's previous resolution, the officer has provided a suitable set of conditions to be applied to a conditional approval.

#### **STATUTORY/LOCAL LAW IMPLICATIONS**

*Planning and Development Act (2005)*

*Planning and Development (Local Planning Schemes) Regulations 2015*

Shire of Gingin Local Planning Scheme No.9

Shire of Gingin Local Planning Strategy 2012

Residential Design Codes

#### **POLICY IMPLICATIONS**

State Planning Policy No. 2.6 – State Coastal Planning Policy

State Planning Policy No. 3.7 – Planning in Bushfire Prone Areas

Shire of Gingin Coastal Hazard Risk Management and Adaption Plan 2019

#### **BUDGET IMPLICATIONS**

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.1 Climate Change and Adaptation - Understand the impacts of climate change and identify actions to adapt and mitigate those impacts.

## VOTING REQUIREMENTS - SIMPLE MAJORITY

### OFFICER RECOMMENDATION

MOVED: Councillor Johnson

SECONDED: Councillor Weeks

That Council grant development approval for siteworks (fill) and external fixtures (water tanks) on Lots 4, 900, 901 and 902 Gingin Road, Lancelin subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications, including the directions written in red ink by the Shire, unless otherwise conditioned in this approval.
2. This approval is for siteworks (fill) and external fixtures (water tanks) only as indicated on the approved plans.
3. Prior to the commencement of site works, a notification pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the Certificates of Title of the lots (as specified below) advising of the existence of a hazard. The notification is to state as follows:

*a. Lot 4 only:*

*VULNERABLE COASTAL AREA – This lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years from the date this notification is registered. Additional planning and building requirements may apply to development on this land.*

*b. Lots 4, 900, 901 and 902:*

*LANDSCAPING - The land is subject to conditions of development approval which include ongoing requirements to comply with a 'Landscaping and Irrigation Management Plan' for the continual maintenance and management of fill (sand) and landscaping to address coastal erosion and/or inundation risk associated with the land.*

*Further information may be obtained from the offices of the Shire of Gingin.*



4. Prior to the commencement of site works, a Construction Management Plan (CMP) for the construction phase of the development shall be submitted to and approved by the Shire of Gingin, and thereafter implemented, that at a minimum:
  - a. Ensures site works, machinery and materials on the site do not generate unreasonable levels of noise, vibration, wastewater, or waste products;
  - b. Outlines the location of construction amenities (if any);
  - c. Outlines dust and sand drift mitigation;
  - d. Outlines vehicle types and number of movements associated with the movement of fill and other materials to the site;
  - e. Identifies the proposed transport routes to bring fill and other materials to the site;
  - f. Provides details of construction phase vehicular access points to the site; and
  - g. Includes provision for pre- and post-development vehicular access points, verge and adjacent road condition assessments and a commitment to remedial works to the site access points and adjacent road environs upon completion of construction.
5. Prior to the commencement of site works, the landowner shall enter into a Deed of Agreement to the satisfaction of the Shire of Gingin that secures remedial works for any damage to the local road and/or footpath network attributed to construction traffic associated with the development. The landowner shall be responsible for all costs associated with the preparation of the Deed (including all drafts).
6. Prior to the commencement of site works, a Landscape and Irrigation Management Plan is to be submitted to and approved by the Shire of Gingin that includes, at a minimum:
  - a. The Plant Species and Landscape Table prepared by Leonhouse (Drawing No. 1074-BL-LA-01, Rev 03, dated 30 October 2024 and Drawing No. 1074-BL-LA-01, Rev 01, dated 30 October 2024 respectively);
  - b. Confirmation that the landscaping is to be installed entirely within the lot boundaries;
  - c. Irrigation Management; and

- d. Demonstrates the ongoing management of the landscaping and irrigation in the event that one or more lots change ownership.
7. Within three (3) months from the completion of site works, the landscaping and irrigation of the development site is to be implemented in accordance with the approved Landscape and Irrigation Management Plan and thereafter maintained for the life of the development.
8. The landowner(s) are required to submit to the Shire of Gingin for approval:
  - a. on a five yearly basis;
  - b. within six (6) months after any change of ownership; or
  - c. upon written request by the Shire,

an audit prepared by a qualified landscaping firm and/or coastal engineering firm relating to the condition of the landscaping, and confirming that it remains fit for purpose to mitigate coastal erosion and/or inundation risk.
9. Prior to the commencement of siteworks, a Stormwater Management Plan is to be submitted to and approved by the Shire of Gingin and thereafter implemented for the life of the development. Stormwater from all hardstand and landscaped areas shall not enter adjoining properties and is to be collected and contained onsite to the satisfaction of the Shire of Gingin.
10. Within three (3) months from the completion of site works, the land shall be serviced by a new sealed crossover from Gingin Road to the satisfaction of the Shire of Gingin, at the landowner's cost.
11. Within three (3) months from the completion of site works, all redundant crossovers shall be decommissioned and removed, with the verge rehabilitated to the satisfaction of the Shire of Gingin.
12. The approved chain mesh fence shall be maintained in good condition for the life of the development, to the satisfaction of the Shire of Gingin.

**ADVICE NOTES:**

- Note 1: If you are aggrieved by the conditions of this approval, you have the right to request that the State Administrative Tribunal (SAT) review the decision under Part 14 of the *Planning and Development Act 2005*.
- Note 2: If the development subject to this approval is not substantially commenced within a period of 2 years, the approval shall lapse and have no further effect.

- Note 3: Where an approval has so lapsed, no development must be carried out without further approval of the local government having first been sought and obtained.
- Note 4: This approval does not authorise any interference with dividing fences or entry onto neighbouring land. Accordingly, should you wish to remove or replace any portion of a dividing fence or enter onto neighbouring land, you must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*.
- Note 5: It is recommended that cadastral lot boundaries be established by a suitably qualified land surveyor to ensure that all development is carried out within the subject allotment.
- Note 6: The development subject to this approval may be impacted by coastal hazards in the short to medium term (likely by 2070). Should the development be affected by coastal hazards in the future as predicted, the development and any associated works may require partial or complete relocation at the landowner's cost. The local government is under no obligation to assist or protect structures or landowners from coastal erosion/inundation threats and accepts no liability and will pay no costs associated with relocation or any protection from or damages caused by coastal processes.
- Note 7: In relation to the installation of a new crossover, please note that a crossover application form is to be submitted to the Shire's Operations and Assets Department, which can be found on the Shire's website at the following link: [Roads, Driveways & Crossovers » Shire of Gingin](#)

#### AMENDMENT MOTION

MOVED: Councillor Peczka      SECONDED:

That Council agree to amend the motion in Part 3.A by:

1. In Part 3.a deleting the words "Additional planning and building requirements may apply to development on this land." and remove the words 'Should the development be affected by coastal hazards in the future as predicted, the development and any associated works may require partial or complete relocation at the landowner's cost. The local government is under no obligation to assist or protect structures or landowners from coastal erosion/inundation threats and accepts no liability and will pay no costs associated with relocation or any protection from or damages caused by coastal processes.'

2. In Advice Note 6 deleting the words "Should the development be affected by coastal hazards in the future as predicted, the development and any associated works may require partial or complete relocation at the landowner's cost. The local government is under no obligation to assist or protect structures or landowners from coastal erosion/inundation threats and accepts no liability and will pay no costs associated with relocation or any protection from or damages caused by coastal processes."

MOTION LAPSED FOR WANT OF A SECONDER

#### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson

SECONDED: Councillor Weeks

That Council grant development approval for siteworks (fill) and external fixtures (water tanks) on Lots 4, 900, 901 and 902 Gingin Road, Lancelin subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications, including the directions written in red ink by the Shire, unless otherwise conditioned in this approval.
2. This approval is for siteworks (fill) and external fixtures (water tanks) only as indicated on the approved plans.
3. Prior to the commencement of site works, a notification pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the Certificates of Title of the lots (as specified below) advising of the existence of a hazard. The notification is to state as follows:

*a. Lot 4 only:*

*VULNERABLE COASTAL AREA – This lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years from the date this notification is registered. Additional planning and building requirements may apply to development on this land.*

*b. Lots 4, 900, 901 and 902:*

*LANDSCAPING – The land is subject to conditions of development approval which include ongoing requirements to comply with a 'Landscaping and Irrigation Management Plan' for the continual maintenance and management of fill (sand) and landscaping to address coastal erosion and/or inundation risk associated with the land.*

*Further information may be obtained from the offices of the Shire of Gingin.*



4. Prior to the commencement of site works, a Construction Management Plan (CMP) for the construction phase of the development shall be submitted to and approved by the Shire of Gingin, and thereafter implemented, that at a minimum:
  - a. Ensures site works, machinery and materials on the site do not generate unreasonable levels of noise, vibration, wastewater, or waste products;
  - b. Outlines the location of construction amenities (if any);
  - c. Outlines dust and sand drift mitigation;
  - d. Outlines vehicle types and number of movements associated with the movement of fill and other materials to the site;
  - e. Identifies the proposed transport routes to bring fill and other materials to the site;
  - f. Provides details of construction phase vehicular access points to the site; and
  - g. Includes provision for pre- and post-development vehicular access points, verge and adjacent road condition assessments and a commitment to remedial works to the site access points and adjacent road environs upon completion of construction.
5. Prior to the commencement of site works, the landowner shall enter into a Deed of Agreement to the satisfaction of the Shire of Gingin that secures remedial works for any damage to the local road and/or footpath network attributed to construction traffic associated with the development. The landowner shall be responsible for all costs associated with the preparation of the Deed (including all drafts).
6. Prior to the commencement of site works, a Landscape and Irrigation Management Plan is to be submitted to and approved by the Shire of Gingin that includes, at a minimum:
  - a. The Plant Species and Landscape Table prepared by Leonhouse (Drawing No. 1074-BL-LA-01, Rev 03, dated 30 October 2024 and Drawing No. 1074-BL-LA-01, Rev 01, dated 30 October 2024 respectively);
  - b. Confirmation that the landscaping is to be installed entirely within the lot boundaries;
  - c. Irrigation Management; and

- d. Demonstrates the ongoing management of the landscaping and irrigation in the event that one or more lots change ownership.
7. Within three (3) months from the completion of site works, the landscaping and irrigation of the development site is to be implemented in accordance with the approved Landscape and Irrigation Management Plan and thereafter maintained for the life of the development.
8. The landowner(s) are required to submit to the Shire of Gingin for approval:
  - a. on a five yearly basis;
  - b. within six (6) months after any change of ownership; or
  - c. upon written request by the Shire,

an audit prepared by a qualified landscaping firm and/or coastal engineering firm relating to the condition of the landscaping, and confirming that it remains fit for purpose to mitigate coastal erosion and/or inundation risk.
9. Prior to the commencement of siteworks, a Stormwater Management Plan is to be submitted to and approved by the Shire of Gingin and thereafter implemented for the life of the development. Stormwater from all hardstand and landscaped areas shall not enter adjoining properties and is to be collected and contained onsite to the satisfaction of the Shire of Gingin.
10. Within three (3) months from the completion of site works, the land shall be serviced by a new sealed crossover from Gingin Road to the satisfaction of the Shire of Gingin, at the landowner's cost.
11. Within three (3) months from the completion of site works, all redundant crossovers shall be decommissioned and removed, with the verge rehabilitated to the satisfaction of the Shire of Gingin.
12. The approved chain mesh fence shall be maintained in good condition for the life of the development, to the satisfaction of the Shire of Gingin.

ADVICE NOTES:

- Note 1: If you are aggrieved by the conditions of this approval, you have the right to request that the State Administrative Tribunal (SAT) review the decision under Part 14 of the *Planning and Development Act 2005*.
- Note 2: If the development subject to this approval is not substantially commenced within a period of 2 years, the approval shall lapse and have no further effect.



Note 3: Where an approval has so lapsed, no development must be carried out without further approval of the local government having first been sought and obtained.

Note 4: This approval does not authorise any interference with dividing fences or entry onto neighbouring land. Accordingly, should you wish to remove or replace any portion of a dividing fence or enter onto neighbouring land, you must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*.

Note 5: It is recommended that cadastral lot boundaries be established by a suitably qualified land surveyor to ensure that all development is carried out within the subject allotment.

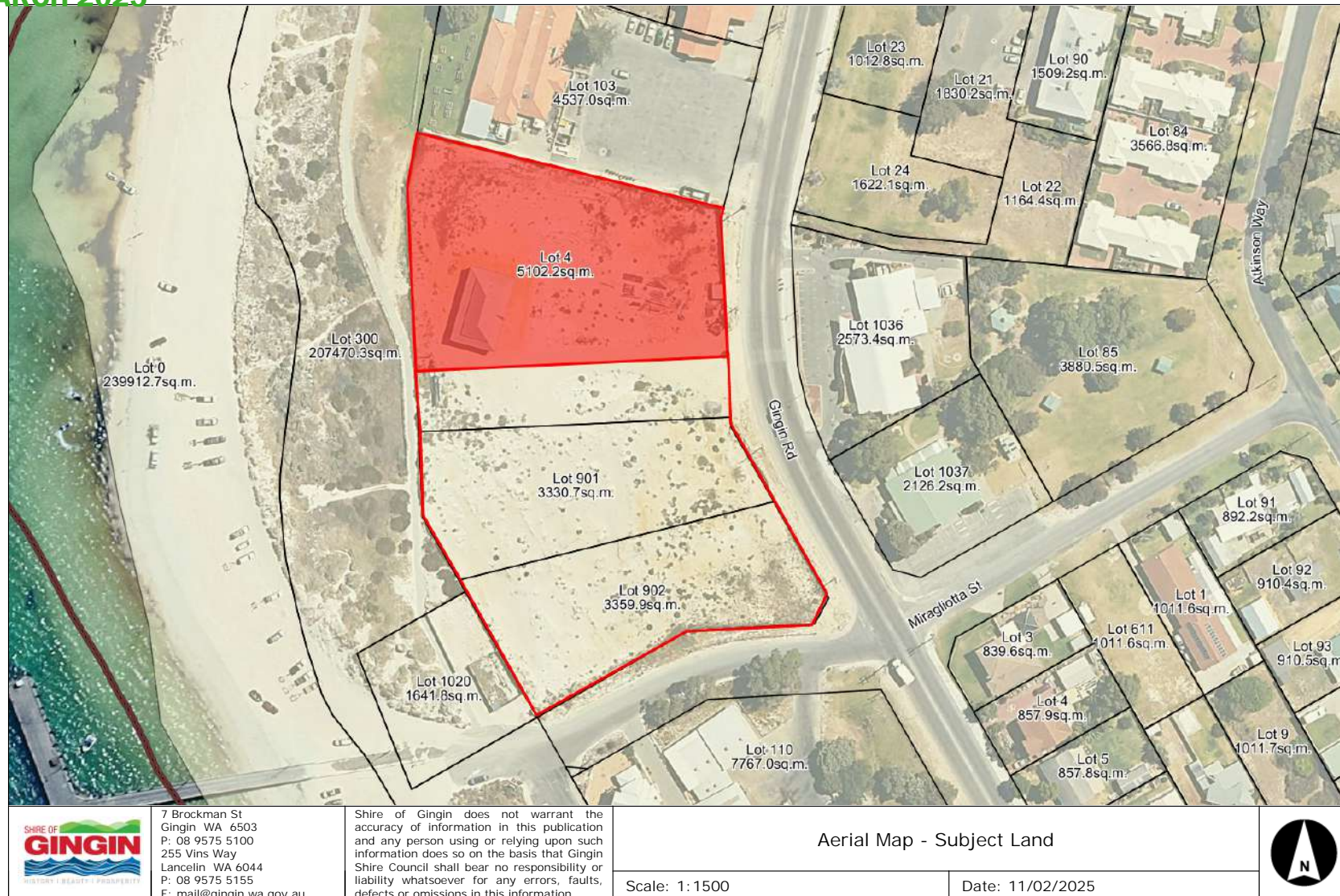
Note 6: The development subject to this approval may be impacted by coastal hazards in the short to medium term (likely by 2070). Should the development be affected by coastal hazards in the future as predicted, the development and any associated works may require partial or complete relocation at the landowner's cost. The local government is under no obligation to assist or protect structures or landowners from coastal erosion/inundation threats and accepts no liability and will pay no costs associated with relocation or any protection from or damages caused by coastal processes.

Note 7: In relation to the installation of a new crossover, please note that a crossover application form is to be submitted to the Shire's Operations and Assets Department, which can be found on the Shire's website at the following link: [Roads, Driveways & Crossovers » Shire of Gingin](#)

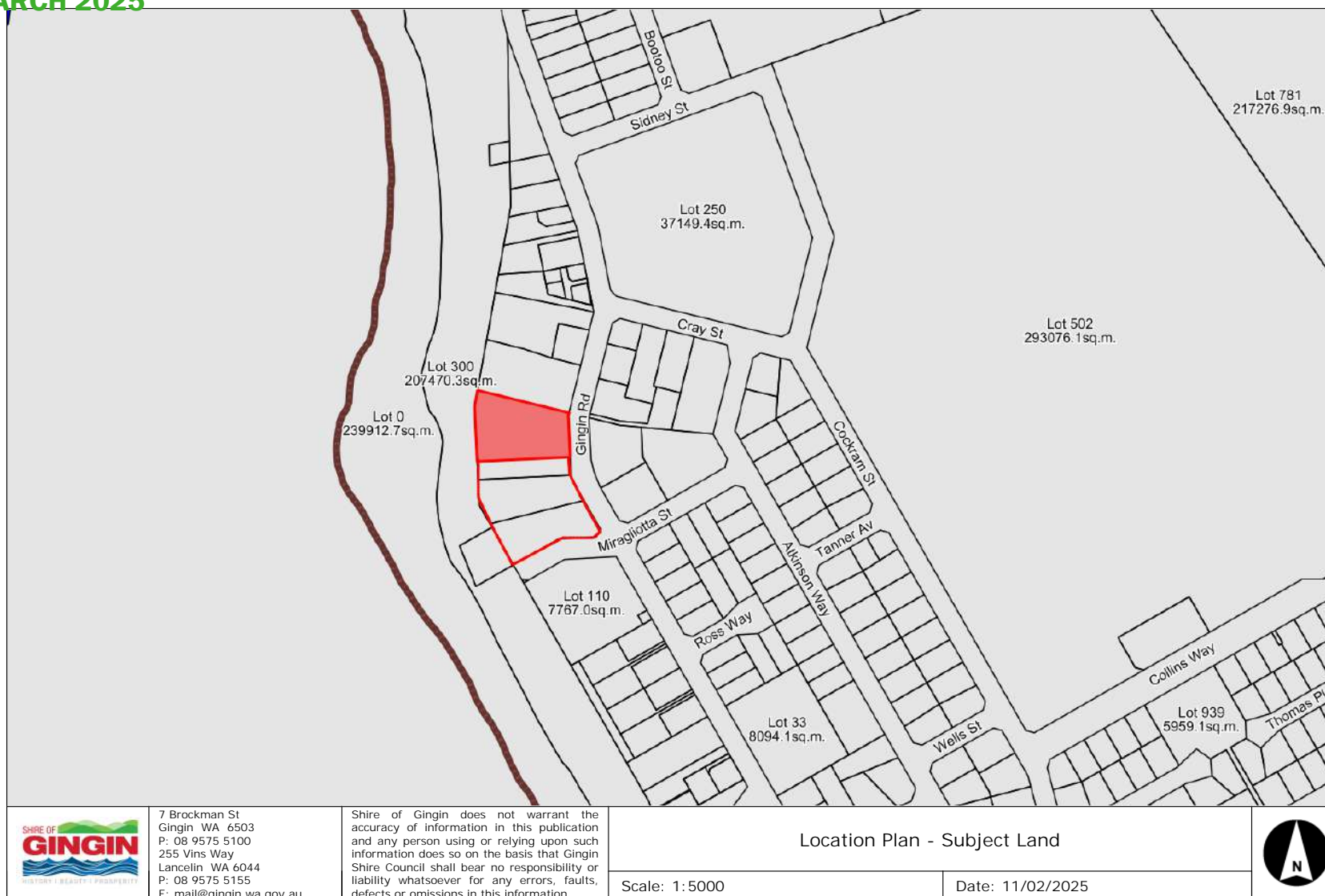
CARRIED  
7 / 1

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

AGAINST: *Councillor Peczka*







## Proposed extension for Goodoil Investments Pty Ltd Lot 4, 60 Gingin Road, Lancelin

# AND 191 GINGIN ROAD - LANCELIN

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# ISSUED FOR DEVELOPMENT APPROVAL

leonhouse  
0430 117 988  
leonhouse design pty ltd  
PO Box 873 canning bridge applecross wa 6153  
[leonhouse.net](http://leonhouse.net)

Drawing Number:  
W1013-DA\_VC\_30 10 2024  
Issue Date: 30/10/2024

PROPOSED RESIDENCE FOR 191 GINGIN ROAD - LANCELIN

DA-C

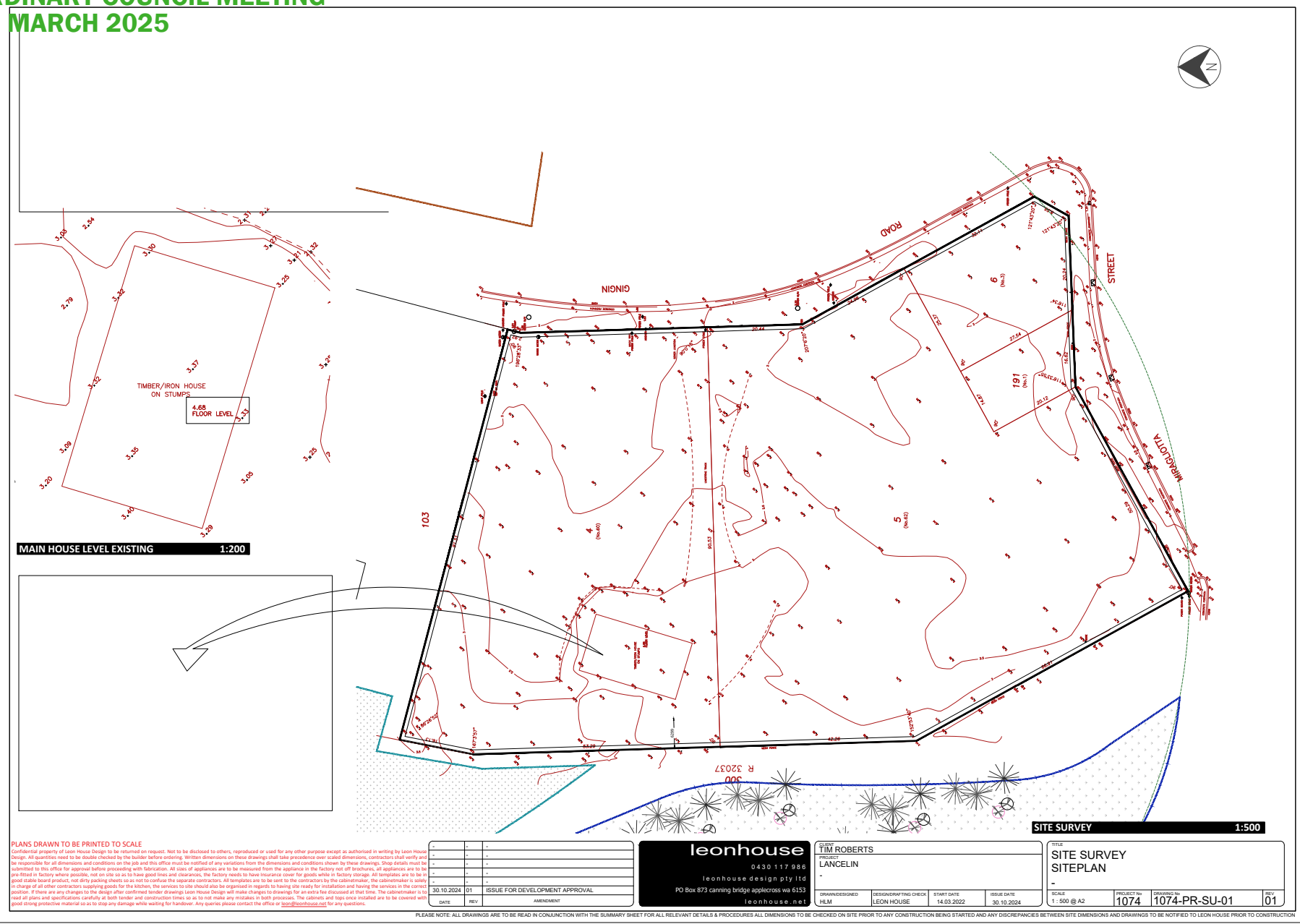
CONTENTS

1074-DA-IN-00	PAGE 00	INDEX DRAWING
1074-DA-SU-01	PAGE 01	SITE SURVEY
1074-DA-MA-01	PAGE 02	PROPOSED DEVELOPMENT
1074-DA-SS-01	PAGE 03	SITE SECTIONS
1074-DA-SE-02	PAGE 04	SITE FENCE
1074-DA-FT-03	PAGE 05	FENCE TYPE
1074-DA-LA-01	PAGE 06	LANDSCAPE PLAN
1074-DA-LT-01	PAGE 07	LANDSCAPE TABLE
1074-DA-CGI-01	PAGE 08	IMAGES OF PROPOSED DEVELOPMENT

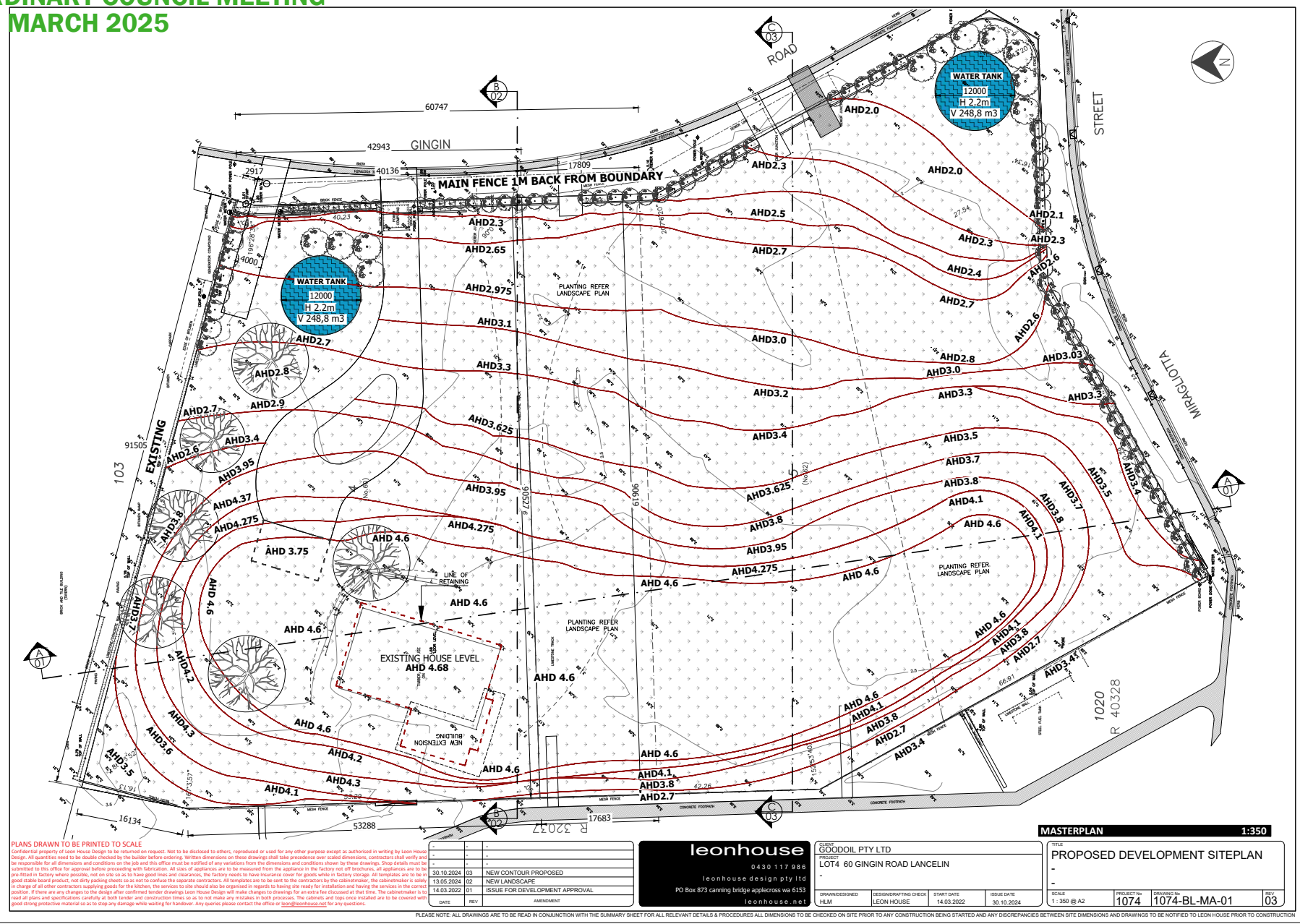
DEVELOPMENT APPROVAL

leonhouse  
0430 117 986  
leonhouse design pty ltd  
PO Box 873 canning bridge applecross wa 6153  
leonhouse.net

Drawing Number:  
W1013-DA\_VC\_26 10 2024- Rev C  
Issue Date: 26/10/2024

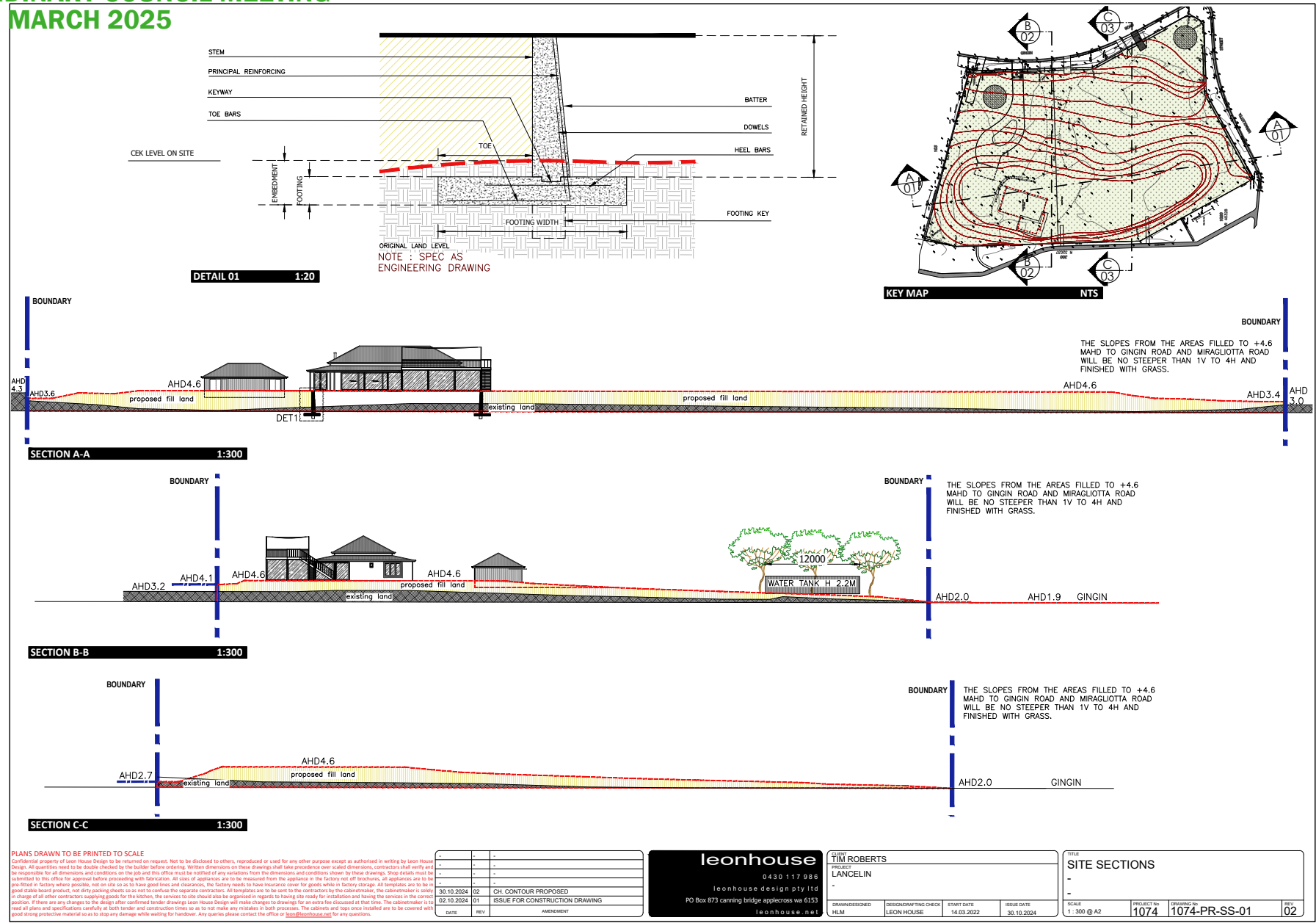


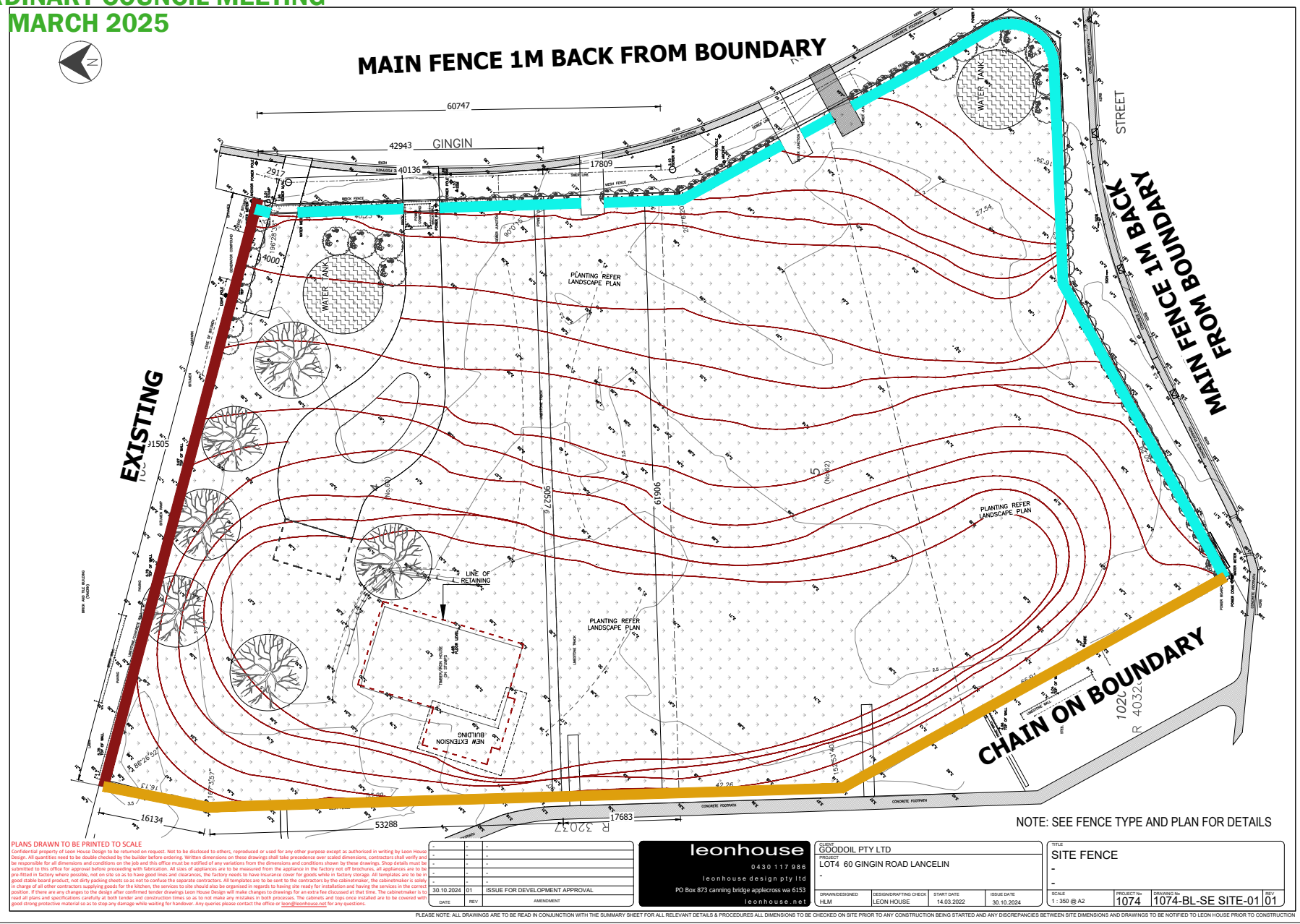




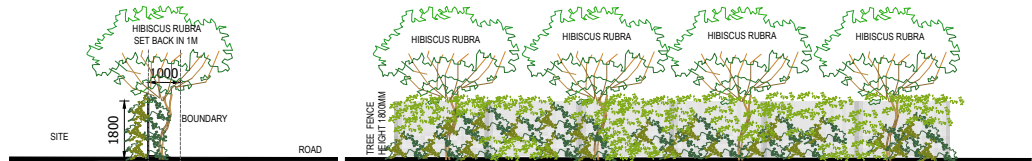
MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025

APPENDIX 14.4.3





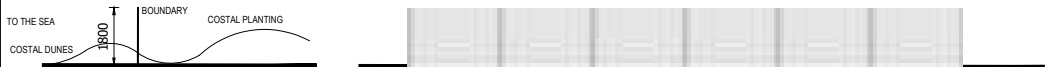




FENCE TYPE A SCREEN PLANTING



TREE FENCE SAMPLE IMAGE



FENCE TYPE B SCREEN PLANTING



PLANS DRAWN TO BE PRINTED TO SCALE

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DATE	REV	AMENDMENT
02.10.2024	01	ISSUE FOR CONSTRUCTION DRAWING

**leonhouse**

0430 117 986

leonhouse design pty ltd

PO Box 873 canning bridge applescross wa 6153

leonhouse.net

OWNER  
**TIM ROBERTS**

PROJECT  
**LANCELIN**

DRAWING DESIGNED  
HLM

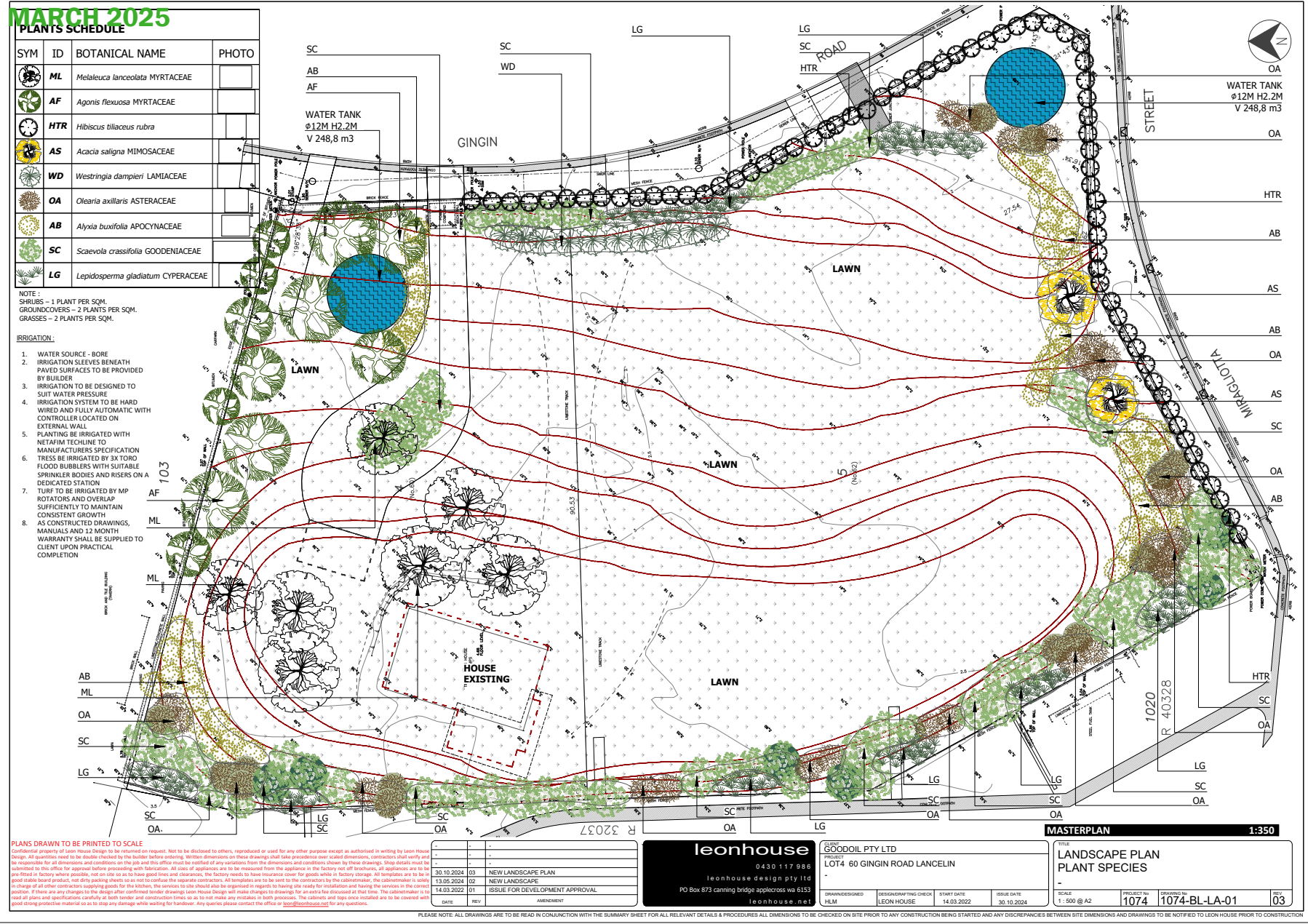
DESIGN DRAFTING CHECK  
LEON HOUSE



















START DATE  
14.03.2022

ISSUE DATE  
02.10.2024

TITLE	FENCE TYPE
SCALE	1:250 @ A2
PROJECT NO	1074
DRAWING NO	1074-PR-FT-01
REV	01

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



PLANTS SCHEDULE						
SYM	ID	BOTANICAL NAME	PHOTO	POT SIZE	HEIGHT	QTY
	<b>ML</b>	<i>Melaleuca lanceolata</i> MYRTACEAE		pot size 75L	height 3-8m	7pcs
	<b>AF</b>	<i>Agonis flexuosa</i> MYRTACEAE		pot size 75L	height 8-10m	12pcs
	<b>HTR</b>	<i>Hibiscus tiliaceus rubra</i>		75L	height 6-8m	69pcs
	<b>AS</b>	<i>Acacia saligna</i> MIMOSACEAE		150MM pot size	height 2-5m	2pcs
	<b>WD</b>	<i>Westringia dampieri</i> LAMIACEAE		150MM pot size	height 1m	131 sqm -1per sqm
	<b>OA</b>	<i>Olearia axillaris</i> ASTERACEAE		150MM pot size	height 1m	341 sqm -1per sqm
	<b>AB</b>	<i>Alyxia buxifolia</i> APOCYNACEAE		150MM pot size	height 1m	435 sqm -1per sqm
	<b>SC</b>	<i>Scaevola crassifolia</i> GOODENIACEAE		Tubestock pot size	height 400mm	940sqm -2per 1880pcs sqm:
	<b>LG</b>	<i>Lepidosperma gladiatum</i> CYPERACEAE		150MM pot size	height 1m	294sqm -2per 588pcs sqm:

**IRRIGATION:**

1. WATER SOURCE - BORE
2. IRRIGATION SLEEVES BENEATH PAVED SURFACES TO BE PROVIDED BY BUILDER
3. IRRIGATION TO BE DESIGNED TO SUIT WATER PRESSURE
4. IRRIGATION SYSTEM TO BE HARD WIRED AND FULLY AUTOMATIC WITH CONTROLLER LOCATED ON EXTERNAL WALL
5. PLANTING BE IRRIGATED WITH NETA-FIM TECHLINE TO MANUFACTURERS SPECIFICATION
6. TRESS BE IRRIGATED BY 3X TORO FLOOD BUBBLERS WITH SUITABLE SPRINKLER BODIES AND RISERS ON A DEDICATED STATION
7. TURF TO BE IRRIGATED BY MP ROTATORS AND OVERLAP SUFFICIENTLY TO MAINTAIN CONSISTENT GROWTH
8. AS CONSTRUCTED DRAWINGS, MANUALS AND 12 MONTH WARRANTY SHALL BE SUPPLIED TO CLIENT UPON PRACTICAL COMPLETION

**PLANS DRAWN TO BE PRINTED TO SCALE**

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DATE	REV	AMENDMENT
30.10.2024	01	ISSUE FOR DEVELOPMENT APPROVAL

**leonhouse**  
0430 117 986  
leonhouse design pty ltd  
PO Box 873 canning bridge applescross wa 6153  
[leonhouse.net](http://leonhouse.net)

<b>LEONHOUSE PTY LTD</b> PROJECT LOT4 60 GINGIN ROAD LANCELIN -			
DRAWING DESIGNED HLM	DESIGN DRAFTING CHECK LEON HOUSE	START DATE 14.03.2022	ISSUE DATE 30.10.2024

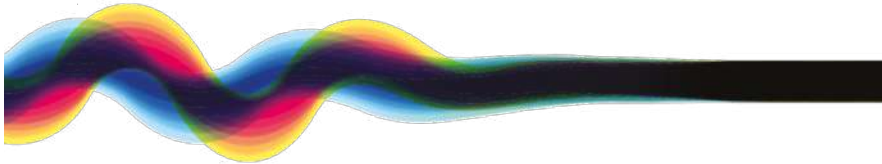
TITLE <b>LANDSCAPE TABLE</b> - -			
SCALE 1:500 @ A2	PROJECT NO 1074	DRAWING NO 1074-BL-LA-01	REV 01

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



### APPENDIX 14.4.3





element.

Our Ref: 23-286  
Your Ref: BLD/5714

21 June 2024

Chief Executive Officer  
Shire of Gingin  
PO Box 510  
GINGIN WA 6503

Via email: mail@gingin.wa.gov.au

Attention: James Bayliss – Manager Planning and Building

Dear James,

**ADDITIONAL INFORMATION IN RESPONSE TO COUNCIL DEFERRAL DECISION –  
APPLICATION FOR DEVELOPMENT APPROVAL – LOTS 4 AND 5 (60 AND 62) GINGIN  
ROAD AND LOTS 6 AND 191 (3 AND 1) MIRAGLIOTTA STREET, LANCELIN**

I refer to the application for development approval (DA) for proposed siteworks and external fixtures on Lots 4 and 5 (60 and 62) Gingin Road and Lots 6 and 191 (3 and 1) Miragliotta Street, Lancelin (subject land) and Council's associated deferral decision at its meeting held on the 19 December 2023. The Council deferral decision was as follows:

*'That this item be deferred to allow Administration to seek further clarification with regard to the type of fencing and rainwater tanks proposed and potential offsite impacts.'*

Following subsequent discussions with Shire officers the following information is attached to respond to the matters raised and in support of the DA:

1. An amended site master plan prepared by leonhouse dated 13 May 2024 (**Attachment 1**).

The amended site master plan includes relevant detail for the DA such as levels, slope and batter arrangements, water tank information, fencing and proposed and indicative future controlled access points for pedestrian and vehicles to the coastal environs and adjacent road network. Any works on the prior set of DA plans that do not form part of the proposal have been removed for clarity.

*Refer to Attachment 1 – Amended Site Master Plan*

2. A landscape concept plan prepared by Robert Finnie Design dated 14 May 2024 (**Attachment 2**).

Chief Executive Officer  
Shire of Gingin

element.

**LOTS 4 AND 5 (60 AND 62) GINGIN ROAD AND LOTS 6 AND 191 (3 AND 1) MIRAGLIOTTA STREET, LANCELIN**

The landscape concept plan addresses landscaping treatments including in respect to screening the proposed water tanks, fill levels and associated gradients, fencing arrangements, proposed and indicative future controlled access points for pedestrian and vehicles to the coastal environs and adjacent road network, and verge treatments.

*Refer to Attachment 2 – Landscape Concept Plan*

3. Correspondence from MP Rogers & Associates dated 20 May 2024 (**Attachment 3**).

The letter responds to whether or not from a hydraulic action perspective under an inundation event, whether the proposed fill will potentially be moved off the site on to adjoining or nearby property.

Based on available research MP Rogers & Associates recommends that banks on the eastern side of all fill could be grassed to provide suitable protection against erosion in the extreme inundation event outlined in the relevant Baird report. The banks of the fill would then not erode and not be moved off the subject land. The letter also comments on the landscape concept plan at Attachment 2 and confirms that the plan shows the proposed areas of fill to have grassed banks in accordance with their advice.

*Refer to Attachment 3 – MP Rogers & Associates Correspondence (20 May 2024)*

4. Correspondence from Dom's Total Grounds Maintenance dated 10 May 2024 (**Attachment 4**).

The letter sets out a series of area based water consumption calculations in respect to the proposed establishment of new lawns and gardens and confirms that each of the proposed water tanks will need to be capable of holding a minimum of 235,000L each to meet establishment watering requirements.

*Refer to Attachment 4 – Dom's Total Grounds Maintenance Correspondence (10 May 2024)*

Based on the information provided as set out above it is considered that the following matters have now been appropriately addressed.

#### Inundation and Fill Dispersal Risk

Inundation and fill dispersal risk has been addressed as per the advice from MP Rogers & Associates in Attachment 3, with associated recommendations being incorporated into the landscape concept plan at Attachment 2.

#### Fencing

All fencing detail is shown on the landscape concept plan at Attachment 2. Fencing is proposed to include a combination of:

- a) 1800mm chain link black fence on western coastal environs boundary.

Chief Executive Officer  
Shire of Gingin

element.

**LOTS 4 AND 5 (60 AND 62) GINGIN ROAD AND LOTS 6 AND 191 (3 AND 1) MIRAGLIOTTA STREET, LANCELIN**

- b) Limestone block retaining wall (approximately 500mm high) with 1800mm chain link black fence set back one (1) metre from property boundary with appropriate coastal screen planting to boundary (ex. Cottonwood Hibiscus).
- c) Limestone block retaining wall (approximately 500mm high) with 1800mm high open vertical hardwood timber batten fence (or suitable alternative) either on or set back one (1) metre from property boundary with appropriate coastal screen planting (ex. Metrosideros hedge).

For more information on proposed fencing treatments refer to the landscape concept plan at Attachment 2.

*Refer to Attachment 2 – Landscape Concept Plan*

#### Landscaping

The landscape concept plan at Attachment 2 clearly depicts that the proposed water tanks will be well screened from the adjacent road network by dense plantings and have little visual or other amenity impact on public areas near the subject land.

#### Dust Stabilisation

Dust stabilisation measures are proposed to include sprinklers, rapidly established landscaping and spray on stabilisation (hydro mulch or similar) on an as needs basis.

#### Outline Development Plan Considerations

In our view the development proposal does not compromise the ability to deliver the applicable Outline Development Plan (ODP) intent and therefore would constitute an orderly and proper development outcome that will positively impact the character and amenity of the locality.

The nature and extent of development proposed comprises primarily civil works only and with relatively minor modifications and adjustments would allow the ODP intent to be delivered in due course if necessary.

#### Transportation of Fill

It is understood that the Shire wishes to understand the quantum and frequency of truck movements that would be required to deliver fill to the subject land. Whilst the fill has yet to be sourced, it is expected that it will be delivered over an approximate 3-month period via a route typically comprising Lancelin Road, Walker Avenue and Gingin Road direct to site.

The quantum of fill required is expected to be in the order of 25,000-30,000m<sup>3</sup>. Using a mid-point of 27,500m<sup>3</sup> of fill and a standard 50 tonne truck and dog trailer configuration, it is expected there would be an average of less than:

1. 16 truck movements per weekday.
2. Two (2) truck movements per hour on a weekday based on an 8-hour access window.

Chief Executive Officer  
Shire of Gingin

element.

**LOTS 4 AND 5 (60 AND 62) GINGIN ROAD AND LOTS 6 AND 191 (3 AND 1) MIRAGLIOTTA STREET, LANCELIN**

Having regard to the nature of the existing use of the road network this level of truck movements is not expected to adversely impact road structure in the locality.

I trust that the above and attached information addresses the matters raised as a consequence of the Council deferral of the DA. Should you have any queries or require clarification on the information or matters raised above, please do not hesitate to contact the undersigned on 0404 074 631.

Yours sincerely

**element**



Murray Casselton

Principal - Planning

Encs

element acknowledges the Whadjuk people of the Noongar nation as Traditional Owners of the land on which we live and work. We acknowledge and respect their enduring culture, their contribution to the life of this city, and Elders, past and present.



**Attachment 1**

**Amended Site Master Plan  
leonhouse – 13 May 2024**



PLANS DRAWN TO BE PRINTED TO SCALE

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DATE	REV	AMENDMENT
13.05.2024	02	NEW LANDSCAPE
14.03.2022	01	ISSUE FOR DEVELOPMENT APPROVAL

**leonhouse**  
0430 117 986  
leonhouse.design@ptltd  
PO Box 873 Canning Bridge VIC 3013  
leonhouse.net

DRAWING DESIGNED	DESIGN DRAFTING CHECK	START DATE	ISSUE DATE
HLM	LEON HOUSE	14.03.2022	13.05.2024

MASTERPLAN

1:500

TITLE	PROJECT	SCALE	PROJECT NO.	DRAWING NO.	REV.
MASTER PLAN FOR DA	LOT 4 60 GINGIN ROAD LANCELIN	1:500 @ A2	1074	1074-BL-MA-01	02

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION.

**Attachment 2**

**Landscape Concept Plan**

**Robert Finnie Design - 14 May 2024**

# MINUTES

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## ORDINARY COUNCIL MEETING

### 18 MARCH 2025

## APPENDIX 14.4.4



DRAWN  
BY  
SCALE  
1:250 @ A1  
DATE  
14.09.2004  
DWG NO  
LDA-01  
REV: 0

**Attachment 3**

**Correspondence**

**MP Rogers & Associates – 20 May 2024**

m p rogers & associates pl ABN 14 062 681 252

consulting engineers specialising in coastal, port and marine projects

Form 001 10/01/14

Suite 1, 128 Main Street  
Osborne Park WA 6017, Australia  
e: admin@coastsandports.com.au  
t: +61 8 9254 6600

Our reference: K2032:MPR:Letter 24025 Rev 1.docx  
Enquiries: Mick Rogers, direct line: 0417 981 020

20 May 2024

Goodoil Investments Pty Ltd  
Level 2, 1 Station Street  
COTTESLOE, WA 6011

Attention: Mr Marcus LeMessurier

Dear Marcus

**LOT 4, 60 GINGIN ROAD, LANCELIN – STABILITY OF FILL**

In your email of 12 April 2024, your Item 1 outlined the following query from the Council.  
*“From a hydraulic action perspective under an inundation event, will the fill potentially be moved off the site onto adjoining property?”*

We have reviewed the Baird report titled Gingin Coastal Inundation Study dated 1 July 2020 (13288.101.R1.Rev1). This study identified that under extreme ocean conditions, the primary dunes in Lancelin may be breached in places and ocean water could inundate the low lying areas east of the primary dune system. Such a scenario could inundate much of Gingin Road. The Baird study includes an extreme case for inundation being the 500 year Average Recurrence Interval design storm in the planning year 2120. This scenario also included an allowance of 0.9 m for possible sea level rise to 2120.

The Baird inundation map for the above design case, indicated that the inundation depths would be generally less than 1 m for most of the low lying areas. There would be some localised areas with up to 2 m of inundation.

The Baird inundation map shows inundation on the eastern side of Lot 4, 60 Gingin Road. Our assessment of the nature of that flooding is that the flood currents on the eastern side of your property may be in the order of 1 m/s, but only for a short period of time.

Research completed by the Delft University of Technology in the Netherlands indicates that grassed embankments would be suitable for currents up to 2 m/s (Table 7.1 of Coastal Protection, edited by Krystian W. Pilarczyk, published by A.A Balkema, Rotterdam, 1990.)

Consequently, we recommended that banks on the eastern side of all fill could be grassed to provide suitable protection against erosion in the extreme inundation event outlined in the Baird report. The banks of the fill would not erode and hence not be moved off your property.

Following our discussions and meeting concerning this item, you have provided the attached landscaping DA plan LDA-01 Rev C prepared by Robert Finnie Design and dated 14 May 2024. This plan shows the proposed areas of fill to have grassed banks in accordance with our advice.

Yours sincerely



for and on behalf of

m p rogers & associates pl

marinas boat harbours canals breakwaters seawalls jetties dredging beaches climate change



# MINUTES

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## ORDINARY COUNCIL MEETING

### 18 MARCH 2025

## APPENDIX 14.4.4

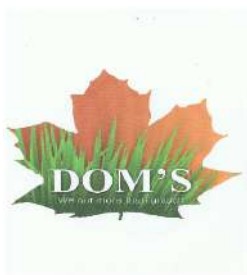


DRAWN  
BY  
SCALE  
1:250 @ A1  
DATE  
14.09.2004  
DWG NO  
LDA-01  
REV: 0

**Attachment 4**

**Correspondence**

**Dom's Total Grounds Maintenance – 10 May 2024**



**Dom's Total Grounds  
Maintenance**

PO Box 4013  
BELDON WA 6027

10<sup>th</sup> May 2024

To whom it may concern

I am writing regarding your query pertaining to the water storage tanks at the property of Lot 4 Number 60 Gingin Road Lancelin. I have calculated the litreage of the storage tanks required whilst establishing new lawns (7000 m2) and new gardens (4000 m2).

To water these new gardens and lawns 3 x cycles would be needed per day. The water usage per cycle for the lawns only, will be approximately 72,000 L per cycle, and the gardens will be approximately 30,000 L per cycle. Therefore, 102,000 L of water per cycle at 3 x times per day will be 306,000 L of water required per day.

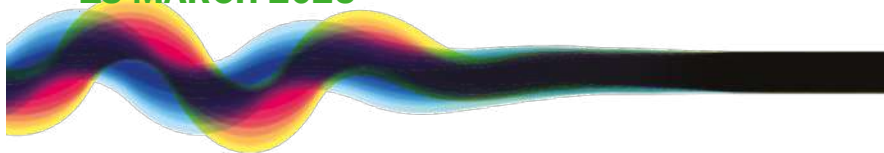
Each bore pump will only pump approximately 35L per minute, reason being if we draw larger amounts of water per minute, then the salt content will be too high. Over 24 hours this accumulates to 50,400 L per tank per day. For example, each tank will use 153,000 L per day where each bore will only provide 50,400 L per day.

So, prior to watering commencing, the tanks will need to be capable of holding 235,000 L minimum each. If the tanks were to be smaller in volume, then we would be running out of water by day 3.

Therefore, this is the reasoning of the size of the water storage tanks that we have proposed for this property.

Kind regards

Domenic Coniglio  
Dom's Total Grounds Maintenance



element.

Our Ref: 23-286  
Your Ref: BLD/5714

22 November 2024

Chief Executive Officer  
Shire of Gingin  
PO Box 510  
GINGIN WA 6503  
Via email: mail@gingin.wa.gov.au

Attention: James Bayliss – Executive Manager Regulatory & Development Services

Dear James,

**ADDITIONAL INFORMATION – APPLICATION FOR DEVELOPMENT APPROVAL – LOTS 4 AND 5 (60 AND 62) GINGIN ROAD AND LOTS 6 AND 191 (3 AND 1) MIRAGLIOTTA STREET, LANCELIN**

I refer to the application for Development Approval (DA) for proposed siteworks and external fixtures on Lots 4 and 5 (60 and 62) Gingin Road and Lots 6 and 191 (3 and 1) Miragliotta Street, Lancelin (subject land) and the request via the Shire of Gingin's Planning Consultants, Altus Planning, for additional information and clear supporting plans.

In respect to this request, please find attached for your consideration an updated amended plan set (**Attachment 1**) prepared by Leonhouse Design Pty Ltd comprising:

1. Site Survey (Drawing No. 1074-DA-SU-01).
2. Proposed Development Plan (Drawing No. 1074-DA-MA-01).
3. Site Sections (Drawing No. 1074-DA-SS-01).
4. Site Fence Plan (Drawing No. 1074-DA-SE-02).
5. Fence Types (Drawing No. 1074-DA-FT-03).
6. Landscape Concept Plan (Drawing No. 1074-DA-LA-01).
7. Landscape Table (Plants Schedule) (Drawing No. 1074-DA-LT-01).
8. Images of Proposed Development (Drawing No. 1074-DA-CGI-01).
9. A letter is also attached from **Porter Consulting Engineers dated 22 November 2024**, providing technical commentary on the capacity of the local road network to accommodate truck movements associated with bringing fill to site (**Attachment 2**).

The updated amended plan set and Porter Consulting Engineers letter should be read in conjunction with:

1. The 21 June 2024 re-lodgement submission to the Shire of Gingin (the Shire) in response to Council's December 2023 deferral decision which addresses various associated technical matters.
2. Email exchanges with the Shire's officers on 19 November 2024 in relation to the manner in which fill stabilisation arrangements are secured until such time as the subject land is further developed.

Additional comments in relation to the updated amended plan set are provided below.

Chief Executive Officer  
Shire of Gingin

element.

ADDITIONAL INFORMATION – APPLICATION FOR DEVELOPMENT APPROVAL – LOTS 4 AND 5 (60 AND 62) GINGIN ROAD AND LOTS 6 AND 191 (3 AND 1) MIRAGLIOTTA STREET, LANCELIN

#### Proposed Development Plan

The information and contours provided on the proposed development plan clearly depict the nature and extent of the proposed development, water tanks, finished fill levels and battering proposed to lawn areas. All superfluous information provided on previous plans has been removed.

Levels at their lowest point are approximately 2.0m AHD at the southeastern corner of the site near the intersection of Gingin Road and Miragliotta Street and increase to 4.6m AHD to have an appropriate level relative to the floor level of the existing house on site at 4.68m AHD.

#### Site Sections

The provided site sections and supporting key map clearly depict proposed fill levels across the subject land and the relationship between these levels and the existing house on site. The section also clearly depicts the extent and slope of the battered lawn areas that will perform a fill stabilisation function in the circumstance of a coastal inundation event.

#### Site Fence Plan and Fence Types

All fencing detail is shown on the site fence plan and fence types drawing. Fencing is proposed to include a combination of:

- a) 1800mm high chain link black fence inset one metre from the property boundaries along the majority of the Gingin Road (east) and Miragliotta Street (south) frontages, screened by dense plantings of Hibiscus Rubra.
- b) 1800mm high brushwood fence at the corner of Gingin Road and Miragliotta Street.
- c) 1800mm high chain link black fence on the coastal (western) frontage with coastal plantings behind.
- d) Existing retained fencing along the northern property boundary.

Sample images are also provided showing the proven effectiveness of the fencing and dense landscaping combination to provide an attractive high quality visual amenity outcome and effective screening.

#### Landscape Concept Plan, Plant Schedule and Images of Proposed Development

The level of landscape detail provided in the landscape concept plan, plant schedule and images of the proposed development should now be sufficient to satisfy the typical level of information required for a **standard condition of development approval**. It also a clear representation of the proposed appearance and high level of visual amenity of the development viewed both internally and externally from the adjacent public realm. Details of proposed irrigation arrangements are also provided.

It should also be evident on the landscape concept plan that the proposed approximately 250,000L water tanks will be well screened from the adjacent road network by dense plantings of *Hibiscus tiliaceus rubra*, *Agonis flexuosa* MYRTACEAE and *Alyxia buxifolia* APOCYNACEAE and will have little adverse visual or other amenity impact on public areas near the subject land. Indeed, the proposed development will improve the visual amenity on the site and in the locality generally. This positive outcome is also clearly depicted in the provided images of the proposed development which include clear external views of the development from adjacent street frontages, the Gingin Road and Miragliotta Street corner, and the western coastal environs.

Chief Executive Officer  
Shire of Gingin

element.

ADDITIONAL INFORMATION – APPLICATION FOR DEVELOPMENT APPROVAL – LOTS 4 AND 5 (60 AND 62) GINGIN ROAD AND LOTS 6 AND 191 (3 AND 1) MIRAGLIOTTA STREET, LANCELIN

The extent and nature of battered lawn areas (banks) that are intended to perform a fill stabilisation function on the eastern side of the subject land are also clearly identified, and are consistent with the related advice provided by coastal engineers, MP Rogers and Associates, dated 20 May 2024.

#### Truck Movements

The letter provided by Porter Consulting Engineers dated 22 November 2024 provides technical commentary on the capacity of the local road network to accommodate truck movements associated with bringing fill to site.

The letter notes that a total of 15,000-20,000T of sand material is required to fill the site to meet the engineering requirements of the development. It is expected this material will be delivered to the site via semi-trailers on turn-around from a local sand source, with the expected haulage route to include a direct path along Lancelin Road, Walker Avenue and Gingin Road.

There is no set program as yet for the transport of fill material to the site. However, given the site location and distance from the expected sand source, Porter Consulting Engineers expect the fill to be delivered to the site over a four week period. This is based on the movement of fill being limited to semi-trailers carrying 25-26T per load, and the semi-trailers making an average of five (total) truck movements per hour over a ten hour day, with turnaround facilities provided within the boundaries of the subject land.

Based on the above, the advice from Porter Consulting Engineers concludes that while the additional five semi-trailer movements per hour will likely increase the local heavy vehicle movements over the four week period, this increase will have little to no impact on local traffic.

Further details in relation to the transport of fill material to the site can be appropriately addressed as part of the preparation of a construction management plan prior to the commencement of works. It is anticipated that this requirement will be included as a condition of development approval.

I trust that the above and attached information addresses the matters raised in respect to the application. Should you have any queries or require clarification on the information or matters raised above, please do not hesitate to contact the undersigned on 0404 074 631.

Yours sincerely  
**Element Advisory**



Murray Casselton  
Principal - Planning

cc. Altus Planning, Attention: Jayden Pope

Element Advisory acknowledges the Whadjuk people of the Noongar nation as Traditional Owners of the land on which we live and work. We acknowledge and respect their enduring culture, their contribution to the life of this city, and Elders, past and present.



**Attachment 1**  
**Updated Amended Plan Set**  
**Leonhouse Design Pty Ltd**  
**October 2024**

## Proposed extension for Goodoil Investments Pty Ltd Lot 4, 60 Gingin Road, Lancelin

# AND 191 GINGIN ROAD - LANCELIN

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# ISSUED FOR DEVELOPMENT APPROVAL

leonhouse

0430 117 988  
leonhouse design pty ltd  
PO Box 873 Canning Bridge Applecross WA 6153  
[leonhouse.net](http://leonhouse.net)

Drawing Number:  
W0119124 01 18 10 2024

PROPOSED RESIDENCE FOR 191 GINGIN ROAD - LANCELIN

DA-C

CONTENTS

1074-DA-IN-00	PAGE 00	INDEX DRAWING
1074-DA-SU-01	PAGE 01	SITE SURVEY
1074-DA-MA-01	PAGE 02	PROPOSED DEVELOPMENT
1074-DA-SS-01	PAGE 03	SITE SECTIONS
1074-DA-SE-02	PAGE 04	SITE FENCE
1074-DA-FT-03	PAGE 05	FENCE TYPE
1074-DA-LA-01	PAGE 06	LANDSCAPE PLAN
1074-DA-LT-01	PAGE 07	LANDSCAPE TABLE
1074-DA-CGI-01	PAGE 08	IMAGES OF PROPOSED DEVELOPMENT

DEVELOPMENT APPROVAL

leonhouse

0430 117 986

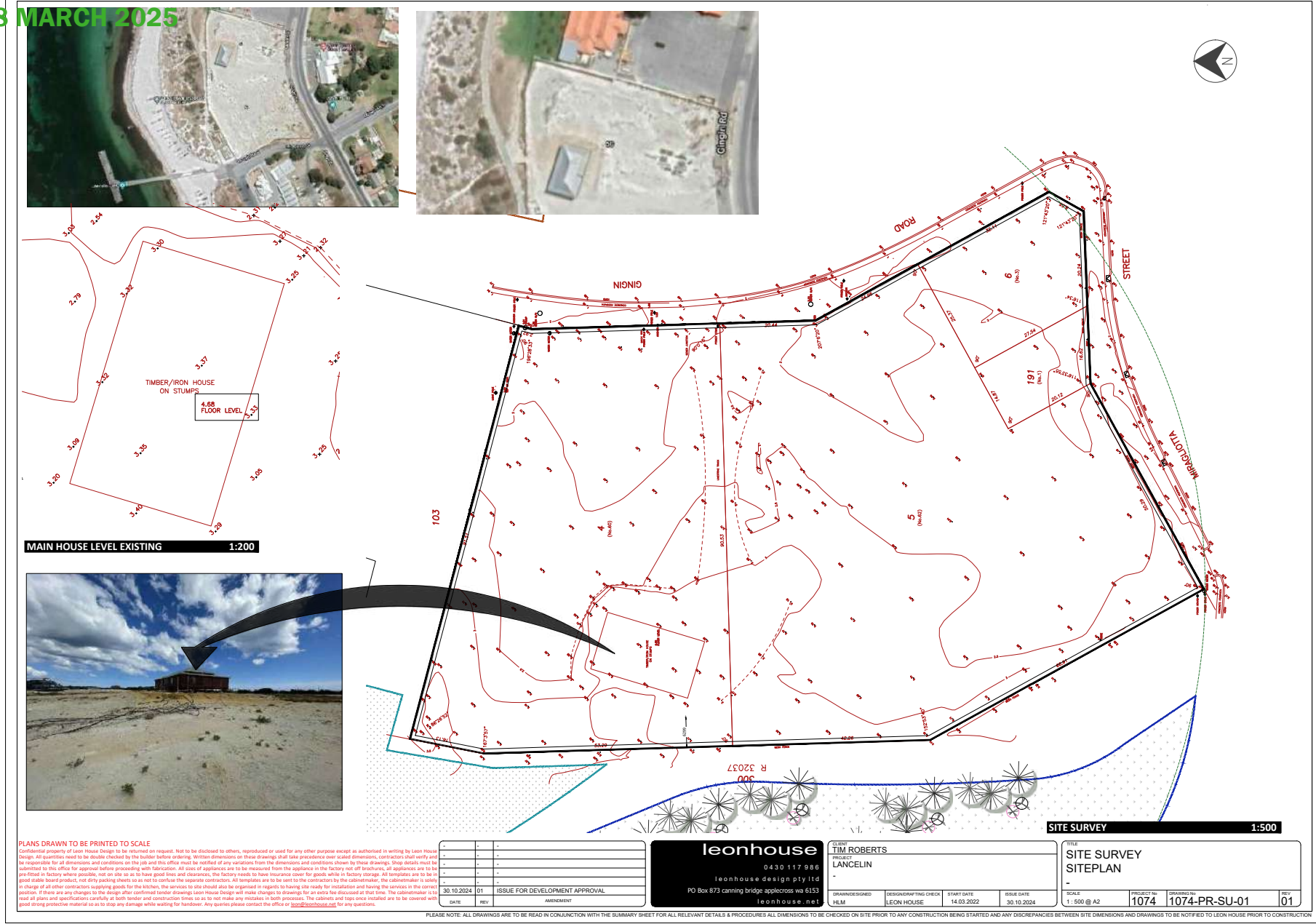
leonhouse design pty ltd

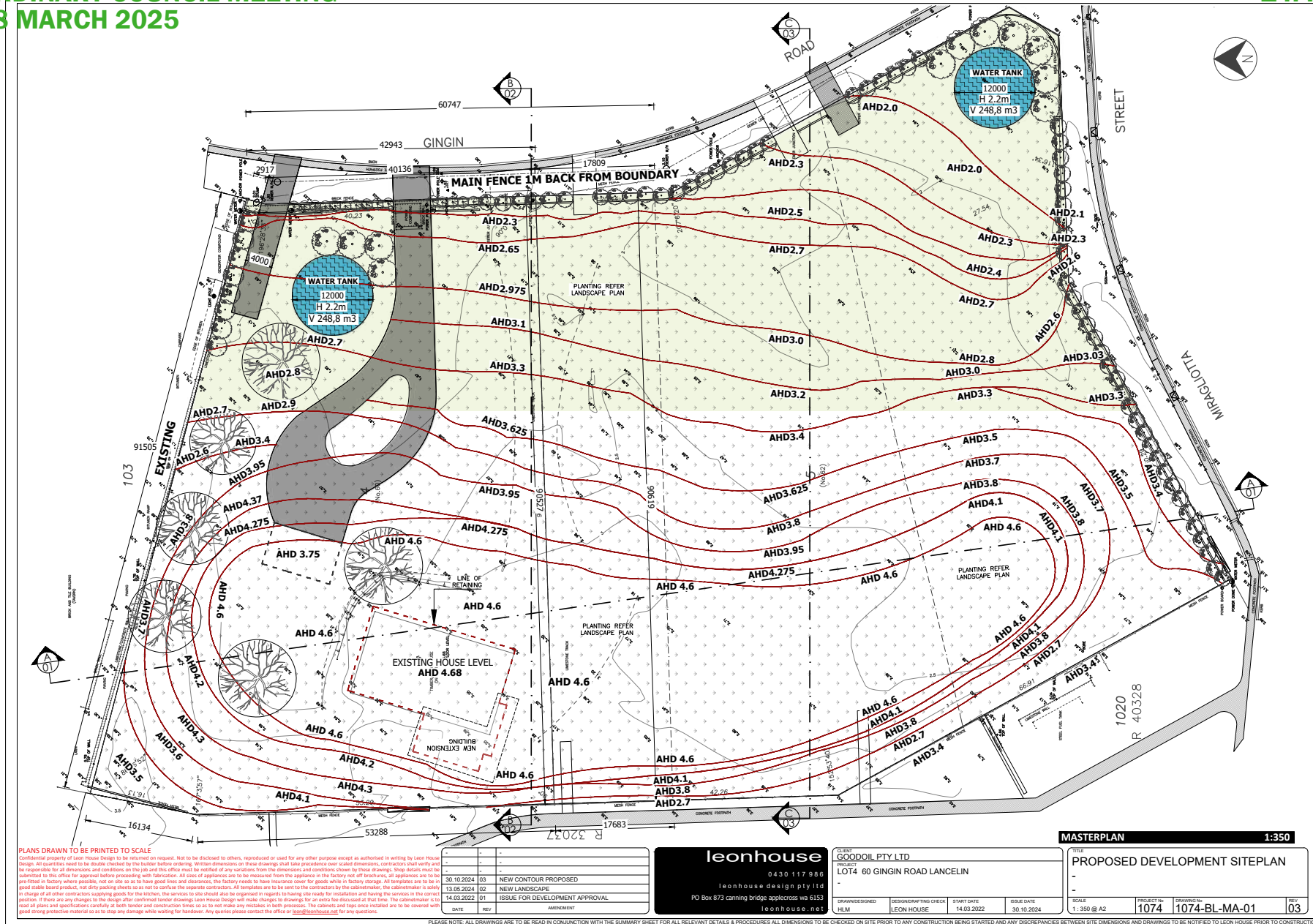
PO Box 873 Canning Bridge Applecross WA 6153

leonhouse.net

Drawing Number:

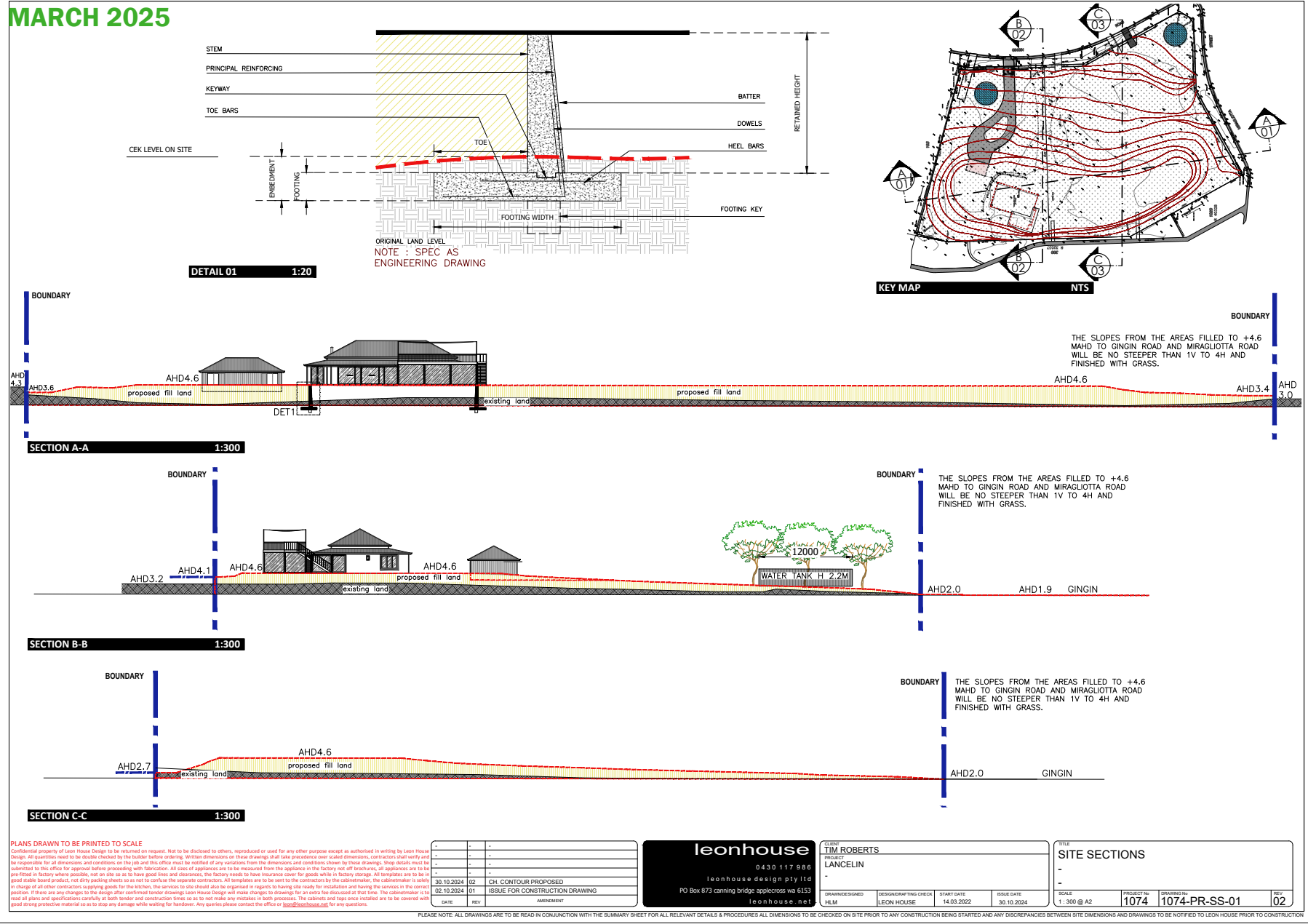
101019 DA VP 16 10 2024 Rev C



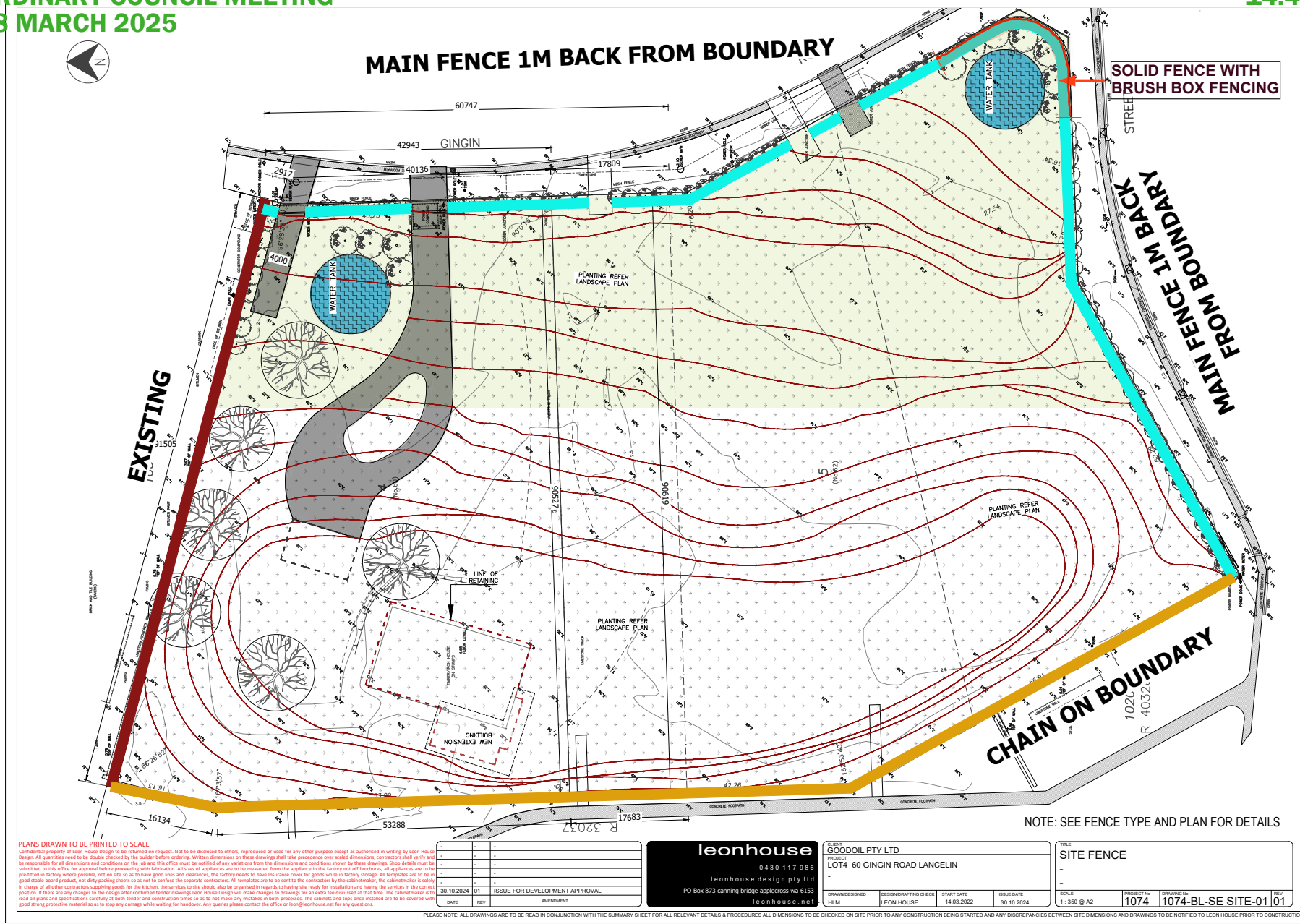


MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025

APPENDIX  
14.4.5

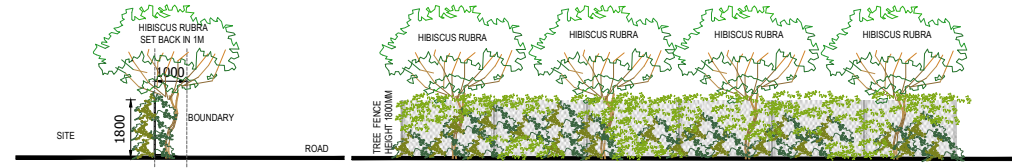






MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025

APPENDIX  
14.4.5



FENCE TYPE A SCREEN PLANTING



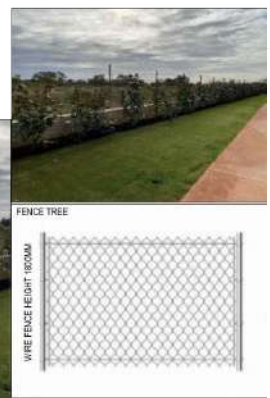
FENCE TYPE B



FENCE TYPE B SCREEN PLANTING



TREE FENCE SAMPLE IMAGE



FENCE TREE  
WIRE FENCE HEIGHT 1800MM



FENCE SAMPLE IMAGE



WIRE FENCE HEIGHT 1800MM

PLANS DRAWN TO BE PRINTED TO SCALE

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DATE	REV	AMENDMENT
02.10.2024	01	ISSUE FOR CONSTRUCTION DRAWING

**leonhouse**

0430 117 986

leonhouse design pty ltd

PO Box 873 canning bridge applecross wa 6153

leonhouse.net

CLIENT  
**TIM ROBERTS**

PROJECT  
**LANCELIN**

DRAWING DESIGNED  
**HLM**

DESIGN DRAFTING CHECK  
**LEON HOUSE**

START DATE  
**14.03.2022**

ISSUE DATE  
**02.10.2024**

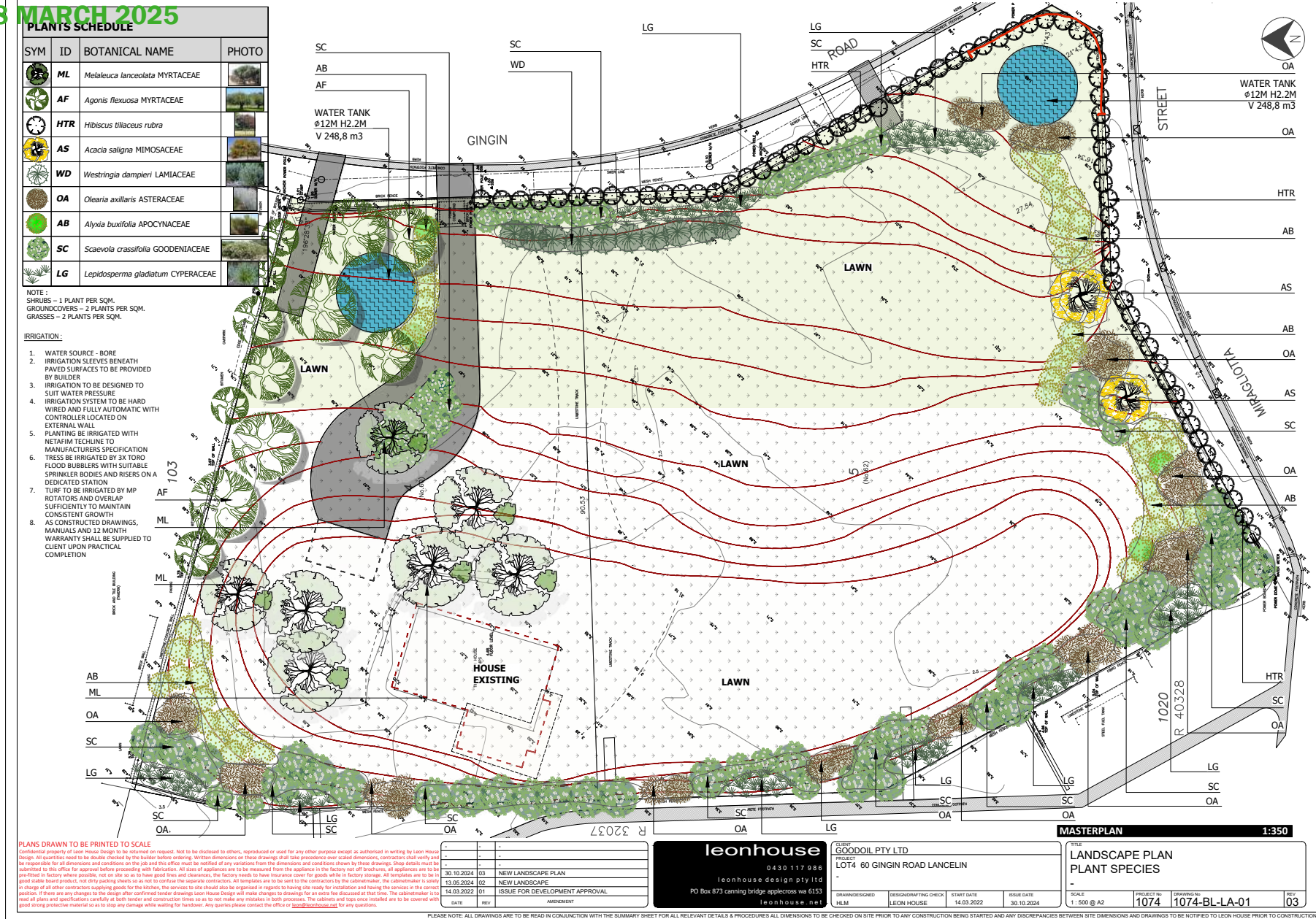
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SCALE	PROJECT No
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DRAWING No	REV
1074-PR-FT-01	01



















PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025

APPENDIX  
14.4.5



PLANTS SCHEDULE						
SYM	ID	BOTANICAL NAME	PHOTO	POT SIZE	HEIGHT	QTY
	<b>ML</b>	<i>Melaleuca lanceolata</i> MYRTACEAE		pot size 75L	height 3-8m	7pcs
	<b>AF</b>	<i>Agonis flexuosa</i> MYRTACEAE		pot size 75L	height 8-10m	12pcs
	<b>HTR</b>	<i>Hibiscus tiliaceus rubra</i>		75L	height 6-8m	69pcs
	<b>AS</b>	<i>Acacia saligna</i> MIMOSACEAE		150MM pot size	height 2-5m	2pcs
	<b>WD</b>	<i>Westringia dampieri</i> LAMIACEAE		150MM pot size	height 1m	131 sqm -1per sqm
	<b>OA</b>	<i>Olearia axillaris</i> ASTERACEAE		150MM pot size	height 1m	341 sqm -1per sqm
	<b>AB</b>	<i>Alyxia buxifolia</i> APOCYNACEAE		150MM pot size	height 1m	435 sqm -1per sqm
	<b>SC</b>	<i>Scaevola crassifolia</i> GOODENIACEAE		Tubestock pot size	height 400mm	940sqm -2per 1880pcs sqm:
	<b>LG</b>	<i>Lepidosperma gladiatum</i> CYPERACEAE		150MM pot size	height 1m	294sqm -2per 588pcs sqm:

**IRRIGATION :**

1. WATER SOURCE - BORE
2. IRRIGATION SLEEVES BENEATH PAVED SURFACES TO BE PROVIDED BY BUILDER
3. IRRIGATION TO BE DESIGNED TO SUIT WATER PRESSURE
4. IRRIGATION SYSTEM TO BE HARD WIRED AND FULLY AUTOMATIC WITH CONTROLLER LOCATED ON EXTERNAL WALL
5. PLANTING BE IRRIGATED WITH NETAFFIM TECHLINE TO MANUFACTURERS SPECIFICATION
6. TREES BE IRRIGATED BY 3X TORO FLOOD BUBBLERS WITH SUITABLE SPRINKLER BODIES AND RISERS ON A DEDICATED STATION
7. TURF TO BE IRRIGATED BY MP ROTATORS AND OVERLAP SUFFICIENTLY TO MAINTAIN CONSISTENT GROWTH
8. AS CONSTRUCTED DRAWINGS, MANUALS AND 12 MONTH WARRANTY SHALL BE SUPPLIED TO CLIENT UPON PRACTICAL COMPLETION

**PLANS DRAWN TO BE PRINTED TO SCALE**

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DATE	REV	AMENDMENT
30.10.2024	01	ISSUE FOR DEVELOPMENT APPROVAL

**leonhouse**  
0430 117 986  
leonhouse design pty ltd  
PO Box 873 canning bridge applescross wa 6153  
leonhouse.net

CLIENT <b>GOODOIL PTY LTD</b>
PROJECT <b>LOT4 60 GINGIN ROAD LANCELIN</b>
DRAWING DESIGNED <b>HLM</b>
DESIGN DRAFTING CHECK <b>LEON HOUSE</b>
START DATE <b>14.03.2022</b>
ISSUE DATE <b>30.10.2024</b>

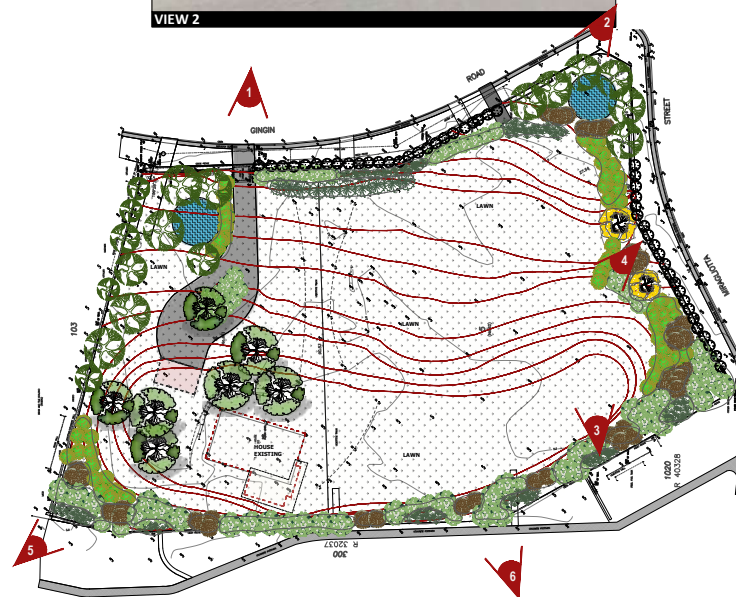
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PROJECT No <b>1074</b>
DRAWING No <b>1074-BL-LA-01</b>
REV <b>01</b>

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

## APPENDIX 14.4.5



### PLANS DRAWN TO BE PRINTED TO SCALE

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DATE	REV	AMENDMENT
30.10.2024	01	ISSUE FOR DEVELOPMENT APPROVAL

**leonhouse**  
0430 117 986  
leonhouse design pty ltd  
PO Box 873 canning bridge applescross wa 6153  
leonhouse.net

CLIENT <b>GOODOIL PTY LTD</b>	PROJECT <b>LOT4 60 GINGIN ROAD LANCELIN</b>
DRAWING DESIGNED <b>HLM</b>	DESIGN DRAFTING CHECK <b>LEON HOUSE</b>
START DATE <b>14.03.2022</b>	ISSUE DATE <b>30.10.2024</b>

TITLE <b>IMAGES OF PROPOSED DEVELOPMENT</b>	SCALE <b>1:800 @ A2</b>	PROJECT NO <b>1074</b>	DRAWING NO <b>1074-DA-CGI-01</b>	REV <b>01</b>
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PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION

**Attachment 2**

**Technical Correspondence - Transport of Fill Material**

**Porter Consulting Engineers**

**22 November 2024**





Our Ref: JK/KH/L274.24.docx

22 November 2024

Shire of Gingin  
PO Box 510  
GINGIN WA 6503

Level 2 Kishorn Court  
58 Kishorn Road  
Mount Pleasant WA 6153

PO Box 1036  
Canning Bridge WA 6153

Tel: (08) 9315 9955  
Email: [office@portereng.com.au](mailto:office@portereng.com.au)  
[www.portereng.com.au](http://www.portereng.com.au)

**Attention: Planning Department**

**LOT 4 & LOTS 900-902 GINGIN ROAD, LANCELIN  
TRANSPORT OF FILL MATERIAL**

Porter Consulting Engineers has been asked to review the earthworks required to develop the above site in relation to the immediate impact the works may have on the surrounding road network.

The works proposed to be undertaken at the above site include initial siteworks, preparatory earthworks and import filling. A total of 15,000-20,000T of sand material is required to fill the site to meet the engineering requirements of the development. It is expected this material will be delivered to the site via semi-trailers on turn-around from a local sand source. The exact sand source is not yet confirmed, though is expected to be within 25-30km of Lancelin. The expected haulage route includes a direct path along Lancelin Road/ Walker Avenue onto Gingin Road to the site.

There is no set program as yet for the transport of the fill material to the site, however given the site location and distance from the expected sand source, we expect the fill could be delivered to the site within a 4 week period, based on:

1. The movement of fill will be limited to semi-trailers carrying 25-26T per load.
2. The semi-trailers making an average of 5 (total) truck movements per hour over a 10 hour day.
3. Access and Egress from the site will accommodate the semi-trailers turning around within the site.
4. Timing of the fill import will avoid school holidays.

It is acknowledged that the additional 5 semi-trailer movements per hour will likely increase the local heavy vehicle movements over the 4 week period, however this increase will have little to no impact on local traffic.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'J King'.

**JAMIE KING  
SENIOR PROJECT ENGINEER**

Enc.

cc: Marcus LeMessurier, Warburton Group

**SCHEDULE OF SUBMISSIONS AND APPLICANTS' RESPONSES**

***DEVELOPMENT APPLICATION: PROPOSED SITE WORKS (FILL) AND EXTERNAL FIXTURES (WATER TANKS) ON LOTS 4 & 5  
GINGIN ROAD AND LOTS 6 & 191 MIRAGLIOTTA STREET, LANCELIN***

No.	Submitter	Submission details	Applicants' response
1.	DoT	<p>The submitter provides the following comment:</p> <p><i>See attached PDF.</i></p>	<p>The officer disagrees that the Draft CHRMAP yet to be ratified by Council prevails over the endorsed version.</p> <p>The remaining comments are noted.</p>
4.	DWER	<p>The submitter provides the following comment:</p> <p><i>DWER has assessed the proposal and has no objections, with the following comment to provide:</i></p> <p><i>Imported fill will need to meet the requirements for Clean Fill or Uncontaminated Fill, as listed in the Landfill Waste Classification and Waste Definitions 1996.</i></p>	Noted.
5.	DoH	<p>The submitter provides the following comment:</p> <p><i>It is noted that the water tanks to be installed will be primarily for irrigation water relating to future landscape plans. The lots are connected to mains water. It is essential to ensure that any non-drinking water is not confused with or does not contaminate the drinking water supply. This requires satisfactory labelling of non-drinking water taps and, depending on system configuration, suitable backflow prevention arrangement.</i></p> <p><i>The 'clean fill' to be used for the 'filling process' must not contain asbestos containing materials.</i></p> <p><i>Please ensure the local statutory services of the Shire of Gingin (including the local Environmental Health team) are involved in the assessment of this proposal.</i></p>	Noted.
6.	DPLH	<p>The submitter provides the following comment:</p>	Noted.

		<b><i>See attached PDF.</i></b>	
2.	Ratepayer	<p><i>The submitter <b>does not support</b> the application and provides the following general comment:</i></p> <p><i>This letter is in regard to my objections for the above proposed development. I would like for Council to reconsider granting approval for proposed site levels and water tanks.</i></p> <p><i>Site levels</i>  <i>I consider the site levels to be to be un-satisfactory due to the height. The height should be more consistent with existing natural ground levels on the western boundary of around 3.3 RL showing on site survey.</i></p> <p><i>The proposed mound of fill sand will be 2.6m higher than the NGL of the eastern boundary and majority of the combined lots. I believe the huge amount of fill will look out of place and inconsistent with surrounding properties.</i></p> <p><i>Another issue is the huge amount of sand shifting and erosion, at present there is already constant beach sand blowing down Miragliotta St in Easterly direction. The fill sand being much higher than NGL will blow into neighbouring properties and streets. Its all good and well the development states "ground cover" but this would need to be maintained and would this be maintained?</i></p> <p><i>Water Tanks</i>  <i>The proposed water tanks are enormous and would be eyesore. Surely there would be alternative position or sinking into ground to make the properties look more residential.</i></p>	Noted. The officer generally concurs.
3.	Ratepayer	<p>The submitter provides the following general comment:</p> <p><i>Conditional non-objection to the proposal subject to:</i></p> <p>1) <i>A site-specific coastal engineering assessment being undertaken confirming the proposed fill has no off-site impacts to our property.</i></p>	Noted. The officer generally concurs.

		2) <i>A site-specific stormwater drainage management plan demonstrating the proposal has no off-site impacts to our property.</i>	
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**SCHEDULE OF SUBMISSIONS AND APPLICANTS' RESPONSES**


**DEVELOPMENT APPLICATION: PROPOSED SITE WORKS (FILL) AND EXTERNAL FIXTURES (WATER TANKS) ON LOTS 4 & 5  
GINGIN ROAD AND LOTS 6 & 191 MIRAGLIOTTA STREET, LANCELIN**

No.	Submitter	Submission details	Applicants' response
1.	DoT	<p>The submitter provides the following comment:</p> <p><i>See attached PDF.</i></p>	<p>Refer Attachment 1 – Goodoil Investments Pty Ltd submission response to the draft Coastal Management Strategy (CMS) and draft Coast Hazard Risk Management Adaptation Plan (CHRMAP). This outlines the landowners' position on the draft CHRMAP and CMS in that they do not currently align with community values and expectations for the ongoing use of Lancelin as a townsite and tourism destination.</p> <p>The proposed development seeks to ensure the subject site responds to the risks identified in the previous 2019 CHRMAP and the draft 2023 CHRMAP. The additional fill and landscaping protect the existing use rights afforded by the applicable zoning and ensures the subject site remains viable for future development.</p> <p>The draft CHRMAP highlights to existing and prospective landowners that there are coastal risks that may impact their properties over the next 100 years. Unlike other examples across Australia where landowners have purchased land along the coast which has been rendered unusable or unsafe due to coastal erosion, landowners in Lancelin are now fully aware of the risk. As the Guidelines note, private parties are responsible for managing risks to their private assets and incomes. To manage these risks, private parties need to:</p> <ul style="list-style-type: none"> <li>• Be aware of the risks and their responsibility for managing them;</li> <li>• Take steps to understand the magnitude and nature of the specific risks to their assets and activities;</li> <li>• Take steps to ensure that the State Government does not exacerbate the coastal erosion risk by its recent and planned future dredging activities at Lancelin Jetty; and</li> <li>• Development of implementation strategies and actions to manage risks in accordance with SPP 2.6.</li> </ul>


			<p>With this in mind, landowners should have the option to proactively manage their own risks and make their own decisions when it comes to the development and protection of private assets.</p> <p>Over time, if coastal erosion starts to impact privately owned assets, landowners will need to consider whether the cost and insurance implications to manage the risk is justified or whether they would be better off vacating the property and relocating the assets. Given the acceptance of that risk, the time at which that position is reached should not be imposed arbitrarily through the CHRMAP, CMS or any other proposed planning controls.</p>
4.	DWER	<p>The submitter provides the following comment:</p> <p><i>DWER has assessed the proposal and has no objections, with the following comment to provide:</i></p> <p><i>Imported fill will need to meet the requirements for Clean Fill or Uncontaminated Fill, as listed in the Landfill Waste Classification and Waste Definitions 1996.</i></p>	Noted.
5.	DoH	<p>The submitter provides the following comment:</p> <p><i>It is noted that the water tanks to be installed will be primarily for irrigation water relating to future landscape plans. The lots are connected to mains water. It is essential to ensure that any non-drinking water is not confused with or does not contaminate the drinking water supply. This requires satisfactory labelling of non-drinking water taps and, depending on system configuration, suitable backflow prevention arrangement.</i></p> <p><i>The 'clean fill' to be used for the 'filling process' must not contain asbestos containing materials.</i></p> <p><i>Please ensure the local statutory services of the Shire of Gingin (including the local Environmental Health team) are involved in the assessment of this proposal.</i></p>	Noted.
6.	DPLH	The submitter provides the following comment:	In response to the DPLH letter that suggests the subject land is highly vulnerable to coastal hazards of both erosion and inundation




		<p><b>See attached PDF.</b></p>	<p>by 2070, M P Rogers &amp; Associates – Coastal and Port Engineering have undertaken a review and responded as follows:</p> <p>The Cardno CHRMAP shows the 2070 coastal erosion hazard line in purple running along the seaward boundary of the subject land (see extract from Cardno CHRMAP below). On this basis, the subject land is not considered to be vulnerable to coastal erosion to 2070.</p>  <p>The landowner plans to focus development on the eastern portion of the property and to avoid all risk of coastal erosion to 2070, in accordance with the risk mitigation hierarchy prescribed in SPP2.6.</p> <p>With respect to the coastal inundation risk identified in the Baird study, the landowner plans to fill to +2.9 mAHD and avoid the inundation levels identified for the year 2120 during a 500 year ARI storm. This level includes the appropriate allowance for sea level rise due to climate change as recommended in SPP2.6. In this way, the development will completely avoid the future risk of inundation in line with the recommendations of SPP2.6.</p>
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			<p>The whole of government response to the vulnerabilities of coastal erosion and inundation at Lancelin needs careful consideration by many parties with input from the full range of stakeholders.</p> <p>The below extract from the Baird report below shows inundation of most of Lancelin in the design event at 2120.</p>  <p>One risk management approach would be to prohibit all development in the areas to avoid any inundation risk in the distant future. However, this approach would adversely affect most landowners in the area as it would be unacceptable to the local community and result in financial hardship as the value of these properties would be negatively affected.</p>
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			<p>In essence such a management approach would prohibit most if not all development and redevelopment in Lancelin. A more appropriate management approach is to proactively manage the risk of inundation progressively over time. As shown in the Baird work, the risk of inundation is negligible in the coming couple of decades but increases towards the end of the 21<sup>st</sup> Century. Such an approach is similar to managed retreat used to avoid erosion risks.</p> <p>As properties are developed and redeveloped over the coming decades the Shire could insist that the land levels in the new developments are all above the levels provided in the Baird report. This is 2.9 mAHD for the subject property.</p> <p>This would allow the opportunity for most properties to be raised over time to avoid future inundation risk. Any properties lower than the future inundation levels would still be subject to the inundation risk and may not be allowed to be developed unless raised appropriately. This would provide a sensible way forward to manage and avoid the risks of inundation as recommended in SPP2.6.</p> <p>In respect to the draft conditions, we do not agree with the approach to limit the approval period to not more than 47 years. The landowner will need to consider the risk of erosion and inundation over time. Given the acceptance of that risk, the time at which the use of the land should cease should not be imposed arbitrarily through a condition of the development approval. It is more appropriately determined by the landowner in due course.</p> <p>Furthermore, the condition requiring the development to be removed where the most landward part of the HSD is within 11m of the seaward part of the lot boundary should be amended. To provide incentive for future development to be located in areas that are at the least risk, the condition should enable the ongoing use of the relevant parts of the lot until the HSD is within 11m of the seaward part of the building, not the boundary. The Shire should support the ongoing use of assets that are still at an acceptable level of risk, even if the boundary is less than 11m from the HSD.</p>
2.	Ratepayer	<i>The submitter <b>does not support</b> the application and provides the following general comment:</i>	The proposed fill will be at a consistent height with surrounding properties. Notably, it will be the same height as the nearby hotel.

	<p><i>This letter is in regard to my objections for the above proposed development. I would like for Council to reconsider granting approval for proposed site levels and water tanks.</i></p> <p><i>Site levels</i>  <i>I consider the site levels to be to be un-satisfactory due to the height. The height should be more consistent with existing natural ground levels on the western boundary of around 3.3 RL showing on site survey.</i></p> <p><i>The proposed mound of fill sand will be 2.6m higher than the NGL of the eastern boundary and majority of the combined lots. I believe the huge amount of fill will look out of place and inconsistent with surrounding properties.</i></p> <p><i>Another issue is the huge amount of sand shifting and erosion, at present there is already constant beach sand blowing down Miragliotta St in Easterly direction. The fill sand being much higher than NGL will blow into neighbouring properties and streets. Its all good and well the development states "ground cover" but this would need to be maintained and would this be maintained?</i></p> <p><i>Water Tanks</i>  <i>The proposed water tanks are enormous and would be eyesore. Surely there would be alternative position or sinking into ground to make the properties look more residential.</i></p>	<p>The proponent intends to stabilise the fill with landscaping. The reticulation water that will be available due to the installation of the water tanks will reduce reliance on scheme water and is considered to be a more sustainable solution. The site will also be fenced and planted with screening Cottonwood trees on the inside of the property boundaries, as seen in the examples below.</p> <p>The proponent will fence the site to an appropriate residential standard in line with Shire requirements and install dense planting along the boundaries on the inside as indicated above so that the water tanks will be visually screened.</p> <p>Please refer to the below images which detail a similar project example, whereby the landscaping treatments results in a significant improvement to local visual amenity and screening of development within the site. Note, black mesh would not be installed along the fence at this site.</p> 
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3.	Ratepayer	<p>The submitter provides the following general comment:</p> <p><i>Conditional non-objection to the proposal subject to:</i></p> <p>1) <i>A site-specific coastal engineering assessment being undertaken confirming the proposed fill has no off-site impacts to our property.</i></p>	<p>The Baird work assumes that about 0.5 km of dune would be breached by the ocean during the 500 year ARI event on top of the mean sea level that may occur by 2120. This breach is shown as hatched in light blue on the extract from the Baird work provided below. (Refer to Sections 7.5 Bathtub Mapping Approach and 7.6 Hydro-connectivity of the Baird report.)</p>



			<p>Such a breach would provide a massive hydraulic connection between the ocean and the coastal development at Lancelin. On that basis, Baird assumed no attenuation and just used the peak ocean water level and the present-day land surface levels to produce the maps showing inundation depths. Filling of the subject site as per the proposed plans would not change the Baird map except the subject land would not be shown as inundated.</p>  <p>Baird has already taken the worst case possible for the flood maps provided. Filling the subject land would not affect the flooding shown by Baird on other properties. The flooding shown on the other properties in Lancelin is already on the basis that the local flood level is the same as the ocean level without any attenuation.</p> <p>The proponent has advised that all stormwater will be retained on site which can be enforced through a standard condition of planning approval.</p>
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**MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025**

**APPENDIX 14.4.7**

		2) <i>A site-specific stormwater drainage management plan demonstrating the proposal has no off-site impacts to our property.</i>	
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**ATTACHMENT ONE – GOODOIL INVESTMENTS PTY LTD SUBMISSION RESPONSE**

## **Goodoil Investments Pty Ltd**

**ACN 105 981 860**  
as trustee for  
Timothy Roberts Investment Trust

C/- Warburton Group  
Level 2, 1 Station Street  
Cottesloe WA 6011  
PO Box 466  
Cottesloe WA 6911  
Telephone: +61 (0)8 9286 0800  
Facsimile: +61 (08) 9200 5605

28 August 2023

Chief Executive Officer  
Shire of Gingin  
7 Brockman Street  
GINGIN WA 6503

Attention: Kylie Bacon - Coordinator Strategic Planning & Projects

Dear Kylie,

### **SHIRE OF GINGIN COASTAL MANAGEMENT STRATEGY AND COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN**

Warburton Group act on behalf of Goodoil Investments Pty Ltd, the landowner of Lot 4 (No. 60), Lot 900 (No. 62a), Lot 901 (No. 62b), and Lot 902 (No. 62c) Gingin Road, Lancelin (the subject sites). We understand the Shire of Gingin (the Shire) is seeking comment from the community on the draft Coastal Management Strategy (CMS) and draft Coastal Hazard Risk Management Adaptation Plan (CHRMAP).

We appreciate that climate change is contributing to the impacts of coastal erosion and inundation and that the Shire must be proactive given the vulnerable nature of the coastal towns of Lancelin, Ledge Point, Seabird and Guilderton. However, respectfully, the response proposed for Lancelin as outlined in the CMS and CHRMAP is inconsistent with community values and expectations about the future of the townsite. As such, we consider the management strategies in their present form to be unacceptable and requiring further thought and consideration, taking account of the concerns outlined in this submission.

In summary, the landowner of the subject sites strongly opposes the draft CMS and CHRMAP based on the following concerns:

- The technical studies informing the CHRMAP and CMS do not address the impacts of recent and planned future dredging at Lancelin jetty or canvas appropriate management of these impacts on the risk of coastal erosion affecting adjacent properties.
- Relocation of the entire Lancelin Townsite is an unrealistic management strategy and will be detrimental to the iconic coastal town which is highly valued by residents and visitors alike. Prioritising a retreat strategy implies that the Shire does not value Lancelin as a long-term residential community, tourism attraction and economic activator.
- The recommended planning controls will result in the subject sites and surrounding properties being no longer viable for future development which directly conflicts with the current zoning under the Shire's Local Planning Scheme No. 9 (LPS 9). If the Shire implements these planning controls, there will be little impetus for further private investment in the Town and the

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Shire given the uncertainty around the long-term potential of land that is zoned for development under LPS 9.

- The management actions proposed undermine and are inconsistent with the existing zoning and land use permissibility under the Shire's LPS 9. The Shire must acknowledge that existing properties appropriately zoned under LPS 9 can continue to be used and/or developed for their intended purpose.
- The recommendations will have a significant impact on the tourism industry which is essential for the local economy and the ongoing viability of the Town. Prohibiting and limiting certain beach activities will have an adverse impact on the number of residents who reside in Lancelin and the number of tourists who frequent the area specifically for coastal and near coastal recreational activities.

In light of the above concerns, the Shire should delay adoption of the CHRMAP and CMS until the matters raised have been adequately addressed. In this respect, we would welcome the opportunity to review and provide comment on any revised CHRMAP and CMS once available.

### **Managed Retreat Strategy**

The strategy of managed retreat for the entire Lancelin Townsite is unrealistic and will be to the detriment of the iconic coastal town. Lancelin is highly valued by residents and visitors as a coastal hot spot for recreational activities, including surfing, fishing and four-wheel driving. If the Town is relocated away from the coastline, it will completely undermine the primary drawcards that attract people to reside, visit and invest in the Town. If the Shire proceed with the managed retreat strategy, it will likely result in the end for Lancelin as a viable place, with an exodus of both residents and tourists.

Furthermore, the resources required to facilitate the relocation of an entire townsite will be significant. As it currently stands there is no feasible funding pathway identified as part of the CHRMAP and CMS. This in of itself rules this out as a viable option. Even if alternative parcels of land are provided to residents to assist in the relocation process, there is no guarantee that residents will want to continue to reside in the relocated township given it would no longer offer the seaside lifestyle or coastal recreational opportunities that are presently much valued.

The CHRMAP preparation process should be placed on hold until further investigations have been completed to determine whether a town scale retreat is plausible and viable based on potential funding pathways, availability of land and unequivocal support from the affected community. If these investigations are not possible, the recommendation of a town scale retreat should be removed from the CHRMAP and CMS entirely and deferred to future iterations of the CHRMAP and CMS once the required investigations have been completed.

The CHRMAP states that the Shire will be prepared with appropriately zoned land available for relocation of properties and assets by 2050. This timeframe significantly underestimates the time required to essentially plan and deliver a new town to the east of the existing townsite. The strategic and statutory planning processes will need to be informed by detailed investigations, including environmental, economic, infrastructure and servicing considerations, all of which take considerable time. In addition, it is assumed that rezoning will need to be referred to the Environmental Protection Authority (EPA) for assessment given the environmental values associated with the area. The timeframes required to undertake the necessary investigations and planning processes do not align with the anticipated retreat timeframes identified under the CHRMAP and CMS.

While we acknowledge that the Shire intends to accommodate the risk in the short term, the medium to long-term adaptation approach renders the subject sites undevelopable and worthless as a long-term investment. For example, it would be a poor financial decision for the landowner to invest up to and potentially in excess of \$1.5 million to construct a new dwelling on each of the lots only for the assets to be removed in 2070, well short of their design life.

Given the above concerns, we would support the Shire working more closely with affected landowners to update the CHRMAP and CMS to prioritise a preferable strategy of accommodating the risk through all means possible in a partnership arrangement, as opposed to the implausible option of retreating

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the townsite in a manner which does not align with community expectations.

**Coastal Hazards**

Residential properties within Lancelin North (LA3 and LA4) have been identified as having a very high chance of erosion by 2070 and beyond. Our coastal engineering consultant, M P Rogers & Associates, has advised that it appears that the studies informing the CHRMAP and the CMS do not appear to account for the impacts of the recent and planned future dredging at the Lancelin jetty. The State Government has removed sand from the active littoral zone to provide safe navigation to the jetty. This activity is planned to continue. This dredging reduces the natural accretion trend of the beach in front of our property. How the State Government manages the impacts of its works has the potential to influence the erosion risk of some areas of the Lancelin townsite.

Residential properties within Lancelin North (LA3 and LA4) have been identified as having a very high chance of erosion by 2070 and beyond due to the assumption that they have low to moderate adaptive capacity. However, this is an incorrect assumption that private landowners are unaware of their risks and that future development is unable to respond to the identified risk through the appropriate development and placement of assets. As an example, the CHRMAP and CMS predicts that the subject sites will be impacted by erosion between 2070 and 2110, as shown on the map below. Future dwellings can therefore be appropriately located towards the front of the subject sites as an adaptation response to the erosion impacts. Furthermore, the impacts of inundation can be readily accommodated through design solutions such as minimum finished floor levels and ensuring essential services are located above inundation levels.

However, these solutions and the appropriate management of the impacts of the State Government dredging are not reflected in the draft documentation with properties in Lancelin North recommended for managed retreat, with planning controls to be introduced to prevent further development within the coastal zone. This represents a clear disconnect between potential management strategies that may be deployed by the State Government, the landowners and/or the Shire (preferably in partnership) and the actual risk identified on the hazard maps. The blanket response to prevent further development within the coastal zone is inappropriate and unacceptable given there are vacant properties that are appropriately zoned under LPS 9 that can accommodate future development. On this basis, there needs to be a more nuanced approach to reflect this specific scenario to ensure privately owned land which can accommodate future development is not unnecessarily constrained by the recommendations of the CHRMAP and CMS.



#### Recommended Planning Controls

State Planning Policy 2.6: State Coastal Planning Policy (SPP2.6) and the State Coastal Planning Policy Guidelines (the Guidelines) are predominantly focussed on ensuring that land identified as being vulnerable to coastal processes is not used for the intensification of development through rezoning or subdivision. However, many of the properties that fall within the erosion hazard lines are already zoned under the Shire's LPS 9 and therefore will not be subject to rezoning or necessarily further subdivision. Considering the subject sites are existing and are appropriately zoned for residential use under LPS 9, the Shire must ensure that the local planning framework does not prohibit the right to develop and use this private property for its intended purpose. The CHRMAP and CMS should therefore prioritise a strategy of accommodating the risk for Lancelin until 2070 which is consistent with other coastal towns within the Shire.

The introduction of appropriate planning controls to support the ongoing use of the subject sites is supported in principle, except for the use of time limited approvals. Given the erosion hazard lines are based on uncertain predictions which could be subject to change over the next 100 years, decisions should be based on trigger events, not time periods. This also allows landowners to consider a greater range of options in response to the risks identified, such as assisting in the delivery of private or public protective measures including engineered solutions, nature-based solutions, sand nourishment, dune repairs, etc. These types of interventions could ultimately delay the trigger event, allowing ongoing use of the subject sites into the foreseeable future.

Conversely, the introduction of planning controls which prevent further development on appropriately zoned land or force the managed retreat of at-risk properties by a specified date is strongly opposed. This approach must be avoided until it can be substantiated through further investigations on the feasibility, funding, compensation, land acquisition, availability of appropriately zoned land and appetite from the community to relocate the townsites. This decision should not be taken lightly and if the Shire decide to prepare planning controls to support a policy of managed retreat, strong opposition should be expected.

#### Landowners Rights



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The CHRMAP and CMS have highlighted to existing and prospective landowners that there are coastal risks that may impact their properties over the next 100 years. Unlike other examples across Australia where landowners have purchased land along the coast which has been rendered unusable or unsafe due to coastal erosion, landowners in Lancelin are now fully aware of the risk. As the Guidelines note, private parties are responsible for managing risks to their private assets and incomes. To manage these risks, private parties need to:

- Be aware of the risks and their responsibility for managing them;
- Take steps to understand the magnitude and nature of the specific risks to their assets and activities;
- Take steps to ensure that the State Government does not exacerbate the coastal erosion risk by its recent and planned future dredging activities at Lancelin jetty; and
- Develop and implement strategies and actions to manage risks in accordance with SPP2.6.

With this in mind, landowners should have the option to manage their own risks and make their own decisions when it comes to private assets. Over time, if coastal erosion starts to impact private owned assets, landowners will need to consider whether the cost and insurance implications to manage the risk is justified or whether they would be better off vacating the property and relocating the assets. Given the acceptance of that risk, the time at which that position is reached should not be imposed arbitrarily through the CHRMAP, CMS or any other proposed planning controls.

#### **Beach Access**

The CHRMAP recommends a ban on beach access for vehicles which is a major tourism attraction for Lancelin and surrounding townships. The ability to drive on the beach is a major drawcard for residents and tourists alike and provides economic stimulus for local businesses. If the Shire ban vehicle beach access, Lancelin will lose a major tourism attraction which will be detrimental to the ongoing viability of the town. This issue required reconsideration and the development of a different management approach.

#### **Summary**

Considering the above, the Shire's proactive approach to the impacts of climate change is generally supported. However, it is noted that the studies informing the CHRMAP and CMS have not accounted for the recent dredging and planned future dredging by the State Government. Proper account of the impacts of this dredging is likely to influence the management response.

Furthermore, the Shire's present primary management response to relocate the entire Lancelin Townsite is not feasible or realistic and will be cost prohibitive. The Shire should further explore alternative means for accommodating existing properties and assets in partnership with the State Government and the landowners until there is definitive evidence that the managed retreat option can be fully implemented and is the last option available. This approach will enable the Shire to continue to support and promote Lancelin as a coastal community and significant tourism destination in Western Australia.

Should you have any queries or require clarification on the above matter, please do not hesitate to contact the undersigned on (08) 9286 0800.

Yours sincerely,



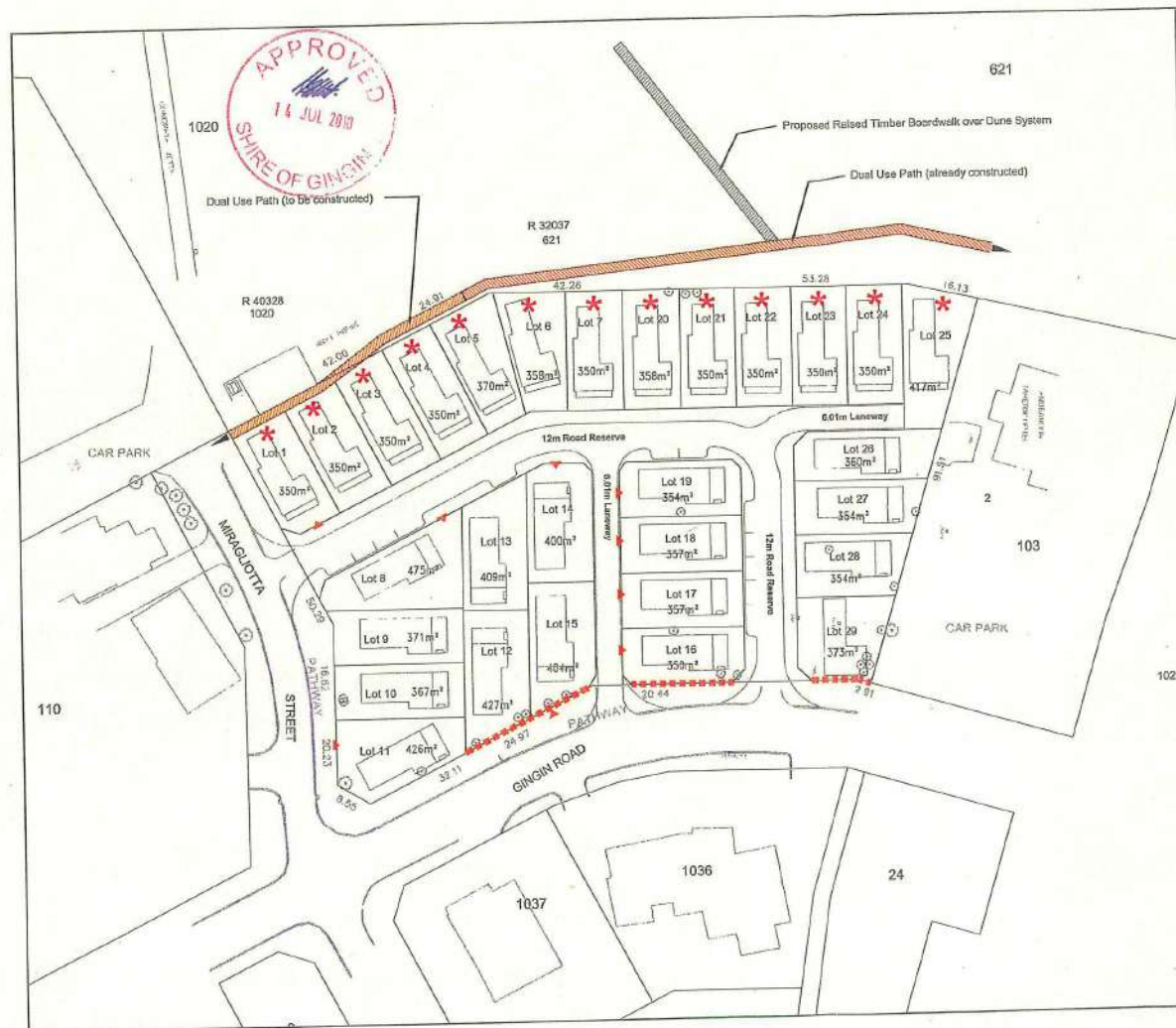
Marcus Le Messurier  
Head of Property  
Goodoil Investments Pty Ltd

**MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025**

**APPENDIX 14.4.8**

**ATTACHMENT 2**

ENDORSED OUTLINE DEVELOPMENT PLAN  
AND ENDORSED AMENDMENTS



**Notes:**

1. The public road shall accommodate a footpath throughout, extending to Miragliotta Street to facilitate access to the Dual Use Path
2. A solid wall having a height no greater than 3.0 metres shall be constructed at the northern boundary to assist with noise amelioration to lots 25-29 and provide sufficient privacy to dwellings.
3. Development applications for proposals in respect of lots 1-7 and 25-29 shall be accompanied by a report prepared by a suitably qualified acoustic engineer demonstrating that the dwelling materials, design and separating boundary wall (where applicable) are sufficient to ameliorate noise impacts from the tavern and jetty uses.
4. At the time of subdivision, the following, at a minimum, will be required:
  - 4.1. A memorial to be placed on the Title advising potential purchasers of possible noise impacts from the commercial use of the Lancelin Jetty and Lancelin Hotel
  - 4.2. 12 car parking bays are to be constructed and set aside for public use with signage stating 'No parking of trailers and caravans permitted'
  - 4.3. A raised boardwalk is to be funded and constructed by the developer.
  - 4.4. Prior to the commencement of site works, investigation for soil and groundwater contamination is to be carried out to the specification of the Department of Environment and Conservation. All remediation works including validation of remediation are to be completed to the specifications of the Department of Environment and Conservation prior to the commencement of any site works.
  - 4.5. Review the LWFMP to correct any errors and review the Task and Scheduling for weed control, so that the responsibility for dune restoration (time limited to 3 years) falls to the developer / friends groups and omit all references to dune restoration to the satisfaction of the Chief Executive Officer.
  - 4.6. The developer shall construct footpaths internal to the development to the satisfaction of the Chief Executive Officer.
  - 4.7. A landscaping plan shall be required with all landscaping works to be funded by the developer for the Miragliotta Street and Gingin Road frontage.

- \* Dual frontage dwelling design
- Dwellings designed to address the street at the boundaries indicated
- Dual use path: 2 - 2.25 metres wide to accommodate cycle / pedestrian traffic
- ▶ Access Location

DEPARTMENT OF PLANNING

20 JUL 2010  
SPJ/0706



Outline Development Plan  
Lot 16 Gingin Road  
Lancelin

Drafted: JH  
Scale: 1:1000 @ A1  
Drawing No: 709-001 ST10 14\_07\_2010.dwg

TOWN PLANNING AND URBAN DESIGN



This concept has been prepared for the purpose of providing clear specifications. The drawing does not constitute an offer of any services or products. The drawing is the property of the Planning Group Pty Ltd. All rights reserved. The drawing is the property of the Planning Group Pty Ltd. All rights reserved. The drawing is the property of the Planning Group Pty Ltd. All rights reserved.



**From:** Murray Casselton <murray.casselton@elementadvisory.com.au>  
**Sent:** Tuesday, 21 January 2025 4:31 PM  
**To:** James Bayliss; Jayden Pope | Altus Planning  
**Cc:** [REDACTED]; Sam Smith; Joe Algeri | Altus Planning  
**Subject:** Re: ICP255312 - Development Application - Lots 4 (No. 60) & 5 (No. 62) Gingen Road and Lots 6 (No. 3) & 191 (No. 1) Miragliotta Street, Lancelin (23-286)

Hi Jayden/James,

Happy new year! I trust all is going well. If you could confirm when the above application will be considered by Council that would be much appreciated. Given that the January 2025 meeting is today, I assume we are looking at the meeting on the 18 February 2025?

Having discussed further with my Client and the project team we think it would also be appropriate to come back to you on the proposition of using conditions in lieu of notifications on title or legal mechanisms to ensure the proposed landscaping is adequately maintained in perpetuity, given its importance to the stabilisation of the imported fill.

In this regard, we appreciate the Shire's openness to considering alternatives to a notification on title or other legal mechanisms to address the fill stabilisation matter. We maintain the view that a notification on title would be unduly onerous and unnecessary, particularly given the specific circumstances of this application. We think that the approach of using appropriately worded conditions and advice notes would serve to:

- Directly address the risk of fill stabilisation through clear landscaping and maintenance requirements.
- Establish an appropriate nexus between the development approval and the stabilisation measures.
- Avoid unnecessary encumbrances that could deter future transactions or development.

We retain the above view after further careful consideration of the relevant planning framework, including the WAPC's State Planning Policy No. 2.6 (SPP 2.6) and the Shire's Coastal Hazard Risk Management and Adaptation Plans (CHRMAs). We consider that these documents support the use of appropriately worded and enforceable conditions of planning approval to mitigate the risks without necessitating memorials or other notifications on title. Relevant considerations are set out below.

- Conditions of planning approval are legally binding under the *Planning and Development Act 2005* and remain enforceable as part of the development approval. Conditions can be drafted to include specific and measurable requirements, such as landscaping maintenance to mitigate inundation risks.
- SPP 2.6 emphasizes managing coastal hazards through planning controls but does not mandate the use of notifications on title as the sole method of addressing risks. Conditions can serve as a legitimate planning control to ensure adaptive responses, provided they are precise, enforceable, and directly linked to the identified hazard, as would be the case in this instance.
- Imposing conditions rather than a notification avoids potential administrative and financial burdens on the landowner or developer while achieving the same risk management outcome. Conditions are practical for circumstances where the risk can be effectively managed through initial development requirements, such as revegetation.
- The Shire is well-positioned to monitor compliance with conditions during development and on an ongoing basis. This can ensure that mitigation measures are implemented and maintained without necessitating a title-based notification.
- Notifications or memorials on title may be perceived as overly restrictive or unnecessarily deterring to potential buyers or financiers, particularly in areas where the level of risk can be actively managed. Conditions avoid this issue while still addressing the hazard in a robust manner.

We also accept that in rare cases where ongoing management and maintenance is required, that additional

mechanisms such as annual reporting or periodic inspections tied to planning compliance could be explored to ensure long-term adherence to risk management measures. As indicated previously, we would accept condition wording that requires some form of biannual audit (such as the provision of photographic confirmation) being provided to the Shire, demonstrating that the grass on the battered lawn areas remains in place.

Considering the above, we are confident that appropriately worded and enforceable conditions of planning approval will be sufficient to address the risks posed by coastal inundation in this case. We would be pleased to discuss specific condition and advice note wording if that would be of assistance.

Thank you for the opportunity to provide input on this matter. Please do not hesitate to reach out with any further questions or clarifications.

Regards

**Murray Casselton**

Principal (Senior) - Planning

**element.** | PART OF  SLR

d: 08 9289 8307

m: 0404074631

[elementadvisory.com.au](https://elementadvisory.com.au)

Whadjuk Country

L18, 191 St Georges Terrace Perth WA 6000



We acknowledge the Whadjuk people of the Noongar nation as Traditional Owners of the land on which we live and work. We acknowledge and respect their enduring culture, their contribution to the life of this city, and Elders, past and present.

#### 14.5 SUBDIVISION REFERRAL - LOTS 1643, 1644 AND 1502 COWALLA ROAD, COWALLA

File	LND/732
Applicant	LPD Surveys
Location	Lots 1643, 1644 and 1502 Cowalla Road, Cowalla
Owner	Angela Thomson
Zoning	General Rural - uncoded
WAPC No	24-1541
Author	James Bayliss - Executive Manager Regulatory and Development Services
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	Nil.
Appendices	<ol style="list-style-type: none"> <li>1. Location Plan [14.5.1 - 1 page]</li> <li>2. Aerial Map [14.5.2 - 1 page]</li> <li>3. Referral Letter [14.5.3 - 2 pages]</li> <li>4. Lot 1643 &amp; 1644 &amp; 5902 Cowalla Road, Cowalla - Stamped Plan [14.5.4 - 2 pages]</li> </ol>

#### DISCLOSURES OF INTEREST

Nil

#### PURPOSE

To consider a subdivision referral from the Western Australian Planning Commission (WAPC) to subdivide Lots 1643, 1644 and 1502 Cowalla Road, Cowalla.

#### BACKGROUND

The WAPC is the responsible authority for subdivision approvals in Western Australia. Subdivision applications are registered by the Department of Planning, Lands and Heritage (DPLH) and then referred to relevant State agencies and the local government for comment.

The subject land is made up of three lots which surround Bidaminna Lake as follows:

- Lot 1643 is 340 hectares in area;
- Lot 1644 is 64 hectares in area; and
- Lot 5902 is 61 hectares in area.



The subdivision proposal results in 4 lots (1 additional lot) with the following dimensions:

- Lot 1 – 60 hectares;
- Lot 2 – 225 hectares;
- Lot 3 – 161 hectares; and
- Lot 4 – 18.5 hectares.

The purpose of the subdivision seems to be to realign boundaries and create a homestead lot, with existing structures being retained on proposed Lot 4. The officer makes this assumption given the proposal does not include a cover letter explaining the basis for the subdivision or any justification against the applicable planning framework. In this instance the lack of information inhibits a proper assessment against the planning framework to be undertaken.

Aerial imagery and a location plan are provided (**see appendices**).

A copy of the subdivision plans are provided (**see appendices**).

## **COMMENT**

### Stakeholder Consultation

Community consultation is not applicable to subdivision considerations.

## **PLANNING FRAMEWORK**

### Local Planning Scheme No. 9 (LPS 9) Planning Assessment

The subject land is zoned General Rural (uncoded) under LPS 9, the objectives of which are to:

- Manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*
- Encourage and protect broad acre agricultural activities such as grazing and more intensive agriculture activities such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;*
- Maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage; and*



- d) *Provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the General Rural zone.*

The subdivision would enable an additional dwelling entitlement given the outcome is creation of an additional lot. This may introduce an additional sensitive land use within the locality. This in itself is not viewed as a significant departure from the broader objectives of the zone.

Clause 4.8.6 - General Rural Zone' of LPS 9 states:

*4.8.6.1 In the General Rural zone lot sizes shall comply with the following standards:*

<i>Code</i>	<i>Minimum Lot Size</i>
<i>GR10</i>	<i>10 Hectare</i>
<i>GR20</i>	<i>20 Hectares</i>
<i>GR30</i>	<i>30 Hectares</i>
<i>GR40</i>	<i>40 Hectares</i>

***UNCODED Further subdivision will not be supported unless it meets the exceptional circumstance requirements for subdivision under WAPC Development Control Policy 3.4.***

The subject land is 'uncoded' general rural land, with the above clause outlining that any further subdivision will not be supported unless it meets the exceptional circumstance requirements under Development Control Policy 3.4 Subdivision of Rural Land (DCP 3.4).

Development Control Policy 3.4 - Subdivision of Rural Land (DCP 3.4)

Section 6 of DCP 3.4 outlines circumstances under which rural subdivision may be considered. With respect to applications under cl. 6(a) to 6(e), the WAPC will consider rural subdivision in the following exceptional circumstances:

- a. *To realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses;*
- b. *To protect and actively conserve places of cultural and natural heritage;*
- c. *To allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;*
- d. *In the Homestead lot policy area (Appendix 2), to allow for the continued occupation of existing homesteads when they are no longer used as part of a farming operation; and*

- e. For other unusual or anticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary in the public interest.*

Although the WAPC seeks to minimise the creation of new or smaller rural lots, there are some circumstances where subdivision may be appropriate in order to promote better land management and achieve environmental, cultural and/or social benefits.

It is unclear what exceptional circumstance applies in this instance, as no supporting information has been provided.

There may be some merit to a boundary realignment for land management purposes, particularly in the context of land management in and around Bidaminna Lake, however this is speculative as no information has been provided on this matter.

This proposal also seeks to create an additional lot and is therefore not a typical boundary realignment proposal.

There may be some merit to the creation of a homestead lot. Homestead lots are intended to allow primary producers to continue to occupy their dwelling when they cease to farm and provide settlement opportunities in areas where land fragmentation is limited and unlikely to increase. It is unclear if this is the circumstance that applies in this instance, or if Lot 5902 is of a size and scale that provides an agricultural use that warrants retention and a homestead lot creation.

Irrespective of which exceptional circumstance may or may not apply, the officer's assessment in this regard is purely speculative. The subdivision referral does not contain sufficient information to enable a proper planning assessment to be undertaken to understand if an exceptional circumstance does in fact apply.

### Summary

In view of the above, the officer is unable to form the view that the subdivision proposal is consistent with the planning framework given the applicant has not provided sufficient detail. The Shire's planning framework prohibits subdivision of uncoded general rural land unless exceptional circumstances apply, which is not readily apparent. The officer therefore does not support the proposal.

The officer would suggest that the decision maker, being the DPLH, should confer with the applicant to outline the deficiencies in the information submitted. This is not viewed as the role of the local government in this instance.

**STATUTORY/LOCAL LAW IMPLICATIONS**

*Local Planning Scheme No. 9*

**POLICY IMPLICATIONS**

Development Control Policy 3.4 - Subdivision of Rural Land (WAPC)

Development Control Policy 1.1 – Subdivision of Land - General Principles (WAPC)

**BUDGET IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2024-2034

<b>Aspiration</b>	3. Planning & Sustainability - Plan for Future Generations
<b>Strategic Objective</b>	3.3 Planning and Land Use - Plan the use of the land to meet future requirements, incorporating economic development objectives and community amenity.

**VOTING REQUIREMENTS - SIMPLE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Kestel

**SECONDED:** Councillor Weeks

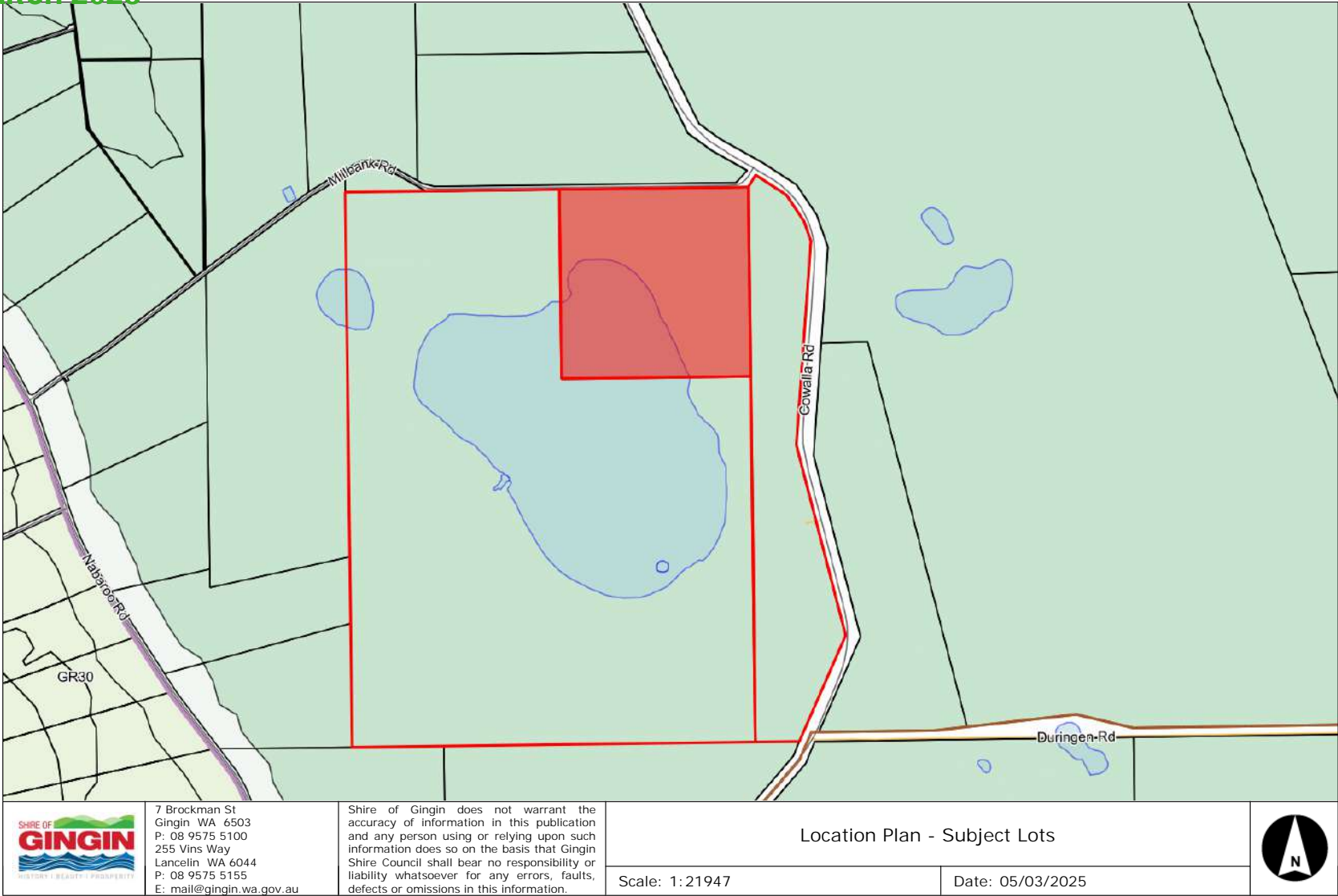
That Council advise the Western Australian Planning Commission that the proposed subdivision of Lots 1643, 1644 and 1502 Cowalla Road, Cowalla is not supported for the following reasons:

1. The proposed subdivision is inconsistent with clause 4.8.6.1 of Local Planning Scheme No. 9;
2. The proposed subdivision does not demonstrate compliance with State Planning Policy 2.5 – Rural Planning; and
3. The proposed subdivision does not demonstrate compliance with Development Control Policy 3.4 – Subdivision of Rural Land.

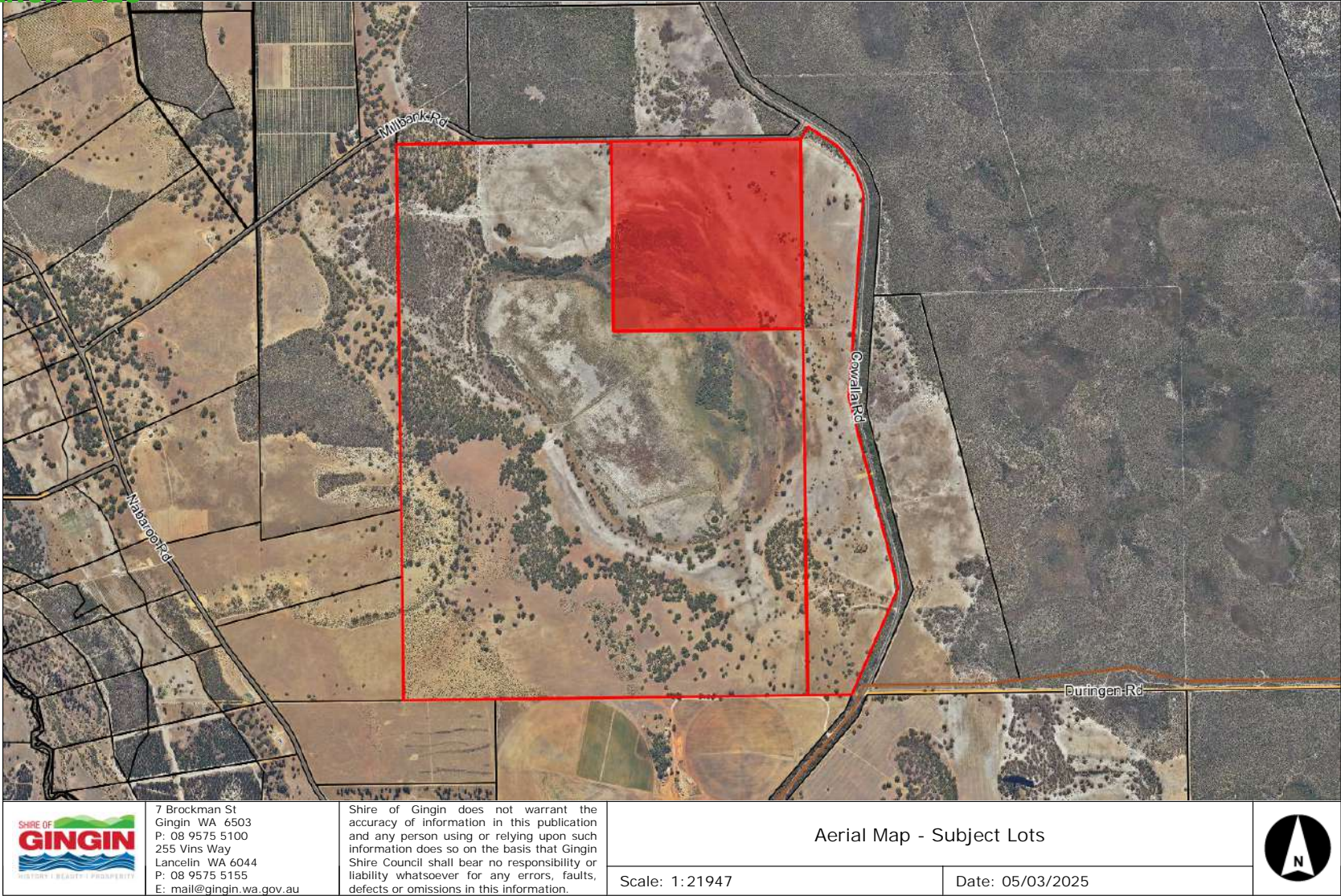
**CARRIED UNANIMOUSLY**  
**8 / 0**

**FOR:** *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:** *Nil*









OFFICIAL



Our Ref : 201327  
Previous Ref :  
Your Ref : 24-1541  
Enquiries : Rowena O'Brien (6551 9358)

31 January 2025

**Application No: 201327 - LOTS 1643 & 1644 (DP103142) & 5902 (DP164778)  
COWALLA RD, COWALLA**

The Western Australian Planning Commission has received an application for planning approval as detailed below. Plans and documentation relating to the proposal are attached. The Commission intends to determine this application within 90 days from the date of lodgement.

Please provide any information, comment or recommended conditions pertinent to this application by 14 March 2025 being 42 days from the date of this letter. The Commission will not determine the application until the expiry of this time unless all responses have been received from referral agencies. If your response cannot be provided within that period, please provide an interim reply advising of the reasons for the delay and the date by which a completed response will be made or if you have no comments to offer.

Referral agencies are to use the Model Subdivision Conditions Schedule (1 January 2024) in providing a recommendation to the Commission. Non-standard conditions are discouraged, however, if a non-standard condition is recommended additional information will need to be provided to justify the condition. The condition will need to be assessed for consistency against the validity test for conditions. A copy of the Model Subdivision Conditions Schedule can be accessed: <http://www.dplh.wa.gov.au>

Please send responses via Planning Online Portal here:  
<https://planningonline.dplh.wa.gov.au/>.

This proposal has also been referred to the following organisations for their comments:  
*Water Corporation, Western Power, Gingin, Shire of, DBCA - Swan and LG Gingin, Shire of.*

Yours faithfully

A handwritten signature in cursive script that reads 'Sam Boucher'.

Ms Sam Boucher  
WAPC Secretary

**APPLICATION DETAILS**

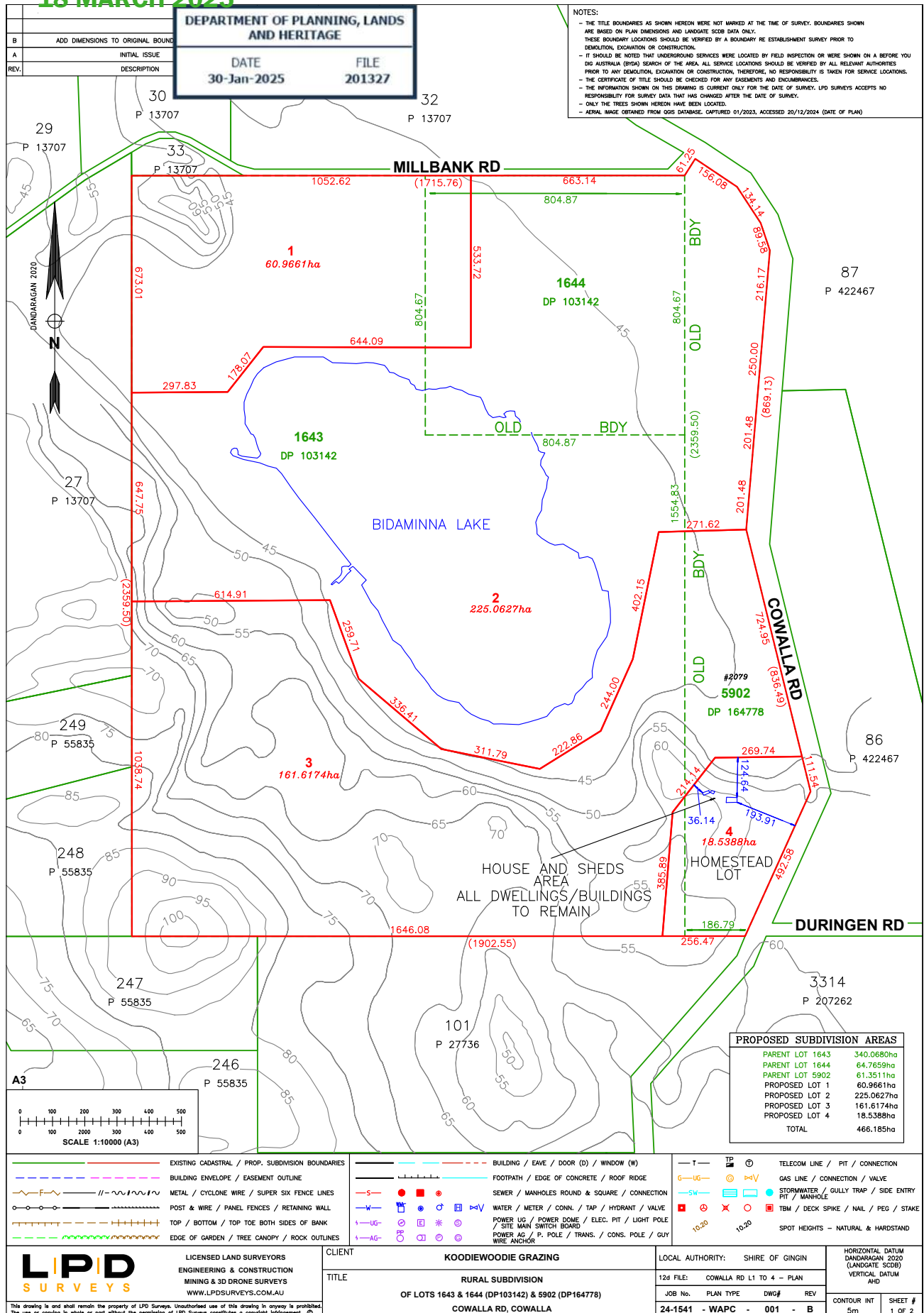
<b>Application Type</b>	Subdivision	<b>Application No</b>	201327
<b>Applicant(s)</b>	LPD Surveys		
<b>Owner(s)</b>	Angela Thomson		

OFFICIAL

<b>Locality</b>	LOTS 1643 & 1644 (DP103142) & 5902 (DP164778) COWALLA RD, COWALLA		
<b>Lot No(s).</b>	5902, 1644, 1643	<b>Purpose</b>	Subdivision
<b>Location</b>	, ,	<b>Local Gov. Zoning</b>	GENERAL RURAL, ROADS
<b>Volume/Folio No.</b>	1514/96, 1511/806, 1511/805	<b>Local Government</b>	Gingin, Shire of
<b>Plan/Diagram No.</b>	164778, 103143, 103142	<b>Tax Sheet</b>	
<b>Centroid Coordinates</b>			
<b>Other Factors</b>	REMNANT VEGETATION (NLWRA), BUSHFIRE PRONE AREA, THREATENED FAUNA BUFFER, CONSERVATION CATEGORY WETLAND, THREATENED ECOLOGICAL COMMUNITY BUFFER		

MINUTES  
ORDINARY COUNCIL MEETING  
18 MARCH 2025

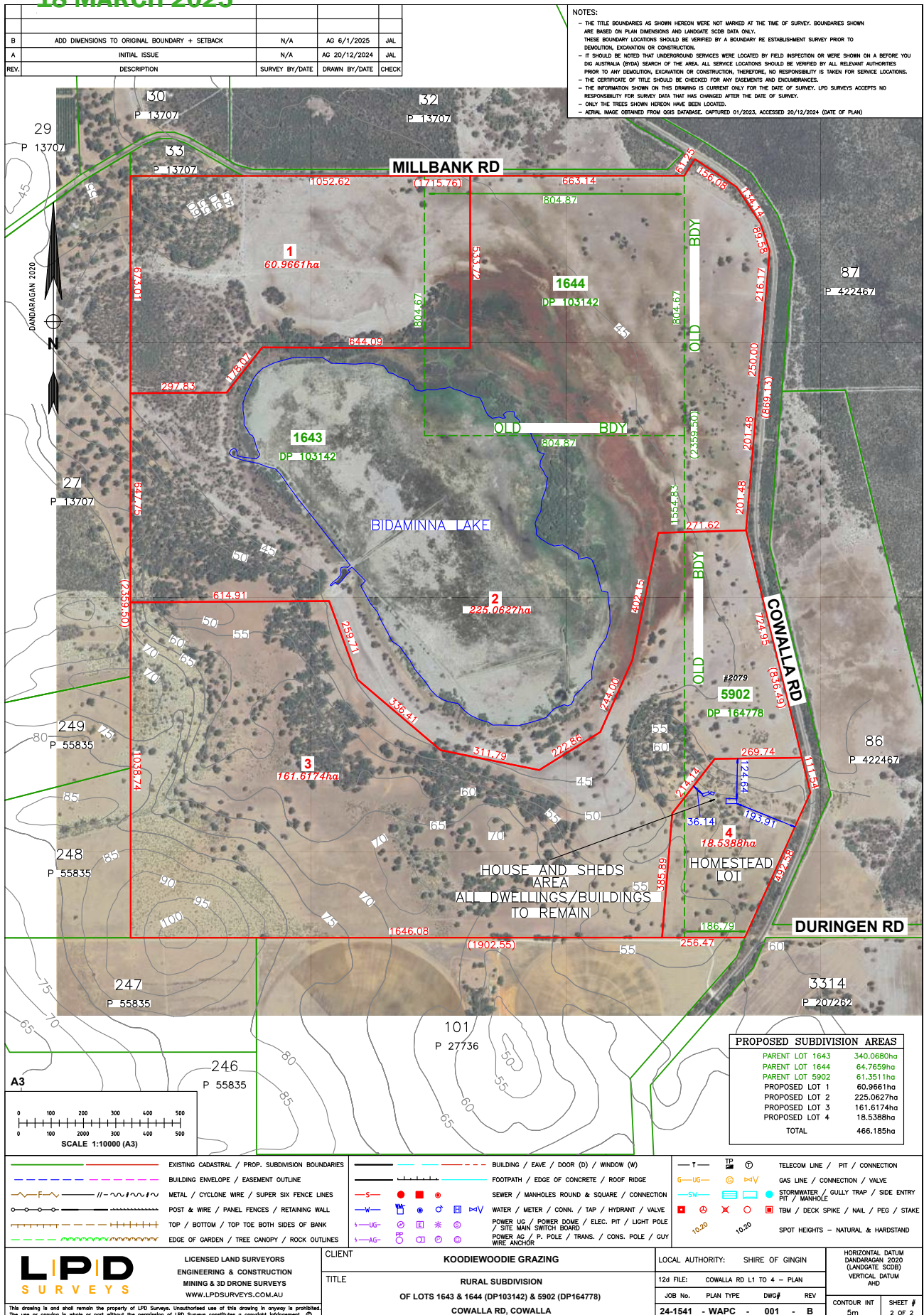
APPENDIX  
14.5.4





# MINUTES ORDINARY COUNCIL MEETING 18 MARCH 2025

# APPENDIX 14.5.4



## **15 REPORTS - OPERATIONS AND ASSETS**

Nil

## **16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

## **17 COUNCILLORS' OFFICIAL REPORTS**

### **17.1 CR FRANK JOHNSON**

I attended the AGM of the Seabird Progress Association at the end of February. The meeting was well attended, and very productive. The Association continues to thrive.

I also attended the Off-Road Vehicle Advisory Committee Meeting, by Teams, on 27 February.

### **17.2 CR LINDA BALCOMBE**

I attended the Wheatbelt DEMC meeting via TEAMS. It was interesting to hear strategies and outcomes for future and previous declared emergencies and how each agency will deal with these.

I attended the BFAC meeting which was well attended with the main item being creation of an operating procedure manual and hopefully implementation later this year.

I attended an EM webinar on 13 March 2025, which was on communication in emergencies and how to use trusted people in the community to spread the important information. It was also mentioned to not forget to check in on your neighbours and get that message out.

The CEO and myself spent the day at the ICC as it was activated for both fires in Bambun and Ledgepoint. It was a big learning experience for me to see all the agencies working together and the amount of people that were involved in fighting the fires, on the ground, in the air or supporting those that were fighting fires. We also headed up to Lancelin for the community meeting and it was so good to see our staff and other agencies working together to keep those that were evacuated fed, cool and informed. Thank you to everyone involved and those that took those early morning phone calls and assisted when needed. I am very proud of all of the community, staff, councillors and everyone involved. We were very lucky that we lost no homes or lives in the trying weather conditions we had.



### **17.3 CR ROBERT KESTEL**

I attended the Wheatbelt North Regional Road Group meeting along with Ruth March on Monday 10 March 2025. This meeting comprises Avon, Kellerberrin, Moora and North East subgroups.

I attended the Wheatbelt North Regional Road Group Moora Subgroup meeting on 17 March 2025.

The overarching take home point from both of these meetings was to make sure that shires use all of the money they have been granted as across the state groups are on average only using about 55% of the money granted for numerous reasons. The old saying, “if you don’t use it, you will lose it.”

### **17.4 CR JASON WEEKS**

I was very proud and very happy to have taken part in the response, a special mention to Matilda Agnew, Shire officer, very competent beyond her years as far as creating a nice and pleasant presence.

## **18 NEW BUSINESS OF AN URGENT NATURE**

Nil

## **19 MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC**

### **COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Johnson      **SECONDED:** Councillor Weeks

That Council move into a Confidential Session to discuss Item 19.1.

**CARRIED UNANIMOUSLY**  
**8 / 0**

**FOR:**      *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Vis, Councillor Woods and Councillor Weeks*

**AGAINST:**      *Nil*

*The meeting was closed to the public and all members of the public present in the Gallery left Council Chambers at 3:53pm.*



## 19.1 STRUCTURE PLAN EXTENSION AND SUBDIVISION REFERRAL – LANCELIN SOUTH

File	LND/137
Applicant	CLE Town Planning and Design
Location	Lancelin South
Owner	VIMG
Zoning	Future Development
WAPC No	NA
Author	James Bayliss - Executive Manager Regulatory and Development Services
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> <li>1. Correspondence - McLeod, Fisher &amp; Hamdorf [<b>19.1.1</b> - 4 pages]</li> <li>2. Location Plan [<b>19.1.2</b> - 1 page]</li> <li>3. Aerial Map [<b>19.1.3</b> - 1 page]</li> <li>4. Applicant's Proposal - Structure Plan Extension Document [<b>19.1.4</b> - 152 pages]</li> <li>5. Applicant's Proposal - Overarching Structure Plan Extension Document [<b>19.1.5</b> - 253 pages]</li> </ol>

### Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;

**VOTING REQUIREMENTS - SIMPLE MAJORITY**

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Weeks

**SECONDED:** Councillor Kestel

**That Council:**

1. Not support the proposed extension to the Lancelin South Structure Plan and Stage One – Outline Development Plan;
2. Not support the proposed subdivision of Lot 9001 Lancelin Road, Lancelin (Stages 5 and 6 of the Lancelin South Estate);
3. Direct the CEO to inform the WAPC of the Shire’s planning timeframe and dispute concerns in relation to these matters;
4. Authorise the CEO to take the necessary steps and utilise resources as required to resolve the developer dispute; and
5. Withhold all support and approvals in relation to this development until the dispute is resolved.

**CARRIED UNANIMOUSLY**

**8 / 0**

**FOR:** *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Weeks, Councillor Woods and Councillor Vis*

**AGAINST:** *Nil*

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Johnson      **SECONDED:** Councillor Woods

That the meeting be re-opened to the public.

**CARRIED UNANIMOUSLY  
8 / 0**

**FOR:**      *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Weeks, Councillor Woods and Councillor Vis*

**AGAINST:**      *Nil*

*The meeting was re-opened to the public at 3:56pm. No members of the public returned to the Gallery.*

**20 CLOSURE**

There being no further business, the President declared the meeting closed at 3:57pm.

The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 15 April 2025, commencing at 3:00pm.