



MINUTES

Ordinary Council Meeting

20 December 2022

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 20 December 2022.

Councillor C W Fewster
SHIRE PRESIDENT

Date of Confirmation: _____

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.

No responsibility whatsoever is implied or accepted by the Shire of Gingin for any act, omission or statement or intimation occurring during Council meetings or during formal/informal conversations with staff.

The Shire of Gingin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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.

TABLE OF CONTENTS

1	DECLARATION OF OPENING	5
2	RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	5
2.1	ATTENDANCE	5
2.2	APOLOGIES	5
2.3	LEAVE OF ABSENCE	5
3	DISCLOSURES OF INTEREST	5
4	PUBLIC QUESTION TIME	6
4.1	RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE.....	6
4.2	PUBLIC QUESTIONS.....	6
5	PETITIONS.....	6
6	APPLICATIONS FOR LEAVE OF ABSENCE.....	6
7	CONFIRMATION OF MINUTES.....	7
8	ANNOUNCEMENTS BY THE PRESIDING MEMBER.....	7
9	UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS.....	7
10	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	7
11	REPORTS - OFFICE OF THE CEO	8
11.1	REPEAL OF SHIRE OF GINGIN BY-LAWS RELATING TO SIGNS AND BILL POSTING.....	8
11.2	REPEAL OF POLICY 5.1 RUBBISH SERVICES TO CLUB PREMISES	29
11.3	APPOINTMENT OF ACTING CEO FOR PERIOD OF LEAVE	31
11.4	2022 PERIODIC REVIEW OF LOCAL LAWS	34
11.5	LOCAL EMERGENCY SERVICES COMMITTEE - COMMUNITY PARAMEDIC.....	86
12	REPORTS - CORPORATE AND COMMUNITY SERVICES.....	88
12.1	COMMUNITY FUNDING PROGRAM REVIEW	88
12.2	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS REVIEW.....	94
12.3	LOT 57 (123) DARCH TRAIL GABBADAH - WRITE OFF OUTSTANDING LEGAL FEES AND INTEREST	341
12.4	2837 BINDOON/MOORA ROAD MINDARRA - SALE OF LAND FOR THE RECOVERY OF RATES	344
12.5	135 MELALEUCA AVENUE GABBADAH - SALE OF LAND FOR THE RECOVERY OF RATES	347
12.6	26 SHAW STREET, GUILDERTON - SALE OF PROPERTY TO RECOVER RATES	350
12.7	LOT 207 BIRDWOOD DRIVE, WOODRIDGE - SALE OF LAND FOR THE RECOVERY OF RATES	353
12.8	FINANCIAL REPORT AND INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2022	356
12.9	MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 30 NOVEMBER 2022	418

12.10 LIST OF PAID ACCOUNTS NOVEMBER 2022.....	445
13 REPORTS - REGULATORY AND DEVELOPMENT SERVICES.....	447
13.1 SOUTH WEST NATIVE TITLE SETTLEMENT - LAND BASE CONSULTATION 904 & 55	447
13.2 APPLICATION FOR DEVELOPMENT APPROVAL - USE NOT LISTED (OUTBUILDING) ON LOT 238 FICUS RISE, NILGEN.....	469
13.3 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED OVERSIZE OUTBUILDING ON LOT 92 ROBINSON STREET, GINGIN	478
13.4 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED GREENHOUSES ON LOT 3689 (392) AIRFIELD ROAD, BAMBUN	491
13.5 PROPOSED TWO LOT SUBDIVISION - LOT 71 (40) LEFROY STREET, GINGIN.....	535
13.6 APPLICATION FOR DEVELOPMENT APPROVAL - 7M SHELL PRICE BOARD - LOT 102 (55) DEWAR ROAD, GRANVILLE.....	545
13.7 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED INDUSTRY LIGHT (MEAT PROCESSING ROOM) AT PT 11 OF LOT 13 (35) GINGIN BROOK ROAD, COONABIDGEE	554
13.8 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED CHANGE OF USE HOLIDAY HOUSE AT LOT 415 (17) WEDGE STREET, LEDGE POINT.....	571
13.9 APPLICATION FOR AMENDED DEVELOPMENT APPROVAL - RESTAURANT, MICRO-BREWERY AND CHALETs ON LOT 421 (558) CARABAN ROAD, CARABAN	583
13.10 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED OVERSIZE OUTBUILDING ON LOT 200 (13) ATKINSON WAY, LANCELIN	590
14 REPORTS - OPERATIONS AND ASSETS	603
14.1 UNBUDGETED EXPENDITURE - LENNARDS BRIDGE	603
14.2 2022/23 BUDGET AMENDMENT - PRUNING OF TREES ALONG DEWAR ROAD AND UPDATING OF RAMM SYSTEM.....	608
15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	616
16 COUNCILLORS' OFFICIAL REPORTS.....	616
16.1 GINGIN CRC CHRISTMAS FUNCTION AND GINGIN CHRISTMAS CAROLS	616
16.2 DEDICATION OF QUEEN'S JUBILEE COMMEMORATIVE TREE AVENUE AND LANCELIN EMERGENCY SERVICES CHRISTMAS FUNCTION.....	616
16.3 DEDICATION OF QUEEN'S JUBILEE COMMEMORATIVE TREE AVENUE AND GINGIN DISTRICT HIGH SCHOOL AWARDS PRESENTATION	616
17 NEW BUSINESS OF AN URGENT NATURE.....	617
17.1 UNBUDGETED EXPENDITURE - URGENT FIRE SAFETY MAINTENANCE WORKS FOR GUILDERTON CARAVAN PARK	617
18 MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC	620
19 CLOSURE.....	620

ORDER OF BUSINESS

1 DECLARATION OF OPENING

The Shire President declared the meeting open at 3:01 pm and welcomed all in attendance.

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – C W Fewster (Shire President), A R Vis (Deputy Shire President), L Balcombe, F J Johnson, R Kestel, F J Peczka, and E Sorensen.

Staff – A Cook (Chief Executive Officer), L Crichton (Executive Manager Corporate and Community Services), R Kelly (Executive Manager Regulatory and Development Services), V Crispe (Executive Manager Operations and Assets), K Bacon (Coordinator Strategic Planning and Projects), J Bayliss (Coordinator Statutory Planning), L Burt (Coordinator Governance) and E Mackey (Governance Support Officer/Minute Officer).

Gallery – There was 1 member of the public present in the Gallery.

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Councillor J K Rule

3 DISCLOSURES OF INTEREST

Aaron Cook (Chief Executive Officer)

Item: 11.3 Appointment of Acting CEO for Period of Leave

Interest: Financial

Reason: Could affect planned Annual Leave

James Bayliss (Coordinator Statutory Planning)

Item: 13.8 Application for Development Approval - Proposed Change of Use Holiday House at Lot 415 (17) Wedge Street, Ledge Point

Interest: Financial

Reason: Part Owner of Property

Councillor Wayne Fewster (Shire President)

Item: 13.8 Application for Development Approval - Proposed Change of Use Holiday House at Lot 415 (17) Wedge Street, Ledge Point

Interest: Financial

Reason: Part Owner of Property

Les Crichton (Executive Manager Corporate and Community Services)

Item: 11.3 Appointment of Acting CEO for Period of Leave

Interest: Financial

Reason: Appointee to position of Acting CEO

Bob Kelly (Executive Manager Regulatory and Development Services)

Item: 11.3 Appointment of Acting CEO for Period of Leave

Interest: Financial

Reason: Appointee to position of Acting CEO

Vanessa Crispe

Item: 11.3 Appointment of Acting CEO for Period of Leave

Interest: Financial

Reason: Appointee to position of Acting CEO

4 PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PETITIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 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 15 November 2022 and the Special Council Meeting held 6 December 2022 as true and accurate records.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Deputations

One deputation was heard by Council prior to the meeting commencement, the details of which are as follows:

Item 13.2 **Application for Development Approval - Use Not Listed (Outbuilding) on Lot 238
Ficus Rise, Nilgen**

Speaker/s: David Paterson

The Deputation was in support of the Officer's Recommendation.

9 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11 REPORTS - OFFICE OF THE CEO

11.1 REPEAL OF SHIRE OF GINGIN BY-LAWS RELATING TO SIGNS AND BILL POSTING

File	LAW/1
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	21 June 2016 - Item 11.1.3
Appendices	<ol style="list-style-type: none">1. By-laws Relating to Signs and Bill Posting 1982 [11.1.1 - 16 pages]2. Draft Repeal Local Law [11.1.2 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider repealing the *Shire of Gingin By-laws Relating to Signs and Bill Posting*.

BACKGROUND

The *Shire of Gingin By-laws Relating to Signs and Bill Posting* (the By-laws) were made by resolution of Council dated 17 December 1981, and were published in the *Government Gazette* on 20 August 1982. The By-laws were subsequently amended in 1983 and 1987, and a copy of the By-laws in their current form is provided as an Appendix to this report.

It has been recognized for quite some time that the By-laws are outdated and no longer fit for purpose. At its meeting on 21 June 2016, Council gave consideration to this matter and resolved to commence the process of replacing the By-laws with a new Signs Local Law. The new local law, once gazetted, would repeal the By-laws.

As part of the local law-making process prescribed by the *Local Government Act 1995*, all proposed local laws must be submitted to the Minister for Local Government, via the Department of Local Government, for review and comment. With respect to the proposed Signs Local Law, the advice received back from the Department was as follows:

It is rare for local governments to pass local laws relating to signs and advertising. The Department has provided comments as suggestions for the Shire's consideration; however, with so few signage local laws gazetted in recent years, it is difficult to determine how the Joint Standing Committee on Delegated Legislation will view it. The Committee has previously taken the view that general signage issues should be regulated by local planning schemes, and not in local laws. In some cases, the Committee has questioned whether general sign local laws are authorised or contemplated under the Local Government Act 1995.

Based on this advice the draft local law was not progressed further, and in the absence of an alternative regulatory framework to deal with matters relating to signage on private property that are not addressed by Local Planning Scheme No. 9 the By-laws have remained in effect.

At its meeting on 15 November 2022, Council gave final adoption to Local Planning Policy 1.12 Advertising Signs. Now that the local planning policy is in effect, action can be taken to repeal the By-laws – however given that Council’s previous resolution at its June 2016 meeting related to adoption of a new Signs Local Law which would also repeal the By-laws, a decision of Council specifically agreeing to the repeal of the By-laws is now sought. To that effect, a draft *Shire of Gingin Signs and Bill Posting Repeal Local Law 2023* has been prepared for Council’s consideration (see Appendices).

COMMENT

In the event that Council resolves to adopt the *Shire of Gingin Signs and Bill Posting Repeal Local Law 2023* for the purposes of public advertising, the following sequence of events will commence:

1. A public submission period of at least six weeks must be allowed, during which a copy of the proposed local laws must also be submitted to the Minister for Local Government. At the close of advertising, Council must consider any submissions received and may then resolve either to make the local law either as proposed or in a form that is not significantly different from what was proposed, or to not proceed with the local law. If, after considering any submissions received, Council wishes to make substantial changes to the proposed local law, then a further public submission period will be required.
2. Once Council has resolved to make a local law, it must be published in the Government Gazette and a further copy provided to the Minister for Local Government.
3. After gazettal, local public notice must be given stating the title of the local law, its purpose and effect (including the date it comes into operation) and advising where copies of the local law may be inspected or obtained.
4. A copy of the local law, together with an accompanying explanatory memorandum, must then be submitted to the WA Parliamentary Joint Standing Committee on Delegated Legislation for scrutiny.

Regulation 3 of the *Local Government (Functions and General) Regulations 1996* requires that, in commencing to make a local law, the person presiding at a Council meeting is to give notice of the purpose and effect of the local law by ensuring that:

1. The purpose and effect of the proposed local law is included in the agenda for that meeting; and
2. The Minutes of the meeting of the Council include the purpose and effect of the proposed local law.

Accordingly, the purpose and effect of the proposed *Shire of Gingin Signs and Bill Posting Repeal Local Law 2023* are stated as follows:

Purpose: The purpose of this local law is to repeal the *Shire of Gingin By-laws Relating to Signs and Bill Posting*.

Effect: The effect of this local law is to remove the *Shire of Gingin By-laws Relating to Signs and Bill Posting* from the public record.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 3 – Functions of local governments

Division 2 – Legislative functions of local governments

Section 3.5 – Legislative power of local governments

Section 3.12 – Procedure for making local laws

POLICY IMPLICATIONS

Local Planning Policy 1.12 Advertising Signs (adopted 15 November 2022) makes provision for the Shire to deal with those aspects of signage on private property that are not addressed by the Shire’s Local Planning Scheme No. 9.

BUDGET IMPLICATIONS

Costs will be incurred as a result of the statutory advertising and gazettal process. These costs will be met from Council’s adopted 2022/23 budget for advertising.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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 Vis

That Council adopt the proposed *Shire of Gingin Signs and Bill Posting Repeal Local Law 2023* for the purpose of seeking public submissions and comment from the Minister for Local Government.

CARRIED BY ABSOLUTE MAJORITY
7 / 0

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

AGAINST: *Nil*

LOCAL GOVERNMENT ACT 1960-1982.

Municipality of the Shire of Gingin.

By-laws Relating to Signs and Bill Posting.

IN pursuance of the powers conferred upon it by the abovementioned Act and of all other powers enabling it, the Council of the abovementioned Municipality hereby records having resolved on 17 September 1981 to revoke the by-laws published in the *Government Gazette* No. 42, dated 22 April 1968 and *Government Gazette* No. 32, dated 30 May 197, and to make and submit for confirmation by the Governor the following by-laws.

Interpretation.

1. In these by-laws, unless the context otherwise requires –

“Act” means the Local Government Act 1960, as amended;

“Clerk” means the Shire Clerk of the Shire of Gingin or the person acting for the time being in that capacity;

“commercial area” means an area classified as a commercial zone by the Town Planning Scheme;

“Council” means the Council of the Shire of Gingin;

“direction sign” means a sign erected in a street or public place to indicate the direction to be taken to some other place; but does not include a sign erected or affixed by the Council or the Main Roads Department or a road direction sign erected or affixed by a duly incorporated association, or union of motorists, authorised in that regard by the Minister for Transport;

“illuminated sign” means a sign that is so arranged as to be capable of being lighted, either from within or without the sign by artificial light provided, or mainly provided, for that purpose.

“light industrial area” means an area classified as a light industrial zone by the Town Planning Scheme;

“pylon sign” means a sign supported by one or more piers and not attached to a building;

“residential area” means an area classified as a residential zone by the Town Planning Scheme;

“rural producer sign” means a sign advertising for sale produce grown on a farm;

“sandwich board sign” means a sign consisting of two sign boards attached to each other end to end by hinges or other means;

“sale sign” means a sign indicating that the premises whereon it is affixed are for sale or for letting;

“semaphore sign” means a sign affixed to wall and supported at, or by, one of its ends only;

“sign” includes a signboard and a clock, other than clock that is built into a wall and that does not project beyond the face of the wall;

“Surveyor” means the Council’s Building Surveyor appointed pursuant to the Act; and

Words and expressions used have the respective meanings as are given therein, and for the purposes of, the Act.

Licence Required.

2. (1) A person shall not erect or maintain a sign, and the owner or occupier of premises shall not suffer or permit a sign to remain on those premises, within one hundred metres of a street or other public place, except pursuant to a licence issued under these by-laws, unless the sign is exempt under By-law 8.
- (2) A licence issued under these by-laws remains valid until an alteration is made to the sign in respect of which it is issued, and in that event the licensee shall apply for a new licence.
- (3) A licence shall be in the form set out in the First Schedule to the by-laws.

Applications for Licences.

3. (1) An application for a licence under these by-laws shall be made in the form of application set out in the First Schedule hereto.
- (2) An application for a licence in respect of a sign shall be accompanied by a plan drawn to scale of not less than 1:50 showing the position, design, method of construction, colours to be used in painting and the method of illumination of the sign for which the licence is sought.
- (3) An applicant for a licence shall furnish, in writing, any further particulars required by the Surveyor.
- (4) The Council may impose any conditions it thinks fit upon the issue of a licence.

Licence Fees.

Deleted Govt Gazette No. 18 11 March 1983

Licence Numbers.

5. The person to whom a licence is issued in respect of an advertising sign shall cause to be painted or stencilled on the face of the sign in figures of at least 25 mm in height the licence number relating to it.

Licence to be Produced.

6. The owner or occupier of premises on which a sign is erected shall, on demand by an officer of the Council authorised in writing by the Council to require its production, produce the licence for inspection.

Revocation of Licence.

7. Where anything purporting to be done pursuant to a licence issued under these by-laws is not done in conformity with the licence or with these by-laws or where the licensee is guilty of an offence against these by-laws the Council may, without derogation or any penalty to which that person may be liable, by notice in writing revoke the licence.

Exempt Signs.

8. Nothing in these by-laws relates to a sign erected or maintained pursuant to an Act or to a sign that is:-
 - (a) a land sale sign not exceeding 0.7 m² in area;
 - (b) a plate, not exceeding 0.2 m² in area, erected, or affixed on the street alignment, or between that alignment and the building line, indicating the name and occupation or profession of the occupier of the premises, subject to By-law 13 (f);
 - (c) a sign not exceeding 0.4 m² in area affixed to a building or erected, or affixed, behind the building line, to indicate the name of the occupier and his trade or occupation, subject to By-law 13 (f);
 - (d) signs erected by the Council of the Shire of Gingin on land under the care, control and management of the Council.

Fixing of Signs.

9. Every sign shall be securely fixed to the structure by which it is supported, to the satisfaction of the Surveyor, and shall be maintained in a safe condition.

Glass in Signs.

10. Glass shall not be used in any sign, other than in an illuminated sign.

Sign Designs.

11. (1) All signs shall be designed to be compatible with their surroundings, including buildings, landscaping and other signs. Signs attached to buildings shall be

incorporated into the architectural features of the building in placement, style, proportions, materials and finish. All permanent signs shall be professionally designed, constructed, finished, installed and maintained.

- (2) Notwithstanding that a sign would otherwise comply with the provisions of these by-laws, the Council may refuse a licence therefore, if the sign in its opinion, would be injurious to the amenity or natural beauty of the area.

Obstruction by Signs.

12. A person shall not erect a sign so as to obstruct access to or from a door, fire escape or window, other than a window designed for the display of goods.

Prohibited or Restricted Signs.

13. A person shall not erect or maintain a sign –
 - (a) so as to obstruct the view from a street or public place of traffic in the same way or any other street or public place;
 - (b) so as to be likely to be confused with, or mistaken for, an official traffic light or sign, or so as to contravene the Road Traffic Act 1974, or Regulations made thereunder;
 - (c) painted directly on awnings or banners;
 - (d) on a building where the stability of the building is, in the opinion of the surveyor, likely to be affected by the sign;
 - (e) in a position where it obstructs or obscures a person's view from a dwelling of a river, the sea or any other natural feature of beauty;
 - (f) a person shall not erect or maintain a sign on land other than that which is zoned commercial or industrial;
 - (g) using searchlights, balloons, pennants, flags used to call attention to a product, service or property;
 - (h) on a vehicle parked in or on a street, way, footpath or public place.

Readily Combustible Material.

14. Except in the case of posters securely affixed to a sign board, paper, cardboard, cloth or other readily combustible material shall not form part of, or be attached to a sign.

Signs to be Maintained.

15. (1) The holder of a licence in respect of a sign shall keep the sign clean and free from unsightly matter.

- (2) Where any person fails to comply with the requirements of sub by-law (1) of this by-law, the Council may order the sign or any part of the sign, removed.

Bill Posting.

16. (1) Subject to sub-bylaw (2) of this by-law, a person shall not post a bill or paint, stencil, place or affix an advertisement on a street or on a building, structure, fence, wall, sign, post, blind or awning.
- (2) This by-law does not apply to –
- (a) advertisements affixed to, or painted on, a shop window by the occupier thereof and relating to the business carried on therein;
- (b) signs within a building.

Information on Signs.

17. A sign, other than a sign referred to in by-law 18 or by-law 25, may contain the following information –
- (a) the name of the occupier, or each of them if more than one;
- (b) the business or businesses carried on in the premises;
- (c) the occupier’s telephone number;
- (d) a description of the goods sold or offered for sale in the premises to which the sign is affixed or to which it relates.

Business Direction Signs.

18. The Council may erect Business Direction Signs, in or near the intersection of streets which indicate the nature of the business that may be located by following the direction indicated by the sign.

Special Permits for Signs in the Public Interest.

19. (1) Notwithstanding anything contained in these by-laws, the Council may, by permit under the hand of the Clerk, allow the display of advertisements of meetings, charitable functions, art or cultural activities, (other than those conducted by a person for the purpose of commercial gain) or other events of public interest or the display of advertisements at theatres and other places of public entertainment upon terms and conditions decided by the Council in each case.
- (2) A person shall not erect or maintain a sign more than four weeks before the meeting, function, event or activity to which it relates and the person by whom it was erected shall cause it to be removed not later than two weeks after the conclusion of the meeting, function, event or activity.

- (3) Notwithstanding anything contained in this by-law a person shall not nail a sign to a street tree.

Clocks.

20. (1) A clock shall –
- (a) if suspended under a verandah, have its centre coinciding with the centre line of the footway thereunder;
 - (b) comply, as regards size, with the following table:-

Height of Bottom of clock above footway.	Maximum diameter of width Clock face and depth of Clock including lettering.
2.75 m and under 3.5 m	450 mm
3.5 m and over	750 mm;
 - (c) be fixed either parallel with, or at right angles to, the wall to which it is attached;
 - (d) not project from the wall to which it is attached –
 - (i) if parallel to the wall, more than 300 mm; or
 - (ii) if at right angles to the wall, more than 1.8 m;
 - (e) afford a minimum headway of 2.75 m;
 - (f) be maintained so as to show the correct time;
 - (g) be illuminated from sunset to midnight; and
 - (h) not be permitted to strike between midnight and seven o'clock in the morning.
- (2) Notwithstanding the provisions of sub-by-law (1) of this by-law, a clock suspended in an arcade, may be suspended over the centre of the arcade.

Building Display Centre Signs.

21. A sign advertising a building display centre shall –
- (a) be constructed of a type of material approved by the Council and not otherwise;
 - (b) be erected on a lot on which one of the display homes is erected and not elsewhere;
 - (c) be erected at a distance from the boundary of the lot not less than the height of the sign from the natural ground level;

- (d) not exceed 2.7 m in depth;
- (e) not exceed 1.5 m² in area if it relates to one display home only or 3 m² if it relates to two or more display homes.

External Wall Signs.

22. (1) A sign painted on an external wall or fascia shall be either a horizontal or a vertical sign and shall conform to the following –
- (a) Horizontal Sign –
 - (i) *Deleted Govt Gazette No. 17 20 February 1987*
 - (ii)

Minimum height of sign above street.	Maximum height of sign.
Less than 7.5 metres	1.2 metres
7.5 metres to 9 metres	1.8 metres
9 metres or more	3.00 metres
 - (iii) not be within 600 mm of either end of the wall on which it is painted.
 - (iv) not be within 3.5 metres of another sign painted on a wall of the building.
 - (b) Vertical Sign –
 - (i) *Deleted Govt Gazette No. 17 20 February 1987*
 - (ii) not be within 600 mm of either end of the wall on which it is painted;
 - (iii) not be within 3.5 metres of another sign painted on the wall of the building;
 - (iv) not exceed 600 mm in width;
 - (v) be of a height at least twice its width but not exceeding 2.5 metres in height.
- (2) Notwithstanding the provisions of paragraph (a) of sub-by-law (1) of this by-law, the Council may permit an increase of not more than 50 per cent of the depths mentioned in that paragraph in any part or parts of a sign to permit the inclusion therein of a motif or capital letter.
- (3) The name of the building or the owner or occupier of the building may be placed on the wall or fascia of a building.

Horizontal Signs Fixed to a Wall.

23. (1) A horizontal sign shall –
- (a) *Deleted Govt Gazette No. 17 20 February 1987*
 - (b) *Deleted Govt Gazette No. 17 20 February 1987*
 - (c) conform as to the height to the following table –

Minimum height of sign above street.	Maximum height of sign.
Less than 7.5 metres	1.2 metres
7.5 metres to 9 metres	750 mm
9 metres or more	3.00 metres
 - (d) not project more than 600 mm from the wall to which it is attached; and
 - (e) not be within 600 mm of either end of the wall to which it is attached, unless the end of the sign abuts against a brick, stone, or cement corbel, pier or pilaster which is at least 250 mm wide and projects at least 25 mm in front of, and 75 mm above and below, the sign.
- (2) Notwithstanding the provisions of paragraph (c) of sub-by-law (1) of this by-law, the Council may permit an increase of not more than 50 per cent of the depths mentioned in that paragraph in any part or parts of a sign to permit the inclusion therein of a motif or capital letter.
- (3) *Deleted Govt Gazette No. 17 20 February 1987*
- (4) The name of the building, owner or occupier may be placed on the façade of a building, but –
- (a) *Deleted Govt Gazette No. 17 20 February 1987*
 - (b) *Deleted Govt Gazette No. 17 20 February 1987*
 - (c) the letters shall be of metal or other incombustible material; and
 - (d) the letters shall not be lit or illuminated unless all illuminated lettering has been specifically approved by the Council.

Illuminated Signs.

24. An illuminated sign shall –
- (a) have any boxing or casing in which it is enclosed, constructed of incombustible material;

- (b) where it is comprised of glass (other than fluorescent tubing) be so protected as to prevent its falling into a public place in the event of breakage;
- (c) be maintained to operate as an illuminated sign;
- (d) not have a light of such intensity as to cause annoyance to the public or be a traffic hazard.

Roof Signs.

24A (1) No person shall erect or maintain a sign on the roof of a building unless with the approval of the Council. A sign shall:

- (a) Not at any part be within 3.70 m of the ground;
- (b) not extend laterally beyond the external walls of the building;
- (c) comply, as regards height above ground and height of sign, with the following table:

Height of Main Building Above Ground Level at point where Sign is to be erected.	Maximum height of Sign.
3.70 m and under 4.50 m	1.20 m
4.50 m and under 6.00 m	1.80 m
6.00 m and under 12.00 m	3.00 m
12.00 m and under 18.00 m	4.50 m
18.00 m and upwards	6.00 m; and

- (d) not be at any part more than 45.00 m above ground.
- (2) The Council shall not approve the erection of a roof sign unless the Building Surveyor certifies that, in his opinion, the building is so designed and constructed that the sign may be erected thereon without fear of damage or danger to the building or its occupants.
- (3) When ascertaining the height of the main building above ground level for the purpose of this By-law, any part of the roof, at the point where the sign is to be erected, that is provided solely for the purpose of architectural decoration, shall be disregarded.

Land Sale Signs.

25. (1) A land sale sign shall –

- (a) be erected on the land to which it relates and not elsewhere;
- (b) if it relates to an auction not exceed 1.5 m² in area;

- (c) if it advertises for sale lots created by a subdivision not exceed 9 m² in area;
 - (d) in any other case not exceed 0.7 m² in area;
- (2) A land sale sign advertising an auction shall –
- (a) not be erected more than four weeks before the proposed date of the auction;
 - (b) be removed not later than two days after the auction has been held;
 - (c) where it is erected on land having a frontage to a road that is a main road within the meaning of the Main Roads Act 1930, consist of letters not less than 150 mm in size.
- (3) A land sale sign advertising for sale lots created by a subdivision shall 0
- (a) not be erected or maintained for a period exceeding six months without the approval of the Council;
 - (b) not be erected until 0
 - (i) the plan of subdivision has been approved by the Town Planning Board of Western Australia; and
 - (ii) the land has been zoned for the appropriate purpose.

Pylon Signs.

26. (1) A person shall not erect more than one pylon sign on a lot.
- (1A) A person shall only erect a pylon sign on a lot zoned as Commercial or Industrial.
- (2) A pylon sign shall –
- (a) *Deleted Govt Gazette No. 17 20 February 1987*
 - (b) not exceed 2.5 m measured in any direction across the face of the sign or have a greater superficial area than 4 m²;
 - (c) not project over a street;
 - (d) be supported on one or more piers or columns of brick, stone, cement, concrete, steel or timber of sufficient size and strength to support the sign under all conditions;
 - (e) *Deleted Govt Gazette No. 17 20 February 1987*
- (3) *Deleted Govt Gazette No. 17 20 February 1987*

27. The Council may issue a licence in respect of a pylon sign notwithstanding it does not comply with by-law 26 (2) if –
- (a) *Deleted Govt Gazette No. 17 20 February 1987*
 - (b) *Deleted Govt Gazette No. 17 20 February 1987*
 - (c) will be of a width not exceeding 1.8 m;
 - (d) will have two vertical supports with horizontal flat boards of a maximum height of 200 mm with a minimum space between each board of 50 mm;
 - (e) *Deleted Govt Gazette No. 17 20 February 1987*

Rural Producer Signs.

28. A rural producer sign shall –
- (a) not indicate or display any matter otherwise than for the purpose of advertising the sale of produce grown on the land on which the sign is erected;
 - (b) be erected within the boundaries of the land on which the produce offered for sale was grown, and
 - (c) not exceed 0.7 m² in area;
 - (d) not be of a height of more than 2 m from the natural ground level.
29. (1) A sandwich board sign shall –
- (a) not exceed 900 mm in height;
 - (b) not exceed 0.8 m² in area on each side;
 - (c) *Deleted Govt Gazette No. 17 20 February 1987*
 - (d) *Deleted Govt Gazette No. 17 20 February 1987*
 - (e) *Deleted Govt Gazette No. 17 20 February 1987*
- (2) A person shall not erect a sandwich board sign in any position other than adjacent to the building to which the sign relates.
- (3) A person shall not erect more than one sandwich board sign in relation to the one building.
- (4) A person who erects a sandwich board sign shall remove it at the close of business each day and shall not erect it again until the commencement of business on the following or a subsequent day.

Semaphore Signs.

30. (1) A semaphore sign shall –
- (a) afford a minimum headway of 2.7 m;
 - (b) be fixed at right angles to the wall to which it is attached;
 - (c) not project more than 900 mm from any point of attachment nor be of a greater height at any point than 1 m;
 - (d) be fixed over or adjacent to the entrance to a building; and
 - (e) not be fixed over or under a verandah.
- (2) Not more than one semaphore sign shall be fixed over, or adjacent to any one entrance to a building.

Signs or Fences on Vacant Land.

31. A sign may be painted or erected on the inside of a side or rear fence of a lot zoned as Light Industrial or Commercial land on which there is no building if the lot is used for business purposes and shall conform to the following:
- | (a) Distance of Sign
from Street Boundary | Maximum Height and
Area of Sign |
|--|------------------------------------|
| (i) 3 m to 40 m | 1.20 m and 2.40 m ² |
| 40 m to 80 m | 1.80 m and 3.60 m ² |
| more than 80 m | 3.00 m and 6.00 m ² |
- (b) (i) No such sign shall be erected within 3 m of any street boundary;
- (ii) only one such sign may be erected on any one lot.

Verandah Fascia Signs.

32. A sign comprising free standing lettering only may be erected above the outer fascia of a verandah, parallel to the kerb, if the lettering does not exceed 400 mm in height and is mounted on a base of at least 100 mm in width.
33. A sign fixed to the outer or return fascia of a verandah 0
- (a) shall not exceed 600 mm in height;
 - (b) shall not project beyond the outer meal frame, or surround of the fascia; and
 - (c) if an illuminated sign, may be of changing colours but shall not emit a flashing light.

Verandahs with Signs Underneath.

34. A sign under a verandah shall –
- (a) afford a headway of at least 2.5 m;
 - (b) not exceed 2.5 m in length, 1.5 m² in area or 600 mm in height;
 - (c) not weigh more than 55 kilograms;
 - (d) not, if it exceeds 300 mm in height, be within 1.2 m or, where it does not exceed 300 mm in height, be within 900 mm of the side wall of the building, measured along the front of the building, before which it is erected;
 - (e) not, if it exceeds 300 mm in width, be within 2.7 m or where it does not exceed 300 mm in height, be within 1.8 m of another sign under that verandah;
 - (f) be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection, where the sign may be placed at an angle with the wall so as to be visible from both streets.

Vertical Signs.

35. (1) A vertical sign shall -
- (a) afford a minimum headway of 3 m;
 - (b) subject to sub-by-law (2) of this by-law, not project more than 900 mm from the point of attachment to the building to which it is attached;
 - (c) not project above the top of the wall;
 - (d) be of a height of not more than its width, but not exceeding 2.5 m;
 - (e) not be within 3.5 metres of another vertical sign on the same building;
 - (f) not be placed on a corner of a building;
 - (g) not exceed 600 mm in width;
 - (h) be 1.8 m clear of State Energy Commission aerial wires.
- (2) Where a vertical sign is affixed to the face of a building that is set back beyond the face of another building within 3 m of it the sign may project 600 mm further than the distance prescribed by paragraph (b) of sub-by-law (1) of this by-law or the distance by which the building to which it is affixed is set back beyond the fact of the other, whichever is the lesser.

Offences.

36. (1) A person who erects a sign that does not comply with or erects a sign in a manner contrary to the provisions of these by-laws commits an offence.
- (2) A person who maintains a sign without a licence or in respect of which the licence has expired or been cancelled commits an offence.
- (3) Without prejudice to the provisions of sub-bylaws (1) and (2) of this by-law, the Council may serve on the owner or occupier of any premises on which any sign is erected, affixed or maintained contrary to these by-laws, notice to remove the sign within a time specified in the notice; and a person neglecting or failing to comply with the terms of a notice served on him pursuant to this sub-bylaw commits an offence.

Signs not Covered by the by-laws.

- 36A. Any application for a sign not covered in the by-law shall be submitted to Council for consideration.

Penalty.

37. Any person who is guilty of an offence against these by-laws is liable to a penalty not exceeding \$200.00 and where the offence is one of a continuing nature, a daily penalty not exceeding \$20.00.

Removal and Disposal of Signs Unlawfully Displayed.

38. (1) The Council may remove a sign placed or erected, contrary to the provisions of these by-laws, on a street or land vested in, or under the care or control of the Council and may, without incurring any liability therefore, dispose of a sign so removed, in any manner it thinks fit.
- (2) Where, in exercise of the power conferred by sub-bylaw (1) of this by-law, the Council removes and disposes of a sign, it may recover the cost of the removal and disposal in a court of competent jurisdiction from the person responsible for the placing or erecting of the sign.

First Schedule.

Form 1.

Shire of Gingin.

By-laws Relating to Signs and Pill Posting.

APPLICATION FOR LICENCE.

FULL NAME OF APPLICANT:

.....

ADDRESS:

.....

TYPE OF SIGN:

PREMISES ON WHICH SIGN TO BE ERECTED:

EXACT POSITION OF SIGN: (Plans to be submitted)

.....

DIMENSIONS OF SIGNS:

MATERIALS AND CONSTRUCTION OF SIGN:

.....

INSCRIPTION OR DEVICE ON SIGN:

.....

The applicant named above hereby applies for the issue of a licence in respect of the abovementioned sign.

Dated this day of 20

.....
(Applicant)

Licence No.:

Form 2.

Shire of Gingin.

By-laws Relating to Signs and Bill Posting.

LICENCE.

..... of

is hereby licensed to erect and maintain a sign on the premises specified hereunder subject to the abovementioned by-laws from time to time in force.

TYPE OF SIGN:

PREMISES ON WHICH ERECTED:

.....

EXACT POSITION OF SIGN:

DIMENSIONS OF SIGN:

CONDITIONS OF LICENCE:

Dated this day of 20

.....

SHIRE CLERK

This licence remains valid until any alteration is made to the sign, in which case the licensee must apply for a new licence.

The Common Seal of the Shire of Gingin was hereunto affixed by authority of a resolution of the Council in the presence of –

B. W. ROE,
President.

N. H. V. WALLACE,
Shire Clerk.

Local Government Act 1995

Shire of Gingin

Signs and Bill Posting Repeal Local Law 2023

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Gingin resolved on to make the following local law.

1. Citation

This local law may be cited as the *Shire of Gingin Signs and Bill Posting Repeal Local Law 2023*.

2. Commencement

This local law comes into operation 14 days after the day on which it is published in the *Government Gazette*.

3. Repeal

The *Shire of Gingin By-laws Relating to Signs and Bill Posting* published in the *Government Gazette* on 20 August 1982 are repealed.

Dated this day of 2023.

The Common Seal of the Shire of Gingin)
was affixed by authority)
of a resolution of the Council in the)
presence of:)

C W FEWSTER
Shire President

A COOK
Chief Executive Officer

11.2 REPEAL OF POLICY 5.1 RUBBISH SERVICES TO CLUB PREMISES

File	COR/28-1
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

PURPOSE

To consider repealing Policy 5.1 Rubbish Services to Club Premises.

BACKGROUND

Policy 5.1 was adopted by Council in May 1995 as part of Council's inaugural policy manual following the introduction of the *Local Government Act 1995* and was last reviewed in 2011.

The policy reads as follows:

Local clubs which lease or are licensed to use and occupy premises on Shire land will be required to meet the cost of a rubbish removal service provided by the Shire or its contractors over and above one 240 litre mobile garbage bin, which will be initially supplied by the Shire and serviced.

In accordance with Policy 1.4 Council Policy Management, the proposed repeal of Policy 5.1 was raised at the Briefing Session on 1 November 2022. Councillors were invited to submit questions, comments and suggestions in relation to the proposal up to 2 December 2022.

No input has been received, and the matter is therefore presented for Council's formal consideration.

COMMENT

Policy 5.1 is the only policy in Part 5 Health of Council's Policy Manual. However it does not address health-related issues but deals with what is effectively a waiver of fees. Given that community leases are dealt with by the Corporate and Community Services department, input was sought from the Shire's Executive Manager Corporate and Community Services.

When the policy was adopted in 1995, there were no standard lease agreements in place between the Shire and community groups occupying Shire properties. A standard “peppercorn” lease, which has been in place for a number of years, is now utilised for most community group/club leases of Shire property and includes a requirement for the lessee to pay for rubbish collection services. The policy is therefore defunct.

The provision of a free rubbish service is, in effect, a waiver of fee. Council’s attention is drawn to the fact that under Delegation 1.1.9 Waive or Grant Concessions on Money Owed to the Shire, the CEO is empowered to waive or grant concessions in relation to any amount of money owed to the Shire up to a value of \$1,000.

STATUTORY/LOCAL LAW IMPLICATIONS

Nil

POLICY IMPLICATIONS

As referenced in the Officer’s Report.

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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 Johnson **SECONDED:** Councillor Balcombe

That Council repeal Policy 5.1 Rubbish Services to Club Premises.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*

11.3 APPOINTMENT OF ACTING CEO FOR PERIOD OF LEAVE

File	PER/
Author	Aaron Cook - Chief Executive Officer
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Aaron Cook (Chief Executive Officer) disclosed a financial interest in Item 11.3 as it could affect his planned Annual Leave and left the meeting at 3:13pm.

Les Crichton (Executive Manager Corporate and Community Services) disclosed a financial interest in Item 11.3 as an appointee to the position of Acting CEO and left the meeting at 3:13pm.

Vanessa Crispe (Executive Manager Operations and Assets) disclosed a financial interest in Item 11.3 as an appointee to the position of Acting CEO and left the meeting at 3:13pm.

Bob Kelly (Executive Manager Regulatory and Development Services) disclosed a financial interest in Item 11.3 as an appointee to the position of Acting CEO and left the meeting at 3:13pm.

PURPOSE

For Council to consider appointing an Acting CEO for the duration of Mr Cook's leave.

BACKGROUND

As per Council Policy 1.43 Temporary Employment of CEO or Appointing of Acting CEO, the appointment of an Acting CEO for any period of leave longer than 5 weeks must be made by a decision of Council.

COMMENT

The CEO has planned leave commencing on 23 December 2022, if possible, to return to work on 6 February 2023.

As this planned leave is for a period of 6 weeks, it is necessary for Council to appoint an Acting CEO.

It is proposed that the Acting CEO role be shared during the period between all members of the Executive Management Team. The three Executive Managers have been consulted and they are all willing and able to undertake the duties during the period.

Taking into account work commitments for the individual officers, the following roster is proposed as the Executive Manager Operations and Assets is already working over the Christmas period and will be commencing the Major Works Program from 10 January 2023 onwards at KW Road:

- Vanessa Crispe Executive Manager Operations and Assets
Friday 23 December 2022 up to and inclusive of Sunday 8 January 2023;
- Bob Kelly Executive Manager Development and Regulatory Services
Monday 9 January 2023 up to and inclusive of Sunday 22 January 2023; and
- Les Crichton Executive Manager Corporate and Community Services
Monday 23 January 2023 up to and inclusive of Sunday 5 February 2023.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

s.5.39C Policy for temporary employment or appointment of CEO

POLICY IMPLICATIONS

Council Policy 1.43 Temporary Employment of CEO or Appointment of Acting CEO

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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 Kestel **SECONDED:** Councillor Johnson

That Council appoint the following officers to fill the position of Acting CEO for the duration of the CEO's planned annual leave from 23 December 2022 to 5 February 2023 (inclusive):

- Vanessa Crispe Executive Manager Operations and Assets
Friday 23 December 2022 up to and inclusive of Sunday 8 January 2023;
- Bob Kelly Executive Manager Development and Regulatory Services
Monday 9 January 2023 up to and inclusive of Sunday 22 January 2023; and
- Les Crichton Executive Manager Corporate and Community Services
Monday 23 January 2023 up to and inclusive of Sunday 5 February 2023.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*

All officers returned to the meeting at 3:17pm and were advised of Council's decision.

11.4 2022 PERIODIC REVIEW OF LOCAL LAWS

File	LAW/1
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	1. Final Local Laws Review Report [11.4.1 - 48 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the recommendations arising from a Periodic Review of Local Laws undertaken in accordance with s. 3.16 of the *Local Government Act 1995* (the Act).

BACKGROUND

The Act requires that every local government must review each of its local laws at least once every eight years.

The Shire of Gingin last undertook a Periodic Review of Local Laws in 2014. The 2022 Periodic Review of Local Laws for the Shire of Gingin has been undertaken on the Shire's behalf by Niel Mitchell of Conway Highbury Pty Ltd, with input from relevant employees.

The manner in which local laws are to be reviewed is also set out by s. 3.16. In essence, the following process must be followed:

1. Local public notice must be given advising of the local government's intention to review its local laws, where copies of the local laws may be inspected or obtained, and advising of the deadline (at least six weeks after the notice is published) by which submissions may be made in relation to all or any of the local laws to be reviewed.
2. After the last day for submissions, any submissions must be reviewed and a report of the review must be prepared and submitted to Council for consideration.
3. Once Council has considered the report, the local government may then determine whether or not it considers that any local law/s should be repealed or amended.

The Act requires that where "local public notice" is required to be given, then notice of the matter must be given published on the local government's website, and given in at least three of the ways prescribed by the *Local Government (Administration) Regulations 1996*.

In this instance, local public notice was published on the Shire’s website and social media on 14 September 2022, in The West Australian newspaper on 14 September 2022 and in the Gingin Buzz, Moore River News, Coastal Courier and Northern Valley News in the earliest editions available after 14 September 2022, and on the Shire’s official notice boards at the Gingin Administration Centre, Gingin Public Library and Lancelin office/Lancelin Public Library from 14 September.

The public submission period closed on 1 November 2022.

A copy of the final Review Report is provided for Council’s information (see Appendix).

COMMENT

In summary, a single public submission was received during the submission period, relating to the Bushfire Brigades Local Law 2004. This submission is included as an appendix to the Review Report and the issues raised in it have been addressed in the Report.

The Review Report recommends the following actions with respect to each of the Shire of Gingin’s current local laws:

Local Law	Recommended Action
Activities in Thoroughfares and Public Places and Trading Local Law 2004	Repeal and replace
Bee Keeping Local Law 2004	Repeal
Bush Fire Brigades Local Law 2004	Repeal and replace
Cemeteries Local Law 2014	Repeal and replace
Control of Vehicles (Off-road Areas) Local Law 2021	Amend
Dogs Local Law 2004	Repeal and replace
Extractive Industries Local Law 2004	Repeal and replace
Fencing Local Law 2016	Repeal and replace
Health Local Law 2017	Retain without amendment
Keeping and Control of Cats Local Law 2016	Repeal and replace
Local Government Property Local Law 2004	Amend
Meeting Procedures Local Law 2014	Retain without amendment
Parking and Parking Facilities Local Law 2004	Amend
Pest Plants Local Law 2015	Retain without amendment
By-laws Relating to Signs and Bill Posting	Repeal
Waste Local Law 2016	Retain without amendment

Administration is generally supportive of these recommended actions.

In the event that Council is also supportive of the recommendations then Administration will commence the process of preparing repeal, amendment or new local laws as required, which will then be brought back to Council on an individual basis for further consideration before proceeding. As part of this process, in depth consideration will be given to the specific aspects of each local law which the Report identifies as requiring attention, and Council will have the opportunity at that point to decide whether it wishes to accept all of the detailed amendments or not.

It is noted that review of the By-laws Relating to Signs and Bill Posting did not form part of the scope of works for this review, although the consultant has included a recommendation relating to the By-laws in the Review Report. Council has previously resolved to repeal these By-laws, and a repeal local law is presented for Council's consideration separately at this meeting.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 3 – Functions of local governments

Division 2 – Legislative functions of local governments

Section 3.16 – Periodic review of local laws

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Funds for the engagement of a consultant to undertake the 2022 Periodic Review of Local Laws were included in Council's adopted 2022/23 Budget.

There will be further costs associated with the repeal, repeal and replacement or amendment of local laws (as determined by Council), the procedure for which is set by the Act. These costs will chiefly relate to advertising and gazettal, and will be met from existing budget provisions.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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 - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Sorensen **SECONDED:** Councillor Vis

That Council:

1. Receive the Review Report relating to the 2022 Period Review of Local Laws as shown at Appendix 11.4.1; and
2. Agree to commence the repeal, repeal and replacement or amendment of local laws as follows:

Local Law	Recommended Action
Activities in Thoroughfares and Public Places and Trading Local Law 2004	Repeal and replace
Bee Keeping Local Law 2004	Repeal
Bush Fire Brigades Local Law 2004	Repeal and replace
Cemeteries Local Law 2014	Repeal and replace
Control of Vehicles (Off-road Areas) Local Law 2021	Amend
Dogs Local Law 2004	Repeal and replace
Extractive Industries Local Law 2004	Repeal and replace
Fencing Local Law 2016	Repeal and replace
Health Local Law 2017	Retain without amendment
Keeping and Control of Cats Local Law 2016	Repeal and replace
Local Government Property Local Law 2004	Amend
Meeting Procedures Local Law 2014	Retain without amendment
Parking and Parking Facilities Local Law 2004	Amend
Pest Plants Local Law 2015	Retain without amendment
By-laws Relating to Signs and Bill Posting	Repeal
Waste Local Law 2016	Retain without amendment

CARRIED BY ABSOLUTE MAJORITY

7 / 0

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

AGAINST: *Nil*



SHIRE GINGIN

Local Laws Review Report

December 2022

CONTENTS

1	INTRODUCTION	3
1.1	Statutory Environment.....	3
1.2	Review 2022	3
1.3	Information sources.....	3
1.4	Definitions and Acronyms	4
2	CONSULTATION	5
2.1	Public submissions.....	5
2.2	Staff submissions	5
3	CORE INTERPRETATIONS	6
3.1	Council v. local government v. district v. Shire	6
3.2	Position references – CEO, EHO etc.....	7
3.3	Delegation v. authorisation.....	7
3.4	Other over-arching matters	8
4	CURRENT LOCAL LAWS	9
4.1	Activities in Thoroughfares and Public Places and Trading.....	9
4.2	Bee Keeping.....	13
4.3	Bush Fire Brigades.....	15
4.4	Cemeteries	17
4.5	Control of Vehicles (Off-road Areas).....	20
4.6	Dogs	22
4.7	Extractive Industries.....	24
4.8	Fencing.....	26
4.9	Health	29
4.10	Keeping and Control of Cats	32
4.11	Local Government Property	33
4.12	Meeting Procedures	36
4.13	Parking and Parking Facilities.....	38
4.14	Pest Plants	40
4.15	Signs and Bill Posting	41
4.16	Waste	42
5	CONCLUSION	43
5.1	Summary of recommendations	43
5.2	Making a local law	44
5.3	Amendments	44
5.4	Next steps	44
Appendix	45
	Public submission – Bush Fire Brigades Local law.....	45

1 INTRODUCTION

1.1 **Statutory Environment**

Section 3.16 of the Local Government Act 1995 requires that each local law must be reviewed at least once every 8 years –

3.16. *Periodic review of local laws*

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
- (2) *The local government is to give local public notice stating that –*
 - (a) *the local government proposes to review the local law; and*
 - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
 - (c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*
- [(2a) *deleted*]
- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.*

** Absolute majority required.*

The review is not limited to only those local laws made under the Local Government Act.

1.2 **Review 2022**

The local laws in this review are those identified as current on the DLGSC Local Laws Register.

This Review commenced in September 2022 following discussion with the Co-ordinator Governance, and comprises –

- comments regarding the content of existing local laws and their current likely applicability based on age and legislative head of power, identifying possible, errors or irrelevancies etc;
- summary of assessment; and
- recommendations for amendments or replacement local laws.

Should Council decide to proceed further, a subsequent stage to draft new local laws to repeal, amend or replace as resolved is necessary.

1.3 **Information sources**

Information was sourced from –

- Shire's internal records;
- Department of Local Government, Sport and Cultural Industries Local Laws Register; and
- State Law Publisher, Government Gazettes as published on-line.

1.4 Definitions and Acronyms

In this document –

Act when used in relation to a local law, means the Act having the head of power for that local law;

CEO means the Chief Executive Officer;

Council specifically means the elected members as a group;

DFES means the Department for Fire and Emergency Services;

district means the area of the Shire of Gingin;

DLGSC means the Department of Local Government, Sport and Cultural Industries;

EHO means the Environment Health Officer;

JSCDL means the WA Parliamentary Joint Standing Committee on Delegated Legislation;

LG Act means the *Local Government Act 1995*; and

Shire means the organisation, not the Council or district.

2 CONSULTATION

2.1 Public submissions

The requirements for advertising are as per –

- *Local Government Act 1995* s.1.7 – Local public notice must include the local government’s official website; plus 3 additional methods;
- *Local Government Act 1995* s.3.16(2) requirement to give local public notice of review of local laws; and
- *Local Government (Administration) Regulations 1996* r.3A – requirements for local public notice.

These requirements were met as follows –

Local public notice –

Website	from Wednesday, 14 September 2022
Social media	from Wednesday, 14 September 2022
Newspaper	<i>The West Australian</i> , on Wednesday, 14 September 2022 Various dates as soon as possible after 14 September 2022 – <ul style="list-style-type: none">- <i>Gingin Buzz</i>- <i>Moore River News</i>- <i>Coastal Courier</i>- <i>Northern Valley News</i>

Notice Boards	Shire Offices & Libraries – from 14 September 2022 to 1 November 2022
---------------	---

Earliest submissions may close	Thursday, 27 September 2022
--------------------------------	-----------------------------

Submissions closed	Tuesday, 1 November 2022
--------------------	--------------------------

Submissions received	One (Bush Fire Brigades Local Law)
----------------------	------------------------------------

2.2 Staff submissions

All relevant staff were invited to make comment, and responses were received addressing all current local laws to a greater or lesser extent. Staff contact and responses were managed by the Co-ordinator Governance.

The responses were detailed and informative, and assisted in making an informed assessment of each local law.

While not all responses are detailed in this report, and the comments and suggestions provided will form a solid base for commencement to any future amendments or replacement local laws.

3 CORE INTERPRETATIONS

There are a number of core interpretations that are needed to understand the workings of local laws. These have been established in legislation and outlined in DLGSC guidelines, so the application of them in local laws has become very specific, with negligible room for re-interpretation.

It is therefore essential that they be applied rigidly to local laws, and to avoid potential inconsistencies in understanding, it is suggested that they be applied to delegations of power, policy manual and other documentation.

Throughout this document, the following will be applied as far as possible.

3.1 Council v. local government v. district v. Shire

These are often used interchangeably with one interpretation having different meanings depending on the context, creating confusion.

a) Council

Legal precedent has held that “Council” means the elected members. Therefore, where a local law says that Council must do a particular thing, there is no legal way for the matter to be delegated – the decision must be made by Council, in session, even though the action is then undertaken by the CEO. Similarly, if the reference is to an action, there is no scope for it to be undertaken by the CEO.

b) The local government

In legislation, the term means the organisation, not the geographic area. The Local Government Act uses “the local government” to indicate the organisation rather than having to say City, Town or Shire wherever it is used.

When it comes to the ability to delegate power, the difference is crucial. As noted above, “Council” means the elected members, whereas “local government” means the organisation. It is generally considered that where there is a discretionary decision or action associated with use of the term (local government), it is a power that is to be exercised by the highest authority in the organisation (the Council). However, Council may delegate the power as it is not restricted to “Council” unless there is a statement that stipulates “by resolution” or requiring an absolute majority.

Some of the local laws use the term “local government” in this way, which would permit delegation of power to the CEO, but others do not, implying a Council decision is to be made or else requiring a delegation to be made where it is unnecessary.

c) district

The use of this term is clear and easily understood, as it means the geographic area of the Shire.

d) Shire

The community at large mixes the use of “Shire” – sometimes meaning the Council, sometimes the organisation, and sometimes the area –

“I’ll going to ask the Shire to change the rules of the Shire for buildings in the Shire”

is quite ambiguous, whereas the following statement is not –

“I’ll ask the Council to change the rules of the local government for buildings in the district”.

Except as part of the name, it is suggested that the term “Shire” be avoided where possible. If used, the term should be interpreted as meaning the organisation, not the Council or the district.

3.2 Position references – CEO, EHO etc.

In legal terms, reference to a specific person, position or function means that specific person, position or function. While another may do the work, the decision cannot be delegated.

Accordingly, reference to –

- Council – means the elected members in session;
- CEO – means the person holding or acting in that role;
- EHO – means a person holding those qualifications; and
- similarly – building surveyor/officer, ranger and any others mentioned.

For example, under the Activities in Thoroughfares and Public Places and Trading Local Law –

1.4 Repeal

- (1) ...
- (2) *Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to no longer have any effect on and from the commencement day.*
- (3) *The Council may resolve that notwithstanding subclause (2) specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.*

Use of “local government” in (2) is ambiguous, unless a person is aware of the Local Government Act provision –

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government’s affairs; and*
 - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government’s finances and resources; and*
 - (b) *determine the local government’s policies.*

Use of “Council” is clear, and is a function that cannot be delegated to the CEO.

In order for streamlining appointment of authorised persons, carrying out of duties, prompt response to matters, it is advisable that the terminology be substantially freed up.

3.3 Delegation v. authorisation

A delegation is the power for the recipient to make a discretionary decision as though they were the Council. It is not an authorisation, which has a separate implication under legislation. A discretionary decision is a matter of what provisions to apply, not the application or not, eg where parking restrictions apply is a discretionary decision, but issuing a parking infringement is application of those provisions.

A delegation can only be made using the same legislation as head of power as the power being delegated. For instance, the Local Government Act cannot be used to make a delegation under the Building Act.

While some legislation permits delegations to be made to employees other than the CEO, there is only one instance where it cannot be made to the CEO (*Bush Fires Act 1954 s.17(10)*).

The Local Government Act permits delegations to be made only to a committee of Council or the CEO. A delegation cannot be made to –

- a committee that has not been established by Council under s.5.8; nor
- to a person other than the CEO.

For the sake of consistency of operation, it is suggested that with the one exception of the Bush Fires Act, all delegations under all legislation, be made to the CEO.

There are requirements around delegations –

- annual review;
- must be in writing;
- require absolute majority resolution under the Local Government Act, although not always under other legislation; and
- except in some very limited legislative provisions, can only be made to employees, and cannot be made to a consultant or a contractor.

An authorised person however, is permitted to carry out the function described in the authorising legislation, subject to any conditions or limitations placed by Council, and does not have the discretion to vary the overriding function. An authorised person –

- can be appointed by the CEO, if the CEO has delegated power to do so;
- can be a contractor or consultant (eg ranger, EHO); and
- does not have to have their authority reviewed and confirmed in writing annually.

It should be noted that some legislation, especially food, health and building matters, while the power may be delegated to the CEO, the functions must be performed by a person with appropriate qualifications.

3.4 Other over-arching matters

3.4.1 Use of Australian Standards or other codes

There is no issue with referring to Australian Standards, codes for construction, guidelines etc, but the JSCDL will require that the document referred to is able to be sourced by an enquirer free of charge.

In the case of Australian Standards, these may have to be purchased by the Shire and made available for inspection by the enquirer. Due to copyright, photocopies, photos etc of the Standard cannot be permitted. The Standards do not have to be held from time of the local law coming into effect, but are required to be made available on enquiry.

3.4.2 Technical issues and conventions in the local laws

Operational and administrative technical issues were noted in almost every local law, and in most cases, have little impact or there are work arounds. Many of them relate to incorrect usage of position references or use of delegations versus authorisations, while others are gaps in processes that were noted.

Conventions have no relevance or impact on the working of a local law and can be as simple as –

- the old styling of a defined term being bold and enclosed in quotation marks, but the modern convention of the defined term being bold, is italics and no quote marks; or
- formatting and numbering of clauses generally follows a set pattern.

Unless impacting on the intent or use of the local law, they have been noted for the administration, but are not commented on further.

4 CURRENT LOCAL LAWS

4.1 Activities in Thoroughfares and Public Places and Trading

Formal title	Activities in Thoroughfares and Public Places and Trading Local Law 2004
Government Gazette	13 September 2004
Amended in Gazette	10 October 2006 11 December 2018
Head of Power	Local Government Act 1995
JSCDL Undertakings	No

4.1.1 Review comments

While much of the local law remains valid, there are matters identified that are advisable or appropriate to amend.

Matters which have been noted in common with other of the local laws and are considered important to amend include –

- a new definition for “set fee” in clause 1.2 defining fees set by resolution of Council to be in accordance with LG Act s.6.16 to 6.19 –
 - o consequential amendments throughout for fees set at Council’s discretion to use the term “set fee”; and
 - o to differentiate from fees set by a hirer of a facility for entry to a function;
- insert a definition for “public notice” also in clause 1.2 –
 - o delete the term “local public notice” wherever used;
 - o the LG Act stipulates local public notice must be on the Shire’s website which is out of the applicant’s control and therefore cannot be enforced on the applicant;
 - o it also requires that it be in at least 3 other places, some of which are not within the applicant’s control, such as the Shire’s notice boards or social media account;
 - o the notice required by the LG Act may not be relevant for an application, and in some instances, personal notice to adjoining landowners may be appropriate, which is not a provision of local public notice; and
 - o provisions for the local government to determine the types of public notice appropriate, including notification to adjoining properties;
- new definition in clause 1.2 for “written notice” to separate it from public notice, infringement notice, notice (as in a sign) and importantly, from local public notice –
 - o as noted elsewhere, it is impossible for an application to meet the requirements of public notice under the LG Act section 1.7, since the applicant has no control over the Shire’s website;
- amend use of “local government” (requiring a delegation of power) to ‘authorised person’ allowing a broader application of the provisions, and reducing administration;
- Inclusion of a provision that making a false statement in an application is an offence; and
- consider replacing clauses 9.1 to 9.4 relating to enforcement with clauses –
 - o defining “costs” to include all local government expenses, including administrative time etc;
 - o written notice to be given of non-compliance – refer issues regarding differentiating, the various different types of notice;
 - o written notice regarding damage;
 - o requirements of written notice –remedy of non-compliance or damage, time permitted etc
 - o statement that non-compliance with notice is an offence; and
 - o local government may undertake requirements of notice and recover all costs.

Other matters specific to this local law include –

- a new clause providing the power for Council to compel the removal of crossovers that are in an unsafe location such as a curve or crest of a hill;
- references to legislation now repealed or replaced;
- clause 5.19 prohibits only commercial harvesting of native flora and only on thoroughfares. The provisions need to be extended to seed and on all Shire controlled lands, not just thoroughfares –
 - o include provision for approval of the Government department before any application is considered by the local government, in accordance with environmental legislation; and
 - o ensure consistency with environmental legislation.

Clauses 5.11 to 5.18 clearing and burning of road verges

If clauses 5.11 and 5.12 and clauses 5.17 and 5.18 concerning clearing either generally or for firebreaks remain in the local law, it is considered that the local government has a very large exposure under the Environmental Protection Act 1986 and the Regulations.

If there is to be clearing of a road verge it is recommended that –

- it is not included in the local law in any wording that may imply a landowner has an as of right permission under the local law to do so; and
- that a policy be adopted stipulating –
 - o any clearing of the road verge requires approval of the relevant Government departments; and
 - o only once this approval is obtained, will the local government consider any application to clear.

It appears that clauses 5.13 to 5.16 are mostly used to allow local bush fire brigades to undertake hazard reduction burning as necessary. It was amended in 2018 to insert the words "unless the Council deems it necessary to remove a significant fire risk" to address issues arising from the inability to issue approvals for such burning required to be undertaken between 31 August and 1 May, but the core of the clauses remain very dated provisions from 2004.

If these clauses are intended only for the use of brigades, it is recommended that they be removed and use the provisions of the Bush Fires Act, which over-rides anything in a local law anyway. Current wording implies a right of an adjoining land owner to clear, burn etc (if permission granted).

There are not just potential problems with fire hazard, but also major issues with giving the adjoining land owners permission which has a very high probability of inconsistency with environmental legislation and regulations.

See also Bush Fires Act –

- 22 – burning on adjoining land by land owner;
- 23 – burning in prohibited period; and
- 35A – normal brigade activities.

It is recommended that these clauses be deleted.

Signs

The Coordinator Strategic Planning provided substantial comment in relation to sign provisions within the local law. As noted elsewhere, the local law is nearly 20 years old and since that time, the Local Planning Scheme has come into force, and legislative provisions in other laws have changed as well. While aspects of signage may be able to be controlled by the LPS or local planning policy, it is considered that there is still an important role for sign provisions to be in a local law. The local law should specifically exclude any sign–

- for which planning approval is required;
- where a building permit is required; or
- is intended to be permanent.

If included in a local law, the main focus of sign provisions in a local law should be the temporary signs, such as -

- the sandwich boards put up in front of a deli, or other shop;
- banners – either flag or teardrop style in a temporary stand, or those flat against a fence or wall;
- how many are permitted;
- how long permitted to be up - before and after;
- importantly – a base standard that if met are deemed compliant, so that the Shire does not have to approve every single one separately;
- also important is the power for the Shire to remove, without notice, and charge for the removal and recovery costs, where a sign is considered offensive (language or pictures) or otherwise non-compliant (placement, exceeding approved number etc); and
- enforcement provisions – infringement, notice of non-compliance etc.

It should be noted that sign provisions under this local law relate only to those on thoroughfares and public places, not those on private property or on local government property.

Use of policy

From staff comments, it has been noted that policy is used to administer some matters relating to this local law. Use of policy can avoid the need for time-consuming and expensive processes involved in amending a local law, but as a policy can't be used to require or enforce matters on residents, it is necessary that some provision be retained in the local law as legislative support for staff.

The local law provisions may be as simple as the action requires approval of the local government (a power requiring delegation), and the policy then becomes an instruction to staff on the circumstances in which an approval may be given, or when to act if there is non-compliance, or listing standard conditions to apply.

If the person then does not comply with the approval, they are in breach of the conditions and enforcement under the local law is possible. Without the support of the local law, enforcement becomes problematic, and may necessitate prosecution under LG Act s.3.25 and 3.26 if they apply.

4.1.2 Summary

Given the importance of some of the clauses needing to be deleted, amended or inserted, and the number of technical issues that could be resolved, it is recommended that the local law be repealed and a new local law developed.

It is by no means necessary, but Council may wish to consider merging this local law with the Local Government Property Local Law to streamline many of the processes and terminology. The two local laws do create an artificial separation of some circumstances where the local government has responsibility, for instance –

- the verandah or portico of a hall or community centre (local government property) and the adjoining footpath, garden or play area (a public place); and
- a road and a carpark.

If merged with the Local Government Property Local Law, prior approval of the Governor under LG Act s.3.6 to extend operation of the merged local law outside the district, will need to be obtained.

4.1.3 Recommendation

1. That consideration be given to merging the provisions of the Activities in Thoroughfares & Public Places and Trading Local Law, with the Local Government Property Local Law to form a single Public Places and Local Government Property Local Law.

2. That if not merged –
 - a new *Activities in Thoroughfares & Public Places and Trading Local Law* be developed; and
 - the *Activities in Thoroughfares & Public Places and Trading Local Law 2004* be repealed as part of the adoption of the new local law.

4.2 Bee Keeping

Formal title	Bee Keeping Local Law 2004
Government Gazette	13 September 2004
Amended in Gazette	4 December 2015
Head of Power	Local Government Act 1995
JSCDL Undertakings	No

4.2.1 Review comments

The local law was adopted in 2004 well before either the –

- *Biosecurity and Agriculture Management Regulations 2013*; or
- *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*.

Many of the provisions are now over-taken by the Regulations, even if not inconsistent. In addition, there is scope for the local government to act where bee hives are considered to be a nuisance under the Local Government Act s.3.25 and 3.26 and Sch.2 Division 1 clause 9.

If the local law is to be retained, there are number of amendments recommended –

- insertion of a number of new definitions –
 - o authorised person to allow for CEO to appoint under delegated power;
 - o bee (to differentiate from native bees); and
 - o nuisance;
- requirement for a beekeeper to notify adjoining occupiers of proposed placement of hives;
- generally replace “local government” throughout with “authorised person”;
- inspections “may” be done not “shall”;
- general penalties not to exceed the specified amounts rather than being zero or the maximum; and
- review modified penalties.

Staff comment noted that very few complaints have been received. Appointment as an authorised person for the purposes of the Local Government Act would enable that person to respond to a complaint made under Sch.3.1.

It was also noted that planning processes can pick up on these types of business activities via a development application and the Department of Primary Industries and Regional Development has responsibilities under the *Biosecurity and Agriculture Management Act 2007*.

The various Regulations cover such matters as –

- licencing and registration of beekeepers;
- identification, transport and design of hives;
- destruction of hives; and
- pests that attack bees.

The local law does cover some areas not addressed by the BAM Act or Regulations –

- distances from thoroughfares;
- height of fences; and
- exclusion from townsites and Rural Living Areas under the LPS.

4.2.2 Summary

It is suggested the local law be repealed and the provisions of the Act s.3.25 and 3.26 and Sch.3.1 be used if an issue arises.

Being peripherally associated with thoroughfares and public places, the repeal could be included as part of any amendment to the Activities in Thoroughfares Local Law, rather than a specific repeal local law.

If to be retained, it is suggested that it be replaced rather than amended due to the extent of amendments desirable.

4.2.3 Recommendation

That the *Bee Keeping Local Law 2004* be repealed.

4.3 Bush Fire Brigades

Formal title	Bush Fire Brigades Local Law 2004
Government Gazette	13 September 2004
Amended in Gazette	10 October 2006 2 April 2015
Head of Power	Bush Fires Act 1954 Local Government Act 1995
JSCDL Undertakings	No

4.3.1 Review comments

One public submission was received, and is included with specific review comments in the Appendix.

The local law is currently non-compliant with the Bush Fires Act. A severely minimal description of the captain’s role is contained in clause 3.2, but there is no description of duties of lieutenants as required by the BF Act.

The *Bush Fires Act 1954* provides –

43. Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

(Emphasis added)

Although a range of other matters may be prescribed by local law, there is no requirement to do so. These matters may be addressed through a notice in accordance with section 33 of the Act for fire hazard control or by policy direction of Council or other means.

Accordingly, it is suggested that a local law be made. While WA Local Government Association does have a model local law, it is cumbersome, ineffective and likely impossible for a small rural brigade to comply with. Accordingly, it is suggested that this model is not used.

Bush fire control officers are not automatically a part of any brigade, nor are brigade officers automatically appointed as an FCO. The FCOs have their duties largely prescribed by the Act and are appointed by the Shire, whereas the duties of brigade officers –

- are set out in both the Bush Fires Act s.44, and in the local law; and
- they may be elected by the brigade, or appointed by the local government.

An FCO may override any operational (see BF Act definition of *normal brigade activities* etc) decision of any brigade officer, unless restricted by the local government.

The Shire of Dumbleyung recently adopted a simple Bush Fire Brigades Local Law, that could be useful as a model for Gingin. It encompasses all that is needed, with only a little that is unnecessary, and few gaps that would be advantageous to address.

There is no need for the local law to prescribe any position or duties other than those of captain and lieutenants, and it is recommended that these not be included in any local law, but left to the discretion of each brigade.

4.3.2 Summary

The current local law does not address the matters required by the Act, but does mandate –

- an administrative overload, that few if any brigade is able to meet; and
- stipulate many requirements that are likely to be irrelevant to the large majority of brigades.

However, the local law does mandate many matters not required to be in a local law, most of which can be managed through –

- an Operations Manual; and
- an Administration Manual.

A brigade or brigade officer not complying with the local law is in breach of the local law, and there is no discretion for Council to vary or exempt from compliance. To amend the local law will require 6-9 months from initiation of the project to the actual commencement date of the change. Use of Manuals would enable Council to vary, amend, exempt or whatever within a very short time frame.

It is recommended that if the Manuals were to be developed, that adoption and implementation of them is by Council resolution. The JSCDL would consider that leaving the manuals to staff is effectively sub-delegating the making of legislation.

The local government does have legislative responsibilities for bush fire brigades, officers and members, as well as fire control officers. There are statutory obligations for their safety, administration, operations, equipment, insurances, training etc. In the end, the power to establish a brigade or appoint an officer or member, is also the power to terminate or dismiss.

As FCOs and brigade members are volunteers, it is also considered that the processes need to protect them, but not place an undue compliance burden on them.

It is suggested that the development of an Operations and Administration Manuals is one way of Council still retaining the final control, but of giving the Brigades the maximum possible discretion to manage their own affairs.

4.3.3 Recommendation

That –

- a new Bush Fire Brigades Local Law be made addressing the matters required by the *Bush Fires Act 1954*;
- the *Bush Fire Brigades Local Law 2004* be repealed as part of the adoption of the new local law; and
- that if considered appropriate, an Operations Manual and an Administration Manual be developed for Council approval.

4.4 Cemeteries

Formal title	Cemeteries Local Law 2004
Government Gazette	13 September 2004
Amended in Gazette	10 October 2006 10 July 2015
Head of Power	Cemeteries Act 1986 Local Government Act 1995
JSCDL Undertakings	No

Board in the context of Cemeteries Act and cemeteries local laws, means the Council. **Board** is used since the Act also applies to organisations other than local governments.

4.4.1 Review comments

The Cemeteries Act is unusual in that it applies not only to local governments that have a responsibility for a cemetery, but also to boards such as the Metropolitan Cemeteries Board, Bunbury Cemetery Board and others. This dates back to a time when separate organisations existed within a region having different responsibilities under different Acts, such as –

- the local cemetery board, usually a separate board for each cemetery;
- road board districts, and municipal districts; and
- hospital boards.

For the purposes of the Shire, the local government is a Board, and the Council is also the Board. The term is confusing in that it can be interpreted as being either the organisation or the governing body, depending on context.

There are some aspects of the current 1986 Act that go back over 120 years to the 1896 Act, which make the use of the legislation awkward at times.

There are a number of matters that have the potential to cause problems.

1. There is no provision for “natural burials” which could be defined as –
 - natural burial** means burial in the ground –
 - (a) without preparation of the dead body using chemical preservatives; and
 - (b) by containment of the dead body only in a shroud or biodegradable coffin;

and which gives rise to a range of consequential amendments, such as –

- the definition of **coffin** to include the containment of a dead body only in a shroud or biodegradable coffin; and
- identification plates to be attached to a coffin cannot be attached to a shroud or permanently to a biodegradable coffin, but should be a part of the receptacle containing the dead body.

This possible change is within Council’s discretion, but as the local law is at the moment, such burials may not be permitted. Community expectations have changed in the past 20 years, and indications from other cemeteries is that this option is increasingly sought.

2. There is no indication as to the application of the local law. While the practice would be that it only applies to those cemeteries under the Shire’s control and therefore excluding Mogumber and St Luke’s Church, it is advisable that this is clear.

3. In addition, Gingin Cemetery comprises 1 reserve being the actual cemetery, a second reserve which is the car park (actually vested for the purpose of “gravel”), and a third parcel of land for future expansion, but is not yet a reserve, and possibly a fourth reserve.

To avoid issues of whether or not the local law applies to each parcel of land, it is recommended that all be specified in the local law. Although not a reserve, Lot 361 is under the control of the Shire, and no issue is expected with including it in the local law.

4. Landgate mapping confirms there are only three parcels of land comprising the Gingin Cemetery, but from the information provided by the Co-ordinator Governance, it appears that there are potentially four parcels of land that are associated with cemetery which have varying vesting and purposes, including one for “gravel”.

While not a priority, it is recommended that all parcels of land be merged into one reserve for the purposes of “cemetery”.

5. Other matters noted include –
- the absence of definitions which may be of importance, such as –
 - o authorised person – to be appointed under LG Act s.9.10;
 - o funeral – it appears that the local law intends this to mean a burial or interment, but it could equally mean a funeral service or memorial service;
 - o funeral director – to hold membership of a professional organisation or a person approved by the CEO;
 - o interment – to include burial as well as placement in a niche wall, or in a grave etc;
 - o memorials – need to differentiate from the headstone or plinth, from the plaque, and be consistent with the Cemeteries Act;
 - o monument; and
 - o standard grave – to specify maximum dimensions and minimum depth;
 - the capacity to refuse an application for an interment;
 - the power to make a charge for a range of matters, such as interment without sufficient notice or out of normal working hours;
 - the power to approve memorial services at a date other than the interment date;
 - prohibition on opening a grave or an exhumation without legal permission;
 - improve the powers to manage activities within the cemetery; and
 - streamline and simplify relevant administrative matters, where considered appropriate.

There are several administrative matters which have been discussed with the Co-ordinator Governance –

- discontinuing the requirement for annual licencing of funeral directors and monumental masons –
 - o this would eliminate the need for registers, setting of fees, annual administration for both;
 - o since both funerals and monuments require approval for each occasion, the relevant details of each are still obtained; and
 - o however, the Co-ordinator Governance would prefer that the provisions for annual licences remain; and
- specifications for dimensions, materials, placement etc for monuments, headstones, grave covers and plaques etc -
 - o details regarding monument specifications and some other matters can be placed in policy, as an instruction to staff on the circumstances and conditions under which the matter may be approved; and
 - o it is recommended that the provisions for standard graves, no double depth graves, one coffin per gravesite, remain in local law.

The modified penalties are pathetic compared to the damage which could be done, or the level of offence that could be given to others in the cemetery, however, they are the maximum permitted by the Act.

4.4.2 Summary

Given the large number of changes necessary or advisable, it is considered that the local law is only marginally fit for purpose.

Accordingly, it is considered that development of a new local law would be advantageous.

4.4.3 Recommendation

That –

- a new Cemeteries Local Law be developed; and
- the *Cemeteries Local Law 2004* be repealed as part of the adoption of the new local law.

4.5 Control of Vehicles (Off-road Areas)

Formal title	Control of Vehicles (Off-road Areas) Local Law 2020
Government Gazette	1 April 2021
Amended in Gazette	None
Head of Power	Local Government Act 1995 Control of Vehicles (Off-road Areas) Act 1978
JSCDL Undertakings	Yes – outstanding See Note

Note – JSCDL required amendments included in the reviewed local law.

4.5.1 Review comments

A recent local law, there are some matters considered necessary for amendment –

- inclusion of a definition and provisions for “public notice” to separate it from written notice, infringement notice, notice (as in a sign) and importantly, from local public notice –
 - o as noted elsewhere, it is impossible for an application to meet the requirements of public notice under the LG Act section 1.7, since the applicant has no control over the Shire’s website;
- delete reference to “CEO” in some clauses, amend to “local government” at it is a general administrative action, not requiring the specific involvement of the CEO;
- clause 2.1(1)(a) makes reference to a fee imposed by the local government, but the local law does not provide for the power to set a fee –
 - o suggest inclusion of a definition of “set fee” in clause 1.4 referencing the powers of the LG Act to do so, and amending terminology throughout to “set fee” to differentiate from and fee or charge that may be set by a government department;
- remove reference in clause 2.11 to illegal drugs, and amend to “any drug that impacts the driver” since sleeping tablets and pain killers are legal, but can profoundly affect capacity and judgement –
 - o in this respect, being affected by prescription drugs is no different to being affected by alcohol;
- in clause 3.1(4) an applicant can be required to give “local public notice” which is defined in clause 1.4 to be that which is required by the LG Act –
 - o the LG Act stipulates it must be on the Shire’s website which is out of the applicant’s control and therefore cannot be enforced on the applicant;
 - o it also requires that it be in at least 3 other places, some of which are not with the applicant’s control, such as the Shire’s notice boards or social media account;
 - o the notice required by the LG Act may not be relevant for an application, and in some instances, personal notice to adjoining landowners may be appropriate, which is not a provision of local public notice;
- clause 3.3 references that a person is a fit and proper person for the activity. As a statement of fact, this would be difficult for the CEO or authorised person to prove if challenged, whereas amending it to “... is considered to be ...” places the onus on the applicant to show suitability;
- include a new clause 3.9 prohibiting false statement being made in an application;
- extend clause 5.2 with a new subclause (2) providing that the Shire can do any work required in a notice, and then recover the costs. Similar provisions are in other local laws;
- insert new subclauses (2) and (3) in clause 5.3 providing for both a general penalty and a daily penalty for non-compliance with a written notice; and
- review the penalties in Schedule 1 as these seem inadequate, particularly if it is a matter affecting public safety.

4.5.2 Summary

Overall, the local law is considered fit for purpose. None of the matters identified above are seen as critical, but would improve operation and scope of the local law.

At minimum, it is recommended that the following issues be resolved –

- set fee, and the power of Council to resolve the fees; and
- public notice to be as determined by the CEO or authorised person, and delete requirement for local public notice.

4.5.3 Recommendation

That the *Control of Vehicles (Off-Road Areas) Local Law 2021* be amended in accordance with –

- the matters noted in the Review Comments above; and
- any further issues noted.

4.6 Dogs

Formal title	Dogs Local Law 2004
Government Gazette	13 September 2004
Amended in Gazette	10 October 2006 2 December 2016
Head of Power	Dog Act 1976 Local Government Act 1995
JSCDL Undertakings	No

4.6.1 Review comments

Generally fit for purpose, there are a range of matters which would improve operation and administration of the local law –

- consistent reference to “authorised person” without using the term “poundkeeper” etc, which requires a separate authorisation
- change of legislative terminology from “pound” to “dog management facility” to include boarding kennels as well as Shire pounds
- inclusion of a definition and provisions for “public notice” to separate it from written notice, infringement notice, notice (as in a sign) and importantly, from local public notice
 - o as noted elsewhere, it is impossible for an application to meet the requirements of public notice under the LG Act section 1.7, since the applicant has no control over the Shire’s website
- breaking into or damage to a dog management facility (Pound) is covered by the Dog Act, but possibly not the matter of unauthorised release
 - o nor currently covered in the local law
- clause 3.1(1)(c) as it is at the moment makes it an offence to open the backyard gate to take the dog for a walk -
 - o the current wording has been rejected by JSCDL for Dogs Local Laws in recent years, and if included in a new local law is very likely to require an undertaking to amend within 6 months as a minimum requirement;
- dealing with applications to keep additional dogs –
 - o at the moment, this matter is left to CEO’s discretion under delegation of power;
 - o inclusion of a range of matters that provide for conditions that have to be met, the ability for an authorised person to make appropriate decisions (and therefore not requiring a delegation); and
 - o gives the legislative support for the CEO or authorised person making the decision, and the provisions of the local law to act on keeping without approval, or non-compliance with any conditions imposed;
- single provisions for setting of fees and charges, rather than in multiple places;
- provisions for objections and appeals of discretionary decision made;
- removal of penalty provisions scattered throughout the local law, and placing them all in a Schedule to avoid the potential for inconsistency with legislation or within the local law itself;
- overarching statement regarding offences; and
- provisions for general penalty, rather than inconsistent provisions of different amounts throughout the local law.

It was also noted that previous attempts to amend the local law were ineffective due to referencing to clause numbers or Schedules that had changed. In addition, referencing to the clauses that had been validly amended, were not always corrected through the local law.

4.6.2 Summary

At its core, the local law is appropriate, but a potentially quite complex amendment local law would be required to remedy –

- the gaps in provisions identified;
- the ineffective previous attempts to amend some provisions, and the corrections overlooked; and
- correct the various technical aspects noted and advised to the Co-ordinator Governance.

To avoid confusion with whether or not previous amendments are valid or invalid, and to fully update the local law, it is suggested that it be replaced.

4.6.3 Recommendation

That –

- a new Dogs Local Law be developed; and
- the *Dogs Local Law 2004* be repealed as part of the adoption of the new local law.

4.7 Extractive Industries

Formal title	Extractive Industries Local Law 2004
Government Gazette	13 September 2004
Amended in Gazette	10 October 2006 10 July 2015
Head of Power	Local Government Act 1995
JSCDL Undertakings	No

4.7.1 Review comments

What is in the local law is generally useful and fit for purpose, however, that are some very large gaps it is considered advisable to cover. The issues include –

- inclusion of a clause to the effect that the LPS has precedence, and that the local law does not over-ride LPS provisions –
 - o this is particularly important in relation to development approvals;
- clause 3.1(1)(a) requires correction as it refers to a clause deleted in 2015;
- clause 5.1 details the charging of a secured sum either by guarantee or funds placed in the Shire's Trust Fund. It may be worth considering that the amount of the secured sum is to be calculated on the basis of estimated costs of re-instatement works at time of application or renewal –
 - o legislation also impacts on funds paid to the Shire, and which must be retained in the trust account;
- in clause 6.3(1)(c) amend the reference to the Australia Standard to the new Standard;
- clause 7.1(1) the current amount of public liability required is only \$10 million. It is suggested that this be increased to \$20 million, or that the amount be as determined by the local government;
- there is no prohibition on making a false statement, and it is recommended that this be included; and
- Schedule 1 – increase all penalties to \$500, the maximum modified penalty permitted by the LG Act

Clause 7.3

The Co-ordinator Statutory Planning noted that there is an issue with sites where there has been no activity for 12 months or more, without any records of when or why activity ceased. There are associated risks of site not being left safe, inadequate rehabilitation work being undertaken etc. From experience it is also possible for a company to close operations, and contract out the care & maintenance of the mothballed site to another entity, and the tracks to the legally responsible company or person become obscured.

The current clause 7.3 is inadequate for these situations, and it is recommended that clause 7.3 be significantly bolstered. The improved clause should be supported by several additional clauses covering –

- permanent cessation of operations – and full compliance with rehabilitation; and
- temporary cessation – which include requirements to –
 - o maintain and confirm insurances; and
 - o advise the Shire annually of contact and care & maintenance details etc

Notice requirements and compliance

There appears to be no provisions for giving a licence holder notice of non-compliance. Such a notice needs to be included for non-compliance with –

- provisions required or prohibited under the local law;
- failure to meet the conditions of approval (eg: contributions for maintenance of the road network, provisions of safe access or turning lanes into or out of the site etc);
- requiring compliance within the period specified in the notice;
- an overall power for the Shire to undertake any compliance works required and recover the costs, not limited only to rehabilitation; and

- if cessation is not advised prior to closure, then it must be within 3 months of cessation.

One possible aspect of the notice requirements, is to include provision for the Shire to amend the conditions of approval of a licence by giving written notice. One of the conditions that could then be amended is the requirement to provide advice to the Shire of the details proposed in an amended clause 7.3.

4.7.2 Summary

Some aspects for possible amendment are relatively minor, but the issues of cessation of operation and notice requirements are significant and important.

The original local law was made in 2004, while the LPS was made in 2012 and has had multiple amendments itself since then. Most of the LPS amendments are spot changes, but not all, so it would seem appropriate that the local law be examined with the precedence of the LPS in mind.

This is one local law which could have significant legal and financial exposure for the Shire. Accordingly, despite the relative simplicity of the proposed amendments, with 2 prior amendments to the local law having already been made, it is suggested that a new local law may be advisable to ensure all necessary matters are addressed and consistency throughout.

4.7.3 Recommendation

That –

- a new Extractive Industries Local Law be developed; and
- the *Extractive Industries Local Law 2004* be repealed as part of the adoption of the new local law.

4.8 Fencing

Formal title	Fencing Local Law 2016
Government Gazette	2 December 2016
Amended in Gazette	None
Head of Power	Dividing Fences Act 1961 Local Government Act 1995
JSCDL Undertakings	No

4.8.1 Review comments

Only adopted in 2016, the local law is at its core, reasonably fit for purpose, although there are matters noted that are considered advisable –

- amending multiple provisions from “local government” and therefore requiring delegation, to “authorised person”, permitting much greater flexibility in administration;
- delete references to “Building Code” as this has been replaced by the National Construction Code, which also need a definition;
- clause 2.1 should have a subclause (2) to the effect that construction of a fence that does not meet the definition is prohibited;
- clause 3.1 at the moment, requires a licence for a range of fencing standards that needs some clarification, as a licence is required for “*a brick, masonry, stone, concrete, composite or similar fence*”. It is suggested that this requirement at least, be revisited, and fences of these materials be permitted unless requiring a building licence under the *Building Act 2011*;
- a new clause 3.2 to give the local government (a delegable power) the flexibility to approve a fence that isn’t a sufficient fence, but which is still appropriate to the situation or location –
 - o this flexibility does not extend to types of fencing that are prohibited;
- there are no controls for pre-used / second-hand fencing;
- application for a fence in clause 5.1 should only be made by the owner of the property, not by an occupier / lessee etc;
- a process for notices of non-compliance should be included prior to 6.1 Offences;
- the objections and review provisions of clause 7.1 are considered inadequate, as it attempts to restrict the right to request a review to only in one circumstance. The LG Act confers the right for a review to all discretionary decisions;
- Schedule 1 should permit fences of factory manufactured metal panels, and greater flexibility for –
 - o chain wire fences in the front setback area; and
 - o extra height for separate privacy screening panels; and
- Schedule 3 modifies penalties to be reviewed, particularly where there is a risk to public safety.

The Co-ordinator Statutory Planning noted that the “*Parts of the District*” identified in Schedule 1 are too broad and don’t align with the zones identified in the Shire’s Local Planning Scheme. As the Schedule is to be read using the definitions in clause 1.5 this may indicate a need to make the definitions of “residential lot” etc more specific, with a closer tie to the LPS.

Other matters include –

- provisions for fences separating properties that have different zoning;
- differentiation of electric fences used for stock control and security;
- provision for the local planning scheme to over-ride the local law;
- provision that any requirement for a building licence is to be met, in particular that any retaining wall exceeding 500mm in height requires a building permit under section 20 of the *Building Act 2011*;
- obligation of the owner or occupier of a lot to maintain the fence in good condition so as to prevent it from becoming damaged, dangerous, dilapidated or unsightly;

- power for the Shire to require a fence in a state of disrepair or which is dangerous or otherwise in breach to give a notice of breach, and require repair etc; and
- while other legislation and local laws may address the issue, it is suggested that a provision requiring approval of the Shire be inserted before a fence or gate is constructed across any right-of-way, public access way or thoroughfare.

4.8.2 Summary

Following review of the local law and identification the issues noted above, the Co-ordinator Governance met with the Co-ordinator Statutory Planning and relevant technical officers, and came to the conclusion that the local law should be repealed and replaced with a Planning Policy. This would enable fence types outside of the approved “sufficient fence” descriptions to be dealt with through a development approval process.

Several matters to note in relation to this concept –

- planning policy is not the same as administrative or general policy, since planning policy –
 - o has its head of power under the local planning scheme and the Planning and Development Act 2005;
 - o may require notification of the policy to the State Administrative Tribunal; and
 - o has a statutory process for adoption including public consultation, prior to coming into force; and
- administrative or general policy made under the LG Act section 2.7 and can be simply resolved by Council, although legislative provisions do require specific processes –
 - o if required by the LG Act – absolute majority, on website, public consultation etc; and
 - o if the policy is to be used to govern the community, and is not solely a direction to or instruction for staff.

The Dividing Fences Act states –

5. Terms used

- sufficient fence**, in relation to a dividing fence or a boundary fence referred to in section 16, means –
- (a) any fence prescribed by a local law as a sufficient fence for the part of the local government district in which the dividing fence or boundary fence is, or is to be, erected; or
 - (b) any fence of the description and quality agreed upon by the parties concerned which does not fail to comply with any local law referred to in paragraph (a),
- or where no such local law or agreement is made, means –
- (c) any substantial fence that is ordinarily capable of resisting the trespass of cattle and sheep; or
 - (d) any fence determined to be a sufficient fence by the court pursuant to this Act;
- (Emphasis added)*

Accordingly, while use of a planning policy makes sense and is more flexible and more easily altered than a local law, for the purposes of a “sufficient fence” it is inadequate, since a local law is required – see definition of **sufficient fence** in *Dividing Fences Act 1961* section 5. Other options are available under the section for an acceptable fence but require –

- agreement between the parties,
- apply only to rural fencing to resist trespass of cattle and sheep, or
- as determined by a Court

Provisions of the local law with the local planning scheme also need to be verified, so that setback requirements particularly are consistent

It is emphasised that the local law should be subordinate to both the LPS and building legislation.

Given the number of changes advisable, and matters that need to be addressed, it is suggested that the local law be replaced.

4.8.3 Recommendation

That –

- a new Fencing Local Law be developed, and
- the *Fencing Local Law 2004* be repealed as part of the adoption of the new local law.

4.9 Health

Formal title	Health Local Law 2017
Government Gazette	21 June 2017
Amended in Gazette	None
Head of Power	Local Government Act 1995 See Note
JSCDL Undertakings	No

Note – *Health Act 1911* – has had substantial amendment and is now the *Health (Miscellaneous Provisions) Act 1911*; and
The *Public Health Act 2016* repealed many provisions of the former Act, including the power to make local laws. The power now resides in the *Local Government Act 1995*.

4.9.1 Review comments

The local law has many of its origins in the Health Bylaw adopted by the City of Perth in the early 1990s, prior to the current *Local Government Act 1995* and well before the *Public Health Act 2016*. Many legislative priorities and provisions have changed in the past 30 years, the Food and Building Acts proclaimed etc. many of the local law's provisions should be reviewed for relevance and usefulness.

As the Local Government Act 1995 is now the head of power for this local law, there are significant options for flexibility available to Council, including –

- the capacity to impose infringements; and
- power for Council to delegate to the CEO to appoint EHOs or authorised persons.

With the new *Public Health Act 2016*, there is an opportunity for significant changes in processes, and administrative matters, together with the ability to issue infringements rather than having to resort to prosecution in every instance. While a number of local governments have adopted new Health Local Laws since 2016, a very limited number have taken full advantage of the changes.

Quite a few local governments do not have Health Local Laws, relying instead on various other legislation to control matters. However, the larger a local government is, the more likely they are to need Health Local Laws to assist in managing a wide range of public health issues, building standards and so on.

Recent information indicates that Stage 5 of implementation of the *Public Health Act 2016* is being advanced. This involves replacing approx. 25 existing health regs with 5 new contemporary regs and includes repealing all current Health Local Laws across the State over the next 12 or so months. Health Local Laws across the State have a large degree of consistency.

The Regulations proposed will not capture everything, however a new model health local law is also currently being drafted by the environmental health profession to pick up on important public health issues that will not be captured by the Regs. Some of the matters that may not be picked up in the new Regulations but remain at Council's discretion may include –

- farm animals in town property back yards;
- birds in backyards;
- some nuisance matters; and
- environment matters – old fridges, untidy yards, vehicle wrecks etc.

Accordingly, Council may consider an amendment to the Health Local Law is not a priority, despite the lack of flexibility and the technical issues noted.

Particular issues noted within the current local law include –

- inability to delegate power to appoint authorised persons, at least one of whom should have building qualifications, rather than environmental health qualifications –
 - o not every provision requires a person with environmental health qualifications;
- appointment of authorised persons to include not just under the Health Act, but also under the Local Government Act and by the Health Department;
- provisions to be able to adopt “set fee” in accordance with the LG Act by resolution of Council –
 - o current provision requires the fee adopted in clause 3.15(2) to be published in the Government Gazette;
- reference is made to the Building Code in a number of clauses, but the Building Code is superseded by the National Construction Code;
- extensive use of “local government” throughout, requiring a delegation be made, and the consequential administrative work –
 - o use of “authorised person” where appropriate reduces workload, is easier for CEO and administration;
- cl.3.7 – implies that a concrete slab floor is to have sub-floor ventilation;
- no provision for dealing with some environmental nuisances (de-gassing of disused refrigerators, vehicles etc in disrepair in public view etc);
- exemptions for keeping of animals etc by veterinary or pet premises;
- inconsistent requirements for notices to be issued for compliance –
 - o stipulated for some non-compliances, but not for others;
 - o since stated for one matter, but not for similar matters, there is the implication that notices cannot be issued unless there is the specific provision within the clause;
 - o to ensure application for all matters, remove all reference to giving notice and have a separate Part dealing with issue of all written notices for all non-compliance;
- licencing has similar issues to the notice matters;
- buffer distances are inconsistent for feedlots and piggeries –
 - o there may be good public health reasons for this;
- no provisions or penalties relating to false statements being made in applications etc; and
- no provision for modified penalties, or issue of infringements –
 - o only general penalty is provided for, at only half the permitted maximum of the LG Act (\$5,000), effectively limiting the scope of any Court to applying a maximum penalty;
 - o general penalties require the matter to be prosecuted; and
 - o modified penalties and infringement notices are a much faster and cheaper way of imposing a financial penalty on non-compliance.

As noted above, where there is any local law etc adopted by Council that includes reference to Australian Standards, the JSCDL will require that there be a process for residents to be able to access and read the Standard free of charge. The easiest way would be for the Shire to obtain the Standard when access is requested. Due to copyright, photocopies and photos of the Standard are not permitted to be taken.

4.9.2 Summary

The majority of issues noted are of an administrative nature, not affecting the operational aspect of the local law. Where matters do impact on operational issues, there is generally an option to be able to work around the matter.

Accordingly, the current local law is generally effective, covering almost all necessary matters. The Act and Regulations are generally silent on the matters dealt with, and where there are legislative provisions, they are non-specific and insufficient.

However, the local law does lack flexibility, but if Council, the CEO and EHOs are prepared to work within the limitations, there is little need for change.

If it is considered that the flexibility is desirable, it would be opportune to review the whole local law to incorporate these and other matters, including –

- updating definitions;
- allowing for delegation of power to the CEO to appoint authorised person and to enforce the local law without continual reference to Council for approval;
- inclusion of provisions for modified penalties and infringement notices; and
- removal of Schedules where appropriate.

With the likelihood of new Health Regulations in the fairly near future, and the possibility of a model Health Local Law, it would seem counter-productive to either make substantial amendments or develop a replacement local law.

4.9.3 Recommendation

That –

1. amendments to the *Health Local Law 2017* not be developed at this time; and
2. a new Health Local Law be developed for consideration once the new Health Regulations are in place and a model Health Local Law is available.

4.10 Keeping and Control of Cats

Formal title	Keeping and Control of Cats Local Law 2016
Government Gazette	2 December 2016
Amended in Gazette	None
Head of Power	Cat Act 2011 Local Government Act 1995
JSCDL Undertakings	No

4.10.1 Review comments

It appears that this local law may have been introduced in something of a rush and in order to address particular issues. Adopted in 2016 following the *Cat Act 2011* coming into force, the local law adopted varies substantially from the WALGA model and from the usual local laws adopted by other local governments. The current local law has little function other than for circumstances where it is specified a permit to keep cats is required.

Without going into great detail, the broad significant gaps observed include –

- no differential for types of cat management facilities (the Act's term) – boarding, breeder etc;
- impoundment of cats, and the various requirements relating;
- keeping of cats generally, not just in catteries;
- standards of enclosures in cat management facilities;
- cats in public places, especially enclosed public spaces and
- abandonment of cats.

The Shire of Kojonup recently adopted a Cats Local Law that from quick review, would likely be suitable for use as a model for a replacement local law.

4.10.2 Summary

The Co-ordinator Governance and Co-ordinator Ranger Services & Compliance have noted that the current local law has a number of significant issues for operation and compliance, and the review undertaken confirms this view.

Since there are substantial and important gaps in the local law, it is considered to be quite deficient, and is not fit for purpose.

The gaps are so many, and of such importance that amendment of the local law is not recommended.

4.10.3 Recommendation

That –

- a new Cats Local Law be developed; and
- the *Keeping and Control of Cats Local Law 2016* be repealed as part of the adoption of the new local law.

4.11 Local Government Property

Formal title	Local Government Property Local Law 2004
Government Gazette	13 September 2004
Amended in Gazette	10 October 2006 11 December 2018
Head of Power	Local Government Act 1995 See Note (1)
JSCDL Undertakings	Yes – outstanding See Note (2)

- Note – (1) The Governor approved application of this local law 200m seawards, prior to adoption of the local law in August 2003; and
(2) JSCDL required amendments included in reviewed local law.

4.11.1 Review comments

This local law as amended remains essentially sound and applicable.

However, parts of the amendment of 11 December 2018 were incorrect, and other parts were ineffective –

- amendment of defined terms – if the use of the term is capitalised, the use of the term in the text must also be capitalised –
 - o “Authorized Person is not the same as “authorized person” as capitals implies a title, whereas lower case is a function or role; and
 - o subject to punctuation, i.e commencing a sentence;
- references to a number of clauses in the amendment were to incorrect clause, or to those that were renumbered –
 - o eg: attempted to amend clause 2.8(2)(g) and (h) but should have specified clause 2.8(1)(g) and (h).

An undertaking was given to the JSCDL to amend the amending local law, however, it is much more straightforward and simpler to correct the principal local law, not the amendment. The acceptability of this will need to be confirmed with the JSCDL since the undertaking was to amend the amendment, not the principal local law.

Some other matters noted –

- extend the definition of local government property in clause 1.2 to include property rented or leased by the Shire, and also any structures etc owned by the Shire on land not under Shire control, such as shade shelters etc on beaches, or public toilets in reserve not vested in the Shire;
- delete definition of “local public notice” and references throughout in favour of “public notice” –
 - o Local public notice requires things that cannot be controlled by the applicant, and are therefore unreasonable to require the person to do;
 - o the LG Act stipulates it must be on the Shire’s website which is out of the applicant’s control and therefore cannot be enforced on the applicant;
 - o it also requires that it be in at least 3 other places, some of which are not with the applicant’s control, such as the Shire’s notice boards or social media account; and
 - o the notice required by the LG Act may not be relevant for an application, and in some instances, personal notice to adjoining landowners may be appropriate, which is not a provision of local public notice;
- fees charged by the Shire are required to be set by Council in accordance with the LG Act s.6.16-6.19 –

- o fees are referred to multiple times in the local law without reference to the power to set them;
- o suggest inclusion of a definition for “set fee” referencing the LG Act processes;
- o change the relevant terminology through the local law from “fee” to “set fee” where it is to be set by resolution of Council; and
- o also ensures differentiation of the fee being charged by the hirer of a facility for entry to the function arranged;
- in Part 7 Jetties and Bridges – suggest insertion of clauses prohibiting –
 - o obstruction of other vessels when mooring or moored to a jetty; and
 - o fixing private structures or fixtures to a jetty;
- insert a clause prohibiting false statements; and
- clause 10.1 and 10.2 suggested to be replaced with clauses –
 - o defining “costs” to include all local government expenses, including administrative time etc;
 - o written notice to be given of non-compliance – refer issues regarding differentiating, the various different types of notice;
 - o written notice regarding damage;
 - o requirements of written notice –remedy of non-compliance or damage, time permitted etc;
 - o statement that non-compliance with notice is an offence; and
 - o local government may undertake requirements of notice and recover all costs.

There are a number of other administrative matters that could be attended to.

The Executive Manager Regulatory & Development Services queried whether e-scooters etc are covered in either the permissions or prohibitions of clauses 2.7 or 2.8 and the terminology in those clauses of “bicycle, skateboard, roller-blades a sandboard or similar device”. Under the Road Traffic Act, bicycle includes battery assisted bicycles, and wheelchairs and gophers are mobility aids.

The issue of e-scooters and the like can be addressed in 2 ways –

- use of clause 4.6 where installation of a sign prohibiting the devices must be complied with, or
- a new clause inserted in some local laws–

Prohibition relating to bicycles, skateboards etc. on local government property

Unless the local government property is clearly identified for the purpose or with the approval of an authorised person, a person shall not, use or ride a bicycle or wheeled recreational device, skateboard or roller-blades, or sand board or similar devices on any local government property –

- (a) inside, or on the curtilage to, a building;*
- (b) which has been prepared or is intended for another purpose: or*
- (c) in or on a lakebed or waterway.*

- o the definition of local government property excludes thoroughfares (roads and footpaths);
- o serves as a blanket prohibition in the situations specified by (a), (b) and (c) unless signed, and does not include parks, recreation areas etc; and
- o does not prevent the use of signs to prohibit or permit.

The insertion of a new clause is preferred.

4.11.2 Summary

While the matters that are advisable may seem extensive, a replacement local law is not considered essential, with the matters being relatively simple to amend, delete or insert.

It is not essential, but the local law could be merged with the Activities in Thoroughfares & Public Places and Trading Local Law. If considered advantageous, prior approval of the Governor under LG Act s.3.6 to extend operation of the merged local law outside the district, will need to be obtained.

4.11.3 Recommendation

1. That consideration be given to merging the provisions of the Local Government Property Local Law, with the Activities in Thoroughfares & Public Places and Trading Local Law to form a single Public Places and Local Government Property Local Law.
2. That if not merged the *Local Government Property Local Law 2004* be amended in accordance with –
 - the matters noted in the Review Comments above; and
 - any further issues noted.

4.12 Meeting Procedures

Formal title	Meeting Procedures Local Law 2014
Government Gazette	6 November 2014
Amended in Gazette	1 April 2021 11 February 2022
Head of Power	Local Government Act 1995
JSCDL Undertakings	Yes – amended as required

4.12.1 Review comments

Often seen as a waste of time, a Meeting Procedures Local Law applies to Council meetings, Committee meetings and electors meetings.

While meetings run well, the local law can be considered as intrusive and overly restrictive with the detail and preciseness that they usually have. However, they can be suspended by resolution of Council, and if things get difficult, it can be useful to have –

- to have the legal capacity to manage meetings appropriately, including a range of provisions for public question time;
- without the local law, management of meetings relies on the consent of those present and participating, with little ability for the presiding person to require compliance;
- authority to –
 - o remove from meeting;
 - o prosecute if necessary and penalty for disruptive observers etc; and
- some matters relating to elected members behaviour which is not included in the adopted Code of Conduct, but which constitutes a referable offence that can be made to the committee of Council or to the Standards Panel as a breach of the local law.

Matters noted requiring attention at some point in time include –

- delete any references to special majority;
- reference is made to the Rules of Conduct Regulations and the Code of Conduct adopted, but there is now the Code of Conduct (Model) Regulations that apply to elected members and the Code of Conduct for employees is entirely the CEO's discretion –
 - o as these matters are addressed by State legislation, any inconsistent provisions in the local law are over-ridden; and
 - o the Regulations are the minimum standard, and there may be matters that Council wishes to add, provided they are not inconsistent with the Regulations;
- there are provisions against speaking twice, but as decisions are often made after discussion, it is suggested that consideration be given to deleting the limitation, strengthening the presiding person's ability to control the meeting, and thereby removing the need to either resolve permission or suspend the relevant clause of the local law each time -
 - o if this provision was amended, it will have ramifications for a number of consequential clauses requiring the recoding of names of those having spoken, to ensure that they do not speak a second time without consent;
- in clause 4.2(1) the order of business is listed, and there has been some discussion about removing the listing and leaving it to the President and CEO to determine. On balance it is suggested that the listing remain to ensure that all necessary matters are addressed, but a number of items be either deleted or modified to streamline proceedings;
- in clause 4.8, extend the time limit for a Council meeting from 3 hours to 6 hours;
- a potential significant issue exists in clause 5.2(3)(a)(ii), where the CEO cannot be instructed to leave the meeting. There may be occasions where it is entirely appropriate that the CEO be excluded –

- it is noted that it is the presiding person's responsibility to ensure that minutes are kept, not the CEO's; and
- perhaps reverse the provision of the sub-clause so that only councillors have a right to stay in the meeting, with others remaining at the invitation of the presiding person or by resolution of the meeting;
- clause 5.2(6) implies that Council can resolve to keep a decision confidential, which is inconsistent with the Act;
- clause 5.7(6) does not permit an employee to take a question on notice;
- issues regarding petitions were advised (clause 5.10), and a future amendment requiring the initiator of a petition to be an elector, without that requirement being placed on all those signing, be considered;
- clause 5.14 may be problematic, depending on future Regulations or legislative requirement to record or broadcast;
- clause 11.1 outlines responsibilities for disclosure of interests. As the matter is dealt with legislatively, replace the text with "Disclosure of interests is dealt with by the Act.";
- Clause 11.2 places a substantial and incorrect burden on staff to be aware of elected members interests. It is the elected members responsibility to be aware of the matters being dealt with by Council, and to advise the meeting. The clause should be deleted; and
- A potential issue identified in cl.12.4(c) voting electronically. The Act requires that all elected members votes be open, and none are permitted to be a secret ballot (other than for election to position of President and Deputy President).

A quirk in the LG Act is that membership of a committee expires at the next ordinary local government election, but there is no sunset clause for the establishment or a committee. It is suggested that a future local law include a provision that all committees also terminate at each ordinary local government election ensuring their relevancy, any delegations made, terms of reference, and membership.

4.12.2 Summary

The CEO and Co-ordinator Governance also noted a wide range of issues that would be advisable or necessary to delete, amend or insert.

The reforms to local government recently announced are to include Meeting Procedures Regulations which will include provisions for public question time, and to standardise requirements and processes across the state. There may be some scope for additional matters to suit the Shire's specific wishes as a much modified and shorter local law.

The extent of suggested and needed changes is that without the proposed Meeting Procedures Regulations, a completely new Meeting Procedures would be recommended.

There are ways to work around almost all issues identified, and others are minor not having any significant effect. While somewhat dated and creates some inconsistencies, with the proposal for Meeting Procedures Regulations to come at some stage and so it is not considered worth making substantial amendments at this time.

Some matters specific to Gingin may still be appropriate to address by local law.

4.12.3 Recommendation

That –

1. the Meeting Procedures Local Law not be amended at this time; and
2. a new Meeting Procedures Local Law be developed for consideration once the new Meeting Procedures Regulations are in place.

4.13 Parking and Parking Facilities

Formal title	Parking and Parking Facilities Local Law 2004
Government Gazette	13 September 2004
Amended in Gazette	10 October 2006 11 December 2018
Head of Power	Local Government Act 1995
JSCDL Undertakings	No

4.13.1 Review comments

Generally fit for purpose, there are some important amendments recommended –

- clause 2.2 does not specify the authority to set a fee, and either in this clause or in a definition of “set fee” stipulate that the fee is made in accordance with the LG Act s.6.16-6.19 –
 - o the current wording implies that the fee can simply be resolved, which is contrary to the LG Act; and
 - o consequential changes if the term “set fee” is adopted;
- suggested that clause 3.4 relating to suspension of parking station restrictions be broadened so as to include parking generally on thoroughfares for events, not just parking stations / car parks, and suspension of fees –
 - o the clause should also provide for a penalty if the areas reserved for an event etc are used for parking without consent;
- clause 3.7 requires that the ticket be purchased on entry, and does not provide for payment on exit;
- clause 4.1(2) still makes reference to an ACROD sticker, having been overlooked in a previous amendment;
- clause 10.1(3) places a limit on the penalty that a Court may impose –
 - o as the penalties of (3) can only be imposed by a Court upon conviction, setting at the maximum permitted by the Act, it allows the Court flexibility to impose a penalty up to that amount, but does not require the Court to impose the maximum greater; and
 - o the Shire can only issue infringements for the offences and amounts in Schedule 2;
- Schedule 1 requires a person to be aware of the future plans of Main Roads WA –
 - o it would appear that the wording is intended to apply to the traffic control installations at the time as well as any future installations that would be signed, but the wording is ambiguous;
- Schedule 4 has no parking stations listed –
 - o the Co-ordinator Governance has advised that the Guilderton Foreshore Parking Area (portion of Reserve 25006 and portion of Edwards & Dewar St Guilderton) is a parking station, as resolved by Council on 20 December 2016. Details should be inserted to give effect to the resolution, if the Schedule is to be retained;
 - o the local law does not have provision for Council to make a determination similar to the provisions that are in the Local Government Property Local Law; and
 - o Schedule 4 appears to have little benefit that can't be achieved through other, simpler provisions of the local law, and could be deleted.

4.13.2 Summary

There are a range of administrative matters that could be addressed in an amendment local law, some of which are inconsequential, but would improve consistency with other local laws, such as –

- use of terms like set fee, authorised person etc; and
- clarification of some wording and processes.

The local law is not considered to require significant improvement or replacement.

4.13.3 Recommendation

That the *Parking and Parking Facilities Local Law 2004* be amended in accordance with –

- the matters noted in the Review Comments above; and
- any further issues noted.

4.14 Pest Plants

Formal title	Pest Plants Local Law 2015
Government Gazette	1 December 2015
Amended in Gazette	10 October 2006 11 December 2018
Head of Power	Local Government Act 1995 Biosecurity and Agriculture Management Act 2007
JSCDL Undertakings	No

4.14.1 Review comments

In recent times, many local governments have repealed these sorts of local laws as they lack the expertise, personnel and financial resources to control the plants on lands under their management, other than on an as observed basis. They may have also considered it would be inappropriate to require landowners to eradicate the plant on their property if similar effort was not made on Shire controlled lands.

Some local governments have retained these local laws, and some have added additional pest plants, particularly if they are imported or invasive. The trend has been to repeal Pest Plant Local Laws.

Unfortunately, the *Biosecurity and Agriculture Management Resources Act 2013* is the head of power for this local law, although the LG Act processes are used. The BAM Act makes no provision for –

- appointment of authorised persons by the local government; and
- modified penalties.

The LG Act does not provide for appointment of authorised persons to administer the BAM Act, as it does for some other legislation (eg: Dog Act). Accordingly, any issues or non-compliance will have to be prosecuted for the non-compliance, and also to recover any costs incurred by the local government. Verification of these issues has been sought from DLGSC.

The local law is fit for use as it is, and does not place any specific responsibilities on the Shire.

4.14.2 Summary

The local law seems to have little value unless there is a wish to retain it in case there is a substantial outbreak on a property.

Although rarely used, the CEO suggested that the local law be retained without amendment.

4.14.3 Recommendation

That the *Pest Plants Local Law 2015* be retained without amendment.

4.15 Signs and Bill Posting

Formal title	By-laws Relating to Signs and Bill Posting
Government Gazette	20 August 1982
Amended in Gazette	None
Head of Power	Local Government Act 1960
JSCDL Undertakings	No

4.15.1 Review comments

Although not part of the scope of the review, comment is included so that all local laws have been addressed.

4.15.2 Summary

Council has previously resolved that this By-law be repealed.

Being associated with thoroughfares, the repeal could be included as part of any amendment to the Activities in Thoroughfares Local Law, rather than a specific repeal local law.

4.15.3 Recommendation

That the *By-laws Relating to Signs and Bill Posting* be repealed.

4.16 Waste

Formal title	Waste Local Law 2016
Government Gazette	2 December 2016
Amended in Gazette	2 February 2018
Head of Power	Waste Avoidance and Resource Recovery Act 2007 Local Government Act 1995
JSCDL Undertakings	Yes – amended as required

4.16.1 Review comments

A Waste Local Law is required to have the consent of the CEO of the Dept of Water and Environmental Protection before proceeding to final adoption by Council. DWER are generally very reluctant to move away from the WALGA model local law. If not approved by DWER, it is certain to be disallowed by Parliament, since DWER approval is a legislative requirement.

There were a number of queries about some of the provisions, none of which appear to be significant, and almost all of them relate to operational matters, rather than local law issues. Several were noted for future information.

Only one matter was noted that is now in error. The local law refers to the provisions of the *Health Act 1911*, but this Act has now become the *Health (Miscellaneous Provisions) Act 1911* with the enactment of the *Public Health Act 2011*.

The Interpretations Act 1984 provides that where provisions are quoted in an Act that has been amended or superseded, the new Act or provisions automatically replaced.

WALGA developed a new model Waste Local Law in 2021 in consultation with DWER, and while the bulk of the model is unchanged, it may be worth considering amending the Waste Local Law to comply. There is no requirement to do so, and the validity of the current local law is not affected if retained,

4.16.2 Summary

No essential issues were identified.

Suggestion from the Principal Environmental Health Officer is that the local law be retained without amendment.

4.16.3 Recommendation

No amendment be made to the *Waste Local Law 2016*.

5 CONCLUSION

5.1 **Summary of recommendations**

Current local laws	Recommendation	Action	Replacement local law
Activities in Thoroughfares etc	Repeal	Replace with updated local law Consider merging with LG Property Local Law	Activities in Public Places or merged as Public Places and Local Government Property
Bee Keeping	Repeal	No replacement	N/A
Bush Fire Brigades	Repeal	Replace with simplified compliant local law	Bush Fire Brigades
Cemeteries	Repeal	Replace with updated local law	Cemeteries
Control of Vehicles (Off-road Areas)	Amend	Amend as outlined	N/A
Dogs	Repeal	Replace with updated local law	Dogs
Extractive Industries	Repeal	Replace with updated local law	Extractive Industries
Fencing	Repeal	Replace with updated local law Consider use of planning policy where appropriate / possible	Fencing <i>(Planning Policy to be determined)</i>
Health	Retain without amendment	Review once new Health Regulations known	N/A
Keeping & Control of Cats	Repeal	Replace with updated local law	Cats
Local Government Property	Amend	Amend as outlined Consider merging with Activities TPPT Local Law	N/A or merged as Public Places and Local Government Property
Meeting Procedures	Retain without amendment	Review once Meeting Procedures Regulations known	N/A
Parking and Parking Facilities	Amend	Amend as outlined	N/A
Pest Plants	Retain without amendment	N/A	N/A
Signs & Bill Posting	Repeal	No replacement – as per previous Council resolution	N/A
Waste	Retain without amendment	N/A	N/A
Suggested local laws			
None			
Other local laws			
None			

5.2 Making a local law

To avoid potential errors, and reduce confusion, it is suggested that new local laws be adopted in full, rather than by reference, avoiding potential errors in compilations and necessary cross-referencing, and for ease of reading and use.

Where possible and permitted by the legislation which is the head of power, the definitions, processes, provisions etc are recommended to be as consistent as possible across all local laws. Some differences are unavoidable.

5.3 Amendments

It is very easy when amending a local law to –

- overlook the effects of previous amendments;
- miss out on some of the detail that needs to be amended, especially punctuation, and minor wording;
- use wording that is not clear, or formatting that gives or implies a different meaning to what was intended; or
- create confusion by amending specific words, phrases or punctuation, rather than making it clearer by deleting the clause or provision, and replacing it with the intended result.

Accordingly, it is suggested that the old local law be repealed, and a new local law be adopted where –

- a substantial number of amendments are proposed; or
- accumulated amendments have been made that make it difficult to trace the effect of successive amendments.

In addition, when amending a local law, it is suggested that where a clause or subclause is deleted the following clauses or sub-clause should not be renumbered –

- people reading the local law in the future relying on something that has changed have lost an indicator that there used to be something there, or at least something different;
- making the amendments can be quite intricate, often inadvertently referring to a clause that has already been renumbered; and
- cross-referencing within the local law is very easy to miss, leaving the unamended reference directing the reader to a provision that is not deleted or possibly completely inaccurate and misleading.

5.4 Next steps

1. Council to receive this report and determine actions to take, by absolute majority.
2. If resolved by Council, actions to amend, repeal or make local laws be implemented as per legislative requirements –
 - drafts of amending local laws and new local laws be prepared, and presented to Council progressively for comment; and
 - once Council is satisfied with the proposed text, the statutory procedures of the Act s.3.12 commenced.

It is likely that at least 8 to 9 months would be required for the full process of all recommendations.

Appendix

Public submission – Bush Fire Brigades Local law

The appointment of an auditor at an Annual General Meeting in accordance with clause 5.3(2d) and clause 5.6 of the First Schedule appears to be an onerous requirement given the insignificant nature of funds managed by bush fire brigades. I refer you to reforms made by the Associations Incorporation Act 2015, which amended the audit requirements for incorporated associations. The intent of the legislation was to define a Tier 1 association as an organisation with revenue less than \$250,000 per annum and removing the requirement for annual financial audits. It remains a requirement for a financial audit to occur where an association's rules require it, a special resolution of the association requires it or as directed by the Commissioner of Consumer Protection. Whilst Bush Fire Brigades are not incorporated associations and therefore not governed by the Associations Incorporation Act 2015, I submit that a similar approach could be taken with respect to amendment of the above-mentioned local law, only requiring a financial audit where the meeting requests such by resolution or as directed by the Local Government.

Review comment 1

It is agreed that the appointment of an auditor and many other aspects of the current local law, such as the required appointment of a range of other non-operational Brigade officers are unnecessary and burdensome on Brigades, with limited if any value.

The Bush Fires Act makes no mention of Brigades being incorporated other than in section 42A and is worded as "... whether incorporated or not ..." so as not to limit Council in the establishment of a Brigade.

The common interpretation of "auditor" for small voluntary organisations is to mean that someone with financial experience and who is independent of the organisation is to review the financial records of the organisation. However, a strict legal interpretation would limit "auditor" to a person having the necessary qualifications and insurances to act as auditor.

In the case of voluntary Brigades, the requirement for a qualified, insured auditor and the possible associated cost of professional fees, seems excessive.

An Administration Manual adopted by Council could stipulate –

- a review of finances (as opposed to a formal audit);
- by a suitably experienced or qualified independent person;
- together with annual circulation of a complete financial report to Brigade members and submission of the report to the local government; and
- and when required to do so by the local government if –
 - o brigade funds in any financial year exceed a value determined by Council (\$20,000?);
 - o where there is considered a need to carry out a review; and
 - o if necessary, but a person nominated by the local government.

Clause 5.4 of the First Schedule sets out that quorum for a meeting of a Bush Fire Brigade. Clause 5.4(1) requires some clarification as to what is meant by 'offices of member of the bush fire brigade'. It could be interpreted that the quorum test is two-fold. If 5.4(1) is actually a reference to 'officers', it may be the case that at least 50 per cent of officers are present and 50 per cent of brigade members are present in accordance with 5.4(2). In any event, the requirement for 50 per cent of brigade members to be present is problematic for the Gingin South Bush Fire Service and most likely many other brigades within the Shire. Our brigade membership currently numbers more than forty members. Most of these members are passive members and whilst can be called upon operationally are typically not likely to attend meetings, especially

those administrative in nature. Achieving quorum under the current arrangements would be very difficult. I note that the City of Wanneroo Bush Fire Brigades Local Law has a lower threshold of 30 per cent.

Review comment 2

It is suggested that all matters relating to meetings (how and when held, who calls or can demand a meeting, giving of notice, quorum etc) is better dealt with in an Administration Manual adopted by Council.

Given that some brigades may have varying numbers, it may be appropriate to have a sliding scale for quorum, from 80% for a Brigade of just 5 members to 30% for a Brigade with 40 members or more. One issue to bear in mind is that reduction of quorum, can open the possibility to undue influence by a pressure group.

Review comment 3

One particular issue that should be rejected is proxy voting. No-where else in local government is proxy voting permitted or contemplated. If a person is not at the meeting, they should have no right to exercise vote, but may be able to still voice their opinion in writing etc.

Nowhere in either the Bush Fires Act or Local Government Act is the term “proxy” used, even for a person appointed as a deputy member to a committee or deputy nominee to an external organisation. A basic principle of local government processes, is that a person can only exercise a vote personally (in person or in elections as a postal vote administered by WA Electoral Commission). It can only be exercised in the individual’s own capacity, and cannot be exercised for another person.

Proxy voting potentially enables dominance by pressure groups, with one person exercising the collected votes of a number of others who are not present for whatever reason.

Clause 7.4 of the First Schedule provides for the management of funds held by a bush fire brigade. The clause requires two signatures to authorise a payment by cheque only. I submit the provision be amended to allow a bank transaction in any form, whilst retaining the requirement for two signatories. It might also be worthwhile allowing further members (as authorised by a meeting of a bush fire brigade) to be authorised signatories other than the Captain, Secretary, Treasurer or Secretary/Treasurer in the event that one of these officers is incapacitated or unavailable to act in accordance with this clause.

Review comment 4

With the Shire generally managing the funds that originate with Dept of Fire and Emergency Services, the cumulative value of other funding to a Brigade may not be large. Overly prescriptive requirements are not helpful, not just in relation to financial matters, and may be an active discouragement to participation.

A Brigade is dealing with public funds, whether received by grant, from the local government, by direct subscription or payment from members or local property owners. As such there is a need to ensure probity, when making payments and in accounting for the funds received and paid (see comment 1 above).

It is suggested that an Administration Manual adopted by Council could –

- leave the method of payment up to the discretion of the Brigade, stipulating only that two persons are required to authorise any payments; and
- the number of persons / brigade officers approved to be signatories to be determined by the Brigade.

I note the Shire of Gingin’s current requirement for Bush Fire Brigade volunteers to consider and agree to the Code of Conduct for Employees. I note this code of conduct does not have explicit application to volunteers as Bush Fire Brigade volunteers are neither employees or a person under contract for services

with the Local Government. I submit that the code of conduct would need to be adapted to specifically provide for Bush Fire Brigade volunteers, however preferably a more relevant and perhaps concise code of conduct be developed for application to Bush Fire Brigade volunteers. I draw your attention to the code of conduct for volunteers that has been developed by the Department of Biodiversity, Conservation and Attractions ([Volunteer Code of Conduct \(dbca.wa.gov.au\)](http://www.dbca.wa.gov.au)). Whilst not directly relevant to Bush Fire Brigade volunteers, I believe is a good example of a volunteer code of conduct which could easily be adapted. Given the Shire of Gingin is reviewing this local law, there presents an opportunity to align various provisions of the local law with the code of conduct adopted from time to time. Specifically, clauses relating to suspension or termination of membership or managing disagreements or complaints would be such examples.

Review comment 5

In relation to the Code of Conduct, the Local Government Act states –

5.51A. Code of conduct for employees

- (1) The CEO must prepare and implement a code of conduct to be observed by employees of the local government.
- (2) The CEO may amend the code of conduct.
- (3) The CEO must publish an up-to-date version of the code of conduct on the local government's official website.
- (4) Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.

The Local Government (Administration) Regulations outline a wide range of matters that are required to be in the Code of Conduct for Employees.

While Brigade officers and members are not paid employees or contractors of the local government, the *Work Health and Safety Act 2020* makes it very clear that the local government is responsible for volunteers engaged in activities controlled by the local government –

7. Meaning of worker

- (1) A person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking, including work as —
 - (a) an employee; or
 - (b) a contractor or subcontractor; or
 - ...
 - (h) a volunteer; or ...

Accordingly, for the purposes of a Code of Conduct, volunteers must be considered to be part of the organisation.

A Code of Conduct for various categories of volunteers of the local government could well be appropriate (library, Assistance Register providers and Community Cars etc) not just bush fire brigades. The development of separate codes of conduct is at the sole discretion of the CEO.

Review comment 6

Admission to membership of a brigade is in two parts – acceptance by the Brigade and also be the local government. Generally, the local government acceptance of an application is little more than a confirmation of the Brigade's, but it should not be considered to be automatic or a right of the prospective member and is required for insurance purposes and notification of details to Dept of Fire and Emergency Services.

There may be a temptation to view Brigades as autonomous organisations, however, this view is in clear contradiction to various legislation.

Lastly, I note clause 6.1 of the local law provides for a Local Government to develop policy in relation to the funding and resourcing of bush fire brigades. By comparison, other Local Government local laws provide for a direct mechanism for a Bush Fire Brigade as a subordinate body of a Local Government to make a

funding submission as part of the Local Government's budget deliberations. Furthermore, I am aware that historically the Shire of Gingin had previously provided a \$1,500 per annum contribution to assist with the operations of Bush Fire Brigade's. This is no longer the case, notwithstanding that the Shire of Gingin in conjunction with the Department of Fire and Emergency Services (DFES) does provide the core equipment and personal protective clothing required. By comparison, DFES brigade, groups and units (BGU) receive an annual Operational Efficiency Payment (OEP). The OEP ranges from \$500 to \$4,300 and is linked to the number of members and the relevant key performance indicators of the BGU.

Review comment 7

Any arrangements for funding of a Brigade are always going to be subject to the annual budget of the Shire, whether there is a policy in place (as referenced in the local law) or a statement that Council may contribute to a brigade (the usual provision in a local law).

Once again, rather than embed process in a local law, it is suggested that the matter would be better being dealt with in an Administration Manual adopted by Council.

End

11.5 LOCAL EMERGENCY SERVICES COMMITTEE - COMMUNITY PARAMEDIC

File	EMS/22
Author	Phillip Barrett – Community Emergency Services Manager/Chief Bush Fire Control Officer
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a recommendation from the Local Emergency Management Committee (LEMC) to submit a request to St John Ambulance Wheatbelt Region for an additional Community Paramedic.

BACKGROUND

At the recent meeting of the LEMC held on 9 November 2022 the St John Community Paramedic advised that the St John Gingin/Chittering Branch is very low on volunteer numbers. The St John Lancelin Branch is also struggling for volunteers.

COMMENT

A discussion took place regarding the possibility of having a second Community Paramedic employed for the area and the LEMC resolved as follows:

...That the Committee recommend that Council acknowledge the work of Volunteer Officers who give up their time to ensure the ongoing safety of our community and support the efforts of St John Ambulance Wheatbelt Region in its bid to secure a second Community Paramedic Officer to assist in the growing demand within the region.

The intent of the Committee's recommendation is that the Shire will forward a letter of support to St John Ambulance Wheatbelt region confirming it's support for the engagement of a second Community Paramedic Officer for the Wheatbelt region.

The Community Paramedic did advise that there has been a constant request for this but unfortunately it has not eventuated.

STATUTORY/LOCAL LAW IMPLICATIONS

Emergency Management Act 2005

Part 3 – Local arrangements

Part 3 – Local arrangements

Division 1 – Local emergency authorities

Section 38 – Local emergency management committees

State Emergency Management Policy 2.5 – Emergency Management for Local Government.

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
Strategic Objective	2.1 Community Safety & Support - Provide support and advocacy to residents and visitors so that they feel safe and secure at home and in the environment

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Kestel

That Council note the recommendation of the Local Emergency Management Committee and agree that a letter confirming the Shire of Gingin's support for the engagement of a second Community Paramedic Officer for the Wheatbelt region be forwarded.

CARRIED UNANIMOUSLY
7 / 0

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

AGAINST: *Nil*

12 REPORTS - CORPORATE AND COMMUNITY SERVICES

Amy Gibbs (Coordinator Community Development and Services) and Olivia Forbes (Community Development Officer) entered the meeting at 3:18pm.

12.1 COMMUNITY FUNDING PROGRAM REVIEW

File	GRA/14
Author	Amy Gibbs - Community Events & Services Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	19 November 2019 – Item 11.2.2
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To undertake a three-year review of the Community Funding Program (CFP) prior to applications opening again in February 2023. Included below is an overview of the CFP over the previous years, analysis of the four streams of funding, and minor proposed changes.

BACKGROUND

The CFP is provided to community groups and not-for-profit organisations to assist with projects or events which support Council's Strategic Community Plan.

To establish a funding model for the CFP, at its meeting on 19 November 2019 (Item 11.2.2), Council resolved to:

- 1. Support an annual Funding Assistance Program allocation of \$61,000 (GST exclusive) commencing in the 2020/21 Municipal Budget;*
- 2. Support an annual Community Grant Budget allocation of \$65,000 (GST exclusive) commencing in the 2020/21 Municipal Budget; and*
- 3. Review the Community Grant Budget Allocation and Funding Assistance Program allocations on a three-yearly basis with the next review in 2022.*

As provided under this resolution, no specific budget limit is provided for Council Budget Requests.

The CFP consists of four streams:

1. Community Project (up to \$10,000 GST exclusive);
2. Public Liability Insurance (contribution up to 50%, capped at \$500 GST exclusive);
3. Council Budget requests for amounts above \$10,000 (GST exclusive); and
4. Funding Assistance Scheme (three-year commitments established in the 2020/21 financial year - with the exception of Lancelin District Community Resource Centre Tourism Initiative which is a two year commitment established in the 2021/22 financial year).

For the purposes of this review, Table 1 details the funding allocated by Council over the last three years. Table 2 details the total applications and amounts not approved by Council over this period.

Table 1 – Approved Funding

	Community Project (up to \$10,000)	Public Liability Insurance	Council Budget Requests (above \$10,000)	Funding Assistance Scheme	Total
2020/21	\$11,573 (15)	\$3,319 (9)	\$46,275 (2)	\$41,000 (6)	\$102,167 (32)
2021/22	\$59,357 (26)	\$4,411 (12)	\$64,500 (2)	\$51,000 (7)	\$179,268 (47)
2022/23	\$54,840 (17)	\$4,681 (13)	\$12,000 (1)	\$51,000 (7)	\$122,521 (38)

Table 2 – Unsuccessful Applications

	Community Funding (up to \$10,000)	Public Liability Insurance	Council Budget Requests (above \$10,000)	Funding Assistance Scheme	Total
2020/21	0	0	\$50,000 (1)	0	\$50,000
2021/22	\$8,437 (1)	0	0	0	\$8,437
2022/23 Unsuccessful	\$33,899 (4)	0	\$50,000 (2)	0	\$83,899
2022/23 Reductions (partial funding)	\$34,700 (11)	0	0	0	\$34,700

Each year the CFP is promoted online through the Shire's Facebook page, website and shared through email, accepting applications from the first Monday of February until the third Friday of March.

Grant workshops are held, often in partnership with Bendigo Bank and Lottery West, to provide information on a range of opportunities and support in completing the CFP process.

Applications are rated by the Community Services team and then reviewed by Council in May, prior to final decisions being made at the adoption of the Municipal Budget for the new financial year. The below criteria are used to rate each application.

- a. **Identified Need/Issue:** The difference the project idea will make to the identified issue/need.
- b. **Funding Priorities:** The project supports one or more of the Shire's funding priorities (the aspirations outlined in the Strategic Community Plan 2022-2032).
- c. **Outcomes:** Expected benefits within the community.
- d. **Project Management:** Project planning and management experience and knowledge to complete project.
- e. **Support for Project:** Community/stakeholder in-kind and/or cash support for the project.
- f. **Value for money:** The overall outcomes (impact, benefits etc.) in relation to funding amount requested and total project cost.

A complex set of formulas has been used in the past to calculate a numerical representation of the six criteria, presented in a large Excel spreadsheet. In 2022/23 a simplified word version of the ratings was presented to Council alongside the spreadsheet and proved much easier to review.

COMMENT

As required by Council's 19 November 2019 resolution, the allocations of the CFP are due for review. This also provides a timely opportunity to make minor changes, as outlined below, to other elements of the program that have caused issues over the last three years.

Table 3 – Allocations and Changes

Stream	Overall allocation (ex GST)	Adjustments
Community Project (up to \$10,000)	\$65,000	No change - where applications exceed the allocated amount (as in 2022/23) the preferred approach will be to partially fund projects/events.
Public Liability Insurance Contributions	\$5,000	These contributions are now proposed to be provided under a separate allocation, with applications approved in three-year cycles. New applicants can apply in the second and third years for two and one year agreements respectively.
Council Budget Requests (above \$10,000)	\$30,000	Having no allocation encourages multiple large applications which exceed budget capacities.
Funding Assistance Scheme	\$61,000	No change - All agreements in this stream are due for new applications in the 2023/24 CFP round. This amount allows the British Car Day to be included, with small reductions in others (\$2,000 total).
	\$161,000	

In addition to the above the following changes to the administration of the program will be applied:

- a. Annual window for receiving applications changed to 1 February to 31 March, instead of the first Monday of February until the third Friday of March as these dates shift each year;
- b. Guidelines amended to clarify that bushfire volunteer groups are ineligible for the CFP as the Shire provides financial support through other avenues; and
- c. Continued use of the new simplified Word version to provide the applications ratings and recommendations.

The CFP will continue to be reviewed every three years with the next review to take place in 2025.

STATUTORY/LOCAL LAW IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy 3.7 – Distribution of Funds to Community and Sporting Bodies through the Community Sporting and Recreation Facilities Fund.

BUDGET IMPLICATIONS

Council’s determination will inform the future planning of draft budgets.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

<p>Aspiration</p>	<p>1. Attractions & Economy - Actively Pursue Tourism and Economic Development 2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing 3. Planning & Sustainability - Plan for Future Generations 4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise</p>
<p>Strategic Objective</p>	<p>1.1 Investment Attraction - Foster relationships with key stakeholders to attract tourism/economic development initiatives that will contribute to the Shire's economy 1.6 Attractions & Events - Host/support iconic community events and attractions that will entice residents and visitors throughout the year 2.1 Community Safety & Support - Provide support and advocacy to residents and visitors so that they feel safe and secure at home and in the environment 2.4 Youth Investment - Promote and undertake activities that provide youth retention and capacity building in our communities 2.5 Community Capacity Building - Empower all ages to be culturally aware and involved in diverse community initiatives including volunteering, culture and the arts 2.7 Accessibility - Ensure that the Shire's infrastructure and services are accessible to seniors and community members with a disability 2.8 Services & Facilities - Provide cost effective services and facilities which meet the needs of the community 3.2 Preservation & Management of Endangered Habitat & Coastal Reserves - Sustainable policy/actions supporting preservation activities 4.1 Management of Assets - Maintain civic buildings, sporting facilities, public places, plant and road and cycleway/pathways based on asset management plans and identified priorities 4.5 Key Stakeholder Partnerships - Foster applicable relationships and partnerships with key stakeholders to achieve outcomes</p>

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

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

That Council agree to:

1. Commencing in the 2023/24 Budget, support:
 - a. an annual Community Projects Program (up to \$10,000) allocation of \$65,000 (ex GST);
 - b. an annual Public Liability Insurance Contributions allocation of \$5,000 with applications approved on a three-year basis, or a portion thereof;
 - c. an annual Budget Request Over \$10,000 allocation of \$30,000 (ex GST); and
 - d. an annual Funding Assistance Program allocation of \$61,000 (ex GST) with applications approved on a three-year basis, or portion thereof; and
2. Review the Community Funding Program and stream allocations on a three-yearly basis with the next review to be held in 2025.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*

Amy Gibbs (Coordinator Community Development and Services) and Olivia Forbes (Community Development Officer) left the meeting at 3:19pm.

12.2 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS REVIEW

File	EMS/22
Author	Cher Groves – Recovery and Leasing Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	17 March 2020 Item 11.2.5
Appendices	1. LEMA November 2022 Final Public Copy V 3-3 [12.2.1 - 244 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider and adopt the revised Shire of Gingin Local Emergency Management Arrangements (LEMA).

BACKGROUND

Every local government must carry out a full review of its Local Emergency Management Arrangements (LEMA) every five years in accordance with the requirements of the *Emergency Management Act 2005*. The Shire of Gingin's current LEMA were adopted by Council in March 2020.

It is a function of a local government to ensure that an effective LEMA is prepared and maintained for its district to manage recovery following an emergency affecting the community in its district, and to perform other functions given to the local government under the *Emergency Management Act 2005* (the Act).

In accordance with Division 2, Section 41 of the Act, a local government is to ensure that arrangements for emergency management in the local government's district are prepared.

The arrangements are to set out:

- a) *the local government's policies for emergency management;*
- b) *the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;*
- c) *provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);*
- d) *a description of emergencies that are likely to occur in the local government district;*
- e) *strategies and priorities for emergency management in the local government district;*
- f) *other matters about emergency management in the local government district prescribed by the regulations; and*

- g) other matters about emergency management in the local government district the local government considers appropriate.*

Once adopted, a local government is to provide a copy of its LEMA, and any amendments, to the State Emergency Management Committee (SEMC) as soon as is practicable thereafter.

COMMENT

As part of our ongoing commitment for continuous improvement, the LEMA is regularly reviewed to ensure it is contemporary, effective, and easy to use. This past year Sections Five (Evacuation) and Seven (Local Recovery Plan) have been updated.

LEMA Section Five – Evacuation:

- Pre-emergency evacuation planning data updated using 2021 Census;
- Added each District’s information; and
- Re-formatted the Shire of Gingin map to make it easier to locate human settlements.

LEMA Section Seven – Local Recovery Plan:

- Adding in the process for activation of the Local Recovery Coordination Team;
- Inserting the diagram referred to as Appendix G of the State Emergency Management Plan;
- Adding additional action points for long-term recovery, community involvement in recovery, community needs assessment information, and accepting (or not) donations;
- Rearranging information to improve ease of use;
- Updating the Controlling Agency information;
- Adding in a section on the Impact Statement and an overview; and
- Updating the Community Reactions information.

Ranger Services are completing the Animal Welfare in Emergencies Plan. It will be an important addition to our emergency preparedness documentation. This document should be ready for endorsement at the next LEMC meeting in early 2023.

The updated LEMA documents have factored in the recommended format and inclusions as advised by DFES, in addition to specific information relevant to the local context and stakeholders (including the Shire of Gingin).

The arrangements are a live document, a copy of which is provided to all Hazard Management Agencies, neighbouring local governments and a public version is available to the community.

The proposed amendments that have resulted from the current review are primarily of a minor nature, addressing a number of grammatical errors and changes to position titles.

No changes have been made to the intent or purpose of the LEMA. However, as a document adopted by Council, it is necessary to seek Council's endorsement of any changes made.

The revised LEMA is presented to Council for formal adoption (**Refer Appendices**).

STATUTORY/LOCAL LAW IMPLICATIONS

Emergency Management Act 2005

Part 3 – Local Arrangements

Division 2 – Emergency Management Arrangements for Local Governments

Section 41 – Emergency Management Arrangements in Local Government District

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
Strategic Objective	2.1 Community Safety & Support - Provide support and advocacy to residents and visitors so that they feel safe and secure at home and in the environment

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Balcombe **SECONDED:** Councillor Johnson

That Council adopt the revised Shire of Gingin Local Emergency Management Arrangements as appended.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

SHIRE OF GINGIN

APPROVED BY LEMC MEETING: 12 FEBRUARY 2020
DATE OF LEMC REVIEW APPROVAL:
DATE OF LEMC ENDORSEMENT: 16 MARCH 2020
DATE OF LG ENDORSEMENT: 17 MARCH 2020

VERSION 3.3

- PUBLIC COPY
 RESTRICTED COPY

UNCONTROLLED WHEN PRINTED

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

AUTHORITY

These arrangements have been produced and issues in compliance with s(41)(1) and (2) of the [Emergency Management Act 2005](#) ("the Act", endorsed by the Shire of Gingin Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC). These arrangements have been developed by personnel with the Shire of Gingin and by the Local Emergency Management Committee. Consultation has been sought from the wider community.

These arrangements should be read in conjunction with the Emergency Management Act 2005 and the State Emergency Management Plans (WESTPLAN), State Hazard Plans (SHP), State Emergency Management Policy Statements and Development of Communities Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:



Wayne Fewster
Chairperson, Gingin LEMC
Shire President, Shire of Gingin

Date 17 March 2020



Aaron Cook
Chief Executive Officer, Shire of Gingin
Resolution Number: 17032020-11.2.5

Date 17 March 2020

Document Review

Date

CONTENTS

AUTHORITY.....	3
CONTENTS	4
AMENDMENT HISTORY	9
DISTRIBUTION LIST	11
SECTION ONE	13
INTRODUCTION	13
GLOSSARY OF TERMS.....	14
ACRONYMS.....	21
DISCLAIMER.....	23
PLAN OVERVIEW.....	24
<i>Aim</i>	24
<i>Purpose</i>	24
<i>Scope</i>	24
GEOGRAPHICAL AREA COVERED	25
<i>Remote Areas</i>	28
<i>Severe Weather Conditions</i>	28
EXERCISING, REVIEWING AND REPORTING	29
<i>Exercising</i>	29
<i>Reviewing</i>	30
<i>Reporting</i>	30
LOCAL ROLES AND RESPONSIBILITIES	31
LEMC ROLES AND RESPONSIBILITIES	34
<i>LEMC Meetings, Procedures & Reporting</i>	36
ANNUAL ACTION PLAN	37
AGENCY ROLES AND RESPONSIBILITIES	39
AGREEMENTS	40
(INCLUSIVE OF UNDERSTANDINGS AND COMMITMENTS)	40
RELATED DOCUMENTS AND ARRANGEMENTS	41
<i>Local Emergency Management Policies</i>	41
SECTION TWO	43
COORDINATION OF EMERGENCIES.....	43
AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)	44
INCIDENT MANAGEMENT TEAM AND MULTI-AGENCY SUPPORT	46
<i>Incident Support Group (ISG)</i>	46
SECTION THREE	49
RISK.....	49
RISK MANAGEMENT	50
RISK REGISTER	52
<i>Hazards - Scenario And Findings</i>	52
<i>Emergencies Likely To Occur / Hazards Register</i>	56
SECTION FOUR	57
COMMUNITY ENGAGEMENT	57
COMMUNITY ENGAGEMENT.....	58
<i>Community Mobilisation in Recovery</i>	58
<i>Informing the Community</i>	58
SECTION FIVE	59

EVACUATION	59
EVACUATION	60
<i>Types Of Evacuation</i>	60
<i>The Five Stages of Evacuation</i>	61
SHIRE OF GINGIN EMERGENCY EVACUATION GUIDE.....	63
SHIRE OF GINGIN	70
PRE-EMERGENCY EVACUATION PLANNING DATA.....	70
SECTION SIX	139
WELFARE.....	139
WELFARE	140
<i>Local Emergency Management Plan for the Provision of Welfare Support.....</i>	140
<i>Local Welfare Coordinator.....</i>	140
<i>Local Welfare Liaison Officer</i>	140
<i>Register, Find and Unite</i>	140
<i>Evacuation / Welfare Centres.....</i>	141
EVACUATION / WELFARE CENTRES	141
<i>Opening and Coordination of Evacuation / Welfare Centres</i>	141
SECTION SEVEN.....	143
LOCAL RECOVERY PLAN.....	143
LOCAL RECOVERY MANAGEMENT	144
<i>The National Principles for Disaster Recovery</i>	144
<i>Recovery Management Objectives</i>	147
<i>Recovery Values.....</i>	147
<i>Recovery SCOPE</i>	147
ACTIVATION.....	147
<i>Local Recovery Coordinator & Administrator</i>	148
<i>The Controlling Agency.....</i>	148
IMPACT STATEMENT	149
<i>Community Needs Assessment.....</i>	149
<i>Inclusiveness.....</i>	150
<i>Long Term Recovery</i>	151
<i>Priorities for Recovery.....</i>	152
<i>Financial Arrangements.....</i>	152
<i>Insurance</i>	153
<i>Financial Preparation</i>	153
<i>Financial Records.....</i>	154
<i>Financial Assistance in Recovery</i>	154
<i>Managing Donations.....</i>	155
<i>Recovery Timeline.....</i>	156
STATE RECOVERY COORDINATOR.....	157
LOCAL RECOVERY COORDINATION GROUP	158
<i>Local Recovery Coordination Group – Key Positions.....</i>	158
<i>Support Recovery Roles</i>	158
<i>Roles</i>	158
<i>Functions</i>	159
LOCAL RECOVERY GROUP.....	163
<i>Role.....</i>	163
<i>Functions</i>	163
<i>Local Recovery Group</i>	164
<i>Local Recovery Group</i>	168
<i>Spontaneous Responders.....</i>	169
<i>Local Volunteer Coordinator of Spontaneous Volunteers.....</i>	169
VOLUNTEER TASKING FORM FLOW CHART	171
<i>Community Reactions.....</i>	172

<i>Actions and Strategies</i>	173
<i>SoG Staff</i>	176
Chair – Duty Card.....	178
Public Spokesperson – Duty Card	180
Local Recovery Coordinator – Duty Card	182
Local Recovery Administrator – Duty Card	184
Communications Officer – Duty Card	186
Local Government Liaison Officer – Duty Card	188
Community Sub-Group coordinator – Duty Card.....	189
Economic Sub-Group – Duty Card.....	191
Environment Sub-Group coordinator – Duty Card.....	193
Infrastructure Sub-Group coordinator – Duty Card.....	195
Shire Resourcing Coordinator Sub-Group – Duty Card	197
Recovery Checklist: SHORT-TERM (IMMEDIATE TO ONE WEEK) FOR LOCAL RECOVERY COORDINATOR/COORDINATION GROUP	199
Recovery Checklist: MEDIUM TO LONG-TERM (1 to 12 months+) FOR LOCAL RECOVERY COORDINATOR/COORDINATION GROUP	201
<i>Operational Recovery Planning</i>	204
VOLUNTEER INFORMATION FORM	209
VOLUNTEER LOG FORM	212
VOLUNTEER ATTENDANCE ROSTER	212
VOLUNTEER TASK ALLOCATION FORM	213
LOCAL RECOVERY COORDINATION GROUP	ERROR! BOOKMARK NOT DEFINED.
VOLUNTEER TASKING FORM FLOW CHART	ERROR! BOOKMARK NOT DEFINED.
<i>Priorities for Recovery</i>	Error! Bookmark not defined.
<i>The National Principles for Disaster Recovery</i>	Error! Bookmark not defined.
<i>Financial Arrangements</i>	Error! Bookmark not defined.
<i>Financial Preparation</i>	Error! Bookmark not defined.
<i>Local Volunteer Coordinator of Spontaneous Volunteers</i>	Error! Bookmark not defined.
<i>Managing Donations</i>	Error! Bookmark not defined.
<i>Community Reactions</i>	Error! Bookmark not defined.
<i>Actions and Strategies</i>	Error! Bookmark not defined.
Chair – Duty Card	Error! Bookmark not defined.
Public Spokesperson – Duty Card	Error! Bookmark not defined.
RPA 3. Local Recovery Coordinator – Duty Card.....	Error! Bookmark not defined.
Local Recovery Administrator – Duty Card	Error! Bookmark not defined.
Communications Officer – Duty Card	Error! Bookmark not defined.
Local Government Liaison Officer – Duty Card	Error! Bookmark not defined.
Community Sub-Group coordinator – Duty Card.....	Error! Bookmark not defined.
Economic Sub-Group – Duty Card.....	Error! Bookmark not defined.
Environment Sub-Group coordinator – Duty Card.....	Error! Bookmark not defined.
Infrastructure Sub-Group coordinator – Duty Card	Error! Bookmark not defined.
Shire Resourcing Coordinator Sub-Group – Duty Card	Error! Bookmark not defined.
Recovery Checklist: SHORT-TERM (IMMEDIATE TO ONE WEEK) FOR LOCAL RECOVERY COORDINATOR/COORDINATION GROUP	Error! Bookmark not defined.
Recovery Checklist: MEDIUM TO LONG-TERM (1 to 12 months+) FOR LOCAL RECOVERY COORDINATOR/COORDINATION GROUP	Error! Bookmark not defined.
<i>Operational Recovery Planning</i>	Error! Bookmark not defined.
VOLUNTEER INFORMATION FORM	ERROR! BOOKMARK NOT DEFINED.
VOLUNTEER LOG FORM	ERROR! BOOKMARK NOT DEFINED.
VOLUNTEER ATTENDANCE ROSTER	ERROR! BOOKMARK NOT DEFINED.
VOLUNTEER TASK ALLOCATION FORM	ERROR! BOOKMARK NOT DEFINED.
SECTION EIGHT	219
COMMUNICATIONS PLAN	219
OVERVIEW	220
PURPOSE	220
COMMUNICATION PRINCIPLES	220
COMMUNICATIONS HIERARCHY IN AN EMERGENCY	221
PUBLIC COMMUNICATION	222

COMMUNICATIONS IN STAGES	222
COMMUNICATION FORMATS	223
EMERGENCY RESPONDERS & COMMUNICATION METHODS	224
SHIRE COMMUNICATION METHODS	226
MANAGING THE MEDIA	228
RECOVERY COMMUNICATIONS PLAN.....	228
GENERAL ENQUIRIES	229
APPENDIX 1	230
Communications Strategy Template.....	230
APPENDIX 2	233
Status Update Template	233
APPENDIX 3	234
Talking Points Template.....	234
APPENDIX 4	235
Media Release.....	235
APPENDIX 5	236
Community Meetings	236
APPENDIX 6	237
A Recovery Communications Plan Template	237
SECTION NINE	241
CONTACTS & RESOURCES REGISTER	241
KEY	ERROR! BOOKMARK NOT DEFINED.
ADMINISTRATION OFFICE AND DEPOT	ERROR! BOOKMARK NOT DEFINED.
EMERGENCY MANAGEMENT, LOCAL RECOVERY COORDINATION & SUPPORT POSITIONS.....	ERROR! BOOKMARK NOT DEFINED.
COUNCILLORS.....	ERROR! BOOKMARK NOT DEFINED.
SHIRE CONTRACTORS (AGREEMENTS).....	ERROR! BOOKMARK NOT DEFINED.
LOCAL EMERGENCY MANAGEMENT COMMITTEE.....	ERROR! BOOKMARK NOT DEFINED.
INCIDENT SUPPORT CENTRE AND CONTACTS.....	ERROR! BOOKMARK NOT DEFINED.
EVACUATION / WELFARE CENTRES.....	ERROR! BOOKMARK NOT DEFINED.
WESTERN AUSTRALIAN POLICE FORCE	ERROR! BOOKMARK NOT DEFINED.
VOLUNTEER FIRE AND RESCUE SERVICE	ERROR! BOOKMARK NOT DEFINED.
ST JOHN AMBULANCE - SHIRE OF GINGIN	ERROR! BOOKMARK NOT DEFINED.
BUSHFIRE CONTROL OFFICERS AND BUSH FIRE BRIGADES.....	ERROR! BOOKMARK NOT DEFINED.
OTHER USEFUL CONTACTS	ERROR! BOOKMARK NOT DEFINED.
OTHER LOCAL GOVERNMENTS	ERROR! BOOKMARK NOT DEFINED.
GOVERNMENT DEPARTMENTS, AGENCIES & UTILITY SERVICE PROVIDERS.....	ERROR! BOOKMARK NOT DEFINED.
OTHER LOCAL GOVERNMENTS	ERROR! BOOKMARK NOT DEFINED.
SHIRE PLANT AND EQUIPMENT	ERROR! BOOKMARK NOT DEFINED.
AGRICULTURAL, VEHICLE AND TRADES SERVICES.....	ERROR! BOOKMARK NOT DEFINED.
ACCOMMODATION.....	ERROR! BOOKMARK NOT DEFINED.
CATERING AND MEALS	ERROR! BOOKMARK NOT DEFINED.
SPECIAL ARRANGEMENTS/ANONYMOUS	ERROR! BOOKMARK NOT DEFINED.
ANIMAL WELFARE FACILITIES	ERROR! BOOKMARK NOT DEFINED.
COMMUNITY & HEALTH SERVICES	ERROR! BOOKMARK NOT DEFINED.
SERVICE PROVIDERS	ERROR! BOOKMARK NOT DEFINED.
SECTION TEN	243
PRE-EMERGENCY PLANNING MAPPING DATA	243
SHIRE OF GINGIN	ERROR! BOOKMARK NOT DEFINED.
PRE-EMERGENCY PLANNING MAPPING DATA	ERROR! BOOKMARK NOT DEFINED.
GABBADAH (Redfield Park).....	Error! Bookmark not defined.
GABBADAH (Sovereign Hill).....	Error! Bookmark not defined.
GINGIN.....	Error! Bookmark not defined.
GUILDERTON.....	Error! Bookmark not defined.
KARAKIN (Seaview Park).....	Error! Bookmark not defined.

LANCELIN *Error! Bookmark not defined.*
LEDGE POINT *Error! Bookmark not defined.*
NILGEN (Ocean Farm) *Error! Bookmark not defined.*
SEABIRD *Error! Bookmark not defined.*
WOODRIDGE *Error! Bookmark not defined.*

AMENDMENT HISTORY

Version	Date	Amendment Details	By
V1.	11/03/2012	Previous LEMA reviewed and amended to reflect changes to LEMA (Chittering separation)	LEMC
	10/09/2014	LEMA reviewed by LEMC	Shire of Gingin / LEMC
	16/09/2014	LEMA adopted by Council at General Meeting	Shire of Gingin
V2.	10/12/2014	LEMA Reviewed by LEMC and recommendations to council to review Terms of Reference	LEMC
V2.1	16/12/2014	Terms of Reference updated by Council	Shire of Gingin
V2.2	20/01/2015	Updated LEMA presented to Council for review	Shire of Gingin
	28/06/2017	LEMA reviewed	LEMC
	18/07/2017	Reviewed LEMA adopted by Council at General Meeting	Shire of Gingin
V2.3	09/01/2019	Added new Community Paramedic and Superintendent Andy Hinton North Coastal Region DFES. Deleted Brad Slater. From LEMC Meeting 05/12/2018)	Shire of Gingin
V2.4	09/01/2019	Up-dated new Chief Executive Officer details and corrected Coordinator Community Development & Services phone number	Shire of Gingin
V2.5	13/02/2019	Added Tim McGrade District Officer Stirling DFES	Shire of Gingin
V2.6	13/11/2019	Add Councillor Wayne Fewster (Shire President)	Shire of Gingin
V3.	March 2020	LEMA updated	
V3.	November 2020	Updated Distribution List to include all members of the LEMC and Shire Executive Managers	Shire of Gingin
V3.1	February 2021	Updated Section Five – Evacuation, with pre-emergency planning data; added pre-emergency planning mapping; updated Risk Register information	Shire of Gingin
V3.2	August 2022	Updated Pre-emergency planning information;	
V3.3	Sept 2022	Review and update Local Recovery Plan	Shire of Gingin

Only changes to the intent of the document, any key changes and enhancements are to be included in the Amendment History, these and any major changes will need to be endorsed by the LEMC and Council.

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

To forward feedback, please copy the relevant section, mark the proposed changes and forward to:

The Executive Officer
Local Emergency Management Committee
Shire of Gingin

In-Person Gingin: 7 Brockman St Gingin WA 6503
In-Person Lancelin: 255 Vins Way Lancelin WA 6044
Post: PO Box 510 Gingin WA 6503
Email: mail@gingin.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

DISTRIBUTION LIST

Organisation	Copies	
	Restricted	Public
Shire of Gingin (Gingin Office, Lancelin Office, Councillors) (Chief Executive Officer, Community Emergency Services Manager, Shire President, Recovery Coordinator, Recovery Administrator and Executive Managers)	8	10
Gingin Police Station	1	
Lancelin Police Station	1	
Shire of Gingin Public Libraries (Gingin and Lancelin)		2
State Emergency Management Committee (Secretariat) <i>electronic copy</i>	1	
DEMP	1	
Northam District Police Office (Wheatbelt District Office)	1	
Department of Fire and Emergency Services Joondalup (DO North Coastal, Fire and SES)	3	
Bush Fire Service Gingin (1 CBFCO, 4 x Deputy CBFCO)	5	
Bush Fire Service Chittering (CBFCO Chittering)		1
Bush Fire Service Dandaragan		1
Bush Fire Service Victoria Plains		1
Bush Fire Service Wanneroo		1
WA Fire and Rescue Service Gingin	1	
WA Fire and Rescue Service Lancelin	1	
St John Ambulance WA, Chittering/Gingin Sub Centre	1	
St John Ambulance WA, Lancelin and Coastal Districts Sub Centre	1	
St John Ambulance WA		1
Department of Communities (Wheatbelt)	1	
City of Wanneroo		1
Shire of Chittering		1
Shire of Dandaragan		1
Shire of Victoria Plains		1
Gingin Medical Centre		1
Lancelin Medical Centre		1
Lancelin Volunteer Marine Rescue Group		1
Local Australian Red Cross	1	
Department of Agriculture and Food		1
Department of Health – WA Country Health Service		1

Lancelin Volunteer Marine Rescue Group Inc.		1
Image Resources		1
Main Roads WA		1
Royal Australian Air Force Base Pearce		1
Silver Chain		1
State Emergency Management Committee		1
Tronox		1
Western Power		1
Department of Education – Principal, Gingin District High School		1
Department of Education – Principal, Lancelin Primary School		1
Department of Education (Head Office)		1

A copy of this document (public version) is available on the Shire of Gingin website www.gingin.wa.gov.au.

A print copy of this document (public version) will be made available to the public at the Shire of Gingin administration building at 7 Brockman St Gingin WA.

An electronic copy of this document (restricted version) is available to all Local Emergency Management Committee members.



SECTION ONE

INTRODUCTION



GLOSSARY OF TERMS

For additional information regarding the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary.

The following terms apply throughout these arrangements:

	Term	Definition
A	AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)	A nationally adopted structure to formalise a coordinated approach to emergency incident management. It is set up to systematically and logically manage emergency management incidents from small to large and all difficult or multiple incidents. It is designed to be able to expand in order to ensure an effective span of control at all levels.
	AIIMS STRUCTURE	The combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS).
B	BUSH FIRE BRIGADE	Established by a local government under the <i>Bush Fires Act 1954</i> .
C	COMBAT	To take steps to eliminate or reduce the effects of a hazard on the community.
	COMPACT AGENCY	Prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
	COMPREHENSIVE APPROACH	The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases (Synonyms: disaster cycle, disaster phases and PPRR).
	COMMAND	The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also CONTROL and COORDINATION)

	COMMUNITY EMERGENCY RISK MANAGEMENT	This is a systematic process that produces a range of measures that contribute to the well-being of communities and the environments. (See also RISK MANAGEMENT).
	CONTROL	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also COMMAND and COORDINATION).
	CONTROLLING AGENCY	An agency nominated to control the response activities to a specified type of emergency.
	COORDINATION	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. (See also CONTROL and COMMAND).
D	DISASTER	See EMERGENCY
	DISTRICT	Means the municipality of the Shire of Gingin. This is the local government district <u>not</u> the emergency management district.
	DISTRICT EMERGENCY MANAGEMENT COMMITTEE	A committee established under Section 31(1) of the Emergency Management Act 2005
	DEPARTMENT OF COMMUNITIES (DC)	Western Australian (State Government) Department of Communities, Child Protection and Family Support
	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	Western Australian (State Government) Department of Fire and Emergency Services
E	EMERGENCY	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
	EMERGENCY MANAGEMENT	The Management of the adverse effects of an emergency including: (a) Prevention - the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

	<p>(b) Preparedness - preparation for response to an emergency</p> <p>(c) Response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery process.</p> <p>(d) Recover - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.</p>
EMERGENCY MANAGEMENT AGENCY	A Hazard Management Agency (HMA), a Combat Agency or Support Organisation.
EMERGENCY RISK MANAGEMENT	A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.
EVACUATION	A risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The Hazard Management Agency will make decisions on evacuation during an emergency.
EVACUATION / WELFARE CENTRE	A location where temporary accommodation is actual available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.
H HAZARD	<p>An event, situation or coordination that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruct of: or damage property or any part of the environment and is defined in the <i>Emergency Management Act 2005</i> or prescribed in the <i>Emergency Management Regulations 2006</i>.</p> <p>For example:</p> <ol style="list-style-type: none"> 1. A cyclone, earthquake, flood, storm, tsunami or other natural event; 2. A fire; 3. A road, rail or air crash; 4. A plague or an epidemic; 5. A terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the <i>Criminal Code Act 1995</i> of the Commonwealth; or 6. Any other event, situation or condition that is capable of causing or resulting in: <ol style="list-style-type: none"> a. Loss of life, prejudice to the safety or harm to the health of persons or animals; or b. Destruction of or damage to property or any part of the environment that is prescribed by the <i>Emergency Management Regulations 2006</i>

	HAZARD MANAGEMENT AGENCY (HMA)	A public authority or other person, prescribed by <i>Emergency Management Regulations 2006</i> regulations to be a hazard management agency for emergency management or an aspect of emergency management, of a hazard for a part of the whole of the State.
I	INCIDENT	The occurrence or the imminent occurrence of a hazard.
	INCIDENT AREA (IA)	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.
	INCIDENT CONTROLLER	The person appointed by the Hazard Management Agency or Controlling Agency for the overall management of an incident within a designated incident area.
	INCIDENT MANAGER	See INCIDENT CONTROLLER
	INCIDENT MANAGEMENT TEAM (IMT)	A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident
	INCIDENT SUPPORT CENTRE	A facility established to coordinate and organise emergency provision of services.
	INCIDENT SUPPORT GROUP (ISG)	A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.
L	LIFELINES	The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.
	LOCAL EMERGENCY COORDINATOR (LEC)	The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Management Coordinator.
	LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)	A committee established under Section 38 of the <i>Emergency Management Act 2005</i> . LEMC is established by the local government and consists of a chairperson and other members appointed by the local government, with the Shire President as the chairperson of the committee and the LEC

		as the deputy chairperson. Functions of the LEMC are to advise and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
	LOCAL GOVERNMENT AUTHORITY (LGA)	Local Government meaning the Shire of Gingin unless otherwise specified.
	LOCAL RECOVERY COORDINATION GROUP (LRCG)	The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time
M	MUNICIPALITY	Means the district of the Shire of Gingin unless otherwise specified.
O	OPERATIONS	The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. (See also EMERGENCY OPERATION).
	OPERATIONAL AREA (OA)	The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.
P	PREPAREDNESS	Preparation for a response to an emergency. In other words, the arrangements to ensure that, should an emergency occur, all those resources and services which are needed to copy with the effects can be efficiently mobilised and deployed. Measures to ensure that should an emergency occur, communities, resources and services are capable of coping with the effects.
	PREVENTION	The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency. This includes regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. (See also COMPREHENSIVE APPROACH).
	PUBLIC AUTHORITY	An agency as defined in the <i>Public Sector Management Act 1994</i> ;

		<ul style="list-style-type: none"> • a body, corporate or unincorporated, that is established or continued for a public purpose by the State, regardless of the way it is established; • a local government or regional local government; • the Police Force of Western Australia; • a member or officer of a body referred to in one of the above; or • a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.
R	RECOVERY	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment, the community, psychological and economic well-being.
	RESPONSE	The combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.
	RISK	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.</p> <ul style="list-style-type: none"> • The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood. • A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period. • Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.
	RISK MANAGEMENT	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.
	RISK REGISTER	A register of the risks within the local government, identified through the Community Emergency Risk Management process.
	RISK STATEMENT	A statement identifying the hazard, element at risk and source of risk.
S	SITUATION REPORTS (SITREPS)	A brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they

		become known.
	STANDARD OPERATING PROCEDURE	A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.
	STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC)	A committee established under section 13(1) of the <i>Emergency Management Act 2005</i> . S.13(2) stipulates membership of the SEMC which consists of the Commissioner of Police as State Emergency Coordinator and Chair, and the Commissioner of DFES as Deputy Chair. The Executive Director, DFES Strategic Policy and Executive Services Portfolio, is the SEMC Executive Officer. Other members include a local government representative and other representatives as appointed by the Minister.
	STATE EMERGENCY MANAGEMENT PLAN (SEMP)	A plan prepared under section 18 of the EM Act. <i>Emergency Management Act 2005</i>
	STATE EMERGENCY MANAGEMENT POLICY	The Policy prepared under section 17 of the <i>Emergency Management Act 2005</i>
	SUPPORT ORGANISATION	An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.
T	TELECOMMUNICATIONS	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, email and radio.
	TREATMENT OPTIONS	A range of options identified through the emergency risk management process to select appropriate strategies which minimise potential harm to the community.
U	URBAN FIRES	Property fires occurring within gazetted fire districts for which DFES Fire and Rescue Services is responsible under the <i>Fire Brigades Act 1942</i> .
V	VULNERABILITY	The characteristics and circumstances of a community, system or asset that made it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.
W	WELFARE	The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the

	maintenance of health, well-being, and prosperity of such persons with all available community resources until their rehabilitation is achieved.
WELFARE CENTRE	Refer EVACUATION / WELFARE CENTRE
WESTPLAN	State Hazard Plans as approved by the State Emergency Management Committee.

ACRONYMS

Acronym	Term
ARC	Australian Red Cross
BFB	Bush Fire Brigade
BFS	Bush Fire Service
CA	Controlling Agency
CALD	Culturally and Linguistically Diverse
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
CO	Communications Officer
DA	District Advisor
DC	Department of Communities
DEMC	District Emergency Management Committee
DEMP	District Emergency Management Plan
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
DPAW	Refer PaW
FRS	Fire and Rescue Service
ECC	Emergency Coordination Centre
EM	Emergency Management
EM Act	Emergency Management Act 2005
EMLRC	Executive Manager Local Recovery Coordination
EMP	Emergency Management Projects
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements

LEMG	Local Emergency Management Group
LEMC	Local Emergency Management Committee
LEO	LEMC Executive Officer
LG	Local Government
LMDRF	Lord Mayor's Distress and Relief Fund
LRA	Local Recovery Administrator
LRC	Local Recovery Coordinator
LGLO	Local Government Liaison Officer
LRCG	Local Recovery Coordination Group
LVC	Local Volunteer Coordinator
MOU	Memorandum of Understanding
NGO	Non-Governmental organisation
PAW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
RCC	Recovery Coordination Centre
SCRWG	Shire Council Recovery Working Group
SEAWP	State Emergency Animal Welfare Plan
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SHP	State Hazard Plans
SJA	St John Ambulance WA
SoG	The Shire of Gingin as described in the 'Local Emergency Management Arrangements, Section One Introduction > Plan Overview > 'Geographical Areas Covered'
SRC	State Recovery Coordinator
SRCG	State Recovery Coordinating Group
VFRS	Volunteer Fire and Rescue Service
VMR	Volunteer Marine Rescue
WA HEALTH	Department of Health
WALGA	West Australian Local Government Association
WAPOL	WA Police Force

DISCLAIMER

The Shire of Gingin makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of Gingin hereby claims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purposes, title and non-infringement. In no event shall the Shire of Gingin be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

PLAN OVERVIEW

AIM

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

PURPOSE

To set out:

- The Shire of Gingin policies for emergency management;
- The roles and responsibilities for public authorities and other persons involved in emergency management;
- Provisions about the coordination of the emergency management operations performed by the public authorities and other persons;
- Description of emergencies likely to occur with the Shire of Gingin;
- Strategies and priorities for emergency management in the district;
- Other matters about emergency management in the Shire of Gingin that the Shire of Gingin consider appropriate;
- Other matters about emergency management in the Shire of Gingin district prescribed by the *Emergency Management Regulations 2006*; and
- Other matters about emergency management in the district that the Shire of Gingin considers appropriate. [s. 41(2) of the *Emergency Management Act 2005*].

SCOPE

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs individual plans.

- This document applies to the local government district of the Shire of Gingin.
- This document covers areas where the Shire of Gingin provides support to HMA's in the event of an incident.
- This document details the Shire of Gingin's capacity to provide resources in support of an emergency while still maintaining business continuity; and the Shire of Gingin responsibilities in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

GEOGRAPHICAL AREA COVERED

The Shire of Gingin is located in the northwest of the Wheatbelt region. The Shire of Gingin is situated approximately 84 kilometres north of Perth via the Brand Highway. It is bordered to the south by the City of Wanneroo, to the east by the Shire of Chittering, to the north-east by the Shire of Victoria Plains, to the north by the Shire of Dandaragan and to the west by the Indian Ocean.

The Shire of Gingin statistics (Census 2016 – ABS) include:

Area:	3,325 km ²
Population (permanent):	5,458
Approx. number of dwellings:	3,649
Sealed Roads:	458 km
Unsealed Roads:	427 km
Highways:	124 km

Within the Shire there are a number of Rural Living Zones where population density is higher than the surrounding rural area. There are substantial areas of bushland including national parks and forest reserves, as well as extensive agricultural, rural and semi-rural areas mainly to the north and northeast. Coastal areas (west) and the north of the Shire are largely urban/recreational and significant farming and market gardens.

Zoned Land Use:

· Rural:	1,972 km ²
· Regional Reservations:	1,150 km ²
· Industrial:	16 km ²
· Urban (residential):	187 km ²

Because of the Shire's proximity to the metropolitan area, it can expect to experience a rapid growth in population and horticultural activity. In addition, the coastal towns traditionally experience population increases during holiday periods.

There is a wide range of landforms within the Shire of Gingin, ranging from flat wetlands in the Beermullah area to hilly areas around Mooliabeenee. Swamps and wetlands occur within the Shire of Gingin including Bambun Lake, Beermullah Lake, Blue Lake, Gingin Brook, Karakin Lakes, Moore River and tributaries, Quin Brook and Yeal Swamplands. The majority of the area involved would consist of either open farming land, or PaW reserves where native bush exists and which have in the past proven to be a problem where fires are concerned due to environmental factors, density, types of fuel, etc.

With reference to accessibility there are two major transport arteries being Brand Highway and Indian Ocean Drive. Primary Roads include Gingin Brook Road, Cowalla Road,

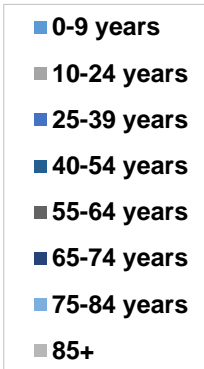
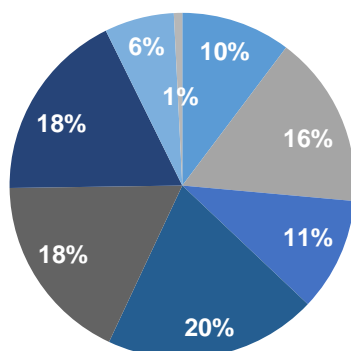
Wannamal Road West, Mooliabeenee Road, Cullalla Road, Beermullah Road West, Orange Springs Road, Mogumber Road West and Boonanarring Road.

This plan covers the district of the Shire of Gingin depicted by the boundaries in the following map. The Shire is divided into three subregions inclusive of Lower Coastal, Upper Coastal and Gingin Rural.



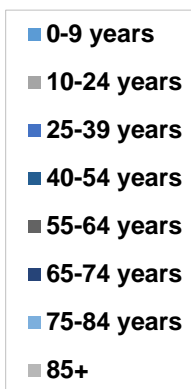
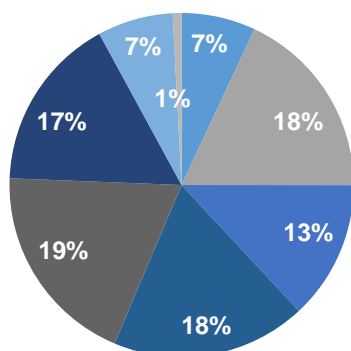
Lower Coastal* (represents 32.529% of the Shire's population according to the 2016 Census - ABS) which includes the coastal town sites of Guilderton and Seabird and the localities of Breton Bay, Caraban, Gabbadah (Redfield Park and Sovereign Hill), Wilbinga and Woodridge.

Lower Coastal Age Break-Down



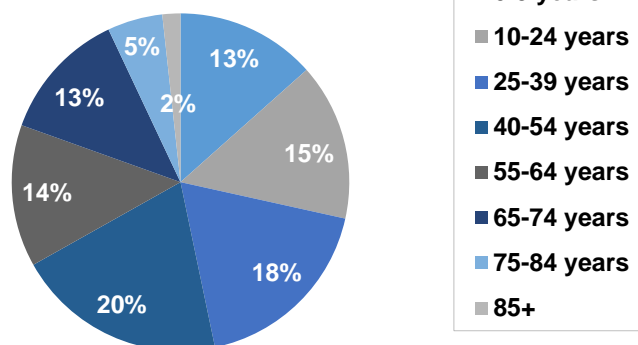
Upper Coastal* (28.857% of Shire population) includes the coastal town sites of Lancelin and Ledge Point in addition to the localities of Karakin, (Seaview Park) and Nilgen (Ocean Farm).

Upper Coastal Age-Breakdown



Gingin-Rural (38.614% of Shire population) includes the Gingin town site and localities of Bambun, Beermullah, Boonanarring, Breera, Coonabidgee, Cowalla, Cullalla, Ginginup, Granville, Lennard Brook, Mindarra, Moondah, Moore River National Park, Muckenburra, Neergabby, Orange Springs, Red Gully, Wanerie and Yeal.

Rural Gingin Age-Breakdown



REMOTE AREAS

Of the 3,325 km² of area covered by the Shire of Gingin, the majority of the population and development exists in the coastal and south-eastern areas of the Shire. There are areas that lie to the north and northeast, which in relation to emergency management may be described as being remote.

These areas have limited capabilities regarding emergency management. Without the readily accessible resources that accompany urbanisation, difficulty may be experienced in managing the risks faced by a community. For example, a community may have to rely on local volunteer emergency services during the early stages of a major emergency event before additional support can be deployed on location.

Remote areas within the Shire of Gingin were identified as being vulnerable in relation to hazards faced by the community during the Community Emergency Risk Management process in 2012. The ongoing development and review of these arrangements will include additional measures to mitigate risks faced by remote areas.

SEVERE WEATHER CONDITIONS

During periods where severe wind or flash flooding is impacting the community, the Shire of Gingin's resources may be depleted due to additional deployment requirements. This would include resources such as available staff, vehicles and equipment. This circumstance is most likely to occur during the winter, however severe thunderstorms and the effect of cyclonic weather conditions from the northwest of the state are not uncommon during the summer months.

EXERCISING, REVIEWING AND REPORTING

EXERCISING

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together. The different types of exercises include Discussion, Field, Tabletop and Tactical Exercise without Troops.

Testing and Exercising is important for several reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

Exercising the LEMA will allow the LEMC to:

- a. Test the effectiveness of the local arrangements;
- b. Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities;
- c. Help educate the community about local arrangements and programs;
- d. Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions; and
- e. Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of coordination between them.

Frequency of Exercises

The SEMC Policy No. 2.5 (Emergency Management in Local Government) and Policy No. 4.8 (Exercise Management) requires the LEMC to exercise their arrangements on an annual basis.

Types of Exercises

Examples of Exercise Types	
DESKTOP/DISCUSSION EXERCISES	Includes orientation exercises, agency presentations, hypothetical and syndicate progressive exercises. Discussion exercises are low cost and usually involve few players.
FUNCTIONAL EXERCISES	Closely related to discussion exercises, but normally take place in an operational environment and require participants to perform the functions of their roles. They are commonly known as tabletop exercises
FIELD EXERCISES	Involve the deployment of personnel to a simulated incident or emergency. Field exercises can often follow a series of discussion or functional exercises.

PHONE TREE RECALL EXERCISES	Testing contact numbers outside of business hours
ACTIVATION OF FACILITIES (FOR EM)	Testing the contacts and procedures associated with opening and closing evacuation centres or any facilities that might be operating during an emergency
RESOURCE ACCESSIBILITY & ACTIVATION	Locating and activating resources on the Emergency Resources Register

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

Reporting Exercises

As per *State Emergency Management Policy Section 4.11.3*, Local governments must submit post-exercise reports to DEMCs, as soon as practicable after the exercise.

REVIEWING

The LEMA shall be reviewed and amended in accordance with SEMP 2.5 – Emergency Management in Local Government Districts and replaced whenever the local government considers it appropriate (Section 42 of the *Emergency Management Act 2005*). According to SEMP 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery coordination;
- Every five years; and
- Whenever the local government considers it appropriate.

Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but on-going amendments may occur at any LEMC meeting.

REPORTING

The annual LEMC report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the Preparedness Capability Survey as directed each year by SEMC.

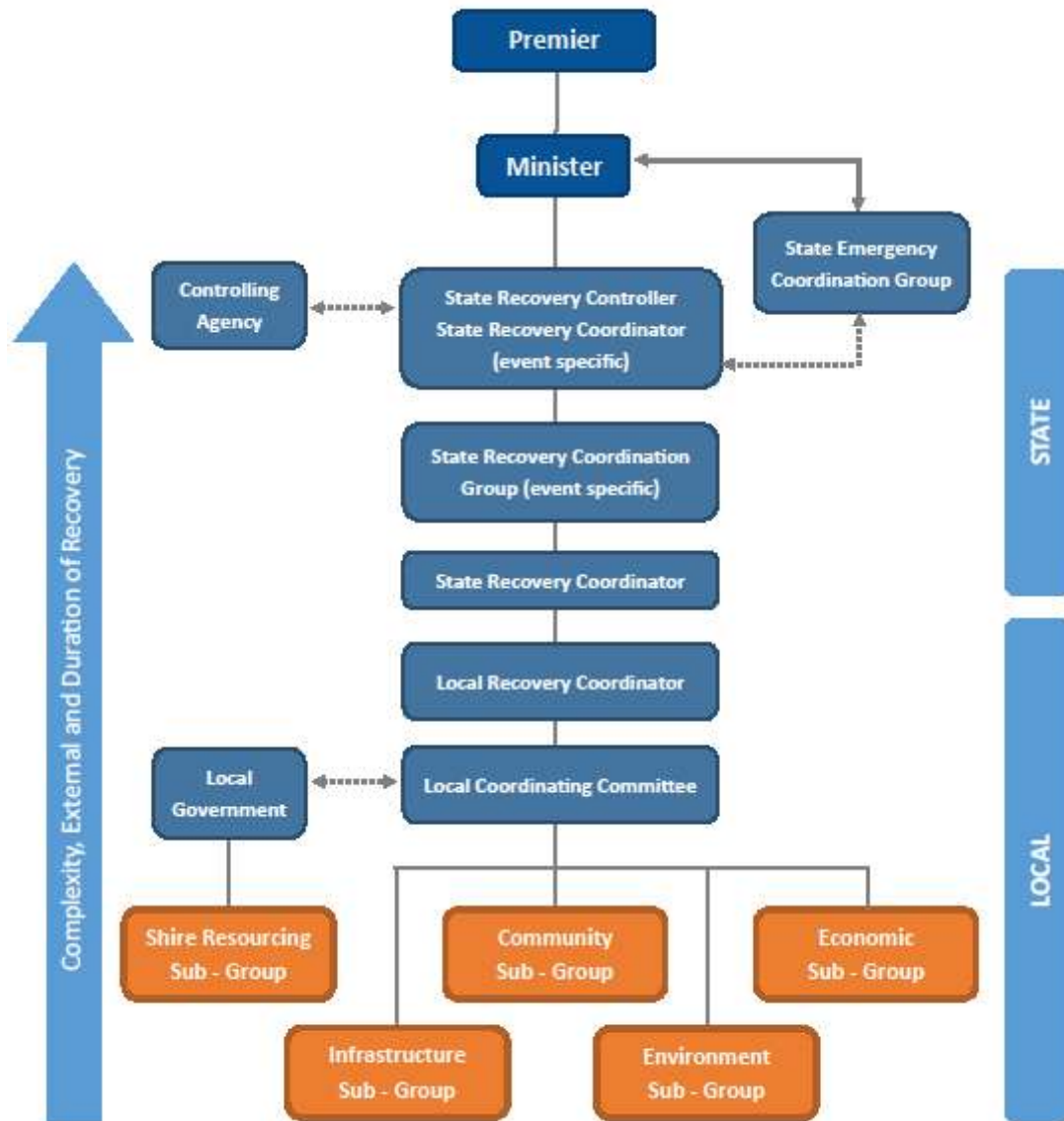
LOCAL ROLES AND RESPONSIBILITIES

Local Roles	Description of Responsibilities
LOCAL GOVERNMENT	<p>The responsibilities of the Shire of Gingin are defined in s.36 of the <i>Emergency Management Act 2005</i></p> <p>It is a function of a local government-</p> <ol style="list-style-type: none"> 1) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and 2) to manage recovery following an emergency affecting the community in its district; and 3) to perform other functions given to the local government under this Act <p>These functions include (but are not limited to) administrating the LEMC in accordance with SEMP 2.5, completing an annual report and annual business plan in accordance with SEMP 2.6 and establishing and maintaining the local emergency management arrangements which includes a local recovery plan.</p>
LOCAL EMERGENCY COORDINATOR	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>The Local Emergency Coordinator for a local government district has the following functions -</p> <ol style="list-style-type: none"> 1) to provide and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district; 2) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and 3) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
LOCAL RECOVERY ADMINISTRATOR	<p>To undertake the administration, reporting and support the Local Recover Coordinator as required to ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and assist in the recovery phase of the incident.</p>
LOCAL RECOVERY COORDINATOR	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government with support from the Local Recovery Administrator. In conjunction with the local recovery committee to implement a post incident recovery</p>

	action plan and manage the recovery phase of the incident.
LOCAL GOVERNMENT WELFARE LIAISON	During an evacuation assist Department of Communities by providing advice information and resources.
LOCAL GOVERNMENT LIAISON OFFICER (TO ISG/IMT)	During a major emergency the liaison officer is to attend ISG meetings to represent the local government, provide local government knowledge, input and provide details contained in the LEMA
LOCAL GOVERNMENT - INCIDENT MANAGEMENT	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken. Implementing procedures that assist the community and emergency services deal with incidents • Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. • Keep appropriate records of incident that have occurred to • Ensure continual improvement of the Shires' emergency response capability • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities

Recovery Coordination Structure

The following diagram shows the Recovery Coordination Structure that states roles through the key-function areas and sub-groups.



LEMC ROLES AND RESPONSIBILITIES

The Shire of Gingin has established a Local Emergency Management Committee (LEMC) as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The functions of the LEMC are [s.39 of the *Emergency Management Act 2005*]:

- To advise and assist the local government in establishing local emergency management arrangements for the district;
- To liaise with public authorities and other persons in the development, review and testing of the Local Emergency Management Arrangements (LEMA); and
- To carry out other emergency management activities as directed by OEM or prescribed by regulations.

Various State Emergency Management Plans, State Hazard Plans and State Emergency Management Policies (SEMP) place responsibilities on LEMCs. These functions relate to areas not covered in other areas of the LEMA.

LEMC Roles	Description of Responsibilities
LEMC CHAIR	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC EXECUTIVE OFFICER	Provide executive support to the LEMC by: Provide secretariat support including: <ul style="list-style-type: none">• Meeting agenda;• Minutes and action lists;

	<ul style="list-style-type: none"> • Correspondence; • Maintain committee membership contact register <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> • Annual Report • Annual Business Plan • Maintain Local Emergency Management Arrangements <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> • Participate as a member of subcommittees and working groups as required
--	---

LEMC MEMBERSHIP

Voting Members

Organisation	Officer
Department for Communities – Emergency Services Unit	District Emergency Services Officer Wheatbelt
Department of Fire and Emergency Services (DFES)	District Officer North Coastal Bushfire
Shire of Gingin	Shire President (Chairperson)
	Community Emergency Services Manager/Chief Bush Fire Control Officer (Executive Officer)
	Local Recovery Coordinator or Deputy LRC
	Local Recovery Administrator or Deputy LRA
Red Cross, Gingin Branch	Committee Member (designated volunteer)
St John Ambulance WA, Chittering/Gingin Sub-Centre	Ambulance Officer (designated volunteer)
St John Ambulance WA, Lancelin and Coastal Districts Sub-Centre	Ambulance Officer (designated volunteer)
WA Police, Gingin Police District (GPD)	OIC Gingin (GPD Local Emergency Coordinator)
WA Police, Lancelin Police District (LPD)	OIC Lancelin (LPD Local Emergency Coordinator)

Non-Voting Members

Organisation	Officer/Representative (where provided)
Department of Agriculture and Food	
Department of Education <ul style="list-style-type: none"> Gingin District High School Lancelin Primary School 	Principal/Deputy Principal or another delegated representative
Department of Health – WA Country Health Service	
Golden Egg Farms	
Lancelin Volunteer Marine Rescue Group Inc.	
Image Resources	
Main Roads WA	
Royal Australian Air Force Base Pearce	
Silver Chain	
State Emergency Management Committee	
Tronox	
WA Police	Inspector Wheatbelt District
Western Power	
Department of Biodiversity, Conservation and Attractions	
Shire of Gingin	Principal Environmental Health Officer
Department of Water and Environmental Regulation	

For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading [LEMC MEMBERSHIP AND CONTACTS](#). (Note: the ‘Contacts and Resource Register’ is only available to LEMC members and Emergency Management professionals).

[LEMC MEETINGS, PROCEDURES & REPORTING](#)

Meeting Schedule

The Shire of Gingin LEMC meet on a quarterly basis within the financial year (1 July to 30 June), with additional meetings scheduled as required (as per *State Emergency Management Policy 2.5*).

LEMC Constitution & Procedures [s38(4) Emergency Management Act 2005]

Each meeting of the LEMC should consider, but not be restricted to, the Annual Action Plan, as appropriate:

ANNUAL ACTION PLAN

FINANCIAL YEAR QUARTER	Actions	LEMC MEETINGS
<u>FIRST QUARTER</u> (July / Aug / Sept)	Community Engagement <ul style="list-style-type: none"> • Evacuation plans? • Fire safety? • Storm safety? • Communications/public information in disasters 	<u>LEMC Meeting to be held.</u> <ul style="list-style-type: none"> • Standing items • Adopt Business plan
<u>SECOND QUARTER</u> (Oct / Nov / Dec)	LEMA and recovery plan circulated to EM staff within LG. Preparedness messages to community. (Newsletter?)	<u>LEMC Meeting to be held</u> <ul style="list-style-type: none"> • Standing items
<u>THIRD QUARTER</u> (Jan / Feb/ March)	Develop Exercise Schedule <ul style="list-style-type: none"> • Approvals & funding Begin development of engagement tools. Identify projects for funding.	<u>LEMC Meeting to be held</u> <ul style="list-style-type: none"> • Standing items • Endorse Exercise Schedule
<u>FOURTH QUARTER</u> (April / May / June)	Apply for funding. <u>by mid-June</u> Capability survey and annual report completed. <u>By end June</u> Assess Capability gaps and develop business plan for next financial year.	<u>LEMC Meeting to be held</u> <ul style="list-style-type: none"> • Standing items

NEXT FIVE-YEAR REVIEW

Month	LEMA Review	Responsibility
July	2024/25	LRA/LRC
July	2029/30	LRA/LRC

Reporting [s40(1) *Emergency Management Act 2005*]

After the end of each financial year each LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the financial year.

Terms of Reference

Other Agency Plans, Arrangements and Guidelines:

Document	Owner	Location	Date of Plan
Air Crash Plan	WAPol	Gingin Police Station Lancelin Police Station	Current
Local Welfare Management Plan - Provision of Welfare Support – Moora District	DC	Moora District DC www.dcp.wa.gov.au	2019
Hazardous Materials Plan	WAPol	Gingin Police Station Lancelin Police Station	
Gingin District High School Evacuation Plan	DoE	Gingin District High School	2020-2021 (current)
Lancelin Primary School Evacuation Plan	DoE	Lancelin Primary School	2020-2021 (current)
State Emergency Management Plan	SEMC	www.semc.wa.gov.au	Oct 2019
State Emergency Welfare Plan	SEMC	www.semc.wa.gov.au	May 2016
State Hazard Plans (WestPlans)	SEMC	www.semc.wa.gov.au/emergency-management/plans/state-hazard-plans	
Search and Rescue Plan (SaR) Land and Marine	WAPol	Lancelin Police Station Lancelin Sea Search and Rescue	
Transport Accident Plan	WAPol	Gingin Police Station Lancelin Police Station	

Business Plan

As per the Shire of Gingin's Business Continuity Plan.

AGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles:

Agency Roles	Description of Responsibilities
CONTROLLING AGENCY	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery the Controlling Agency will ensure effective transition to recovery
HAZARD MANAGEMENT AGENCY	<p>A HMA is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed</p> <p>A HMA's function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan for that hazard • Ensure effective transition to recovery by Local Government
COMBAT AGENCY	<p>A combat agency as prescribed under Subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
SUPPORT ORGANISATION	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p>

AGREEMENTS

(INCLUSIVE OF UNDERSTANDINGS AND COMMITMENTS)

Arrangement	Name	Description	Special Considerations
Emergency Accommodation	DC	The provision of temporary shelter for persons rendered homeless by an emergency	
Emergency Catering	DC	The establishment of an emergency catering service for those rendered homeless, evacuees, casualties and welfare workers	Salvation Army CWA
Financial Assistance	DC	The provision of financial assistance to those affected by emergencies who are eligible and in need	Australian Red Cross
Registration and Reunifications	DC	The implementation of the National Registration and Inquiry System (NRIS) that provides for individuals to be traced, families reunited, and enquiries answered	Australian Red Cross
Northern Regional Alliance	Shires of Dandaragan and Chittering		
Tronox			

For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading [AGREEMENTS](#) and [RESOURCES](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

RELATED DOCUMENTS AND ARRANGEMENTS

LOCAL EMERGENCY MANAGEMENT POLICIES

As per Section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify "the local government policies for emergency management". The Shire of Gingin has the following emergency management policies in place:

Local Government Policies

The below policies are defined in the Policy Manual, accessible via the Shire's website.

Policy Name	Objective
1.24 Risk Management Policy	The Shire of Gingin's ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.
4.2 Bushfire Control Policy	<ul style="list-style-type: none"> To ensure that Gingin and neighbouring Bush Fire Brigades are adequately resourced to achieve timely, quality and effective emergency services and minimise the impact of emergencies on the community. To ensure that brigade members are adequately protected while conducting firefighting activities.
4.3 Contribution to Legal Fees – Volunteer Fire Fighters	To define the Shire's conditions to assist Volunteer fire fighters with legal representation if and as required during the conduct of any Police investigation into matters arising from firefighting within the Shire of Gingin.
Gifts/Donations in Emergency Recovery Policy	Lord Mayor's Distress and Relief Appeal; registered charities. Vouchers or cash – NO goods received.

Local Government Plans, Documents & Regulations, Policies

Document Name	Objective	Access
Community Risk Register & Management Plan	To be added as completed for each identified risk. Management Plan for each town, residential estate.	LEMC members, Emergency Management Professionals & Shire Officers
Bushfire Risk Management Plan	Provides information about location treatments and option to support the mitigation of fire risks. Completed and implemented.	LEMC members, Emergency Management Professionals & Shire Officers
Firebreak Order	A mandatory (regulatory) measure to control and/or prevent the spread of bushfires within the Shire of	Public

	Gingin, all owners and occupiers of land within the Shire's district are required to clear firebreaks and maintain those firebreaks during a specific period which occurs from November to May annually. Updated annually.	
Harvest, Hot Works/Vehicles Movements Bans	A mandatory (regulatory) ban on harvesting and the movement of vehicles in paddocks (except for the watering of stock) may be imposed when the predicted weather conditions - as classified by the Bureau of Meteorology - are rated 'Very High', 'Severe', 'Extreme' or 'Catastrophic'. Monitored daily.	Public
Fire Hazard Reduction / Fuel Loading Assessment	To establish and maintain a Bush Fire organisation in accordance with Part IV of the Bush Fires Act 1954 in order to provide adequate fire protection of those areas of the municipality within the Bush Fire District and to carry out an ongoing program of hazard reduction having due regard at all times for the preservation of the natural environment. New strategy for enforcement being developed.	Public
District Operations Advisory Committee (DOAC)	To ensure that the Shire of Gingin and its Brigades are well represented at a regional level. Restructured to two combined meetings per year.	DOAC and Emergency Management Professionals

Other Local Plans, Arrangements and Guidelines

Document	Owner	Location	Date of Plan
Bushfire Risk Management Plan	SoG		
Gingin Welfare Management Plan	DC		
Evacuation Plans Shire facilities (Gingin) Shire facilities (Coastal)	SoG	Gingin Police Station Lancelin Police Station	Mar '20 Aug '20
Gingin District High School Evacuation Plan	DoE	Gingin District High School	20-21
Lancelin Primary School Evacuation Plan	DoE	Lancelin Primary School	20-21
SEMC – All state plans		website	



SECTION TWO

COORDINATION OF EMERGENCIES



AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities and processes. In Australia, AIIMS is the nationally recognized system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS :

Key Principles	Description
UNITY OF COMMAND	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
SPAN OF CONTROL	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
FUNCTIONAL MANAGEMENT	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
MANAGEMENT BY OBJECTIVES	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
FLEXIBILITY	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIMS:

Functions	Description
CONTROL	Management of all activities required to resolve the incident.
PLANNING	Development of objectives, strategies and plans for the resolution of the incident.
INTELLIGENCE	Collecting and analysing information or data which is distributed as intelligence to support decision making and planning.
PUBLIC INFORMATION	Provisions of warnings, information and advice to the public, liaison with the media and community.
OPERATIONS	Tasking and application of resources.
INVESTIGATIONS	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
LOGISTICS	Acquisition and provision of human and physical, resources, facilities, services and materials
FINANCE	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

INCIDENT MANAGEMENT TEAM AND MULTI-AGENCY SUPPORT

INCIDENT MANAGEMENT TEAM

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the HMA or the LEC in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement or a stakeholder in the incident and who provide support to the Controlling Agency.

Triggers for an ISG

An ISG is triggered when the incident is a "Level 2" or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
LEVEL ONE	Usually resolved through local or initial response resources.	Provide support to resolve the incident at the local level
LEVEL TWO	Require deployment of resources beyond initial responses, functional sections established due to complexity.	Provide support to resolve the incident at a local level, provide a Local Government Liaison officer to the ISG. Make facilities available to the HMA as evacuation centres.
LEVEL THREE	Complexity may require divisions for effective management to be established, usually involves delegation of all functions.	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and/or OASG. Make facilities available to the HMA as evacuation centres.

Membership of an ISG

It is recommended that the Local Recovery Coordinator and/ or the Local Recovery Administrator are members of the ISG from the outset to ensure consistency of information flow, situational awareness and handover to recovery. The ISG is made up of agencies/representatives that provide support to the Controlling Agency. Representatives of emergency management agencies may be called on to be liaison officers on the ISG.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the incident.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will depend of the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

Location of ISG Meetings

The intent of ISG meetings during an emergency and provides a focal point for a coordinated approach.

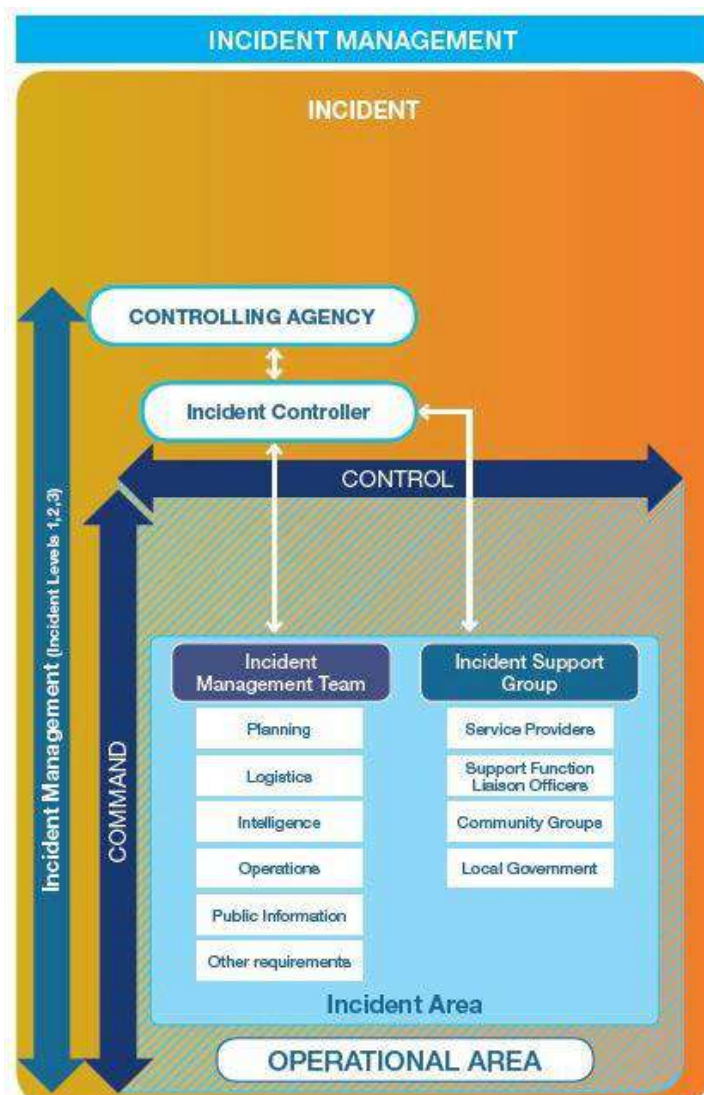
Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following table identifies suitable locations (Incident Control Centres) within the District for ISG meetings.

Location	Address
Shire of Gingin Administration Centre (or other Shire buildings)	7 Brockman Street Gingin WA 6503
Lancelin Shire Office	255 Vins Way Lancelin WA 6044
Gingin Police Station	4 Constable Street Gingin WA 6503
Lancelin Police Station	Cnr Wells and Atkinson Way Lancelin WA 6044
Guilderton Shire Hall Office	Guilderton Hall, Wedge Street Guilderton 6041

*For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading **INCIDENT CONTROL CENTRES**. (Note: the ‘Contacts and Resource Register’ is only available to LEMC members and Emergency Management professionals).*

**Figure 1:
Diagram illustrating Incident
Management**



FINANCIAL ARRANGEMENTS

The Shire of Gingin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

Authority to Incur Expense by Shire of Gingin

The Executive Officer, if not CEO, is to obtain approval from the Chief Executive Officer on any expenses incurred by the Shire in respect to an emergency.



SECTION THREE

RISK



RISK MANAGEMENT

Risk Management is a vital part of the emergency management process. It is vital to understand the hazards and risks likely to impact the Shire of Gingin.

The Shire's LEMC has taken into account that there are a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

Special Considerations

There are various variables and considerations that must be considered within risk planning and management. Several of these are listed as follows:

Special Considerations	Example inclusions
Tourist influx periods and locations	The Shire of Gingin experiences a significant influx of visitors and tourists to the region, in particular the coastal communities in the summer/warmer months of the year, long weekends and school holidays. These range from day-visitors through to those staying in short-term accommodation or holiday homes.
Seasonal hazards	The Shire of Gingin has a high fire risk rating. This is particularly heightened during the summer and warmer months and the risk is across all three sub-regions, noting that some have limited road access too.
Vulnerable People/Special Needs Groups	While this can be inclusive of diverse demographic representation, these may include (but not limited to) people who reside in remote areas of the Shire, the elderly, those with health issues (including mental health), their carers, migrants, young people and people experiencing socio-economic disadvantage.
Seasonal Events	The school holiday periods and long weekends can result in an increase in populations, especially in the coastal towns. These holiday makers may not know or understand the various attributes and facilities in the area should an emergency situation occur and require subsequent response. This includes campers in illegal or unrecognised camping areas. Furthermore, these above-mentioned periods and festive periods (such as New Year and Christmas) do mean that local residents may also travel elsewhere for a period of time, including the local emergency service volunteers. Hence local emergency service support may be constrained and require services from outside the incident area.
Major Community Events	There are various community events that create a draw card to residents and visitors to the region. Two of the larger events is the Lancelin Ocean Classic, held on the second weekend of January and British Car Day, Gingin held on the third Sunday in May.

Critical (Built) Infrastructure

The following assets/infrastructure are located within the Shire of Gingin have been classified as critical infrastructure:

Name	Owner	Address
Road Networks – Major and Minor	Shire of Gingin Main Roads WA Mid-West Gascoyne	7 Brockman Street, GINGIN WA 6503 Eastward Rd, GERALDTON WA 6531
Communications	Telstra / NBN	
Water pipelines	Water Corporation	
Pump Stations	Water Corporation	
Sewerages	Water Corporation	
Power transfer stations	Western Power	

RISK REGISTER

The Shire's LEMC has undertaken/will be undertaking extensive risk assessment work as part of the State Risk project - local level.

A summary of the risk register has been included as below.

The Shire of Gingin's LEMC has undertaken extensive risk assessment work to better understand our focal capability and capacity.

In the course of this work, seven hazards were identified as the most likely to occur in the Shire of Gingin and credible, worst-case scenarios were developed for all of them. These hazards included earthquake, fire, storm, flood, electricity outage and animal biosecurity. The LEMC then workshopped the scenarios against multiple impact statements and developed a risk register which assigned each impact statement scenario a risk level, rating from Extreme to Very Low. The findings of the project are summarised below.

Over the aforementioned hazards, 251 risk statements were assessed in total. The breakdown of their risk levels is illustrated in the table below.

Risk Level	Number of statements assigned	% of statements Assigned
EXTREME	0	0
HIGH	115	45.817%
MEDIUM	70	27.888%
LOW	53	21.116%
VERY LOW	13	5.179%

Six out of twenty-seven hazards have had risk management assessment as below. The Shire of Gingin will also aim to review the remaining twenty-one hazards and update this document accordingly.

HAZARDS - SCENARIO AND FINDINGS

Fire, Electrical Outage, Storm, Earthquake, Animal Biosecurity and Flood.

A case study scenario based on a worst-case emergency disaster was used to assess the above hazards, noting that these were often integrated and had extensive impacts. The Case Study was assessed collectively by representatives from the LEMC and various stakeholders such as Utility, Infrastructure, Environmental and Welfare service providers. The Results from this assessment are as follows:

Earthquake

Forty impact statements were assessed for the Electrical Outage scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

(For example, 32.5% of the risk statements were assigned a "High" level of risk. The numbers in the boxes show the number of risk assessments from each area that were assigned the corresponding risk category. For example, there was one "Economy" category risk statement that was assigned a "Very Low" level of risk. The bottom row shows what percentage of the risk statements were sorted into each risk category.)

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		8 (20%)		2 (5%)	1 (2.5%)
PEOPLE		2 (5%)	2 (5%)		1 (2.5%)
PUBLIC ADMIN		3 (7.5%)	4 (10%)	3 (7.475%)	2 (5%)
SOCIAL SETTING			6 (15%)	3 (7.475%)	2 (5%)
ENVIRONMENT				1 (2.5%)	
TOTALS		13 (32.5%)	12 (30%)	9 (22.5%)	6 (15%)

Fire

Forty impact statements were assessed for the Fire scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		11(28.205%)	2 (5.128%)		
PEOPLE		3 (7.692%)		1 (2.564%)	
PUBLIC ADMIN		7 (17.948%)		1 (2.564%)	
SOCIAL SETTING		5 (12.820%)	4 (10.256%)	1 (2.564%)	1 (2.564%)
ENVIRONMENT			2 (5.128%)	1 (2.564%)	1 (2.564%)
TOTALS		26 (66.665%)	8 (20.512%)	4 (10.256%)	2 (5.128%)

Flood

Thirty-nine impact statements were assessed for the Storm scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		7 (17.949%)	4 (10.256%)		
PEOPLE			1 (2.564%)		1 (2.564%)
PUBLIC ADMIN		1 (2.564%)	4 (10.256%)	4 (10.256%)	
SOCIAL SETTING		1 (2.564%)	2 (5.128%)	8 (20.513%)	
ENVIRONMENT			1 (2.564%)	4 (10.256%)	1 (2.564%)
TOTALS		9 (23.077%)	12 (30.769%)	16 (41.026%)	2 (5.128%)

Storm

Thirty-eight impact statements were assessed for the Storm scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		10 (26.316%)	2 (5.263%)		
PEOPLE		4 (10.526%)			
PUBLIC ADMIN		6 (15.789%)	1 (2.631%)		
SOCIAL SETTING			4 (10.526%)	4 (10.526%)	1 (2.631%)
ENVIRONMENT		2 (5.263%)	1 (2.631%)	3 (7.895%)	
TOTALS		22 (57.896%)	8 (21.052%)	7 (18.421%)	1 (2.631%)

Electrical Outage

Thirty-seven impact statements were assessed for the Electrical Outage scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		8 (21.622%)	5 (13.514%)		
PEOPLE		2 (5.405%)			1 (2.703%)
PUBLIC ADMIN		5 (13.514%)	4 (10.810%)	2 (5.405%)	
SOCIAL SETTING			3 (8.108%)	6 (16.216%)	
ENVIRONMENT			1 (2.703%)		
TOTALS		15 (40.541%)	13 (35.135%)	8 (21.621%)	1 (2.703%)

Animal Biosecurity

Twenty-Six impact statements were assessed for the Animal Biosecurity scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		9 (34.615%)			
PEOPLE				2 (7.692%)	
PUBLIC ADMIN		4 (15.385%)	1 (3.846%)		
SOCIAL SETTING		7 (26.923%)			
ENVIRONMENT				3 (11.538%)	
TOTALS		20 (76.924%)	1 (3.846%)	5 (19.23%)	

Human Epidemic

Thirty-One impact statements were assessed for the Human Epidemic scenario, across the areas of Economy, People, Public Administration and Social Setting. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		1 (3.23%)	6 (19.36%)	1 (3.23%)	1 (3.23%)
PEOPLE		3 (9.67%)	1 (3.23%)		
PUBLIC ADMIN		3 (9.67%)	3 (9.67%)	1 (3.23%)	
SOCIAL SETTING		3 (9.67%)	6 (19.36%)	2 (6.45%)	
ENVIRONMENT					
TOTALS		10 (32.24%)	16 (51.62%)	4 (12.91%)	1 (3.23%)

EMERGENCIES LIKELY TO OCCUR / HAZARDS REGISTER

The following hazards were identified as the most likely to occur in the Shire of Gingin.

Below is a register of the identified hazards:

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local Plan
Earthquake	DFES	DFES	SES	Local Government	Earthquake 2016	SOPs
Fire	DFES, Local Government, DBCA	DFES	Bushfire Brigades & VFRS	Local Government	Fire (2016)	Bushfire Risk Management Plan
Storm	DFES	DFES	SES	Local Government	Storm (2016)	SOPs
Electricity Supply Disruption	Coordinator of Energy (Public Utilities Office)	Coordinator of Energy (Public Utilities Office)	Western Power / Synergy	Local Government	Energy Supply Disruption (2019)	Generator/s & Shire contractors
Animal Biosecurity	DPIRD	DPIRD	DPIRD	Veterinarians Local Government	Animal & Plant Biosecurity (2018)	
Road crash	WA Police Force	WA Police Force	VFRS	St John	Crash Emergency (2019)	Police Local Plan
Human Epidemic	Department of Health	Department of Health	Shire of Gingin	Local Government	State Hazard Plan for Human Biosecurity	



SECTION FOUR

COMMUNITY ENGAGEMENT



COMMUNITY ENGAGEMENT

With the review and update of the State Emergency Management Local Recovery Guidelines in 2019, additional responsibilities were delegated to the Local Government's Local Recovery Coordinator (Aide Memorie) as follows:

- coordination and promotion of community awareness of the recovery arrangements; and
- community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

The Shire's Local Recovery Coordination team, in particular the Local Recovery Coordinator will be responsible for undertaking these duties with support from the Local Recovery Administrator and Community Emergency Services Manager.

COMMUNITY MOBILISATION IN RECOVERY

Community involvement in the recovery process is vital for an effective and efficient recovery to take place. The recovery of an affected community is dependent on local knowledge of resources, infra-structure, environment, local businesses, and community demographics. Hence, the Shire of Gingin encourages our community to involve themselves in the recovery process and invites community members to communicate their ideas on available resources and recovery ideas to the Shire of Gingin through the LRCG (or directly to the LRC) both prior and during a recovery process.

It is also acknowledged that volunteers can play a large part in the successful recovery of a community. The requirement for the use of volunteers will be considered during the recovery process by the LRCG and communicated to the community as appropriate to the situation.

The Shire of Gingin has a standard volunteer induction process that would need to be followed to ensure the volunteers work in a safe manner.

INFORMING THE COMMUNITY

The communities of Gingin were consulted in the compilation of these arrangements via 'Your Say' page on the Shire of Gingin's website, in the local paper/newsletter and through utilisation of the Shire's Facebook page.



SECTION FIVE

EVACUATION



EVACUATION

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Gingin and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Gingin and the Department of Communities.

TYPES OF EVACUATION

Type	Description
SELF-EVACUATION	Is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.
CONTROLLED EVACUATION	Is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).
RECOMMENDED EVACUATION	A type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property but it is not believed to be imminent or significant.
DIRECTED EVACUATION	Is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life is imminent.

THE FIVE STAGES OF EVACUATION



Stage	In Brief	Description
1. DECISIONS	Assess the situation to determine the next steps/actions	Things to Consider: Legislative powers, risk management, resource requirements. Reasons to/not to evacuate must be recorded.
2. WARNING	Telling people of the need to go	Part of the LEMC's planning process is to identify available communications methods for public information.
3. WITHDRAWAL	Self-evacuation, recommended evacuation or directed evacuation?	Controlling Agency, should as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security/and/or traffic management contractors.
4. SHELTER	Where can people go and providing support	Where a controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.
5. RETURN	Allowing people back and supporting their return	In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local Level.

Evacuation Management

The HMA or an authorised officer will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

It is most important to factor in the following whenever evacuation is being considered.

- DCP must be consulted during the planning stages as they have the responsibility under State Arrangements to maintain the welfare of evacuees under WESTPLAN

Welfare.

- State Emergency Management Committee's 'Western Australia Community Evacuation in Emergencies Guideline' should be consulted when planning evacuation.

A HMA or authorised person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be rolled-out in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

SHIRE OF GINGIN EMERGENCY EVACUATION GUIDE

Shire Office: (08) 9575 5100

Area Covered: Gingin-Rural; Lower Coastal and Upper Coastal Sub-regions within the Shire of Gingin boundary

KEY ROADS

Lower Coastal

Access	Road
North and South – Key Road	Indian Ocean Drive
East – Key Road	Gingin Brook Road, Neergabby
Guilderton (Town)	Guilderton Road, Guilderton
Redfield Park (Estate)	Tuart Rise, Gabbadah
Seabird (Town)	McCormick St, Seabird Drive, Seabird
Sovereign Hill (Estate)	Sovereign Hill Drive, Sovereign Hill
Woodridge (Estate)	King Drive, Woodridge

Upper Coastal

Access	Road
North and South – Key Road	Indian Ocean Drive
Lancelin (Town)	Lancelin Road, Lancelin
Ledge Point (Town)	Ledge Point Road, Ledge Point
Ocean Farm (Estate)	Ocean Place, Nilgen Nilgen Road, Ocean Farm Sappers Road, Ocean Farm
Seaview Park (Estate)	K.W. Road, Karakin Seaview Park Drive, Karakin

Gingin Rural

Access	Road
North and South – Key Road	Brand Highway
West – Key Road	Gingin Brook Road, Neergabby
Gingin (Town)	Weld St/Dewar Road, Gingin
	Cockram Road, Gingin
	Honeycomb Rd/Mooliabeenee Road, Gingin
Primary Roads (other)	Beermullah Road West
	Boonanarring Road
	Cowalla Road
	Cullalla Road
	Mogumber Road West
	Orange Springs Road
	Wannamal Road West

KEY CONTACTS

Name
Department of Primary Industries and Regional Development
Department of Communities (Crisis and Emergency)
Department of Health
Department of Mines, Industry Regulation and Safety
Department of Transport
Department of Education
DFES
Parks and Wildlife
Public Transport Authority
Shire of Chittering
Shire of Dandaragan
Shire of Gingin
Shire of Moora
City of Wanneroo
WA Police (WAPOL)
Water Corporation

*Please refer to Section 10. CONTACTS & RESOURCES REGISTER for the [GOVERNMENT ORGANISATIONS AND AGENCIES](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

HMA/CONTROLLING AGENCY CHECKLIST

- Alert Local Police
- Alert DFES or WAPOL to activate State Alert Phone System
- Advise media officer to employ information management tools - ABC radio, TV, etc.
- Alert Department of Communities
- Employ support agencies and volunteers for evacuation planning
- Advise Special Needs Groups/Vulnerable People*

*Please refer to Section 10. CONTACTS & RESOURCES REGISTER for the [VULNERABLE PEOPLE CONTACT GROUPS](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

EVACUATION / WELFARE CENTRES

Due to the size of the Shire of Gingin evacuation/welfare centres (when activated) are located in each of main town for each of the Shire's sub-regions as follows:

- Lower Coastal – Guilderton
 1. [Guilderton Hall and Country Club](#)
- Upper Coastal – Lancelin
 1. [Lancelin Sporting Complex](#) (primary)
 2. [Lancelin Hall](#) (secondary)
- Gingin Rural – Gingin
 1. [Granville Civic Centre](#), Gingin (primary)
 2. [Gingin Recreation Complex](#) (secondary)

Click on the above facility for google map link. Please refer to Section Six 'Welfare' for further information regarding Evacuation/Welfare Centres

Evacuation to Other Local Governments

The Shire is a member of the Northern Regional Alliance which includes the Shires of Moora, Chittering and Dandaragan and has established a relationship whereby request of facilities for evacuation/welfare centres could be considered if required. The Shire also has a reciprocal agreement with the City of Wanneroo to provide evacuation centres as required.

Evacuation Planning for Care and Education Services

Schools, hospitals, nursing homes, childcare facilities etc. should each have separate emergency evacuation plans, which show where their populations will assemble for transportation. It is important that this information is captured for an overall understanding of where people will be congregating in an emergency.

Currently there are two well-aged accommodation facilities (Gingin and Lancelin), two schools (Gingin and Lancelin) and two day-care centres (Gingin and Lancelin) within the Shire of Gingin.

Vulnerable People/Special Needs Groups

A list of contacts to coordinate the contacting of vulnerable people within the Shire is available in Section 10. CONTACTS & RESOURCES REGISTER under [VULNERABLE PEOPLE CONTACT GROUPS](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals). The corresponding group/business is responsible for maintaining and updating the individual list for vulnerable people that they are responsible for.

Linguistically Diverse

The Shire of Gingin comprises a multi-cultural population with a large variety of languages being spoken in the home, including those from Asia, Europe and the Middle East. During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service 13 14 50 (24 hours) may be utilised to provide or receive information.

EVACUATION OF ANIMALS

Assistance animals are welcome at all evacuation/welfare centres. Animals are welcome at evacuation centre locations (car parks, outside, etc), but are not allowed to enter the buildings.

Duty of Care

Duty of care is based on the internationally recognised '5 freedoms' of animal welfare. If you have a duty of care for an animal, you are legally obliged by the *Animal Care and Protection Act 2001* to provide 'appropriate care' for it by providing for its needs in a reasonable way. This includes:

- providing food and water
- providing accommodation or living conditions
- understanding your animal's normal behavioural patterns
- treating disease and injury
- handling the animal appropriately.

Appropriate care takes into consideration the animal's species, environment, and circumstances, such as its age and where it lives, and what steps a reasonable person would take in the circumstances.

Companion Animals and Evacuation

Just as there needs to be preparation for individuals, families, and property in times of emergencies and natural disasters there also needs to be preparation for animals. After human safety, the welfare of animals should be the most important consideration in the event of a natural disaster.

Owners and carers of animals have a duty of care to provide appropriate food, water, shelter and treatment for injury or disease for their animals. Having a duty of care for any animal means a legal obligation to care for it by providing for its needs in a reasonable way. A pet owner or carer needs to be prepared for any emergency or natural disaster, being prepared allows for informed decisions to protect pets during emergencies or natural disasters.

Things to consider:

If the dog is a Declared Dangerous Dog or Restricted Breed, a cage is essential to ensure the safety of all animals at the evacuation centre.

Consideration	Emergency Kit
Containment	Leads, Collars, Cages. Pet play pens are great as they are usually able to be fully enclosed.
Identification	Name tags on collars, and up to date microchip information, include recent photos of your pet to assist with identification
Food	Tin food, dry food, bowls (water and food). We must be weary of ants so please do not place food on the ground.
Water	At least 5 litres of water should be the minimum to get you through the first few hours until you get settled. There will be a water source at the evacuation centre.
Medication	If your pet requires medication, please remember to pack it in sealed containers with all relevant information attached, including the vet's name and contact number. Medication that needs to be kept cool should be stored in a small esky with ice packs. You may be at the evacuation centre for a few days or a week, please take all necessary medication at time of evacuation as you may not be allowed back on to the your property for some time.
Shelter	Large umbrellas that can be secured to the ground or a portable camping gazebo/marquee is a great shelter option. A light weight sheet is an option for placing over enclosures or play pens (See Containment).
Cleaning	You will need plastic bags, poo scooper, kitty litter and tray for cats, dog poo bags, hand sanitiser, brushes (grooming animals can help when they are stressed). Please pick up all poo and hair in your area and dispose of correctly, please do not flush it down toilets in evacuation centre.
Other considerations	<p>Consider the traffic light approach to lead colours. RED means your pet is unapproachable, unfriendly to other animals or people; ORANGE means your pet may be approached with the permission of the owner, or proceed cautiously as you are unaware how your pet will react to other animals or people; GREEN means your pet is friendly and you have not had any previous incidents with aggressions, etc towards other or people. You may not be aware how your animal will react in a stressful situation. Always err on the side of caution before allowing others to approach your animal. If your animal bites another animal or person it is your responsibility.</p> <p>Do not allow your animals to mingle with other evacuees or their animals. This will prevent injuries due to fights or bites and disease control. Try keeping to your area and don't walk your pet around "meeting and greeting" as this can cause other animals stress. Evacuation centres are not the time to teach your pets new things, especially learning to socialise with other pets.</p> <p>When setting up, keep your area a few meters away from other "staked out areas".</p>

	Do not allow your animal/s out from your vehicle until you are ready and set up. Have someone stay with your vehicle until you are ready. It is important you do not leave your animal/s in a hot vehicle.
	Do not leave your pet unattended or ask the people next to you to look after your pet. Your animal is your responsibility.
	Be mindful where you set yourself up. Do not set up next to someone with cats if your dog reacts aggressively towards them.
	Keep animal food away from the edges of your area and feed in the centre of your space. This will minimise other animals stealing food and the attraction of ants.
	Do not feed someone else's animal/s.
	Keep water fresh and regularly topped up.
	Take the time to groom, pat or sit on the ground with your animal/s. This will help their stress levels as they will not understand what all the fuss is about.
	Follow the directions of Emergency Services or Marshalls at the evacuation centre.

All Animals and Evacuation

As per the State Support Plan for Animal Welfare in Emergencies, in an emergency, when the capability of the owner or carer and any local arrangements are no longer sufficient or effective then:

- DPIRD is responsible for coordinating the provision of animal welfare services to support the owner or carer or local arrangements for the animal categories of livestock, horses and companion animals.
- The Department of Biodiversity Conservations and Attractions (DBCA) is responsible for coordinating the provision of animal welfare services to animals in Perth Zoo and advising the owner or carer of wildlife and wildlife parks. Prior to being taken into care or under control or supervision, there is no owner or carer for wildlife.

Planning can ensure good decision-making instead of risky behaviours such as refusal to evacuate, attempts at re-entry into unsafe areas, or unsafe rescue attempts.

Improve your animals' safety and survival in case of emergency by planning and preparing:

- an emergency plan
- an emergency kit
- removal of hazards around your property
- evacuation and relocation (safer areas)
- animal identification.

For a list of evacuation locations for pets, please refer to Section 10. CONTACTS & RESOURCES REGISTER for the [ANIMAL WELFARE](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

The DPIRD Animal Welfare Emergency Coordination Plan (AWECP) outlines operational activities, services, policies and guidelines for coordinating animal welfare as part of an emergency response to support a Controlling Agency or HMA in line with the SEAWP arrangements.

[MAPS](#)

Evacuation Centres listed above are hyperlinked to Google Maps for location reference. Other relevant information is located at the Shire Administration Centre.

SHIRE OF GINGIN

PRE-EMERGENCY EVACUATION PLANNING DATA

<i>Human Settlement or Locality</i>	<i>Location Name</i>	<i>Estimated Population*</i>	<i>Map Reference</i>
Locality	Bambun	60	
Locality	Beermullah	109	
Locality	Boonanarring	32	
Locality	Breera	29	
Locality	Breton Bay	NIP	
Locality	Caraban	25	
Locality	Coonabidgee	126	
Locality	Cowalla	54	
Locality	Cullalla	12	
Human Settlement	Gabbadah - Redfield Park - Sovereign Hill	764	1 2
Human Settlement	Gingin	902	3
Locality	Ginginup	33	
Locality	Granville	38	
Human Settlement	Guilderton	158	4
Human Settlement	Karakin - Seaview Park	239	5
Human Settlement	Lancelin	786	6
Human Settlement	Ledge Point	231	7
Locality	Lennard Brook	209	
Locality	Mindarra	33	
Locality	Moondah	34	
Locality	Muckenburra	219	
Locality	Neergabby	268	
Human Settlement	Nilgen - Ocean Farm	248	8
Locality	Orange Springs	30	
Locality	Red Gully	32	
Human Settlement	Seabird	107	9
Locality	Wanerie	137	
Locality	Wilbinga	8	
Human Settlement	Woodridge	639	10
Locality	Yeal	NIP	

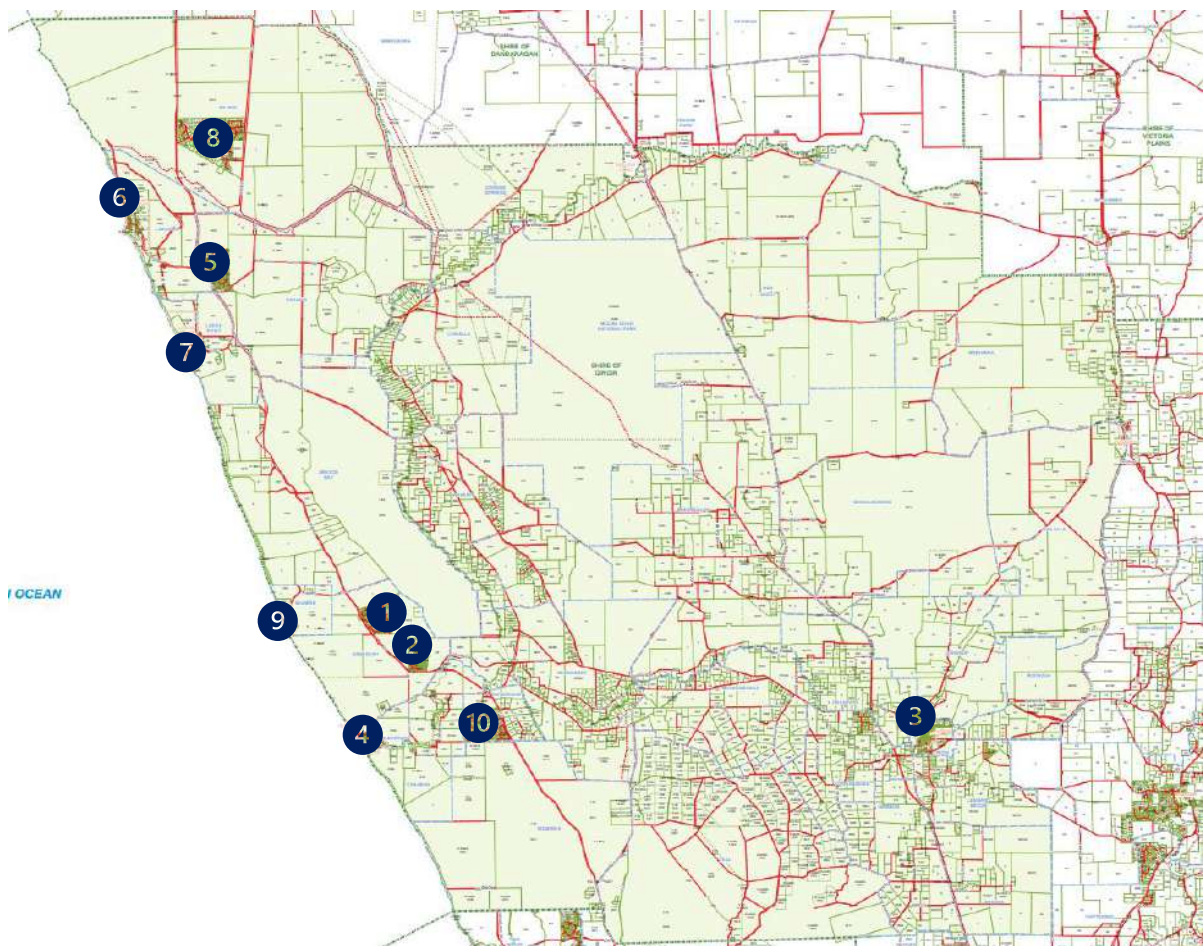
* Data courtesy 2021 Census, Australian Bureau of Statistics and settlements are listed alphabetically.

NIP = No information provided in 2021 Census.

To ensure consistency with location and locality names across all agencies the location names referred to in the *Swan Emergency Services Directory 2018* have been used.

Ten human settlements in nine localities have been identified within the Shire of Gingin. See Shire map below:

Shire of Gingin Human Settlements Map

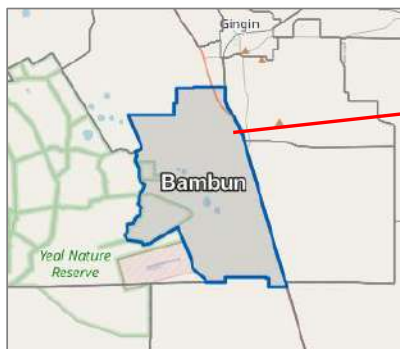




Shire of Gingin Pre-Emergency Evacuation Plan July 2022

BAMBUN

BAMBUN- Census area, 2021



BAMBUN

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	60
Median Age	53
Families	33
Ave. Children/family	1.8

Dwellings*

Private Dwellings	33
Ave. People/household	2.5
Ave. Vehicles/household	2.8

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

BEERMULLAH

BEERMULLAH – Census area, 2021



BEERMULLAH

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	109
Median Age	46
Families	26
Ave. Children/family	2

Dwellings*

Private Dwellings	44
Ave. People/household	2.8
Ave. Vehicles/household	3.3

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

BOONANARRING



BOONANARRING – Census area, 2021



BOONANARRING

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	32
Median Age	45
Families	4
Ave. Children/family	2

Dwellings*

Private Dwellings	20
Ave. People/household	2.3
Ave. Vehicles/household	2

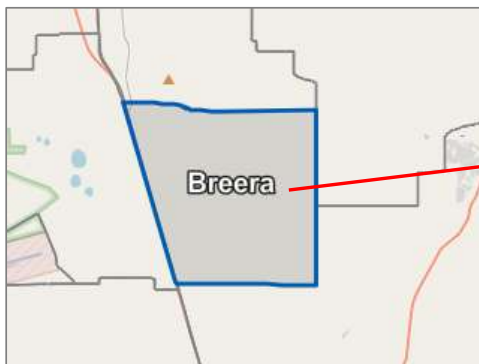
* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

BREERA

BREERA- Census area, 2021



BREERA

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	29
Median Age	42
Families	7
Ave. Children/family	1.7

Dwellings*

Private Dwellings	16
Ave. People/household	2
Ave. Vehicles/household	3.4

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

BRETON BAY

BRETON BAY – Census area, 2021



BRETON BAY

Shire of Gingin Pre-Emergency Evacuation Planning Data

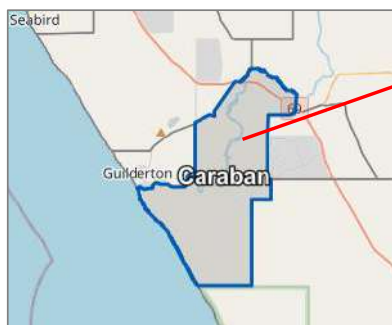
No information can be provided because the area selected had no people or a very low population in the 2021 Census.



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

CARABAN

CARABAN– Census area, 2021



CARABAN

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	25
Median Age	57
Families	4
Ave. Children/family	2

Dwellings*

Private Dwellings	20
Ave. People/household	2.4
Ave. Vehicles/household	3.4

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

COONABIDGEE

Including
Gingin Rural Industrial Estate

COONABIDGEE – Census area, 2021



COONABIDGEE

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

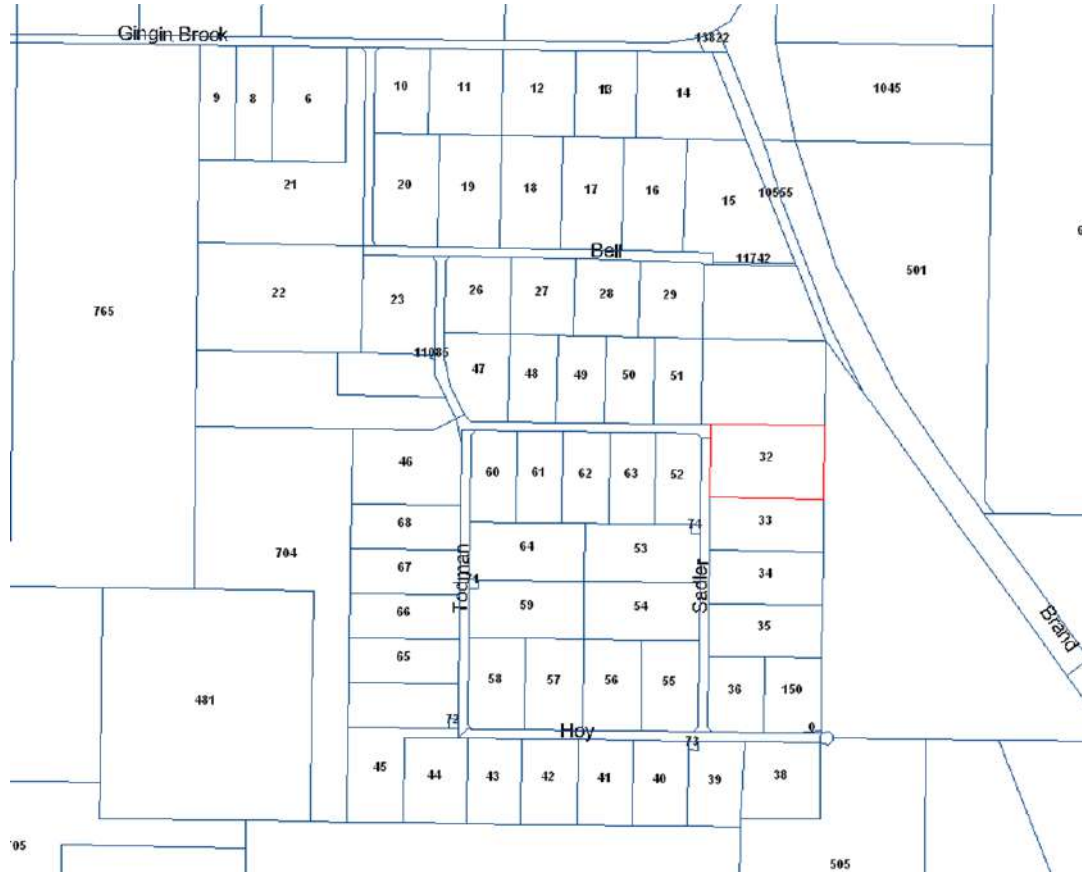
Population	126
Median Age	52
Families	38
Ave. Children/family	2.3

Dwellings*

Private Dwellings	75
Ave. People/household	2.3
Ave. Vehicles/household	3.2

* Information collected from 2021 Census

GINGIN RURAL INDUSTRIAL ESTATE





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

COWALLA

COWALLA – Census area, 2021



COWALLA

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	54
Median Age	52
Families	16
Ave. Children/family	1.7

Dwellings*

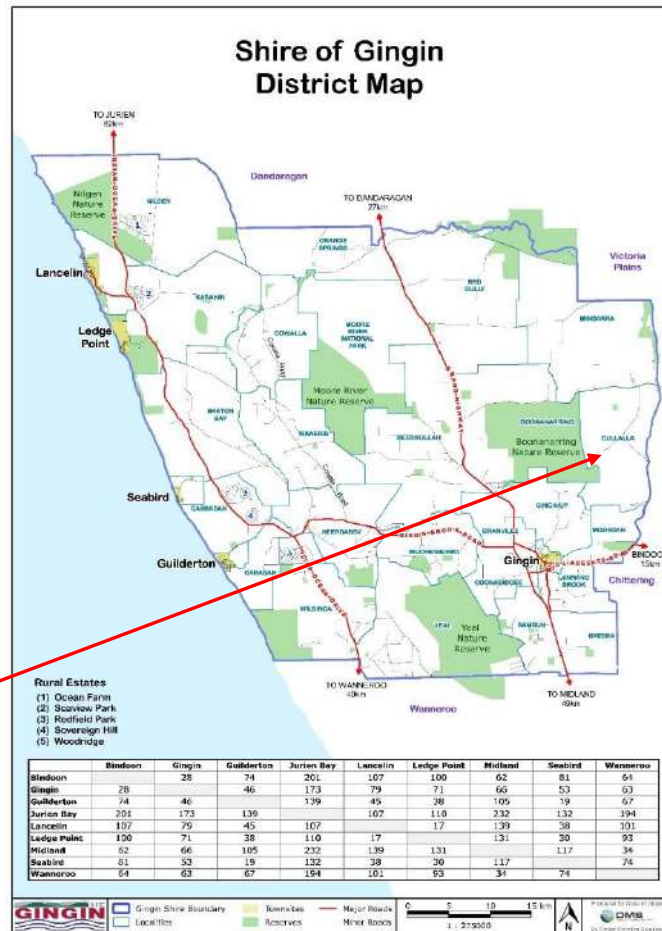
Private Dwellings	35
Ave. People/household	2.1
Ave. Vehicles/household	2.5

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

CULLALLA



CULLALLA – Census area, 2021



CULLALLA

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	12
Median Age	64
Families	5
Ave. Children/family	1

Dwellings*

Private Dwellings	15
Ave. People/household	1.8
Ave. Vehicles/household	2.1

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

GABBADAH

Including:
Redfield Park
Sovereign Hill

GABBADAH – Census area, 2021



GABBADAH

Shire of Gingin Pre-Emergency Evacuation Planning Data
Including Estates/Other/etc: **Redfield Park, Sovereign Hill**

Demographics*

Population	764	PLUS Estimated Caravan Parks in Peak periods	0
Males	396		
Females	366		
Median Age	52		
Families	224		
Ave. Children/family	1.9		
Under 14 years of age		111	
Over 70 years of age	209		
Has need for assistance	46	(People with profound or severe core activity limitation)	

Dwellings*

Private Dwellings	380	(including 92 unoccupied dwellings)
Ave. People/household	2.6	
Ave. Vehicles/household	2.5	

Non-English Speaking Households*

None identified

* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

Caravan Parks

Address

Phone

Max. Patrons

N/A

Evacuation Centres

Predetermined as per Local Welfare Plan

<i>Name</i>	<i>Address</i>	<i>Direction</i>	<i>Kms</i>
Local	N/A		
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North	32
Yanchep (Metro)		South	45
Granville Civic Centre	Lot 326 Jones Street, Gingin	East	43.5
Guilderton Community Hall	Wedge St, Guilderton	West	9

Special Needs Group / Vulnerable

Address

Adults / Children 

None identified

Major Events

<i>Name</i>	<i>Date</i>	<i>Est. People</i>
None identified		

Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	0436 688 417
Shire CESM emergency	Phil Barrett	0408 943 576
Shire LRC emergency	Cher Groves	0429 951 131
Guilderton Bush Fire Brigade		0427 921 453
Lancelin Police		9650 1100

Transport

Key Roads	Indian Ocean Dr, Tuart Rise, Tamarisk Dr Indian Ocean Dr, Sovereign Hill Dr, Seaflower Way <i>as indicated in the planning mapping</i>
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	<i>as indicated in the planning mapping</i>
Bridges	N/A
Beach / river access points	N/A
Single point of failure	Tuart Rise/IOD intersection, Tuart Rise/Tamarisk Dr Sovereign Hill Dr/IOD intersection, Sovereign Hill Dr/Seaflower Way intersection
Est. No. of people require transport	None identified
Available transport resources	None identified

Communications

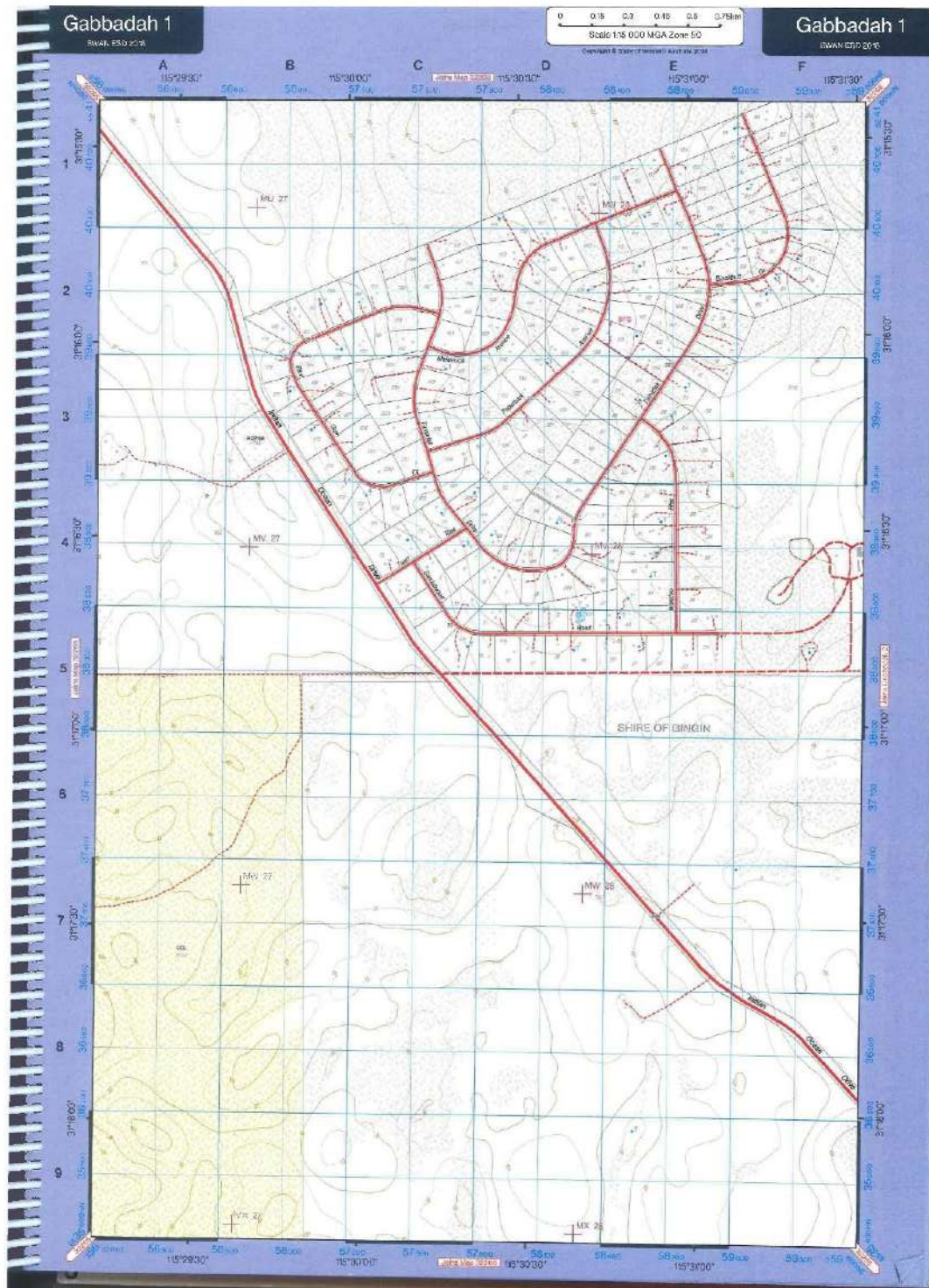
SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin https://www.facebook.com/ShireOfGingin DFES https://www.facebook.com/dfeswa
Website	Shire of Gingin www.gingin.wa.gov.au DFES www.emergency.wa.gov.au
Refer to local ABC radio for alerts	

GABBADAH

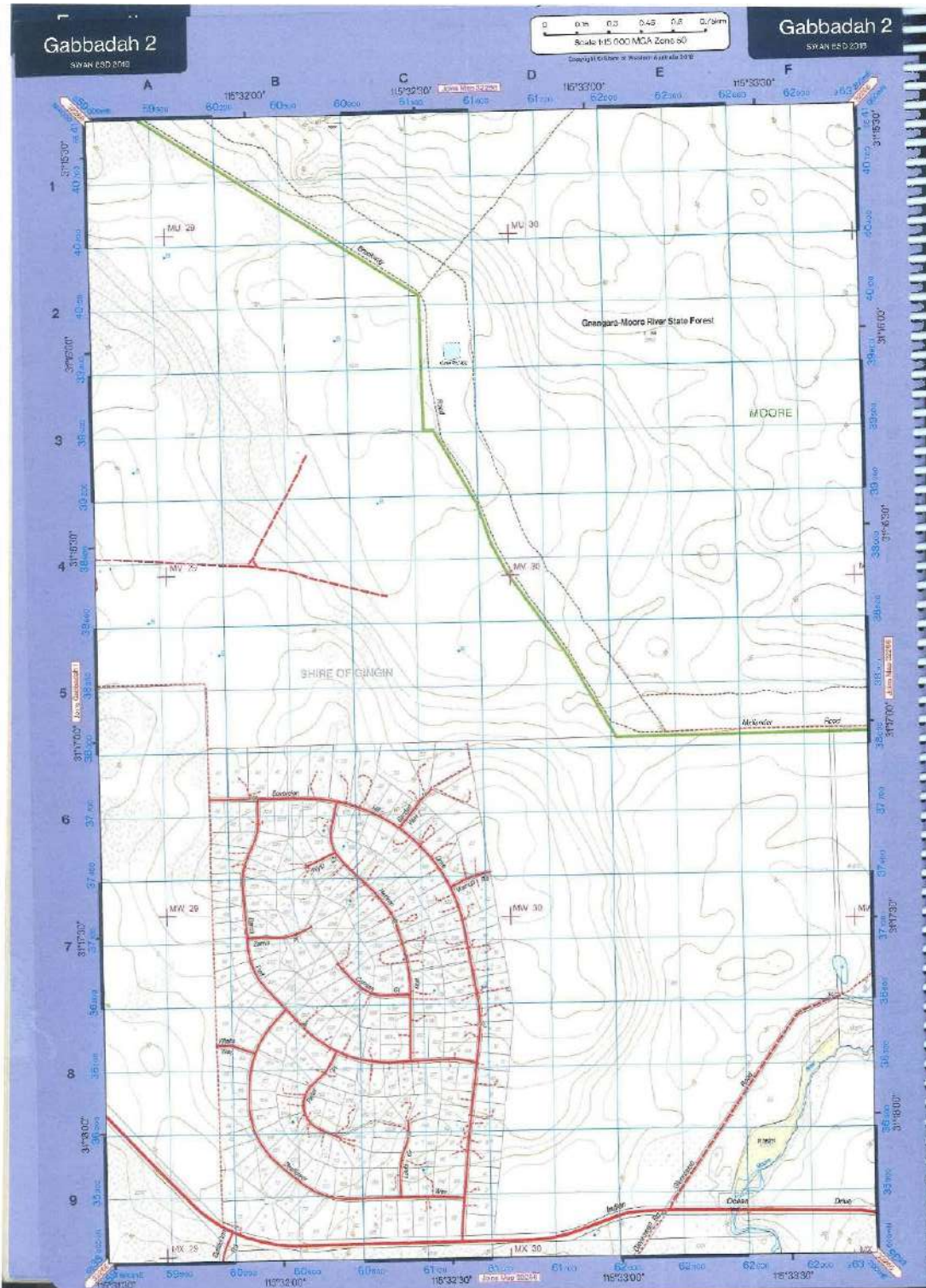
- — — — —
Redfield Park (1)
-
Sovereign Hill (2)



GABBADAH – Swan Emergency Services Directory Map (1 of 2)



GABBADAH – Swan Emergency Services Directory Map (2 of 2)





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

GINGIN

Including
Honeycomb Estate
Marchmont Estate

GINGIN – Census area, 2021



GINGIN

Shire of Gingin Pre-Emergency Evacuation Planning Data

Including Estates/Other/etc: **Marchmont Estate, Honeycomb Estate**

Demographics*

Population	902	PLUS Estimated Caravan Parks in Peak periods	334
Males	448		
Females	452		
Median Age	40		
Families	235		
Ave. Children/family	2		
Under 14 years of age	216		
Over 65 years of age	186		
Has need for assistance	43	(People with profound or severe core activity limitation)	

Dwellings*

Private Dwellings	400	(including 68 unoccupied dwellings)
Ave. People/household	2.6	
Ave. Vehicles/household	2.1	

Non-English Speaking Households*

Mandarin	4
Nationality not specified	4

* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

Caravan Parks

	<i>Address</i>	<i>Phone</i>	<i>Max. Patrons</i>
Gingin Roadhouse and Tourist Park	55 Dewar Road, Gingin	9575 2258	250
Powered Sites	20		
Unpowered Sites	12		
On-Site Caravans/Cabins	6		
Single On-site cabins	11		
Motel Rooms	11		

Emergency Contact: 0424 307 940 (personal mobile)

	<i>Address</i>	<i>Phone</i>	<i>Max. Patrons</i>
Moondah Brook Caravan Park	Lot 112 Mooliabeenee Rd, Gingin	9575 2074	6
Powered Sites	2		
Unpowered Sites	0		
On-Site Caravans/Cabins	0		

Emergency Contact: Brad 0427 794 761

Evacuation Centres

Predetermined as per Local Welfare Plan

<i>Name</i>	<i>Address</i>	<i>Direction</i>	<i>Kms</i>
Granville Civic Centre	Lot 326 Jones St, Gingin	Local	0
Moora Recreation Centre	75 Roberts St, Moora	North-East	91
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North-West	75
Metro		South	
Bindoon		East	22
Guilderton Hall	Wedge St, Guilderton	West	40

Special Needs Group / Vulnerable

Address

Adults / Children 

Aged Accommodation (Shire owned)	4 units, 14 Barlee St, Gingin	4 / 0
Child Care	18 Fraser St, Gingin	6 / 26
Gingin District High School	1 Daw St, Gingin	38 / 273

Major Events

<i>Name</i>	<i>Date</i>	<i>Est. People</i>
British Car Day	3rd Sun in May	5,000

Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	0436 688 417
Shire CESM emergency	Phil Barrett	0408 943 576
Shire LRC emergency	Cher Groves	0429 951 131
LOCAL Bush Fire Brigade		9575 3021
LOCAL Fire & Rescue		0429 152 129
Gingin Police		9575 5600
School		9575 5300
School emergency	Kevin Brady	0428 727 533
Child Care		9575 3360
Child Care emergency		0431 311 268

Transport

Key Roads	Dewar Road, Cockram Road, Mooliabeenee Road, <i>as indicated in the planning mapping</i>
Air Strip / location suitable	
Helipad / location suitable	Rec centre oval, school oval
Bridges	Weld Street
Single point of failure	Weld Street bridge (choke point)
Est. No. of people require transport	None identified
Available transport resources	Kim Rule, School bus provider
Railroads	Arc Infrastructure

Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
--------------------------------	--

Facebook

Shire of Gingin <https://www.facebook.com/ShireOfGingin>

Website

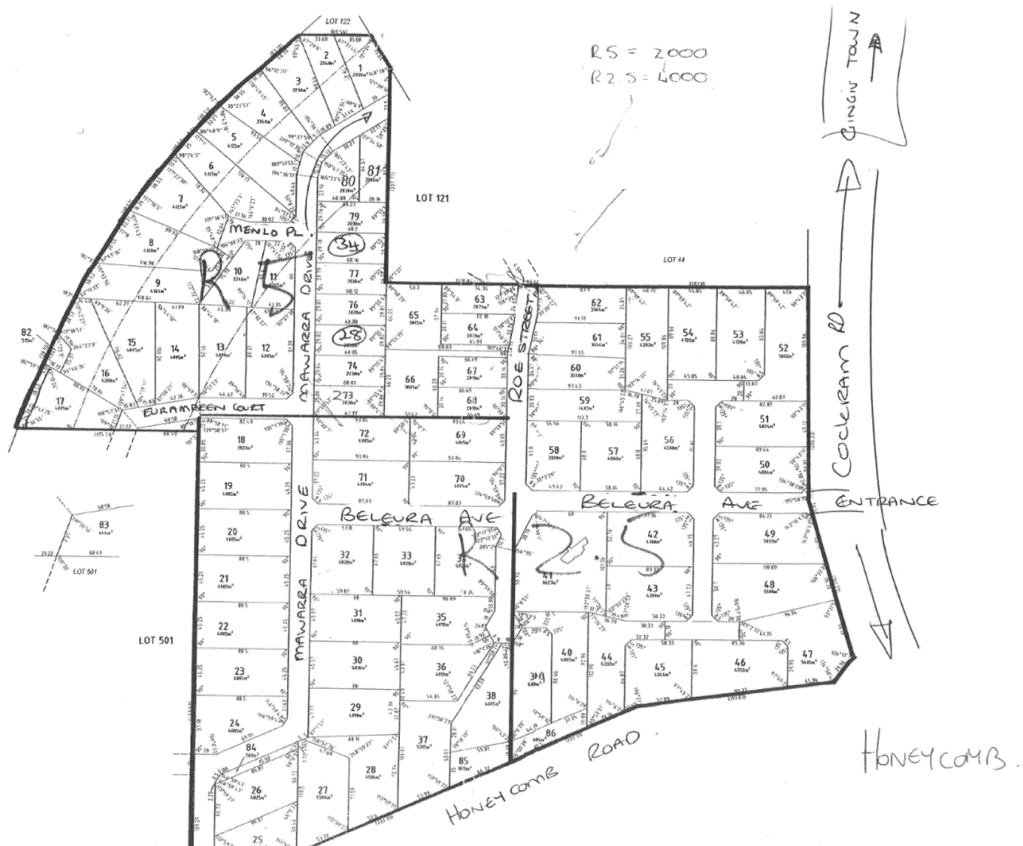
DFES <https://www.facebook.com/dfeswa>

Shire of Gingin www.gingin.wa.gov.au

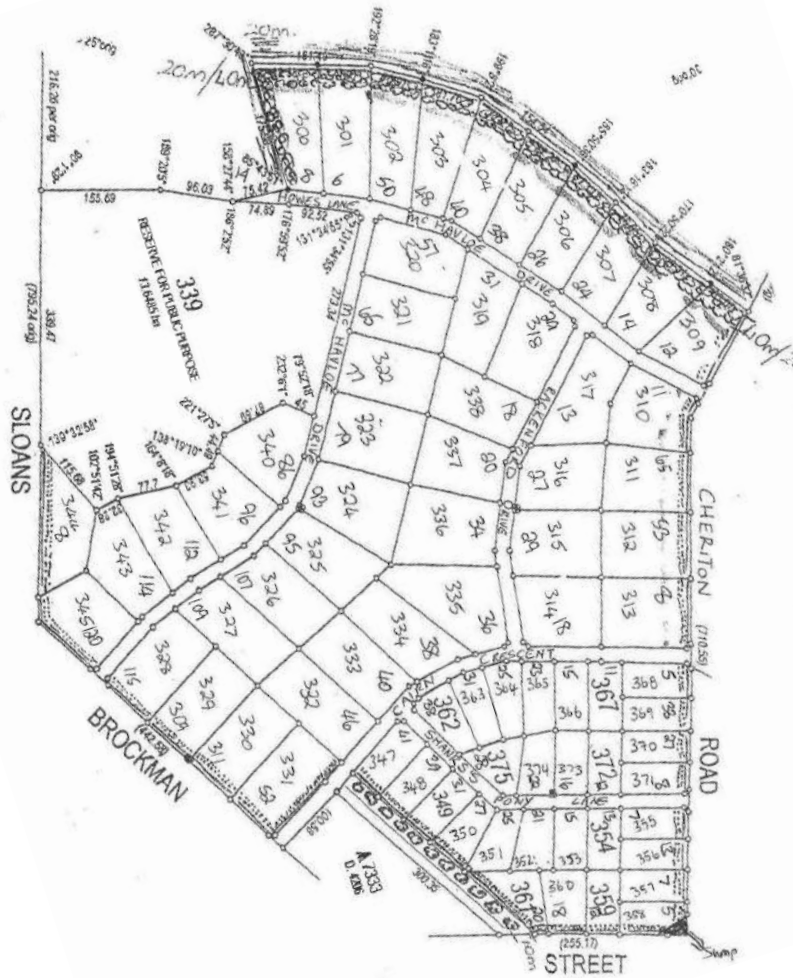
DFES www.emergency.wa.gov.au

Refer to local ABC radio for alerts

HONEYCOMB ESTATE

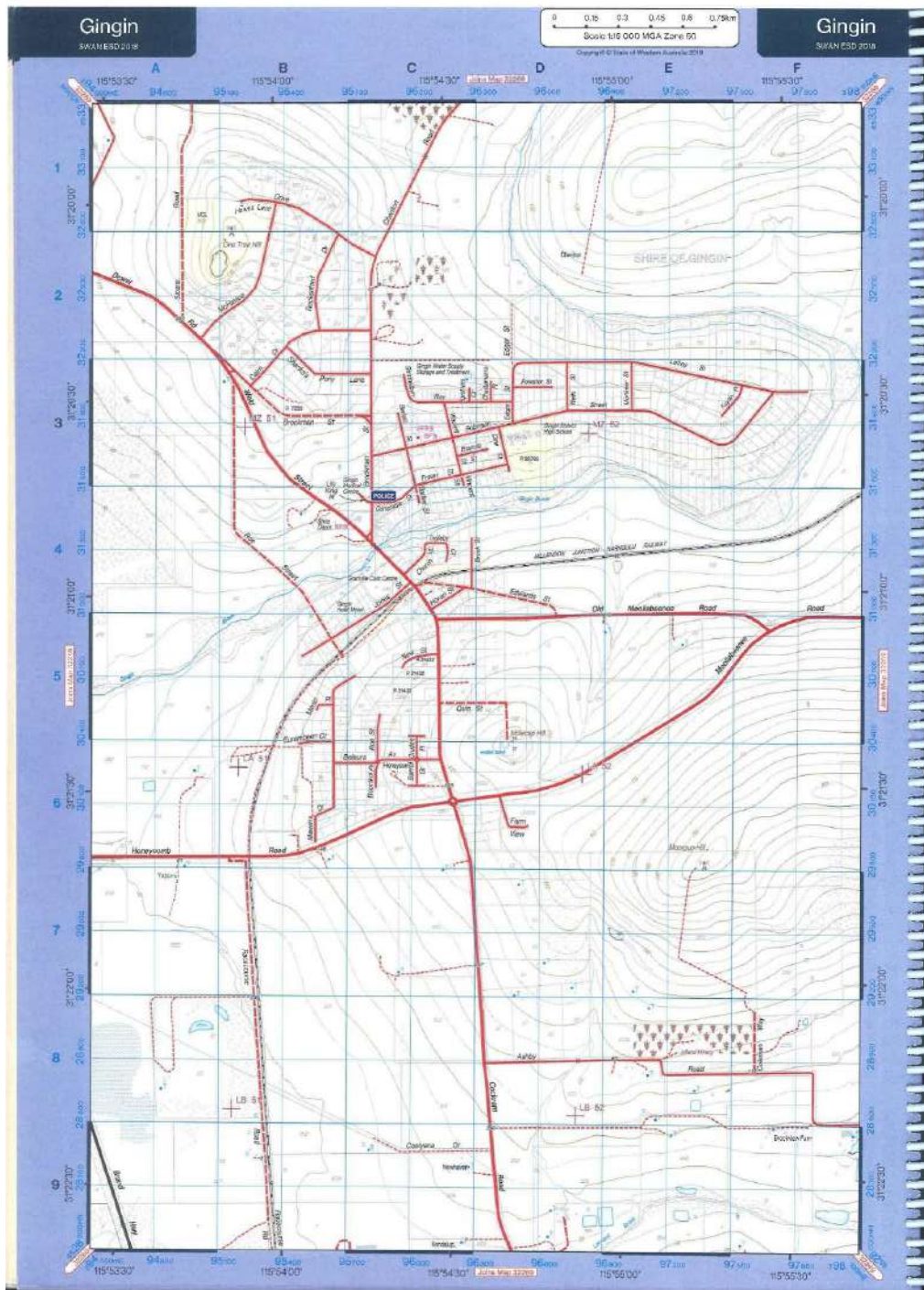


MARCHMONT ESTATE



29 Residential (R2.S)
45 Rural/Res (1ha)

GINGIN – Swan Emergency Services Directory Map





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

GINGINUP

GINGINUP – Census area, 2021



GINGINUP

Including Cheriton Country Heights

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

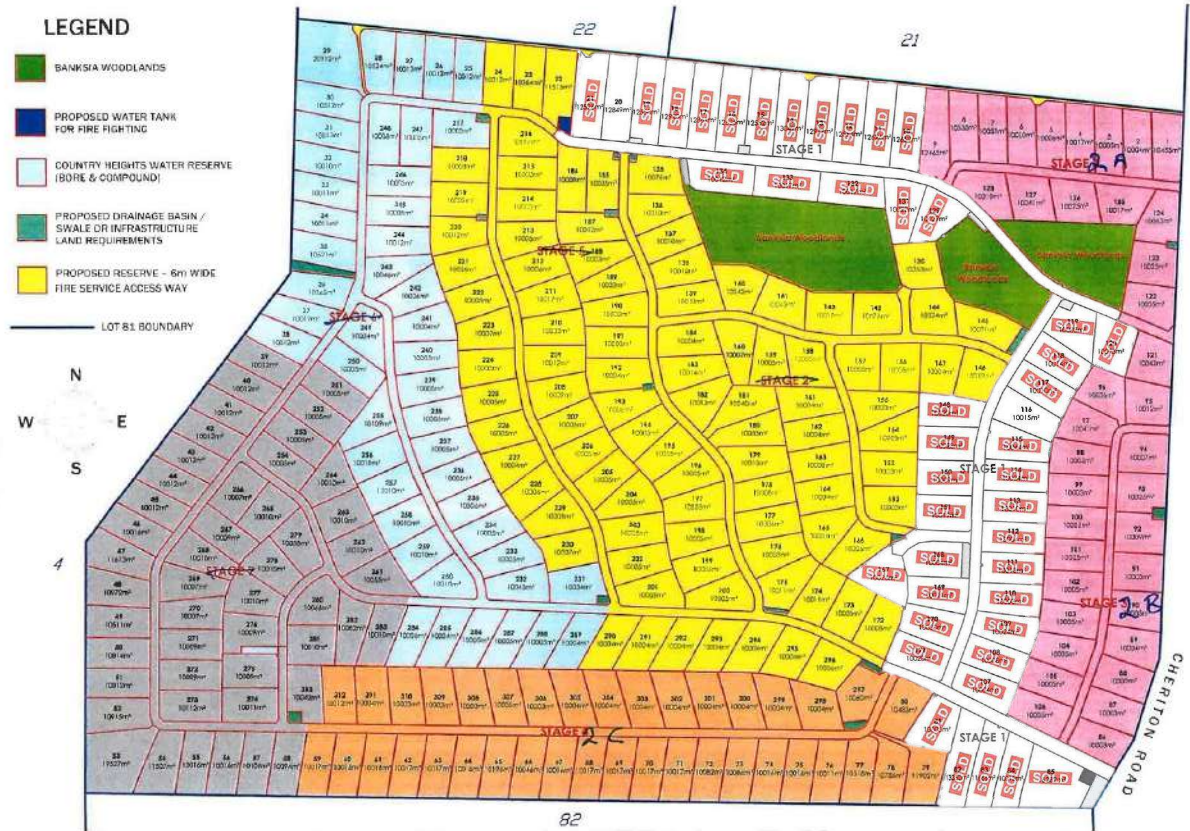
Population	33
Median Age	41
Families	6
Ave. Children/family	2

Dwellings*

Private Dwellings	16
Ave. People/household	2.0
Ave. Vehicles/household	2.7

* Information collected from 2021 Census

CHERITON – only white (stage 1) and pink (stage 2) areas have been released for sale

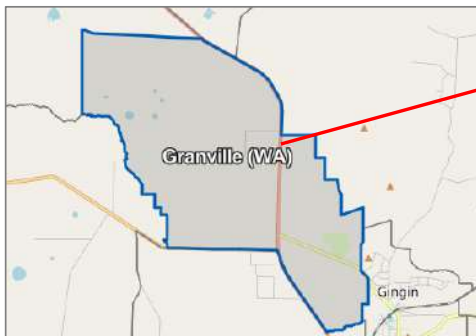




Shire of Gingin Pre-Emergency Evacuation Plan July 2022

GRANVILLE

GRANVILLE – Census area, 2021



GRANVILLE

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	38
Median Age	37
Families	3
Ave. Children/family	3

Dwellings*

Private Dwellings	23
Ave. People/household	2.4
Ave. Vehicles/household	2.8

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

GUILDERTON

GUILDERTON – Census area, 2021



GUILDERTON

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	158	PLUS Estimated Caravan Parks in Peak periods	784
Males	82		
Females	76		
Median Age	62		
Families	38		
Ave. Children/family	2.2		
Under 14 years of age	22		
Over 70 years of age	59		
Has need for assistance	6	(People with a profound or severe core activity limitation)	

Dwellings*

Private Dwellings	434	
Ave. People/household	2	
Ave. Vehicles/household	2	

Non-English Speaking Households*

None identified

* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

Peak Seasons – Overnight Population / 6 persons per property (not including Caravan Parks)

Summer School Holidays,	2,604
March Long Weekend, Easter Period	

Caravan Parks

	Address	Phone	Max. Patrons
Guilderton Holiday Park	Edwards St, Guilderton	9577 1021	784
Powered Sites	103		
Unpowered Sites	11		
On-Site Caravans/Cabins	10		

Emergency Contact: Jamey 0437 814 414

Evacuation Centres

Predetermined as per Local Welfare Plan

Name	Address	Direction	Kms
Guilderton Community Hall	Wedge St, Guilderton	Local	0
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North	41
Yanchep (Metro)		South	46.5
Granville Civic Centre	Lot 326 Jones St, Gingin	East	45
N/A		West	

Special Needs Group / Vulnerable

None identified

Address

Adults / Children



Major Events

Name

Date

Est. People

None identified

Key Contacts

Agency

Name

Phone

Shire

9575 5100

Shire CEO emergency

Aaron Cook

0436 688 417

Shire CESM emergency

Phil Barrett

0408 943 576

Shire LRC emergency

Cher Groves

0429 951 131

LOCAL Bush Fire Brigade

0427 921 453

Lancelin Police

9650 1100

Transport

Key Roads

Mortimer Rd, Guilderton Rd, Moore River Dr, IOD

Air Strip / location suitable

as indicated in the planning mapping

Helipad / location suitable

as indicated in the planning mapping

Bridges

as indicated in the planning mapping

Beach / river access points

as indicated in the planning mapping

Single point of failure

Mortimer Rd/Guilderton Rd Intersection, Moore River Dr/Guilderton Rd Intersection

Est. number of people require transport

None identified

Available transport resources

None identified

Communications

SMS Alerts - subscription list

Harvest/Hot Works/Vehicle Movement Ban

Facebook

Shire of Gingin <https://www.facebook.com/ShireOfGingin>

DFES <https://www.facebook.com/dfeswa>

Website

Shire of Gingin www.gingin.wa.gov.au

DFES www.emergency.wa.gov.au

Refer to local ABC radio for alerts

GUILDERTON - Swan Emergency Services Directory Map





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

KARAKIN

Including:
Seaview Park Estate

KARAKIN – Census area, 2021



KARAKIN

Shire of Gingin Pre-Emergency Evacuation Planning Data Including Estates/Other/etc: **Seaview Park Estate**

Demographics*

Population	239	PLUS Estimated Caravan Parks in Peak periods	0
Males	129		
Females	110		
Median Age	60		
Families	72		
Ave. Children/family	1.8		
Under 14 years of age	29		
Over 70 years of age	61		
Has need for assistance	11	(People with profound or severe core activity limitation)	

Dwellings*

Private Dwellings	158
Ave. People/household	2.1
Ave. Vehicles/household	2.2

Non-English Speaking Households*

None identified

* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

Caravan Parks

Address

Phone

Max. Patrons

N/A

Evacuation Centres

Predetermined as per Local Welfare Plan

Name	Address	Direction	Kms
Local	N/A		
Cervantes		North	81
Granville Civic Centre	Lot 326 Jones Street, Gingin	South	71
Dandaragan		East	75
Lancelin Sporting Complex	Lancelin Rd, Lancelin	West	5.5

Special Needs Group / Vulnerable

Address

Adults / Children 

None identified

Major Events

Name	Date	Est. People
None identified		

Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	0436 688 417
Shire CESM emergency	Phil Barrett	0408 943 576
Shire LRC emergency	Cher Groves	0429 951 131
Lancelin Bush Fire Brigade		0438 943 156
Nilgen Bush Fire Brigade		0427 998 681
Lancelin Police		9650 1100

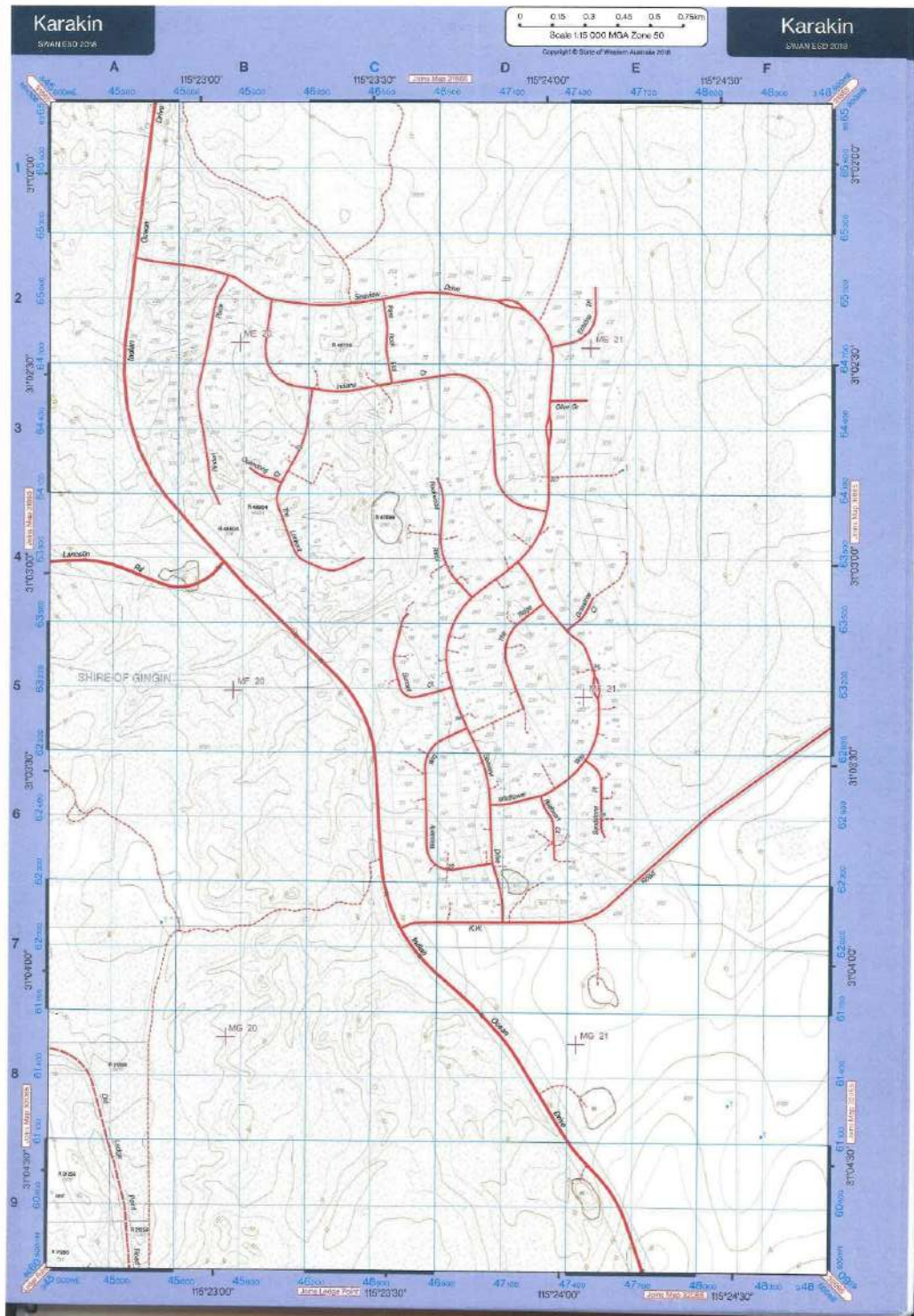
Transport

Key Roads	KW Road, Seaview Drive, Indian Ocean Drive
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	<i>as indicated in the planning mapping</i>
Bridges	N/A
Beach / river access points	N/A
Single point of failure	Seaview Dr/KW Rd intersection; Seaview Dr/IOD intersection
Est. number of people require transport	None identified
Available transport resources	None identified

Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin https://www.facebook.com/ShireOfGingin DFES https://www.facebook.com/dfeswa
Website	Shire of Gingin www.gingin.wa.gov.au DFES www.emergency.wa.gov.au
Refer to local ABC radio for alerts	

KARAKIN – Swan Emergency Services Directory Map





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

LANCELIN

Including
Lancelin South

LANCELIN – Census area, 2021



LANCELIN

Shire of Gingin Pre-Emergency Evacuation Planning Data Including Estates/Other/etc: **Lancelin South**

Demographics*

Population	786	PLUS Estimated Caravan Parks in Peak periods	1,448
Males	401		
Females	390		
Median Age	52		
Families	164		
Ave. Children/family	1.7		
Under 14 years of age	85		
Over 70 years of age	163		
Has need for assistance	28	(People with profound or severe core activity limitation)	

Dwellings*

Private Dwellings	950
Ave. People/household	2
Ave. Vehicles/household	1.9

Non-English Speaking Households*

None identified

* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

Peak Seasons – Overnight Population / 6 persons per property (not including Caravan Parks)

Summer School Holidays,	5,700
March Long Weekend, Easter Period	

Caravan Parks


	<i>Address</i>	<i>Phone</i>	<i>Max. Patrons</i>
Experience Holiday Parks Lancelin	4 Hopkins St, Lancelin	9655 1046	1,014
Powered Sites/ Unpowered Sites	127		
On-Site Caravans/Cabins	42		

Emergency Contact: 0416 500 552 Chris Sialtsis (Owner/Manager)
0456 984 675 Joe Donohoe (Groundsman)

	<i>Address</i>	<i>Phone</i>	<i>Max. Patrons</i>
North End Caravan Park	28 Bootoo St, Lancelin	9655 1115	434
Powered Sites	54		
Unpowered Sites	17		
On-Site Caravans/Cabins	2		

Emergency Contact: not provided

<u>Evacuation Centres</u>			
<i>Predetermined as per Local Welfare Plan</i>			
<i>Name</i>	<i>Address</i>	<i>Direction</i>	<i>Kms</i>
Lancelin Sporting Complex	Lancelin Rd, Lancelin	Local	0
Cervantes		North	82
Guilderton Community Hall	Wedge St, Guilderton	South	41
Dandaragan		East	75
N/A		West	

<u>Special Needs Group / Vulnerable</u>	<i>Address</i>	<i>Adults / Children</i>	
Aged Accommodation (Shire premises)	11 units, 2 Atkinson Way, Lancelin	15 / 0	N
Wangaree Community Centre (DADAA)	cnr Walker Ave & Gingin Rd	20 / 0	Y
Lancelin Primary School	53 Gingin Rd, Lancelin	17 / 88	Y

Major Events

<i>Name</i>	<i>Date</i>	<i>Est. People</i>
Colour Blast	March Long w/e	700

Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	0436 688 417
Shire CESM emergency	Phil Barrett	0408 943 576
Shire LRC emergency	Cher Groves	0429 951 131
LOCAL Bush Fire Brigade		0438 943 156
Lancelin Police		9650 1100
School	Jemma Temby	9628 6000
School emergency		0423 465 770
Wangaree Comm. Centre	Julie Grieve	9655 2808
Wangaree Comm. Centre emergency		0400 108 194

Transport

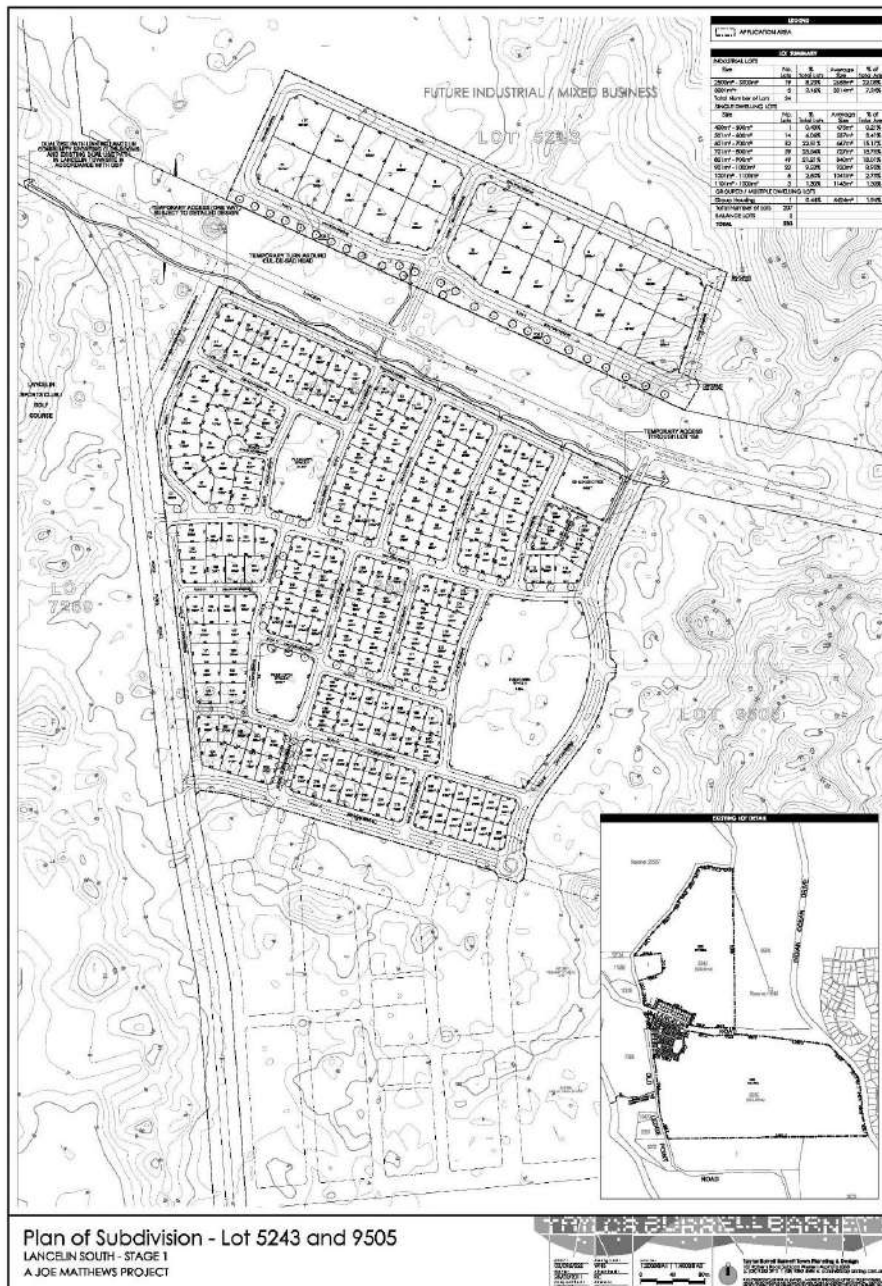
Key Roads	Walker Ave/Lancelin Rd, Indian Ocean Dr
Air Strip / location suitable	as indicated in the planning mapping
Helipad / location suitable	School oval
Bridges	as indicated in the planning mapping
Beach / river access points	as indicated in the planning mapping
Single point of failure	Walker Ave/Lancelin Rd, Indian Ocean Dr intersection
Est. number of people require transport	None identified
Available transport resources	None identified

Communications

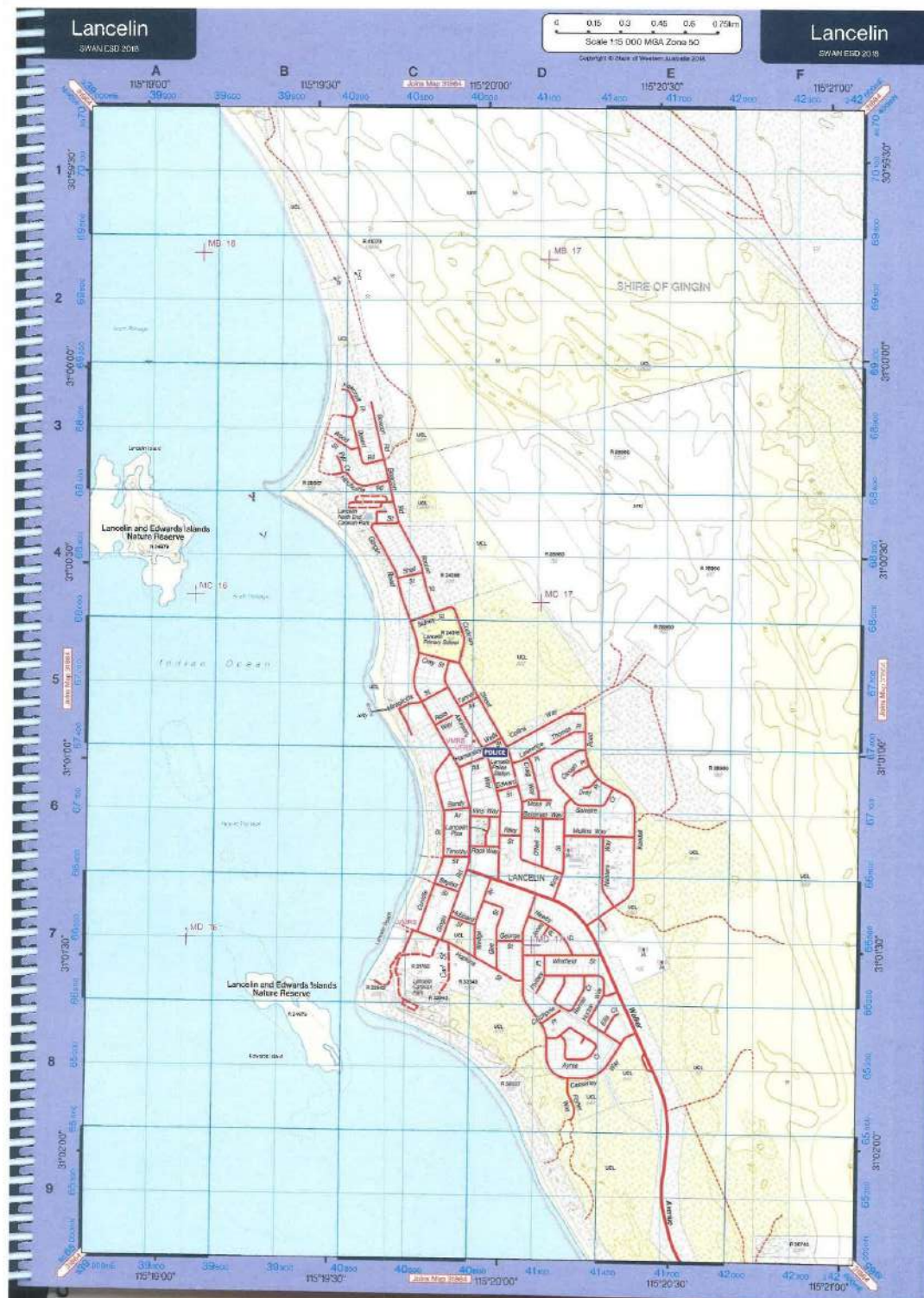
SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
--------------------------------	--

Facebook Shire of Gingin <https://www.facebook.com/ShireOfGingin>
DFES <https://www.facebook.com/dfeswa>
Website Shire of Gingin www.gingin.wa.gov.au
DFES www.emergency.wa.gov.au
Refer to local ABC radio for alerts

LANCELIN SOUTH - *only a portion of this subdivision is constructed as at February 2021*



LANCELIN – Swan Emergency Services Directory Map





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

LEDGE POINT

LEDGE POINT - Census area, 2021



LEDGE POINT

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	231	PLUS Estimated Caravan Parks in Peak periods	1,000
Males	124		
Females	108		
Median Age	60		
Families	67		
Ave. Children/family	1.3		
Under 14 years of age	10		
Over 70 years of age	60		
Has need for assistance	12	(People with profound or severe core activity limitation)	

Dwellings*

Private Dwellings	473
Ave. People/household	1.7
Ave. Vehicles/household	2

Non-English Speaking Households*

None identified

* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

Peak Seasons – Overnight Population / 6 persons per property (not including Caravan Parks)

Summer School Holidays,	2,838
March Long Weekend, Easter Period	

Caravan Parks

	Address	Phone	Max. Patrons
Ledge Point Holiday Park Big 4	Lot 742 Ledge Point Rd	9655 2870	1,000
Powered Sites/ Unpowered Sites	134		
On-Site Caravans/Cabins	44		
Emergency Contact: Park Mobile: 0448 960 288			
Wayne: 0401 366 600			

Evacuation Centres

Predetermined as per Local Welfare Plan			
Name	Address	Direction	Kms
Local			
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North	12.5
Guilderton Community Hall	Wedge St, Guilderton	South	37
Dandaragan		East	82
N/A		West	

Special Needs Group / Vulnerable

	Address	Adults / Children	
None identified			

Major Events

Name	Date	Est. People
Sandcastle Competition	Australia Day	350

Key Contacts

Agency

Name

Phone

Shire		9575 5100
Shire CEO emergency	Aaron Cook	0436 688 417
Shire CESM emergency	Phil Barrett	0408 943 576
Shire LRC emergency	Cher Groves	0429 951 131
LOCAL Bush Fire Brigade		0410 540 190
Lancelin Police		9650 1100

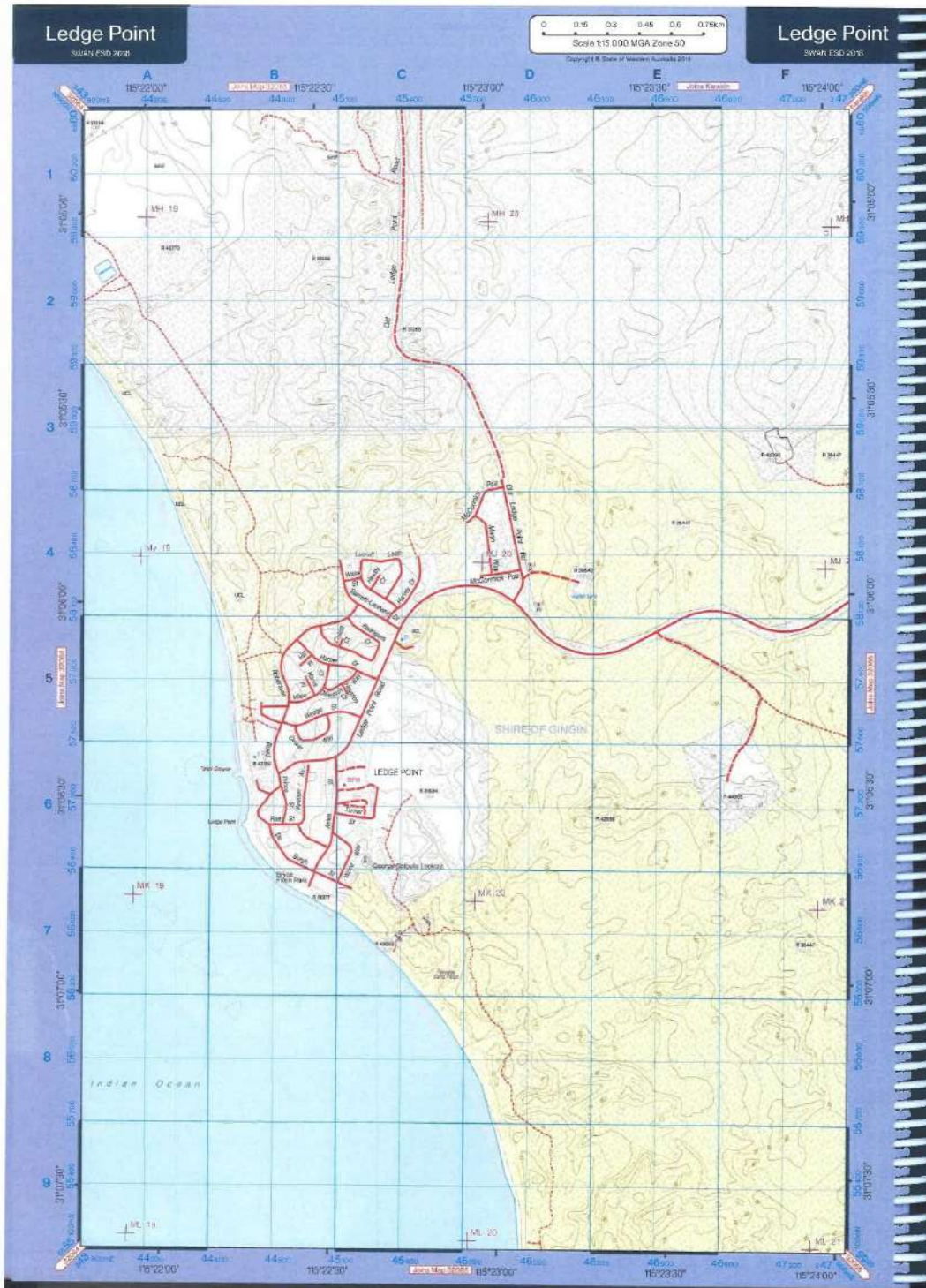
Transport

Key Roads	Ledge Point Dr, Indian Ocean Dr
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	Ledge Point Oval
Bridges	<i>as indicated in the planning mapping</i>
Beach / river access points	<i>as indicated in the planning mapping</i>
Single point of failure	LP Rd/IOD intersection
Est. number of people requiring transport	None identified
Available transport resources	None identified

Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin https://www.facebook.com/ShireOfGingin DFES https://www.facebook.com/dfeswa
Website	Shire of Gingin www.gingin.wa.gov.au DFES www.emergency.wa.gov.au
Refer to local ABC radio for alerts	

LEDGE POINT – Swan Emergency Services Directory Map





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

LENNARD BROOK

Including
Moondah Ridge

LENNARD BROOK – Census area, 2021



LENNARD BROOK

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	209
Median Age	45
Families	52
Ave. Children/family	2

Dwellings*

Private Dwellings	87
Ave. People/household	2.6
Ave. Vehicles/household	2.6

* Information collected from 2021 Census

MOONDAH RIDGE





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

MINDARRA



MINDARRA – Census area, 2021



MINDARRA

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	33
Median Age	53
Families	9
Ave. Children/family	2.3

Dwellings*

Private Dwellings	19
Ave. People/household	2.1
Ave. Vehicles/household	2.6

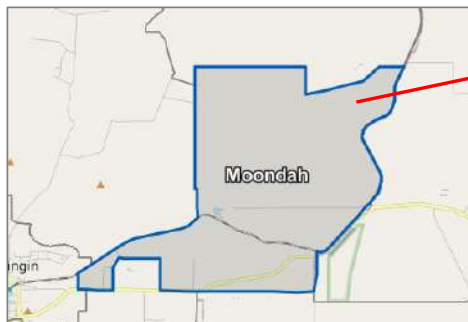
* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

MOONDAH

MOONDAH – Census area, 2021



MOONDAH

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	34
Median Age	55
Families	3
Ave. Children/family	2.5

Dwellings*

Private Dwellings	17
Ave. People/household	2.3
Ave. Vehicles/household	2.4

* Information collected from 2021 Census

MOONDAH RIDGE



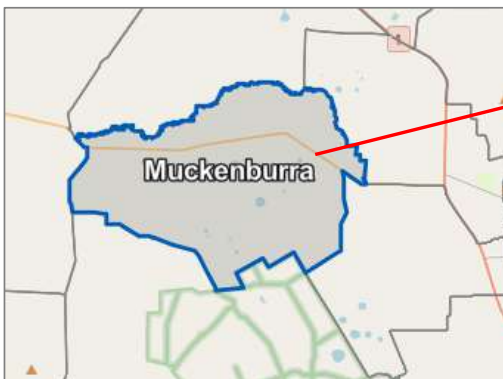


Shire of Gingin Pre-Emergency Evacuation Plan July 2022

MUCKENBURRA



MUCKENBURRA – Census area, 2021



MUCKENBURRA

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	219
Median Age	37
Families	43
Ave. Children/family	2.1

Dwellings*

Private Dwellings	82
Ave. People/household	3
Ave. Vehicles/household	2.6

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

NEERGABBY



NEERGABBY- Census area, 2021



NEERGABBY

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	268
Median Age	41
Families	60
Ave. Children/family	1.8

Dwellings*

Private Dwellings	129
Ave. People/household	2.7
Ave. Vehicles/household	2.8

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

NILGEN

Including:
Ocean Farm Estate

NILGEN – Census area, 2021



NILGEN

Shire of Gingin Pre-Emergency Evacuation Planning Data Including Estates/Other/etc: **Ocean Farm**

Demographics*

Population	248	PLUS Estimated Caravan Parks in Peak periods	0
Males	134		
Females	117		
Median Age	52		
Families	70		
Ave. Children/family	1.8		
14 years of age and under	24		
Over 65 years of age	69		
Has need for assistance	15	(People with profound or severe core activity limitation)	

Dwellings*

Private Dwellings	156	(including 53 unoccupied dwellings)
Ave. People/household	2.3	
Ave. Vehicles/household	2.7	

Non-English Speaking Households*

None identified

* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

Caravan Parks

Address

Phone

Max. Patrons

N/A

Evacuation Centres

Predetermined as per Local Welfare Plan

Name	Address	Direction	Kms
Local	N/A		
Cervantes		North	70
Guilderton Community Hall	Wedge St, Guilderton	South	47.5
Dandaragan		East	63
Lancelin Sporting Complex	Lancelin Rd, Lancelin	West	12

Special Needs Group / Vulnerable

Address

Adults / Children 

None identified

Major Events

Name	Date	Est. People
None identified		

Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	0436 688 417
Shire CESM emergency	Phil Barrett	0408 943 576
Shire LRC emergency	Cher Groves	0429 951 131
Ocean Farm Bush Fire Brigade		0415 314 835
Nilgen Bush Fire Brigade		0427 998 681
Lancelin Police		9650 1100

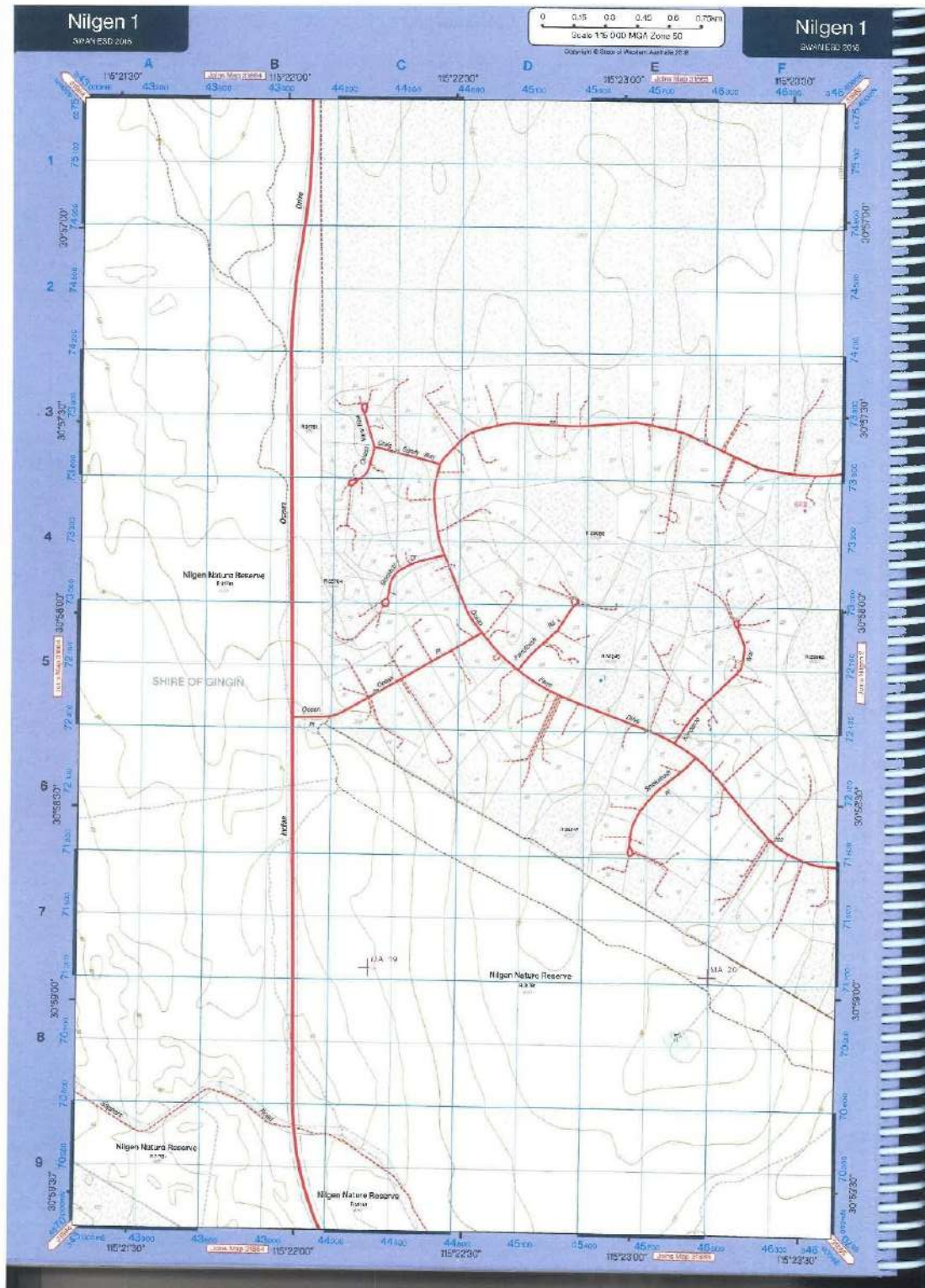
Transport

Key Roads	Ocean Pl, Indian Ocean Dr, Ocean Farm Dr
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	<i>as indicated in the planning mapping</i>
Bridges	N/A
Beach / river access points	N/A
Single point of failure	Ocean Place/IOD intersection
Est. No. of people require transport	None identified
Available transport resources	None identified

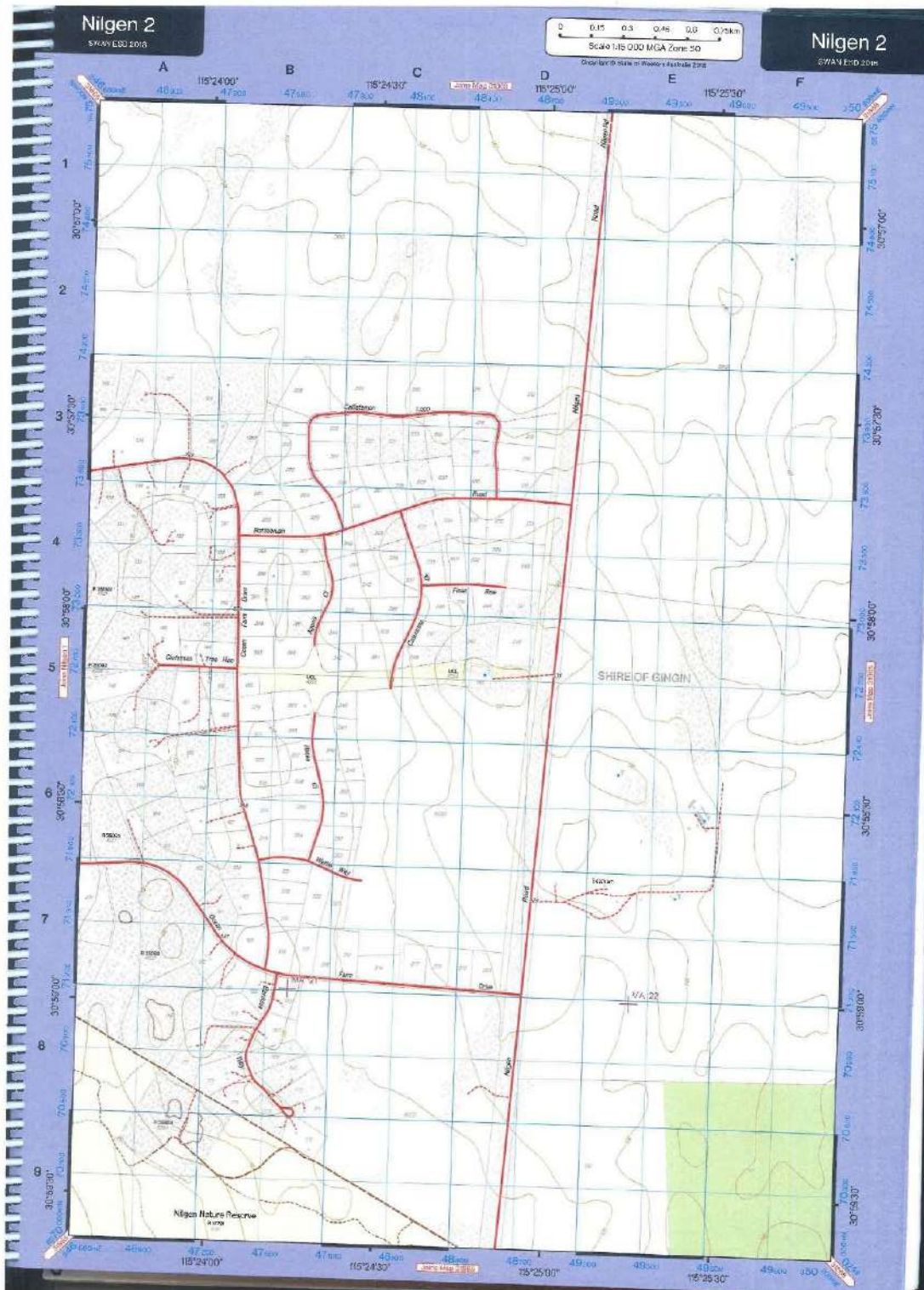
Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin https://www.facebook.com/ShireOfGingin DFES https://www.facebook.com/dfeswa
Website	Shire of Gingin www.gingin.wa.gov.au DFES www.emergency.wa.gov.au
Refer to local ABC radio for alerts	

NILGEN – Swan Emergency Services Directory Map (1 of 2)



NILGEN – Swan Emergency Services Directory Map (2 of 2)





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

ORANGE SPRINGS



ORANGE SPRINGS – Census area, 2021



ORANGE SPRINGS

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	30
Median Age	31
Families	3
Ave. Children/family	2

Dwellings*

Private Dwellings	14
Ave. People/household	1.8
Ave. Vehicles/household	2.3

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

RED GULLY



RED GULLY - Census area, 2021



	Bindoon	Gingin	Guilderton	Jurien Bay	Lancelin	Ledge Point	Midland	Seabird	Warneroo
Bindoon	28	74	201	107	100	62	61	64	
Gingin	78	46	173	79	71	66	53	63	
Guilderton	74	46	139	45	38	105	19	67	
Jurien Bay	201	173	139	107	110	232	132	194	
Lancelin	107	79	45	107	17	139	58	101	
Ledge Point	100	71	38	110	17	131	30	92	
Midland	62	66	105	232	139	131	117	34	
Seabird	61	53	19	132	38	30	117	74	
Warneroo	64	63	67	194	101	63	34	74	

RED GULLY

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	32
Median Age	47
Families	10
Ave. Children/family	1.5

Dwellings*

Private Dwellings	26
Ave. People/household	2.3
Ave. Vehicles/household	3.1

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

SEABIRD

SEABIRD – Census area, 2021



SEABIRD

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	107	PLUS Estimated Caravan Parks in Peak periods	1,296
Males	68		
Females	45		
Median Age	64		
Families	22		
Ave. Children/family	1.9		
Under 14 years of age	14		
Over 70 years of age	35		
Has need for assistance	9	(People with profound or severe core activity limitation)	

Dwellings*

Private Dwellings	115
Ave. People/household	1.8
Ave. Vehicles/household	1.8

Non-English Speaking Households*

No Information Provided

* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

Caravan Parks

	Address	Phone	Max. Patrons
Seabird Caravan Park (Strata)	Lot 1 Williams Way, Seabird	9382 7700	1,080
Powered Sites	0		
Unpowered Sites	0		
On-Site Caravans/Cabins	180		
Emergency Contact: 0419 903 980 / 0419 939 629			

	Address	Phone	Max. Patrons
Seabird Tavern and Caravan Park	44 McCormick St, Seabird	9577 1010	216
Powered Sites	36		
Unpowered Sites	0		
On-Site Caravans/Cabins	0		
Emergency Contact: Not Provided			

Evacuation Centres

<i>Predetermined as per Local Welfare Plan</i>			
Name	Address	Direction	Kms
Local	N/A		
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North	31
Guilderton Community Hall	Wedge St, Guilderton	South	19
Granville Civic Centre	Lot 326 Jones St, Gingin	East	53
N/A		West	

Special Needs Group / Vulnerable

No groups identified

Adults / Children 

Major Events

<i>Name</i>	<i>Date</i>	<i>Est. People</i>
None identified		

Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	0436 688 417
Shire CESM emergency	Phil Barrett	0408 943 576
Shire LRC emergency	Cher Groves	0429 951 131
LOCAL Bush Fire Brigade		0409 700 751
Lancelin Police		9650 1100

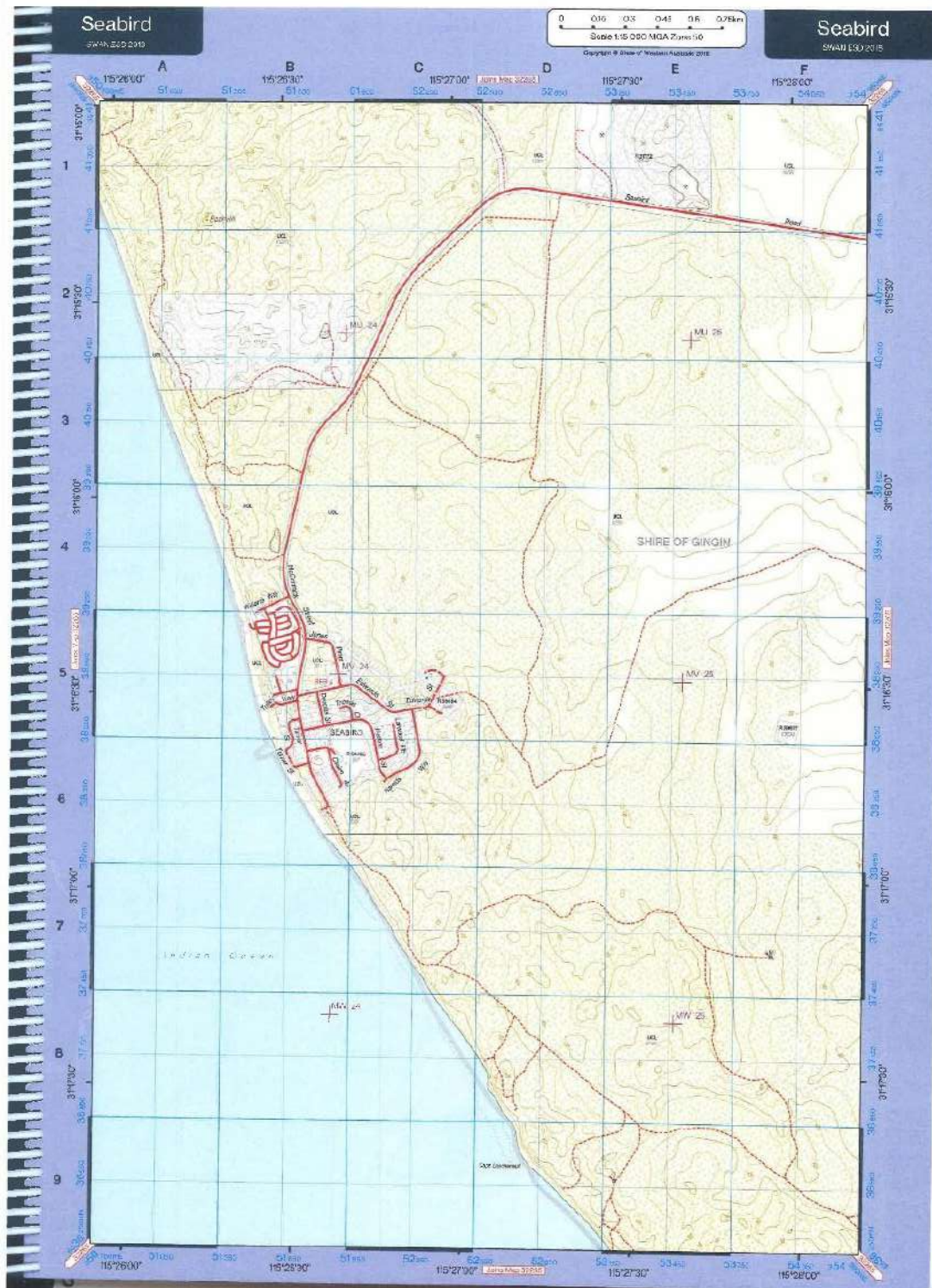
Transport

Key Roads	McCormick St/Seabird Rd, Indian Ocean Dr
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	<i>as indicated in the planning mapping</i>
Bridges	None
Beach / river access points	<i>as indicated in the planning mapping</i>
Single point of failure	Seabird Rd/IOD intersection
Est. number of people require transport	None identified
Available transport resources	None identified

Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin https://www.facebook.com/ShireOfGingin DFES https://www.facebook.com/dfeswa
Website	Shire of Gingin www.gingin.wa.gov.au DFES www.emergency.wa.gov.au
Refer to local ABC radio for alerts	

SEABIRD – Swan Emergency Services Directory Map

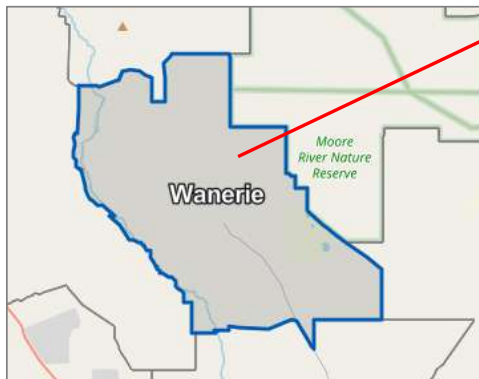




Shire of Gingin Pre-Emergency Evacuation Plan July 2022

WANERIE

WANERIE - Census area, 2021



WANERIE

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	137
Median Age	58
Families	43
Ave. Children/family	1.9

Dwellings*

Private Dwellings	84
Ave. People/household	2.3
Ave. Vehicles/household	2.4

* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

WILBINGA



WILBINGA- Census area, 2021



WILBINGA

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	8
Median Age	53
Families	0
Ave. Children/family	N/A

Dwellings*

Private Dwellings	6
Ave. People/household	2
Ave. Vehicles/household	1.3

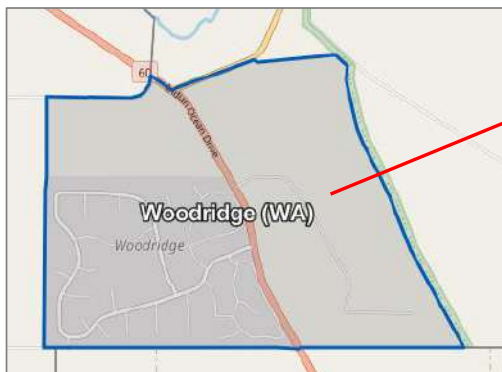
* Information collected from 2021 Census



Shire of Gingin Pre-Emergency Evacuation Plan July 2022

WOODRIDGE

WOODRIDGE - Census area, 2021



WOODRIDGE

Shire of Gingin Pre-Emergency Evacuation Planning Data

Demographics*

Population	639	PLUS Estimated Caravan Parks in Peak periods	0
Males	317		
Females	323		
Median Age	48		
Families	178		
Ave. Children/family	1.9		
Under 14 years of age	108		
Over 70 years of age	110		
Has need for assistance	9	(People with profound or severe core activity limitation)	

Dwellings*

Private Dwellings	281
Ave. People/household	2.7
Ave. Vehicles/household	2.5

Non-English Speaking Households*

None identified

* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

Caravan Parks

N/A

Address

Phone

Max. Patrons

Evacuation Centres

<i>Name</i>	<i>Address</i>	<i>Direction</i>	<i>Kms</i>
Local	N/A		
Guilderton Community Hall	Wedge St, Guilderton	North	14
Yanchep (Metro)		South	33
Granville Civic Centre	Lot 326 Jones Street, Gingin	East	36.5
N/A		West	

Predetermined as per Local Welfare Plan

Special Needs Group / Vulnerable

None identified

Address

Adults / Children 

Major Events

<i>Name</i>	<i>Date</i>	<i>Est. People</i>
None identified		

Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	0436 688 417
Shire CESM emergency	Phil Barrett	0408 943 576
Shire LRC emergency	Cher Groves	0429 951 131
Gingin West Bush Fire Brigade		0427 141 078

Lancelin Police

9650 1100

Transport

Key Roads

Indian Ocean Drive

Air Strip / location suitable

as indicated in the planning mapping

Helipad / location suitable

as indicated in the planning mapping

Bridges

None

Beach / river access points

as indicated in the planning mapping

Single point of failure

IOD/King Street intersection

Est. number of people require transport

None identified

Available transport resources

None identified

Communications

SMS Alerts - subscription list

Harvest/Hot Works/Vehicle Movement Ban

Facebook

Shire of Gingin <https://www.facebook.com/ShireOfGingin>

DFES <https://www.facebook.com/dfeswa>

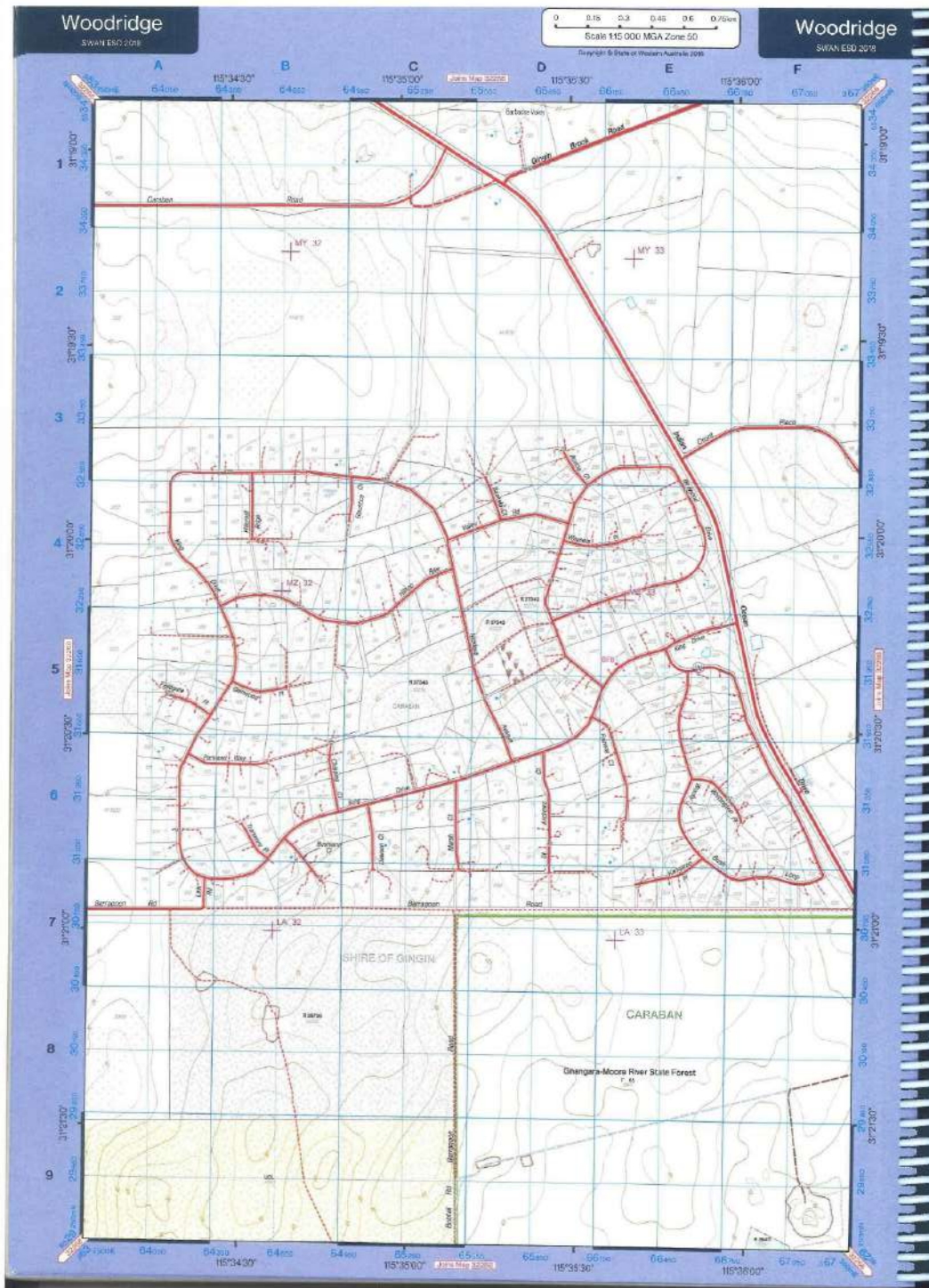
Website

Shire of Gingin www.gingin.wa.gov.au

DFES www.emergency.wa.gov.au

Refer to local ABC radio for alerts

WOODRIDGE – Swan Emergency Services Directory Map





Shire of Gingin Pre-Emergency Evacuation Plan July 2022

YEAL

YEAL- Census area, 2021



YEAL

Shire of Gingin Pre-Emergency Evacuation Planning Data

No information can be provided because the area selected had no people or a very low population in the 2021 Census.



SECTION SIX

WELFARE



WELFARE

LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

The Department of Communities has the role of managing welfare. The Shire of Gingin falls under the Moora District of the Department of Communities. They have developed a Local Emergency Management Plan for the Provision of Welfare Support, which aims to prescribe the arrangements for the provision of Welfare support services during emergencies. The plan is available from the Shire of Gingin and the Department of Communities. The plan contains private details of key personnel and is not for public distribution.

LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator is appointed by the DC District Director to:

- a. Establish, Chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
- c. Represent the department and the emergency welfare function on the LEMC and LRCG;
- d. Establish and maintain the Local Welfare Incident Support Centre;
- e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities; and
- f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency.

For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading LOCAL WELFARE COORDINATOR. (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

LOCAL WELFARE LIAISON OFFICER

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. The role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DC to arrive. The Shire of Gingin's Local Welfare Liaison Officer/s will be delegated to a suitable Shire Officer when appropriate or required.

REGISTER, FIND AND UNITE

Where a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows

friends and relatives to locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

The Gingin Red Cross will be the agency to coordinate the registration of evacuated personnel, depending on the numbers being evacuated. If required, the Gingin Red Cross will provide an email address to Shire Officers to email the registrations forms to.

EVACUATION / WELFARE CENTRES

The Local Government may choose to manage a Welfare Centre however the Department of Communities has a team available for the purpose. It is the responsibility of the Hazard Management Agency, in consultation with the Local Government to request assistance from the Department of Communities. In the event Department of Communities assume control of one or more evacuation/welfare centres, the Shire of Gingin will have representation at each of the centres to provide support to the Department, including Centres opened in neighbouring communities that are servicing Shire of Gingin residents.

EVACUATION / WELFARE CENTRES

Please refer to Section Five 'Evacuation' for location information of the Evacuation/Welfare Centres.

For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading [EVACUATION / WELFARE CENTRE CONTACTS](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

Functional areas of Welfare Coordination include;

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance

OPENING AND COORDINATION OF EVACUATION / WELFARE CENTRES

The Department of Communities (DC) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as DC are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the DC should be contacted immediately and advised of the decision to activate the evacuation centre.

Shire Activation of Evacuation / Welfare Centre

Local government staff or LEMC members may be asked to open an Evacuation / Welfare Centre and manage it until Department of Communities staff arrive. An Evacuation / Welfare Centre Activation Kit including a Guide and Checklist has been provided by the Department of Communities to assist with this process.

Activation Kits

Four emergency (Evacuation/Welfare Centre) activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre.

The kits are located at the following venues:

- Shire of Gingin Administration Centre x 3
- Shire's Lancelin Office x 1

A copy of this LEMA and the activation kits in both hard copy and electronic copy (USB) are also in the activation kits.

The LG staff or LEMC members will provide a handover to Department of Communities staff on their arrival at the Evacuation / Welfare Centre. DC may require assistance with coordinating of tasks, such as provision of foods etc.

Note: In the past there was an issue with community groups/organisations opening "un-approved" evacuation centres, this will need to be addressed in the community preparedness plans.

*For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading **CATERING AND MEALS**. (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).*



SECTION SEVEN

LOCAL RECOVERY PLAN



LOCAL RECOVERY MANAGEMENT

THE NATIONAL PRINCIPLES FOR DISASTER RECOVERY

The National Principles for Disaster Recovery (AIDR Community Recovery Handbook 2, 2018) are guidelines of good practice and should underpin planning and operations within local emergency management frameworks.

Successful recovery relies on:

- understanding the context.
- recognising complexity.
- using community-led approaches.
- ensuring coordination of all activities.
- employing effective communication.
- acknowledging and building capacity.

Understanding the context

Successful recovery is based on an understanding community context, with each community having its own history, values and dynamics.

Recovery should:

- Acknowledge existing strengths and capacity, including past experiences;
- Appreciate the risks and stressors faced by the community;
- Be respectful of and sensitive to the culture and diversity of the community;
- Support those who may be facing vulnerability;
- Recognise the importance of the environment to people and to their recovery;
- Be acknowledged as requiring a long term sustained effort as needed by the community; and
- Acknowledge that the impact upon the community may extend beyond the geographical boundaries where the disaster occurred.

Recognising complexity

Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.

Recovery should recognise that:

- Disasters lead to a range of effects and impacts that require a variety of approaches; they can also leave long-term legacies;
 - Information on impacts is limited at first and changes over time;
 - Affected individuals and the community have diverse needs, wants and expectations, which can evolve rapidly;
-

- Responsive and flexible action is crucial to address immediate needs;
- Existing community knowledge and values may challenge the assumptions of those outside of the community;
- Conflicting knowledge, values and priorities among individuals, the community and organisations may create tensions;
- Emergencies create stressful environments where grief or blame may also affect those involved; and
- Over time, appropriate support for individuals and communities, from within and outside, can cultivate hope and individual and collective growth.

Using community-led approaches

Successful recovery is community- centred, responsive and flexible, engaging with community and supporting them to move forward.

Recovery should:

- Assist and enable individuals, families and the community to actively participate in their own recovery;
- Recognise that individuals and the community may need different levels of support at various times;
- Be guided by the community's priorities;
- Channel effort through pre-identified and existing community assets, including local knowledge, existing community strengths and resilience;
- Build collaborative partnerships between the community and those involved in the recovery process;
- Recognise that new community leaders often emerge during and after a disaster, who may not hold formal positions of authority; and
- Recognise that different communities may choose different paths to recovery.

Co-ordinate all approaches

Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.

Recovery should:

- Have clearly articulated and shared goals based on desired outcomes;
- Be flexible, taking into account changes in community needs or stakeholder expectations;
- Be guided by those with experience and expertise, using skilled, authentic and capable community leadership;
- Be at the pace desired by the community, and seek to collaborate and reconcile different interests and time frames;
- Reflect well-developed community planning and information gathering before, during and after a disaster;
- Have clear decision-making and reporting structures and sound governance, which are transparent and accessible to the community;
- Demonstrate an understanding of the roles, responsibilities and authority of

organisations involved and coordinate across agencies to ensure minimal service provision disruption;

- Be part of an emergency management approach that integrates with response operations and contributes to future prevention and preparedness; and
- Be inclusive, availing of and building upon relationships created before, during and after the emergency.

Employ effective communication

Successful recovery is built on effective communication between the affected community and other partners.

Recovery should:

- Recognise that communication should be two-way, and that input and feedback should be encouraged;
- Ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and networks;
- Establish mechanisms for coordinated and consistent communications between all service providers, organisations and individuals and the community;
- Ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent; and
- Identify trusted sources of information and repeat key recovery messages to enable greater community confidence and receptivity.

Recognise and build capacity

Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience

Recovery should:

- Assess capability and capacity requirements before, during and after a disaster;
- Support the development of self-reliance, preparation and disaster mitigation;
- Quickly identify and mobilise community skills, strengths and resources;
- Develop networks and partnerships to strengthen capacity, capability and resilience;
- Provide opportunities to share, transfer and develop knowledge, skills and training;
- Recognise that resources can be provided by a range of partners and from community networks;
- Acknowledge that existing resources may be stretched, and that additional resources may be sought;
- Understand that additional resources may only be available for a limited period, and that sustainability may need to be addressed;
- Understand when and how to step back, while continuing to support individuals and the community as a whole to be more self-sufficient when they are ready; and
- Be evaluated to provide learning for future and improved resilience.

The [National Principles for Disaster Recovery](#) are available at this link.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader context and recognising complexity is foundational.

This Plan aligns with the National Principles for Community Recovery.

RECOVERY MANAGEMENT OBJECTIVES

Outlined in the *State EM Plan Section 6* the objectives of recovery are:

- To assist recovery at a personal, community, economic and environmental level
- To ensure that recovery activities are community-led
- To ensure that available government a non-government support to affected communities is targeted
- To assist communities to rebuild in a way that enhances social, economic, and environmental values where possible
- To improve resilience of the relevant communities
- To ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes

RECOVERY VALUES

- **Do no harm** when considering consequences of actions to disaster affected communities
- Provide **leadership** for the Shire of Gingin communities
- Foster **collaboration** between partner agencies, community, and Council
- **Empower** individuals and groups to effectively carry out recovery activities
- **Act quickly**, and plan for long term recovery, **transition** to normal services and the exit
- **Capture lessons learnt** for providing capacity building and resilience

RECOVERY SCOPE

This LRP is a model to managing recovery at a local level.

This LRP is limited to the Shire of Gingin boundaries, it details a recovery plan for the community and does not cover how third-party organisations will conduct their recovery activities within their core business areas.

ACTIVATION

The decision to activate the Local Recovery Plan will be made by the CEO on the advice of the Local Recovery Coordinator. Activation should occur while response activities are still in progress.

An assessment of the assistance needed for recovery should be made in consultation with:

- the HMA/Controlling Agency and the Incident Controller
- the Incident Support Group
- the LRG; and
- Shire of Gingin.

Once the plan has been authorised for activation, the LRG and LRC are responsible for implementing recovery.

LOCAL RECOVERY COORDINATOR & ADMINISTRATOR

The immediate involvement of the Local Recovery Coordinator and Administrator (LRC/LRA) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery. The LRC/LRA may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC and LRA shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish a Local Recovery Committee, and any sub committees as required.
- Set up an Incident Support Centre.

THE CONTROLLING AGENCY

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery it will;

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator.
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the state recovery coordinator. The impact assessment is to:
 - identify and quantify all impacts relating to all recovery environments;
 - identify any risks arising from the emergency;
 - include a risk assessment, identify risk treatments undertaken and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area; and
 - inform and support the objectives of the Recovery Plan, provide risk management advice to the affected community (in consultation with the HMA).
- Provide risk management advice to the affected community.
- Complete the Impact Statement document.

IMPACT STATEMENT

An Impact Statement is used to collect information about all known and emerging impacts from emergency incidents and is compiled to assist the impacted Local Government/s in management of the incident response and recovery. The Impact Statement provides an overview for Local Government including:

- known and emerging impacts;
- management actions currently in place;
- responsible agencies;
- future management actions required; and
- changes to responsibility for impact management.

Transfer of control of an incident to Local Government also requires the receiving Local Government to have a clear picture and understanding of all aspects of the incident and the immediate, short-term and medium-term actions it will be required to undertake to effectively manage the incident and associated recovery. This is achieved through the Impact Statement, which is vital to assist Local Governments and Local Recovery Group to better understand impacts and inform their recovery activities. It also assists the State Recovery Coordinator and Local Governments to identify gaps in capacity to manage and activate necessary State support.

Impact information will continue to emerge throughout the response and recovery phases of an incident. The Impact Statement provides a point-in-time reference and its limitations in this regard must be noted. The Impact Statement will be used to inform the development and ongoing review of an Operational Recovery Plan. More detailed Community Needs Assessments may be required to better understand impacts and plan recovery activities.

Transfer of management from response to recovery handover to SoG shall be formalised in line with HMA/CA responsibilities and procedures.

The acceptance of this handover is to occur at the discretion of the SoG CEO on advisement from LRC and LRG, in consultation with HMA/CA. Acceptance of this Impact Statement and its responsibilities should not occur unless the CEO and the Local Recovery Coordinator and Group are satisfied with its content and allocation of responsibilities.

COMMUNITY NEEDS ASSESSMENT

A Community Needs Assessment should be completed as earliest as possible to the affected area. The requirements of the impacted community will change over time and therefore it is necessary to determine the needs of the community periodically.

Community needs can broadly be defined as:

Physical

Food, water, shelter, clean breathable air

Psychological

Psychological first aid/support, bonding

Societal

Community infrastructure, power, drainage, shops, telephone, schools, industry, transport

The Needs Assessment involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services. Trained volunteers from Australian Red Cross partner with the local government and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

- What has been affected?
- Do they want to be contacted for further information?
- What information is needed?
- What are their best contact details?
- What assistance is required?
- Information on assistance for neighbours

Conducting a Needs Assessment establishes contact ASAP with the affected community and is an effective way to capture data to assist the LRG in prioritising the allocation of resources. It also provides the opportunity to share critical information directly to the affected community.

The Impact Statement and Needs Assessment process must be undertaken as soon as possible after the emergency event. Sources that may assist in the collection of this data may include:

- HMA/CA
- Welfare agencies – identifying persons in need of immediate assistance
- SoG Building Surveyor, Engineer and Environmental Health Officer and Rangers
- Insurance assessors
- Business associations (Westralia industry, Chamber of Commerce)
- Recovery Community Needs Assessment form; and
- Australian Red Cross (ARC) have systems to register individuals presenting at Welfare Centre's and resources to assist in outreach activities and will be activated by HMA/CA.

INCLUSIVENESS

During the Shire's recovery activities, it will endeavour to create an inclusive culture, within the affected communities, by striving to involve all cultures and diversity within the recovery priorities, strategies and decision-making.

Key stakeholders and representatives will be sought from the community while acknowledging the significance of cultural and diversity makeup. These representatives will be considered for inclusion on relevant LRG sub-committees, depending on the nature and impact of the emergency.

When threatened or affected by an emergency, everyone within that community is encouraged to be actively involved in their own and collaborative recovery. It is the role of formal recovery agencies to provide structured support, communications and coordination to assist the community's efforts.

TRANSITIONING FROM RESPONSE

Recovery activities should commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response phase may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of an event the HMA Incident Controller is to ensure that the Recovery Coordinator is notified of the event and is included as a member of the ISG.

During the response many of the agencies with significant recovery roles are heavily committed, consequently the Recovery Coordinator needs to be involved in key response conferences and briefings as the most efficient way to:

- Align response and recovery priorities;
- Connect with key agencies;
- Understand the key impact and tasks; and
- Identify recovery requirements and priorities as early as possible.

The full LRG may be called together in the response stage to allow for smooth transition from response to recovery.

LONG TERM RECOVERY

Recovery must evolve, change, and assist the affected community towards management of its own recovery. This transition from recovery to ongoing community activities and services, requires a comprehensive strategy (Long Term Recovery Strategy) that gradually integrates the recovery services into mainstream services, which existed prior to the emergency or have emerged since and require minimal support to continue.

The Long-Term Recovery Strategy process will need to be considered and developed to achieve holistic, enduring recovery for individuals, families, and communities, taking into consideration the economic environment, infrastructure and natural environment affects an emergency has had and to build resilience for future emergencies.

The SoG, where appropriate, will develop a collaborative, comprehensive recovery strategy with the community and for the community. This will also incorporate how community's needs have changed over time. A further community needs outreach program may be instigated to check on the community's wellbeing and changes in its needs

TRANSITIONING TO MAINSTREAM SERVICES

The planning process for the transition from a full-scale recovery operation back to the usual level of government involvement in a community needs to commence very early in the recovery journey. This allows roles and functions to return to normal as quickly as possible without leaving the community feeling abandoned or creating expectations of ongoing government services that cannot be maintained. Systems and processes

implemented to facilitate recovery require flexibility to adapt to evolving circumstances and should be implemented in a way that helps affected communities to build capacity to manage their own longer-term recovery, rather than creating dependencies on new and temporary arrangements.

Clear terms of reference enable committees and other governance bodies to determine whether they have fulfilled their designated function and are able to disband. Recovery activities which are implemented as programs or projects will have defined budgets, deliverables and timeframes which clarify expectations for the community.

Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

DEBRIEFING/POST OPERATIONS REPORT

The LRC will arrange for the debriefing of all participants and organisations as soon as possible after standing down and the preparation and tabling of a report to the LEMC for review and update of the Local Recovery Plan. A copy of the report will also be forwarded to the HMA, the Chairman of the SEMC Recovery Services sub-committee and the DEMC.

PRIORITIES FOR RECOVERY

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery. Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of Gingin aligns its priorities for recovery to the National Principles for Disaster Recovery.

FINANCIAL ARRANGEMENTS

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rest with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

Through the Disaster Recovery Funding Arrangements – WA (DFRA-WA), the State Government provides a range of relief measures to assist communities in recovering from an eligible natural event. The Shire of Gingin will make claims for recovery activities where they are deemed eligible under DFRA-WA.

More information regarding DRFA-WA is available from the State Emergency Management

Committee web page - link –

<https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx>

DFES, as the State Administrator, may activate DRFA-WA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

INSURANCE

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. SoG assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines.

SoG assets are insured through policies with the Local Government Insurance Scheme (LGIS).

FINANCIAL PREPARATION

The Shire of Gingin will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of section 6.8(1) (b) or (c) of the *Local Government Act 1995*. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the *Local Government Act 1995* to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. *Local Government Financial Management Regulations 1996* - regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the *Local Government Act 1995* to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements-WA (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA-WA, or Main

Roads WA.

FINANCIAL RECORDS

Recording invoices, and the like, of costs associated to an emergency event are to be assigned to specific emergency cost centres by SoG.

This ensures accurate records that are associated with the recovery process are easily identifiable and accessible at any time.

FINANCIAL ASSISTANCE IN RECOVERY

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. Asset owners need to understand the level of risk and have appropriate mitigation strategies in place. However, Government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

Assistance is not compensation based nor intended to replace or act as a disincentive for self-help, insurance or other mitigation strategies.

Where possible, State government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans. Any recommendations for the implementation of financial assistance measures outside existing policies must be submitted to the Premier for consideration.

Disaster Recovery Funding Arrangements Western Australia (DRFA-WA):

Through DRFA-WA, the State government provides a range of relief measures to assist communities recover from eligible natural disaster events and terrorist acts.

To be eligible, the event must be a natural disaster (such as bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado and tsunami) or terrorist act for which:

- A coordinated multi-agency response is required;
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure); and
- It must be a terrorist event or one of ten specific natural disasters.

Once it has been determined that the emergency is a large-scale costly event, the SoG shall immediately contact Department of Fire and Emergency Services, who is the State's administrator of the DRFA-WA.

Centrelink:

In an emergency, Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted. In addition, it can often provide financial assistance to any person whose livelihood has been affected by the emergency. Centrelink is represented on the State Emergency Welfare Committee and, where possible, should be invited to join the Local Recovery Coordination Group.

Public Appeals – Lord Mayor’s Distress Relief Fund:

The Lord Mayor's Distress Relief Fund was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The perpetual fund is a registered charitable body and has approval of the Australian Taxation Office for tax deductibility of contributions.

All donations of cash resulting from a public appeal should be directed to the Lord Mayor's Distress Relief Fund, in accordance with *State EM Recovery Procedure 1*.

Calls for public donations to assist with any emergency recognised by any government or statutory body within Western Australia or Australia in general should be initiated by the Board of the Lord Mayor's Distress Relief Fund. Such calls may be either on the initiative of the board itself or by the board in consultation with any government or statutory body.

The commencement of an appeal fund does not override the statutory obligations, on the part of various government agencies, to provide welfare, relief and reconstruction assistance to those affected by emergencies.

Non-Government Organisations:

In some circumstances, NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies.

Where possible, all offers of, or requests for, assistance should be coordinated through the Local Recovery Coordination Group to avoid duplication of effort and confusion.

At the State Government level, this coordination will be undertaken through the State Recovery Coordinator or the SRCG, if established.

MANAGING DONATIONS

The best way to help individuals and communities affected by a disaster is to donate money. This allows people to buy exactly what they need. Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the *State Emergency Management Recovery Procedure - Management of Public Fundraising and Donations*.

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the Local Recovery Coordination Group to avoid duplication of effort.

Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

It may be pertinent to ask the community to hold garage sales to sell items they wish to

donate and donate the proceeds instead.

RECOVERY TIMELINE

The recovery timeline: short, medium and long-term.

Short-term recovery (where we've been)

Short-term recovery is also called relief. The aim of relief is to address and support the immediate needs of individuals, businesses and the community affected by the event. Relief often happens while essential services are still being restored to the level where response agencies are no longer required to maintain them.

Relief agencies will usually undertake some form of impact assessment to get a clear idea of the extent of the impacts. This includes understanding the geographical extent of the impacts (i.e. how big), the human impacts (i.e. who is affected and are there casualties), the property and infrastructure impacts (i.e. what is damaged or destroyed), and the environmental impacts (i.e. are there threats to health and sanitation).

Medium-term recovery (where we are now)

The transition from short-term recovery to medium-term recovery happens when response agencies are 'stood down'. Medium-term recovery continues the coordinated process that was established during relief. Affected communities continue to be supported in terms of emotional, social and physical support. During this phase, critical physical infrastructure will be rebuilt, and the restoration of the economy and of the environment will begin.

Long-term recovery (where we're heading)

Recovery can continue for a very long time after an event, often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why a Long-Term Recovery Strategy is essential.

One of the key aims of long-term recovery should be to help the community become more resilient and more independent of agency support. Therefore community-driven recovery is important – it enables us to begin as we mean to continue; with community leading the way and with agencies in the supporting role.

STATE RECOVERY COORDINATOR

The State Recovery Coordinator supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee. The State Recovery Coordinator supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The Premier appoints the State Recovery Controller. The Controller will usually be appointed when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on several factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to **Appendix G** of the State EM Plan (as below). The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

APPENDIX G: ESCALATION FACTORS FOR RECOVERY

State involvement in recovery is to be determined through consideration of the capacity of the local governments involved to manage the recovery; the number of local governments affected; and the complexity and duration of the recovery (State EM Plan section 6.6).

Escalation from State Recovery Coordinator to State Recovery Controller involvement should consider the following factors:

State Recovery Coordinator		State Recovery Controller	
Support provided by State Recovery Coordinator may be appropriate where:		Support provided by State Recovery Controller may be appropriate where:	
People	<ul style="list-style-type: none"> Some serious or critical injuries or deaths 	People	<ul style="list-style-type: none"> Significant number of serious or critical injuries or some deaths
Economy	<ul style="list-style-type: none"> Some impact on State's economy & tourism 	Economy	<ul style="list-style-type: none"> Significant impact on the State's economy & tourism Serious risk to the State's reputation, economy or industry
Environment	<ul style="list-style-type: none"> Long-term environmental hazard (e.g. asbestos) Destruction of critical environmental assets 	Environment	<ul style="list-style-type: none"> Major public health issues Significant long-term environmental hazard (e.g. asbestos) Significant destruction of critical environmental assets
Public Administration & Government	<ul style="list-style-type: none"> LG does not have capacity to manage recovery without State support; surrounding LGs do not have capacity to support affected LG; more than one LG is affected State/Commonwealth government financial support required Significant financial support required through DRFAWA Considerable State/Commonwealth Govt. Ministerial involvement 	Public Administration & Government	<ul style="list-style-type: none"> Complex long-term recovery management is required More than one LG is affected & a regional approach to supporting LGs is required Significant financial support required through State/Commonwealth governments
Infrastructure	<ul style="list-style-type: none"> Community, essential services or transport infrastructure affected in the short term (e.g. hospitals, schools, power, gas, water, phones, road, rail, airport) 	Infrastructure	<ul style="list-style-type: none"> Significant community, essential services or transport infrastructure affected in the mid to long term (e.g. hospitals, schools, banks, shops, power, gas, water, phones, road, rail and airport) There is damage or loss to the State's critical infrastructure
Social Setting	<ul style="list-style-type: none"> Short-term loss of community access to basic requirements such as shelter, food, clothes, money & fuel Short-term disruption of essential LG or State government services to the community Community evacuation has occurred & repatriation is prolonged Large numbers of affected community who are psychologically impacted, beyond the capacity of the local response agencies 	Social Setting	<ul style="list-style-type: none"> Mid to long term loss of community access to basic requirements such as shelter, food, clothes, money & fuel Mid to long term disruption of essential LG or State government services to the community Mass community evacuation has occurred & repatriation is prolonged Significant numbers of affected community who are psychologically impacted
Cessation of State Recovery Arrangements: The State Recovery Coordinator is responsible for determining when State-level recovery coordination arrangements cease, in consultation with the affected LG & Local Recovery Coordination Group		Cessation of State Recovery Arrangements: When a State Recovery Controller is appointed, cessation will be informed by the completion of the recovery objectives and determined by the Premier or the Minister	

LOCAL RECOVERY COORDINATION GROUP

Following is the list of the Shire's Local Recovery Coordination Group's key positions and along with various support positions whose roles undertakes specific duties for recovery, if and as required.

LOCAL RECOVERY COORDINATION GROUP – KEY POSITIONS

Management & Accountability

- Executive Manager Local Recovery Coordination (EMLRC)
 - **Aaron Cook**
- Deputy EMLRC – delegated role, if required

Coordination & Operations

- Local Recovery Coordinator (LRC)
 - **Cher Groves**
- Deputy LRC

Administration & Reporting

- Local Recovery Administrator (LRA)
 - **Les Crichton**
- Deputy LRA

SUPPORT RECOVERY ROLES

- Communications Officer
- Local Government Liaison Officer
- Community Sub-Group Coordinator
- Economic Sub-Group Coordinator
- Environment Sub-Group Coordinator
- Infrastructure Sub-Group Coordinator
- Shire Resourcing Sub-Group Coordinator

ROLES

The Shire of Gingin has a Local Recovery Coordination Group which consists of three key positions with different roles and responsibilities and a Deputy to undertake the roles duties during shifts, leave and absences. The personnel who have been selected for each position is not as a result of their Shire Position Description but rather for their capacity and suitability to the recovery role.

The Deputy provides support to the key positions/personnel which includes filling shifts and providing relief when required and undertaking the key role when personnel are on leave, not available or in circumstances when they are not able to assist. Ongoing recovery training and development is required across all positions.

The Local Recovery Coordination Group is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Group.

Executive Manager Local Recovery Coordination (EMLRC)

This is an executive position that is assigned to the Shire's Chief Executive Officer or a delegated Executive Manager. The EMLRC oversees recovery at a strategic level and is also the accountable for the Shire's recovery coordination, training of personnel and other functions, listed further below.

Local Recovery Coordinator (LRC)

The LRC plays a lead role in recovery and is responsible for coordinating the recovery efforts, recovery activation and operations, liaison with various stakeholders and recovery assessments. In addition, this position is the central point of contact along with coordinating and monitoring the recovery activities on the ground.

The LRC is also responsible in preparing for recovery including scenario and regional risk planning, attending LEMC meetings, community recovery preparedness, training and building internal capacity with the recovery function area facilitators.

The LRC works closely with the Local Recovery Administrator in both the preparedness, planning and coordination of recovery.

Local Recovery Administrator (LRA)

This position undertakes the administration requirements for recovery including preparing reporting and documentation, internal and agency communications, assists with recovery liaison and facilitation, coordinates meetings and assists with LRG requirements where required.

The LRA, in consultation with the LRC, is also responsible in preparing for recovery including overseeing the Recovery Plan review and updates, attending LEMC meetings, building internal capacity with the recovery function area facilitators and assists the LRC with community preparedness activities. The LRA works closely with the LRC in both the preparedness and coordination of Recovery.

FUNCTIONS

The below functions include that listed in the 'Local Recovery Coordination Aid Memoire' as provided by the State Emergency Management Committee.

Executive Manager Local Recovery Coordination (EMLRC)

Preparedness

- Consideration of potential membership of the Local Recovery Coordination Group (LRG) prior to an event occurring;
- Ensure the Local Recovery Plan is established;

Response/Recovery

- Fulfils the LRG Chair position;
- Ensuring a proactive approach to local recovery that contributes to preparedness, response, recovery and stakeholder (internal and external) engagement;
- For purposes of Shire accountability, overseeing staff recovery coordination; and
- Ensure applicable shire staff have the appropriate capacity, supports and resources required to undertake recovery duties adequately.

Evaluation

- Support the conduction of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Contribute to the evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency; and
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.

Local Recovery Coordinator

Preparedness

- Consideration of potential membership of the Local Recovery Coordination Group (LRG) prior to an event occurring;
- Coordination and promotion of community awareness of the recovery arrangements; and
- Community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

Response

- Liaise with the HMA/Controlling Agency (CA) and District Advisor (DA), and attend (or nominate a Local Government Liaison Officer or CEO) the Incident Support Group and/or Operations Area Support Group meetings;
- Provide advice to the Shire President and Chief Executive Officer/Executive Manager Local Recovery on the requirement to convene the Local Recovery Coordination Group (LRG) including suggested membership that is event specific and provide advice to the LRG if convened;
- Ensure receipt of Initial Impact Assessment from CA;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Determine the resources required for the recovery process in consultation with the LRG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRG;

- Coordinate local recovery arrangements in conjunction with the LRG, CA, Local Emergency Coordinator and other responsible agencies, if applicable;
- Meet with agencies involved with recovery operations to determine actions;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Determine the level of State involvement in the recovery effort, in conjunction with the local government, LRG and State Recovery Coordinator (SRC); and
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally.

Recovery

- Provide a central point of communication and coordination for the wide range of recovery related services and projects being progressed outside of the LRG;
- In consultation with the DA, assess the LRG requirements and resources for the restoration of services and facilities planned with assistance of responsible agencies;
- Monitor the progress of recovery and advise the RA of updates;
- In conjunction with the local government, ensure that any State-level recovery coordination operates only to ensure that the affected community has equitable and appropriate access to available resources;
- Provide assistance to the Local Welfare Coordinator, e.g. assistance with emergency evacuation centres such as building opening, closing, security and maintenance;
- It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DC to arrive;
- Ensure the recovery activities are consistent with the principles of community engagement; and
- Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.

Evaluation

- Support the conduction of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Contribute to the evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency; and
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.

Local Recovery Administrator

Preparedness

- Preparation, maintenance and testing of the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the Local Government;
- Consideration of potential membership of the Local Recovery Group (LRG) prior to an event occurring;
- Assist with coordination and promotion of community awareness of the recovery arrangements;

- Assist with community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience; and
- Ensure the Local Recovery Plan is practical and easily accessible by community/public.

Response

- Receive and distribute Initial Impact Assessment from CA (as applicable); and
- Undertake administration, reporting and meeting coordination and assist LRC with liaison, agency communications and facilitation, etc.
- Set-up and oversee Incident Support Centre

Recovery

- Collectively work with LRC in providing a central point of communication and coordination for the wide range of recovery related services and projects being progressed outside of the LRG;
- Undertake administration, reporting, meeting coordination and assist LRC with liaison, agency communications and facilitation, etc.;
- Provide assistance to the LRC and Local Welfare Coordinator, e.g. assistance with emergency evacuation centres such as building opening, closing, security and maintenance;
- It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DC to arrive
- Provide periodic reports to the LRG and the State Recovery Coordinating Group (SRCG) if established;
- Assist with LRG requirements where required and ensure the functions of the Executive Officer are undertaken for the LRG;
- Ensure the recovery activities are consistent with the principles of community engagement; and
- Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.

Evaluation

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency; and
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.

LOCAL RECOVERY GROUP

The LRG is responsible for the overall coordination of community recovery following an emergency event. The LRG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRG. The makeup of the LRG or any respective subcommittees will be determined by the scale of the event. The LRG and subcommittees will change over time.

ROLE

The role of the Local Recovery Group (LRG) is to coordinate and support local management of the recovery process within the community. The LRG is the strategic decision-making body for recovery.

- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

The below functions include that listed in the 'Local Recovery Coordination Aid Memoire' as provided by the State Emergency Management Committee.

FUNCTIONS

- Assess impact of event and coordinate activities to rebuild, restore and rehabilitate the community, economic, environment, infrastructure and psychosocial wellbeing of the affected community.
- Coordinate with CA on completion of the Impact Assessment.
- Assess recovery requirements, based on the impact assessment/s, within the five environments: community, economic, environment, infrastructure and Shire Resourcing.
- Establish LRG subcommittees, across the five environments: community, economic, environment, infrastructure and Shire resourcing, as required. Each subcommittee will be overseen by a Coordinator who is a pre-elected Shire Officer.
- Assume administrative tasks: agenda, minutes, reports, finances, recordkeeping, etc.
- Negotiate and facilitate the provision of services, public information, information exchange and resource acquisition
- Ensure inclusion and recovery issues of special needs people/groups are addressed
- If the Disaster Recovery Funding Arrangements – WA (DRFA-WA) have been activated for the event: ensure an assessment of damage is undertaken; and be aware of process requirements for eligible assistance measures (contact DRFA-WA officers for advice)
- If the Lord Mayor's Distress and Relief Fund (LMDRF) is activated, consult with the City

of Perth regarding the eligible criteria and procedures by which LMDRF payments will be made to affected individuals, as the process commences through the local government

- Manage offers of assistance, including volunteers, services and donated money
- For extensive reconstruction work, develop an event specific Operational Recovery Plan that includes: timeframes, responsibilities, completing major activities, full community participation and access, and considers the longer-term recovery needs and requirements
- Monitor the progress of recovery and receive periodic reports from recovery agencies.

LOCAL RECOVERY GROUP

Where required, the LRC shall form a Local Recovery Group which shall consist of, as a guide, the following:

Core Recovery Group

(Function – recovery planning, activation of plan, support Local Recovery Coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff.)

Position	Primary	Alternate (Relief)
Chair/ Executive Manager Local Recovery Coordination	Chief Executive Officer	Acting Chief Executive Officer
Public Spokesman	Shire President	Deputy Shire President
Local Recovery Coordinator	Recovery and Leasing Officer	Coordinator Corporate Planning
Local Recovery Administrator	Executive Manager Corporate and Community Services	Personal Assistant to Chief Executive Officer/CESM
Local Government Liaison Officer	CESM, Role based – as delegated	Role based – as delegated
Communications Officer	Communications & Marketing Officer	
Finance Officer	Finance Manager	Coordinator Corporate Services

Sub-Groups

Position	Primary	Alternate (Relief)
Community Sub-Group Coordinator		

Economic Sub-Group Coordinator	Shire President/LEMC Chair	LEMC Deputy Chair
Environment Sub-Group Coordinator		
Infrastructure Sub-Group Coordinator		
Shire Resourcing Sub-Group Coordinator		

Co-opted Members

(Function – these members would be co-opted as required to provide agency specific or expert advice and resources to assist the recovery process.)

Area	Organisation
Hazard Management Agency or controlling Agency	DFES, Police
Essential services	Telstra, Water Corp, Main Roads, Western Power
Welfare agencies	DC, ARC, Salvation Army, local welfare services
Financial services	Centrelink, Development commissions, Insurance providers, Chamber of Commerce
Dept of Health	
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	
Dept of Parks and Wildlife	
WA Police	
St John Ambulance WA	
Community Groups or representatives	Rotary Club, Lions Club, CWA
CaLD group representatives	
Non-Government Organisations	Community Resource Centres

Function Sub-Groups

(Function – sub-group may be formed to assist the recovery process by considering specific priority areas)

Core priority areas that may require the formation of a sub-group to undertake specific objectives. The below table provides an overview of the sub-groups if required.

Sub-Group	Objectives
Community Sub-Group Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event • To facilitate understanding on the needs of the impacted community in relation to community wellbeing • To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing • To assess and recommend medium- and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing • To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment Sub-Group Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife • To assess and recommend medium- and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure Sub-Group Objectives	<ul style="list-style-type: none"> • Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

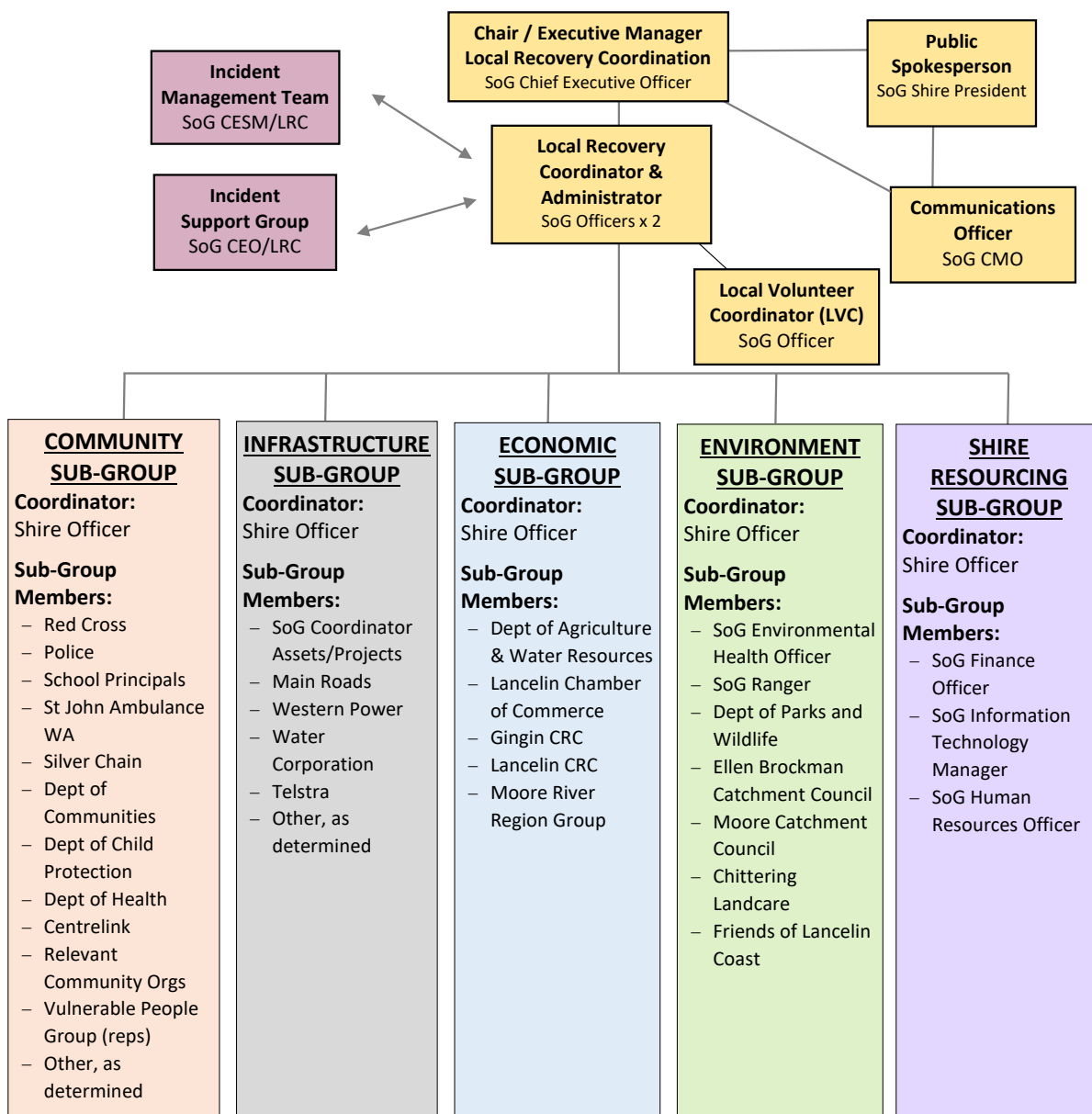
<p>Economic Sub-Group Objectives</p>	<ul style="list-style-type: none"> • To provide advice and assist in the coordination of the restoration of the economic environment and associated industries impacted, damaged or destroyed during the emergency. • Assist in assessing requirements for the restoration of economic environment and associated industries in conjunction with the responsible agencies where appropriate. • To assess and recommend priority economic and associated industry projects that support and/or to assist with the recovery process in the immediate and short, medium and long term.
<p>Shire Resourcing Sub- Group</p>	<p><u>Staffing</u></p> <ul style="list-style-type: none"> • Monitor staff well-being and provide the appropriate support as required during recovery situations. • Ensure all staff have been provided appropriate information to respond to community within their normal duties (as applicable), during a recovery situation. <p><u>Finance</u></p> <ul style="list-style-type: none"> • To ensure accounts are appropriately set-up to access during a recovery situation. • To apply for funding support through the Disaster Recovery Funding Arrangements Western Australia (DRFA-WA) in accordance to the guidelines and eligibility. • To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event. • The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: <ul style="list-style-type: none"> • ensure the principles of equity, fairness, simplicity and transparency apply; • ensure the procedures developed are straightforward and not onerous to individuals seeking assistance; and • recognise the extent of loss suffered by individuals complement other forms of relief and assistance provided by government and the private sector. <p><u>Data Management</u></p> <ul style="list-style-type: none"> • To plan for, oversee, problem solve and monitor data management during recovery situations. <p><u>Other</u></p> <ul style="list-style-type: none"> • To respond to any other identified needs and/or issues as determined in regards to Shire resourcing and responsibility to support a recovery situation.

Each Group is overseen by a Sub-Group Coordinator who is a Shire Officer that has been preselected for the particular role. Please refer to **Local Recovery Plan** Appendix for each of the five **Sub-Group Coordinator's Duty Card**.

LOCAL RECOVERY GROUP

Local Recovery Coordination Group

The following chart demonstrates the chain of command and structure with relation to all delegated Shire Officers involved in Recovery Coordination.



SPONTANEOUS RESPONDERS

Spontaneous responders are unaffiliated, unafflicted persons who first appear at the scene of an emergency situation or witness it, who are not associated with any recognised disaster response agency.

Registration, coordination and management of spontaneous responders is difficult to oversee, but best efforts will be made to collate required information by the HMA or a support agency and/or organisation where possible.

LOCAL VOLUNTEER COORDINATOR OF SPONTANEOUS VOLUNTEERS

As the Shire of Gingin is responsible for ensuring compliance with Work Health and Safety (WHS) legislation, the SoG requires all its volunteers and contractors to complete an induction and some basic WHS training.

The LRC will initially be responsible for overseeing volunteer activities and if the event dictates the necessity to do so, they will appoint and activate a Local Volunteer Coordinator (LVC) who will report directly to the LRC.

Within the first few days of an emergency occurring, the SoG will receive numerous offers of voluntary assistance. It is important to harness this enthusiasm so that offers and opportunities are not lost. There are likely to be two sources of volunteers:

1. Clubs, community groups and other non-government organisations; and
2. Members of the general public (spontaneous volunteers).

Volunteers affiliated with an organisation will generally be managed by the organisation of membership and are likely to have specific skills to perform assigned roles (e.g. CWA, Lions club, etc).

Volunteers from the general public (individuals and private companies) who offer assistance on an ad-hoc basis require careful management and coordination.

Volunteer Information Forms must be completed by SoG staff whenever an offer of assistance is made, and they should be forwarded to the LVC for consideration.

Consideration should be given to establish a list of activities that could be undertaken by volunteers to assist in the recovery effort.

The LVC should assist the LRG to coordinate donations of services/labour to assist with recovery.

The [Spontaneous Volunteer Management Resource Kit](#) is available as a guide.

Registration

It is the responsibility of the LVC to oversee the registration of all volunteers who are under the direction and control of the Shire of Gingin, regardless of whether they are individuals or belong to a community group or club. This must occur during all recovery activities including emergency welfare centre activities. For insurance purposes, it is paramount that any volunteer under the direction and control of the shire of Gingin must be registered and “signs

on” prior to participating in any task, with clear instructions disseminated and acknowledged. All volunteers must “sign off” on the completion of the volunteers shift.

Allocation of Tasks

The LVC is responsible for matching volunteers’ skills and resources to required tasks, bearing in mind the needs of the community and individuals. Tasks assigned must be meaningful with clearly defined roles and must be recorded. The LRC with direction from the LRCC is responsible for creating the tasks to be allocated. All tasks allocated must be authorised by the LRC to ensure the duplication of tasking is avoided.

Hours of Duty

Where applicable, volunteers should be rostered on for periods of no longer than 8.5 hours at one time, followed by a minimum 10-hour rest period. Shifts should overlap by a minimum of 30 minutes to enable briefings and handovers to their relief to occur. Meal breaks should be planned for, with the LVC responsible for all volunteer rostering. All rostering must be authorised by the LRC to ensure the duplication of resources is avoided.

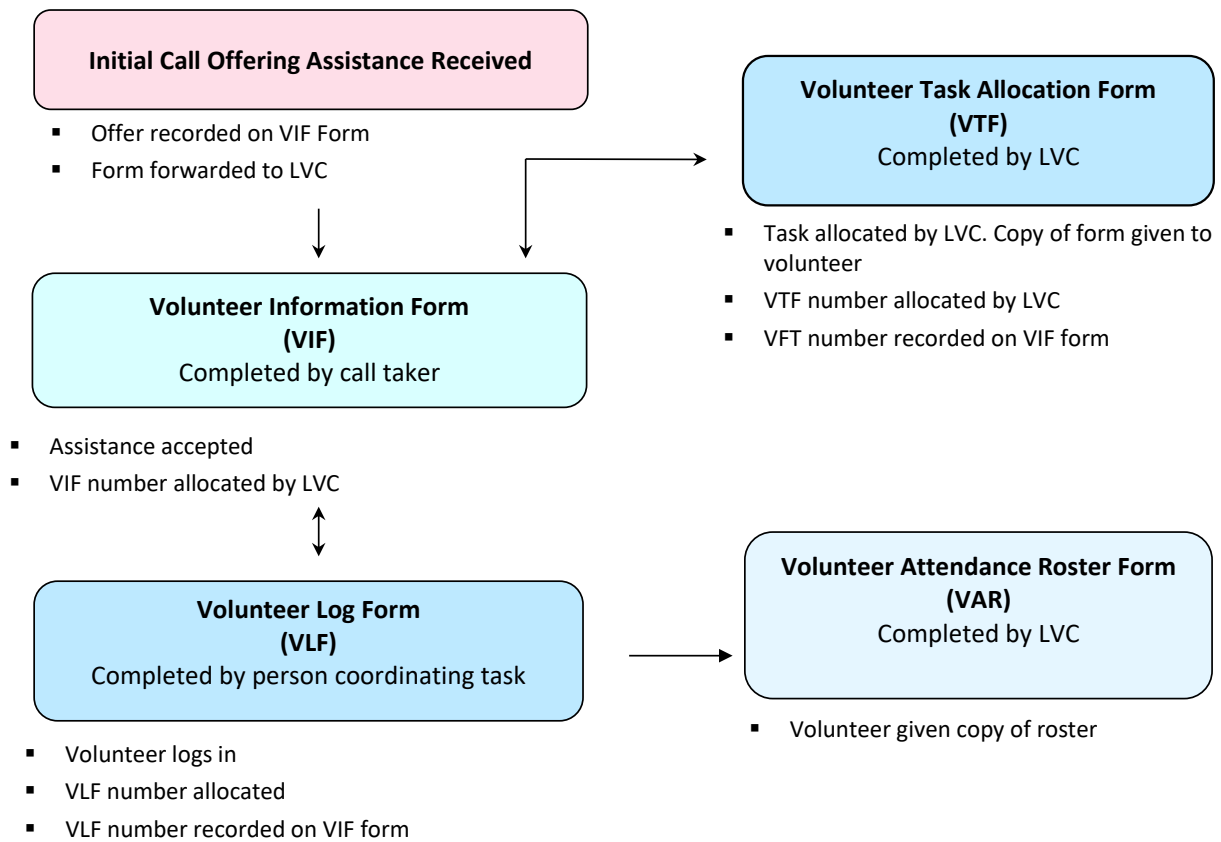
Identification

The LVC shall provide all volunteers with appropriate identification, the minimum standard being a name tag and fluoro vest.

Other

The LVC shall conduct regular briefing and debriefing of volunteers. Access to appropriate counselling must be provided to all workers, as an acknowledgement that high levels of both acute and ongoing stress, and direct exposure to trauma, may be experienced.

VOLUNTEER TASKING FORM FLOW CHART



COMMUNITY REACTIONS

It is important to understand the common reactions that individuals and the affected community, as a whole, experience when they are touched by an emergency. Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

Following a disaster, people frequently feel stunned, disoriented, or unable to integrate distressing information. Once these initial reactions subside, people can experience a variety of thoughts and behaviors. Common responses can be:

- Intense or unpredictable feelings. You may be anxious, nervous, overwhelmed, or grief-stricken. You may also feel more irritable or moody than usual.
- Changes to thoughts and behavior patterns. You might have repeated and vivid memories of the event. These memories may occur for no apparent reason and may lead to physical reactions such as rapid heartbeat or sweating. It may be difficult to concentrate or make decisions. Sleep and eating patterns also can be disrupted; some people may overeat and oversleep, while others experience a loss of sleep and loss of appetite.
- Sensitivity to environmental factors. Sirens, loud noises, burning smells, or other environmental sensations may stimulate memories of the disaster creating heightened anxiety. These “triggers” may be accompanied by fears that the stressful event will be repeated.
- Strained interpersonal relationships. Increased conflict, such as more frequent disagreements with family members and coworkers, can occur. You might also become withdrawn, isolated, or disengaged from your usual social activities.
- Stress-related physical symptoms. Headaches, nausea, and chest pain may occur and could require medical attention. Pre-existing medical conditions could be affected by disaster-related stress.

The Community Reaction to Disasters diagram (to follow) illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency.

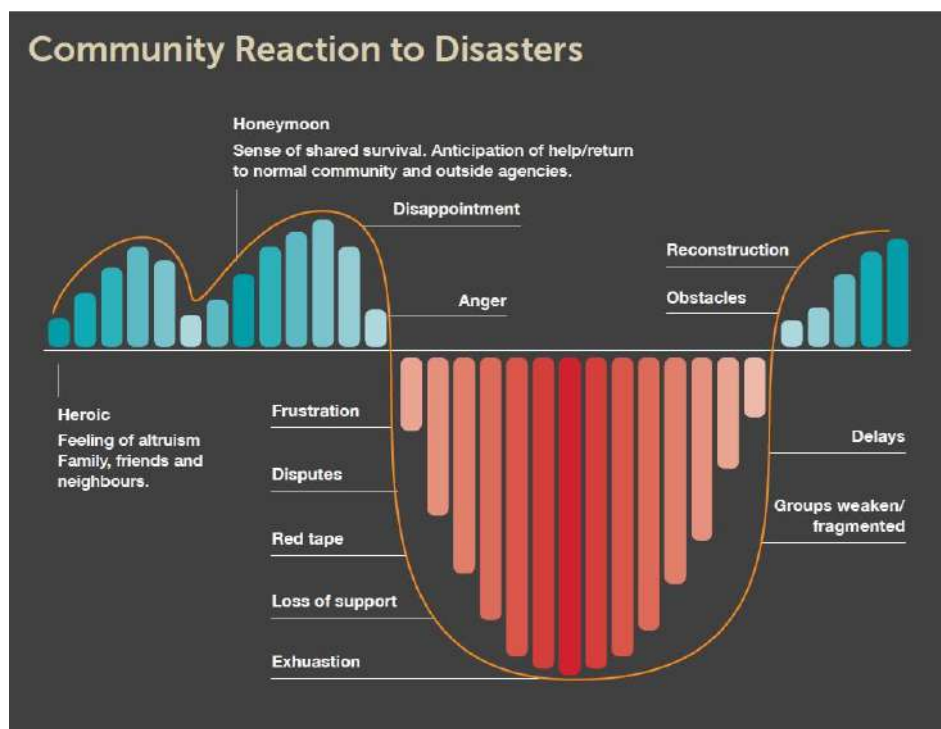
1. Heroic Phase: This phase usually occurs directly after the disaster, when heroic actions are taken to help people recover from and/or survive a disaster. The media may be just arriving on the scene or not yet arrived at this phase.

2. Honeymoon Phase: In this phase people draw together to solve problems in an intense showing of community. Media interest is intense during this phase. This phase generally lasts from one week to six months.

3. Disillusionment/Disappointment Phase: People begin to get a mentality of “everyone for himself” when delays and other issues common with disaster set in. About this time media interest begins to fade and blame is assigned. This phase could extend from two months to one or more years.

4. Reconstruction Phase: People start to pull together again to get things done, delays in the process continue to garner negative feelings and reactions. The media may revisit the disaster at this time (one-year anniversaries, etc.)

This process is indicative only and it should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage.



It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

ACTIONS AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a listing of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive but is meant as a prompt to initiate discussion and planning.

Activities:

- One Stop Shop (location to be advised)
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets

- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/ Planning schemes

Strategies:

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

- Provide regular updates on:
 - current state & extent of the disaster,
 - actual and proposed official response
 - desired community response
 - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
 - One Stop Shop
 - Door Knocks
 - Outreach Programs/Needs Assessments
 - Information Sheets and or/ Community Newsletters

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

Considerations:

- Restoration of essential services.
- Allocation of limited resources.
- Aid management.
- On-going welfare requirements.
- Health issues.
- Law and order, including security.
- Communications.
- Transport, including the status of all roads and airfields.
- Utilities.
- Business/commercial and rural sector requirements.
- Residential property damage.
- Social concerns, including psychological impacts and stress symptoms.
- Recovery of educational establishments and review of their use during the response phase.

Issues:

- Acceleration of pre-event economic trends – will the community continue to prosper or regress?
- Prioritisation (domestic vs commercial) – population density is likely to capture and determine prioritisation.
- Monitor print and broadcast media and counter misinformation.
- Prolonged welfare assistance.
- Political will to acknowledge liability or to accord special funding.
- The need to clarify with regard to insurance issues.
- Difference of expectations between Local, State and Federal Government.
- Restoration to what level?

- Is it affordable?
- Is it a priority?
- Is it legal?
- Determining who pays.

Recovery Centre and One-Stop-Shop

The purpose of a Recovery Centre (RC) and a One Stop Shop (OSS) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRC will decide where to establish the RC (which could be on-going for a significant length of time) and the OSS (usually immediate and shorter length of time), which will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

Australian Red Cross

The Australian Red Cross has over 100 years' experience of dealing with people in crisis. A wide range of helpful resources can be found on the Australian Red Cross website (<https://www.redcross.org.au/emergencies/resources/>) to help communities prepare for, respond to and recover from disasters.

SOG STAFF

Staff considerations

To ensure the continuity of regular business processes, the demands of recovery operations on staff should be considered. It may be necessary to employ additional staff to ensure the Shire continues to fulfil critical service obligations to the community. The extent of the recovery operations should not be underestimated, as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be required for months or even years after.

Staffing levels

In the event of a large-scale emergency, the Shire's management should assess staffing needs, as soon as possible, to ensure adequate resourcing is available. If appropriate, a request for assistance may be forwarded to the LRG for consideration.

Stress and fatigue

Senior staff are responsible for considering and monitoring the effects of fatigue, stress, and pressure on staff throughout the recovery process. Additionally, there may be situations where some staff members live in the affected community and have been personally affected by the disaster. Dependent on the nature and impact of the disaster, Council and Human Resources Officers should consider additional support for staff.

Staff communication

It is imperative that all staff be regularly briefed and kept up to date with all activities and

progress of recovery. Every day staff communicate with a broad range of community members so can confidently understand and relate the extensive activities and actions the Shire and its LRG are currently engaged in. Situation Reports should be posted prominently within the workplace.

The Shire will instigate a formal debriefing arrangement for all staff as they transition from recovery back to their normal duties.

CHAIR – DUTY CARD

Duty Card 1. – Chair
<p>The Chair leads the LRG, performs the role of committee spokesperson who liaises with the Hazard Management Agency (HMA) and other state level agencies. This position is filled by the Executive Manager Local Recovery Coordination.</p>
<p>Responsibilities Pre-Recovery</p> <ul style="list-style-type: none"> • Attend all training activities organised for the LRG • Remain familiar with responsibilities within the LRG • Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies • Maintain regular contact with relevant agencies involved in recovery planning and response.
<p>Alert/Stand-By</p> <ul style="list-style-type: none"> • Receive brief from HMA and document details of the disaster • Brief LRG members of situation and the 'alert/stand-by' status • Confirm the level of activation of the LRG in consultation with the HMA • Provide briefing to the LRG following HMA briefing • Keep updated on the status of the event/situation.
<p>Activation</p> <ul style="list-style-type: none"> • Hold first meeting of the LRG • Allocate responsibilities and manage the activities of the LRG during activation phase • Keep updated on the status of the event/situation (covering community, economic, environment, infrastructure and Shire resourcing implications). • Ensure the LRG is aware of HMA's arrangements and potentially other government support plans that may be activated during a recovery
<p>Recovery</p> <ul style="list-style-type: none"> • Lead the development of the recovery plan and manage its implementation • Approve an effective disaster recovery plan (for short-medium term) that is in line with the State Disaster Management Group's strategic policy framework and minimises the effects of the disaster on the Shire of Gingin. • Ensure effective communication with all relevant stakeholders (i.e. community members, businesses, media, government agencies, not-for-profit agencies, mayors, elected representatives, etc.) with support of the Communications Officer • Ensure regular Situational Reports (SITREPs) are provided to the HMA and other agencies Conduct regular LRG briefings and feedback sessions on the progress of the recovery program. • Coordinate visits by Ministers and VIPs
<p>During Recovery</p> <ul style="list-style-type: none"> • When appropriate, develop a medium/long-term recovery plan and oversee its implementation. (Plan to cover the community, economic, environmental, infrastructure elements and Shire resourcing as applicable). • Manages the decision-making process and, where appropriate, have the final decision
<p>Post-Recovery</p>

- Stand down the LRG
- Identify any group follow-on actions required and allocate responsibilities and deadlines
- Facilitate LRG Post-Crisis Review and record outcomes — oversee the update of procedures/plans if required
- Attend any Post-Crisis Reviews organised by the HMA and brief LRG members
- Provide copy of Post-Crisis Review to other relevant agencies.

PUBLIC SPOKESPERSON – DUTY CARD

Duty Card 2. – Public Spokesperson
The Public Spokesperson is a Shire Council representative (ideally the Present or Deputy President) who performs the role of public spokesperson and support the Chair with their duties as relevant and required
Responsibilities Pre-Recovery
<ul style="list-style-type: none"> Attend all training activities organised for the LRG Ensure all resources are in place in the event of activation of the LRG Remain familiar with responsibilities within the LRG Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving <u>all relevant agencies</u>.
Alert/Stand-By
<ul style="list-style-type: none"> Proceed to the Incident Support Centre and set up in preparation for activation Participate in the initial LRG briefing.
Activation
<ul style="list-style-type: none"> Participate in LRG briefing Keep updated on the status of the event/situation (covering community (social), economic, environment, infrastructure and Shire resourcing implications) Assist the Chair in all activities in this phase.
Recovery
<ul style="list-style-type: none"> Act as spokesperson for the LRG with the media and in public forums Understudy the Chair Consult with Committee members (covering community, economic, environment, infrastructure and Shire resourcing) for their input into the recovery plan Liaise and work with appropriate members of HMA and agencies as required Assist the LRC to gather input from the community in the development of the recovery plan Contribute to the development of the recovery plan Assist in the implementation of the recovery plan Provide administrative support to the LRG — including distribution of Situational Reports (SITREPs) to all relevant stakeholders Assume the role of Chair in his/her absence (and when their Deputy is not able to step in) Provide the Administration Support with copies of the LRG activity log sheets Carry out other duties as directed by the Chair Conduct regular LRG briefings and feedback sessions on the progress of the recovery program. Monitor health, fatigue, morale and stress levels of the LRG and advise the LRG Chair as required
Post-Recovery
<ul style="list-style-type: none"> Complete any follow up action as directed Conduct inter-agency briefings and feedback sessions on the effectiveness of the recovery program

- Contribute to the LRG Post-Crisis Review
- Collate and file all relevant LRG documentation
- Refurbish LRG resourcing requirements
- Contribute to the Post-Crisis Review report.

LOCAL RECOVERY COORDINATOR – DUTY CARD

Duty Card 3. – Local Recovery Coordinator

The LRC manages the Local Recovery Group (LRG), related planning for the Shire of Gingin and oversees the recovery process (community, economic, environment, infrastructure and Shire resourcing) and co-ordinates the City's recovery under guidance from the HMA and the Chair.

Responsibilities Pre-Recovery

- Attend all training activities organised for the LRG
- Remain familiar with responsibilities within the LRG
- Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies
- Maintain the Local Recovery Plan
- Maintain regular contact with relevant agencies involved in recovery planning and response
- Ensure the Local Recovery Plan is tested with the other Emergency Management Arrangement exercises.

Alert/Stand-By

- Receive brief from Chair and the HMA and document details of the disaster/incident
- Brief LRG members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRG in consultation with the Chair and the HMA
- Mobilise any additional resources or specialist advisors required for the LRG
- Ensure adequate resources are in place for activation of the LRG
- Coordinate the assessment of the community recovery requirements
- Keep updated on the status of the event/situation
- Advise the LRG Chair when to activate the LRG.
- Activate/set up and assist Welfare Evacuation Centre/s as required

Activation

- Facilitate first meeting of the LRG
- Allocate responsibilities and manage the activities of the LRG during activation phase
- Ensure all LRG members are briefed and understand their individual and team responsibilities
- Keep updated on the status of the event/situation (covering community, economic, environment, infrastructure and Shire resourcing implications).
- Ensure the LRG and Chair is aware of other HMA's and potentially other government support plans that may be activated during a recovery

Recovery

- Involve members of the community in the implementation of the recovery plan
- Provide copy of the recovery plan to Local Recovery Administrator for feedback and review
- Ensure effective communication with all relevant stakeholders (i.e. community members, businesses, media, government agencies, not-for-profit agencies, mayors, elected representatives, etc.) with support of the Local Recovery Administrator and Communications Officer
- Ensure regular Situational Reports (SITREPs) are provided to the Chair, the HMA and other agencies

- Conduct regular LRG briefings and feedback sessions on the progress of the recovery program.
- Ensure management of volunteers is provided
- Ensure coordinated management of donated goods

Post-Recovery

- Ensure team members adhere to a rotation policy to ensure adequate rest
- When appropriate, develop a medium/long-term recovery plan and oversee its implementation (Plan to cover the community, economic, environment, infrastructure and Shire resourcing elements).
- Identify any group follow-on actions required and allocate responsibilities and deadlines
- Facilitate LRG Post-Crisis Review and record outcomes — oversee the update of procedures/plans if required
- Attend any Post-Crisis Reviews organised by the Chair, the HMA and brief LRG members
- Provide copy of Post-Crisis Review to other relevant agencies.

LOCAL RECOVERY ADMINISTRATOR – DUTY CARD

Duty Card 4. – Local Recovery Administrator

The Local Recovery Administrator reports to the LRG Chair and LRC and is responsible local recovery administration, reporting and including overseeing administration requirements. He/she ensures that all resources necessary to support the LRG are provided as well as provide support to the lead role being the Local Recovery Coordinator.

Responsibilities Pre-Recovery

- Attend all training activities organised for the LRG
- Remain familiar with responsibilities within the LRG
- Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies and maintain regular contact where possible
- Maintain the Local Recovery Plan
- Maintain regular contact with relevant agencies involved in recovery planning and response
- Ensure the Local Recovery Plan is tested with the other Emergency Management Arrangement exercises.
- Regularly check and update the stakeholder directories/lists

Alert/Stand-By

- Support LRC with administration, liaison, facilitation and reporting with local recovery coordination
- Support LRC in activation/set up of Welfare Evacuation Centre/s
- Receive brief from Chair, LRC and the HMA and document details of the disaster
- Brief LRG members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRG in consultation with the Chair and the HMA
- Mobilise any additional resources or specialist advisors required for the LRG
- Ensure adequate resources are in place for activation of the LRG
- Coordinate the assessment of the community recovery requirements
- Keep updated on the status of the event/situation
- Advise the LRG Chair when to activate the LRG.

Activation

- Support LRG with administration, liaison, facilitation and reporting with local recovery coordination
- Ensure all resources necessary to support the LRG are provided, where possible
- Activate communication links with the HMA
- Attend the LRG initial briefing.

Recovery

- Support LRG with administration, liaison, facilitation and reporting with local recovery coordination
- Ensure all committee actions, decisions and events are accurately recorded and documented, and also recorded in the LRG Activity Log Sheet
- Establish communication, exchange information and coordinate activities with the LRG team representatives (economic, environment, social and infrastructure)
- Assist the Administration Support in maintaining a chronological log of events as appropriate (pay special attention to times of significant activities and events)
- Ensure overall provision of administrative, IT and catering support to the LRG

- Document all personal actions and decisions on a personal log sheet.

Post-Recovery

- Support LRG with administration, liaison, facilitation and reporting with local recovery coordination
- Collect and file documentation from all teams within the LRG
- Help to ensure allocated Post-Crisis follow up actions are completed
- Participate in the Post-Crisis Review
- Evaluate the effectiveness of the Recovery Coordination during the recovery and recommend any necessary changes to the room or associated procedures and implement if possible

COMMUNICATIONS OFFICER – DUTY CARD

Duty Card 5. – Communications Officer
The Communications Officer reports to the LRG Chair and coordinates and manages LRG-related communication to stakeholders on behalf of the Gingin LRG.
Responsibilities Pre-Recovery
<ul style="list-style-type: none"> • Attend meetings and training activities organised for the LRG • Remain familiar with responsibilities within the LRG • Understand each agency's role in relation to the response and recovery to ensure a coordinated recovery process involving all relevant agencies. • Liaise with HMA representative to assist with dissemination of information.
Alert/Stand-By
<ul style="list-style-type: none"> • Attend all LRG briefings • Advise the LRG on potential community and media requirements • Ensure resources are in place to manage media enquiries • Establish links with other agency communication representatives (i.e. WA Police Media Unit, etc.).
Activation
<ul style="list-style-type: none"> • Attend LRG briefing • Begin initial actions from LRG briefing • Provide ongoing advice to Hazard Managements Agencies (HMA) and LRG in relation to media communications • Liaise with other agencies to ensure a co-ordinated response to media enquiries • Provide support to the LRG Chair in relation to media enquiries and response • Draft initial media materials on behalf of the LRG Chair Ensure all media materials go through the required approval processes.
Recovery
<ul style="list-style-type: none"> • Serve as the principal advisor to the LRG Chair regarding interactions with the media and other stakeholders and advise him/her of any pressing media issues, concerns or problems • Establish a media briefing room • Prepare all external communication (media fact sheets, media releases, etc.) for approval by the LRG Chair • Manage the information displayed on the Shire's website or related emergency recovery websites and any promotional material required • In consultation with the HMA, develop a stakeholder engagement strategy that covers both the response and recovery phases • Implement this strategy • Keep informed of communication activities being conducted by other agencies and ensuring the LRC is made aware of the messages being communicated • Ensure all communication materials released by the LRG follow the required approval processes • Keep in close contact with the communications representatives from other agencies (i.e. WA Police, Emergency Services,) as well as the relevant Ministerial media advisors • Provide relevant information to other agencies on the Shire's disaster response, etc.

- Closely monitor media reports about the disaster and the recovery process and provide advice to the LRG on the most appropriate response
- Attend HMA and LRG meetings when required
- Carry out other duties as directed by the Deputy

Post-Recovery

- Complete any follow up actions as directed
- Contribute to the Post-Crisis Review.

LOCAL GOVERNMENT LIAISON OFFICER – DUTY CARD

Duty Card 6. – Local Government Liaison Officer
The LG Liaison Officer reports to the LRG Chair and maintains accurate, up to date incident documents. He/she collects, evaluates and displays information about the incident, response operations, environmental conditions and incident resources.
Responsibilities Pre-Recovery
<ul style="list-style-type: none"> Attend all meeting and training activities organised for the LRG Ensure status boards, charts, maps and other tools/aids are readily available Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.
Alert/Stand-By
<ul style="list-style-type: none"> Proceed to the Incident Control Centre Ensure documentation is in place ready for record keeping.
Activation
<ul style="list-style-type: none"> Start the LRG Activity Log Sheet Attend the LRG initial meeting Commence the LRG Activity 1 Log Sheet
Recovery
<ul style="list-style-type: none"> Update the status boards Maintain a chronological log of events, paying special attention to times of significant activities and events Ensure LRG members are present for briefs as required by the Chair and Spokesperson Ensure that any LRG member not able to attend a briefing session is updated Manage the flow of hard copy information and retain copies for the permanent log Manage the flow of hard copy information and retain copies for the permanent log Regularly collate the notes (logs) from other LRG groups (community, economic, environment, infrastructure and Shire-resourcing) into the LRG Activity Log Sheet Draft regular Situational Reports (SITREPs) for the approval and release of the Chair Alert other LRG members to major changes, issues and outstanding actions Take digital photos of status boards before they are updated Proactive' monitor all communication and record pertinent points as they arise.
Post-Recovery
<ul style="list-style-type: none"> Assist with the collection and filing of all documentation from all teams within the LRG Ensure allocated Post-Crisis follow up actions are completed Participate in the incident Post-Crisis Review Contribute to the development of the recovery report Assist with refurbishing the Incident Control Centre back to a 'ready' state.

COMMUNITY SUB-GROUP COORDINATOR – DUTY CARD

Duty Card 7. – Community Sub-Group Coordinator

The Community Coordinator is responsible for the delivery of community recovery services (inclusive of welfare recovery and financial assistance services) to individuals, families, sporting clubs, social groups and communities, including counselling and support recovery services.

Responsibilities Pre-Recovery

- Attend all meetings and training activities organised for the LRG
- Identify and be aware of any existing social/community issues and/or sensitivities surrounding the Shire, that may arise during a recovery
- Keep abreast of content of the Local Welfare Plan and the Recovery Plan
- Remain familiar with the range of financial services available and the appropriate referral processes
- Remain familiar with the range of financial services available and the appropriate referral processes
- Remain familiar with responsibilities within the LRG
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

Alert/Stand-By

- Prepare for the initial meeting by:
- Collecting information regarding the community impacts, or likely impacts, associated with the situation at hand
- Establish contact with likely members of the Community Sub-Group and assist the LRC to organise attendance
- Consider what information / documents are relevant to the situation and may be beneficial at the initial meeting. Be prepared to provide advice on the One Stop Shop requirements from a welfare and community recovery perspective and space for access to financial assistance information.
- Attend the LRG initial meeting.

Activation

- Begin initial actions as outlined in the Recovery Plan — delegate duties to sub-committee
- Proceed to the Incident Support Centre for the LRG meeting
- Receive brief and note implications for the welfare recovery of the City
- Start documenting requirements for the welfare recovery of the City
- Update all members of the sub-committee and organise first meeting
- Hold first meeting of the sub-committee and provide overview of LRG's priorities.

Recovery

- Attend LRG meeting and contribute to the initial recovery plan
- Brief Community Development and Services team on recovery plan priorities — delegate actions
- Liaise with other agencies and support groups involved with the activities of the Shire
- Welfare Support Plan to reduce duplication of effort covering:
 - Communication with the community and other stakeholders
 - Catering
 - Accommodation

- Personal support services
- Counselling services
- Outreach services
- Financial assistance
- Community recovery centres
- Keep the Chair regularly informed of above activities
- Attend all LRG meetings and report back to sub-committee on outcomes
- Ensure all activities completed by the sub-committee are in keeping with the Recovery Plan developed by the LRG
- Establish and implement a longer-term disaster recovery program in keeping with the plan developed by the LRG
- In collaboration with other agencies develop a sustainable exit strategy.

Post-Recovery

- Collect and file all sub-committee documentation
- Ensure allocated Post-Crisis follow up actions are completed
- Advise on welfare/community related issues at the Post-Crisis Review
- Conduct Inter-agency briefings and feedback sessions on the effectiveness of the social recovery program
- Complete any follow up actions as directed

ECONOMIC SUB-GROUP – DUTY CARD

Duty Card 8. – Economic Sub-Group Coordinator

The Economic Coordinator reports to the LRG Chair and is responsible for focusing on the financial and economic recovery of the Shire. This includes public infrastructure, community facilities, business enterprises (commercial, industrial, retail, service, agricultural, etc.), residents and households.

Responsibilities Pre-Recovery

- Attend all meetings and training activities organised for the LRG
- Remain familiar with the range of economic services available and the appropriate referral processes
- Remain familiar with responsibilities within the LRG
- Remain familiar with any plans developed by emergency management regarding disaster recovery
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

Alert/Stand-By

- Prepare for the initial meeting by:
- Collecting information regarding the economic impacts, or likely impacts, associated with the situation at hand
- Establish contact with likely members of the Economic Sub-Group and assist the LRC to organise attendance
- Consider what information / documents are relevant to the situation and may *be* beneficial at the initial meeting. Be prepared to provide advice on the One Stop Shop requirements from an economic recovery perspective
- Attend the LRG initial meeting.

Activation

- Proceed to the Incident Support Centre for the LRG meeting
- Provide detail on the economic impacts of the situation or what is required to make an assessment
- Interpret information received at the meeting and provide guidance on the implications to the local economy
- Provide advice on the recovery priorities from an economic perspective
- Update others within emergency management and determine resource requirements.

Recovery

- Continuously monitor the effects of the disaster on the City's economic viability
- Assist the LRG to develop strategies that will minimise the effects of the emergency on individuals and actively support the recovery of business and industry. This strategy should address the following:
 - Communication — to community, local industries and businesses regarding the recovery process and resources available
 - Financial assistance - to be accessed by businesses and individuals to aid economic recovery (government grants, appeal distribution and charitable payments)
 - Industry support - work closely with specific industries (e.g. agriculture, tourism, etc.) that are impacted by the disaster and support them in the recovery process

- Local involvement - establish a reference group which is representative of business, community members, industry and other relevant groups
- Provide opportunities for reference group to assist in decision making and allocation of resources for the economic recovery of the City
- Conduct inter-agency briefings and feedback sessions on the progress of the economic recovery program
- Consult with the Chamber of Commerce & Industry and other industry groups
- Ensure there is effective and ongoing communication to relevant agencies, businesses and individuals in the community regarding the recovery process
- Work closely with specific businesses and community members that are impacted by the disaster and support them in the recovery process and available resources
- Regularly collect information from members of the Economic Group and provide updates to the remainder of the LRG
- Attend LRG briefings and keep in regular contact with the Chair on activities and progress

Post-Recovery

- Provide copies of any reports related to the economic recovery of the affected area to the LRG
- Advise on economic related issues at the Post-Recovery Review
- Conduct inter-agency briefings and feedback sessions on the effectiveness of the economic recovery program.

ENVIRONMENT SUB-GROUP COORDINATOR – DUTY CARD

Duty Card 9. – Environment Sub-Group Coordinator

The Environment Coordinator reports to the LRG Chair and manages all environmental matters for the recovery including the responsibility for the provision of environmental health and the welfare for pets and livestock.

Responsibilities Pre-Recovery

- Attend all meeting and training activities organised for the LRG
- Identify and be aware of any existing environmental issues and sensitivities surrounding the Shire that may arise during an emergency or similar operation that may arise during a response
- Remain familiar with responsibilities within the LRG
- Remain familiar with any plans developed by the Shire regarding disaster recovery
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.
- Be aware of any environmental groups who may seek to be involved

Alert/Stand-By

- Proceed to the Incident Support Centre
- Prepare for the initial meetings by the Chair / LRG by:
 - Collecting information regarding the environmental impacts, or likely impacts, associated with the situation at hand
 - Establish contacts with likely members of the Environment Sub-Group and assist the LRC to organise attendance
 - Consider what information / documents are relevant to the situation and may be beneficial at the initial meeting.
- Attend the LRG initial meeting.

Activation

- Proceed to the Incident Support Centre for the LRG briefing
- Provide detail on the environmental impacts of the situation or what is required to make an assessment
- Interpret information received at the meeting and provide guidance on the implications to the local environment
- Provide advice on the recovery priorities from an environmental perspective
- Update others relevant Shire Offices accordingly

Recovery

- Coordinate welfare for evacuated pets and livestock
- Coordinating environmental health services
- Continuously monitor the effects of the disaster on the City's environment
- Advise on potential environmental issues and areas of possible escalation
- Determine whether additional environmental personnel or technical specialists (disposal, wildlife, etc.) are needed, and if so, coordinate their activation and supervise their activities
- Involve members of environmental bodies in key decision-making
- Conduct inter-agency briefings and feedback sessions on the progress of the environmental recovery program

- Monitor response and recovery activities to ensure compliance with relevant environmental legislation
- Monitor and assess the environmental consequences of clean-up operations.
- Attend LRG briefings and keep in regular contact with the Chair on activities and progress.

Post-Recovery

- Provide copies of any reports related to the environmental recovery of the affected area to the LRG
- Advise on environment related issues at the Post-Recovery Review
- Conduct inter-agency briefings and feedback sessions on the effectiveness of the environmental recovery program.
- Complete any follow up actions as directed.

INFRASTRUCTURE SUB-GROUP COORDINATOR – DUTY CARD

Duty Card 10. – Infrastructure Sub-Group Coordinator

The Infrastructure Coordinator reports to the LRG Chair and manages all issues relating to the effective recovery of the physical infrastructure in the community including communications systems, transport systems, public utilities (power, water, sewerage and drainage) and buildings affected by an emergency or disaster.

Responsibilities Pre-Recovery

- Attend meeting and training activities organised for the LRG.
- Remain familiar with the range of repair and re-establishment of infrastructure services available and the appropriate referral processes.
- Remain familiar with responsibilities within the LRG.
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

Alert/Stand-By

- Prepare for the initial meeting by the Chair by:
 - Collecting information regarding the current or likely impacts on infrastructure associated with the situation at hand
 - Establish contact with likely members of the Infrastructure Group and assist the LRC to organise attendance
 - Consider what information / documentation is relevant to the situation and may be beneficial at the initial meeting.
- Attend the initial LRG meeting.

Activation

- Proceed to the Incident Support Centre for the LRG meeting
- Provide detail on the impacts on infrastructure from the situation or what is required to make an assessment
- Provide advice on the recovery priorities from an infrastructure perspective

Recovery

- Survey the damage and determine the extent to which normal operations have been compromised
- Implement the infrastructure elements of the recovery plan (i.e. construct, rebuild and/or re- establish infrastructure and systems)
- Source and mobilise funding, equipment, supplies, personnel and back-up support to enable the subsequent phases of recovery to take place
- Keep the Chair updated on activities relating to infrastructure recovery
- Attend LRG briefings on behalf of the Infrastructure Group and keep in regular contact with the Chair on activities and progress
- Conduct inter-agency briefings and feedback sessions on the progress of the infrastructure recovery program.

Post-Recovery

- Develop the infrastructure report for approval by the LRG
- Collect and file all documentation relating to infrastructure recovery
- Advise on infrastructure related issues at the Post-Crisis Review
- Conduct inter-agency briefings and feedback sessions on the effectiveness of the

infrastructure recovery program

- Complete any follow up actions as directed

SHIRE RESOURCING COORDINATOR SUB-GROUP – DUTY CARD

Duty Card 11. – Shire Resourcing Sub-Group Coordinator

The Shire Resourcing Coordinator reports to the LRG Chair and is responsible for the internal Shire deliverables and requirements specific to local recovery coordination. This includes financials assistance, human resource support and management, information/data management and any other area that has been identified (for inclusion) with respect to the specific to the emergency situation.

Responsibilities Pre-Recovery

- Attend all meetings and training activities organised for the LRG
- Remain familiar with responsibilities within the LRG
- Remain familiar with any plans developed by emergency services regarding disaster recovery
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

Alert/Stand-By

- Prepare for the initial meeting by:
 - Collecting information regarding the financial impacts, or likely impacts, associated with the situation at hand
 - Consider staffing and data/information management requirements for activation if required
 - Consider what information / documents are relevant to the situation and may be beneficial at the initial meeting.

Activation

- Attend the LRG meetings
- Provide detail on the financial and resourcing impacts of the situation or what is required to make an assessment
- Interpret information received at the meeting and provide guidance
- Provide advice on the recovery priorities from a financial and Shire resourcing perspective
- Update others within emergency services and determine resource requirements.

Recovery

- Continuously monitor the effects of the disaster on the City's financial viability and any implications to the Shire including resourcing capacity
- Assist the LRG to develop strategies that will minimise the effects of the emergency on individuals and actively support the recovery of business and industry. This strategy should address the following:
 - Financial assistance - to be accessed by businesses and individuals to aid economic recovery (government grants, appeal distribution and charitable payments)
- Management of DRFAWA claims
- Managing distribution of Lord Mayor's Appeal funds
- Ensure there is effective and ongoing communication to relevant stakeholders regarding the recovery process
- Attend LRG briefings and keep in regular contact with the Chair on activities and progress

Post-Recovery

- Provide copies of any reports related to the financial recovery and Shire resourcing of the affected area to the LRG
- Advise on financial related and/or Shire resourcing issues at the Post-Recovery Review
- Conduct inter-agency briefings and feedback sessions on the effectiveness of the Shire resourcing sub-group involvement in recovery.

**RECOVERY CHECKLIST: SHORT-TERM (IMMEDIATE TO ONE WEEK) FOR
LOCAL RECOVERY COORDINATOR/COORDINATION GROUP**

Task Description	EMLR	LRC	LRA
Within 12-24 hours			
Contact and alert key local/agency contacts, including Incident Controller and DA.			
Liaise with Controlling Agency (CA) and participate (or nominate the Local Government Liaison Officer or CEO) in the Incident Support Group and/or Operations Area Support Group.			
Identify special needs and vulnerable people such as: youth, the aged, the disabled, Aboriginal people, culturally and linguistically diverse (CaLD) people, and isolated and transient people.			
Consider fatigue management for self and recovery staff (contact EM agencies for advice/support)			
Consider what support is required, such as resources to maintain records of events and actions.			
Brief media on the recovery, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from recovery agencies).			
Within 48 hours			
LRC to ensure receipt of the initial impact assessment from the CA.			
LRC and local government to determine the need to convene a LRG and brief members.			
In conjunction with the State Recovery Coordinator, the LRC and local government are to participate in the determination of the level of State involvement in the recovery effort.			
Meet with agencies involved with recovery operations to determine priority actions.			
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.			
Manage offers of assistance, volunteers and donated money. Liaise with the Shire of Perth's Lord Mayor's Distress and Relief Fund (LMDRF), if activated, on eligible criteria and procedures for payments to affected individuals. The procedures commence through the local government. Refer to the State Emergency Management Local Recovery Guidelines, Appendix Seven for			

Task Description	EMLR	LRC	LRA
the criteria and procedures.			
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities (liaise with the Department of Communities).			
Report on likely costs and impact of recovery activities and establish a system for recording all recovery expenditure (such as keeping all receipts and providing timesheets for paid labour).			
Consider setting up a call centre with prepared responses for frequently asked questions (FAQ). Place the collated FAQs on the local government's website or link for the disaster event, and/or printed materials, as appropriate (choose suitable medium/s for various audiences).			
Within 1 week			
Participate in consultation for completion of Impact Assessment by the CA.			
Establish LRG subcommittees, if needed, based on the 4 environments: community, environment, economic, infrastructure and Shire resourcing (determine functions and membership. Refer to the State EM Local Recovery Guidelines, Appendix Seven: Sample Recovery Subcommittee Role Statements.			
Depending on extent of the damage, the LRC and LRG should develop an Operational Recovery Plan which determines the objectives, recovery requirements, governance arrangements, resources and priorities that is specific to the event. Refer to the State EM Local Recovery Guidelines, Appendix Six: Operational Recovery Plan Template.			
If the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements – WA, be aware of process requirements for eligible assistance measures.			
Liaise with DA and recovery agencies to coordinate local management of recovery process.			

(Please note timeframes are a guide only and the listing is not exhaustive)

**RECOVERY CHECKLIST: MEDIUM TO LONG-TERM (1 TO 12 MONTHS+) FOR
LOCAL RECOVERY COORDINATOR/COORDINATION GROUP**

Task Description	EMLR	LRC	LRA
Within 1 to 12 months (or longer-term recovery)			
Promote community engagement in recovery planning including involvement in the development of the Local Recovery Plan, which may also improve confidence in recovery and generate a sense of ownership for the Plan, as well as increasing recovery awareness.			
Ensure the completed Local Recovery Plan clearly identifies recovery and operational arrangements such as: any agreements made between local governments or emergency management; roles; responsibilities; and records of all recovery expenditure and resources used.			
Determine longer-term recovery strategies that include psychosocial support.			
Debrief recovery agencies and staff.			
Implement transitioning to mainstream services in consultation with the local government or the State Recovery Coordinator, if applicable.			
Evaluate effectiveness of recovery within 12 months of the emergency, including: <ul style="list-style-type: none"> • lessons identified and implementation of projects/plans/training to address the lessons • developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events. 			
Recovery communication and community engagement – throughout the recovery effort			
Effective recovery communication addresses, at a minimum: <ul style="list-style-type: none"> • the how: community meetings, printed materials, noticeboards, websites, social media, etc. • the who: wide variety of groups, including special needs groups • the what: what has happened, what are the issues, what services/information are available • the where: provide information any place where people spontaneously/normally congregate. 			
Set-up relief, recovery centres/one stop shops, that provide the			

Task Description	EMLR	LRC	LRA
community access to all recovery services for the short, medium or long term. These services provide the opportunity for face-to-face information and resources, as well as a central repository for up-to-date local, community and agency specific information, outreach programs, etc.			
Arrange community initiatives, or accommodate and support community-led initiatives, such as: <ul style="list-style-type: none"> • community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups • community or social events, street/neighbourhood barbeques, memorials, anniversaries • a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media. 			
Plan and implement a Community Engagement Strategy, using the following as a basic guide: <ul style="list-style-type: none"> • establish a target audience: consider demographics, groups and networks • determine matters to be communicated: what information is needed from the community and what information is needed to be provided to the community • methods of communication: consider appropriate methods/mediums for various audiences. 			
Establish, or support, community briefings, meetings and information in the recovery context that provide: <ul style="list-style-type: none"> • clarification of the emergency event (Controlling Agency) • advice on services available (recovery agencies) • input into development of management strategies (local government and recovery agencies) advice to affected individuals on how to manage their own recovery, including the provision of public health information and psychosocial support (local government, specialist advisers, and government agencies such as the Department of Communities). 			
Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour, correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider: <ul style="list-style-type: none"> • the patronage, agenda, process of conducting the 			

Task Description	EMLR	LRC	LRA
<p>meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints</p> <ul style="list-style-type: none"> • have representatives from EM disciplines to give factual information • psychosocial issues appropriate communication strategies for special needs and vulnerable people and groups. 			

OPERATIONAL RECOVERY PLANNING

Following a major emergency, where substantial recovery planning is required, an operational recovery plan should be prepared by the LRCC. The operational recovery plan should describe the extent of damage and detail arrangements for restoration and reconstruction of the affected community.

Information required in the Operational Recovery Plan:

Section 1 – Introduction:

Background on the nature of the emergency or incident – Compile the type of event and basic outline of sequence of events.

Aim or purpose of the plan – Like all management tools, think about why you are engaged in recovery and what you hope to achieve overall.

Authority for plan – As a LG you are charged with the responsibility of recovery under the *Emergency Management Act 2005*.

Section 2 – Assessment of Recovery Requirements:

Details of loss and damage – Residential, commercial, and industrial buildings, transport, essential services (including state and local government infrastructure). Your primary Impact Statement (IS) from HMA will give you an initial overview. This can be added to when subsequent reports are made.

Estimates of costs of damage – You may get indications from the IS. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.

Temporary accommodation requirements – Include details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.

Additional personnel requirements (general and specialist) – It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.

Human services (personal and psychological support) requirements – On completion of Community/Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term, understanding the impact on community.

Health issues – Medical/Health personnel and Council EHOs will assess any significant issues (water, food spoilage, medical supplies, or medivac).

Section 3 – Organisational Aspects:

Details the composition, structure and reporting lines of the groups, sub-committees and working groups set up to manage the recovery process.

Details the inter-agency relationships and responsibilities.

Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Local Recovery Coordinator.

Section 4 – Operational Aspects:

Details resources available and required – Give list of resources deployed and confer with

the LRG network for future resources.

Redevelopment Plans (includes mitigation proposals for betterment) – This could be inappropriate in the early stages, however, should be part of the Long-Term Recovery Strategy in future reporting.

Reconstruction restoration program and priorities – Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration.

Includes programs and strategies of government agencies to restore essential services – Consider betterment when engaged in rebuilding.

Includes the LG program for community services restoration – Local events, meetings, coffee get togethers, recreation, breakfast BBQs, etc.

Financial arrangements – Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations.

Public information dissemination – From the Communication Plan outline what and how your communication is being staged.

Section 5 – Administrative Arrangements:

Administration of recovery funding – General financial issues.

Public appeals policy and administration – Including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel.

Information management processes – How is the management and recording process being undertaken.

Reporting rhythm – Who, when and how is the reporting being undertaken.

Section 6 – Conclusion

Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.

Operational Recovery Plan – TEMPLATE

Shire of Gingin: Operational Recovery Plan	
Emergency Type	
Emergency Location	
Date emergency occurred	
Section 1 – Introduction	
Incident description	<i>Background on the nature of the emergency or incident</i>
Aim or Purpose of this plan	
Authority	
Section 2 – Assessment of recovery requirements	
Details of loss and damage <i>Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure) which may be sourced from the Impact Assessment</i>	Residential Commercial Industrial Transport
Essential Services <i>Include State and local government infrastructure</i>	
Estimates of damage costs	
Temporary accommodation requirements) <i>Includes evacuation / welfare centre</i>	
Additional personnel requirements <i>General and specialist</i>	
Human services	

<i>Personal and psychological support requirements</i>	
Other health issues	
Section 3 – Organisational Aspects	
Groups/Committees and Subcommittees for recovery <i>Details of the composition, structure and reporting lines:</i>	
<i>Details of inter-agency relationships and responsibilities</i>	
<i>Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator</i>	
Section 4 – Operational Aspects	
Resources available	
Resources required	
Redevelopment plans <i>Includes mitigation proposals</i>	
Reconstruction restoration program and priorities <i>Includes</i> <ul style="list-style-type: none"> <input type="checkbox"/> <i>estimated timeframes</i> <input type="checkbox"/> <i>the programs and strategies of government agencies to restore essential services</i> <input type="checkbox"/> <i>plans for mitigation against future impacts</i> <input type="checkbox"/> <i>local government program for community services restoration</i> 	
Financial arrangements <i>Assistance programs (DFRA-WA), insurance, public appeals and donations</i>	
Public information dissemination <i>Key messages, methods of distribution</i>	
Section 5 – Administrative arrangements	
Administration of recovery funding <i>Include other financial issues</i>	

<p>Public appeals policy and administration <i>Includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel</i></p>	
<p>Section 6 – Conclusion</p>	
<p>Overview and timeframe <i>Summarises goals, priorities and timetable of the plan</i></p>	
<p>Endorsed by (Name)</p>	<p>Chair, Local Recovery Coordinating Group</p>
<p>Dated:</p>	

VOLUNTEER INFORMATION FORM

Surname: _____

Christian Name: _____

Address: _____

Telephone: _____

Email: _____

Gender: Male Female non-Binary

Ethnicity (to ensure cultural diversity within the affected community is reflected in deployed volunteers):

Languages spoken: _____

Age Group: Under 18 18 – 64 Over 65

Drivers' Licence held _____

Vehicles available _____

Please state the area you wish to volunteer in (what are you prepared to do?):

Evacuation centre Telephone operator Manual labour

Filling sandbags Animal care Re-planting

Transport / distribution Tools / equipment Data entry / clerical

Accommodation (supply) Child Care Domestic (cleaning/ironing)

Photography Professional advice Health (massage)

Food Interpreter Personal support

Other / details _____

Do you have any limitations to volunteering due to health or other commitments? Details:

Are you affiliated with any local group or organisation? Yes No

If so, please provide details: _____

Why do you want to volunteer with our organisation:

What do you hope to gain from your volunteer experience with us:

Please tell us about any educational background, work or volunteering experience that would be relevant to the volunteer role you are applying for:

If you have volunteered before, please give details of where you have volunteered, for how long and describe your volunteer role:

What skills, hobbies, special interests or qualities do you have that may be relevant to a volunteer role?

When are you available to volunteer?

Days	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Sat/Sun
Times	_____					

Please specify the length of commitment you would like to make

Short term	days	<input type="checkbox"/>	_____
	weeks	<input type="checkbox"/>	_____

Longer term months _____

References: Please provide names and contact details of two (non-relatives) referees:

Name 1: _____

Address: _____

Email: _____

Telephone: _____

Name 2: _____

Address: _____

Email: _____

Telephone: _____

Any other information pertinent to your application:

I am happy to comply with: Shire of Gingin's Code of Conduct Yes No

Shire of Gingin's relevant Policies Yes No

I hold a current Working With Children card Yes Number: _____

Signed: _____

Dated: _____

Task Allocated: VTF Ref. No.: 1) VTF _____ 2) VTF _____ 3) VTF _____

Log Sheet: VLF Ref No.: 1) VLF _____ 2) VLF _____ 3) VLF _____

VOLUNTEER LOG FORM

VOLUNTEER LOG FORM (VLF)						
VLF Reference Number: VLF _____						
Volunteer Name	VIF Reference Number	Time in	Time Out	VTF Reference Number	Volunteer Signature	Authorised Officer Signature

VOLUNTEER ATTENDANCE ROSTER

The following roster has been endorsed by the Local Recovery Coordination Committee (LRCC) and distributed to the relevant employee and work area.

Date On	Date Off	Time On	Time Off	Volunteer Name	VIF Number	VTF Number
		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0830hrs			
		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0830hrs			

		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0830hrs			

The following criteria have been considered by the LRCC while developing the roster:

Shifts per day: 3		Occupational Health and Safety:
Shifts per week: 5 days on, 2 days off		- Fatigue Management
Length of Shift: 8.5 hours		- Work life balance
Hand over period: 30 minutes		- Employment commitments
Rotation of Roster: Every 2 days		- Employee welfare
Rest Period: Minimum 10-hour rest period		

VOLUNTEER TASK ALLOCATION FORM

VOLUNTEER TASK ALLOCATION FORM (V.T.F)

V.T.F Reference Number: VTF_____

Date: _____

Task Name: _____

Coordinator Name: _____

Coordinator Contact No.: _____

Alternative Contact No. _____

Task Description:

Other Comments:

Task Authorised By:
Name: _____
Date: _____

Community Impact & Needs Assessment Form

Date:

TEAM No:

Hello, my name is _____ and I am from LG/volunteer/Australian Red Cross on behalf of the Shire of Gingin. We are here to (engage/speak/check in) with those affected from recent events to see how best we can assist. We're collecting a database of affected people and impact on properties to ensure we deliver up to date information and assistance in connecting people with appropriate organisations/agencies/people depending on assistance you may require.

PROPERTY DETAILS

Property Location (Lot No, Street name, Area):

Nearest Cross Road:

Property Owner/Occupant Name:

How would you like to be contacted?

Phone:

Email:

Post:

Your preferred time?

Morning (7am – 12noon)

Afternoon (12noon – 5pm)

Evening (After 5pm)

PROPERTY NEEDS

Please provide information on detail for any needs identified

House destroyed/uninhabitable

House damaged

Outbuildings destroyed Total:

Rebuilding assistance

Asbestos/Possible asbestos

Water supply affected

Vehicle destroyed/damaged

Animals lost/Injured

Utility services affected

Fencing destroyed/damaged

Environmental clean-up required

Other (Please provide details) _____

INFORMATION NEEDS

Rubbish collection/Disposal information

Recovery Information/Newsletter

Financial/Grant assistance

Counselling/Wellbeing check

OTHER ASSISTANCE REQUIRED

Council Services TYPE:

Referral to Agency WHO:

Other (provide details):

Would you like someone to contact you?

Immediately Within the week In the future (Tick Box)

Actioned Allocated to:

Local Recovery Centre (RC) Guidelines and Event Guideline

Aim: To assist the affected community in its medium to long-term recovery by providing coordinated agencies to attend to psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

Objectives: The objectives of a Recovery Centre are to:

- Connect people with each other and with agencies and organisations which can assist them in their recovery
- Identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs and what those needs may be

- Promote the importance of wellness and provide practical tools for coping with trauma and grief
- Provide regular, high-quality information on recovery milestones and other important information related to the recovery and be known as the primary location for up-to-date information
- Promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to its experience
- Acknowledge the psychological challenges and complexities faced by the affected community

Location: Ideally, the Recovery Centre will be in a central location to the affected community and to public transport.

Building Features: Specific features to consider in a potential building include:

- Being accessible for disabled persons ✓ Having a reception area and a comfortable place for people to wait
- Having large rooms that will be suitable for office space
- Having an interview room for appointments with individuals and families
- Easily accessible public toilets
- A multipurpose function room that has the capacity for meetings and events
- Having storage such as a shed for storing 'new' donated items
- Large enough kitchen suitable for catering for small events and acting as a staff room
- Adequate parking is readily available

Set-up Considerations: Suggestions to consider for physically setting up a Recovery Centre include:

- Office furniture including desks, chairs, bookshelves, white boards, waiting room couch, meeting room, fold out tables (light easy to move)
- Office equipment including computers, printer, photocopier, phones
- Secure disposal of confidential papers
- Essential services such as power, phone and internet will need to be connected
- Signage for the public and visiting stakeholders so location is ease to find
- Children's corner with colouring in books and pencils and small toys
- Artwork to lighten and brighten the mood

Steps to establish Recovery Centre: Not all local governments will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered:

- Rental or lease agreement for building
- Building modifications
- Mobile office building (donga)
- Arrange hire, lease or purchase of office equipment
- Second-hand furnishing
- Cleaning and rubbish collection

Record Keeping: *The Emergency Management Act 2005* allows information to be shared between State Agencies and Local Government. It is recommended that the LRC keeps a master database that records:

- The property address
- Is it destroyed or damaged
- Owner contacts (including email, mobile number)
- Renter's contacts (if rental or Department of Housing)
- Insured or uninsured
- Received Centrelink immediate payment
- Received assistance from Department of Communities
- Applied for Lord Mayor's Disaster Relief Fund (LMDRF)
- Email collection for Newsletter and other important information
- Received Outreach from Australian Red Cross

Managing the Recovery Centre (RC): The following should be considered when operating the RC:

- All staff at the RC should wear identification such as name badges that show the organisation they work for
- Beware of and monitor health and safety issues, paying particular attention to staff stress and security for the staff and building
- Establish a process for regular operational staff briefing and debriefing

Recovery Events: RC Staff will likely attend a wide range of recovery events that are located at the RC or within the affected area.

Natural community desire will be to have social gatherings for its demographics; for example, farmers will want to gather with other farmers. Recovery activities will need to be flexible so they fit in with the community's recovery as people's circumstances change.

To assist with managing recovery events see to follow Recovery Event Planning Template.

Closing the Recovery Centre (RC): The following should be considered when closing the RC:

- The RC will become an important point of community focus and solidarity. It is not unusual for the centre to open for months or even years
- Liaise with key stakeholders to establish the appropriate time for the RC to be closed and report to LRG
- Communicate, well in advance, with the community that the centre will be closed and on what date
- Ensure all people who have used the centre are contacted and notified of how they can access services in the future
- Consider a public function to thank all involved or have an official closing ceremony
- Consider an article in the local newspaper about closing the centre, what its purpose was, what it accomplished, services provided to the community
- Synchronise closure of the recovery centre and formal cessation of recovery with community celebration.

Recovery Event Planning Template

DESCRIPTION:	
GOALS:	
COMMUNITY SUPPORT:	
WHERE HAS CONCEPT/IDEA COME FROM:	
STAKEHOLDERS: Who owns the action?	
OTHER INVOLVEMENT: Who is needed?	
RESOURCES:	
COSTS:	
SPONSORS/FUNDING BODIES:	
HEALTH & WELLBEING RISK:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
SUPPORT REQUIRED:	<input type="checkbox"/> City Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other
ENVIRONMENTAL RISK:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
SUPPORT REQUIRED:	<input type="checkbox"/> City Staff <input type="checkbox"/> Other
CATEGORY:	<input type="checkbox"/> Needs Assessment <input type="checkbox"/> Communication <input type="checkbox"/> Event <input type="checkbox"/> Donations <input type="checkbox"/> Wellbeing
RECOVERY VALUE:	<input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Community Interest

PRIORITY/TIMELINE:	<input type="checkbox"/> High/Urgent <input type="checkbox"/> Important <input type="checkbox"/> Medium/Medium Term <input type="checkbox"/> Lower/ Long-Term
DIFFICULTY:	<input type="checkbox"/> Straightforward <input type="checkbox"/> Effort Required <input type="checkbox"/> Long-Term/Complex
OBJECTIVES:	<input type="checkbox"/> Promote health & wellbeing <input type="checkbox"/> Increase/Enhance understanding of community needs <input type="checkbox"/> Provide information/enhance communication <input type="checkbox"/> Support Community Recovery through long-term programs and projects
EVALUATION:	



SECTION EIGHT

COMMUNICATIONS PLAN



OVERVIEW

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

This section has been created to guide the Shire of Gingin in approaching crisis communication in a way that is structured, well-coordinated and effective.

Other Considerations

When communicating with an affected community special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient and people with culturally and linguistically diverse backgrounds. For a list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the VULNERABLE PEOPLE CONTACT GROUPS within the Contacts and Resources section of this document.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporate on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the Incident Support Group to avoid conflicting messages being given to the public.

All Council (local government) media contact should be directed to the Shire President or Chief Executive Officer via the Communications Officer for the Shire of Gingin.

PURPOSE

During the Emergency

During the crisis the dissemination of information to the public will be coordinated by the HMA. Assistance will be provided by the Shire of Gingin to connect the public and relevant groups/agencies to that information through various means.

During the Recovery Period

After the crisis has passed, the HMA will officially hand the task of managing communications back to the Shire of Gingin who will lead the affected community through the recovery management phase. Coordinating the affected community in recovery (including communications) rests with the local government.

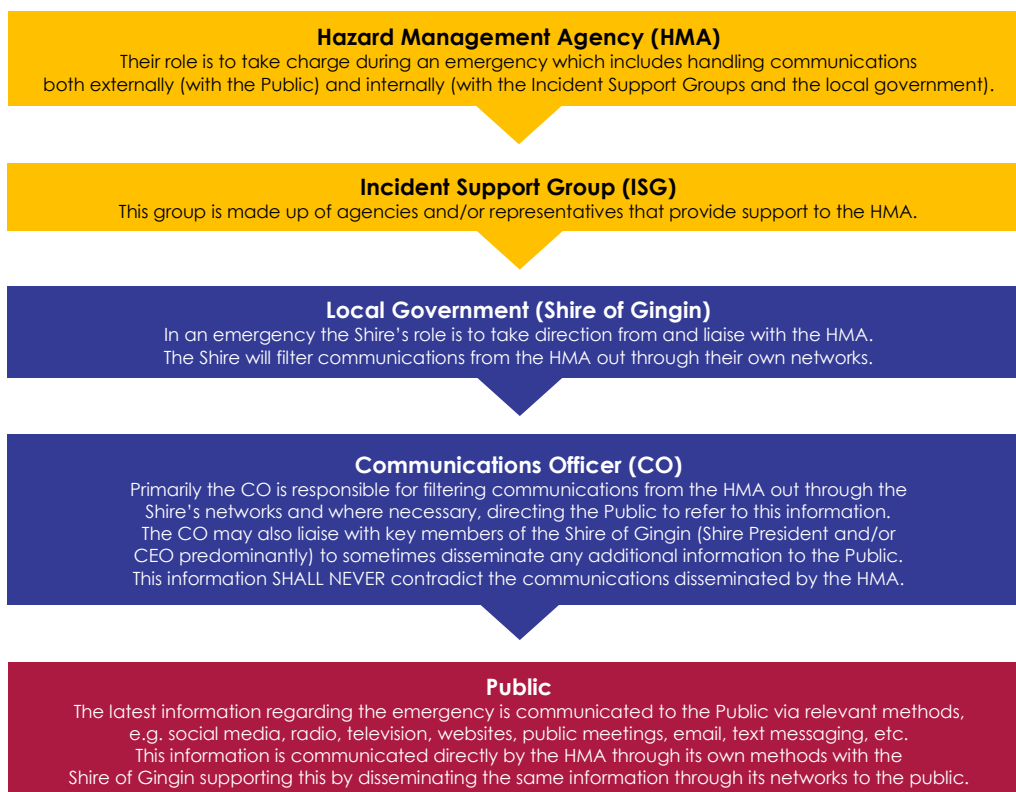
COMMUNICATION PRINCIPLES

In an emergency communication with the public must adhere to the following principals:

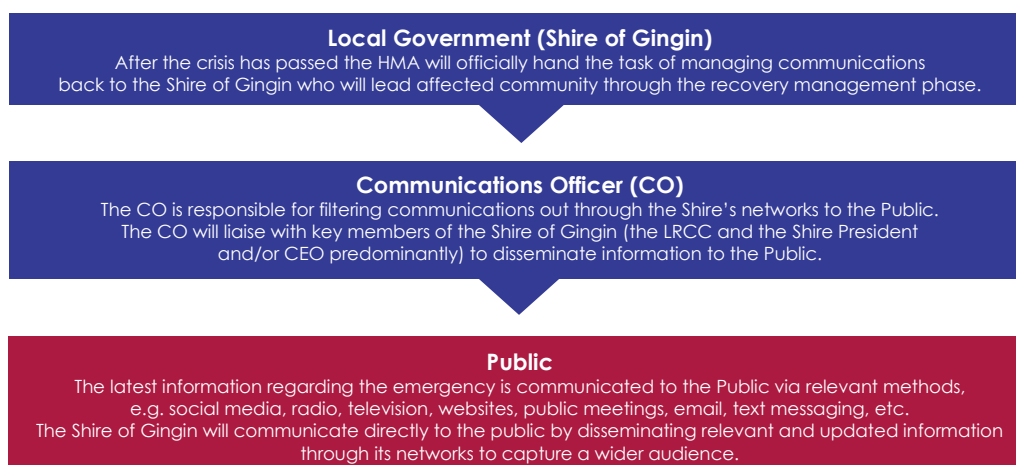
- **Timeliness** – regularly updating the public on the situation;
- **Cooperation** – being responsive and considerate to enquiries, deadlines and any other needs of the public;
- **Sensitivity** – prioritising the community and guarding sensitive information as required;

- **Transparency** – remaining honest and open about the situation and progress;
- **Simplicity** – ensuring communication is easily understood and consistent;
- **Accuracy** – sharing only confirmed facts, never making assumptions or giving false information; and
- **Accountability** – accepting responsibility if appropriate and reasonable.

COMMUNICATIONS HIERARCHY IN AN EMERGENCY



COMMUNICATIONS HIERARCHY DURING THE RECOVERY PERIOD



PUBLIC COMMUNICATION

If an emergency arises a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the CO with direction from the President and CEO of the Shire of Gingin and liaison with any other members of the Local Recovery Coordination Committee (LRCC) as required.

**Note – the LRCC consists of the Shire President (Chairperson), the Shire CEO, the Chief Bush Fire Control Officer, the Local Recovery Coordinator and the Local Recovery Administrator.*

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination response objectives and with the Shire of Gingin's Communications policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so;
- Information released is confirmed and accurate; and
- Communication is regular, consistent and takes into account sensitivities.

Refer **Appendix 1 – Communications Strategy Template at the rear of this plan.*

COMMUNICATIONS IN STAGES

Communicating in the Prevention Stage

Prevention is defined as “the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency”.

The Shire of Gingin employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order which is reviewed and distributed to the public annually which requires fire hazards to be reduced as per the latest Firebreak Order.

Communicating in the Preparedness Stage

Preparedness is defined as “the preparation for response to an emergency”.

Through increasing community preparedness, Emergency Management Agencies and relevant LG personnel can educate stakeholders, networks and communities on potential emergency risks, impacts and personal responsibility, therefore promoting community resilience. By doing so an EM Agency can:

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas; and
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

Communicating in the Response Stage

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community (or part of it) should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion (or order) to community members.

Communicating in the Recovery Stage

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency. Generally the responsibility of handling the Recovery Stage always falls to the Shire of Gingin.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do.

COMMUNICATION FORMATS

The predominant methods of communication the Shire will utilise in the event of an emergency response have already been outlined previously. The following is a list of other methods that the Shire of Gingin may utilise including those during the Recovery Period.

Format	Distribution Method
Post	Facebook
Media Release	Facebook, Shire website <i>*Refer Appendix 4 – Media Release for a template</i>
Community Meeting	Notification of meeting via Facebook/public notice boards <i>*Refer Appendix 5 – Community Meetings for a checklist</i>
Articles	Shire newsletter, local newspaper articles (Northern Valley News, Coastal Courier, Moore River News and Gingin Buzz)
Public Notices	Public notice boards in Gingin and Lancelin and any other relevant communities, i.e. those affected directly by the emergency
Media Conference	Television, Radio
Interview	Television, Radio

EMERGENCY RESPONDERS & COMMUNICATION METHODS

During an emergency a number of agencies (aside from the Shire of Gingin) may act as the HMA. Which agency takes on the coordination of the emergency response is dependent upon the type of emergency, e.g. DFES would coordinate the response effort in the event of a large bush fire, flood, cyclone, earthquake, storm, tsunami or hazmat situation.

Local System

Where an emergency occurs and it is handled by the Shire of Gingin in conjunction with local emergency services, the Shire can utilise the following as part of its repertoire of techniques:

- Status Update – the first information assessment about what is happening. It provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form and are used to inform key talking points for use by the SoG.

Refer **Appendix 2 – Status Update Template at the rear of this plan.*

- Talking Points - developed from information contained within the Status Updates.

The ‘Talking Points’ provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings, etc.

Refer **Appendix 3 – Talking Points Template at the rear of this plan.*

The following methods of communication would be utilised in the event of an emergency effort coordinated by local emergency services and the Shire of Gingin.

Shire Communication Methods	
SMS	(08) 9575 5100 to subscribe during office hours SMS alerts will be dispatched via the ‘Harvest/Hot Works/Vehicle Movement Ban’ subscription list
Website	www.gingin.wa.gov.au ‘Latest News’ section
Facebook	www.facebook.com/ShireOfGingin Initial update followed by regular updates approximately every hour or as required. <i>*Recommended that these updates be shared to relevant community pages on Facebook, e.g.:</i> <ul style="list-style-type: none"> • <i>Gingin Western Australia Community Noticeboard</i> • <i>Neergabby Community Discussion Group</i> • <i>Woodridge Community Discussion Forum</i> • <i>Seaview Park Community Notice Board</i> • <i>Sovereign Hill Chatter (Western Australia)</i> • <i>Lancelin Community info, buy and sell.</i> • <i>Ledge Point Buy and Sell</i> • <i>Redfield Park, Sovereign Hill, Gabbadah buy and sell.</i> • <i>Guilderton and Surrounds Buy and Sell</i>

Community Notice Boards	<p>General information will be posted to community notice boards, i.e. contact numbers, Evacuation Centre locations, etc.</p> <ul style="list-style-type: none"> • <i>Evacuation Centre(s)</i> • <i>Affected community notice boards as relevant and accessible</i>
--------------------------------	---

State Systems

During a major emergency, the coordination of the response effort in Western Australia is generally handled DFES as opposed to the Shire of Gingin. The main reason for this is that DFES has far superior access to the resources that would be needed to deal with a major emergency.

DFES Communication Methods	
Website	<ul style="list-style-type: none"> • www.emergency.wa.gov.au Latest emergency situation updates and Total Fire Bans • www.dfes.wa.gov.au General information, e.g. prescribed burning, warning systems, fire danger ratings, etc.
Telephone	<ul style="list-style-type: none"> • 13 33 37 (13 DFES – for emergency information only) • 1300 657 209 (Recorded information line)
Radio	<ul style="list-style-type: none"> • ABC Midwest (Geraldton) 531AM Telephone: (08) 9923 4111 Journalist: 0428 144 429 • ABC Perth – 730AM Telephone: (08) 9220 2700 Harvest Bans: harvestbans@abc.net.au • Triple M (Northam) 1098AM Telephone: (08) 9622 2777 Email: wa@triplem.com.au
Standard Emergency Warning Signal (SEWS)	<p>SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.</p> <p>In Western Australia the broadcast of SEWS is authorised by the Department of Fire and Emergency Services or the Regional Director of the Bureau of Meteorology for flood and weather events.</p>

<p>Emergency Alert Telephone Warning System</p>	<p>Emergency Alert is the national telephone warning system used during an emergency to send messages to landlines and mobile phones within a defined area where lives and homes are deemed to be under direct and imminent threat.</p> <p>Emergency Alert is not used for every incident DFES responds to. A DFES Incident Controller assesses the level of danger to the community and if lives and homes are under direct and imminent threat, he or she will request an Emergency Alert be issued within that specific geographical area.</p> <p>Community members do not need to register to receive a telephone warning. All landline and mobile telephone numbers (including silent numbers) are automatically registered based on their service address.</p> <p>In an emergency, telecommunications providers send voice messages to landlines and text messages to mobiles that have a registered service address within the affected warning area. Community members should be reminded annually by the Shire of Gingin to contact their telephone provider to ensure their service address details are current.</p> <p>Text messages can also be sent to mobile telephones based on the last known location of the handset. This is designed to reach visitors and travellers in the area under threat.</p> <p>Emergency Alert relies on telecommunications networks to send messages and delivery cannot always be guaranteed. There are a range of reasons why a message may not be received including network coverage issues, the phone being turned off or on silent or if the phone's message inbox is full.</p>
<p>Other Methods</p>	<ul style="list-style-type: none"> • TV and radio news bulletins, print and online newspapers • A staffed communication information line may be set up • A TV crawler displaying messages at the bottom of the screen may be used

SHIRE COMMUNICATION METHODS

Both during the Response and the Recovery periods for an emergency, the SoG will utilise a number of communication methods to ensure that the public is kept informed.

External Communication

If the HMA is not the Shire of Gingin during the Response period of the emergency then the SoG will only be responsible for relaying the communications from the HMA as required out through their networks.

On occasion, key members of the SoG (Shire President and/or CEO predominantly) may choose to disseminate additional information to the public. This information SHALL NEVER contradict the communications disseminated by the HMA.

Methods of communication by the SoG when an emergency response is being coordinated by another agency acting as the HMA (usually DFES) will be undertaken by the Shire's Communications & Marketing Officer.

Shire Communication Methods on behalf of the HMA	
Facebook	<ul style="list-style-type: none"> • www.facebook.com/ShireOfGingin Sharing any new updates from DFES (or any other relevant HMA), Main Roads WA, Western Power, etc. to the SoG's Facebook page. • It is recommended that the updates shared on the SoG's Facebook page be further shared to relevant community pages, e.g.: <ul style="list-style-type: none"> – Gingin Western Australia Community Noticeboard – Neergabby Community Discussion Group – Woodridge Community Discussion Forum – Seaview Park Community Notice Board – Sovereign Hill Chatter (Western Australia) – Lancelin Community info, buy and sell. – Ledge Point Buy and Sell – Redfield Park, Sovereign Hill, Gabbadah buy and sell. – Guilderton and Surrounds Buy and Sell • Monitoring comments by community members on the aforementioned Facebook pages and providing answers to enquiries or directing community members to refer first and foremost to the communications being put out by the HMA.
Community Meetings	<p>Attendance of the CO (or ILO) at any community meetings held by the HMA for the purpose of taking notes of the meeting to relay to the community and to make any enquiries of the HMA and any other agencies providing updates at the meeting.</p> <p><i>*Refer Appendix 5 – Community Meetings.</i></p>

Internal Communication

A staff officer (other than the CO) will act as an Internal Liaison Officer (ILO) for the SoG. The ILO will be located together with the CO so that they can share information during the emergency response phase.

The responsibilities of the ILO will predominantly include:

- Liaison with members of the LRCC and key individuals to share information and keep track of SoG staff (including monitoring how many hours an individual has worked in order to monitor fatigue and manage it accordingly). This would include the:
 - CEO
 - Executive Managers
 - Chief Bush Fire Control Officer

- Shire President
- Local Recovery Coordinator and LR Administrator
- Communications & Marketing Officer
- Relevant contact from the ISG working for the HMA
- SoG staff coordinating the Evacuation Centre(s) if any are established
- Any other relevant personnel as necessary
- Supporting the Communications & Marketing Officer in enacting their duties

MANAGING THE MEDIA

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. Information to be sought from the Incident Controller.

The Communications & Marketing Officer (with assistance as necessary from the Internal Liaison Officer) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings with the LRCC. Information is never to be assumed
- The CO/ILO will draft documents for release to external stakeholders
- The Local Recovery Coordinator (LRC) must confirm all incident-related facts
- The CO/ILO will coordinate final sign-off from the CEO prior to document release

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include the SoG's:

- CEO;
- Shire President; or
- Incident relevant elected representative (generally the Local Response Coordinator).

They must have the updated facts and be both available and prepared to manage media relations.

It is crucial that all employees are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors.

RECOVERY COMMUNICATIONS PLAN

Once the Emergency Response Period has passed, the HMA generally hands over to the SoG to coordinate the Emergency Recovery Period. It is still crucial during this period that communications are clear, detailed and provided on a regular basis as the community will need to be kept up to date during the recovery period.

A Recovery Communications Plan details the SoG's strategy on communication and consultation with the affected community in recovery.

Refer **Appendix 6 – A Recovery Communications Plan Template.*

GENERAL ENQUIRIES

Frontline employees from outside the LRCC must be prepared to receive enquiries from a range of stakeholders. The SoG's Communications & Marketing Officer will ensure that they are provided with a script based on the key messages and a copy of the prepared Q & As and will brief them on the SoG's Communication Policy if necessary.

Other than approved spokespeople, no employee is authorised to make comment to any other agency or member of the public beyond the scope of the script and these documents.

- No employee or spokesperson is to give "off the record" or "in confidence" information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or LRCC Chairperson.

APPENDIX 1

Communications Strategy Template

SHIRE OF GINGIN
Communications Strategy
Response Vision for the affected Community

This Communications Strategy details the Shire of Gingin's approach on communication and consultation with the affected community during the response period of the emergency.

Vision

Response vision for the affected community.

Mission

Mission of the Communications Strategy.

Why?	
Who?	
What?	
When?	
Where?	
How?	

Background

Brief detailed description of the emergency event (when it started, where, etc.).

Communication Objectives

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and by when?

Target Audience:	
Descriptions:	
Actions:	
Who:	
By When:	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message:	
Method:	
Who:	

Actions

What communications are being undertaken to who (public, emergency agencies, etc.) and how is this being done? Who has responsibility and how often will they be distributed and/or updated?

Who is being informed?:	
Communication:	
Method:	
Who is Responsible:	
Frequency:	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method:	
Monitor and Evaluate:	
Frequency:	

Communications Budget

How much money has been allocated to be spent on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method:	
Amount Allocated:	
Amount Spend/Date:	

Communications Plan Review

Who is responsible for monitoring the complete Communications Strategy, what date was it reviewed and what were the major changes that were made?

By Whom:	
Date:	
Major Changes:	

APPENDIX 2

Status Update Template

The Status Update is the first information assessment about what is happening, which provides crucial information about the emergency response and recovery efforts. These are maintained on a daily basis in summary form and are used to inform key talking points for use by the Shire of Gingin.

Summary

INCIDENT NAME	DATE	PREPARED BY

Status Summary

STEPS TAKEN	% DONE	DUE DATE	ASSIGNED TO	NOTES

Risk & Issue History

ISSUE	ASSIGNED TO	DATE

APPENDIX 3

Talking Points Template

The Talking Points are developed from information contained with the Status Update (refer Appendix 2).

The Talking Points provide key messages to be used by the spokesperson and all members of the Shire of Gingin who are in contact with the affected community and general public. The talking points can be used for all communication methods such as the newsletter, community meetings, etc.

Summary

INCIDENT NAME/DATE	VERSION DATE/TIME	VERSION NUMBER

Key Points

TALKING POINTS

APPENDIX 4

Media Release

Media Releases can provide a vital way of providing instant information that can be picked up the local newspaper or radio station. The designated Shire of Gingin spokesperson must be used in the Media Release.

MEDIA RELEASE

CATCHY TITLE IN A SHORT SENTENCE WHICH IS BRIEF, CLEAR AND TO THE POINT

First and/or second sentences must explain what the emergency response/recovery announcement is. The most important information is at the top of the Media Release.

Short snippets of information should be gathered from your talking points to provide key information that can be easily picked up and used by the media.

The essential information should include the:

Who

What

When

Where

How and the why if appropriate.

Ensure the Shire of Gingin's spokesperson is "regularly quoted" throughout the Media Release.

The Media Release should use the available template for the Shire of Gingin (see the Shire's Intranet).

Media Enquiries

Shire of Gingin spokesperson's name, position and contact number

Shire of Gingin's media liaison's name, position and contact number

APPENDIX 5

Community Meetings

Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and to engage in meaningful dialogue.

Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

Community Meeting Checklist

BEFORE

- Determine the Master of Ceremony (MC) and the Shire of Gingin spokesperson. This may be the same person or different, depending on the Shire of Gingin and the community.
- Ensure key speakers from the Hazard Management Agency (HMA), combat agencies, support organisations and the Shire of Gingin are included, invited, allowed to contribute to the agenda and briefed.
- Invite members of the relevant Community Liaison Unit from the HMA to attend meeting to support the community with their information needs during the response phase.
- Select an easy, central and significant location for the community meeting.
- Prepare a clear agenda using talking points, time frames and input from all agencies.
- Determine a question and answer feedback option for community members during and after the meeting.
- Advise and notify community members of the meeting details including location, time and agenda.
- Organise audio visual requirements, parking, seating, catering, record of attendance and feedback capture.
- Test all audio equipment, electrical outlets and sound system. Consider filming the speakers to be hosted on the Shire of Gingin's website and/or Facebook page if appropriate.
- Brief and prepare the Shire of Gingin spokesperson by practising answers.
- Plan for the presence of media at the meeting.

DURING

- MC to communicate agenda to the audience and introduce speakers. Agenda is used as a structure for the meeting but allow for other issues at the end of the meeting to be discussed.
- MC to review previous community meetings including any issues and updates that need to be communicated. MC to advise when the next meeting will be or how often the meetings will occur if there will be a regular schedule.
- Determine the preferred communication methods of community members. Consider using a voting system with dots/stickers/post it notes on the walls to get a clear picture of preferred methods.
- Assign a person who will take notes, action issues and advise the recommended completion or action time to the community. Advise how these will be distributed or communicated after the community meeting.
- Ensure all speakers adhere to the Giuliani method of information communication which includes information to the community that is:
 - What we know;
 - What we don't know;
 - What we are doing; and
 - What we want you to do.
- Allow questions from the community using a roaming microphone.
- MC to thank attendees and advise of availability of refreshments after the conclusion of the meeting.

AFTER

- Ensure speakers are available for further discussion or any contact details available or point of reference for further information.
- Ensure the Department of Communities and other support agencies (such as Australian Red Cross) are attending the community meeting to provide psychological well-being to community members if required.
- Provide follow up ways to gather information for any audience members that were unable to ask questions during the meeting.
- Upload recording of the meeting to the Shire of Gingin's website and/or Facebook page or provide a summary of the information presented.

APPENDIX 6

A Recovery Communications Plan Template

**SHIRE OF GINGIN
RECOVERY COMMUNICATION PLAN**

Recovery Vision for the affected Community

This Recovery Communication Plan details the Shire of Gingin's strategy on communication and consultation with the affected community in recovery.

Vision

Recovery vision for the affected community.

Mission

Mission of the Recovery Communications Plan

Why?	
Who?	
What?	
When?	
Where?	
How?	

Background

Brief detailed description of the emergency events.

Communication Objectives

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and by when?

Target Audience:	
Descriptions:	
Actions:	
Who:	
By When:	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message:	
Method:	
Who:	

Actions

What communications are being undertaken to who (public, emergency agencies, etc.) and how is this being done? Who has responsibility and how often will they be distributed and/or updated?

Who is being informed?:	
Communication:	
Method:	
Who is Responsible:	
Frequency:	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method:	
Monitor and Evaluate:	
Frequency:	

Communications Budget

How much money has been allocated to be spent on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method:	
Amount Allocated:	
Amount Spend/Date:	

Communications Plan Review

Who is responsible for monitoring the complete Recovery Communications Plan, what date was it reviewed and what were the major changes that were made?

By Whom:	
Date:	
Major Changes:	

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY



***** RESTRICTED ACCESS *****

SECTION NINE

CONTACTS & RESOURCES REGISTER

Current as at 10 August 2022

***** IMPORTANT: NOT FOR PUBLIC DISTRIBUTION *****

PLEASE NOTE THAT THIS SECTION OF THE LEMA IS PRIVATE AND CONFIDENTIAL THE INFORMATION CONTAINED WITHIN THIS SECTION WILL ONLY BE MADE AVAILABLE TO EMERGENCY MANAGEMENT PERSONNEL AND IS NOT AVAILABLE FOR VIEWING BY THE PUBLIC.

THIS SECTION HAS BEEN LEFT BLANK INTENTIONALLY



***** RESTRICTED ACCESS *****

SECTION TEN

PRE-EMERGENCY PLANNING MAPPING DATA

***** IMPORTANT: NOT FOR PUBLIC DISTRIBUTION *****

PLEASE NOTE THAT THIS SECTION OF THE LEMA IS PRIVATE AND CONFIDENTIAL THE INFORMATION CONTAINED WITHIN THIS SECTION WILL ONLY BE MADE AVAILABLE TO EMERGENCY MANAGEMENT PERSONNEL AND IS NOT AVAILABLE FOR VIEWING BY THE PUBLIC.

THIS SECTION HAS BEEN LEFT BLANK INTENTIONALLY

END DOCUMENT

12.3 LOT 57 (123) DARCH TRAIL GABBADAH - WRITE OFF OUTSTANDING LEGAL FEES AND INTEREST

File	A5531
Author	Natasha Harry – Senior Rates Officer
Reporting Officer	Les Crichton – Executive Manager of Corporate and Community Services
Refer	Nil
Appendices	Confidential Appendix

DISCLOSURES OF INTEREST

Nil

PURPOSE

To seek authorisation to write-off the interest accrued on outstanding rates and subsequent legal fees due to referral to debt collection for the owner of the property Lot 57 (123) Darch Trail, Gabbadah.

BACKGROUND

Prior to 2018, the subject property had a pensioner rebate applied. Historically the owners were utilising the option of deferring rates payments each year with a current deferral amount of \$2,835.99.

Due to the non-payment of Waste Management and Rubbish Charges, the pensioner rebate was removed by rates staff causing the rates to no longer be eligible for deferral. The non-payment of non-deferred rates resulted in the property going into further arrears and legal action being taken by the Shire.

COMMENT

After review of the outstanding balance, in consultation with the relevant legislation and the Western Australian Local Government Association (WALGA), it has been determined that the removal of a pensioner or senior concession is not the decision of the relevant local government.

In addition, Waste Management and Rubbish Charges are not prescribed charges as outlined in the *Rates and Charges (Rebates and Deferments) Act 1992* and *Rates and Charges (Rebates and Deferments) Regulations 1992*. Thus they are not linked to the pensioner rebate.

Given the error in removing the rebate from the assessment, it is recommended that the legal fees and penalty interest accrued as a result of the incorrect removal of the pensioner rebate be written off. A breakdown of the rate arrears is provided as a **Confidential Appendix**.

It is proposed the following action be taken:

- Apply the pensioner rebate (this has already been completed);
- Defer the prescribed charges in arrears of \$5,901.28;
- Defer the 2022/23 prescribed charges;
- Write off the penalty interest and legal fees of \$3,517.88; and
- Payment arrangement be set at \$50.00 per fortnight to manage the outstanding arrears and current charges for services currently at \$1275.00.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 – Financial management

Division 6 – Rates and service charges

Local Government (Financial Management) Regulations 1996

Part 5 – Rates and service charges

r. 54 Works prescribed for service charges on land

Rates and Charges (Rebates and Deferments) Act 1992

Part 4 – Deferment

Division 1 – Where charges may be deferred

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Write-off of the interest and legal expenses will represent a cost against Council’s

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis **SECONDED:** Councillor Kestel

That Council agree, in accordance with s. 6.12 of the *Local Government Act 1995*, to write off outstanding legal fees of \$90.00 and penalty interest incurred of \$3,427.89 against Lot 57 (123) Darch Trail, Gabbadah (A5531) as a result of the erroneous removal of the eligible pensioner concession.

**CARRIED BY ABSOLUTE MAJORITY
7 / 0**

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

AGAINST: *Nil*

12.4 2837 BINDOON/MOORA ROAD MINDARRA - SALE OF LAND FOR THE RECOVERY OF RATES

File	A2141
Author	Natasha Harry Senior Rates Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Confidential Appendix

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider taking further action against owners of the property 2837 (Lot 1516) Bindoon/Moora Road, Mindarra due to unpaid rates in excess of three years.

BACKGROUND

2837 (Lot 1516) Bindoon/Moora Road, Mindarra currently has rates outstanding from the 2018/19 financial year onwards.

The debt collection management of this property has been by AMPAC with no success in securing a payment arrangement or securing goods for sale to cover the arrears. The last payment received was \$250 in December 2021.

Written notification has been sent to the last known postal address, however no response has been received.

Assessment	A2141
Type/ Zoning	UV Rural Residential
Period Outstanding	2017/18 to 2021/22
Amount Outstanding	\$10,801.72
2022/23 Rates	\$ 1,788.72
Total	\$12,590.44

COMMENT

If any rates or service charges due to a local government have been unpaid for at least three years, the local government may take possession of the land and proceed to sell it. The Shire's Debt Collection Agent has attempted to recover the debt to no avail. It is, therefore, prudent that Council escalates the process to recover the outstanding debt and proceed to the sale of the land.

The sale of any property to recover unpaid rates and service charges is not the preferred course of action, however all other legal options have been exhausted and this remains the Shire's only option to recover rates.

Accordingly, a Council resolution is required to take possession of the land in accordance with s.6.64 of the *Local Government Act 1995*, and to issue instructions to the Bailiff's Office to proceed with the sale of the land. The Bailiff's Office will proceed to auction, and all fees and charges will be recovered from the sale of the land.

The Bailiff's Office will prepare and serve the appropriate documentation and undertake the necessary checks of all outstanding debts. It will obtain a valuation on the property and once a determination is made that there is sufficient equity to proceed, the Bailiff's Office will advertise the "Bailiff's Auction" at least two weeks prior to the auction date.

An overview of the property and rates outstanding is provided as a **Confidential Appendix**.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 Financial management

Division 6 Rates and service charges

Section 6.56 Rates or service charges recoverable in court

Section 6.64 Actions to be taken

Section 6.68 Exercise of power to sell land

Section 6.68(1) of the Act prevents the local government from exercising the power of sale unless the local government has at least once attempted to recover money due to it under Section 6.56 of the Act, through commencing proceedings in a court of competent jurisdiction.

Section 6.68(2) states that:

A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government –

- (a) has a reasonable belief the cost of the proceedings under that section will equal or exceed the value of the land; or*
- (b) having made reasonable efforts to locate the owner of the property is unable to do so.*

Given the amount of time and effort that has been afforded into tracing the owner to enable the ratepayer to either clear or reduce the debt, it is prudent for Council to proceed with the requirements of Section 6.64(1)(b) of the Act empowering the sale of the land in relation to unpaid rates and charges.

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

There are no negative financial implications for the Shire.

Outstanding rates and service charges will be able to be recovered from the proceeds of the sale together with any additional costs associated with further legal action plus the costs of the sale of the property, this includes the Bailiff's Office fee.

The Bailiff's Office fee for the preparation and sale of the land will be between \$1,200 and \$1,500 and is to be paid in advance by the Shire.

The current outstanding debt is \$12,590.44 with interest and other charges, accruing daily.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Kestel **SECONDED:** Councillor Balcombe

That Council, in accordance with s.6.64(1)(b) of the *Local Government Act 1995*, take possession of 2837 (Lot 1516) Bindoon/Moora Road, Mindarra and sell the land for the purpose of recovering unpaid rates.

**CARRIED BY ABSOLUTE MAJORITY
7 / 0**

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

AGAINST: *Nil*

12.5 135 MELALEUCA AVENUE GABBADAH - SALE OF LAND FOR THE RECOVERY OF RATES

File	A4215
Author	Natasha Harry Senior Rates Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Confidential Appendix

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider taking further action against the owners of the property 135 Melaleuca Avenue, Gabbadah due to unpaid rates in excess of three years.

BACKGROUND

135 Melaleuca Avenue, Gabbadah currently has rates outstanding from the 2019/20 financial year onwards.

The debt collection management of this property has been by AMPAC with no success in securing a payment arrangement or securing goods for sale to cover the arrears.

Written notification has been sent to the last known postal address, however no response has been received.

Assessment	A4215
Type/ Zoning	GRV Rural Residential
Period Outstanding	2017/18 to 2021/22
Amount Outstanding	\$8,014.90
2022/23 Rate/charge	\$1,599.00
Total	\$9,613.90

COMMENT

If any rates or service charges due to a local government have been unpaid for at least three years, the local government may take possession of the land and proceed to sell it. The Shire's Debt Collection Agent has attempted to recover the debt to no avail. It is, therefore, prudent that Council escalates the process to recover the outstanding debt and proceed to the sale of the land.

The sale of any property to recover unpaid rates and service charges is not the preferred course of action, however all other legal options have been exhausted and this remains the Shire's only option to recover rates.

Accordingly, a Council resolution is required to take possession of the land in accordance with s.6.64 of the *Local Government Act 1995*, and to issue instructions to the Bailiff's Office to proceed with the sale of the land. The Bailiff's Office will proceed to auction, and all fees and charges will be recovered from the sale of the land.

The Bailiff's Office will prepare and serve the appropriate documentation and undertake the necessary checks of all outstanding debts. It will obtain a valuation on the property and once a determination is made that there is sufficient equity to proceed, the Bailiff's Office will advertise the "Bailiff's Auction" at least two weeks prior to the auction date.

An overview of the property and rates outstanding is provided as a **Confidential Appendix**.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 Financial management

Division 6 Rates and service charges

Section 6.56 Rates or service charges recoverable in court

Section 6.64 Actions to be taken

Section 6.68 Exercise of power to sell land

Section 6.68(1) of the Act prevents the local government from exercising the power of sale unless the local government has at least once attempted to recover money due to it under Section 6.56 of the Act, through commencing proceedings in a court of competent area.

Section 6.68(2) states that:

A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government –

- (a) has a reasonable belief the cost of the proceedings under that section will equal or exceed the value of the land; or*
- (b) having made reasonable efforts to locate the owner of the property is unable to do so.*

Given the amount of time and effort that has been afforded into tracing the owner to enable the ratepayer to either clear or reduce the debt, it is prudent for Council to proceed with the requirements of Section 6.64(1)(b) of the Act empowering the sale of the land in relation to unpaid rates and charges.

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

There are no negative financial implications for the Shire.

Outstanding rates and service charges will be able to be recovered from the proceeds of the sale together with any additional costs associated with further legal action plus the costs of the sale of the property, this includes the Bailiff's Office fee.

The Bailiff's Office fee for the preparation and sale of the land will be between \$1,200 and \$1,500 and is to be paid in advance by the Shire.

The current outstanding debt is \$9,613.90 with interest and other charges, accruing daily.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis **SECONDED:** Councillor Peczka

That Council, in accordance with s. 6.64(1)(b) of the *Local Government Act 1995*, take possession of 135 (Lot 152) Melaleuca Avenue, Gabbadah and sell the land for the purpose of recovering unpaid rates.

**CARRIED BY ABSOLUTE MAJORITY
7 / 0**

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

AGAINST: *Nil*

12.6 26 SHAW STREET, GUILDERTON - SALE OF PROPERTY TO RECOVER RATES

File	A376
Author	Natasha Harry Senior Rates Officer
Reporting Officer	Les Crichton – Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Confidential Appendix

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider taking further action against the owners of the property 26 Shaw Street, Guilderton due to unpaid rates in excess of three years.

BACKGROUND

26 Shaw Street, Guilderton currently has rates outstanding from the 2017/18 financial year onwards. The owners have not made a consistent attempt to repay the outstanding rates, with the last payment of \$5,000 received following a Property Seizure and Sale Order (PSSO) process in January 2021.

The debt collection management of this property has been by AMPAC with no further success in securing a payment arrangement or securing goods for sale to cover the arrears.

Written notification has been sent to the address, however no response has been received.

Assessment	A376
Type/Zoning	GRV Rural Residential
Period Outstanding	2017/18 to 2021/22
Amount Outstanding	\$13,625.60
2022/23 Rate/charges	\$1,599.00
Total	\$15,224.60

COMMENT

If any rates or service charges due to a local government have been unpaid for at least three years, the local government may take possession of the land and proceed to sell it. The Shire’s Debt Collection Agent has attempted to recover the debt to no avail. It is, therefore, prudent that Council escalates the process to recover the outstanding debt and proceed to the sale of the land.

The sale of any property to recover unpaid rates and service charges is not the preferred course of action, however all other legal options have been exhausted and this remains the Shire's only option to recover rates.

Accordingly, a Council resolution is required to take possession of the land in accordance with s.6.64 of the *Local Government Act 1995*, and to issue instructions to the Bailiff's Office to proceed with the sale of the land. The Bailiff's Office will proceed to auction, and all fees and charges will be recovered from the sale of the land.

The Bailiff's Office will prepare and serve the appropriate documentation and undertake the necessary checks of all outstanding debts. It will obtain a valuation on the property and once a determination is made that there is sufficient equity to proceed, the Bailiff's Office will advertise the "Bailiff's Auction" at least two weeks prior to the auction date.

An overview document of the rates outstanding is provided as a **Confidential Appendix**.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 Financial management

Division 6 Rates and service charges

Section 6.56 Rates or service charges recoverable in court

Section 6.64 Actions to be taken

Section 6.68 Exercise of power to sell land

Section 6.68(1) of the Act prevents the local government from exercising the power of sale unless the local government has at least once attempted to recover money due to it under Section 6.56 of the Act, through commencing proceedings in a court of competent jurisdiction.

Section 6.68(2) states that:

A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government –

- (a) has a reasonable belief the cost of the proceedings under that section will equal or exceed the value of the land; or*
- (b) having made reasonable efforts to locate the owner of the property is unable to do so.*

Given the amount of time and effort that has been afforded into tracing the owner to enable the ratepayer to either clear or reduce the debt, it is prudent for Council to proceed with the requirements of Section 6.64(1)(b) of the Act empowering the sale of the land in relation to unpaid rates and charges.

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

There are no negative financial implications for the Shire.

Outstanding rates and service charges will be able to be recovered from the proceeds of the sale together with any additional costs associated with further legal action plus the costs of the sale of the property, this includes the Bailiff's Office fee.

The Bailiff's Office fee for the preparation and sale of the land will be between \$1,200 and \$1,500 and is to be paid in advance by the Shire.

The current outstanding debt is \$15,224.60 with interest and other charges, accruing daily.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

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

That Council, in accordance with s.6.61(1)(b) of the *Local Government Act 1995*, take possession of 26 (Lot 383) Shaw Street, Guilderton, and sell the land for the purpose of recovering unpaid rates.

**CARRIED BY ABSOLUTE MAJORITY
7 / 0**

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

AGAINST: *Nil*

12.7 LOT 207 BIRDWOOD DRIVE, WOODRIDGE - SALE OF LAND FOR THE RECOVERY OF RATES

File	A2382
Author	Natasha Harry - Senior Rates Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Confidential Appendix

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider taking further action against the owners of the property Lot 207 Birdwood Drive, Woodridge due to unpaid rates in excess of three years.

BACKGROUND

Lot 207 Birdwood Drive, Woodridge currently has rates outstanding from the 2018/19 financial year onwards.

The debt collection management of this property has been by AMPAC with no success in securing a payment arrangement or securing goods for sale to cover the arrears.

Written notification has been sent to the last known postal address, however no response has been received. No payment has been received since 08 March 2018.

Assessment	A2382
Type/ Zoning	GRV Rural Residential
Period Outstanding	2018/19 to 2021/22
Amount Outstanding	\$10,952.70
2022/23 Rates & charges	\$ 1,373.00
Total	\$12,325.70

COMMENT

If any rates or service charges due to a local government have been unpaid for at least three years, the local government may take possession of the land and proceed to sell it. The Shire's Debt Collection Agent has attempted to recover the debt to no avail. It is, therefore, prudent that Council escalates the process to recover the outstanding debt and proceed to the sale of the land.

The sale of any property to recover unpaid rates and service charges is not the preferred course of action, however all other legal options have been exhausted and this remains the Shire's only option to recover rates.

Accordingly, a Council resolution is required to take possession of the land in accordance with s.6.64 of the *Local Government Act 1995*, and to issue instructions to the Bailiff's Office to proceed with the sale of the land. The Bailiff's Office will proceed to auction, and all fees and charges will be recovered from the sale of the land.

The Bailiff's Office will prepare and serve the appropriate documentation and undertake the necessary checks of all outstanding debts. It will obtain a valuation on the property and once a determination is made that there is sufficient equity to proceed, the Bailiff's Office will advertise the "Bailiff's Auction" at least two weeks prior to the auction date.

An overview document of the rates outstanding is provided as a **Confidential Appendix**.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 Financial management

Division 6 Rates and service charges

Section 6.56 Rates or service charges recoverable in court

Section 6.64 Actions to be taken

Section 6.68 Exercise of power to sell land

Section 6.68(1) of the Act prevents the local government from exercising the power of sale unless the local government has at least once attempted to recover money due to it under Section 6.56 of the Act, through commencing proceedings in a court of competent jurisdiction.

Section 6.68(2) states that:

A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government –

- (a) has a reasonable belief the cost of the proceedings under that section will equal or exceed the value of the land; or*
- (b) having made reasonable efforts to locate the owner of the property is unable to do so.*

Given the amount of time and effort that has been afforded into tracing the owner to enable the ratepayer to either clear or reduce the debt, it is prudent for Council to proceed with the requirements of Section 6.64(1)(b) of the Act empowering the sale of the land in relation to unpaid rates and charges.

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

There are no negative financial implications for the Shire.

Outstanding rates and service charges will be able to be recovered from the proceeds of the sale together with any additional costs associated with further legal action plus the costs of the sale of the property, this includes the Bailiff's Office fee.

The Bailiff's Office fee for the preparation and sale of the land will be between \$1,200 and \$1,500 and is to be paid in advance by the Shire.

The current outstanding debt is \$12,325.70 with interest and other charges, accruing daily.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Kestel **SECONDED:** Councillor Vis

That Council, in accordance with s.6.61(1)(b) of the *Local Government Act 1995*, take possession of Lot 207 Birdwood Drive, Woodridge, and sell the land for the purpose of recovering unpaid rates.

**CARRIED BY ABSOLUTE MAJORITY
7 / 0**

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

AGAINST: *Nil*

12.8 FINANCIAL REPORT AND INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2022

File	FIN/23
Author	{author-name} - {position}
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> 1. Annual Financial Report - Shire of Gingin - 30 June 2022 [12.8.1 - 50 pages] 2. Independent Auditor's Report- Shire of Gingin - 30 June 2022 [12.8.2 - 3 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the Financial Report and Independent Auditor's Report for the financial year ended 30 June 2022.

BACKGROUND

Regulation 16 of the *Local Government (Audit) Regulations 1996* specifies that a function of an Audit Committee is to guide and assist the local government in carrying out its functions under Part 6 of the *Local Government Act 1995* relating to financial management. In fulfilling this function, the Committee is to examine the audit and management reports provided by the external auditor, determine whether any matters raised in the reports require action to be taken by the local government, and then ensure that appropriate action is implemented.

Regulation 10 requires –

- (1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.
- (2) The report is to give the auditor's opinion on –
 - (a) the financial position of the local government; and
 - (b) the results of the operations of the local government.
- (3) The report is to include a report on the conduct of the audit.

- (4) Where it is considered appropriate by the Auditor, the auditor is to prepare a management report to accompany the auditor’s report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor’s report.

Representatives from the Office of Auditor General (OAG) and Dry Kirkness (Contract Auditor) attended the Audit and Governance Committee meeting on 12 December 2022 to discuss its findings as detailed in the Completion Report and respond to queries from Councillors. Following the meeting, the OAG has subsequently issued the audited Financial Report and Independent Auditor’s Report for the year ended 30 June 2022 (refer **Appendices**)

COMMENT

It is pleasing to report that the Shire of Gingin has received an unqualified Audit Report in relation to the 2021/22 Financial Statements consistent with a fair presentation of the financial position of the Shire.

In recommending that Council receive the Financial Report and Independent Auditor’s Report for the year ended 30 June 2022, the OAG considered the following matters noted by the Auditor together with management responses to those matters.

Audit Misstatements

The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report taken as a whole. A summary of these uncorrected misstatements is listed below.

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Fair value of PPE and Infrastructure assets - Frequency of valuations	✓		
2. Excessive annual leave balance		✓	
3. Monitoring of changes made to supplier masterfile		✓	
Matter Outstanding from Prior Audit:			
4. Inadequate procurement practices		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team’s assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

1. Fair value of Property, Plant and Equipment (PPE) and Infrastructure assets - Frequency of valuations

Finding:

The Shire has not performed an assessment to determine whether its PPE (land and buildings) and infrastructure assets represent fair value at the end of the reporting period.

AASB 116 'Property, plant and equipment' requires asset revaluations to be made with sufficient regularity to ensure the carrying amount does not differ materially from the fair value at the end of the reporting period. When the fair value differs materially from the carrying amount, a further revaluation is required.

Regulations 17A(4)(a) and (b) of the Local Government (Financial Management) Regulations 1996 (the Regulations) require a local government to revalue its revalued assets when it is of the opinion that the fair value is likely to be materially different from the carrying amount, and in any event, no more than 5 years from the last revaluation.

Rating: Significant

Implication:

Without a robust assessment of fair value of the Shire's PPE and infrastructure assets, there is a risk that the fair value of these assets may not have been assessed adequately and in compliance with AASB 13 'Fair Value Measurement', as well as Regulation 17A(4)(a) of the Regulations.

Recommendation:

We recommend that the Shire consider implementing, as part of the preparation of its financial statements, a formal robust process to determine whether indicators exist annually, which would trigger a requirement to perform a formal revaluation of the PPE and infrastructure assets. Where indicators exist, a robust fair value assessment should be performed capturing the requirements of AASB 13 and AASB 116. This process is to ensure that the Shire's PPE and infrastructure assets are recorded at fair value in compliance with the Australian accounting standards and the Regulations.

This may entail obtaining relevant input from an independent valuer as to whether or not they consider there are any prevailing market factors, which may indicate that the fair value of the relevant assets are likely to have been impacted to any significant / material extent from the prior year. Where a fair value assessment has been performed internally, the Shire may consider having this assessment peer reviewed by an independent valuer to obtain assurance over the valuation methodology applied, inputs and the reasonableness of the valuation model applied.

Management's Comments:

While management has undertaken an informal review of its PPE and infrastructure assets values for the reporting period including discussions with licenced valuers, it acknowledges current economic impacts on fair value have highlighted the need for a more formal process to be implemented annually to identify significant valuation variances which may occur between mandated revaluation schedules.

Responsible person: Executive Manager Corporate and Community Services

Completion date: On-going

2. Excessive annual leave balance

Finding:

During our testing on employee leave provisions, we noted that 9 employees had annual leave balances in excess of 8 weeks (40 days) at year end.

The Local Government Industry Award 2020 deems an employee's annual leave accrual to be excessive if the employee has accrued more than 8 weeks.

Rating: Moderate

Implication:

Excessive annual leave balances may have adverse effects on the Shire, including:

- *unbudgeted cash outflows may be required in the future if leave entitlements are required to be paid out*
- *health and safety concerns when employees are not taking breaks and utilising their leave entitlements*
- *it is a good and important internal control against fraud for all employees to take regular leave.*

Recommendation:

We recommend that management:

- *actively establish leave management plans for all employees with excessive leave balances to encourage employees to take leave*
- *continue to monitor employee leave balances to ensure leave balances are cleared in accordance with the Shire's policy.*

Management's Comments:

While leave balances continue to be monitored by Executive Management with management plans implemented where excessive leave has been identified, their success has been limited over the last year due to an increase in personal and other leave taken due to Covid and difficulty in backfilling position vacancies.

Leave balances and management plans will continue to be monitored by the Executive.

Responsible person: Executive Manager Corporate & Community Services

Completion date: On-going

3. Monitoring of changes made to supplier masterfile

Finding:

We noted that the Shire's financial management system is not able to produce audit trail reports that identify changes made to supplier information.

Rating: Moderate

Implication:

There is an increased risk that unauthorised changes may not be detected and addressed promptly by management.

Recommendation:

We recommend that management:

- engage with the supplier of the financial management system to determine whether they are able to produce the required information for monitoring by management*
- and if not, to consider other internal controls to mitigate the risk of unauthorised changes being made to the supplier masterfile without detection.*

Management Comment

This has been raised with the Shire's software provider and it is anticipated an audit trail function will be developed in the future.

It should also be noted the Shire has strong internal controls and adequate restrictive access controls in place, relevant to the amending or updating of supplier information. Any changes made to supplier information would be subject to an approval process, limiting any associated risk.

Responsible person: Executive Manager Corporate & Community Services

Completion date: On-going

Matter Outstanding from Prior Audit:

4. Inadequate procurement practices

Finding 2021-22

We found that 1 out of a sample of 60 purchases tested was made without the approved purchase order. The purchase order was subsequently raised after the receipt of the supplier invoice. This is not in compliance with the Shire's Purchasing Policy.

We also found 6 purchases (between \$14,000 and \$90,000) out of a sample of 60 purchases tested where the required number of quotations were not obtained, as required by the Shire's Purchasing Policy. Out of these 6 exceptions, 3 purchases were from McLeods Barristers and Solicitors.

No quotations were obtained for purchases from McLeods Barristers and Solicitors. The total payments made to this company during the year was \$226,415 ex GST.

Shire's Purchasing Policy

Over \$10,000 and up to \$30,000 - Obtain at least two (2) verbal or written quotations from suppliers

Up to \$50,000 - Obtain at least two (2) written quotations from suppliers

Up to \$250,000 - Obtain at least three (3) written quotations from suppliers containing price and detailed specification of goods and services required.

Finding 2020-21

We noted 8 purchase orders out of a sample of 67 purchases tested were made without approved purchase orders. 6 out of the 8 purchase orders were subsequently raised after the receipt of the supplier invoices. This is not in compliance with the Shire's Purchasing Policy.

We also noted 9 instances of purchases (between 0 and \$6,000) out of a sample of 67 where verbal or written quotations were not documented on the purchasing documents, as required by the Shire's Purchasing Policy as stated below:

Up to \$10,000 Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire, or obtain at least one (1) oral or written quotation from a suitable supplier, either from:

- an existing panel of pre-qualified suppliers administered by the Shire; or*
- a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or*
- from the open market.*

Rating: Moderate

Implication

Ordering goods and services without approved purchase orders increased the risk of fraud and inappropriate purchases being committed by the Shire.

The Shire has not adhered to the Purchasing Policy and as a result may commit to expenditure, which has not been appropriately procured by management, in line with the budget representing a competitive price and value for money to the Shire. This may potentially result in financial loss to the Shire.

Recommendation

We recommend that management:

- *remind employees to adhere to the Shire's Purchasing Policy and ensure approved purchase orders are in place prior to ordering goods and services*
- *ensure the necessary quotations are obtained before a decision is made to contract a supplier to ensure that a competitive price representing value for money is obtained.*

Management Comment

Due to limitations of the Altus Financials Suite, the Shire of Gingin was required to use Altus Purchasing instead of Altus Procurement (which was used previously). The difference is; Altus Procurement does not allow a purchasing officer to progress unless the Purchasing Policy is adhered to. Altus Purchasing, however, does not have the same built in security meaning these type of instances can occur.

The system developers have recently completed work on Altus Procurement, making the module compatible with Altus Financials and it is expected this software will be rolled out in the near future. Until then, it is the responsibility of purchasing officers to ensure they are meeting compliance.

Responsible person: *Purchasing Officers & Creditors Officer*

Completion date: *On-going*

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 – Financial Management

Division 3 – Reporting on activities and finance

Part 7 – Audit
Division 1A – Audit Committee
Division 3 – Conduct of Audit
Division 3A – Financial Audit
Division 4 – General

Local Government (Audit) Regulations 1996

Reg. 9 – Performance of Audit
Reg. 10 – Report by auditor
Reg. 16. Functions of audit committee

Local Government (Financial Management) Regulations 1996

Regs. 36-50 – Annual financial report, content of
Reg. 51 – Annual Financial Report to be signed etc, by CEO and given to Department

Australian Accounting Standards Board Standards

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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
Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	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 Sorensen SECONDED: Councillor Johnson

That Council accept the Financial Report and Independent Auditor's Report for the year ended 30 June 2022 (as detailed in Appendices)

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*

**SHIRE OF GINGIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

TABLE OF CONTENTS

Certification of Financial Report	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Financial Report	8
Independent Auditor's Report	51

COMMUNITY VISION

"We are a welcoming and progressive community that celebrates its diversity and unique rural and coastal environment."

Principal place of business:
7 Brockman Street
GINGIN WA 6503

**SHIRE OF GINGIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Gingin for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the Shire of Gingin at 30 June 2022 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 12 day of 12 2022

Chief Executive Officer

Name of Chief Executive Officer



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2022 Actual	2022 Budget	2021 Actual
		\$	\$	\$
Revenue				
Rates	26(a),2(a)	8,889,160	8,882,052	8,394,694
Operating grants, subsidies and contributions	2(a)	4,032,448	2,165,791	3,469,153
Fees and charges	25(c),2(a)	3,925,738	3,828,800	4,088,852
Interest earnings	2(a)	69,274	137,444	147,713
Other revenue	2(a)	562,162	196,287	677,161
		17,478,782	15,210,374	16,777,573
Expenses				
Employee costs		(5,873,096)	(6,390,737)	(5,856,207)
Materials and contracts		(6,321,670)	(5,709,570)	(5,281,648)
Utility charges		(462,885)	(445,615)	(434,451)
Depreciation	10(a)	(6,310,701)	(4,922,951)	(6,291,548)
Finance costs	2(b)	(102,467)	(105,341)	(108,584)
Insurance		(368,772)	(341,215)	(450,686)
Other expenditure	2(b)	(437,338)	(606,109)	(544,209)
		(19,876,929)	(18,521,538)	(18,967,333)
		(2,398,147)	(3,311,164)	(2,189,760)
Non-operating grants, subsidies and contributions	2(a)	4,482,933	8,602,360	8,352,488
Profit on asset disposals	10(c)	-	-	73,706
Loss on asset disposals	10(c)	(4,040)	-	(73,266)
Fair value adjustments to financial assets at fair value through profit or loss		3,997	-	2,586
		4,482,890	8,602,360	8,355,514
Net result for the period	25(b)	2,084,743	5,291,196	6,165,754
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	16	-	-	12,638,926
Total other comprehensive income for the period		-	-	12,638,926
Total comprehensive income for the period		2,084,743	5,291,196	18,804,680

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



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2022**

	NOTE	2022 \$	2021 \$
CURRENT ASSETS			
Cash and cash equivalents	3	13,598,004	9,438,399
Trade and other receivables	5	1,975,769	2,921,497
Other financial assets	4(a)	4,207	7,977
Inventories	6	48,891	34,392
Other assets	7	19,325	17,785
TOTAL CURRENT ASSETS		15,646,196	12,420,050
NON-CURRENT ASSETS			
Trade and other receivables	5	153,311	142,800
Other financial assets	4(b)	100,620	90,830
Property, plant and equipment	8	51,210,036	50,366,413
Infrastructure	9	151,247,484	151,590,018
Right-of-use assets	11(a)	76,741	109,100
TOTAL NON-CURRENT ASSETS		202,788,192	202,299,161
TOTAL ASSETS		218,434,388	214,719,211
CURRENT LIABILITIES			
Trade and other payables	12	3,407,473	2,289,417
Other liabilities	13	1,410,754	721,357
Lease liabilities	11(b)	31,608	24,023
Borrowings	14	250,521	259,387
Employee related provisions	15	930,057	1,004,339
TOTAL CURRENT LIABILITIES		6,030,413	4,298,523
NON-CURRENT LIABILITIES			
Lease liabilities	11(b)	45,789	85,369
Borrowings	14	1,592,664	1,843,185
Employee related provisions	15	254,868	66,223
TOTAL NON-CURRENT LIABILITIES		1,893,321	1,994,777
TOTAL LIABILITIES		7,923,734	6,293,300
NET ASSETS		210,510,654	208,425,911
EQUITY			
Retained surplus		47,351,695	46,559,741
Reserve accounts	29	7,745,214	6,452,425
Revaluation surplus	16	155,413,745	155,413,745
TOTAL EQUITY		210,510,654	208,425,911

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



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2020		41,293,202	5,553,210	142,774,819	189,621,231
Comprehensive income for the period					
Net result for the period		6,165,754	-	-	6,165,754
Other comprehensive income for the period	16	-	-	12,638,926	12,638,926
Total comprehensive income for the period		6,165,754	-	12,638,926	18,804,680
Transfers from reserves	29	1,564,253	(1,564,253)	-	-
Transfers to reserves	29	(2,463,468)	2,463,468	-	-
Balance as at 30 June 2021		46,559,741	6,452,425	155,413,745	208,425,911
Comprehensive income for the period					
Net result for the period		2,084,743	-	-	2,084,743
Total comprehensive income for the period		2,084,743	-	-	2,084,743
Transfers from reserves	29	85,482	(85,482)	-	-
Transfers to reserves	29	(1,378,270)	1,378,270	-	-
Balance as at 30 June 2022		47,351,695	7,745,214	155,413,745	210,510,654

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



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2022**

NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates	9,340,165	8,893,855	8,696,678
Operating grants, subsidies and contributions	5,227,435	1,732,841	1,132,552
Fees and charges	3,924,714	3,828,800	4,095,639
Interest received	69,274	137,444	147,713
Goods and services tax received	23,077	-	-
Other revenue	562,162	196,287	677,161
	19,146,827	14,789,227	14,749,743
Payments			
Employee costs	(5,740,429)	(6,390,737)	(5,871,535)
Materials and contracts	(5,256,631)	(5,709,570)	(4,542,101)
Utility charges	(462,885)	(445,615)	(434,451)
Finance costs	(102,467)	(105,341)	(108,584)
Insurance paid	(368,772)	(341,215)	(450,686)
Goods and services tax paid	(24,757)	-	(39,045)
Other expenditure	(437,338)	(606,109)	(544,209)
	(12,393,279)	(13,598,587)	(11,990,611)
Net cash provided by (used in) operating activities	17(b) 6,753,548	1,190,640	2,759,132
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment	8(a) (2,381,466)	(5,700,954)	(1,909,436)
Payments for construction of infrastructure	9(a) (4,402,396)	(7,364,664)	(9,593,537)
Non-operating grants, subsidies and contributions	4,482,933	8,602,360	8,352,488
Proceeds from financial assets at amortised cost	(2,021)	13,553	13,163
Proceeds from sale of property, plant & equipment	10(c) -	164,000	253,274
Net cash provided by (used in) investing activities	(2,302,950)	(4,285,705)	(2,884,048)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	28(a) (259,387)	(259,386)	(222,197)
Payments for principal portion of lease liabilities	28(c) (31,606)	(31,995)	(24,023)
Proceeds from new borrowings	28(a) -	350,000	334,743
Net cash provided by (used in) financing activities	(290,993)	58,619	88,523
Net increase (decrease) in cash held	4,159,605	(3,036,446)	(36,393)
Cash at beginning of year	9,438,399	9,437,846	9,474,792
Cash and cash equivalents at the end of the year	17(a) 13,598,004	6,401,400	9,438,399

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



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
NET CURRENT ASSETS - At start of financial year - surplus/(deficit)	27(b)	1,944,534	2,074,256	1,612,521
OPERATING ACTIVITIES				
Revenue from operating activities (excluding general rate)				
Rates (excluding general rate)	26(a)	5,777	5,197	5,197
Operating grants, subsidies and contributions		4,032,448	2,165,791	3,469,153
Fees and charges		3,925,738	3,828,800	4,088,852
Interest earnings		69,274	137,444	147,713
Other revenue		562,162	196,287	677,161
Profit on asset disposals	10(c)	-	-	73,706
Fair value adjustments to financial assets at fair value through profit or loss		3,997	-	2,586
		8,599,396	6,333,519	8,464,368
Expenditure from operating activities				
Employee costs		(5,873,096)	(6,390,737)	(5,856,207)
Materials and contracts		(6,321,670)	(5,709,570)	(5,281,648)
Utility charges		(462,885)	(445,615)	(434,451)
Depreciation		(6,310,701)	(4,922,951)	(6,291,548)
Finance costs		(102,467)	(105,341)	(108,584)
Insurance		(368,772)	(341,215)	(450,686)
Other expenditure		(437,338)	(606,109)	(544,209)
Loss on asset disposals	10(c)	(4,040)	-	(73,266)
		(19,880,969)	(18,521,538)	(19,040,599)
Non-cash amounts excluded from operating activities	27(a)	6,488,878	4,922,951	6,213,487
Amount attributable to operating activities		(4,792,695)	(7,265,068)	(4,362,744)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		4,482,933	8,602,360	8,352,488
Proceeds from disposal of assets	10(c)	-	164,000	253,274
Proceeds from financial assets at amortised cost		7,979	13,553	13,163
New advances		(10,000)	-	-
Purchase of property, plant and equipment	8(a)	(2,381,466)	(5,700,954)	(1,909,436)
Purchase and construction of infrastructure	9(a)	(4,402,396)	(7,364,664)	(9,593,537)
		(2,302,950)	(4,285,705)	(2,884,048)
Amount attributable to investing activities		(2,302,950)	(4,285,705)	(2,884,048)
FINANCING ACTIVITIES				
Repayment of borrowings	28(a)	(259,387)	(259,386)	(222,197)
Proceeds from borrowings	28(b)	-	350,000	334,743
Payments for principal portion of lease liabilities	28(c)	(31,606)	(31,995)	(24,023)
Transfers to reserves (restricted assets)	29	(1,378,270)	(451,439)	(2,463,468)
Transfers from reserves (restricted assets)	29	85,482	992,482	1,564,253
Amount attributable to financing activities		(1,583,781)	599,662	(810,692)
Surplus/(deficit) before imposition of general rates		(6,734,892)	(8,876,855)	(6,444,963)
Total amount raised from general rates	26(a)	8,883,383	8,876,855	8,389,497
Surplus/(deficit) after imposition of general rates	27(b)	2,148,491	-	1,944,534

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



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
FOR THE YEAR ENDED 30 JUNE 2022
INDEX OF NOTES TO THE FINANCIAL REPORT**

Note 1	Basis of Preparation	9
Note 2	Revenue and Expenses	10
Note 3	Cash and Cash Equivalents	12
Note 4	Other Financial Assets	12
Note 5	Trade and Other Receivables	13
Note 6	Inventories	14
Note 7	Other Assets	15
Note 8	Property, Plant and Equipment	16
Note 9	Infrastructure	18
Note 10	Fixed Assets	20
Note 11	Leases	23
Note 12	Trade and Other Payables	24
Note 13	Other Liabilities	25
Note 14	Borrowings	26
Note 15	Employee Related Provisions	27
Note 16	Revaluation Surplus	28
Note 17	Notes to the Statement of Cash Flows	29
Note 18	Contingent Liabilities	30
Note 19	Capital Commitments	30
Note 20	Related Party Transactions	31
Note 21	Joint Arrangements	33
Note 22	Financial Risk Management	34
Note 23	Events Occurring After the Reporting Period	37
Note 24	Other Significant Accounting Policies	38
Note 25	Function and Activity	39
Information required by legislation		
Note 26	Rating Information	42
Note 27	Rate Setting Statement Information	45
Note 28	Borrowing and Lease Liabilities	46
Note 29	Cash Backed Reserves	48
Note 30	Trust Funds	50

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have 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.

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. A separate statement of those monies appears at Note 30 of the financial report.

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 that are 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, and infrastructure.
- estimation uncertainties made in relation to lease accounting

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Operating grants, subsidies and contributions with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or approval
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at the gate or normal trading terms if credit is provided	None	On entry to facility
Fees and charges - sale of stock	Kiosk stock	Single point in time	In full in advance	Refund for faulty goods	Output method based on goods sold
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	Output method based on works completed

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature or types of goods or services is provided in the table below:

For the year ended 30 June 2022

Nature or type	Contracts with customers	Non-operating grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	8,889,160	-	8,889,160
Operating grants, subsidies and contributions	4,032,448	-	-	-	4,032,448
Fees and charges	3,925,738	-	-	-	3,925,738
Interest earnings	-	-	69,274	-	69,274
Other revenue	198,505	-	-	363,657	562,162
Non-operating grants, subsidies and contributions	-	4,482,933	-	-	4,482,933
Total	8,156,691	4,482,933	8,958,434	363,657	21,961,715

For the year ended 30 June 2021

Nature or type	Contracts with customers	Non-operating grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	8,394,694	-	8,394,694
Operating grants, subsidies and contributions	3,469,153	-	-	-	3,469,153
Fees and charges	4,088,852	-	-	-	4,088,852
Interest earnings	-	-	147,713	-	147,713
Other revenue	410,650	-	-	266,511	677,161
Non-operating grants, subsidies and contributions	-	8,352,488	-	-	8,352,488
Total	7,968,655	8,352,488	8,542,407	266,511	25,130,061

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES (Continued)

	Note	2022 Actual	2022 Budget	2021 Actual
Interest earnings				
Financial assets at amortised cost - self supporting loans		404	404	451
Interest on reserve funds		-	10,000	20,418
Rates instalment and penalty interest (refer Note 26(d))		68,692	122,444	123,328
Other interest earnings		178	4,596	3,516
		69,274	137,444	147,713
(b) Expenses				
Auditors remuneration				
- Audit of the Annual Financial Report		37,000	62,200	18,754
- Other services		1,800	3,840	3,350
		38,800	66,040	22,104
Finance costs				
Borrowings	28(a)	101,273	104,146	107,538
Lease liabilities	28(c)	1,194	1,195	1,046
		102,467	105,341	108,584
Other expenditure				
Impairment losses on trade and other receivables		9,930	-	10,954
Sundry expenses		427,408	606,109	533,255
		437,338	606,109	544,209

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

3. CASH AND CASH EQUIVALENTS

Note	2022 \$	2021 \$
Cash at bank and on hand	13,598,004	9,438,399
Total cash and cash equivalents	13,598,004	9,438,399
Held as		
- Unrestricted cash and cash equivalents	5,852,790	2,985,974
- Restricted cash and cash equivalents	7,745,214	6,452,425
	13,598,004	9,438,399

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

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.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

Details of restrictions on financial assets can be found at Note 17.

4. OTHER FINANCIAL ASSETS

(a) Current assets

	2022 \$	2021 \$
Financial assets at amortised cost	4,207	7,977
	4,207	7,977

Financial assets at amortised cost

Financial assets at amortised cost - self supporting loans	2,278	2,230
Financial assets at amortised cost - loan advances	1,929	5,747
	4,207	7,977

Held as

- Unrestricted other financial assets at amortised cost	4,207	7,977
	4,207	7,977

(b) Non-current assets

Financial assets at amortised cost	22,816	17,023
Financial assets at fair value through profit and loss	77,804	73,807
	100,620	90,830

Financial assets at amortised cost

Financial assets at amortised cost - self supporting loans	14,745	17,023
Financial assets at amortised cost - loan advances	8,071	-
	22,816	17,023

Financial assets at fair value through profit and loss

Units in Local Government House Trust	77,804	73,807
	77,804	73,807

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 28(a) as self supporting loans.

SIGNIFICANT ACCOUNTING POLICIES

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.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 24(i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 22.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

5. TRADE AND OTHER RECEIVABLES

	Note	2022 \$	2021 \$
Current			
Rates receivable		399,663	817,748
Trade and other receivables		1,351,120	1,727,666
GST receivable		61,491	84,568
Allowance for credit losses of trade and other receivables	22(b)	(9,930)	(10,954)
Legal Costs - recovery of rates		133,099	245,514
Rubbish Fees		40,326	56,955
		1,975,769	2,921,497
Non-current			
Pensioner's rates and ESL deferred		153,311	142,800
		153,311	142,800

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

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

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 22.

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.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to value is considered immaterial.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

6. INVENTORIES

Note	2022	2021
	\$	\$
Current		
Fuel and materials	34,026	16,227
History books	14,865	18,165
	48,891	34,392
The following movements in inventories occurred during the year:		
Balance at beginning of year	34,392	30,607
Additions to inventory	14,499	3,785
Balance at end of year	48,891	34,392

SIGNIFICANT ACCOUNTING POLICIES

General

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

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

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

7. OTHER ASSETS

Other assets - current

Prepayments

	2022	2021
	\$	\$
	19,325	17,785
	19,325	17,785

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

SHIRE OF GINGIN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX 12.8.1

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

Note	Land	Buildings - non-specialised	Buildings - specialised	Total land and buildings	Land and buildings - Work in Progress	Furniture and equipment	Plant and equipment	Vehicles	Tools	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2020	12,831,909	1,550,401	21,209,235	35,591,545	-	195,893	4,922,499	-	4,666	40,714,603
Additions	25,000	875	545,913	571,788	418,921	-	918,727	-	-	1,909,436
Disposals	-	-	-	-	-	-	(252,833)	-	-	(252,833)
Revaluation increments / (decrements) transferred to revaluation surplus	(47,807)	214,843	8,839,215	9,006,251	-	-	-	-	-	9,006,251
Depreciation	10(a)	-	(52,419)	(775,543)	(827,962)	(38,375)	(667,481)	-	(1,026)	(1,534,844)
Transfers	-	-	523,800	523,800	-	-	-	-	-	523,800
Balance at 30 June 2021	12,809,102	1,713,700	30,342,620	44,865,422	418,921	157,518	4,920,912	-	3,640	50,366,413
Comprises:										
Gross balance amount at 30 June 2021	12,809,102	1,713,700	30,342,620	44,865,422	418,921	343,462	8,073,739	-	12,900	53,714,444
Accumulated depreciation at 30 June 2021	-	-	-	-	-	(185,944)	(3,152,827)	-	(9,260)	(3,348,031)
Balance at 30 June 2021	12,809,102	1,713,700	30,342,620	44,865,422	418,921	157,518	4,920,912	-	3,640	50,366,413
Additions	-	-	228,813	228,813	2,152,653	-	-	-	-	2,381,466
Depreciation	10(a)	-	(33,646)	(738,673)	(772,319)	(42,539)	(469,060)	(253,024)	(901)	(1,537,843)
Transfers	-	-	-	-	-	-	(1,046,050)	1,046,050	-	-
Balance at 30 June 2022	12,809,102	1,680,054	29,832,760	44,321,916	2,571,574	114,979	3,405,802	793,026	2,739	51,210,036
Comprises:										
Gross balance amount at 30 June 2022	12,809,102	1,713,700	30,571,433	45,094,235	2,571,574	343,462	6,048,745	2,024,995	12,900	56,095,911
Accumulated depreciation at 30 June 2022	-	(33,646)	(738,673)	(772,319)	-	(228,483)	(2,642,943)	(1,231,969)	(10,161)	(4,885,875)
Balance at 30 June 2022	12,809,102	1,680,054	29,832,760	44,321,916	2,571,574	114,979	3,405,802	793,026	2,739	51,210,036

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land - freehold land	2	Market approach using recent observable market data for similar properties	Independent registered valuers	June 2021	Price per hectare
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent valuer and Management valuation	June 2021	Price per square meter / market borrowing rate
Buildings - specialised	3	Cost approach using current replacement cost	Independent registered valuers	June 2021	Construction costs and current condition, residual values and remaining useful life assessments inputs
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.					
During the period, there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.					
(ii) Cost					
Furniture and equipment	3	Cost model	N/A	June 2016	Purchase costs
Plant and equipment	3	Cost model	N/A	June 2016	Purchase costs

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

SHIRE OF GINGIN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX 12.8.1

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

Note	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - parks & ovals	Infrastructure - other	Infrastructure - bridges	Work in Progress - infrastructure	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2020	123,890,909	264,654	12,087,907	5,032,925	2,343,640	-	143,620,035
Additions	8,346,460	8,450	1,231,277	7,350	-	-	9,593,537
Revaluation increments / (decrements) transferred to revaluation surplus	-	-	231,920	3,400,754	-	-	3,632,674
Depreciation	(3,237,557)	(10,924)	(783,683)	(574,930)	(125,336)	-	(4,732,430)
Transfers	-	-	(2,276,099)	1,752,301	-	-	(523,798)
Balance at 30 June 2021	128,999,812	262,180	10,491,322	9,618,400	2,218,304	-	151,590,018
Comprises:							
Gross balance at 30 June 2021	137,934,405	295,251	12,409,881	9,618,400	2,585,269	-	162,843,206
Accumulated depreciation at 30 June 2021	(8,934,593)	(33,071)	(1,918,559)	-	(366,965)	-	(11,253,188)
Balance at 30 June 2021	128,999,812	262,180	10,491,322	9,618,400	2,218,304	-	151,590,018
Additions	3,534,697	379,459	14,000	140,356	309,325	24,559	4,402,396
Impairment (losses) / reversals	-	-	(4,040)	-	-	-	(4,040)
Depreciation	(3,259,262)	(25,666)	(832,352)	(481,454)	(142,156)	-	(4,740,890)
Transfers	-	-	(318,789)	13,850	-	304,939	-
Balance at 30 June 2022	129,275,247	615,973	9,350,141	9,291,152	2,385,473	329,498	151,247,484
Comprises:							
Gross balance at 30 June 2022	141,469,102	674,710	12,099,840	9,772,606	2,894,594	329,498	167,240,350
Accumulated depreciation at 30 June 2022	(12,193,855)	(58,737)	(2,749,699)	(481,454)	(509,121)	-	(15,992,866)
Balance at 30 June 2022	129,275,247	615,973	9,350,141	9,291,152	2,385,473	329,498	151,247,484

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

SHIRE OF GINGIN

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX 12.8.1

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - roads	3	Cost approach using current replacement cost	Management Valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - footpaths	3	Cost approach using current replacement cost	Management Valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - parks & ovals	3	Cost approach using current replacement cost	Management Valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - other	3	Cost approach using current replacement cost	Independent registered valuers	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Infrastructure - bridges	3	Cost approach using current replacement cost	Management Valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period, there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

10. FIXED ASSETS

(a) Depreciation

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Buildings - non-specialised	8(a)	33,646	40,784	52,419
Buildings - specialised	8(a)	738,673	1,019,655	775,543
Furniture and equipment	8(a)	42,539	51,880	38,375
Plant and equipment	8(a)	469,060	739,960	667,481
Vehicles	8(a)	253,024	-	-
Tools	8(a)	901	1,790	1,026
Infrastructure - roads	9(a)	3,259,262	1,788,880	3,237,557
Infrastructure - footpaths	9(a)	25,666	11,120	10,924
Infrastructure - parks & ovals	9(a)	832,352	773,337	783,683
Infrastructure - other	9(a)	481,454	355,480	574,930
Infrastructure - bridges	9(a)	142,156	116,228	125,336
Right-of-Use Assets - Land and Buildings	11(a)	6,958	-	8,267
Right-of-Use Assets - Furniture & Equipment	11(a)	25,010	23,837	16,007
		6,310,701	4,922,951	6,291,548

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life	Asset Class	Useful life
Buildings - non specialised	25 to 50 years	Seal	
Buildings - specialised	25 to 33 years	- bituminous seals	20 years
Furniture and equipment	3 to 50 years	- asphalt surfaces	20 years
Plant and equipment Large Plant	5 to 20 years	Gravel roads	
Plant and equipment Small Plant	1 to 5 years	- formation	not depreciated
Plant and equipment - Sundry	1 to 35 years	- pavement	50 years
Tools	4 to 10 years	Footpaths - slab	25 years
		Formed roads - unsealed (reducing balance)	
Infrastructure - Footpaths	25 years	- formation	not depreciated
Infrastructure - Parks & ovals	13 years	- pavement	50 years
Infrastructure - Bridges	25 years	Sewerage piping	80 years
Infrastructure - Other	10 years	Water supply piping and drainage systems	85 years
Infrastructure - Car parks (sealed)	40 years	Right-of-use (buildings)	Based on the remaining lease
Sealed roads and streets		Right-of-use (plant and equipment)	Based on the remaining lease
- formation	not depreciated		
- pavement	50 years		

(b) Fully Depreciated Assets in Use

The gross carrying value of assets held by the Shire which are currently in use yet fully depreciated are shown in the table below.

	2022 Actual \$	2021 Actual \$
Furniture and equipment	-	4,950
Plant and equipment	134,783	326,919
Vehicles	89,917	-
Infrastructure - parks & ovals	9,098	940
Infrastructure - other	13,850	-
	247,648	332,809

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

10. FIXED ASSETS (Continued)

(c) Disposals of assets

	2022				2022				2021			
	Actual Net Book Value	Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss	Budget Net Book Value	Budget Sale Proceeds	2022 Budget Profit	2022 Budget Loss	Actual Net Book Value	Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
Furniture and equipment	-	-	-	-	-	-	-	-	-	109	109	-
Plant and equipment	-	-	-	-	8,000	8,000	-	-	252,834	253,165	73,597	(73,266)
Vehicles	-	-	-	-	156,000	156,000	-	-	-	-	-	-
Infrastructure - parks & ovals	4,040	-	-	(4,040)	-	-	-	-	-	-	-	-
	4,040	-	-	(4,040)	164,000	164,000	-	-	252,834	253,274	73,706	(73,266)

The following assets were disposed of during the year.

	2022			
	Actual Net Book Value	Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss
Parks & Ovals				
Economic services				
Ledge Point Lookout	4,040	-	-	(4,040)
	4,040	-	-	(4,040)

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

10. FIXED ASSETS (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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

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 recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

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

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.

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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value.

They are subject to subsequent revaluation at the next revaluation date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings and infrastructure is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the carrying amount for each asset class is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Revaluation (continued)

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated as follows:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses.

Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

11. LEASES

(a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.	Note	Right-of-Use Assets - Land and Buildings \$	Right-of-Use Assets - Furniture & Equipment \$	Right-of-use assets Total \$
Balance at 1 July 2020		-	2,638	2,638
Additions		20,855	109,881	130,736
Depreciation		(8,267)	(16,007)	(24,274)
Balance at 30 June 2021		12,588	96,512	109,100
Lease modification		-	(391)	(391)
Depreciation	10(a)	(6,958)	(25,010)	(31,968)
Balance at 30 June 2022		5,630	71,111	76,741

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

	2022 Actual \$	2021 Actual \$
Depreciation on right-of-use assets	(31,968)	(24,274)
Interest expense on lease liabilities	(1,194)	(1,046)
Low-value asset lease payments recognised as expense	(31,608)	(24,023)
Total amount recognised in the statement of comprehensive income	(64,770)	(49,343)
Total cash outflow from leases	(32,800)	(25,069)
(b) Lease Liabilities		
Current	31,608	24,023
Non-current	45,789	85,369
	77,397	109,392

Secured liabilities and assets pledged as security

Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

SIGNIFICANT ACCOUNTING POLICIES

Leases

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 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 that are classified as short-term leases (i.e. a lease with a 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.

Details of individual lease liabilities required by regulations are provided at Note 28(c).

Right-of-use assets - valuation measurement

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

12. TRADE AND OTHER PAYABLES

Current

	2022	2021
	\$	\$
Sundry creditors	2,326,986	1,289,826
Prepaid rates	195,270	151,839
Accrued payroll liabilities	138,647	120,343
ATO liabilities	20,766	45,523
Bonds and deposits held	664,309	590,840
Accrued interest on long term borrowings	19,425	22,298
Income received in advance	5,070	68,748
Accrued expenses	37,000	-
	3,407,473	2,289,417

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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 usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

13. OTHER LIABILITIES

Current

Contract liabilities

Reconciliation of changes in contract liabilities

Opening balance

Change during the year

	2022	2021
	\$	\$
Contract liabilities	1,410,754	721,357
	<u>1,410,754</u>	<u>721,357</u>
Opening balance	721,357	1,950,161
Change during the year	689,397	(1,228,804)
	<u>1,410,754</u>	<u>721,357</u>

The Shire expects to satisfy the performance obligations from contracts with customers unsatisfied at the end of the reporting period to be satisfied within the next 12 months.

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as revenue when the obligations in the contract are satisfied.

Non-current capital grant/contribution liabilities fair values are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

14. BORROWINGS

	Note	2022			2021		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Loans		250,521	1,592,664	1,843,185	259,387	1,843,185	2,102,572
Total secured borrowings	28(a)	250,521	1,592,664	1,843,185	259,387	1,843,185	2,102,572

Secured liabilities and assets pledged as security

Bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of Gingin.

The Shire of Gingin has complied with the financial covenants of its borrowing facilities during the 2022 and 2021 years.

SIGNIFICANT ACCOUNTING POLICIES

Borrowing costs

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. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to unobservable inputs, including own credit risk.

Risk

Information regarding exposure to risk can be found at Note 22.

Details of individual borrowings required by regulations are provided in Note 28(a).

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Current provisions

Employee benefit provisions

Annual Leave & Other Entitlements
Long Service Leave

Non-current provisions

Long Service Leave

	2022	2021
	\$	\$
Annual Leave & Other Entitlements	660,483	597,223
Long Service Leave	269,574	407,116
	<u>930,057</u>	<u>1,004,339</u>
Long Service Leave	254,868	66,223
	<u>254,868</u>	<u>66,223</u>
	<u>1,184,925</u>	<u>1,070,562</u>

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date
More than 12 months from reporting date

Note	2022	2021
	\$	\$
Less than 12 months after the reporting date	466,303	522,099
More than 12 months from reporting date	718,622	548,463
	<u>1,184,925</u>	<u>1,070,562</u>

Expected reimbursements of employee related provisions from other WA local governments included in provisions

	79,478	104,847
--	--------	---------

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

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 statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire'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.

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

SHIRE OF GINGIN

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

APPENDIX 12.8.1

16. REVALUATION SURPLUS

	2022 Opening Balance	2022 Revaluation (Decrement)	2022 Closing Balance	2021 Opening Balance	2021 Revaluation Increment	2021 Revaluation (Decrement)	Total Movement on Revaluation	2021 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land	5,726,807	-	5,726,807	5,774,614	-	(47,807)	(47,807)	5,726,807
Buildings	24,915,799	-	24,915,799	15,861,740	9,054,059	-	9,054,059	24,915,799
Plant and equipment	2,491,906	-	2,491,906	2,491,906	-	-	-	2,491,906
Infrastructure - roads	107,822,769	-	107,822,769	107,822,769	-	-	-	107,822,769
Infrastructure - footpaths	385,798	-	385,798	385,798	-	-	-	385,798
Infrastructure - parks & ovals	7,925,912	-	7,925,912	7,693,992	231,920	-	231,920	7,925,912
Infrastructure - other	3,400,754	-	3,400,754	-	3,400,754	-	3,400,754	3,400,754
Infrastructure - bridges	2,744,000	-	2,744,000	2,744,000	-	-	-	2,744,000
	155,413,745	-	155,413,745	142,774,819	12,686,733	(47,807)	12,638,926	155,413,745

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

17. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Cash and cash equivalents	3	13,598,004	6,401,400	9,438,399
Restrictions				
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents	3	7,745,214	5,648,774	6,452,425
		<u>7,745,214</u>	<u>5,648,774</u>	<u>6,452,425</u>
The restricted financial assets are a result of the following specific purposes to which the assets may be used:				
Restricted reserve accounts	29	7,745,214	5,648,774	6,452,425
Total restricted financial assets		<u>7,745,214</u>	<u>5,648,774</u>	<u>6,452,425</u>

(b) Reconciliation of Net Result to Net Cash Provided By Operating Activities

Net result		2,084,743	5,291,196	6,165,754
Non-cash items:				
Adjustments to fair value of financial assets at fair value through profit and loss		(3,997)	-	(2,586)
Depreciation/amortisation		6,310,701	4,922,951	6,291,548
(Profit)/loss on sale of asset		4,040	-	(440)
Changes in assets and liabilities:				
(Increase)/decrease in trade and other receivables		910,460	-	(883,091)
(Increase)/decrease in other assets		(1,540)	-	757
(Increase)/decrease in inventories		(14,499)	-	(3,785)
Increase/(decrease) in trade and other payables		1,142,813	-	822,988
Increase/(decrease) in employee related provisions		114,363	-	(50,721)
Increase/(decrease) in other liabilities		689,397	(421,147)	(1,228,804)
Non-operating grants, subsidies and contributions		(4,482,933)	(8,602,360)	(8,352,488)
Net cash provided by/(used in) operating activities		<u>6,753,548</u>	<u>1,190,640</u>	<u>2,759,132</u>

(c) Undrawn Borrowing Facilities

Credit Standby Arrangements

	2022 Actual \$	2021 Actual \$
Bank overdraft limit	500,000	500,000
Bank overdraft at balance date	-	-
Credit card limit	27,000	24,000
Credit card balance at balance date	(1,127)	(6,201)
Total amount of credit unused	<u>525,873</u>	<u>517,799</u>

Loan facilities

Loan facilities - current	250,521	259,387
Loan facilities - non-current	1,592,664	1,843,185
Total facilities in use at balance date	<u>1,843,185</u>	<u>2,102,572</u>

Unused loan facilities at balance date

	-	-
--	---	---

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

18. CONTINGENT LIABILITIES

In compliance with the Contaminated Sites Act 2003, the Shire of Gingin has listed sites to be possible sources of contamination. Details of the sites are :

- Gingin Waste Facility - Lot 10 Cockram Road, Gingin DWER L6900/1700/13
- Lancelin Waste Facility - Lot 11089 Lancelin Road, Lancelin DWER L6911/1997/10
- Seabird Waste Facility - Lot 8544 Seabird Road, Seabird DWER L6897/1997/13

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with the Department of Water and Environmental Regulation on the need and criteria for remediation of a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of the sites. This approach is consistent with the Department of Water and Environmental Regulation guidelines.

19. CAPITAL COMMITMENTS

Contracted for:

- capital expenditure projects
- plant & equipment purchases

Payable:

- not later than one year

	2022 Actual	2021 Actual
	\$	\$
	221,571	668,487
	-	-
	221,571	668,487
	221,571	668,487

The 2022 capital commitments relate to the following projects:

- Gingin Weir Project \$10,472
- Level 3 Incident Control Centre - Gingin \$211,099

The 2021 capital commitments related to the following projects:

- Gingin Outdoor Activity Space \$32,003
- Lancelin Skate Park \$92,474
- Guilderton Foreshore Ablutions \$46,022
- Gingin Hotspot Coastal Monitoring Project \$21,675
- Cowalla Road Reconstruction & Final Seal \$76,313
- Level 3 Incident Control Centre - Gingin \$400,000

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

20. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Cr Fewster - Shire President			
President's annual allowance	16,000	16,000	14,000
Meeting attendance fees	15,000	15,000	13,125
Annual allowance for ICT expenses	2,000	2,000	1,770
Travel and accommodation expenses	763	1,420	-
	33,763	34,420	28,895
Cr Rule - Deputy President			
Deputy President's annual allowance	4,000	4,000	3,500
Meeting attendance fees	8,000	8,000	7,000
Annual allowance for ICT expenses	2,000	2,000	1,770
Travel and accommodation expenses	-	1,415	-
	14,000	15,415	12,270
Cr Johnson - Councillor			
Meeting attendance fees	8,000	8,000	7,000
Annual allowance for ICT expenses	2,000	2,000	1,770
Travel and accommodation expenses	3,736	1,415	2,856
	13,736	11,415	11,626
Cr Vis - Councillor			
Meeting attendance fees	8,000	8,000	7,000
Annual allowance for ICT expenses	2,000	2,000	1,770
Travel and accommodation expenses	-	1,415	-
	10,000	11,415	8,770
Cr Peczka - Councillor			
Meeting attendance fees	8,000	8,000	7,000
Annual allowance for ICT expenses	2,000	2,000	1,770
Travel and accommodation expenses	3,076	1,415	2,592
	13,076	11,415	11,362
Cr Court - Councillor			
Meeting attendance fees	7,033	8,000	7,000
Annual allowance for ICT expenses	1,758	2,000	1,770
Travel and accommodation expenses	2,017	1,415	2,267
	10,808	11,415	11,037
Cr Lobb - Councillor			
Meeting attendance fees	2,826	2,826	7,000
Annual allowance for ICT expenses	82	2,000	1,770
Travel and accommodation expenses	1,223	1,415	2,675
	4,131	6,241	11,445
Cr Morton - Councillor			
Meeting attendance fees	2,326	2,326	7,000
Annual allowance for ICT expenses	582	2,000	1,770
Travel and accommodation expenses	-	1,415	-
	2,908	5,741	8,770
Cr Balcombe - Councillor			
Meeting attendance fees	8,000	8,000	7,000
Annual allowance for ICT expenses	2,000	2,000	1,770
Travel and accommodation expenses	534	1,415	-
	10,534	11,415	8,770
Cr Sorenson - Councillor			
Meeting attendance fees	5,674	3848	-
Annual allowance for ICT expenses	1,418	180	-
Travel and accommodation expenses	2,374	-	-
	9,466	4,028	-
	122,422	122,920	112,945

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

20. RELATED PARTY TRANSACTIONS (Continued)

Fees, expenses and allowances to be paid or reimbursed to elected council members.

	2022 Actual	2022 Budget	2021 Actual
	\$	\$	\$
President's annual allowance	16,000	16,000	14,000
Deputy President's annual allowance	4,000	4,000	3,500
Meeting attendance fees	72,859	72,000	69,125
Annual allowance for ICT expenses	15,840	18,180	15,930
Travel and accommodation expenses	13,723	12,740	10,390
20(b)	122,422	122,920	112,945

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

	2022 Actual	2021 Actual
	\$	\$
Short-term employee benefits	622,767	602,438
Post-employment benefits	76,225	69,388
Employee - other long-term benefits	62,127	52,596
Employee - termination benefits	5,895	37,523
Council member costs	122,422	112,945
20(a)	889,436	874,890

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above, the following transactions occurred with related parties:

	2022 Actual	2021 Actual
	\$	\$
Sale of goods and services	3,173	12,390
Purchase of goods and services	35,874	14,596

(d) Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

21. JOINT ARRANGEMENTS

Share of joint operations

The Shire has two separate joint agreements with the Department of Communities for the provision of housing at 2 Atkinson Way Lancelin.

For accounting purposes, these joint arrangements constitutes joint operations. The assets are land and 11 x 2 bedroom units. The ownership of the assets is determined by agreements which includes the percentage of each parties equitable interest. The assets are included in the Land and Buildings as follows;

Statement of Financial Position

Land Lot 84 Atkinson Way Lancelin
Atkinson Way Lancelin (5 x 2 bedroom units) Units 1-5 @ 36.10%
Atkinson Way Lancelin (6 x 2 bedroom units) Units 6-11 @ 39.37%
Total assets

Total equity

Statement of Comprehensive Income

Other revenue

Other expenditure

Net result for the period

Other comprehensive income

Total comprehensive income for the period

	2022 Actual	2021 Actual
	\$	\$
Land Lot 84 Atkinson Way Lancelin	20,000	20,000
Atkinson Way Lancelin (5 x 2 bedroom units) Units 1-5 @ 36.10%	336,714	342,950
Atkinson Way Lancelin (6 x 2 bedroom units) Units 6-11 @ 39.37%	425,730	433,070
Total assets	782,444	796,020
	782,444	796,020
Total equity	782,444	796,020
Statement of Comprehensive Income		
Other revenue	85,007	81,181
Other expenditure	(37,351)	(52,917)
Net result for the period	47,656	28,264
Other comprehensive income	-	91,974
Total comprehensive income for the period	47,656	120,238

SIGNIFICANT ACCOUNTING POLICIES

Joint operations

A joint operation is a joint arrangement where the Shire has joint control with another party to the joint arrangement. All parties to joint arrangement have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standard.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

22. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2022					
Cash and cash equivalents	0.00%	13,598,004	-	-	13,598,004
2021					
Cash and cash equivalents	0.25%	9,438,399	-	9,435,599	2,800

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2022	2021
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	0	94,356

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 28(a).

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

22. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2021 or 1 July 2022 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2022 and 30 June 2021 for rates receivable was determined as follows:

	Less than 1 year past due	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total	Note
30 June 2022						
Rates receivable						
Expected credit loss	0.00%	0.00%	0.00%	0.00%		
Gross carrying amount	318,292	125,756	85,124	43,917	573,088	
Loss allowance	-	-	-	-	-	
30 June 2021						
Rates receivable						
Expected credit loss	0.00%	0.00%	0.00%	0.00%		
Gross carrying amount	339,330	228,619	218,777	333,491	1,120,217	
Loss allowance	-	-	-	-	-	

The loss allowance as at 30 June 2022 and 30 June 2021 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total	
30 June 2022						
Trade and other receivables						
Expected credit loss	0.00%	0.01%	0.00%	71.29%		
Gross carrying amount	1,331,401	4,276	1,514	13,929	1,351,120	
Loss allowance	-	-	-	9,930	9,930	5
30 June 2021						
Trade and other receivables						
Expected credit loss	0.00%	0.00%	0.00%	33.51%		
Gross carrying amount	1,541,498	118,826	34,652	32,690	1,727,666	
Loss allowance	-	-	-	10,954	10,954	5

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

22. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

The loss allowances for trade receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Rates receivable		Trade and other receivables	
	2022 Actual	2021 Actual	2022 Actual	2021 Actual
Opening loss allowance as at 1 July	\$ -	\$ -	\$ 10,954	\$ 10,954
Receivables written off during the year as uncollectible	-	-	(1,609)	-
Unused amount reversed	-	-	585	-
Closing loss allowance at 30 June	-	-	9,930	10,954

Trade receivables are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 17(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2022					
Trade and other payables	3,191,752	-	-	3,191,752	3,191,752
Borrowings	342,153	1,404,696	453,647	2,200,496	1,843,185
Lease liabilities	31,608	45,789	-	77,397	77,397
	3,565,513	1,450,485	453,647	5,469,645	5,112,334
2021					
Trade and other payables	2,243,894	-	-	2,243,894	2,289,417
Borrowings	363,502	1,309,383	1,218,136	2,891,021	2,102,572
Lease liabilities	24,023	85,369	-	109,392	109,392
	2,631,419	1,394,752	1,218,136	5,244,307	4,501,381

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There has been no material events after the reporting period which would affect the financial report for the Shire of Gingin for the year ended 30 June 2022 or which would require additional disclosures.

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

24. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

k) Initial application of accounting standards

During the current year, no new or revised Australian Accounting Standards and Interpretations were compiled, became mandatory and were applicable to its operations.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years

- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of

Liabilities as Current or Non-current

- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments

- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates

- AASB 2021-7 Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

It is not expected these standards will have an impact on the financial report.

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.8.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

25. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
Governance To provide a decision making process for the efficient allocation of scarce resources	Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.
General purpose funding To collect revenue to allow for the provision of services	Rates, general purpose government grants and interest revenue.
Law, order, public safety To provide services to help ensure a safer and environmentally conscious community	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
Health To provide an operational framework for environmental and community health	Inspection of food outlets and their control, noise control and waste disposal compliance.
Education and welfare To provide services to disadvantaged persons, the elderly, children and youth	Maintenance of playgroup centre, aged care housing and Wangaree Community Centre. Provision and maintenance of youth services.
Housing To provide and maintain staff and other housing	Provision and maintenance of staff and other housing.
Community amenities To provide services required by the community	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
Recreation and culture To establish and effectively manage infrastructure and resource which will help the social well being of the community	Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and other cultural facilities.
Transport To provide safe, effective and efficient transport services to the community	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
Economic services To help promote the shire and its economic wellbeing	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes.
Other property and services To monitor and control Shire's overheads operating accounts	Private works operation, plant repair and operation costs and engineering operation costs, administration costs allocated and other unclassified works and services.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

25. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses

	2022 Actual	2022 Budget	2021 Actual
	\$	\$	\$
Income excluding grants, subsidies and contributions			
Governance	2,934	-	-
General purpose funding	9,069,256	9,014,092	8,615,362
Law, order, public safety	158,411	124,412	115,218
Health	65,520	50,500	376,159
Education and welfare	4,927	9,500	12,628
Housing	115,102	112,764	192,926
Community amenities	1,796,098	1,697,864	1,731,815
Recreation and culture	121,109	120,604	118,601
Transport	181,260	195,000	275,499
Economic services	1,664,979	1,627,796	1,675,151
Other property and services	270,735	92,051	271,353
	13,450,331	13,044,583	13,384,712
Grants, subsidies and contributions			
Governance	-	5,000	16,225
General purpose funding	2,479,936	1,025,367	1,760,668
Law, order, public safety	3,323,778	4,698,757	1,518,078
Health	1,100	5,350	1,060
Education and welfare	3,200	-	20,677
Community amenities	73,100	223,697	185,098
Recreation and culture	107,621	840,307	885,594
Transport	2,480,934	3,869,137	7,379,749
Economic services	45,712	36,636	11,340
Other property and services	-	63,900	43,152
	8,515,381	10,768,151	11,821,641
Total Income	21,965,712	23,812,734	25,206,353
Expenses			
Governance	(2,164,081)	(1,547,686)	(1,819,099)
General purpose funding	(510,721)	(536,863)	(421,221)
Law, order, public safety	(1,988,277)	(1,611,046)	(2,236,597)
Health	(495,744)	(655,014)	(918,351)
Education and welfare	(168,708)	(256,382)	(250,013)
Housing	(102,419)	(86,484)	(41,752)
Community amenities	(2,150,766)	(3,149,681)	(1,119,366)
Recreation and culture	(3,488,565)	(3,997,105)	(2,260,275)
Transport	(5,231,803)	(4,030,718)	(6,655,249)
Economic services	(1,569,376)	(1,562,148)	(2,912,677)
Other property and services	(2,010,509)	(1,088,411)	(405,999)
Total expenses	(19,880,969)	(18,521,538)	(19,040,599)
Net result for the period	2,084,743	5,291,196	6,165,754

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

25. FUNCTION AND ACTIVITY (Continued)

	2022	2022	2021
	Actual	Budget	Actual
	\$	\$	\$
(c) Fees and Charges			
General purpose funding	15,965	-	2,820
Law, order, public safety	108,906	104,450	86,890
Health	53,354	50,000	282,478
Education and welfare	4,927	9,500	10,030
Housing	116,933	112,764	111,969
Community amenities	1,792,553	1,679,290	1,688,621
Recreation and culture	115,225	110,000	107,803
Transport	107,968	135,000	125,327
Economic services	1,560,367	1,612,796	1,617,028
Other property and services	49,540	15,000	55,886
	3,925,738	3,828,800	4,088,852
(d) Total Assets			
Governance	-	245,514	
General purpose funding	727,481	971,132	
Law, order, public safety	6,748,650	4,174,263	
Health	2,632,176	904,578	
Education and welfare	890,651	3,307,100	
Housing	2,174,373	1,634	
Community amenities	2,597,923	2,473,186	
Recreation and culture	32,583,209	7,946,288	
Transport	134,159,587	133,033,087	
Economic services	4,761,197	34,917,135	
Other property and services	17,486,870	20,607,149	
Unallocated	13,672,271	6,138,145	
	218,434,388	214,719,211	

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX 12.8.1

26. RATING INFORMATION

(a) General Rates

RATE TYPE			2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2020/21		
Rate Description	Basis of valuation	Rate in \$	Actual Rateable Value *	Actual Rate Revenue	Actual Interim Rates	Actual Back Rates	Actual Total Revenue	Budget Rate Revenue	Budget Interim Rate	Budget Back Rate	Budget Total Revenue	Actual Total Revenue	
GRV- Townsites		9.1887	1,559	2,636,244	2,422,365	(1,874)	(1,005)	2,419,486	2,422,366	10,000	2,000	2,434,366	2,328,903
GRV- Other		9.1887	918	1,504,056	1,382,032	(12,224)	212	1,370,020	1,382,032	-	-	1,382,032	1,302,836
UV- Rural		0.5119	380	256,884,000	1,314,989	9,949	(3,260)	1,321,678	1,314,989	-	-	1,314,989	1,314,917
UV- Other		0.5119	3	199,300	10,202	-	-	10,202	10,202	-	-	10,202	9,294
UV-Intensive/Mining		0.7614	99	64,181	488,674	3,192	(74)	491,792	488,674	-	-	488,674	669,329
UV-Exploration Mining		0.5119	5	-	-	6,444	169	6,613	-	-	-	-	-
Sub-Total			2,964	261,287,781	5,618,262	5,487	(3,958)	5,619,791	5,618,263	10,000	2,000	5,630,263	5,625,279
Minimum payment													
GRV- Townsites		1,166	1,068	2,422,365	1,245,288	-	-	1,245,288	1,245,288	-	-	1,245,288	1,201,020
GRV- Other		1,166	805	1,382,032	952,614	-	-	952,614	884,994	-	-	884,994	853,590
UV- Rural		1,470	423	1,314,989	623,015	-	-	623,015	620,340	-	-	620,340	529,200
UV- Other		1,470	1	10,202	1,470	-	-	1,470	69,090	-	-	69,090	2,800
UV-Intensive/Mining		2,675	149	488,674	398,575	-	-	398,575	401,250	-	-	401,250	272,636
UV-Exploration Mining		1,470	29	-	42,630	-	-	42,630	42,630	-	-	42,630	42,000
Sub-Total			2,475	5,618,262	3,263,592	-	-	3,263,592	3,263,592	-	-	3,263,592	2,901,246
			5,439	266,906,043	8,881,854	5,487	(3,958)	8,883,383	8,881,855	10,000	2,000	8,893,855	8,526,525
Prepaid Rates								-				(17,000)	-
Concessions on general rates (Refer Note 26 (d))								-				-	(137,028)
Total amount raised from general rates								8,883,383				8,876,855	8,389,497
* Rateable value is based on the value of properties at the time the rate is raised.													
(b) Rates (excluding general rates)													
27(c)													
Ex-gratia Rates													
Ex-gratia rates		-	-	5,777	-	-	5,777	5,197	-	-	5,197	5,197	5,197
Sub-Total		-	-	5,777	-	-	5,777	5,197	-	-	5,197	5,197	5,197
Total amount raised from rates (excluding general rates)								5,777			5,197	5,197	5,197
(c) Total Rates								8,889,160			8,882,052	8,394,694	

SIGNIFICANT ACCOUNTING POLICIES

Rates

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 Income for not-for-profit entities.

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer.

Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have been refunded.

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

26. RATING INFORMATION (Continued)

d) Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Waiver/Concession	Discount %	Discount \$	2022 Actual \$	2022 Budget \$	2021 Actual \$
General and minimum rates for properties that are classified within the UV Intensive Differential Rating Category that have a mix of non-intensive and intensive use on a property.	Concession		Based on the area of land on the property used for non-intensive purposes.	Based on the area of land on the property used for non-intensive purposes.	-	-	137,028
					-	-	137,028
Total discounts/concessions (Note 26(a))					-	-	137,028

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
General and minimum rates for properties that are classified within the UV Intensive Differential Rating Category that have a mix of non-intensive and intensive use on a property.	A concession is granted based on the area of land used for non-intensive rural purposes. The rates concession is calculated by determining the percentage of the property used for intensive purposes, the balance being non-intensive.	To ensure that the rates paid for a property appropriately reflect the use of the property. The concession is provided for split use differentially rated rural properties where there is a mixed use of nonintensive and intensive use on that property and where less than 75% of the property is classified as 'Intensive Use'.	Property owners within the Shire carry on a variety of mixed uses on their land, with some using less than 75% of their land for non-intensive rural uses. The concession provides for these situations by ensuring the property owner only pays the relevant rates applicable to the use of the land.

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

26. RATING INFORMATION (Continued)

(d) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
Option One				
Single full payment	6/10/2021	-	5.50%	7.00%
Option Two				
First instalment	6/10/2021	-	5.50%	7.00%
Second instalment	7/02/2022	-	5.50%	7.00%
Option Three				
First instalment	6/10/2021	-	5.50%	7.00%
Second instalment	6/12/2021	-	5.50%	7.00%
Third instalment	7/02/2022	-	5.50%	7.00%
Fourth instalment	7/04/2022	-	5.50%	7.00%

	2022 Actual	2022 Budget	2021 Actual
	\$	\$	\$
Interest on unpaid rates	43,590	93,404	96,236
Interest on instalment plan	25,102	26,000	26,052
Charges on instalment plan	-	2,000	-
Deferred pensioner rates interest	-	1,040	1,040
	68,692	122,444	123,328

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

27. RATE SETTING STATEMENT INFORMATION

		2021/22 Budget	2020/21
	2021/22 (30 June 2022 Carried Forward)	(30 June 2022 Carried Forward)	(30 June 2021 Carried Forward)
Note	\$	\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
Less: Profit on asset disposals	10(c) -	-	(73,706)
Less: Fair value adjustments to financial assets at fair value through profit and loss	(3,997)	-	(2,586)
Add: Loss on disposal of assets	10(c) 4,040	-	73,266
Add: Depreciation	10(a) 6,310,701	4,922,951	6,291,548
Non-cash movements in non-current assets and liabilities:			
Pensioner deferred rates	(10,511)	-	(1,521)
Employee benefit provisions	188,645	-	(73,514)
Non-cash amounts excluded from operating activities	6,488,878	4,922,951	6,213,487
(b) Surplus/(deficit) after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserve accounts	29 (7,745,214)	(5,648,774)	(6,452,425)
Less: Financial assets at amortised cost - self supporting loans	4(a) (2,278)	-	(2,230)
Less: Financial assets at amortised cost - loan advances	4(a) (1,929)	-	(5,747)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	14 250,521	-	259,386
- Current portion of lease liabilities	11(b) 31,608	-	24,023
Total adjustments to net current assets	(7,467,292)	(5,648,774)	(6,176,993)
Net current assets used in the Rate Setting Statement			
Total current assets	15,646,196	9,004,540	12,420,050
Less: Total current liabilities	(6,030,413)	(3,355,766)	(4,298,523)
Less: Total adjustments to net current assets	(7,467,292)	(5,648,774)	(6,176,993)
Net current assets used in the Rate Setting Statement	2,148,491	-	1,944,534

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX 12.8.1

28. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual						Budget				
		Principal at 1 July 2020	New Loans During 2020-21	Principal Repayments During 2020-21	Principal at 30 June 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	Principal at 1 July 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Gingin Medical Centre		131,258	-	(29,686)	101,572	-	(31,681)	69,891	101,572	-	(31,681)	69,891
Wannamal West Road - Tip Rationalisation		435,111	-	(18,822)	416,289	-	(20,063)	396,226	416,289	-	(20,063)	396,226
Seabird Sea Wall		145,020	-	(20,809)	124,211	-	(21,335)	102,876	124,211	-	(21,335)	102,876
Guilderton Country Club		370,175	-	(35,734)	334,441	-	(38,331)	296,110	334,441	-	(38,331)	296,110
Cunliffe Street Redevelopment		-	-	-	-	-	-	-	-	250,000	-	250,000
Regional Hardcourt Facility		264,331	-	(22,260)	242,071	-	(23,772)	218,299	242,071	-	(23,772)	218,299
Regional Hardcourt Facility		254,467	-	(21,026)	233,441	-	(21,903)	211,538	233,441	-	(21,903)	211,538
Swimming Pool Tiling		95,471	-	(14,714)	80,757	-	(15,173)	65,584	80,757	-	(15,173)	65,584
Gingin Outdoor Activity Space		-	177,000	-	177,000	-	(16,586)	160,414	177,000	-	(16,585)	160,415
Lancelin Caravan Park Assets		103,130	-	(40,479)	62,651	-	(41,505)	21,146	62,651	-	(41,505)	21,146
Guilderton Caravan Park Waste Water		-	-	-	-	-	-	-	-	100,000	-	100,000
Lot 44 Weld Street Gingin		169,628	-	(16,485)	153,143	-	(17,652)	135,491	153,143	-	(17,652)	135,491
Altus Financials Suite Software Upgrade		-	157,743	-	157,743	-	(9,156)	148,587	157,743	-	(9,156)	148,587
Total		1,968,591	334,743	(220,015)	2,083,319	-	(257,157)	1,826,162	2,083,319	350,000	(257,156)	2,176,163
Self Supporting Loans												
Ledge Point Country Club Cool Room		21,435	-	(2,182)	19,253	-	(2,230)	17,023	19,253	-	(2,230)	17,023
Total Self Supporting Loans		21,435	-	(2,182)	19,253	-	(2,230)	17,023	19,253	-	(2,230)	17,023
Total Borrowings	14	1,990,026	334,743	(222,197)	2,102,572	-	(259,387)	1,843,185	2,102,572	350,000	(259,386)	2,193,186

* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

Borrowing Interest Repayments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending	Budget for year ending	Actual for year ending
						30 June 2022	30 June 2022	30 June 2021
Gingin Medical Centre		Health	L100	WATC*	6.51%	(5,239)	(6,105)	(7,254)
Wannamal West Road - Tip Rationalisation		Community amenities	L111	WATC*	6.49%	(26,208)	(26,697)	(27,460)
Seabird Sea Wall		Community amenities	L127	WATC*	2.51%	(2,755)	(2,985)	(3,285)
Guilderton Country Club		Recreation and culture	L114	WATC*	7.14%	(22,895)	(23,207)	(25,513)
Regional Hardcourt Facility		Recreation and culture	L120	WATC*	6.68%	(15,728)	(15,780)	(17,243)
Regional Hardcourt Facility		Recreation and culture	L124A	WATC*	4.13%	(9,350)	(9,417)	(10,231)
Swimming Pool Tiling		Recreation and culture	L126	WATC*	3.10%	(2,194)	(2,387)	(2,658)
Gingin Outdoor Activity Space		Recreation and culture	L132	WATC*	1.43%	(2,467)	(2,475)	(90)
Lancelin Caravan Park Assets		Economic services	L128	WATC*	2.52%	(929)	(1,319)	(1,963)
Lot 44 Weld Street Gingin		Other property and services	L123	WATC*	6.96%	(10,102)	(10,357)	(11,286)
Altus Financials Suite Software Upgrade		Other property and services	L131	WATC*	1.94%	(3,007)	(3,013)	(109)
Total						(100,874)	(103,742)	(107,092)
Self Supporting Loans Interest Repayments								
Ledge Point Country Club Cool Room		Recreation and culture	L130	WATC*	2.16%	(399)	(404)	(446)
Total Self Supporting Loans Interest Repayments						(399)	(404)	(446)
Total Interest Repayments	2(b)					(101,273)	(104,146)	(107,538)

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX 12.8.1

28. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2021/22

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate %	Amount Borrowed		Amount (Used)		Total Interest & Charges \$	Actual Balance Unspent \$
					2022 Actual \$	2022 Budget \$	2022 Actual \$	2022 Budget \$		
Cunliffe Street Redevelopment	*WATC	N/A	N/A	N/A	-	250,000	-	250,000	-	-
Guilderton Caravan Park Waste Water	*WATC	N/A	N/A	N/A	-	100,000	-	100,000	-	-
					-	350,000	-	350,000	-	-

* WA Treasury Corporation

(c) Lease Liabilities

Purpose	Note	Actual							Budget			
		Principal at 1 July 2020	New Leases During 2020-21	Principal Repayments During 2020-21	Principal at 30 June 2021	New Leases During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	Principal at 1 July 2021	New Leases During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Lancelin administration office		-	20,855	(6,862)	13,994	-	(6,951)	7,043	13,992	-	(6,951)	7,041
Postal franking machine		2,678	-	(2,290)	388	-	-	-	389	-	(389)	-
Photocopier - Ineo 958		-	22,702	(4,982)	17,720	-	(7,539)	10,181	17,720	-	(7,539)	10,181
IT Server		-	87,179	(9,889)	77,290	-	(17,116)	60,173	77,290	-	(17,116)	60,174
Total Lease Liabilities	11(b)	2,678	130,736	(24,023)	109,392	-	(31,606)	77,397	109,391	-	(31,995)	77,396

Lease Interest Repayments

Purpose	Note	Function and activity	Lease Number	Institution	Interest Rate	Actual for year ending 30 June 2022	Budget for year ending 30 June 2022	Actual for year ending 30 June 2021	Lease Term
						\$	\$	\$	
Lancelin administration office		Other property and services	1	Lewis Hughes	2.10%	(140)	(140)	(228)	12
Postal franking machine		Other property and services	3	Advance Office Solutions	3.10%	-	(1)	(50)	60
Photocopier - Ineo 958		Other property and services	4	QPC Group	1.10%	(156)	(156)	(148)	36
IT Server		Other property and services	5	Dell Financial Services	1.30%	(898)	(898)	(620)	60
Total Interest Repayments	2(b)					(1,194)	(1,195)	(1,046)	

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX 12.8.1

29. RESERVE ACCOUNTS

Restricted by council

	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance	2022 Budget Opening Balance	2022 Budget Transfer to	2022 Budget Transfer (from)	2022 Budget Closing Balance	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Transfer (from)	2021 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1 LSL, Annual, Sick Leave and Staff Contingency	429,670	-	-	429,670	429,670	2,981	-	432,651	428,450	1,220	-	429,670
3 Plant and Equipment Reserve	1,593,153	-	-	1,593,153	1,354,067	9,000	(87,530)	1,275,537	1,832,540	505,698	(745,085)	1,593,153
5 Land and Buildings Reserve	916,406	-	-	916,406	916,407	4,976	(477,400)	443,983	1,103,923	3,144	(190,661)	916,406
6 Guilderton Caravan Park Reserve	34,018	-	-	34,018	34,018	246	-	34,264	35,587	101	(1,670)	34,018
7 Shire Recreation Development Reserve	75,135	418,644	(24,000)	469,779	75,135	518	(50,000)	25,653	74,922	213	-	75,135
8 Redfield Park Reserve	31,469	-	-	31,469	31,468	217	-	31,685	31,380	89	-	31,469
9 Ocean Farm Recreation Reserve	31,161	-	-	31,161	31,161	215	-	31,376	31,072	89	-	31,161
10 Tip Rationalisation Reserve	1,606,186	367,644	-	1,973,830	1,606,185	33,223	(50,000)	1,589,408	1,293,669	312,518	-	1,606,186
11 Lancelin Community Sport and Recreation Reserve	98,639	18,872	(13,999)	103,512	79,739	19,895	-	99,634	79,512	19,126	-	98,639
13 Community Infrastructure Reserve	15,730	20,800	-	36,530	15,731	22,400	-	38,131	2,123	13,606	-	15,730
14 Staff Housing	33,559	-	-	33,559	33,559	231	-	33,790	33,463	95	-	33,559
15 Future Infrastructure Reserve	567,840	-	(38,535)	529,305	567,840	3,507	-	571,347	589,137	39,806	(61,103)	567,840
16 Guilderton Country Club Reserve	19,157	8,080	-	27,237	14,535	8,143	-	22,678	14,494	4,663	-	19,157
17 Coastal Management Reserve - Coastal Inundation	192,391	100,000	-	292,391	192,391	100,000	(53,000)	239,391	-	192,391	-	192,391
20 Unspent Grants Reserve - Youth Services Website Grant	5,014	-	-	5,014	5,014	-	-	5,014	-	5,014	-	5,014
21 Seniors Housing Reserve	81,188	80,957	-	162,145	81,188	80,957	-	162,145	-	81,188	-	81,188
22 Gingin Railway Station Reserve	5,747	-	-	5,747	5,747	-	-	5,747	-	5,747	-	5,747
24 Contributions to Roads Reserve - Cullalla Road Intersection	45,128	-	-	45,128	45,128	-	-	45,128	-	45,128	-	45,128
28 Contribution to Roads Reserve - Cowalla Road Intersection	16,046	-	-	16,046	16,046	-	-	16,046	-	16,046	-	16,046
29 Contribution to Roads Reserve - Chitna Road	3,009	-	-	3,009	3,009	-	-	3,009	-	3,009	-	3,009
31 Contribution to Roads Reserve - Balance of Muni Funds	492,808	207,567	-	700,376	492,808	-	(274,552)	218,256	-	960,111	(467,303)	492,808
32 Community Infrastructure Reserve - Lower Coastal Fire Control	25,266	-	-	25,266	25,266	-	-	25,266	-	25,266	-	25,266
33 Community Infrastructure Reserve - Gingin Logo Plates	8,030	-	-	8,030	8,030	-	-	8,030	-	8,030	-	8,030
34 Community Infrastructure Reserve - Gingin Ambulance	42,120	6,000	-	48,120	42,120	6,000	-	48,120	-	42,120	-	42,120
36 Community Infrastructure - Lancelin Ambulance	12,937	18,000	-	30,937	12,937	18,000	-	30,937	-	12,937	-	12,937
38 Subdivision Reserve - Mallee Lane Subdivision Contribution towards DUP	14,672	-	-	14,672	14,672	-	-	14,672	-	14,672	-	14,672
40 Public Open Space Reserve	26,050	-	-	26,050	26,050	-	-	26,050	-	26,050	-	26,050
41 Guilderton Trailer Parking Reserve	29,896	5,797	(8,948)	26,745	29,896	12,739	-	42,635	-	29,896	-	29,896
42 Gingin Outdoor Activity Space	-	4,834	-	4,834	-	-	-	-	-	-	-	-
	6,452,425	1,378,270	(85,482)	7,745,214	6,189,817	451,439	(992,482)	5,648,774	5,553,210	2,463,468	(1,564,253)	6,452,425

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX 12.8.1

29. RESERVE ACCOUNTS (Continued)

Name of Reserve	Anticipated date of use	Purpose of the reserve
1 LSL, Annual, Sick Leave and Staff Contingency	As required	Used to fund annual leave, long service leave, sick leave, redundancy/retirement and staff contingency.
3 Plant and Equipment Reserve	As required	Used for the purchase of major plant and equipment.
5 Land and Buildings Reserve	As required	Used for the replacement and/or acquisition of land and buildings.
6 Guilderton Caravan Park Reserve	As required	Used for the development of Guilderton Caravan Park facilities.
7 Shire Recreation Development Reserve	As required	Used for the development of Shire Recreation facilities.
8 Redfield Park Reserve	As required	Used for the development of Public Open Space within the Redfield Park subdivision.
9 Ocean Farm Recreation Reserve	As required	Used for the development of recreation and community facilities within the Ocean Farm subdivision.
10 Tip Rationalisation Reserve	As required	Used for rationalisation of rubbish tip facilities within the Shire.
11 Lancelin Community Sport and Recreation Reserve	As required	Used in developing building and other associated infrastructure at the Lancelin Community Sporting Club and are to be spent upon request from the Club, and
13 Community Infrastructure Reserve	As required	Used to assist in the financing of community facilities.
14 Staff Housing	As required	To be used to fund Staff housing infrastructure additions and/or replacement.
15 Future Infrastructure Reserve	As required	To used to fund future infrastructure construction, purchase, additions and/or renewals.
16 Guilderton Country Club Reserve	As required	To be used to fund the development of the Guilderton Country Club and are to be spent upon request from the Club, and approval from Council.
17 Coastal Management Reserve - Coastal Inundation	As required	For the purpose of funding coastal erosion mitigation and inundation works.
20 Unspent Grants Reserve - Youth Services Website Grant	As required	For the purpose of isolating grant funds received and not used during a financial period.
21 Seniors Housing Reserve	As required	For the purpose of repairs, improvements, extensions or construction of seniors housing.
22 Gingin Railway Station Reserve	As required	For the purpose of improving and maintaining the Gingin Railway Station.
24 Contributions to Roads Reserve - Cullalla Road Intersection	As required	For the purpose of funding future road works
28 Contribution to Roads Reserve - Cowalla Road Intersection	As required	For the purpose of funding future road works.
29 Contribution to Roads Reserve - Chitna Road	As required	For the purpose of funding future road works.
31 Contribution to Roads Reserve - Balance of Muni Funds	As required	For the purpose of funding future road works.
32 Community Infrastructure Reserve - Lower Coastal Fire Control	As required	Used to assist in the financing of community facilities.
33 Community Infrastructure Reserve - Gingin Logo Plates	As required	Used to assist in the financing of community facilities.
34 Community Infrastructure Reserve - Gingin Ambulance	As required	Used to assist in the financing of community facilities.
36 Community Infrastructure - Lancelin Ambulance	As required	Used to assist in the financing of community facilities.
38 Subdivision Reserve - Mallee Lane Subdivision Contribution towards DUP	As required	For the purpose of isolating subdivision monies intended for future works.
40 Public Open Space Reserve	As required	For the purpose of funding development of public open space.
41 Guilderton Trailer Parking Reserve	As required	For the purpose of future trailer park bay maintenance at Guilderton Foreshore.
42 Gingin Outdoor Activity Space	As required	For the purpose of maintenance at the Gingin Outdoor Activity Space

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.8.1

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

30. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	<u>1 July 2021</u>	<u>Amounts Received</u>	<u>Amounts Paid</u>	<u>30 June 2022</u>
	\$	\$	\$	\$
Public Open Space	11,326	-	-	11,326
	11,326	-	-	11,326



Auditor General

INDEPENDENT AUDITOR'S REPORT 2022 Shire of Gingin

To the Councillors of the Shire of Gingin

Opinion

I have audited the financial report of the Shire of Gingin (Shire) which comprises:

- the Statement of Financial Position at 30 June 2022, the Statement of Comprehensive Income by Nature or Type, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer of the Shire is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality control relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Gingin for the year ended 30 June 2022 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
12 December 2022

12.9 MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 30 NOVEMBER 2022

File	FIN/25
Author	Karina Leonhardt - Coordinator Corporate Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. Monthly Financial Report for Period Ending 30 November 2022 [12.9.1 - 24 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To present for Council endorsement the Monthly Financial Report for the period ending 30 November 2022.

BACKGROUND

The Financial Reports are presented to Council in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

In keeping with the State's 'improved financial management and reporting' theme included within its Local Government Reform package, this Financial Report has been reformatted to align with the desire for greater transparency and accountability in local government.

Recognising local governments differ significantly in complexity of their operations, reporting requirements have been tiered with larger local governments having greater financial reporting requirements than smaller local governments. All however are expected to make statements simpler, clearer and more comprehensive with less complexity.

COMMENT

The Monthly Financial Report for the period ending 30 November 2022 presents the financial performance of the Shire for the 2022/23 financial year and compares year-to-date expenditure and revenue against the corresponding year-to-date budget.

A break-up of the **\$1,033,713** variance in the Monthly Financial Report for the period ending 30 November 2022 is summarised across operations, investing and financing below, with a detailed explanation of variations within each area contained within the Appendix.

Under Budget

Operating Fund Surplus / Deficit	\$(546,731)
Operating Revenue	\$(181,095)
Operating Expenditure	\$961,905
Investing Activities – Revenue	\$(941,973)
Investing Activities – Expenditure	\$1,736,087
Financing Activities – Revenue	\$(0)
Financing Activities – Expenditure	\$5,520

Investments

As required by Council Policy 3.2 Investments, details of Council’s investments are provided within Note 2.

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 2022-2032

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 Balcombe **SECONDED:** Councillor Vis

That Council endorse the Monthly Financial Report for the period ending 30 November 2022.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*

SHIRE OF GINGIN

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 November 2022**

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

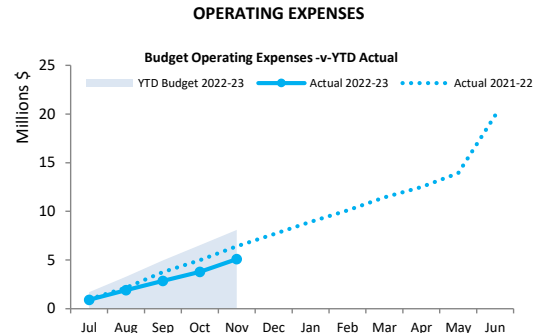
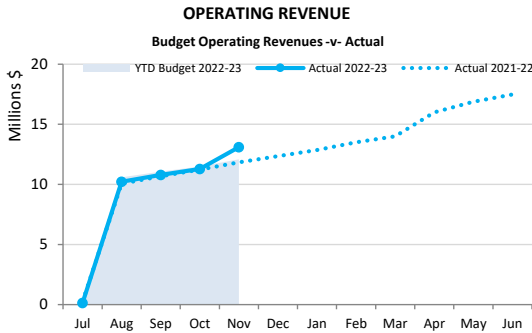
TABLE OF CONTENTS

Statement of Financial Activity by Nature or Type	5
Basis of Preparation	6
Note 1 Statement of Financial Activity Information	7
Note 2 Cash and Financial Assets	8
Note 3 Receivables	9
Note 4 Other Current Assets	10
Note 5 Payables	11
Note 6 Disposal of Assets	12
Note 7 Capital Acquisitions	13
Note 8 Borrowings	16
Note 9 Lease Liabilities	17
Note 10 Reserve Accounts	18
Note 11 Other Current Liabilities	19
Note 12 Operating grants and contributions	20
Note 13 Non operating grants and contributions	21
Note 14 Trust Fund	22
Note 15 Budget Amendments	23
Note 16 Explanation of Material Variances	24

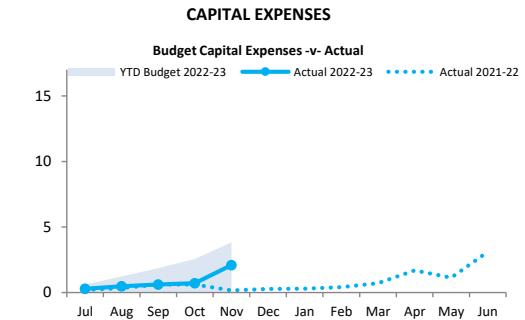
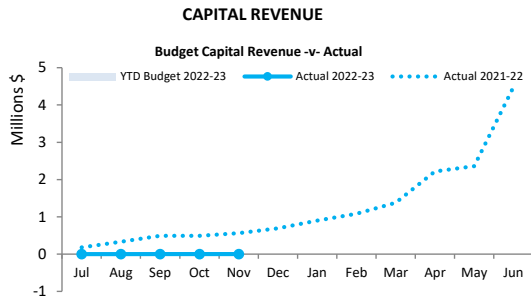
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

SUMMARY INFORMATION - GRAPHS

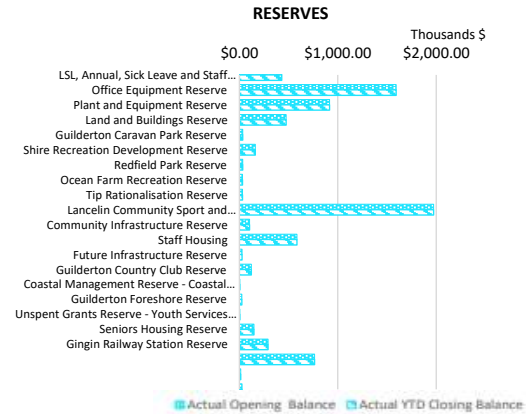
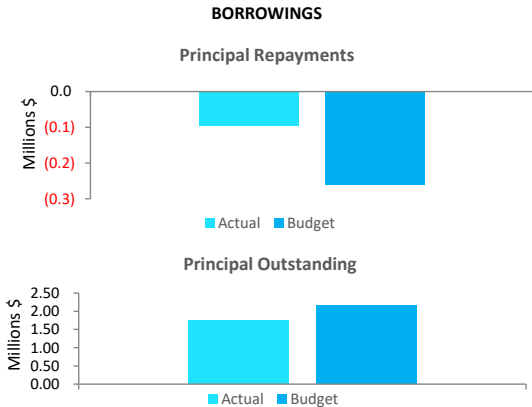
OPERATING ACTIVITIES



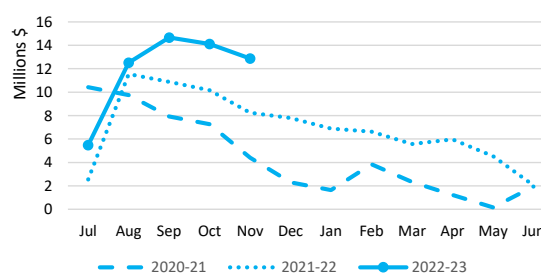
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.64 M	\$2.64 M	\$2.09 M	(\$0.55 M)
Closing	\$0.00 M	\$6.88 M	\$7.91 M	\$1.03 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$9.21 M	54.2%
Restricted Cash	\$7.80 M	45.8%

Refer to Note 2 - Cash and Financial Assets

Payables		% Outstanding
	\$	
Trade Payables	\$0.25 M	
0 to 30 Days		92.0%
Over 30 Days		8.0%
Over 90 Days		0.6%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$3.02 M	69.2%
Trade Receivable	\$0.54 M	% Outstanding
Over 30 Days		83.1%
Over 90 Days		75.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.77 M	\$6.04 M	\$6.83 M	\$0.78 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$9.42 M	
YTD Budget	\$9.42 M	0.0%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.72 M	
YTD Budget	\$0.87 M	(17.0%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$1.61 M	
YTD Budget	\$1.69 M	(4.8%)

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)
(\$5.22 M)	(\$1.69 M)	(\$0.90 M)	\$0.79 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Amended Budget	\$0.34 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$2.09 M	
Amended Budget	\$13.65 M	(84.7%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$1.20 M	
Amended Budget	\$8.09 M	(85.2%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.81 M	(\$0.12 M)	(\$0.11 M)	\$0.01 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.10 M
Interest expense	\$0.01 M
Principal due	\$1.76 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$7.80 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.01 M
Interest expense	\$0.00 M
Principal due	\$0.06 M

Refer to Note 9 - Lease Liabilities

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

BY NATURE OR TYPE

	Ref	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,640,221	2,640,221	2,093,490	(546,731)	(20.71%)	▼
Revenue from operating activities							
Rates		9,416,965	9,416,965	9,419,891	2,926	0.03%	
Rates (excluding general rate)		5,800	0	0	0	0.00%	
Operating grants, subsidies and contributions	12	1,332,638	867,256	719,548	(147,708)	(17.03%)	▼
Fees and charges		3,941,679	1,691,162	1,610,612	(80,550)	(4.76%)	
Interest earnings		113,775	8,298	39,241	30,943	372.90%	▲
Other revenue		237,509	104,100	117,394	13,294	12.77%	
		15,048,366	12,087,781	11,906,686	(181,095)	(1.50%)	
Expenditure from operating activities							
Employee costs		(6,254,772)	(2,605,405)	(2,308,506)	296,899	11.40%	▲
Materials and contracts		(6,649,869)	(2,811,080)	(2,046,084)	764,996	27.21%	▲
Utility charges		(474,691)	(189,630)	(160,100)	29,530	15.57%	▲
Depreciation on non-current assets		(4,922,951)	(2,051,230)	(13,574)	2,037,656	99.34%	▲
Interest expenses		(92,430)	(33,507)	(14,139)	19,368	57.80%	
Insurance expenses		(350,872)	(146,240)	(366,619)	(220,379)	(150.70%)	▼
Other expenditure		(460,465)	(257,190)	(185,699)	71,491	27.80%	▲
		(19,206,050)	(8,094,282)	(5,094,721)	2,999,561	(37.06%)	
Non-cash amounts excluded from operating activities	1(a)	4,922,951	2,051,230	13,574	(2,037,656)	(99.34%)	▼
Amount attributable to operating activities		765,267	6,044,729	6,825,539	780,810	12.92%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	8,088,343	2,107,903	1,195,930	(911,973)	(43.26%)	▼
Proceeds from disposal of assets	6	337,000	30,000	0	(30,000)	(100.00%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	8	2,278	1,133	1,133	0	0.00%	
Payments for financial assets at amortised cost - advances	8	10,974	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(13,654,464)	(3,829,911)	(2,093,824)	1,736,087	45.33%	▲
Amount attributable to investing activities		(5,215,869)	(1,690,875)	(896,761)	794,114	(46.96%)	
Financing Activities							
Proceeds from new debentures	8	550,000	0	0	0	0.00%	
Transfer from reserves	10	2,082,497	0	0	0	0.00%	
Payments for principal portion of lease liabilities	9	(32,001)	(13,335)	(13,639)	(304)	(2.28%)	
Repayment of debentures	8	(250,520)	(97,551)	(97,551)	0	0.00%	
Transfer to reserves	10	(539,595)	(5,824)	0	5,824	100.00%	
Amount attributable to financing activities		1,810,381	(116,710)	(111,190)	5,520	(4.73%)	
Closing funding surplus / (deficit)	1(c)	0	6,877,365	7,911,078	1,033,713	(15.03%)	▲

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

BASIS OF PREPARATION

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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.

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. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING 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 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:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 November 2022

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Original Budgeted Closing Balance 30 June 2022	Actual Closing Balance 30 June 2022	YTD Actual 30/11/2022
		\$	\$	\$
Non-cash items excluded from operating activities				
Adjustments to operating activities				
Movement in pensioner deferred rates (non-current)		(10,511)	0	0
Add: Loss on asset disposals	6	4,040	0	0
Add: Depreciation on assets		6,040,267	4,922,951	13,574
Total non-cash items excluded from operating activities		6,033,796	4,922,951	13,574

(b) Adjustments to net current assets in the Statement of Financial Activity

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.

		Original Budgeted Closing Balance 30 June 2022	Actual Closing Balance 30 June 2022	YTD Actual 30 November 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(7,811,748)	(7,800,215)	(7,800,215)
Less: - Financial assets at amortised cost - self supporting loans	4	0	(4,207)	(3,074)
Add: Borrowings	8	250,521	250,521	152,971
Add: Lease liabilities	9	32,001	31,608	17,969
Total adjustments to net current assets		(7,529,226)	(7,522,293)	(7,632,349)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	13,598,358	13,598,004	17,014,039
Rates receivables	3	376,190	399,663	3,024,229
Receivables	3	1,563,864	1,555,340	544,324
Other current assets	4	409,202	72,423	92,196

Less: Current liabilities

Payables	5	(3,392,338)	(3,386,707)	(1,076,432)
Borrowings	8	(250,521)	(250,521)	(152,971)
Contract liabilities	11	(1,098,968)	(1,410,754)	(2,953,933)
Lease liabilities	9	(32,001)	(31,608)	(17,969)
Provisions	11	(1,004,339)	(930,057)	(930,057)
Less: Total adjustments to net current assets	1(b)	(7,529,226)	(7,522,293)	(7,632,349)

Closing funding surplus / (deficit)

2,640,221 2,093,490 7,911,078

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Municipal Bank Account	Cash and cash equivalents	2,211,724	0	2,211,724	Bendigo Bank	0.00%	At Call
Reserve Bank Account	Cash and cash equivalents	0	300,215	300,215	Bendigo Bank	0.00%	At Call
Cash on hand	Cash and cash equivalents	2,100	0	2,100	Petty Cash/Till float	N/A	At Call
Municipal Investment 4154482	Cash and cash equivalents	4,000,000	0	4,000,000	Bendigo Bank	3.30%	6/01/2023
Municipal Investment 4178989	Cash and cash equivalents	3,000,000	0	3,000,000	Bendigo Bank	3.20%	6/01/2023
Reserve Investment 4154481	Cash and cash equivalents	0	7,500,000	7,500,000	Bendigo Bank	3.30%	6/01/2023
Total		9,213,824	7,800,215	17,014,039			
Comprising							
Cash and cash equivalents		9,213,824	7,800,215	17,014,039			
		9,213,824	7,800,215	17,014,039			

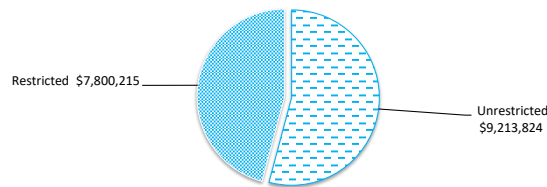
KEY INFORMATION

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.

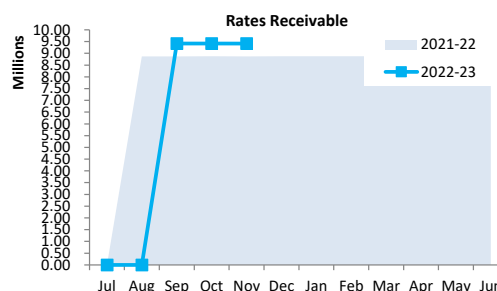
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2022	30 Nov 2022
	\$	\$
Opening arrears previous years	399,663	399,663
Levied this year	8,889,160	9,419,891
Less - collections to date	(8,889,160)	(6,795,325)
Gross rates collectable	399,663	3,024,229
Net rates collectable	399,663	3,024,229
% Collected	95.7%	69.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(15,362)	41,418	8,673	3,116	116,537	154,383
Percentage	(10.0%)	26.8%	5.6%	2%	75.5%	
Balance per trial balance						
Sundry receivable						78,692
GST receivable						220,071
Allowance for impairment of receivables from contracts with customers						(9,024)
Legal costs - recovery of rates						86,479
Rubbish fees						168,106
Total receivables general outstanding						544,324

Amounts shown above include GST (where applicable)

KEY INFORMATION

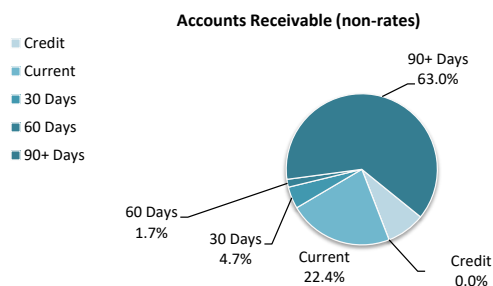
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 November 2022
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	2,278	0	(1,133)	1,145
Financial assets at amortised cost - loan advances	1,929	0	0	1,929
Inventory				
Fuel	34,026	39,528	0	73,554
History books	14,865	0	0	14,865
Other Assets				
Prepayments	19,325	0	(18,622)	703
Total other current assets	72,423	39,528	(19,755)	92,196
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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

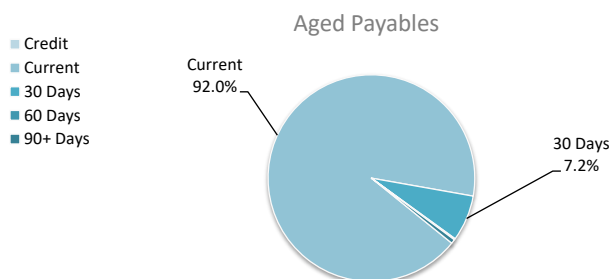
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	229,489	17,956	501	1,617	249,563
Percentage	0%	92%	7.2%	0.2%	0.6%	
Balance per trial balance						
Sundry creditors						247,257
ATO liabilities						69,388
Prepaid rates						102,473
Bonds & deposits						620,314
Accrued expenses						37,000
Total payables general outstanding						1,076,432

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

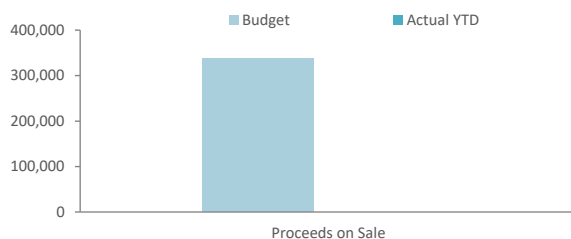


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Law, order, public safety								
	Sale of utility - GG073	15,000	15,000	0	0	0	0	0	0
	Sale of utility - GG070	15,000	15,000	0	0	0	0	0	0
	Sale of utility - GG074	15,000	15,000	0	0	0	0	0	0
	Sale of utility - GG09	10,000	10,000	0	0	0	0	0	0
	Health								
	Sale of vehicle - 3GG	15,000	15,000	0	0	0	0	0	0
	Sale of vehicle - GG098 (LA)	10,000	10,000	0	0	0	0	0	0
	Community amenities								
	Sale of vehicle - 4GG	18,000	18,000	0	0	0	0	0	0
	Sale of vehicle - 8GG	15,000	15,000	0	0	0	0	0	0
	Recreation and culture								
	Sale of utility - GG033	16,000	16,000	0	0	0	0	0	0
	Sale of utility - GG017	16,000	16,000	0	0	0	0	0	0
	Sale of mower - GG034	7,000	7,000	0	0	0	0	0	0
	Sale of mower - GG041	7,000	7,000	0	0	0	0	0	0
	Transport								
	Sale of loader - GG006	40,000	40,000	0	0	0	0	0	0
	Sale of trailer - GG6015	1,000	1,000	0	0	0	0	0	0
	Sale of utility - GG013	15,000	15,000	0	0	0	0	0	0
	Sale of utility - GG049	15,000	15,000	0	0	0	0	0	0
	Sale of utility - GG050	16,000	16,000	0	0	0	0	0	0
	Sale of utility - GG051	20,000	20,000	0	0	0	0	0	0
	Sale of slasher	5,000	5,000	0	0	0	0	0	0
	*Sale of tractor GG012	30,000	30,000	0	0	0	0	0	0
	Economic services								
	Sale of utility - GG044	16,000	16,000	0	0	0	0	0	0
	Sale of mower - GU c/park	5,000	5,000	0	0	0	0	0	0
	Other property and services								
	Sale of vehicle - 6GG	15,000	15,000	0	0	0	0	0	0
		337,000	337,000	0	0	0	0	0	0

* A result of a Council approved budget variation



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	FY Amended Budget	YTD Amended Budget		
	\$	\$	\$	\$
Buildings - non-specialised	742,400	110,425	473	(109,952)
Buildings - specialised	841,828	338,270	298,088	(40,182)
Plant and equipment	5,173,200	680,000	954,781	274,781
Infrastructure - roads	4,960,059	2,236,560	711,587	(1,524,973)
Infrastructure - footpaths	20,000	0	25,119	25,119
Infrastructure - parks & ovals	1,390,146	370,136	78,276	(291,860)
Infrastructure - other	526,831	94,520	25,500	(69,020)
Payments for Capital Acquisitions	13,654,464	3,829,911	2,093,824	(1,736,087)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	8,088,343	2,107,903	1,195,930	(911,973)
Borrowings	550,000	0	0	0
Other (disposals & C/Fwd)	337,000	30,000	0	(30,000)
Cash backed reserves	1,818,497	2,082,497	0	(2,082,497)
Contribution - operations	2,860,624	(390,489)	897,894	1,288,383
Capital funding total	13,654,464	3,829,911	2,093,824	(1,736,087)

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.

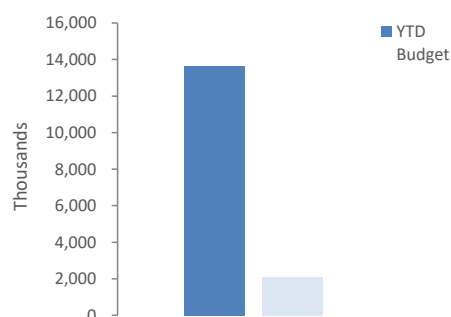
Initial recognition and measurement for assets held at cost

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

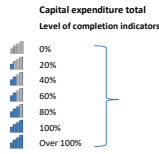


MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.9.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2022

INVESTING ACTIVITIES NOTE 7 CAPITAL ACQUISITIONS (CONTINUED)



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

	Account Description	FY Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
		\$	\$	\$	\$
█	BC1100-141103120		4,750	1,980	0
█	BC1102-141103120		20,000	8,335	0
█	BC1140-141101120		40,000	16,670	0
█	BC1119-141103120		10,618	4,425	0
█	BC11261-141102120		9,759	4,065	3,480
█	BC11290-141102140		10,000	4,165	0
█	BC11309-141103120		5,000	2,085	2,500
█	BC11310-141103120		15,125	6,300	10,588
█	BC11312-141103120		60,000	25,000	0
█	BC11318-141103120		30,000	0	0
█	BC11319-141103120		106,684	44,455	2,410
█	BC11700-141107140		4,000	1,665	0
█	BC1180-141103120		6,000	2,500	0
█	BC1181-141103120		10,000	4,165	0
█	BC1182-141007140		60,000	25,000	0
█	BC12290-141201140		20,000	8,335	0
█	BC1320-141302120		13,934	5,805	0
█	BC1321-141302120		20,000	8,335	0
█	BC13253-141302120		15,000	6,250	9,587
█	BC14200-141402120		25,000	10,415	5,600
█	BC5100-140501120		320,788	133,665	248,285
█	BC5160-140501120		25,000	10,415	0
█	BC5180-140501120		5,000	2,085	3,200
█	BC5500-140501120		65,000	27,080	2,600
█	BC7700-140707140		5,000	2,085	0
█	BC7740-140707140		20,000	8,335	0
█	BC7791-140707120		22,500	9,375	0
█	BC8290-140802120		6,670	2,780	9,840
█	BC9490-140904140		146,000	60,840	473
█	CH90201-140902140		477,400	0	0
█	P005-140507300		45,000	0	0
█	P006-141203300		230,000	0	0
█	P013-141203300		41,000	0	0
█	P017-141203300		46,000	0	0
█	P018-141203300		0	0	7,136
█	P02-140501300		400,000	0	0
█	P033-141203300		46,000	0	0
█	P034-141203300		40,000	0	0
█	P04-140501300		400,000	0	0
█	P041-141203300		40,000	0	0
█	P049-141203300		45,000	0	0
█	P050-141203300		45,000	0	0
█	P051-140501300		170,000	170,000	236,938
█	P057-140501300		340,000	170,000	236,841
█	P06-140501300		170,000	0	0
█	P069-140501300		170,000	170,000	236,921
█	P070-140503300		41,000	0	0
█	P073-140503300		80,000	0	0
█	P074-140503300		41,000	0	0
█	P075-140501300		170,000	170,000	236,946
█	P090-140501300		400,000	0	0
█	P3-140704300		38,000	0	0
█	P4-140704300		43,000	0	0
█	P6-141402300		38,000	0	0
█	P8-141006300		38,000	0	0
█	-140401120		5,000	2,085	0
█	-140501300	0.00	1,235,000	0	0
█	-140707300	0.00	20,000	0	0
█	-141203300	0.00	805,200	0	0
█	CC10070-141007700		87,910	36,625	0
█	DC000-141201650		115,000	15,000	0
█	DC278-141201650		20,000	0	462
█	DC281-141201660		45,000	45,000	0
█	DC294-141201660		50,000	50,000	0
█	FC098-141201700		0	0	2,730
█	FC11261-141201700		20,000	0	0
█	FC117-141201700		0	0	3,219
█	FC321-141201700		0	0	9,798
█	FC322-141201700		0	0	9,372
█	LRCI0001-141201610		50,000	20,835	11,000
█	LRCI0002-140503900		80,000	33,335	0
█	LRCI0003-141103700		200,000	83,335	0
█	LRCI013-141201610		127,354	53,065	0
█	LRCI114-141201610		114,000	47,500	0
█	LRCI128-141201610		25,000	10,415	0
█	LRCI130-141201610		25,000	10,415	0
█	LRCI135-141201610		25,000	10,415	0
█	LRCI136-141201610		43,000	17,915	0
█	LRCI150-141201610		79,000	32,915	0
█	LRCI161-141201610		44,000	18,335	0
█	LRCI170-141201610		25,000	10,415	0
█	LRCI174-141201610		44,000	18,335	0
█	LRCI182-141201610		32,000	13,335	0
█	LRCI202-141201610		31,000	12,915	0
█	LRCI238-141201610		31,000	12,915	0
█	LRCI249-141201610		114,000	47,500	0
█	LRCI301-141201610		82,000	34,165	0

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.9.1

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)**

	Account Description	FY Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
		\$	\$	\$	\$	
▣	LRCI315-141201610	LRCI - Lawrence Place, LP (Capital)	22,224	9,260	0	(9,260)
▣	LRCI319-141201610	LRCI - Harolds Way, SB (Capital)	48,000	20,000	0	(20,000)
▣	OCI0570-141005900	Seabird Erosion Solution	10,200	4,250	0	(4,250)
▣	OCI0571-141005900	Seabird Erosion Project - Repairs to seawall & boa	5,000	2,085	0	(2,085)
▣	OCI1200-141102900	Gingin Swimming Pool Infrastructure (Capital) MUN	43,500	18,125	25,500	7,375
▣	OCI1264-141102900	Guilderton Foreshore - boardwalk replace timbers	63,131	26,310	0	(26,310)
▣	OCI1265-141302900	Guilderton Caravan Park - Replace Camping Power Po	10,000	4,165	0	(4,165)
▣	OCI1293-141102700	Lancelin Foreshore Development - Cunliffe St	588,593	0	0	0
▣	OC2791-140804900	Horan St - Lions Mens Shed Carpark	15,000	6,250	0	(6,250)
▣	PC1101-141103700	Gingin Outdoor Activity Space (Regional Playground	63,180	26,330	0	(26,330)
▣	PC11100-141103700	Granville Park Dam Barrier	50,000	20,835	0	(20,835)
▣	PC11314-141103700	Gingin Regional Hardcourt Facility - Repair cracks	11,492	4,790	0	(4,790)
▣	PC11380-141103700	Ledge Point Recreation Ground - Replace & Upgrade	50,000	20,835	0	(20,835)
▣	PC11391-141103700	Lancelin Sporting Complex - second netball/basketb	270,000	112,500	0	(112,500)
▣	PC1170141103700	Seabird Douglas Park	7,000	2,915	0	(2,915)
▣	PC1189141103700	Ledge Point Off-Road Vehicle Area - Capital works	61,971	61,971	78,276	16,305
▣	R2R002141201450	Gingin Brook Road (R2R)	116,000	48,335	0	(48,335)
▣	R2R004141201460	Beermullah Road West (R2R)	596,373	248,490	54,072	(194,418)
▣	R2R145141201440	Moore River Drive (R2R)	145,000	60,415	0	(60,415)
▣	R2R254141201450	Todman Road (R2R)	15,000	6,250	0	(6,250)
▣	R2R286141201450	Hoy Road (R2R)	266,920	266,920	270,000	3,080
▣	RC002141201410	Gingin Brook Road (Capital)	67,847	28,270	0	(28,270)
▣	RC008141201410	Kw Road (Capital)	0	0	1,880	1,880
▣	RC012141201420	Wannamal Road West (Capital)	541,432	225,590	325,217	99,627
▣	RC215141201400	Weld Street (Capital)	0	0	4,519	4,519
▣	RC286141201420	Hoy Road (Capital)	0	0	4,362	4,362
▣	RRG001141201490	Moolabeenee Road (RRG)	983,073	409,620	19,730	(389,890)
▣	RRG003141201490	Cowalla Road (RRG)	28,473	11,865	0	(11,865)
▣	SC10300141003900	Guilderton Caravan Park - Replace Waste Water - de	300,000	0	0	0
▣	WSFN008141201620	KW ROAD - WSFN Funding	461,312	192,215	14,594	(177,621)
▣	WSFN009141201620	KW Road WSFN - Intersection KW & Sappers Rd	547,051	227,940	5,750	(222,190)
	141102700		0	0	0	0
			13,654,464	3,829,911	2,093,824	(1,736,087)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

FINANCING ACTIVITIES

NOTE 8

BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Health										
Gingin Medical Centre	100	69,891	0	0	(16,630)	(33,809)	53,261	36,082	(364)	(4,009)
Community amenities										
Tip Rationalisation Site	111	396,226	0	0	(10,523)	(21,386)	385,704	374,840	(3,197)	(25,374)
Seabird Sea Wall	127	102,876	0	0	(10,869)	(21,874)	92,007	81,002	(185)	(2,446)
Lancelin Caravan Park Assets	128	21,146	0	0	(21,146)	(21,146)	0	0	(68)	(266)
Recreation and culture										
Guilderton Country Club Hall Extension	114	296,110	0	0	(20,198)	(41,117)	275,912	254,993	(8,158)	(20,421)
Regional Hardcourt Facility	120	218,299	0	0	0	(25,386)	218,299	192,913	478	(14,165)
Regional Hardcourt Facility	124A	211,538	0	0	0	(22,817)	211,538	188,721	645	(8,503)
Gingin Swimming Pool Tiling	126	65,584	0	0	(7,763)	(15,647)	57,821	49,937	(185)	(1,913)
Gingin Outdoor Activity Space	132	160,414	0	0	0	(16,824)	160,414	143,590	82	(2,237)
Lancelin Cunliffe Street Carpark	New	0	0	250,000	0	0	0	250,000	0	0
Economic services										
Guilderton Caravan Park Waste Water	New	0	0	300,000	0	0	0	300,000	0	0
Other property and services										
Altus Financials Suite	131	148,587	0	0	0	(9,334)	148,587	139,253	102	(2,835)
Lot 44 Weld Street, Gingin	123	135,491	0	0	(9,290)	(18,902)	126,201	116,589	(2,757)	(9,107)
		1,826,162	0	550,000	(96,418)	(248,242)	1,729,744	2,127,920	(13,608)	(91,276)
Self supporting loans										
Recreation and culture										
Ledge Point Country Club Cool Room	130	17,023	0	0	(1,133)	(2,278)	15,890	14,745	(144)	(355)
Ledge Point Country Club Security System - Advance	015	10,000	0	0	0	(1,929)	10,000	8,071	0	171
Guilderton Bowling Club Synthetic Greens - Advance	016	0	0	0	0	(9,045)	0	0	0	0
		27,023	0	0	(1,133)	(13,252)	25,890	22,816	(144)	(184)
Total		1,853,185	0	550,000	(97,551)	(261,494)	1,755,634	2,150,736	(13,752)	(91,460)
Current borrowings		261,494					152,971			
Non-current borrowings		1,591,691					1,602,663			
		1,853,185					1,755,634			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2022-23

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 Waste Water	0	300,000						0	300,000	0
Lancelin Cunliffe Street Carpark	0	250,000						0	250,000	0
	0	550,000				0		0	550,000	0

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

FINANCING ACTIVITIES

NOTE 9

LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
Lancelin administration office	1	7,041	0	0	(3,215)	(7,041)	3,826	0	(35)	(50)
Postal franking machine	2	0	0	0	0	0	0	0	0	(50)
Photocopier - Ineo 958	3	10,181	0	0	(3,229)	(7,622)	6,952	2,559	(42)	(73)
IT Server	4	60,175	0	0	(7,195)	(17,338)	52,980	42,837	(311)	(676)
Total		77,397	0	0	(13,639)	(32,001)	63,758	45,396	(387)	(849)
Current lease liabilities		31,608					17,969			
Non-current lease liabilities		45,789					45,789			
		<u>77,397</u>					<u>63,758</u>			

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.

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.9.1

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 10
RESERVE ACCOUNTS**

Reserve accounts

Reserve name	Actual Opening Balance	Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
LSL, Annual, Sick Leave and Staff Contingency	429,670	2,912	0	0	0	0	0	432,582	429,670
Office Equipment Reserve	0	69	0	0	0	0	0	69	0
Plant and Equipment Reserve	1,593,152	8,985	0	0	0	(1,056,200)	0	545,937	1,593,152
Land and Buildings Reserve	916,406	4,976	0	0	0	(590,097)	0	331,285	916,406
Guilderton Caravan Park Reserve	34,018	246	0	0	0	0	0	34,264	34,018
Shire Recreation Development Reserve	469,779	518	0	0	0	0	0	470,297	469,779
Redfield Park Reserve	31,469	217	0	0	0	0	0	31,686	31,469
Ocean Farm Recreation Reserve	31,161	215	0	0	0	0	0	31,376	31,161
Tip Rationalisation Reserve	1,973,830	7,621	0	20,439	0	(55,000)	0	1,946,890	1,973,830
Lancelin Community Sport and Recreation Reserve	103,512	425	0	0	0	0	0	103,937	103,512
Community Infrastructure Reserve	36,530	0	0	12,000	0	0	0	48,530	36,530
Staff Housing	33,559	0	0	0	0	0	0	33,559	33,559
Future Infrastructure Reserve	584,306	0	0	0	0	0	0	584,306	584,306
Guilderton Country Club Reserve	27,237	0	0	0	0	0	0	27,237	27,237
Coastal Management Reserve - Coastal Inundation	292,391	0	0	0	0	(40,200)	0	252,191	292,391
Guilderton Foreshore Reserve	121,075	0	0	69,520	0	0	0	190,595	121,075
Unspent Grants Reserve - Youth Services Website Grant	5,014	0	0	0	0	0	0	5,014	5,014
Seniors Housing Reserve	162,145	0	0	80,957	0	(146,000)	0	97,102	162,145
Gingin Railway Station Reserve	5,747	0	0	0	0	0	0	5,747	5,747
Contributions to Roads Reserve - Cullalla Road Intersection	45,128	0	0	0	0	0	0	45,128	45,128
Contribution to Roads Reserve - Cowalla Road Intersection	16,046	0	0	0	0	0	0	16,046	16,046
Contribution to Roads Reserve - Chitna Road	3,009	0	0	0	0	0	0	3,009	3,009
Contribution to Roads Reserve - Balance of Muni Funds	700,377	0	0	300,000	0	(195,000)	0	805,377	700,377
Community Infrastructure Reserve - Lower Coastal Fire Control	25,266	15	0	0	0	0	0	25,281	25,266
Community Infrastructure Reserve - Gingin Logo Plates	8,030	0	0	0	0	0	0	8,030	8,030
Community Infrastructure Reserve - Gingin Ambulance	48,120	0	0	6,000	0	0	0	54,120	48,120
Community Infrastructure Reserve - Lancelin Ambulance	30,937	0	0	18,000	0	0	0	48,937	30,937
Subdivision Reserve - Mallee Lane Subdivision Contribution towards DUP Cheriton Rd to Brockman St	14,672	0	0	0	0	0	0	14,672	14,672
Public Open Space Reserve	26,050	0	0	0	0	0	0	26,050	26,050
Guilderton Trailer Parking Reserve	26,745	0	0	6,480	0	0	0	33,225	26,745
Gingin Outdoor Activity Space	4,834	0	0	0	0	0	0	4,834	4,834
	7,800,215	26,199	0	513,396	0	(2,082,497)	0	6,257,313	7,800,215

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2022
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		1,410,754	0	0	1,543,179	2,953,933
Total other liabilities		1,410,754	0	0	1,543,179	2,953,933
Employee Related Provisions						
Annual leave		539,939	0	0	0	539,939
Long service leave		269,574	0	0	0	269,574
Total Employee Related Provisions		809,513	0	0	0	809,513
Other Provisions						
Provision for sick leave		120,544	0	0	0	120,544
Total Other Provisions		120,544	0	0	0	120,544
Total other current assets		2,340,811	0	0	1,543,179	3,883,990
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 12
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Annual Budget	YTD Amended Budget	YTD Revenue Actual
	1 July 2022			30 Nov 2022	30 Nov 2022	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grant - General Purpose	0	0	0	0	0	193,362	193,362	172,918
Financial Assistance Grant - Roads	0	0	0	0	0	103,078	103,078	92,426
Law, order, public safety								
Ledge Point Off-road Vehicle Area	(46,971)	0	0	0	(46,971)	46,971	46,971	46,971
DFES Operating Grant	0	0	0	0	0	251,308	104,710	125,654
Education and welfare								
Volunteering WA - Promotion of WA Marketing Grant	0	0	0	0	0	0	0	5,000
Community amenities								
Coastal Hazard Risk Management Plan Grant	0	0	0	0	0	47,587	19,830	0
CAP Grant Funding	0	0	0	0	0	109,900	45,790	0
Recreation and culture								
Library - Technology & Digital Grant	0	0	0	0	0	500	210	0
Transport								
Direct Road Grant MRWA	0	0	0	0	0	248,580	248,580	248,580
	(46,971)	0	0	0	(46,971)	1,001,286	762,531	691,549
Operating contributions								
General purpose funding								
Recovery of legal costs - rates	0	0	0	0	0	80,000	0	0
Law, order, public safety								
CESM Grant - DFES	0	0	0	0	0	61,285	25,535	25,809
BRMO Grant - DFES	(23,734)	0	0	0	(23,734)	122,467	51,030	0
Health								
Sale of logo plates	0	0	0	0	0	0	0	136
Community amenities								
Claymont Estate - Planning contributions	0	0	0	0	0	14,400	6,000	1,600
Drum Muster	0	0	0	0	0	2,000	835	0
Recreation and culture								
Naming Sponsorship - Gingin Aquatic Centre - Image	0	0	0	0	0	10,000	4,165	0
Contribution income for suite of events	0	0	0	0	0	12,000	5,000	455
Contributions - Library Services	0	0	0	0	0	100	40	0
Economic services								
Guilderton Caravan Park Deposit Liability	(293,467)	0	0	0	(293,467)	0	0	0
Other property and services								
Administration contributions	0	0	0	0	0	29,000	12,080	0
Workers compensation contribution provision	0	0	0	0	0	100	40	0
	(317,201)	0	0	0	(317,201)	331,352	104,725	27,999
TOTALS	(364,172)	0	0	0	(364,172)	1,332,638	867,256	719,548

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 12.9.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 13
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue					
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2022	Current Liability 30 Nov 2022	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies											
Law, order, public safety											
DFES - Capital Grant - Buildings	(320,789)	0	248,285	(72,504)	(72,504)	320,788	248,280	320,788	0	320,788	248,285
DFES - Capital Grant - Vehicles	0	0	0	0	0	3,455,000	680,000	3,455,000	0	3,455,000	947,645
Community amenities											
CMPAP - Coastal Management Strategy	(50,000)	0	0	0	(50,000)	100,000	25,000	100,000	0	100,000	0
Coastal Hazard Risk Management Plan	0	0	0	0	0	26,450	6,613	26,450	0	26,450	0
Recreation and culture											
LRCI - Unspent funds - Guilderton foreshore ablutions	(18,581)	0	0	0	(18,581)	389,759	24,696	1,263,005	(291,056)	971,949	0
Cunliffe Street Redevelopment	0	0	0	0	0	250,000	62,500	250,000	0	250,000	0
CSRFF - Lancelin Sports Complex Multi-court	0	0	0	0	0	90,000	22,500	90,000	0	90,000	0
Transport											
LRCI - Unspent Funds	(373,332)	0	0	0	(373,332)	873,246	291,056	0	291,056	291,056	0
Roads to Recovery	(283,880)	0	0	0	(283,880)	1,078,130	371,016	1,078,130	0	1,078,130	0
Regional Road Group (Cowalla & Moolabeenee Rd)	0	0	0	0	0	504,742	126,186	504,742	0	504,742	0
Wheatbelt Secondary Freight Network (KW Rd)	0	0	0	0	0	1,000,228	250,056	1,000,228	0	1,000,228	0
	(1,046,582)	0	248,285	(72,504)	(798,297)	8,088,343	2,107,903	8,088,343	0	8,088,343	1,195,930

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2022	Received	Paid	30 Nov 2022
	\$	\$	\$	\$
Public Open Space	11,326	0	0	11,326
	11,326	0	0	11,326

MINUTES ORDINARY COUNCIL MEETING 20 DECEMBER 2022

APPENDIX 12.9.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 15 BUDGET AMENDMENTS

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

GL/Project Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
120401040	Management approval to transfer \$3,100 from Council Member Ess. to 120402840 (AUD002) for 2022 Compliance Audit Return	Management Approval	Operating Expenses	0	(3,100)	0	(3,100)
151201810	OCM 18 October 2022 Item 14.1 Unbudgeted Expenditure - Repair of Floodway Crossings on Maria and Laura Roads, Wanerie - transfer from reserve 31	OCM 18/10/22 - 14.1	Capital Revenue	0	(95,000)	0	(98,100)
151201810	OCM 18 October 2022 Item 18.1 Cunliffe Street Development - transfer from reserve 31	OCM 18/10/22 - 18.1	Capital Expenses	0	(100,000)	0	(198,100)
OC11293	OCM 18/10/2022 - Item 18.1 Cunliffe Street Redevelopment	OCM 18/10/22 - 18.1	Capital Expenses	0	0	100,000	(98,100)
DC281	OCM 18 October 2022 Item 14.1 Unbudgeted Expenditure - Repair of Floodway Crossings on Maria and Laura Roads, Wanerie	OCM 18/10/22 - 14.1	Opening Surplus(Deficit)	0	0	45,000	(53,100)
141203300	Purchase of New 5.5T Excavator (amended from 3.5T Excavator)	OCM 15/11/22 - 15.1	Capital Expenses	0	0	69,000	15,900
141203300	Purchase of New Compact Track Loader (Skid Steer) plus additional implements	OCM 15/11/22 - 15.1	Capital Expenses	0	0	30,000	45,900
151203500	Proceeds from sale of John Deere Tractor GG012	OCM 15/11/22 - 15.1	Capital Revenue	0	(30,000)	0	15,900
151203810	Transfer from Plant Reserve for purchase of new track loader & skid steer	OCM 15/11/22 - 15.1	Capital Revenue	0	(69,000)	0	(53,100)
GI12110	LRCI Phase 3 - Road works transferred from Rec & Culutre	N/A	Non Cash Item	(291,056)	0	0	(344,156)
GI12110	LRCI Phase 3 - Road works transferred from Rec & Culutre	N/A	Non Cash Item	(291,056)	0	0	(635,212)
GI12110	LRCI Phase 3 - Road works transferred from Rec & Culutre	N/A	Non Cash Item	(291,134)	0	0	(926,346)
GI11300	LRCI Phase 3 - Road works transferred to Transport	N/A	Non Cash Item	291,134	0	0	(635,212)
GI11300	LRCI Phase 3 - Road works transferred to Transport	N/A	Non Cash Item	291,056	0	0	(344,156)
GI11300	LRCI Phase 3 - Road works transferred to Transport	N/A	Non Cash Item	291,056	0	0	(53,100)
DC294	OCM 18/10/2022 Item 14.1 Unbudgeted Expenditure - Repair of Floodway Crossings on Maria and Laura Roads, Wanerie	OCM 18/10/22 - 14.1	Capital Expenses	0	0	50,000	(3,100)
AUD002	Compliance Audit Return - Management approval to transfer \$3,100 from Council Member Ess. to 120402840 (AUD002)	Management Approval	Operating Expenses	0	0	3,100	0
				0	(297,100)	297,100	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY										NOTE 16	
FOR THE PERIOD ENDED 30 NOVEMBER 2022										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 2022-23 year is \$20,000 or 10.00% whichever is the greater.											
Nature or type	Var. \$	Var. %		Explanation of positive cash variances		Explanation of negative cash variances					
				Timing	Permanent	Timing	Permanent				
	\$	%									
Opening funding surplus / (deficit)	(546,731)	(20.71%)	▼								Movement in employee provisions, contract liability late accounts payable invoices, reserve transfers and 21/22 asset batches including depreciation that was unable to be completed until the audit was signed off.
Revenue from operating activities											
Operating grants, subsidies and contributions	(147,708)	(17.03%)	▼								BRPC DFES funding allocation, Coastal Hazard Risk Management Plan & CAP Grant funding
Interest earnings	30,943	372.90%	▲	Penalty and instalment interest on rates	Increase in interest rates has enabled funds to be reinvested meaning greater interest earnings than what was budgeted based on prior year						
Expenditure from operating activities											
Employee costs	296,899	11.40%	▲		Vacant positions remain						
Materials and contracts	764,996	27.21%	▲	Reduction in materials due to timing of works e.g. holiday periods etc.	Overheads and plant operation costs reduced due to payroll vacancies						
Utility charges	29,530	15.57%	▲		Reduced gas purchases Guilderton Caravan Park; BFB utilities; staff housing utilities due to vacancies						
Depreciation on non-current assets	2,037,656	99.34%	▲	Unable to process depreciation batches until audit has been signed off							
Insurance expenses	(220,379)	(150.70%)	▼								Public liability and workers compensation insurance
Other expenditure	71,491	27.80%	▲	Rates valuations, members travel & accommodation, Councillor sitting fees and communication allowance, FER charges, environmental grant allocations, advertising & subscriptions							
Non-cash amounts excluded from operating activities	(2,037,656)	(99.34%)	▼	Unable to process depreciation batches until audit has been signed off in case the auditor requests a depreciation rate change for prior year.							
Investing activities											
Proceeds from non-operating grants, subsidies and contributions	(911,973)	(43.26%)	▼								Timing of works
Proceeds from disposal of assets	(30,000)	(100.00%)	▼								Timing of asset disposals
Payments for property, plant and equipment and infrastructure	1,736,087	45.33%	▲	Timing of capital works program							
Closing funding surplus / (deficit)	1,033,713	(15.03%)	▲								

12.10 LIST OF PAID ACCOUNTS NOVEMBER 2022

File	FIN/25
Author	Tania Ladner - Accounts Payable / Administration Support Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to note the payments made in November 2022.

BACKGROUND

Council has delegated authority to the Chief Executive Officer (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 \$2,212,940.13 were paid during the month of November 2022.

A detailed payment schedule has been provided to Councillors and can be made available to the public for viewing at the Shire's Gingin Administration Centre and Lancelin Office upon request. The schedule covers:

- | | |
|---|----------------|
| • Municipal Fund electronic funds transfers (EFT) | \$1,669,858.50 |
| • Municipal Fund cheques | \$0.00 |
| • Municipal Fund direct debits | \$543,081.63 |

Total Municipal Expenditure	\$2,212,940.13
------------------------------------	-----------------------

TOTAL EXPENDITURE	\$2,212,940.13
--------------------------	-----------------------

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

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 2022-2032

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	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 Kestel **SECONDED:** Councillor Sorensen

That Council note all payments made by the Chief Executive Officer under Delegation 1.1.13 for November 2022 totaling \$2,212,940.13 as detailed in the schedule provided to Councillors comprising:

- | | |
|---|----------------|
| • Municipal Fund electronic funds transfers (EFT) | \$1,669,858.50 |
| • Municipal Fund cheques | \$0.00 |
| • Municipal Fund direct debits | \$543,081.63 |

CARRIED UNANIMOUSLY
7 / 0

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

AGAINST: *Nil*

13 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

13.1 SOUTH WEST NATIVE TITLE SETTLEMENT - LAND BASE CONSULTATION 904 & 55

File	CPT/2
Author	Kylie Bacon - Coordinator Strategic Planning & Projects
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	18 October 2022 - Item 13.3
Appendices	<ol style="list-style-type: none"> 1. Land List 55 Boonanarring [13.1.1 - 1 page] 2. Land List 55 Breton Bay [13.1.2 - 1 page] 3. Land List 55 Cullalla & Orange Springs & Mimegarra [13.1.3 - 1 page] 4. Land List 55 Lancelin [13.1.4 - 1 page] 5. Land List 55 Ledge Point [13.1.5 - 1 page] 6. Land List 55 Wilbinga [13.1.6 - 1 page] 7. Land List 55 Yeal [13.1.7 - 1 page] 8. Land List 904 Lancelin [13.1.8 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a proposal for the transfer of lots (30 in total) identified in Table 1 (below) and on the location plans in (**refer to Appendices**) to the Noongar People under the South West Native Title Settlement (the Settlement).

BACKGROUND

The Settlement is a landmark native title agreement reached between the State Government and the six Noongar Agreement Groups. The six Indigenous Land Use Agreements (ILUAs) comprising the Settlement were conclusively registered on 27 January 2021. The Settlement then formally commenced on 25 February 2021. The Settlement recognises the Agreement groups as the Traditional Owners of the southwest of Western Australia, while resolving native title in exchange for a negotiated package of benefits.

The State of Western Australia has committed to allocating up to 320,000 hectares of Crown land to the Noongar People to create the Noongar Land Estate, in accordance with the Noongar Land Base Strategy. The Noongar Land Estate will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

The Department of Planning, Lands and Heritage (DPLH) is responsible for undertaking an identification and assessment process for land parcels within the boundaries of the Settlement. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust/Aboriginal Affairs Planning Authority; and
- land owned or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

A key part of the process being followed by the Department involves the referral of land under consideration for inclusion in the Noongar Land Estate to relevant State agencies and Local Government Authorities. The Shire has received correspondence regarding the attached land parcels (**refer to Appendices**) identified for possible transfer.

The subject lots that are being considered are zoned under the Shire of Gingin's Local Planning Scheme No. 9 (LPS 9). It is understood, however, that any future land proposal would be subject to the same statutory planning provisions as all other land in the Shire.

It should be noted that land rates may apply to some of the subject lots. Organisations seeking exemption from rates in accordance with section 6.26 of the *Local Government Act 1995* are required to make application in writing. If the freehold land is used for a commercial purpose or leased for a commercial enterprise, it will not be exempt from rates.

COMMENT

DPLH Referral Questions

DPLH has outlined the following questions below for Council's consideration and comment. Due to insufficient consultation time being provided, not all of the questions could be appropriately answered with an informed response. This is discussed in more detail below.

- 1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?**

The above question will be addressed as part of Council's resolution.

- 2. Does the Shire have any interest in the land?**

Yes – PIN Land Consultation List 904, PIN 570427, Lancelin. Please refer to comment in question three below for more information.

3. **Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.**

Yes – Land Consultation List 904, PIN 570427, Lancelin facilitates public parking, access and toilet amenities for the Shire’s use of local beach known as Back Beach. Public Access and amenities will need to be protected. Furthermore, the car park area is also identified as a Trading in Public Places Precinct, where a trading in public places permit may be issued upon application. Currently a surf school operates from the car park location.

4. **Is the land parcel subject to any mandatory connection to services?**

Development would need to demonstrate compliance with (but not limited to) the connection to electricity, potable water supply and an approved wastewater treatment facility/apparatus. It should be noted that if road reserves servicing the lots are not in a trafficable standard and development of the lot requires access from those roads, then it would be a requirement for the road to be upgraded to the satisfaction of the Shire at the cost of the applicant/landowner.

5. **Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?**

Land Consultation List 904, PIN 570427, Lancelin – the Shire maintains all public assets such as the car park and public amenities. The Shire is currently (commencing in February 2022) upgrading the roof of the toilet block. In the future, there may be a requirement for the surface of the carpark to be upgraded.

6. **Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?**

Please refer to comments outlined in Environmental Considerations/Other Implications column of Table 1 below. Furthermore, surrounding land could be developed in accordance with its zoning under LPS 9. It should also be noted that some of the surrounding land is subject to the omnibus local planning scheme review, and current zoning may be affected. The omnibus scheme review is currently being undertaken.

7. **Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?**

No scheme amendments have been identified at this stage.

8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).

Please refer to the table and further information below.

9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

Please refer to the Additional Comments heading below for more information.

Table 1 below outlines the lot particulars and LPS 9 zoning:

Lot Details	Area (Hectares)	Tenure Details	LPS 9 Zoning	Environmental Considerations / Other Implications
Land Based Consultation 55				
PIN 571177 - Cowalla	42.62	UCL	General Rural	Bushfire Prone Area
PIN 1161894, Lot 12125, Lancelin	11.52	UCL	Public Use: Service Infrastructure	Bushfire Prone Area
PIN 1318525, Cowalla	0.99	UCL	General Rural	Bushfire Prone Area
PIN 571371 Mimegarra	2318.88	UCL	Parks & Recreation Reserve - either part of Moore River National Park or South Mimegarra Nature Reserve.	Bushfire Prone Area
PIN 573774 Breton Bay	32.07	UCL	General Rural	Bushfire Prone Area

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

PIN 571226 Orange Springs	110.57	UCL	Parks & Recreation Reserve - either part of Moore River National Park or South Mimegarra Nature Reserve.	Bushfire Prone Area
PIN 575986 Yeal	64.2	UCL	Public Use: State Forest	Bushfire Prone Area Special Control Area - SCA - public drinking water source - SCA2 (gingin)
PIN 575988 Yeal	60.79	UCL	Public Use: State Forest	Bushfire Prone Area Special Control Area - SCA - public drinking water source - SCA2
PIN 571374 Orange Springs	73.75	UCL	Parks & Recreation Reserve - either part of Moore River National Park or South Mimegarra Nature Reserve.	Bushfire Prone Area
PIN 576396, Cullalla	11.39	UCL	General Rural	Bushfire Prone Area & Special Control Area No. 4 (SCA 4) - Wastewater Infrastructure Buffer Area located to the west of lot.

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

PIN 575982, Yeal	64.04	UCL	Public Use: State Forest	Bushfire Prone Area Special Control Area - SCA - public drinking water source - SCA2
PIN 573775, Breton Bay	10.34	UCL	General Rural	Bushfire Prone Area
PIN 575987, Yeal	79.97	UCL	Public Use: State Forest	Bushfire Prone Area Special Control Area - SCA - public drinking water source - SCA2
PIN 571025, Cwalla	45.03	UCL	General Rural	Bushfire Prone Area
PIN 571368, Orange Springs	432.41	UCL	Parks & Recreation Reserve - either part of Moore River National Park or South Mimegarra Nature Reserve.	Bushfire Prone Area
PIN 575989, Yeal	65.35	UCL	Public Use: State Forest	Bushfire Prone Area Special Control Area - SCA - public drinking water source - SCA2

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

PIN 575990, Yeal	59.04	UCL	Public Use: State Forest	Bushfire Prone Area Special Control Area - SCA - public drinking water source - SCA2
PIN 575983, Yeal	68.34	UCL	Public Use: State Forest	Bushfire Prone Area Special Control Area - SCA - public drinking water source - SCA2
PIN 571390, Orange Springs	41.37	UCL	Parks & Recreation Reserve - either part of Moore River National Park or South Mimegarra Nature Reserve.	Bushfire Prone Area
PIN 11765106, Boonanarring Reserve 24559	254.92	Reserve for the purposes of Water catchment purposes. Vested with Water Corporation	Parks & Recreation Reserve - part of Boonanarring Nature Reserve.	Bushfire Prone Area
PIN 11765107 Boonanarring Reserve 24559	211.37	Reserve for the purposes of Water catchment purposes. Vested with Water Corporation.	Parks & Recreation Reserve - part of Boonanarring Nature Reserve.	Bushfire Prone Area

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

<p>PIN 1325894, Ledge Point Reserve 36447</p>	<p>12.31</p>	<p>Reserve for the purposes of Government Requirements.</p>	<p>Parks and Recreation Reserve</p>	<p>Bushfire Prone Area Special Control Area - SCA - public drinking water source - SCA2. Also abuts SCA 3 - Basic Raw Materials Resource Area to north.</p>
<p>PIN 1325893, Ledge Point Reserve 36447</p>	<p>138.54</p>	<p>Reserve for the purposes of Government Requirements.</p>	<p>Parks and Recreation Reserve</p>	<p>Bushfire Prone Area Special Control Area - SCA - public drinking water source - SCA2. Lot surrounds Reserve 11919 reserved for the purposes of Trigonometrical Station, has not formal road access to reserve. Vested with DPLH. Lot surrounds Reserve 39542 reserved for the purposes of Water Tank Site. Vested with Water Corporation.</p>

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

				Lot surrounds Reserves 36447 reserved for the purposes of Government Requirements. Vested with DPLH.
PIN 571037, Cowalla	149.03	UCL	General Rural	Bushfire Prone Area.
PIN 12149076 Breton Bay	2.29	UCL	Parks and Recreation Reserve.	Bushfire Prone Area. Maybe subject to coastal erosion and inundation, although Coastal Studies do not extend in that location. SPP 2.6 Coastal Planning would be applicable.
PIN 12149074 Breton Bay Reserve 24408	10.05	Reserve for the purposes of Public Utility vested with DPPLH.	Parks and Recreation Reserve.	Bushfire Prone Area. Maybe subject to coastal erosion and inundation, although Coastal Studies do not extend in that location. SPP 2.6 Coastal Planning would be applicable.

**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

PIN 12149075 Breton Bay Reserve 24408	13.48	Reserve for the purposes of Public Utility vested with DPPLH.	Parks and Recreation Reserve.	Bushfire Prone Area.
PIN 12149078 Breton Bay	20.89	UCL	Parks and Recreation Reserve.	Bushfire Prone Area. Maybe subject to coastal erosion and inundation, although Coastal Studies do not extend in that location. SPP 2.6 Coastal Planning would be applicable.
Land List 904 - Lancelin				
PIN 570427 Lancelin	35.18		Parks and Recreation Reserve	Bushfire Prone Area. Subject to coastal erosion and inundation. Subject Lot also facilitates public parking and toilet amenities for access to the Shire's Back Beach. The back beach car park is also a precinct identified for trading in public places. Currently, a surf school trades

				from	that
				location.	

Additional Comments

Coastal Land Parcels:

There are identified land parcels along the coast and within coastal townships that are considered to be valuable public open space and hold high public value also. Furthermore, as the coastal towns within the Shire are the subject of coastal erosion and inundation, lots should be considered to be retained in the event land swap becomes a viable long term option in dealing with these issues.

Coastal Erosion and Inundation:

In 2019, Cardno prepared a Coastal Hazard Risk Management and Adaption Plan (CHRMAP) for Lancelin, Ledge Point and Seabird that examined erosion risks and adaptation options. In 2020, Baird prepared an Inundation study for Lancelin, Ledge Point, Seabird and Guilderton. The Shire is currently undertaking a Coastal Hazard Risk Management and Adaption Plan (CHRMAP/Inundation) project including a risk assessment and adaptation options for Guilderton and an assessment of what else has changed across the four coastal towns. This will give the Shire a comprehensive and integrated understanding of how our coastline will be impacted in the future and how we can plan for and manage these changes in the four coastal townships.

Lots that are affected by coastal erosion/inundation will need to address and comply with State Planning Policy 2.6 – State Coastal Planning Policy, including the Shire’s adopted CHRMAP.

Designated Bushfire Prone Area:

The subject lots are within a Designated Bushfire Prone Area as identified by the Fire and Emergency Services Commissioner. Additional planning and building requirements may apply to developments within designated bushfire prone areas, in accordance with Schedule 2 Part 10A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, State Planning Policy 3.7 (SPP 3.7) and the Guidelines and the Building Code of Australia.

Special Control Area No. 2 – Public Drinking Water Source Areas (SCA 2):

There are identified lots within SCA 2. The purpose of SCA 2 is to identify proclaimed Public Drinking Water Source Areas (PDWSAs) and to ensure that land use and development within those areas is compatible with the protection and long-term management of water resources for a public water supply.

Community Consultation

The Shire received the consultation lists on 7 November 2022 with a response required by 12 December 2022 for Land List 904 and 14 December 2022 for Land List 55.

The proposal was advertised to the community via media release published 18 November 2022. The media release directed any submissions to be made directly to DPLH. No responses were received by the Shire.

Considering the number of land parcels being considered (30 in total), there has been insufficient time to research each land parcel, consult with appropriate parties and meet the Council deadline to be able to provide an informed response. As such, this has formed the basis of the officer recommendation to not support the proposed land transfer to the NLE until this research has been completed and any implications better understood.

Land Use Management

The land will be held and managed for a broad range of purposes across the entire Southwest Land Division. The size, location and cultural value of the land will inform future land use. Large areas of bushland will likely be managed for conservation of Aboriginal heritage and environmental values, caring for country, cultural tourism and cultural activities. The Noongar Regional Corporations will coordinate management of these properties. Smaller areas of land and those properties that are located within townsites may be utilised for economic development, housing, enterprise, wellbeing programs, aged care or similar to meet the strategic aspirations of the Noongar population in that area. A small portion of the Noongar Land Estate will be purely for development purposes and will generate an income. Regardless of tenure, the Trustee and Noongar Boodja Land Subsidiary will comply with the existing statutory framework for each land parcel across the entire Noongar Land Estate.

The Noongar Boodja Trust Deed sets out how the Trustee and future Noongar Regional Corporations will make decisions about the use of land for cultural and development purposes. The Noongar Boodja Trust will be required to meet the standard costs, including rates and service charges, associated with owning and managing freehold land. Furthermore, the Noongar Land Base Strategy (of the Indigenous Land Use Agreements) sets out what land can be allocated and how this will happen.

The *Native Title Act 1993* provides for access by Native Title holders to Crown lands for Aboriginal customary activities. The *Conservation and Land Management Act 1984* provides for Aboriginal customary activities on conservation estate lands. Consistent with this legislation, Settlement provisions ensure continued legal access by the Noongar traditional owners for customary activities on Crown lands including public drinking water source areas, and conservation estate.

The Shire acknowledges the above position with respect to its land use management, however with specific land parcels being considered for transfer, the Shire considers that there is a lack of information provided to be appropriately informed.

Land parcels within the townsites particularly should be strategically planned for so as not to compromise the future growth of the town. The Shire cannot support proposals that do not have a clear strategic direction.

STATUTORY/LOCAL LAW IMPLICATIONS

Native Title Act 1993

Noongar (Koorah, Nitja, Boordahwan) (Past, Present, Future) Recognition Act 2016

Land Administration Act 1997

Part 2 – General administration

Division 2 – Covenants and conditions and their enforcement

Section 14 – Minister to consult local governments before exercising certain powers in relation to Crown land

POLICY IMPLICATIONS

Council Policy 6.3 South West Native Title Land Based Consultation has been drafted for Council's discussion at the Briefing Session on 20 December 2022. The policy has been drafted to allow Administration to efficiently deal with land-based consultation matters moving forward, without the need for the matters to go to Council and establishes Council's position of not supporting the transfers in the absence of sufficient information as to intended use and adequate time to undertake public consultation.

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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 not support the transfer of lots identified in Appendices to the Noongar People under the South West Native Title Settlement at this time for the following reasons:

1. The consultation period was insufficient to allow for the provision of an informed decision and response to the Department of Planning, Lands and Heritage;
2. The Shire of Gingin was not informed as to what the Noongar Land Estate intends to do with the land parcels once transferred;
3. Initial research indicates that:
 - a. Large tracts of land along the coast and within the coastal towns are considered to be valuable public open space and of high public value;
 - b. The State should consider retaining lots within coastal towns in the event that land swap becomes a viable long term option in dealing with coastal erosion and inundation issues;
 - c. Large tracts of bushland identified in rural areas would require management in terms of fire, weeds and feral animals; and
 - d. Land parcels considered for transfer have no clear strategic direction for future use and management.
 - e. Land Consultation List 904, PIN 570427 facilitates public amenities such as parking, access and ablution facilities for the public who utilise the Lancelin Back Beach. The car park area is also identified as a Trading in Public Places Precinct, where a trading in public places permit may be issued upon application. Currently a surf school operates from the car park location. The Shire maintains this area which is valuable public open space and of high public value. The Shire should be granted a Management Order over the whole subject lot.

CARRIED UNANIMOUSLY

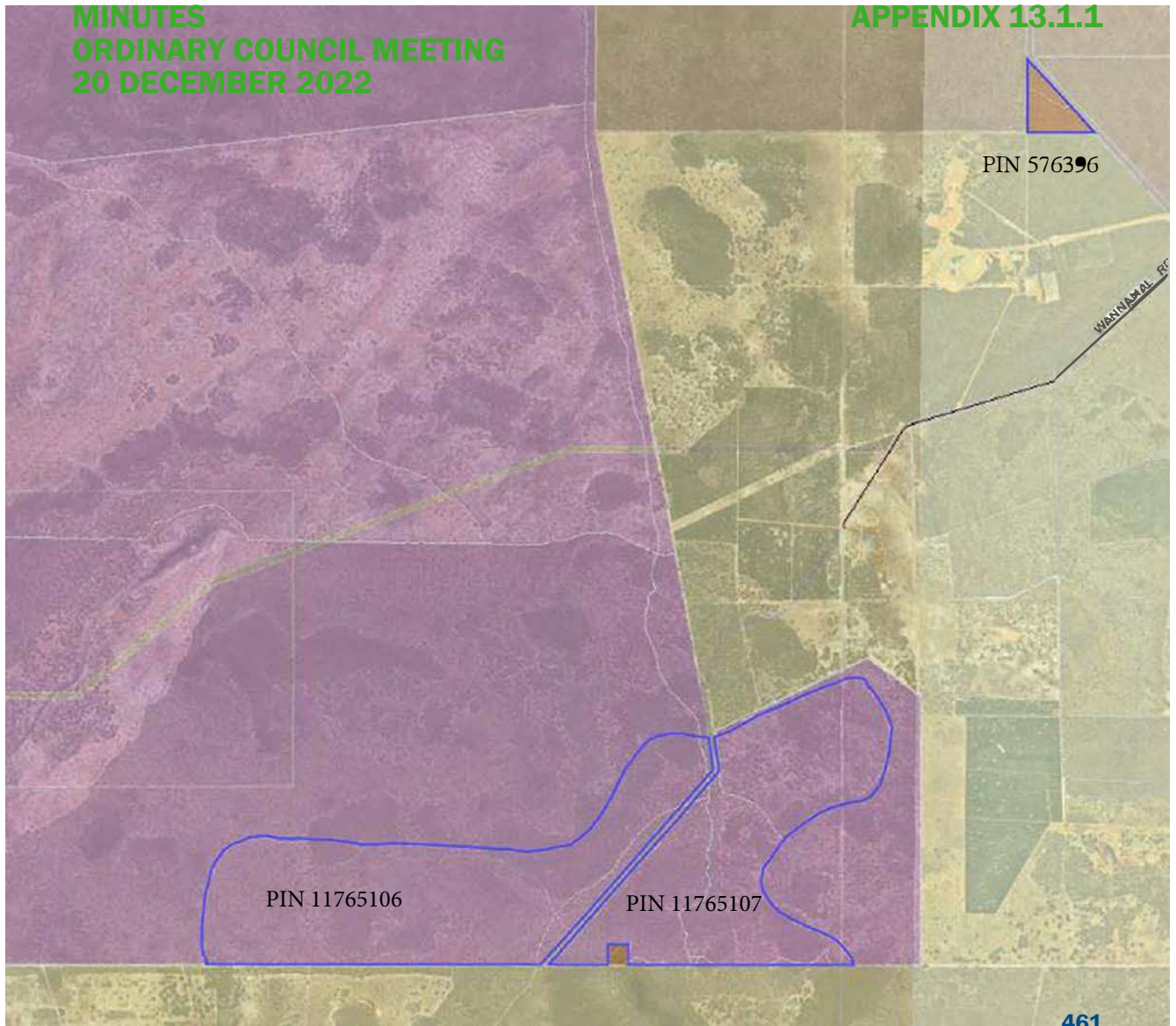
7 / 0

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

AGAINST: *Nil*

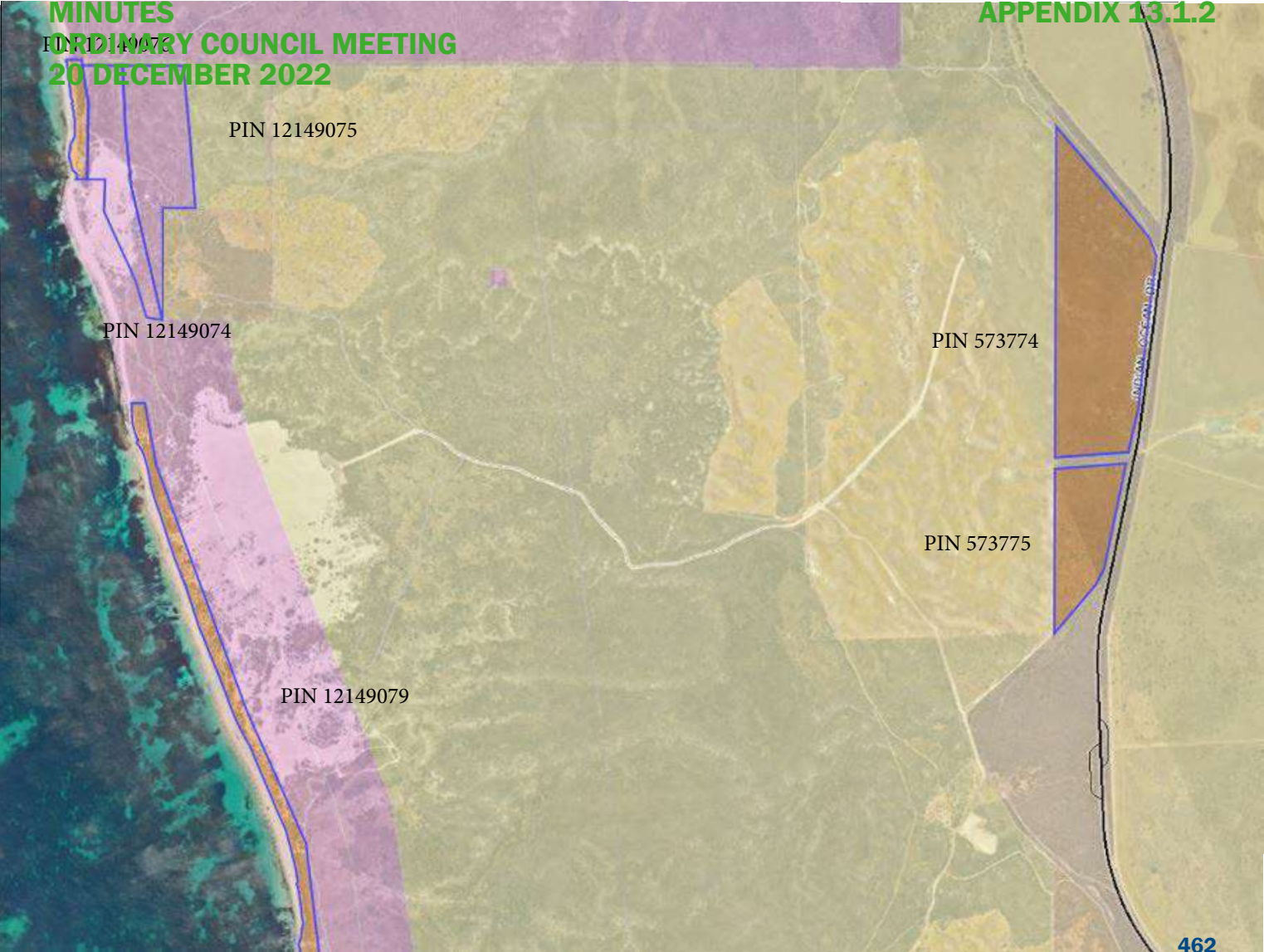
**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

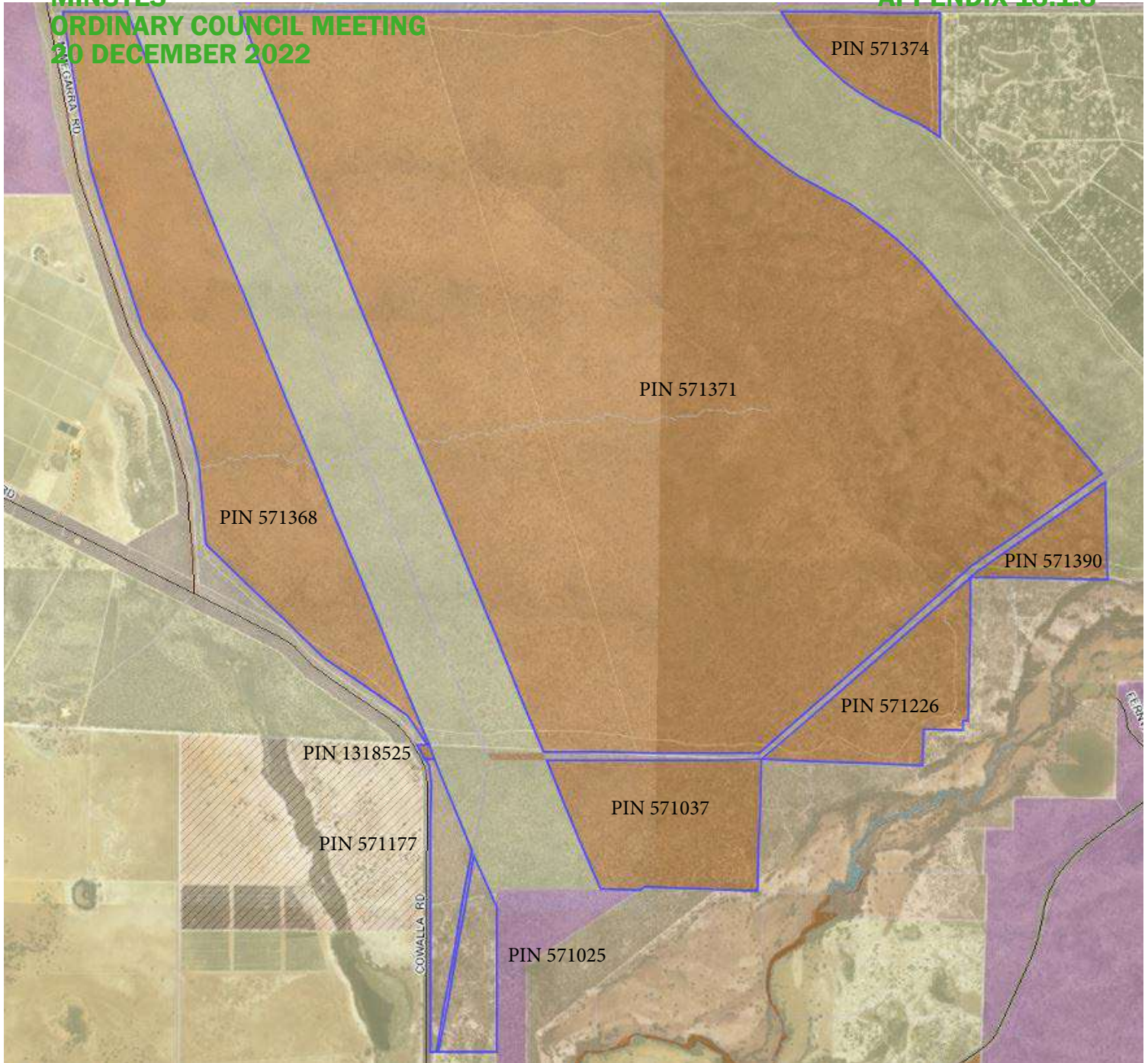
APPENDIX 13.1.1



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.1.2





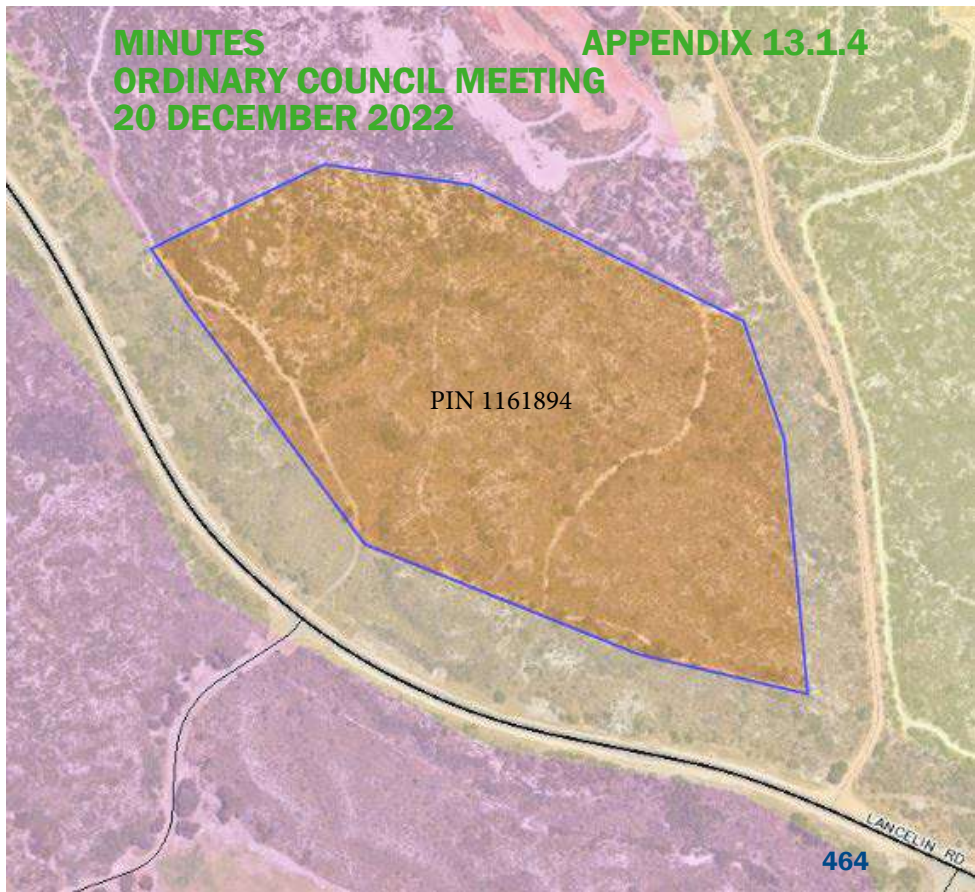
**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.1.4

PIN 1161894

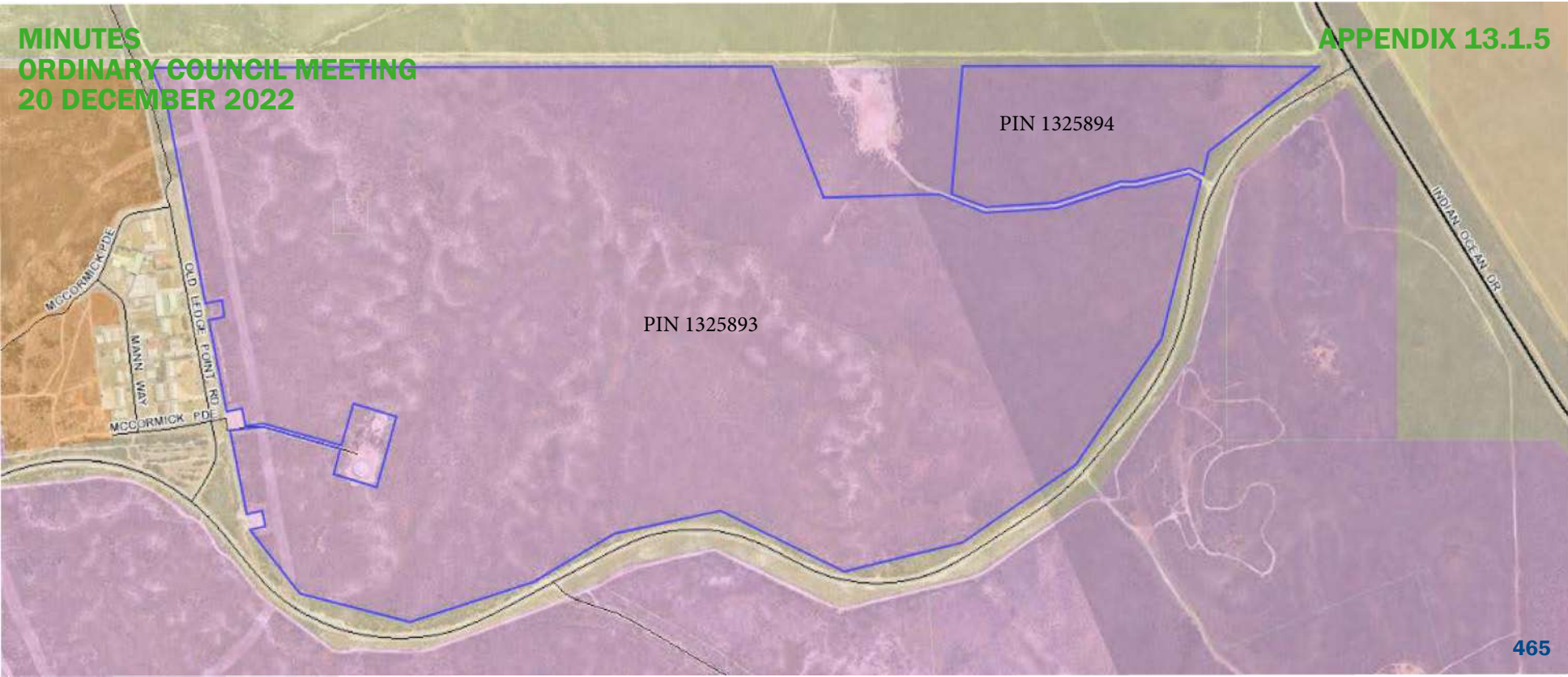
464

LANCELIN RD



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.1.5

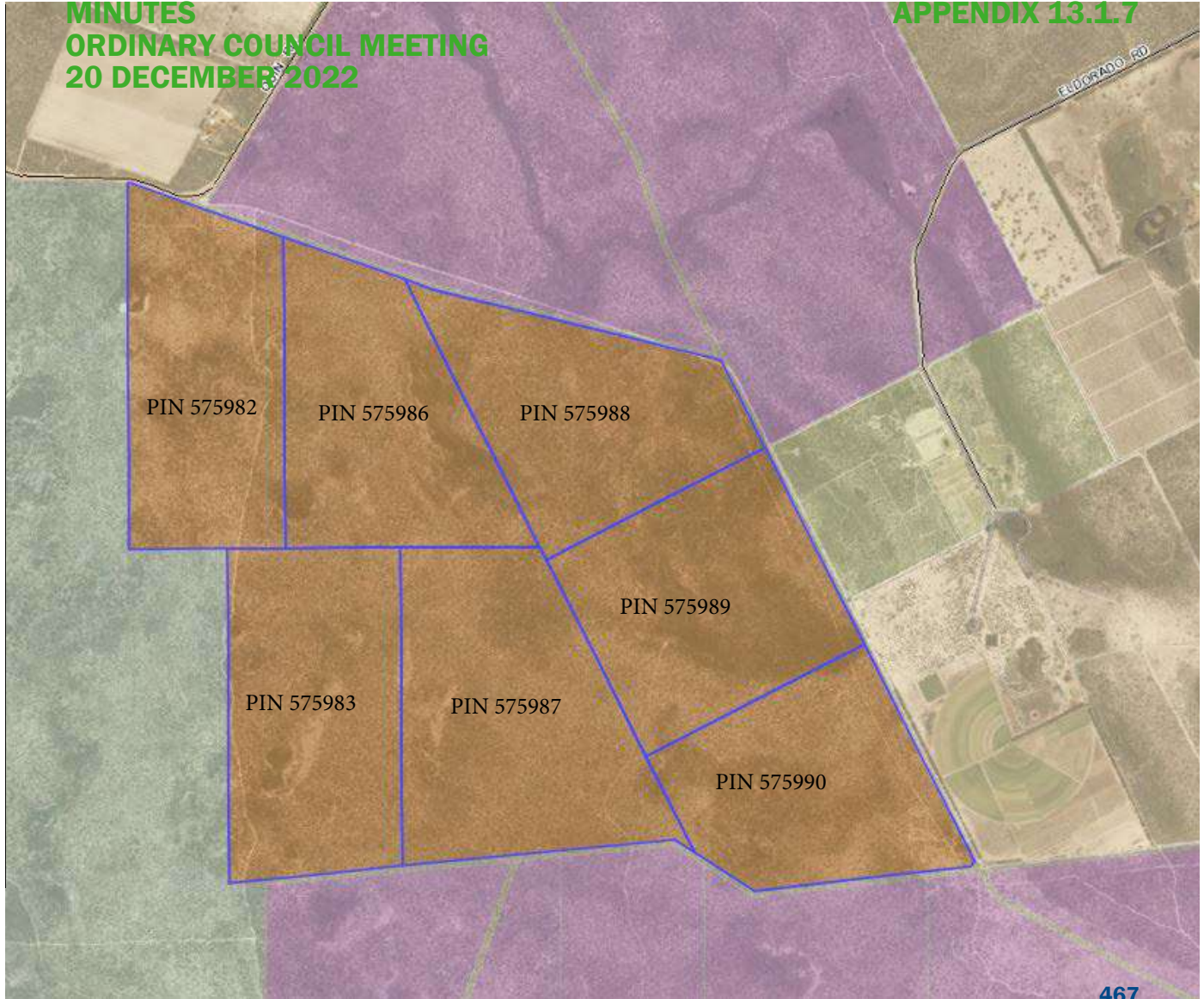


**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.1.6

PIN 577393

COBTAIL RD



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.1.8



13.2 APPLICATION FOR DEVELOPMENT APPROVAL - USE NOT LISTED (OUTBUILDING) ON LOT 238 FICUS RISE, NILGEN

File	BLD/7422
Applicant	Malcolm Lobb
Location	Lot 238 Ficus Rise, Nilgen
Owner	David Paterson, Paula Paterson, Jaqueline Lobb and Malcom Lobb
Zoning	Rural Living 2
WAPC No	NA
Author	James Bayliss – Coordinator Statutory Planning
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> 1. Location Map - Lot 238 Ficus Rise, Nilgen [13.2.1 - 1 page] 2. Aerial Map - Lot 238 Ficus Rise, Nilgen [13.2.2 - 1 page] 3. Applicant's Proposal [13.2.3 - 2 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for a proposed Use Not Listed (Outbuilding) on Lot 238 Ficus Rise, Nilgen.

BACKGROUND

The subject lot is 2 hectares (ha) in area and is currently vacant. The applicant is seeking approval to construct an outbuilding prior to commencement of a single house. In instances such as this, the approach has been to consider the application as a 'use not listed' on the basis that a building permit for a single house has been lodged and construction is imminent. The subsequent development approval contains a time limited condition to ensure that the dwelling is constructed and if not, the outbuilding is removed.

It should be noted that in order for the proposed structure to be considered as a traditional outbuilding, it must be associated with a dwelling. An outbuilding is not permitted as a stand-alone structure on an otherwise vacant lot.

The Use Not Listed (Outbuilding) is 8 metres in length and 5.9 metres in width, equating to an area of 47.2m². The proposed wall height is 2.7 metres tapering to an overall height of 3.5 metres. The outbuilding is set back 29 metres from the side (western) boundary and 33 metres from the front (southern) boundary. The development plan notates a 'future house'.

It should be noted that the application was lodged on 1 February 2022. On 15 March 2022 the applicant was emailed seeking confirmation in relation to lodgement of a building permit for the single house given the position stated earlier. The applicant was advised that the application should be withdrawn, and a refund could be applied if the submission of a dwelling was not imminent. No response was received.

On 4 April 2022, a further email was sent to the applicant with a further suggestion to withdraw the application given the officer was unable to support the proposal. A response was received on 5 April 2022 advising that dwelling plans were being organised. The officer replied via email on the same day again suggesting that until those plans have been finalised, the application should be withdrawn.

On 7 April 2022, a further email was sent to the applicant advising that the 'deemed refusal' date had lapsed, and that the application would be presented to Council for refusal, and requesting the applicants position on the matter. No response was received.

On 9 May 2022, a further email was sent to the applicant requesting an update. No response was received, and the Shire has had not heard from the applicant since.

The officer undertook a site inspection which revealed that the proposed structure has been partially constructed.

Based on the above, the officer is of the view that a sufficient period of time has been afforded to the applicant to finalise dwelling plans and/or provide an update to the Shire. It is noted that COVID has caused delays within the building industry, nonetheless the amount of time that has lapsed is significant and the application cannot be held indefinitely.

The application is being presented to Council as the officer does not have delegation to refuse development.

A location plan and aerial imagery are attached as **Appendix 13.1.1** and **Appendix 13.1.2** respectively.

A copy of the applicant's proposal is attached as **Appendix 13.1.3**.

COMMENT

Stakeholder Consultation

No advertising has been undertaken.

PLANNING FRAMEWORK

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

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

- a) *protect the rural environment and landscape;*
- b) *accommodate single dwellings at very low densities on individual allotments beyond the urban areas;*
- c) *restrict and limit the removal of natural vegetation and encourage revegetation where appropriate;*
- d) *prevent threats to the amenity of the zone and impacts on wildlife and native vegetation caused by the grazing of livestock;*
- e) *avoid increased fire risk to life and property through inappropriately located and designed land use, subdivision and development; and*
- f) *provide for a suitable level of physical and community infrastructure.*

Clause 3.4.2 of LPS 9 outlines the process in dealing with uses not listed in the Zoning Table:

3.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, 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 the 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.*

Given the circumstances outlined above, the development does fall within a use specifically mentioned in the zoning table and cannot therefore be classified as a ‘use not listed’. The proposed development represents a ‘warehouse/storage’ use class which is defined under LPS 9 as follows:

Means premises including indoor or outdoor facilities used for –

- a) The storage of goods, equipment, plant or materials.*
- b) The display or sale by wholesale of goods.*

The use class ‘warehouse/storage’ is an ‘X’ use, which means that the scheme does not permit the development. Note 4 of clause 3.3.3 states:

The local government must refuse to approve any ‘X’ use of land. Approval of an ‘X’ use of land may only proceed by way of an amendment to the scheme.

Based on the above, Council does not have the discretion to approve the development.

Summary

In view of the above, the development must be refused.

STATUTORY/LOCAL LAW IMPLICATIONS

*Planning and Development (Local Planning Scheme) Regulations 2015
Schedule 2 – Deemed Provisions for Local Planning Schemes*

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

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

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council refuse Development Approval for a Use Not Listed (Outbuilding) on Lot 238 Ficus Rise, Nilgen for the following reasons:

1. The development is classified as 'warehouse/storage' under Local Planning Scheme No. 9 which is an 'X' use, meaning that the use is not permitted in the Rural Living zone.

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*.

PROCEDURAL MOTION

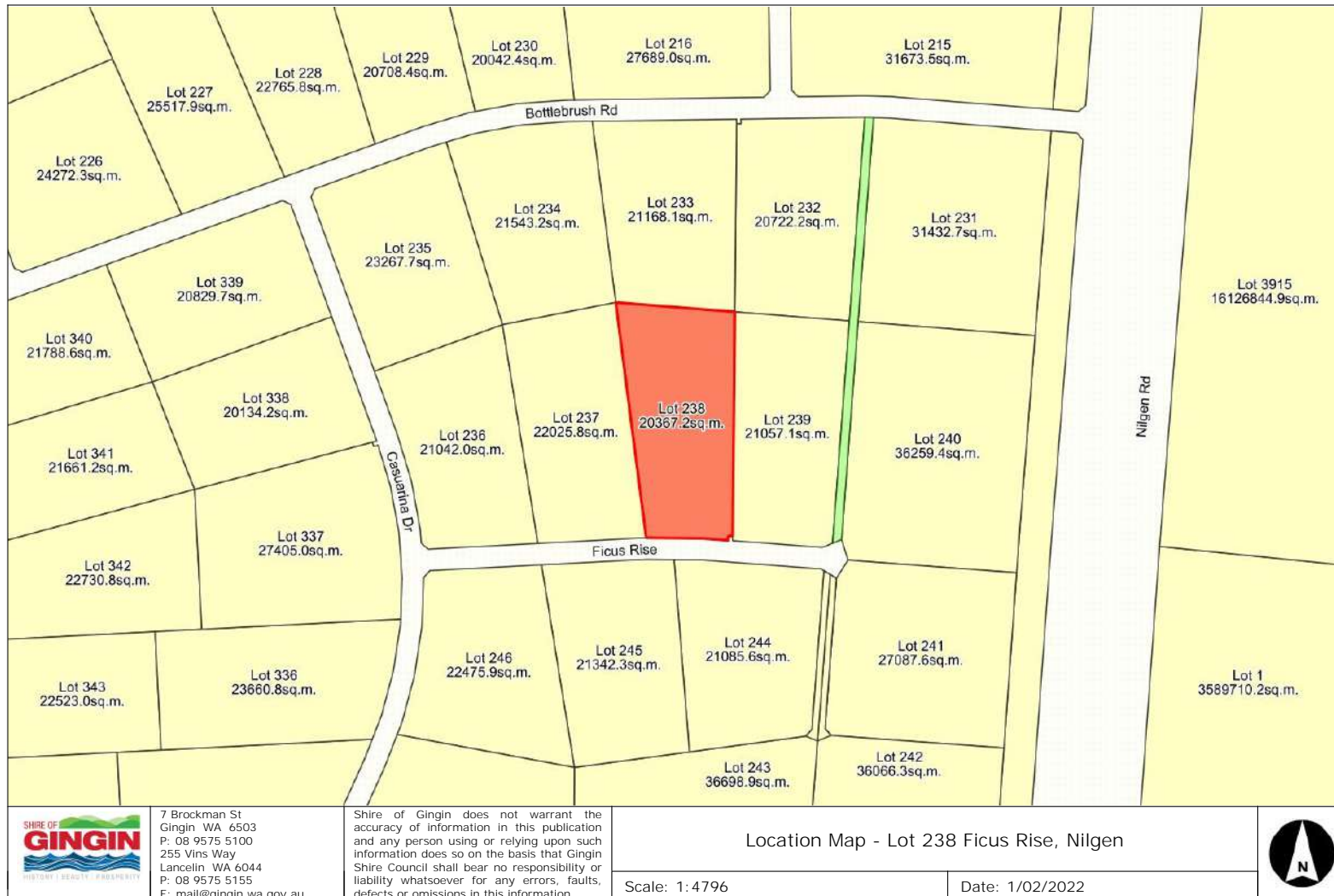
MOVED: Councillor Vis SECONDED: Councillor Peczka

That the matter be deferred for consideration at the Ordinary Council Meeting on 21 February 2023, to allow the proponents to lodge a building application prior to further consideration being given to the Application for Development Approval.



**CARRIED UNANIMOUSLY
7 / 0**

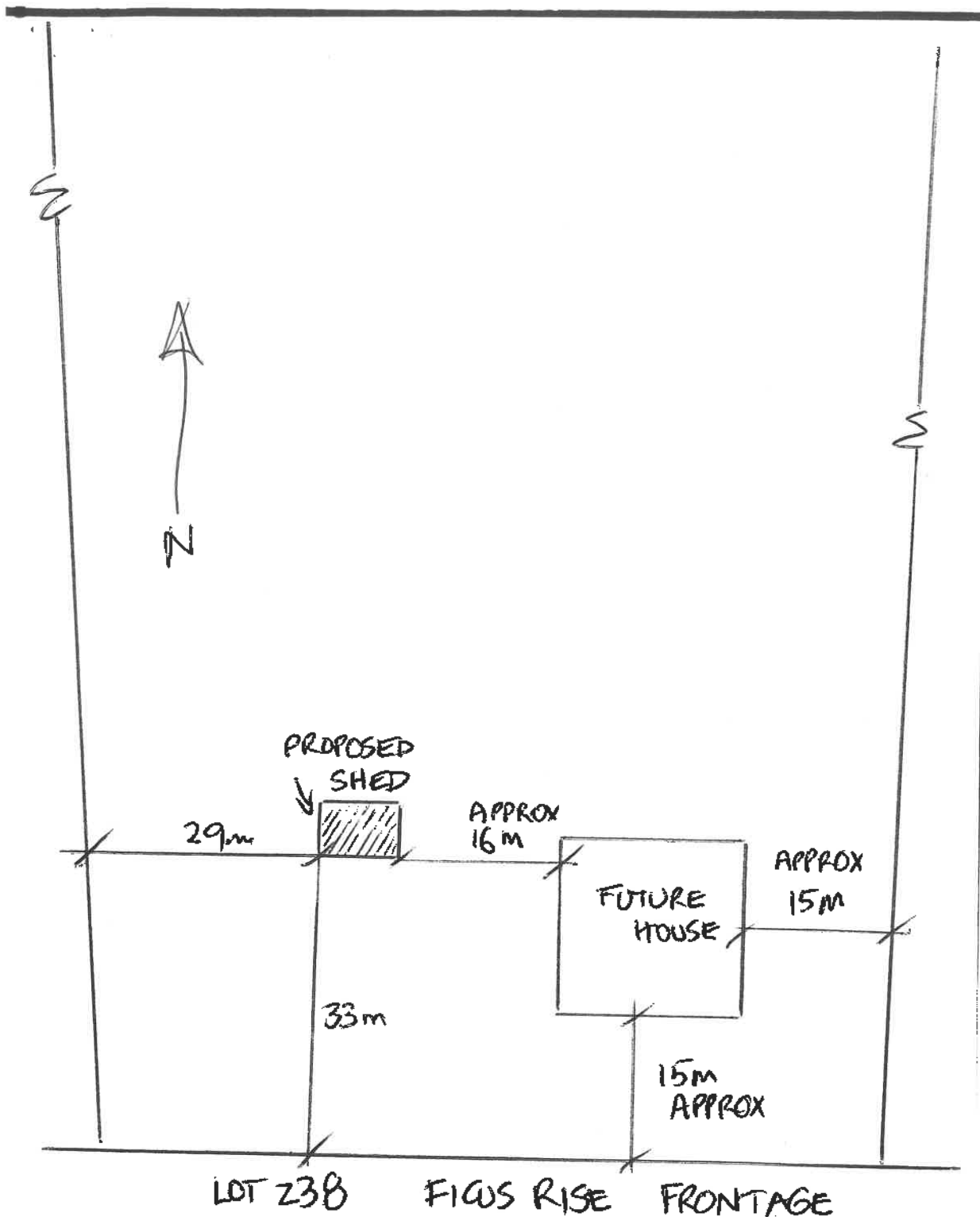
FOR: *Councillor Fewster, Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*



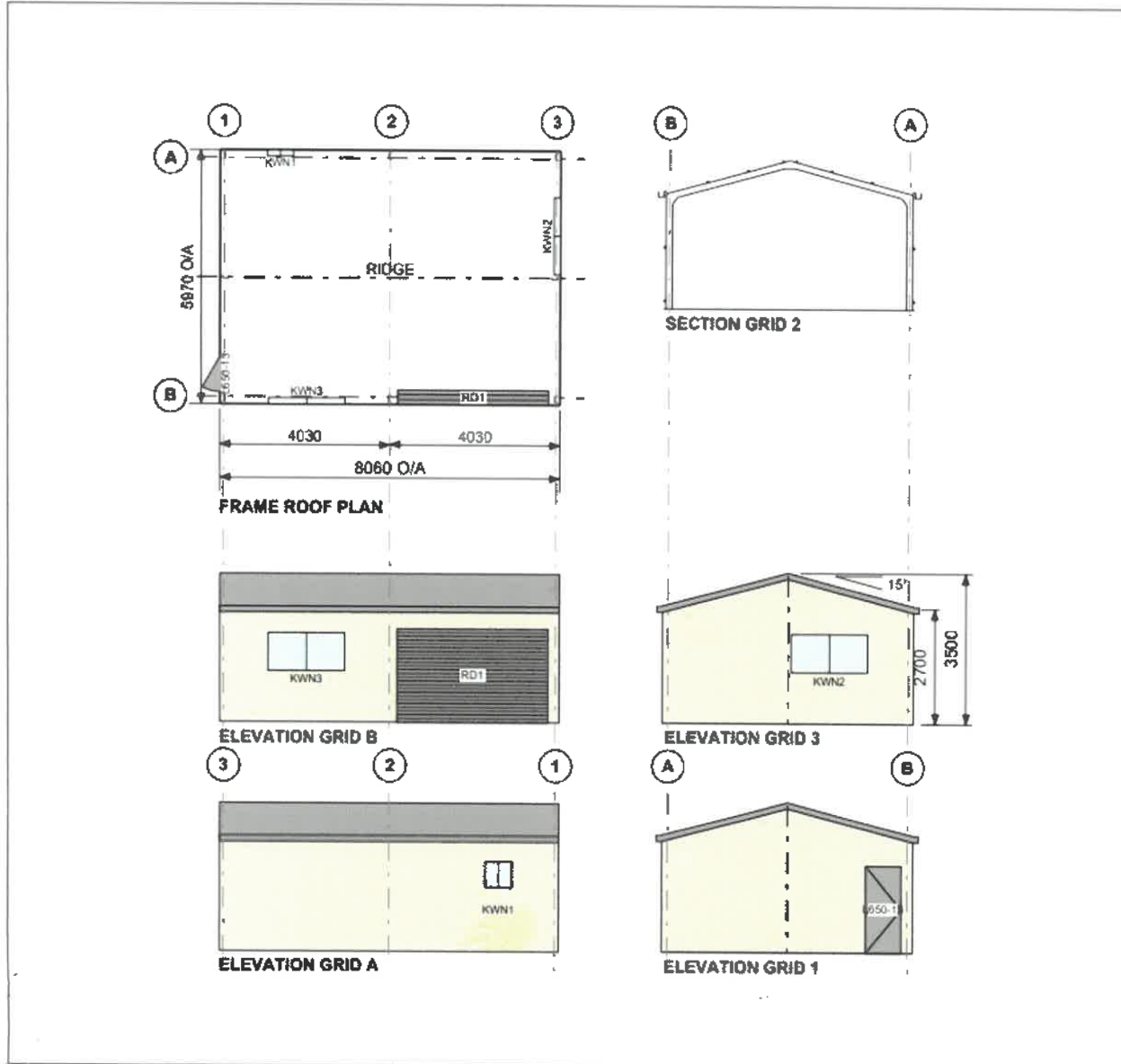


 <p>SHIRE OF GINGIN HISTORY RESILIENCE PROSPERITY</p>	<p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>	<p>Aerial Map - Lot 238 Ficus Rise, Nilgen</p>	<p>Scale: 1:1572</p>	<p>Date: 1/02/2022</p>	
---	--	---	--	----------------------	------------------------	---



SITE PLAN: LOT 238 FIGUS RISE NILGEN
SCALE: 1:500

OWNERS: MK & JC LOBB & DI & PL PATERSON



CLADDING			
ITEM	PROFILE (min)	FINISH	COLOUR
ROOF	CUSTOM CRB 0.42 BMT	CB	WY
WALLS	TRIMDEK 0.35 BMT	CB	CC
CORNERS	-	CB	CC
BARGE	-	CB	WY
GUTTER	SHEERLINE	CB	WY
DOWNPIPE	100x50	CB	CC

0.35bmt=0.40tct; 0.42bmt=0.47tct; 0.48bmt=0.53tct

ACCESSORY SCHEDULE & LEGEND		
QTY	MARK	DESCRIPTION
1	RD1	B&D. Firmdoor, R.D. Max "R3P". 2125 high x 3560 wide Clear Opening C/B
1	L650-13	Larned Door & Frame 8g, 650x37, Std 2040 x 820 C/Bond
1	KWN1	GJames Window Kit 600H x 610W (N3) Window P/Coated, W/Std Fly Screen (D)
1	KWN2	GJames Window Kit 900H x 1810W (N3) Window P/Coated (D)
1	KWN3	GJames Window Kit 900H x 1810W (N3) Window P/Coated, W/Std Fly Screen (D)

ARCHITECTURAL DRAWING ONLY, NOT FOR CONSTRUCTION USE

WIND DESIGN			
IMPORTANCE LEVEL	REGION	TERRAIN	M _s
2	A	2.5	1.0

CLIENT
MK & JC LOBB & D & P PATERSON

SITE
LOT 238 FICUS RISE NILGEN WA 6044

BUILDING
SUNDOWN DELUXE
5970 SPAN x 2700 EAVE x 8060 LONG

TITLE
GENERAL ARRANGEMENT

SCALE A4 SHEET 1:125	DRAWING NUMBER 402380-GA	REV A	PAGE 1/1
-------------------------	------------------------------------	-----------------	--------------------

13.3 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED OVERSIZE OUTBUILDING ON LOT 92 ROBINSON STREET, GINGIN

File	BLD/7543
Applicant	Mariska Van De Cappelle
Location	Lot 92 (92) Robinson Street, Gingin
Owner	Braulio O. Wenceslao
Zoning	Residential 2
WAPC No	N/A
Author	Natasha Jurmann – Statutory Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	N/A
Appendices	<ol style="list-style-type: none"> 1. Location Map - Lot 92 (92) Robinson Street, Gingin [13.3.1 - 1 page] 2. Aerial Map - Lot 92 (92) Robinson Street, Gingin [13.3.2 - 1 page] 3. Applicant's Proposal [13.3.3 - 3 pages] 4. Letter of Support [13.3.4 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for an oversized outbuilding on Lot 92 (92) Robinson Street, Gingin.

BACKGROUND

The subject lot is 12,384m² in area and the outbuilding is proposed to go behind the existing single dwelling.

The proposed outbuilding is 14 metres in length and 12 metres in width, equating to an area of 160m², and will be used as a personal workshop. The outbuilding is a skillion design with a wall height of 4m rising to 5.4m.

The proposed outbuilding seeks variations to Clause 5.4.3 – Outbuildings of the Residential Design Codes of Western Australia (R-Codes) in regard to the wall height, ridge height and area.

The proposal also seeks variations to Local Planning Policy 2.1 – Residential Outbuildings (LPP 2.1) with respect to the proposed wall height. As such, Council consideration is required.

A location plan, aerial map, applicant’s proposal and a letter of support are attached as appendices.

COMMENT

Stakeholder Consultation

The application was advertised to surrounding landowners for a period of 14 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. The Shire received no written comments on the proposed development.

PLANNING FRAMEWORK

Local Planning Scheme No. 9 (LPS 9)

The subject land is zoned Residential R2 under LPS 9, the objectives of which are to:

- a) *Provide for a range of housing types and encourage a high standard of residential development;*
- b) *Maintain and enhance the residential character and amenity of the zone;*
- c) *Limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity; and*
- d) *Ensure that the density of development takes cognisance of the availability of reticulated sewerage, the effluent disposal characteristics of the land and other environmental factors.*

Clause 5.2.2 states:

Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Design Codes is to conform to the provision of those codes.

The relevant objective of the Residential zone under LPS 9 in this instance is deemed to be:

- b) *Maintain and enhance the residential character and amenity of the zone.*

It is the officer's opinion that the proposal does satisfy this objective as the outbuilding is deemed to be of a scale that is proportionate to the size of the property and which will maintain the residential character of the locality. The outbuilding is also in line with the draft proposed residential outbuildings policy.

State Planning Policy 7.3 - Residential Design Codes volume 1

The R-Codes provide a comprehensive basis for the control of residential development throughout Western Australia. When a development does not meet with the deemed-to-comply provisions, the application is assessed against the associated design principles to determine whether the variation is acceptable.

The R-Codes define an 'Outbuilding' as:

An enclosed non-habitable structure that is detached from any dwelling.

The deemed-to-comply provisions of the R-Codes relating to outbuildings stipulate that a wall height of 2.4 metres and an overall height of 4.2 metres are not to be exceeded. The wall height proposed is 4 metres tapering to a ridge height of 5.4 metres.

Given the proposal does not satisfy the deemed-to-comply provisions, the application is assessed against the associated 'Design Principle' which states:

Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

The positioning of the outbuilding is well back from the Robinson Street frontage and is not likely to be visible from the street

It should be noted that the application also varies the existing Local Planning Policy 2.1 (LPP 2.1), but complies with the draft amended LPP 2.1, which considers the Design Principles when determining the maximum dimensions for outbuildings within the Shire.

Local Planning Policy 2.1 – Residential Outbuildings

The Shire adopted Local Planning Policy 2.1 – Residential Outbuildings (LPP 2.1) in January 2013 to complement the provisions of the R-Codes relating to outbuildings to better reflect community expectations.

Clause 3.5 – Scale of Outbuilding Development outlines the maximum allowable standards for outbuildings throughout the Shire based on lot size and location. The tables below are applicable to the subject lot.

LPP 2.1

TOWNSITE	STANDARD	MAXIMUM	PROVIDED
Gingin (>4,000m ²)	Area Wall Height Overall Height	140m ² 3.6m 4.2m	160m ² – non-compliant 4m – non-compliant 5.47m – non-compliant

In accordance with *Section 67(2)(b)* of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions) the officer considers that Draft LPP 2.1 is a seriously entertained planning document that should be considered when determining an application of this nature.

Draft amended LPP 2.1

TOWNSITE	STANDARD	MAXIMUM	PROVIDED
All (>4,001m ²)	Area Wall Height Overall Height	160m ² 4.2m 5.5m	160m ² – compliant 4m – compliant 5.47m – compliant

The proposed outbuilding exceeds the maximum wall and overall heights as specified by the current Policy, but the officer notes that the design is consistent with draft amended LPP 2.1. There are no relevant objectives under LPP 2.1 to assess the variations against, therefore the primary objectives are those outlined under LPS 9 within the Residential zone.

In addition to being overheight the proposed outbuilding exceeds the maximum floor area by 20m². The officer considers this to be acceptable as the proposal complies with draft amended LPP2.1. On this basis, the officer supports the proposal.

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 the application.

Consideration has been given to the following matters outlined in the Deemed Provisions with officer comments:

- a) *The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*

Officer Comment:

As outlined above, the proposed development does satisfy objective (b) of the Residential zone under LPS 9.

(g) Any local planning policy for the Scheme area;

Officer Comment:

As outlined above, the proposed development does not comply with Clause 3.5 - Scale of Outbuilding Development outlined in LPP 2.1., but does mostly satisfy the requirements of the draft amended policy and is considered appropriate for the area.

(m) The compatibility of the development with its setting including 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;

Officer Comment:

The matters contained within the above clause have been addressed within the preceding report.

Conclusion

In summary, the proposal seeks a variation to Local Planning Policy 2.1 – Residential Outbuildings and the R-Codes. The variations sought comply with the proposed amendments to LPP 2.1 and therefore are considered to satisfy the relevant objective of LPS 9 and the relevant design principles of the R-codes, and accord with the intent of LPP 2.1. The proposal is therefore supported.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development (Local Planning Scheme) Regulations 2015
Schedule 2 – Deemed Provisions for Local Planning Schemes

Local Planning Scheme No. 9

POLICY IMPLICATIONS

Local Planning Policy 2.1- Residential Outbuildings

State Planning Policy 3.1 – Residential Design Codes of Western Australia

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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 Balcombe

That Council grant Development Approval for a proposed over height and oversized outbuilding on Lot 92 (92) Robinson Street, Gingin 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 an outbuilding only as indicated on the approved plans;
3. The finished floor level of the outbuilding must be set at the existing average natural ground level to the satisfaction of the Shire of Gingin;
4. The outbuilding is not to be used for human habitation or any other industrial or commercial use;
5. The approved outbuilding is to be constructed using new materials and be of a consistent colour scheme; and
6. Stormwater from all roofed and paved areas shall be collected and contained onsite 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.

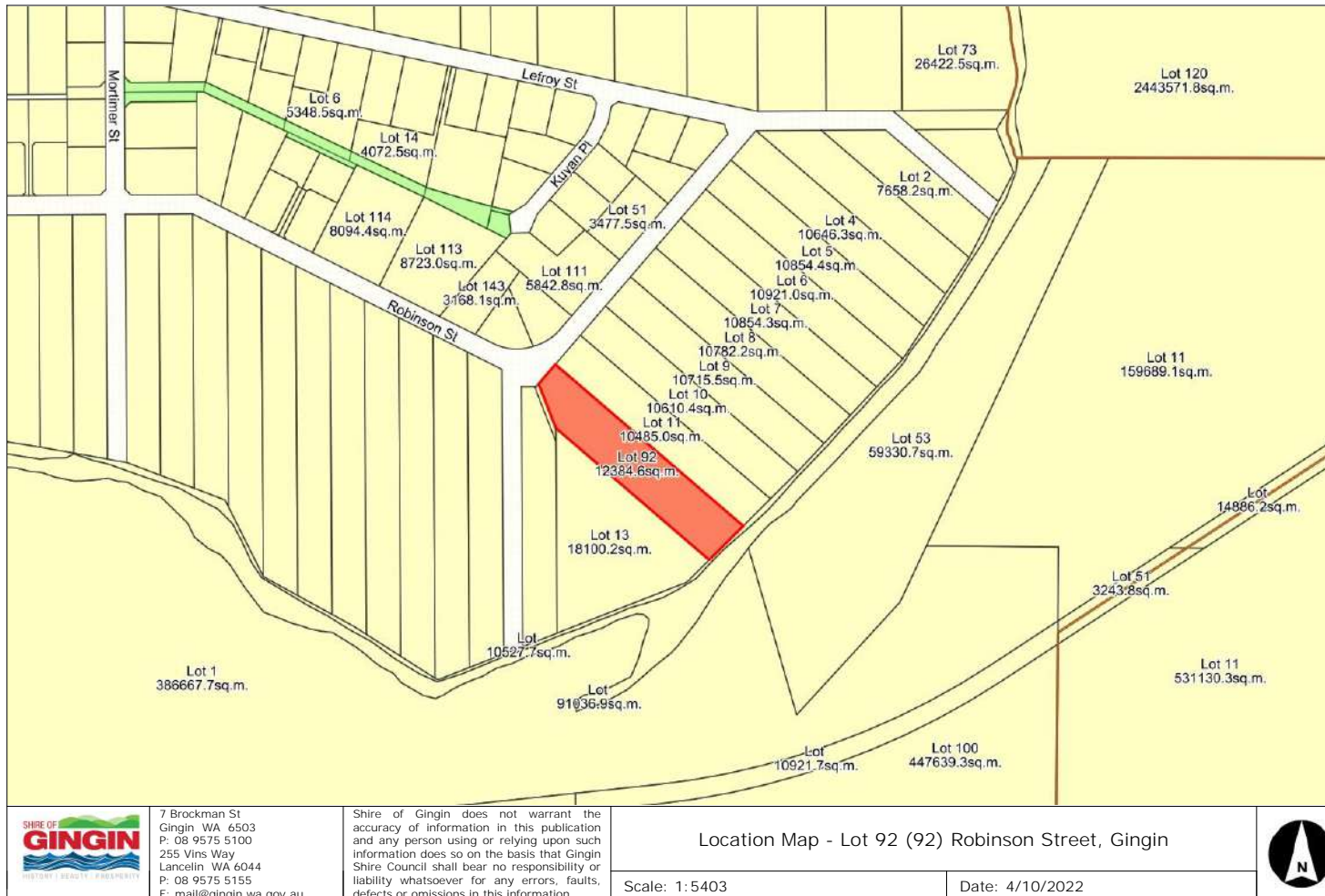
Note 3: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 2016*, which are to be approved by the Shire of Gingin.

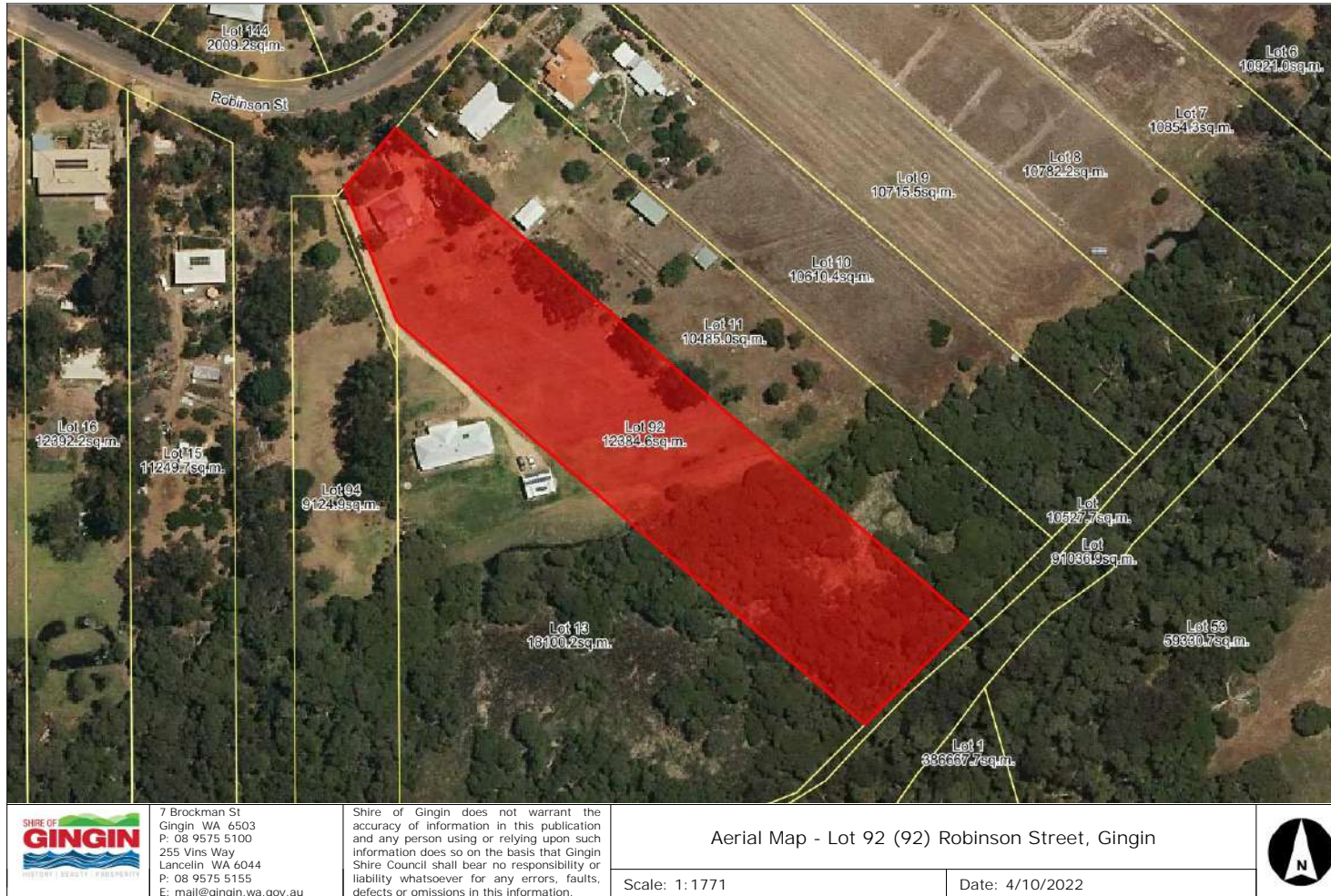
Note 4: It is recommended that cadastral lot boundaries be established by a suitably qualified land surveyor to ensure that all development is carried out within the subject allotment.

CARRIED UNANIMOUSLY
7 / 0

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

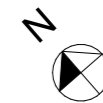
AGAINST: *Nil*





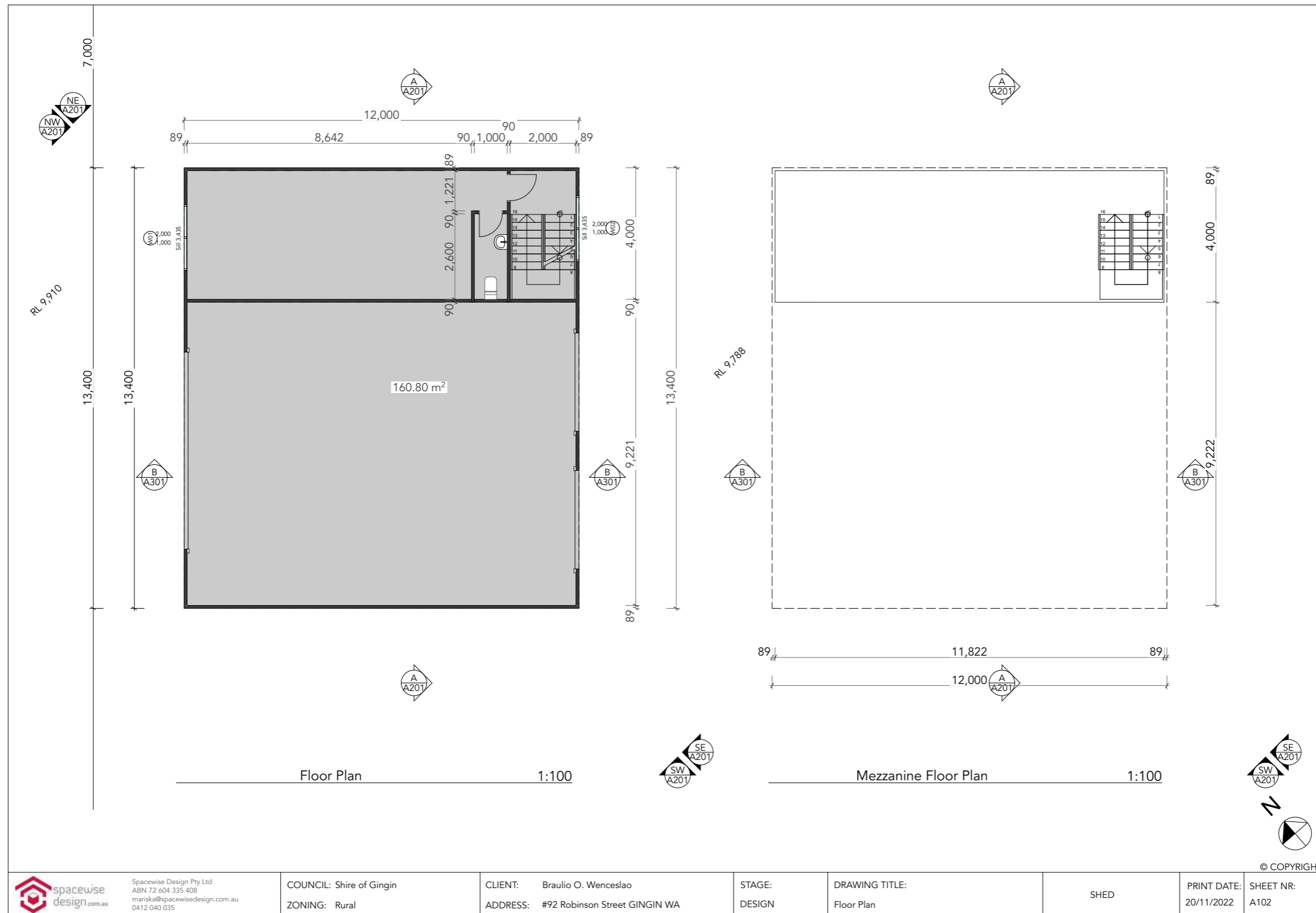


LOCATION PLAN



© COPYRIGHT

 <p>Spacewise Design Pty Ltd ABN 72 604 335 408 mariska@spacewisedesign.com.au 0412 040 035</p>	<p>COUNCIL: Shire of Gingin ZONING: Rural</p>	<p>CLIENT: Braulio O. Wenceslao ADDRESS: #92 Robinson Street GINGIN WA</p>	<p>STAGE: DESIGN</p>	<p>DRAWING TITLE: Location and Siteplan</p>	<p>SHED</p>	<p>PRINT DATE: 20/11/2022</p>	<p>SHEET NR: A101</p>
--	---	--	--------------------------	---	-------------	-----------------------------------	---------------------------





Two Rocks, 3rd of October 2022

Shire of Gingin
Planning Department

Subject:

JUSTIFICATION FOR OUTBUILDING 92 ROBINSON STREET | GINGIN

Dear Planning Officer,

This letter offers justification for the following variations:

- Floor area of 168 Instead of 140M2
- Height of walls of 4 and 5.5M in lieu of 4.2M for the highest point and 3.6M for the walls

The proposed shed/outbuilding is well behind the front setback and not visible from street view while it has a reasonable setback from the adjoining properties (respectively 7 and almost 30M). Above all, the shed is at a far distance from the location of the adjoining residences.

The proposed shed will be used as work shop and mezzanine storage and for that reason utilising the space as much as possible within reasonable heights.

Overall, I think that the design is an acceptable development and I trust that the above justification provides sufficient information for the council to make a decision regarding the variation.

Yours sincerely,

Braulio O. Wenceslao

13.4 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED GREENHOUSES ON LOT 3689 (392) AIRFIELD ROAD, BAMBUN

File	BLD/1557
Applicant	Planning Solutions
Location	Lot 3689 (392) Airfield Road, Bambun
Owner	WA Holdings Australia Pty Ltd
Zoning	General Rural 40
WAPC No	NA
Author	James Bayliss – Coordinator Statutory Planning
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	20 November 2018 - Item 11.3.2
Appendices	<ol style="list-style-type: none"> 1. Location Map - Lot 3689 (392) Airfield Road, Bambun [13.4.1 - 1 page] 2. Aerial Map - Lot 3689 (392) Airfield Road, Bambun [13.4.2 - 1 page] 3. Applicants Proposal [13.4.3 - 30 pages] 4. Crossover Specifications - SoG - STD 03, Type B [13.4.4 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for a proposed holding dam and 18 greenhouse structures associated with an Agriculture Intensive (annual horticulture) use on Lot 3689 (392) Airfield Road, Bambun.

BACKGROUND

The subject lot is 63.94ha in area and gains access via Airfield Road. The site has historically been used for irrigated horticulture purposes, receiving development approval on 21 September 1998 to grow paulownia trees and in 2012 as a market garden.

At the Ordinary Council meeting on 20 November 2018 the property received Retrospective Development Approval for Agriculture Intensive (Annual Horticulture - Strawberry Farm) and numerous incidental structures.

The application seeks development approval for the addition of 18 irrigated greenhouse structures for the growing of vegetables, which provides a controlled environment for the crops to succeed. Crops to be grown in the structures include cucumbers, capsicums, chillies, eggplants and other Mediterranean vegetables.

No amendments to the existing dam, residential dwelling or farm structures are proposed.

Specifically, the development comprises of:

- The removal of the existing crops and installation of 18 greenhouse structures on the central/western portion of the site.
- The greenhouse structures comprise of a steel frame with plastic cladding and measure as follows:
 - Width: 42m
 - Length: 70m
 - Height: 3.3m
- The greenhouse structures are set back as follows:
 - Airfield Road: 231m
 - Western boundary: 20m
 - Northern boundary: 518m
 - Eastern boundary: 320m
- The crops are proposed to continue to be irrigated from the existing dam on site, in accordance with existing operations. The proponent has an existing ground water licence assigned to the property with a current allocation of 378,000kL.
- Whilst no amendments to the existing dam are proposed, minor amendments to the existing irrigation network to connect to the proposed structures is required.
- There are currently 9 working staff onsite, including three who reside onsite. Ultimately, the development will see an additional 10 persons employed at the site. At full development, there could be as many as 20 harvesting crew members attending the site over staggered shifts.
- Approximately five passenger vehicles will attend the site every day. Two to three of those may contain harvesting crew, with the remaining being farm managers and consultants attending the site for shorter periods. At harvest times there will be six to eight people in addition to those living at the site.
- Vehicles enter the site using the existing crossover and internal road network.

A location plan, aerial photograph and copy of the applicant's proposal are provided as appendices.

COMMENT

Stakeholder Consultation

The application was not advertised to surrounding landowners as the structures are set back the required distance from the lot boundaries and are associated with an approved use onsite.

PLANNING FRAMEWORK

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

The subject lot 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.*

Agriculture Intensive is identified as a "D" – Discretionary land use within the General Rural coding. Agriculture Intensive is considered to be a primary use in the zone and as such should be encouraged as per the objectives above.

The land use 'Agriculture Intensive' is defined as follows:

Agriculture – Intensive means, premises used for trade or commercial purposes, including outbuildings and earthworks, associated with the following:

- a) *The production of grapes, vegetables, flowers, exotic, or native plants, or fruit or nuts;*
- b) *The establishment and operation of plant or fruit nurseries;*
- c) *The development of land for irrigated fodder production or irrigated pasture (including turf farms); or*
- d) *Aquaculture.*

Setbacks

The planting area is required to be set back a minimum of 20 metres from the lot boundaries, unless a greater setback is required (i.e. buffer/separation distances to sensitive land uses or wetlands). All components of the development are set back 20 metres from the lot boundary.

Local Planning Policy 1.6 – Agriculture Intensive (LPP 1.6)

LPP 1.6 defines Annual Horticulture as:

The commercial market gardening of all varieties of shallow rooted vegetables and flowers that can be sown and harvested within a twelve month period. The essential character of this use is that the soil is cultivated mechanically at least once a year, fertilised regularly and re-used on a continual basis.

The ‘General Standards’ outlined within LPP 1.6 are outlined below with officer comments provided:

3.1.2 Council will process development applications for Irrigated Horticulture purely on land use planning grounds, without regard for viability considerations, such as Water Licensing. All Planning Approvals will be copied to the Department of Water for its records in dealing with Water Licensing.

Officer Comment:

The property contains a sufficient water licence of 378,000kl. An appropriate advice note will reflect the need to obtain the relevant water licensing modifications through the Department of Water and Environmental Regulation (DWER), which the applicant is aware of as outlined within their submission.

3.1.3 Where it is intended to clear “remnant vegetation” as defined under the Soil and Land Conservation Act, for the proposed development, the application should be accompanied by a letter of non-objection to the clearing (a clearing permit) from the Commissioner for Soil and Land Conservation.

Officer Comment:

The applicant advises that no clearing is required to implement the overall development. This notwithstanding, the applicant is aware of the need to obtain a clearing permit should they seek to remove vegetation.

3.1.4 All applicants shall clearly indicate areas of vegetation, wetlands and any other physical characteristics on the plans accompanying an application.

Officer Comment:

The development area does not intersect vegetation or wetlands.

- 3.1.5 Waste material generated from the horticultural activity shall not be stored on the property in a manner that facilitates fly breeding or odour emissions, but shall be either buried, treated or removed off-site to Council's satisfaction.*

Officer Comment:

The information submitted includes an Operations Summary which outlines stable fly management, waste management and dust management and includes a contingency plan should any issues arise. It should be noted that the produce is not being packaged onsite but is transported to a facility located in the Metropolitan Area. Therefore produce that is not fit for market will generally be disposed of at that location.

- 3.1.6 Horticultural waste to be trashed for soil improvement shall be turned into soil within two days of the removal of the crop or portion of the crop to Council's satisfaction.*

Officer Comment:

The applicant outlines within their proposal under 'Stable Fly Management' that crop remnants will be slashed and broken up via rotary hoe within two days of harvest.

- 3.1.7 Clearing of riparian vegetation is prohibited. In the case that a foreshore area adjacent to an intensive horticulture activity has been cleared, it should be revegetated with species endemic to the area.*

Officer Comment:

Not applicable.

- 3.1.8 Proposals for Irrigated Horticulture located within 500 metres of an identified existing or future Residential or Rural Residential area shall only be considered where it can be demonstrated that effective vegetation buffers and other measures will satisfactorily minimise or avoid potential land use conflict.*

Officer Comment:

Not applicable.

3.1.9 All horticulture activity (excluding tree farms) shall have a minimum distance of 200 metres, or a distance satisfactory to Council, from any Conservation Category Wetland, as defined and identified in the Water and Rivers Commission's Geomorphic Wetland Database or defined through other means acceptable to Council. Included within this minimum distance there shall be a dense native vegetation buffer of not less than 20 metres in width, to be established prior to the commencement of development and maintained for the duration of the development.

Officer Comment:

Not applicable.

3.1.10 Where a lesser setback to waterways (as specified in this Policy Statement) is proposed, a Drainage, Nutrient and Irrigation Management Plan shall be prepared and be to the satisfaction of the Water and Rivers Commission and Council.

Officer Comment:

Not applicable

3.1.11 All irrigated horticulture activity shall be set back 500 metres from any Rural Living, Residential, Tourist, Commercial or Urban Development zones. Applications for reduced setbacks shall be accompanied by comprehensive data and evidence that supports the proposed reduction.

Officer Comment:

Not applicable.

Environmental Impact/Separation from Sensitive Land Uses

The following external guidelines provide guidance in relation to buffer/separation distances for local government when considering applications for irrigated horticulture and sensitive uses (i.e. dwellings).

- State Planning Policy 2.5 - Rural Planning;
- Department of Health (DOH) – Guidelines for Separation of Agricultural and Residential Land Uses (August 2012) (DOH Guidelines); and
- Environmental Protection Authority – Guidance for the Assessment of Environmental Factors; Separation Distances between Industrial and Sensitive Land Uses (June 2005).

The proposal falls under the definition of a 'market garden' for the purpose of calculating the recommended buffer distance using the abovementioned policies. The recommended buffer distance is between 300-500 metres depending on size, and the closest sensitive land use (i.e. single dwelling). The distance outlined is not intended to be an absolute distance, rather a guide to avoid conflicts between land uses (i.e. spray drift etc.).

The development comprises of structures, with the land already approved to undertake annual horticulture activities.

Access and Egress

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 the application. In this instance, the following matters are considered to be relevant when considering traffic impacts:

- (s) *The adequacy of -*
 - (i) *The proposed means of access to and egress from the site; and*
 - (ii) *Arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*

The property has access/egress from Airfield Road.

The applicant advises that the site will receive 3 B-double vehicles (27.5m) per day, equating to ~15 B-double vehicles movements per week. The application is silent on any other types of heavy vehicle movements or small vehicle movements.

Consistent with intensive developments of this nature, a crossover upgrade to reflect current standards and specifications based on vehicle movement numbers is suggested. The relevant standard is depicted under the Shire's 'Rural and Industrial Crossovers' template - SoG/STD-03, Type B dated January 2021, provided as **Appendix 13.3.4**.

Stable Fly

Stable Fly is a declared pest under the *Biosecurity and Agriculture Management Act 2007* and is managed by the *Biosecurity and Agriculture Management (Stable Fly) Management Plan 2016*. It is generally inappropriate to impose a planning condition for a regulatory aspect that is already covered under another Act of Parliament. Instead, an advice note has been added to the Development Approval with respect to Stable Fly.

The Shire is still required to be satisfied that the horticultural activity manages waste appropriately on the site. The applicant's FMP has been outlined above, and it should be noted that no processing will occur onsite which will ensure excess waste is kept to a minimum.

Bushfire Planning

State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7) provides a foundation for land use planning to address bushfire risk management. The subject lot is partially designated as being bushfire prone.

Planning Bulletin 111/2016 was prepared to assist with the implementation of measures contained within SPP 3.7. The bulletin clarifies that exemptions from the requirements should be applied pragmatically by the decision maker, and that there may be no practical reason to require a Bushfire Attack Level (BAL) report with respect to rural activities that do not involve employees being onsite for any considerable amount of time, or result in an increase to the bushfire threat.

Given the nature of the proposal (annual horticulture) consisting of irrigation across the site, the officer is of the view that the development is exempt from the need to submit a BAL report.

Summary

In view of the above assessment, the officer is of the view that the site is capable of accommodating the development subject to conditions.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development Act 2005

Planning and Development (Local Planning Scheme) Regulations 2015

Local Planning Scheme No 9

POLICY IMPLICATIONS

Local Planning Policy 1.6 Agriculture Intensive

State Planning Policy 2.5 Rural Planning

Department of Health (DOH) Guidelines for Separation of Agriculture and Residential Land Uses (August 2012) (DOH Guidelines)

Environmental Protection Authority Guidance for the Assessment of Environmental Factors; Separation Distances between Industrial and Sensitive Land Uses (June 2005).

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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 Johnson **SECONDED:** Councillor Kestel

That Council grant Development Approval for 18 greenhouse structures associated with an Agriculture Intensive (annual horticulture) use on Lot 3689 (392) Airfield Road, Bambun subject to the following conditions:

1. The land use and development shall be in accordance with the approved plans (including any amendments marked in red) and accompanying documentation (including waste management practices) unless otherwise conditioned by this approval;
2. This approval is for 18 greenhouse structures to be used for Agriculture Intensive (annual horticulture) purposes and an associated Holding Dam only;
3. Prior to the commencement of siteworks, the landowner/applicant shall submit to the Shire for approval a revised set of architectural drawings of the greenhouse structures and the site, accurately delineating the dimensions of the structures (i.e. 70m x 42m);
4. Prior to the commencement of siteworks, the landowner/applicant shall submit to the Shire for approval a Farm Management Plan to the satisfaction of the Shire of Gingin. The Farm Management Plan is to be implemented thereafter;
5. Within 3 months from the date of this approval (by 15 February 2023), the landowner/applicant shall enter into a Deed of Agreement for the upgrade of the intersection between Airfield Road and the internal access crossover to the satisfaction of the Shire of Gingin. The applicant/operator shall be responsible for all costs associated with the preparation of the Deed (including all drafts); and

6. Prior to the commencement of the approved use, the works specified in the Deed of Agreement for the upgrade of the intersection between Airfield Road and the internal access crossover shall be undertaken at the expense of the landowner/operator to the satisfaction of the Shire of Gingin.
7. The greenhouse shall be maintained in a good condition of presentation. The Shire reserves the right to direct the landowner, in writing, to undertake necessary works to maintain the structures to a standard satisfactory to the Shire of Gingin if they fall into a state of disrepair.

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 two years, the approval shall lapse and have no further effect.
- Note 3: Where an approval has so lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 4: 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 5: It is advised that the proposal should at all times comply with the *Biosecurity and Agriculture Management (Stable Fly) Management Plan 2013* in order to minimise the effects of stable flies on the community.
- Note 6: All noise from the operation and associated equipment is required to comply with the *Environmental Protection (Noise) Regulations 1997*.
- Note 7: Where any native vegetation clearing is proposed, it will be necessary to contact the Department of Water and Environmental Regulation (DWER) to obtain the necessary approvals.
- Note 8: The development may trigger the need to amend the existing water licence details. It will be necessary to contact the DWER to obtain the necessary approvals.
- Note 9: In relation to entering into a Deed of Agreement for an upgrade to the Airfield Road intersection and crossover, please be advised that the Shire's Crossover Specification Drawing Number SoG/STD-03, Type B dated January 2021 is the applicable standard.

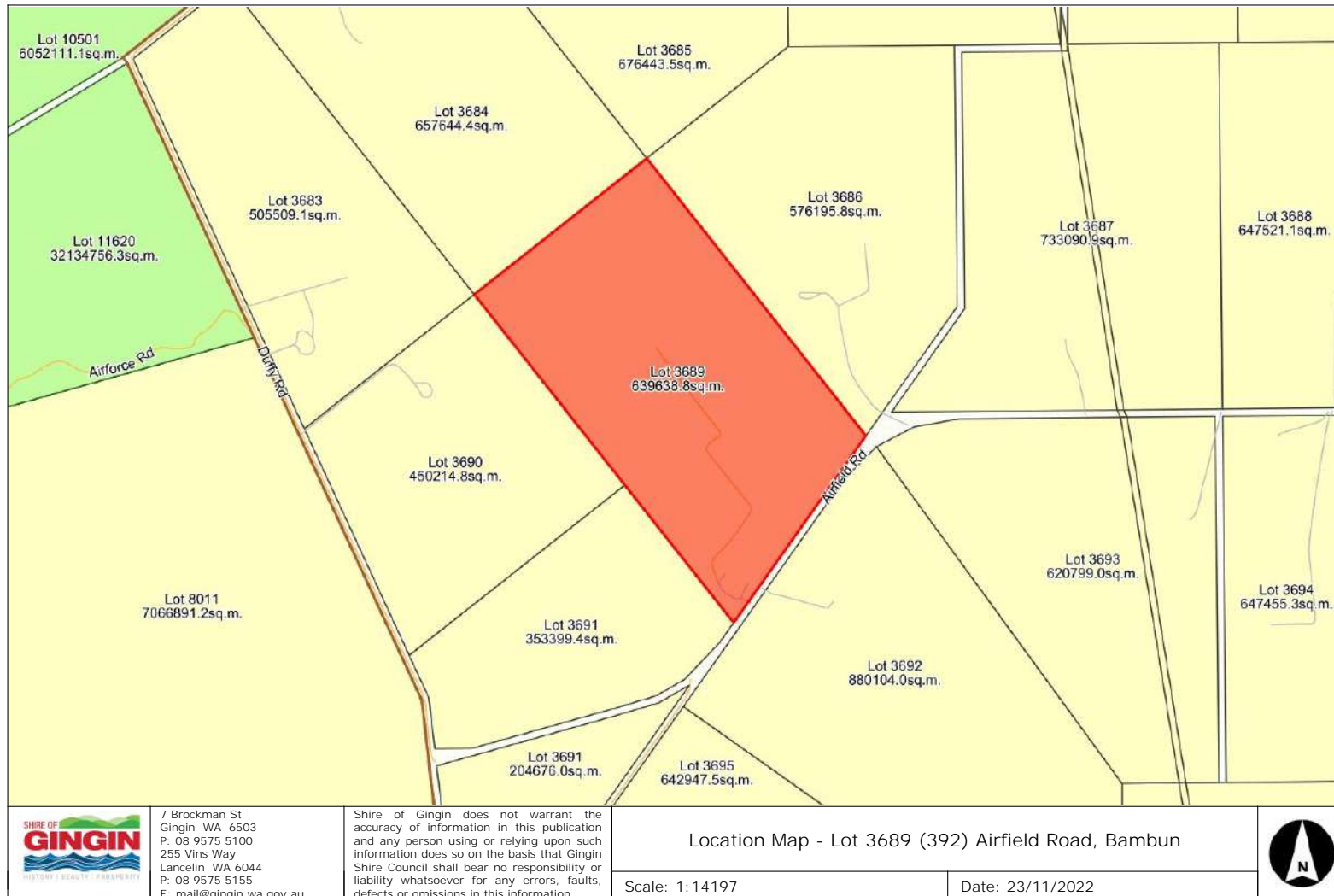
Note 10: It is recommended that the Aboriginal Heritage Due Diligence Guidelines be reviewed prior to, and observed throughout, site works. The document is available at: https://www.wa.gov.au/sites/default/files/2021-05/AH-Due-diligence-guidelines_0.pdf

Note 11: Please be advised that the property may be re-rated to reflect the change in intensification and use approved as part of this application.

CARRIED UNANIMOUSLY
7 / 0

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

AGAINST: *Nil*

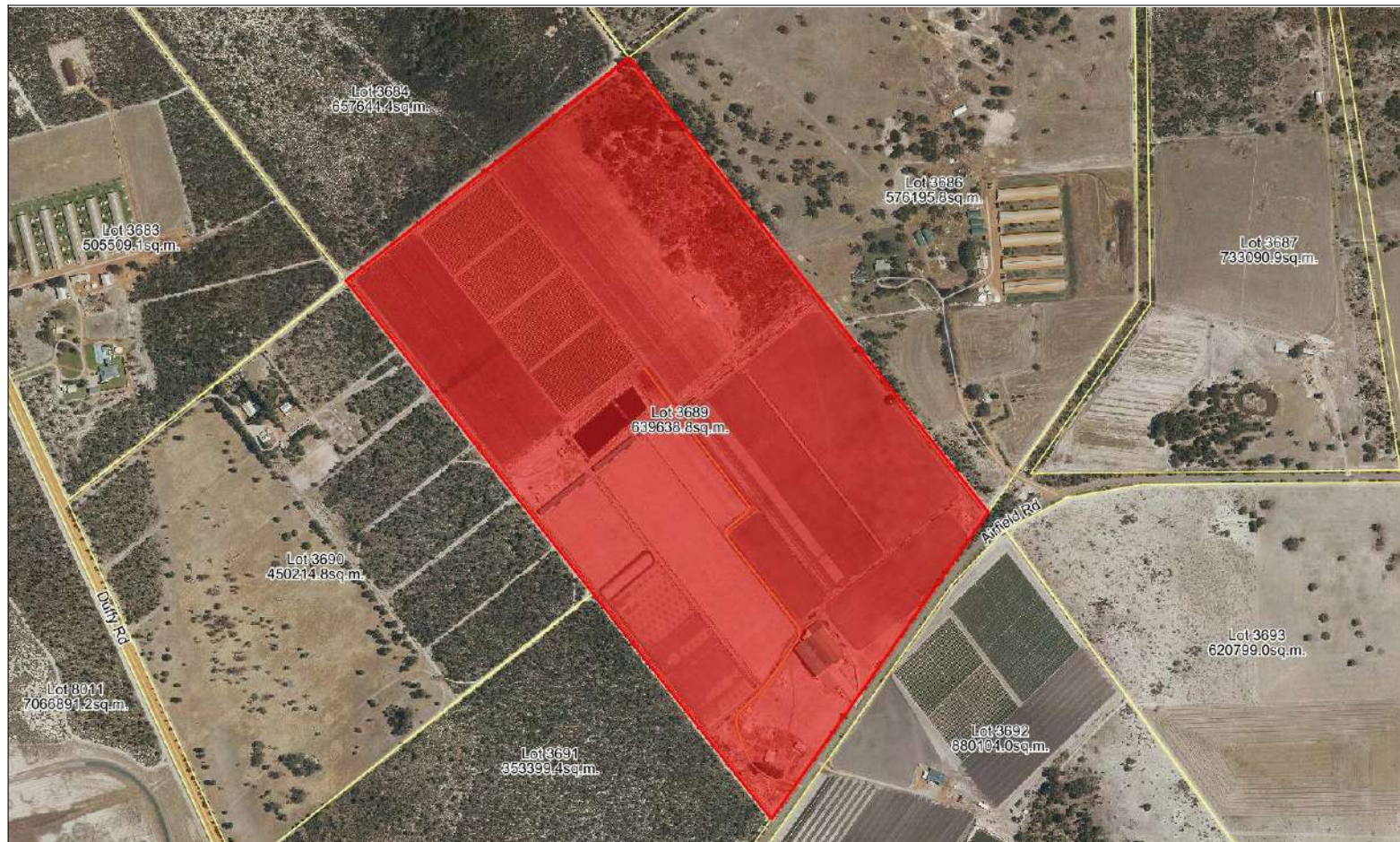




7 Brockman St
Gingin WA 6503
P: 08 9575 5100
255 Vins Way
Lancelin WA 6044
P: 08 9575 5155
E: mail@gingin.wa.gov.au

Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.

Location Map - Lot 3689 (392) Airfield Road, Bambun
Scale: 1:14197
Date: 23/11/2022





 <p>SHIRE OF GINGIN HISTORY RESILIENT PROSPERITY</p>	<p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>	<p>Aerial Map - Lot 3689 (392) Airfield Road, Bambun</p>	
		<p>Scale: 1: 9086</p>	<p>Date: 23/11/2022</p>	

PS ref: 8385

18 November 2022

Shire of Gingin
PO Box 510
GINGIN WA 6503

Attention: Planning Services

To whom it may concern,

**DEVELOPMENT APPLICATION – PROPOSED AGRICULTURAL DEVELOPMENT
LOT 3689 (392) AIRFIELD ROAD, BAMBUN**

Planning Solutions acts on behalf of Cream of the Crop Produce Pty Ltd, the proponent of the proposed development at Lot 3689 (392) Airfield Road, Bambun (**subject site**). This application seeks development approval for an agricultural development on the subject site.

In support of this application, please find enclosed:

1. Shire of Gingin Application for Development Approval form signed by the applicant and landowner.
2. Certificate of Title and Deposited Plan, applicable to the subject site.
3. Development plans depicting the proposed development.

The application seeks development approval for the addition of 18 irrigated horticulture structures for the growing of vegetables, as well as associated access and servicing on the central portion of the subject site. No amendments to the existing dam, residential dwelling and farm structures, access, or remaining vegetation are proposed.

This submission will discuss various matters pertinent to the proposal, including:

- Site details.
- Proposed development.
- Statutory planning framework.

In regard to the above, we respectfully request the Shire consider the proposal on its merits and approve the application under delegated authority.

SITE DETAILS

Legal Description

The subject site comprises a single freehold lot under private ownership by WA Holdings Australia Pty Ltd and is identified as Lot 3689 (392) Airfield Road, Bambun.

Refer **Table 1** below for a description of the subject site.



Level 1, 251 St Georges Tce, Perth WA
(08) 92277970
GPO Box 2709
Cloisters Square PO 6850

admin@planningsolutions.com.au
www.planningsolutions.com.au
ACN 143 573 184 ABN 23 143 573 184
Planning Solutions (Aust) Pty Ltd

Application for Development Approval – Proposed agricultural development
Lot 3689 (392) Airfield Road, Bambun



Table 1 – Lot Details

Lot	Deposited Plan	Volume	Folio	Area (m ²)
3689	205131	1687	913	63.9454ha

There are no encumbrances listed on the title.

Refer **Attachment 1** for a copy of the Certificate of Title and Deposited Plan, applicable to the subject site.

Context

The subject site is within the municipality of the Shire of Gingin, within the rural locality of the suburb of Bambun. The subject site is situated approximately 69km north of the Perth city centre and approximately 20km north of the Muchea Townsite.

The subject site currently comprises the operations of T&L Produce Marketing, with an existing dam and horticultural fields being used for rural production purposes. The site is bound by Airfield Road to the south and existing rural horticultural lots to the north, east, and west.

The subject site is subject to Registered Aboriginal Heritage Site listing 20008 for the Gingin Brook Waggy! Site. This historical and mythological site does not have any restrictions or protections relating to it that would affect the development of the subject site.

PROPOSAL

The application seeks development approval for the addition of 18 irrigated horticulture structures for the growing of vegetables, as well as associated access and servicing on the central portion of the subject site. No amendments to the existing dam, residential dwelling or farm structures, access, or remaining vegetation are proposed.

The proposed horticultural structures will allow the coordinated expansion of the existing intensive agricultural/horticultural use of the land by providing a controlled environment for the growing of crops suited to protected climates.

Specifically, the development comprises:

- The removal of the existing vegetation and subsequent development of 18 irrigated horticultural structures on the central portion of the subject site. No modification to the remaining vegetation on site is proposed.
- The structures are proposed to comprise a steel frame with plastic cladding, and measure:
 - Width: 42m.
 - Length: 70m.
 - Height: 3.3m.
- The structures are setback:
 - Airfield Road: 231m.
 - Western boundary: 20m.
 - Northern boundary: 518m.
 - Eastern boundary: 320m.

Application for Development Approval – Proposed agricultural development
Lot 3689 (392) Airfield Road, Bambun



- Crops proposed to be grown include cucumbers, capsicums, chillies, eggplants, and other Mediterranean vegetables. A majority of these vegetables are currently sourced and transported from the eastern states.
- The crops are proposed to continue to be irrigated from the existing dam on site, in accordance with existing operations. The proponent has an existing ground water licence assigned to the property, being GWL205878, with a current allocation of 378,000kL. Refer **Attachment 2** for a copy of the water licence.
- Whilst no amendments to the existing dam are proposed, minor amendments to the existing irrigation network to connect to the proposed structures are proposed.
- No amendments to the existing residential dwelling or staff facilities are proposed. The following provisions are maintained:
 - Portable water and waste are provided onsite.
 - Crib room is made available to staff for lunch facilities and rest breaks, along with an activity room.
 - A total of 15 toilets are available.
- There are currently nine working staff onsite, including three who reside onsite. Ultimately, the development will see an additional 10 persons employed at the site.
- At full development, there could be as many as 20 harvesting crew members attending the site over staggered shifts.
- Approximately five passenger vehicles will attend the site every day. Two to three of those may contain harvesting crew, with the remaining being farm managers and consultants attending the site for shorter periods. At harvest times there will be six to eight people in addition to those living at the site. Harvesting crews carpool and travel together to the site.
- Vehicles enter the site using the existing crossover and internal road network.

Refer **Attachment 3** for a copy of the development plans, depicting the proposed amendments.

Refer **Attachment 4** for additional details on proposed operations and servicing.

TOWN PLANNING CONSIDERATIONS

State Planning Policies

State Planning Policy 3.7 – Planning for Bushfire Prone Areas

State Planning Policy 3.7 – Planning in Bushfire Prone Areas (**SPP3.7**) provides the provisions relating to development located within land designated bushfire prone. Pursuant to the Department of Fire and Emergency Services (**DFES**) Map of Bushfire Prone Areas, portions of the subject site have been identified as being bushfire prone.

The development comprises the addition of 18 horticultural structures on the central portion of the subject site. The western structures are partially within the area identified as being bushfire prone.

Whilst the structures are within a bushfire prone area, they simply relate to the enclosing of an area of the site that is already used for horticultural purposes. The development does not intensify the use of the land, rather it is another method of horticultural production to allow a diversity of crops.

Whilst there is a small increase in the number of employees on site, employees expected to visit the site sporadically or in numbers and times that are similar to the existing operations.

Application for Development Approval – Proposed agricultural development
Lot 3689 (392) Airfield Road, Bambun



Pursuant to Clause 2.6 of the *Guidelines for Planning in Bushfire Prone Areas December 2021*, the decision maker has the discretion to determine if development is exempt from the provisions of SPP3.7. Specifically, if development does not result in the intensification of land use or increases the bushfire threat.

As detailed above, the development does not intensify the use of the land, rather provides an alternative method of horticultural production. There are no amendments to the existing dwelling, structures, water provision, access, or operations on site.

As such, the development is exempt from the provisions of SPP3.7.

Shire of Gingin Local Planning Scheme No. 9

Zoning and Land Use

The subject site is subject to the provisions of the Shire's Local Planning Scheme No. 9 (**LPS9**). Pursuant to LPS9, the subject site is zoned 'General Rural', with no applicable density code.

Pursuant to Clause 3.2.7 of LPS9, 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; 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*
- c) *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 subject site is currently used for intensive irrigated agricultural/horticultural purposes and is best classified as the 'Agricultural – Intensive' land use, defined under LPS9 as:

means premises used for trade or commercial purposes, including outbuildings and earthworks, associated with the following –

- (a) the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts;*
- (b) the establishment and operation of plant or fruit nurseries;*
- (c) the development of land for irrigated fodder production or irrigated pasture (including turf farms); or*
- (d) aquaculture;*

The proposed development comprises the addition of 18 irrigated horticulture structures for the growing of vegetables, in accordance with the existing use and activity of the land. As such, the development comprises works only, with no amendment to the existing use proposed.

Development Standards

An assessment against the relevant provisions of LPS9 as they relate to the proposed development is provided in **Table 2** below.

Application for Development Approval – Proposed agricultural development
Lot 3689 (392) Airfield Road, Bambun



Table 2 – LPS9 Planning assessment

Requirement	Proposed	Complies
Setbacks: <ul style="list-style-type: none"> • Front: 20m. • Side: 20m. • Rear: 20m. 	The development is proposed to be setback: <ul style="list-style-type: none"> • Airfield Road: 231m. • Western boundary: 20m. • Northern boundary: 518m. • Eastern boundary: 320m. 	✓

As demonstrated in **Table 2** above, the proposed works are consistent with the relevant provisions of LPS9 and warrants approval accordingly.

Local Planning Policies

Local Planning Policy 1.6 - Agriculture Intensive

Local Planning Policy 1.6 - Agriculture Intensive (**LPP1.6**) provides the provisions relating to development of land zoned Agriculture Intensive.

An assessment against the relevant provisions of LPP1.6 as they relate to the proposed development is provided in **Table 3** below.

Table 3 –LPP1.6 Planning assessment

Requirement	Proposed	Complies
3.1.1 Applicants shall demonstrate compliance or intended compliance with the standards set out in this policy at application stage.	Refer assessment below.	✓
3.1.2 Council will process development applications for Irrigated Horticulture purely on land use planning grounds, without regard for viability considerations, such as Water Licensing. All Planning Approvals will be copied to the Department of Water for its records in dealing with Water Licensing.	The proponent has an existing ground water licence assigned to the property, being GWL205878, with a current allocation of 378,000kL. Refer Attachment 2 for a copy of the water licence.	✓
3.1.3 Where it is intended to clear "remnant vegetation" as defined under the Soil and Land Conservation Act, for the proposed development, the application should be accompanied by a letter of non-objection to the clearing (a clearing permit) from the Commissioner for Soil and Land Conservation.	Vegetation to be removed is not 'remnant vegetation' as defined under the <i>Soil and Land Conservation Act</i> .	✓
3.1.4 All applicants shall clearly indicate areas of vegetation, wetlands and any other physical characteristics on the plans accompanying an application.	The development plans indicate areas of existing vegetation. Refer Attachment 3 .	✓
3.1.5 Waste material generated from the horticultural activity shall not be stored on the property in a manner that facilitates fly breeding or odour emissions, but shall be either buried, treated or removed off-site to Council's satisfaction.	Whilst the development is contained within the horticultural structures, the Applicant is aware of the <i>Biosecurity and Agriculture Management (Stable Fly) Management Plan 2016 (SFM Plan)</i> , the practices to be followed under the SFM Plan, and the approved measures (as updated from time to time). A summary of waste management is provided in Attachment 4 .	✓

Application for Development Approval – Proposed agricultural development
Lot 3689 (392) Airfield Road, Bambun



3.1.6 Horticultural waste to be trashed for soil improvement shall be turned into soil within two days of the removal of the crop or portion of the crop to Council's satisfaction.	Noted.	✓
3.1.7 Clearing of riparian vegetation is prohibited. In the case that a foreshore area adjacent to an intensive horticulture activity has been cleared, it should be revegetated with species endemic to the area.	Noted. The development does not propose clearing of riparian vegetation.	N/A
3.1.8 Proposals for Irrigated Horticulture located within 500 metres of an identified existing or future Residential or Rural Residential area shall only be considered where it can be demonstrated that effective vegetation buffers and other measures will satisfactorily minimise or avoid potential land use conflict.	N/A	N/A
3.1.9 All horticulture activity (excluding tree farms) shall have a minimum distance of 200 metres, or a distance satisfactory to Council, from any Conservation Category Wetland, as defined and identified in the Water and Rivers Commission's Geomorphic Wetland Database, or defined through other means acceptable to Council.	The development is setback greater than 200 metres from any Conservation Category Wetland.	✓
3.1.10 Where a lesser setback to waterways (as specified in this Policy Statement) is proposed, a Drainage, Nutrient and Irrigation Management Plan shall be prepared and be to the satisfaction of the Water and Rivers Commission and Council.	N/A	N/A
3.1.11 All irrigated horticulture activity shall be set back 500 metres from any Rural Living, Residential, Tourist, Commercial or Urban Development zones. Applications for reduced set backs shall be accompanied by comprehensive data and evidence that supports the proposed reduction.	N/A	N/A
3.1.12 All Planning Approvals for Irrigated Horticulture will incorporate the following Advice Notes to the Applicant: a) The Applicant is reminded that this Planning Approval is not to be interpreted as approval to extract and utilise groundwater supplies, nor does it imply that the Shire of Gingin has knowledge in relation to availability of groundwater supplies. b) The Applicant is reminded of the need to seek and obtain a suitable groundwater licence from the relevant licensing authority prior to utilising the land for Irrigated Horticulture.	Noted.	✓

As demonstrated in **Table 3** above, the proposed works are consistent with the relevant provisions of LPP1.6 and warrants approval accordingly.

CONCLUSION

This application seeks approval for the development of 18 irrigated horticulture structures for the growing of vegetables, as well as associated access and servicing on the central portion of the subject site. No amendments to the existing dam, residential dwelling, access, or remaining vegetation are proposed.

Application for Development Approval – Proposed agricultural development
Lot 3689 (392) Airfield Road, Bambun



The proposed horticultural structures will allow the coordinated expansion of the existing intensive agricultural/horticultural use of the land by providing a controlled environment for the growing of crops suited to protected climates.

In considering the above, we therefore respectfully request the application for development approval be considered on its merits and favourably determined by the Shire.

Should you have any queries or require further clarification in regard to the above, please do not hesitate to contact the writer.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Nathan Maas', written over a horizontal line.

**NATHAN MAAS
PLANNING CONSULTANT**

221118 8385 DA Submission Letter.docx

**ATTACHMENT 1
CERTIFICATE OF TITLE**



REGISTER NUMBER 3689/DP205131	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 4/4/2003

**RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893**

VOLUME **1687** FOLIO **913**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES 

LAND DESCRIPTION:

LOT 3689 ON DEPOSITED PLAN 205131

**REGISTERED PROPRIETOR:
(FIRST SCHEDULE)**

WA HOLDINGS AUSTRALIA PTY LTD OF 14 TASMAN COURT THORNLIE WA 6108
(T O368942) REGISTERED 18/3/2020

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)**

1. *O368943 MORTGAGE TO WESTPAC BANKING CORPORATION REGISTERED 18/3/2020.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

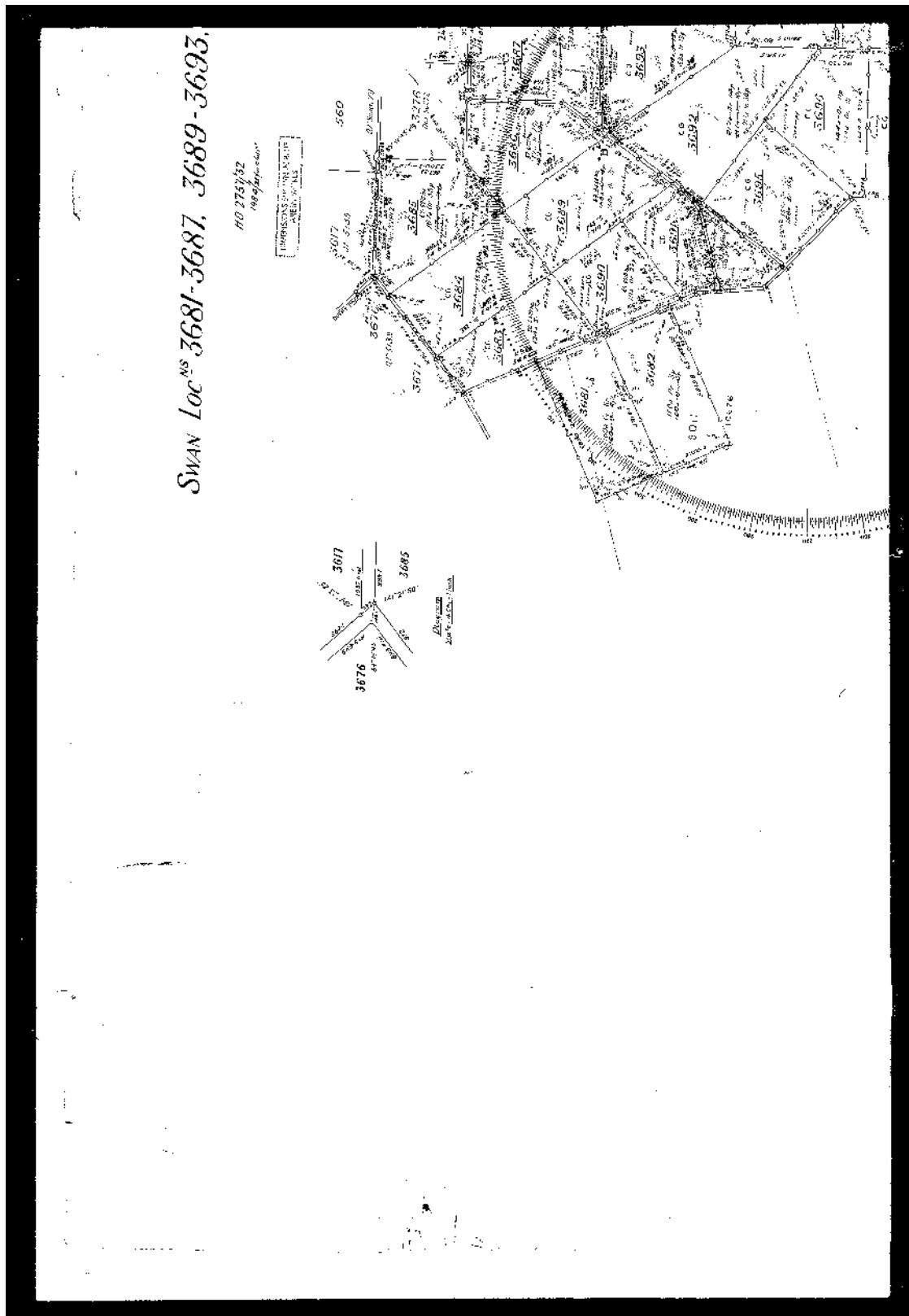
-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1687-913 (3689/DP205131)
PREVIOUS TITLE: 1686-39
PROPERTY STREET ADDRESS: 392 AIRFIELD RD, BAMBUN.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF GINGIN

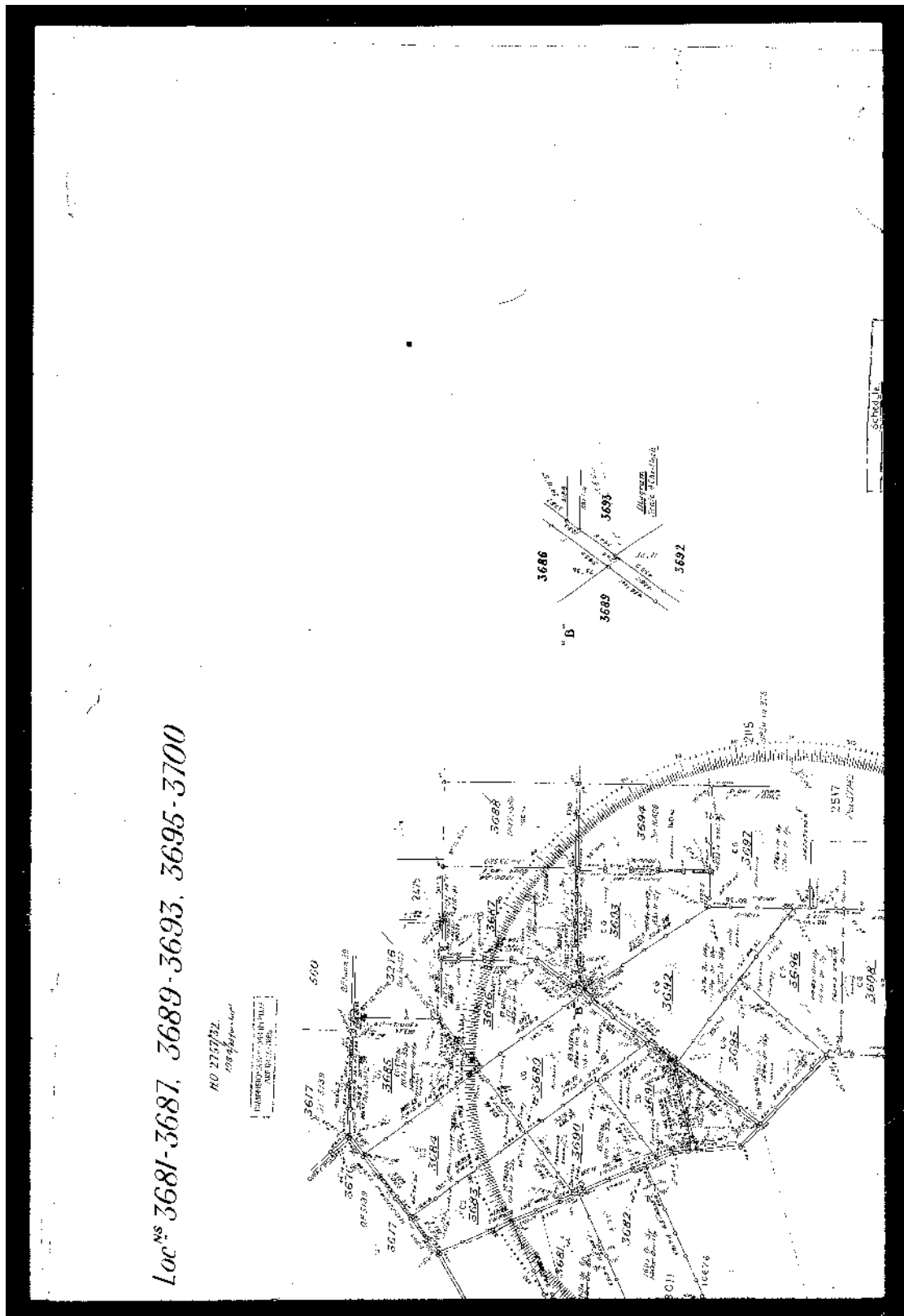
NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING M476716



LANDGATE COPY OF ORIGINAL NOT TO SCALE 18/11/2022 08:21 AM Request number: 64390228



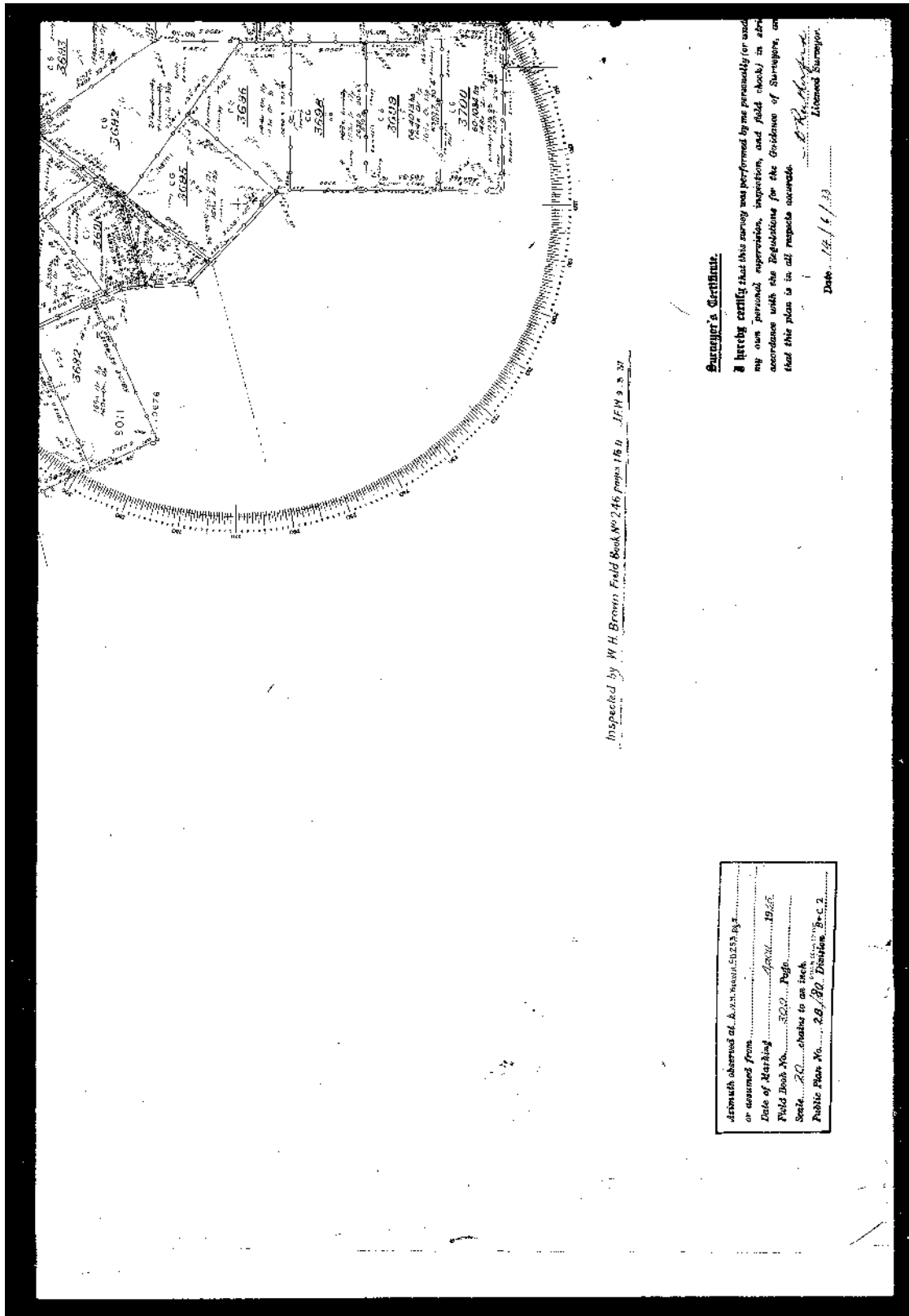
www.landgate.wa.gov.au



LANDGATE COPY OF ORIGINAL NOT TO SCALE 18/11/2022 08:21 AM Request number: 64390228



www.landgate.wa.gov.au



Inspected by M. H. Brown Field Book No. 246 pages 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000'

Surveyor's Certificate.

I hereby certify that this survey was performed by me personally (or under my own personal supervision, inspection, and field checks) in accordance with the Regulations for the Guidance of Surveyors, and that this plan is in all respects accurate.

Date: 12/16/22
 Thomas Surjong
 Licensed Surveyor

Abstract observed at A.M. 5:00 AM 5:00 AM 5:00 AM
 or assumed from
 Date of Marking April 1922
 Field Book No. 322 Page
 Sect. 20. Abates to an inch
 Public Plat No. 28/20. Division 2-C-2

**ATTACHMENT 2
WATER LICENCE**

File No:
DWERVT5943



Government of **Western Australia**
Department of **Water and Environmental Regulation**

Page 1 of 1

Instrument No. GWL205878(1)

LICENCE TO TAKE WATER

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	WA Holdings Australia Pty Ltd		
Description of Water Resource	Gingin Perth - Superficial Swan	Annual Water Entitlement	378,000kL
Location of Water Source	Lot 3689 On Plan 205131 Volume/Folio 1687/913 Lot 3689 Airfield Rd Bambun		
Authorised Activities	Taking of water for	Location of Activity	
	Fruit washing purposes	Lot 3689 On Plan 205131 Volume/Folio 1687/913 Lot 3689 Airfield Rd Bambun	
	Irrigation of up to 21 ha of strawberries	Lot 3689 On Plan 205131 Volume/Folio 1687/913 Lot 3689 Airfield Rd Bambun	
Duration of Licence	From 14 May 2021 to 13 May 2031		

This Licence is subject to the following terms, conditions and restrictions:

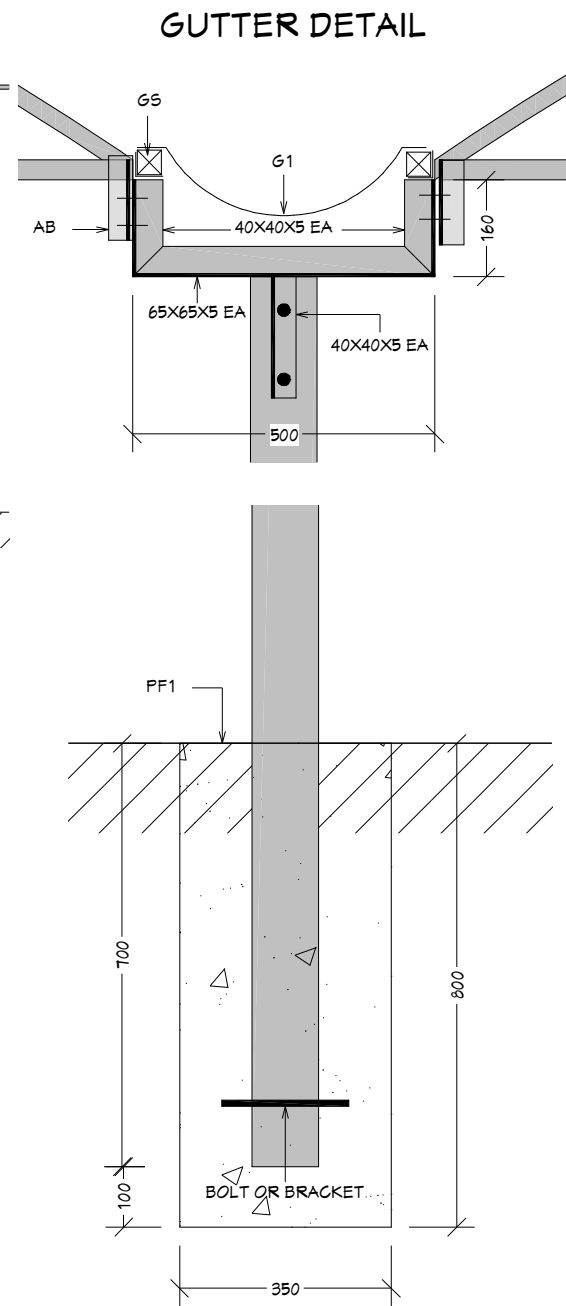
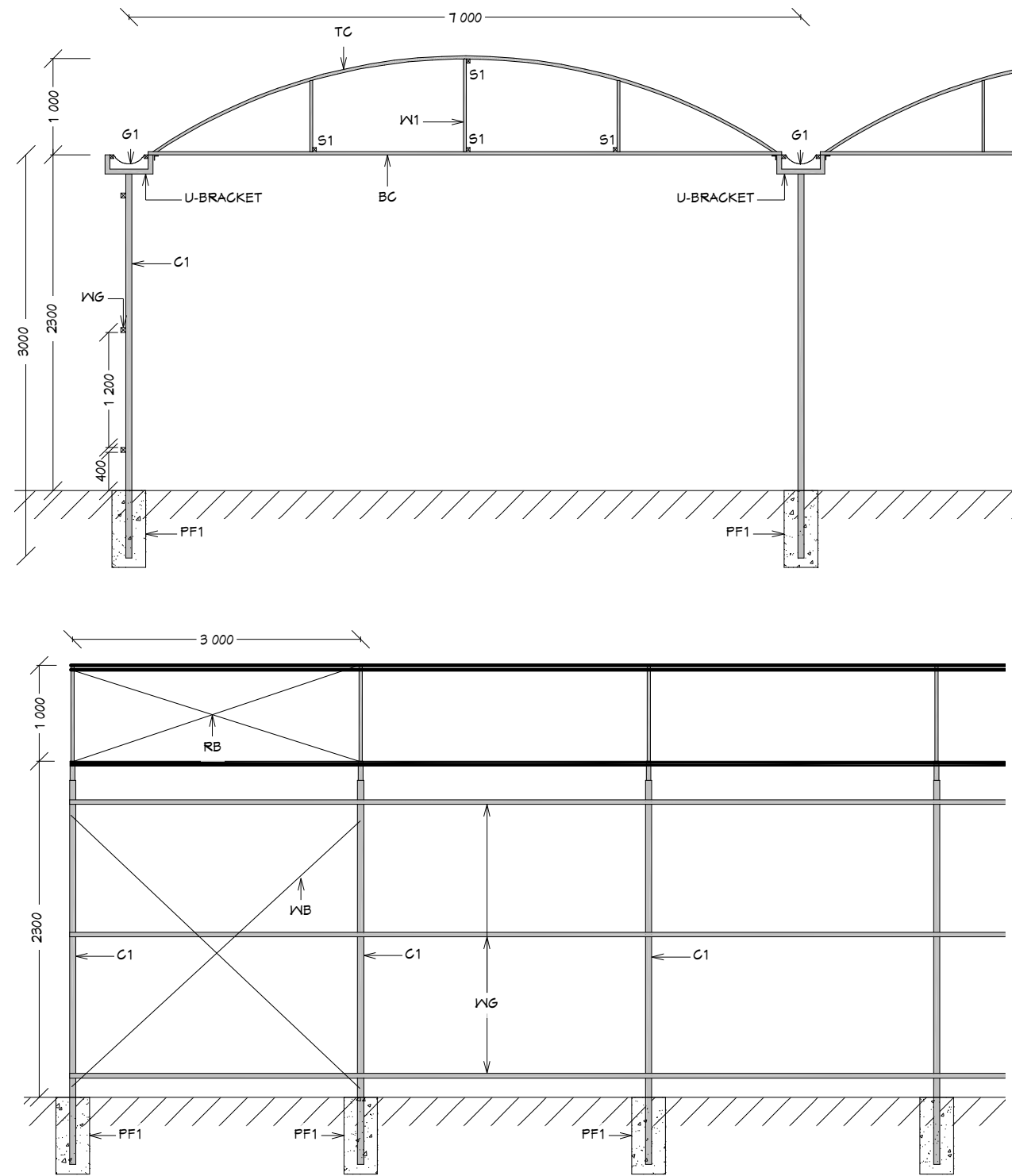
1. The annual water year for water taken under this licence is defined as 1 January to 31 December.
2. The licensee shall comply with the commitments of the operating strategy WA Holdings Australia Pty Ltd-392 Airfield Rd, as prepared by Water Direct Pty Ltd and approved by the Department of Water and Environmental Regulation on 14/05/2021 including any modifications to the commitments as approved during the term of the licence.
3. Every 12 Months the licensee shall provide to the Department of Water and Environmental Regulation a Groundwater Monitoring Summary for the preceding water year. The first report is due 31/03/2022.
4. Every 3 Years the licensee shall provide to the Department of Water and Environmental Regulation a Groundwater Monitoring Review. The first report is due 31/03/2024. A Groundwater Monitoring Summary need not be submitted in a year in which a Groundwater Monitoring Review is due.

End of terms, conditions and restrictions

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

**ATTACHMENT 3
DEVELOPMENT PLANS**





TYPE A CONSTRUCTION

C1 COLUMNS: 107-110MM DIAMETER TIMBER POST - MGP12 - H4 TREATED

TC TOP CHORD: 26.9 X 2.0 MM CHS
BC BOTTOM CHORD: 26.9 X 2.0 MM CHS
W1 WEBS: 26.9 X 2.0 MM CHS
- 6MM WELDED ALL ROUND TO TOP AND BOTTOM CHORDS

S1 STRUTS/CHORD RESTRAINTS: 20 X 20 X 1.6MM SHS
- 6MM WELDED ALL ROUND TO CHORDS
- ALTERNATIVE 16 X 1.6MM CHS

U-BRACKET: 65X65X5 EA BASE & 40 X 40 X 5 EA UPRIGHTS
- 6MM WELDED ALL ROUND
- 2 X M10 BOLTS TO TIMBER POST

AB ANGLE BRACKET: 40 X 40 X 5MM EA
- 2 X M10 BOLTS TO U-BRACKET
- ROOF FRAME WELDED TO ANGLE BRACKET

G5 GUTTER SUPPORT: 50 X 50 X 1.6 SHS

G1 GUTTER: 560 X 0.42 BMT COLORBOND STEEL CURVED TO FORM GUTTER

WG WALL GIRTS: 50 X 75 F11 TIMBER OR 50 X 50 X 1.6 SHS
- M10 BOLT TO EACH COLUMN

RB GABLE END ROOF BRACING: 40 X 40 X 1.6 SHS
- 3 BRACES EACH GABLE END
- M10 BOLT TO FRAMES

WB WALL BRACING: 40 X 40 X 1.6 SHS
- 1 BRACE EACH CORNER
- M10 BOLT BRACE TO FRAMES

PF1 PAD FOOTING: 25 MPA 800MM DEEP X 350MM DIAMETER
- EMBED COLUMN 100MM INTO FOOTING
- 2 COATS BITUMINOUS PAINT
- M10 BOLT BASE OF TIMBER POST

GREENHOUSE FRAMING TO BE CONSTRUCTED IN ACCORDANCE WITH ENGINEERING SPECIFICATION
ALL CONNECTIONS UB ACCORDANCE WITH AS 4100-1998 AND AS 1720.1-2010

NOTE: PLASTIC SHEETING USED MUST TEAR AT 100 KM/H WIND SPEED. PLASTIC SHEETING USED TO BE SOURCED BY BUILDER AND IS NOT THE RESPONSIBILITY OF SBEC.

STRUCTURE NOT CAPABLE OF WITHSTANDING ULTIMATE WIND ACTIONS
STRUCTURE IS NON-TRAFFICABLE

FOOTING DETAIL

sbec. SCHMIDT BENTLEY ENGINEERING CONSULTING
PROJECT No: SBEC 2102-04
DATE: 07/04/21
ISSUE: FOR APPROVAL

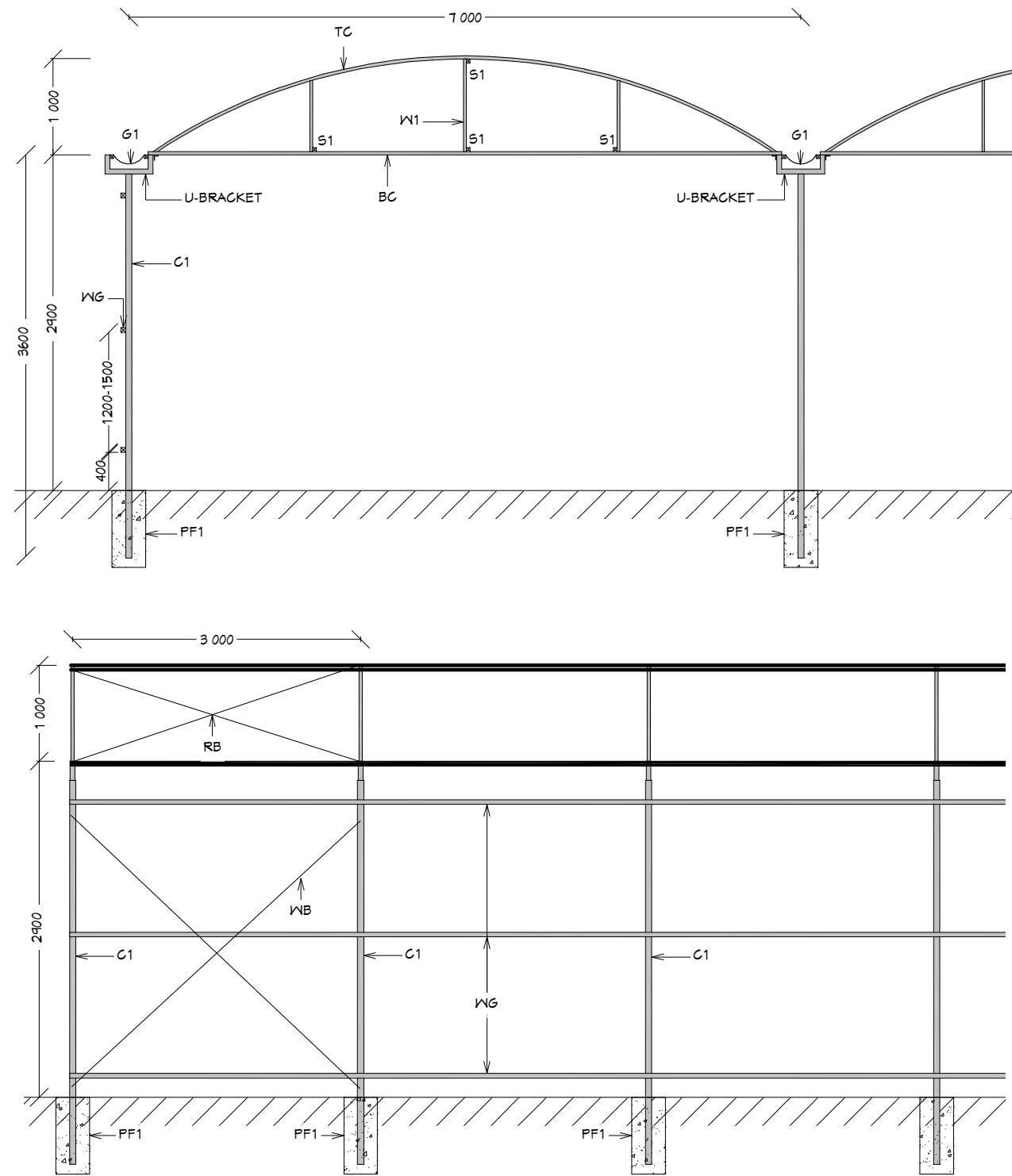
SPARTAN PLANS & BUILDING SERVICES
Gareth Harrison: 0422 909 503
spartanplans@gmail.com
10 Christine Ave, Salisbury East SA 5109

CLIENT
P N LEAY GREENHOUSE SUPPLY
548 TAYLORS ROAD, VIRGINIA SA 5120

PROJECT
GREENHOUSE FRAMING

TYPE A
SHEET 1

B
25/02/21



GUTTER DETAIL

TYPE B CONSTRUCTION

C1 COLUMNS: 65 X 65 X 2MM SHS
 TC TOP CHORD: 26.9 X 2.0 MM CHS
 BC BOTTOM CHORD: 26.9 X 2.0 MM CHS
 W1 WEBS: 26.9 X 2.0 MM CHS
 - 6MM WELDED ALL ROUND TO TOP AND BOTTOM CHORDS

S1 STRUTS/CHORD RESTRAINTS: 20 X 20 X 1.6MM SHS
 - 6MM WELDED ALL ROUND TO CHORDS
 - ALTERNATIVE 16 X 1.6MM CHS

U-BRACKET: 65X65X5 EA BASE & 40 X 40 X 5 EA UPRIGHTS
 - 6MM WELDED ALL ROUND
 - 2 X M10 BOLTS TO TIMBER POST

AB ANGLE BRACKET: 40 X 40 X 5MM EA
 - 2 X M10 BOLTS TO U-BRACKET
 - ROOF FRAME WELDED TO ANGLE BRACKET

G5 GUTTER SUPPORT: 50 X 50 X 1.6 SHS

G1 GUTTER: 560 X 0.42 BMT COLORBOND STEEL CURVED TO FORM GUTTER

WG WALL GIRTS: 50 X 50 X 1.6 SHS
 - M10 BOLT TO EACH COLUMN

RB GABLE END ROOF BRACING: 40 X 40 X 1.6 SHS
 - 3 BRACES EACH GABLE END
 - M10 BOLT TO FRAMES

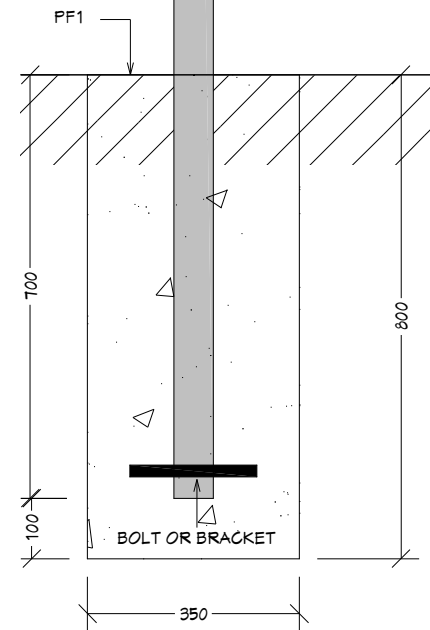
WB WALL BRACING: 40 X 40 X 1.6 SHS
 - 1 BRACE EACH CORNER
 - M10 BOLT BRACE TO FRAMES

PF1 PAD FOOTING: 25 MPA 800MM DEEP X 350MM DIAMETER
 - EMBED COLUMN 100MM INTO FOOTING
 - 2 COATS BITUMINOUS PAINT
 - 40 X 40 X 1.6MM SHS BRACKET WELDED TO BASE OF STEEL POST

GREENHOUSE FRAMING TO BE CONSTRUCTED IN ACCORDANCE WITH ENGINEERING SPECIFICATION
 ALL CONNECTIONS UB ACCORDANCE WITH AS 4100-1998 AND AS 1720.1-2010


NOTE: PLASTIC SHEETING USED MUST TEAR AT 100 KM/H WIND SPEED. PLASTIC SHEETING USED TO BE SOURCED BY BUILDER AND IS NOT THE RESPONSIBILITY OF SBEC.

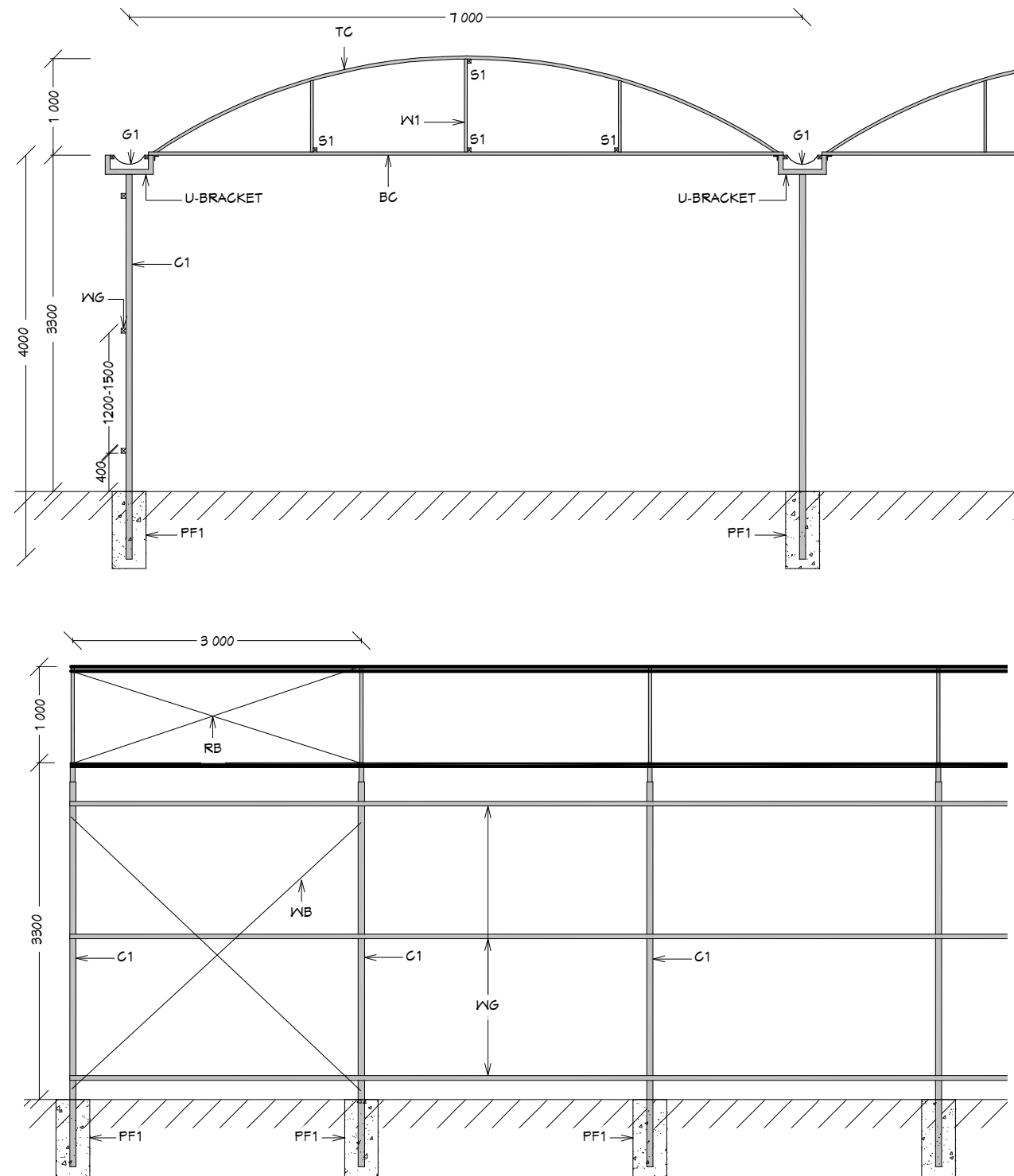
STRUCTURE NOT CAPABLE OF WITHSTANDING ULTIMATE WIND ACTIONS
 STRUCTURE IS NON-TRAFFICABLE



FOOTING DETAIL

sbec. SCHMIDT BENTLEY ENGINEERING CONSULTING
 PROJECT No: SBEC 2102-04
 DATE: 07/04/21
 ISSUE: FOR APPROVAL

 <p>SPARTAN PLANS & BUILDING SERVICES Gareth Harrison: 0422 909 503 spartanplans@gmail.com 10 Christine Ave, Salisbury East SA 5109</p>	<p>CLIENT P N LEAY GREENHOUSE SUPPLY 548 TAYLORS ROAD, VIRGINIA SA 5120</p>	<p>PROJECT GREENHOUSE FRAMING</p>	<p>TYPE B</p>	<p>B 25/02/21</p>
			<p>SHEET 2</p>	



GUTTER DETAIL

TYPE C CONSTRUCTION

C1 COLUMNS: 65 X 65 X 2MM SHS
 TC TOP CHORD: 26.9 X 2.0 MM CHS
 BC BOTTOM CHORD: 26.9 X 2.0 MM CHS
 W1 WEBS: 26.9 X 2.0 MM CHS
 - 6MM WELDED ALL ROUND TO TOP AND BOTTOM CHORDS

S1 STRUTS/CHORD RESTRAINTS: 20 X 20 X 1.6MM SHS
 - 6MM WELDED ALL ROUND TO CHORDS
 - ALTERNATIVE 16 X 1.6MM CHS

U-BRACKET: 65X65X5 EA BASE & 40 X 40 X 5 EA UPRIGHTS
 - 6MM WELDED ALL ROUND
 - 2 X M10 BOLTS TO TIMBER POST

AB ANGLE BRACKET: 40 X 40 X 5MM EA
 - 2 X M10 BOLTS TO U-BRACKET
 - ROOF FRAME WELDED TO ANGLE BRACKET

G5 GUTTER SUPPORT: 50 X 50 X 1.6 SHS

G1 GUTTER: 560 X 0.42 BMT COLORBOND STEEL CURVED TO FORM GUTTER

WG WALL GIRTS: 50 X 50 X 1.6 SHS
 - M10 BOLT TO EACH COLUMN

RB GABLE END ROOF BRACING: 40 X 40 X 1.6 SHS
 - 3 BRACES EACH GABLE END
 - M10 BOLT TO FRAMES

WB WALL BRACING: 40 X 40 X 1.6 SHS
 - 1 BRACE EACH CORNER
 - M10 BOLT BRACE TO FRAMES

PF1 PAD FOOTING: 25 MPA 800MM DEEP X 350MM DIAMETER
 - EMBED COLUMN 100MM INTO FOOTING
 - 2 COATS BITUMINOUS PAINT
 - 40 X 40 X 1.6MM SHS BRACKET WELDED TO BASE OF STEEL POST

GREENHOUSE FRAMING TO BE CONSTRUCTED IN ACCORDANCE WITH ENGINEERING SPECIFICATION
 ALL CONNECTIONS UB ACCORDANCE WITH AS 4100-1998 AND AS 1720.1-2010

NOTE: PLASTIC SHEETING USED MUST TEAR AT 100 KM/H WIND SPEED. PLASTIC SHEETING USED TO BE SOURCED BY BUILDER AND IS NOT THE RESPONSIBILITY OF SBEC.

STRUCTURE NOT CAPABLE OF WITHSTANDING ULTIMATE WIND ACTIONS
 STRUCTURE IS NON-TRAFFICABLE

FOOTING DETAIL

sbec. SCHMIDT BENTLEY ENGINEERING CONSULTING
 PROJECT No: SBEC 2102-04
 DATE: 07/04/21
 ISSUE: FOR APPROVAL

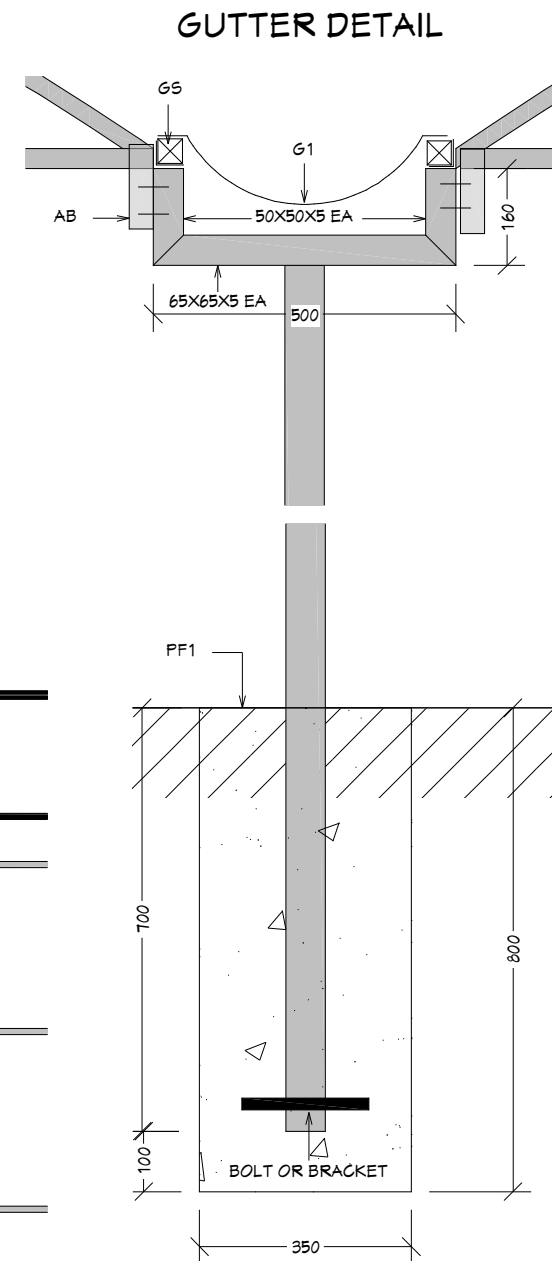
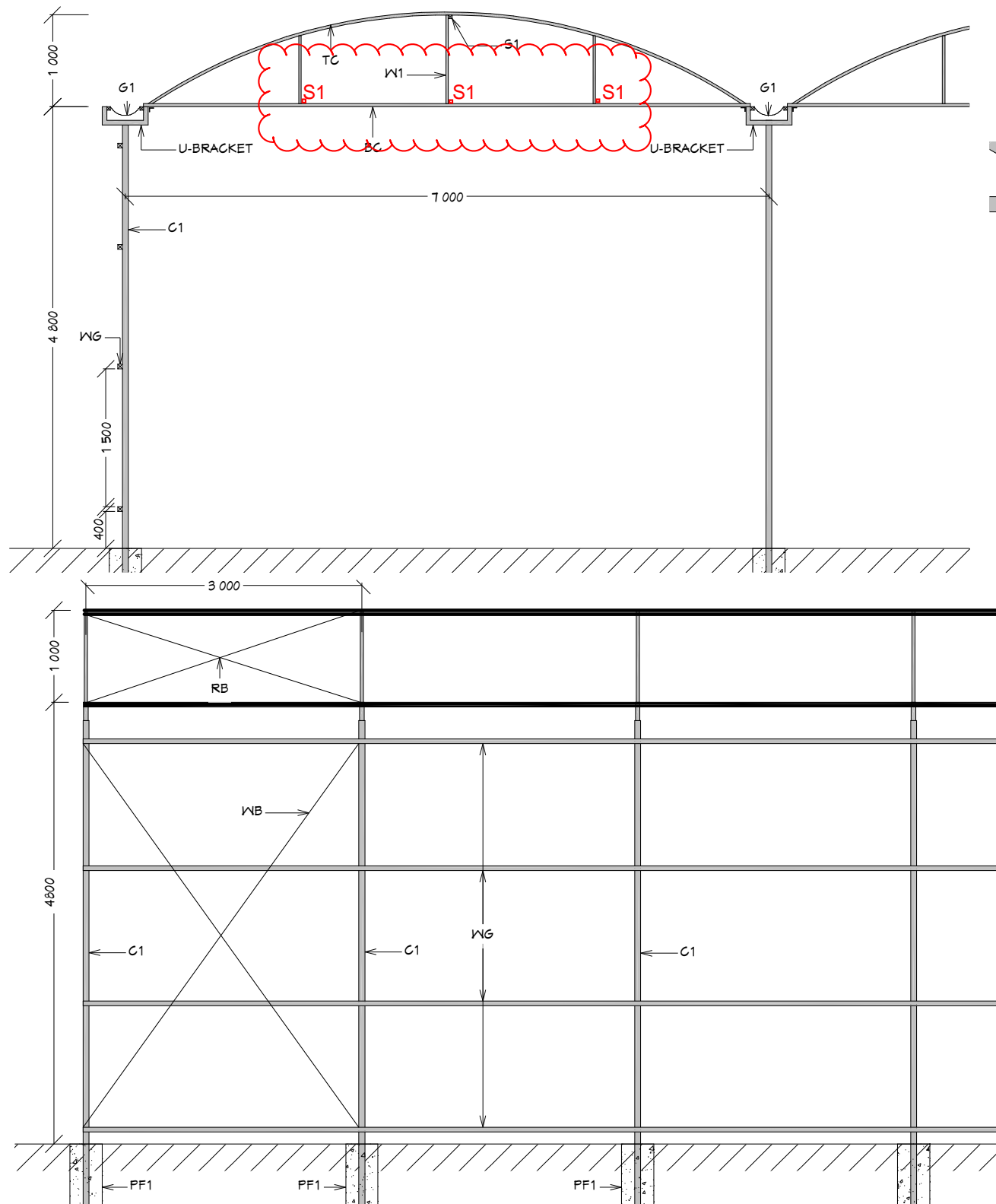
SPARTAN PLANS & BUILDING SERVICES
 Gareth Harrison: 0422 909 503
 spartanplans@gmail.com
 10 Christine Ave, Salisbury East SA 5109

CLIENT
 P N LEAY GREENHOUSE SUPPLY
 548 TAYLORS ROAD, VIRGINIA SA 5120

PROJECT
 GREENHOUSE FRAMING

TYPE C
SHEET 3

B
 25/02/21



TYPE D CONSTRUCTION

C1 COLUMNS: 65 X 65 X 3MM SHS

TC TOP CHORD: 26.9 X 2.0 MM CHS
BC BOTTOM CHORD: 26.9 X 2.0 MM CHS
W1 WEBS: 26.9 X 2.0 MM CHS
- 6MM WELDED ALL ROUND TO TOP AND BOTTOM CHORDS

S1 STRUTS/CHORD RESTRAINTS: 20 X 20 X 1.6MM SHS
- 6MM WELDED ALL ROUND TO CHORDS
- ALTERNATIVE 16 X 1.6MM CHS

U-BRACKET: 65 X 65 X 5 EA BASE & 50 X 50 X 5 EA UPRIGHTS
- 6MM WELDED ALL ROUND
- 2 X M10 BOLTS TO TIMBER POST

AB ANGLE BRACKET: 50 X 50 X 5MM EA
- 2 X M10 BOLTS TO U-BRACKET
- ROOF FRAME WELDED TO ANGLE BRACKET

G5 GUTTER SUPPORT: 50 X 50 X 1.6 SHS

G1 GUTTER: 560 X 0.42 BMT COLORBOND STEEL CURVED TO FORM GUTTER

WG WALL GIRTS: 50 X 50 X 1.6 SHS
- M10 BOLT TO EACH COLUMN


RB GABLE END ROOF BRACING: 40 X 40 X 1.6 SHS
- 3 BRACES EACH GABLE END
- M10 BOLT TO FRAMES

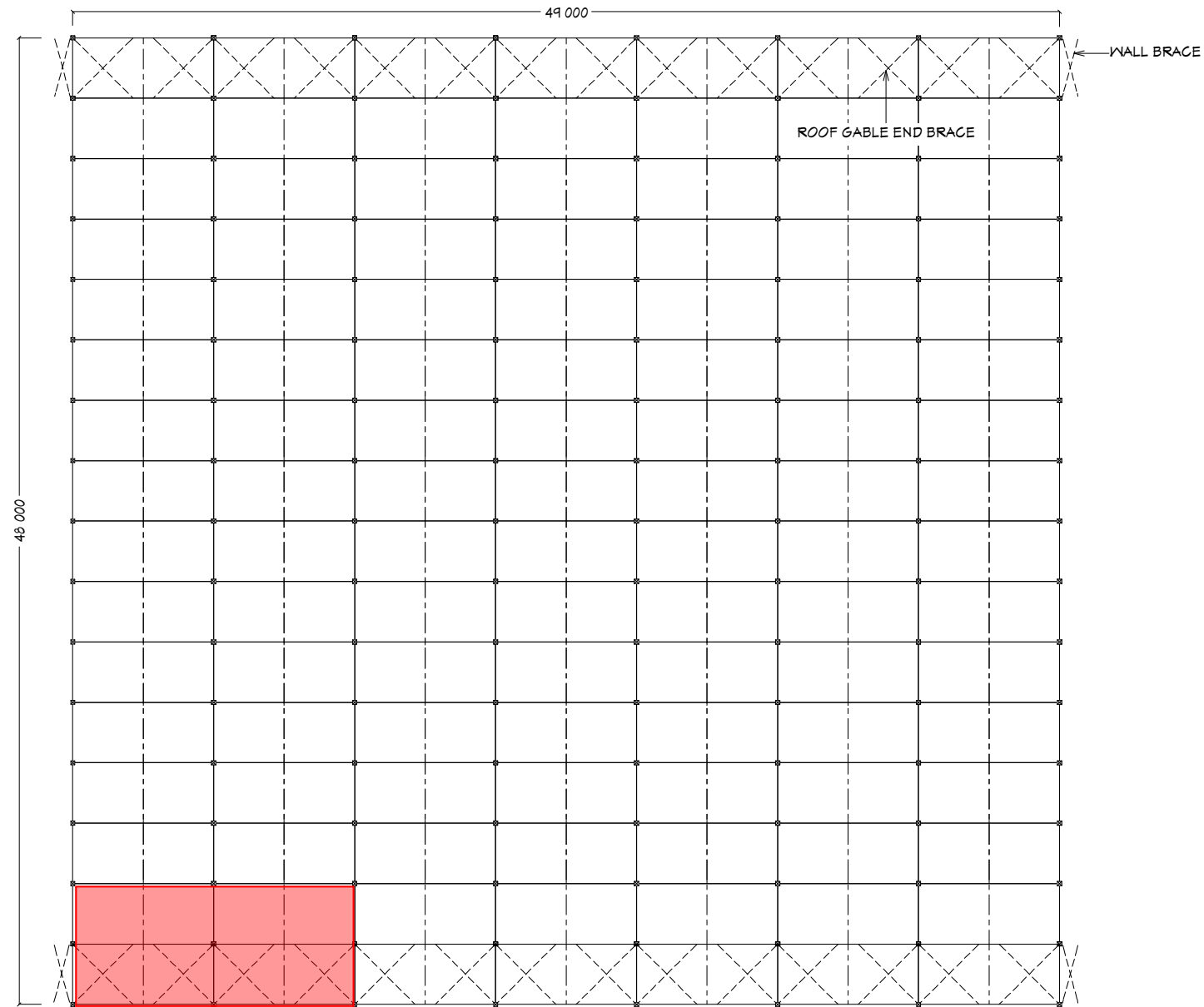
WB WALL BRACING: 40 X 40 X 1.6 SHS
- 1 BRACE EACH CORNER
- M10 BOLT BRACE TO FRAMES

PF1 PAD FOOTING: 25 MPA 800MM DEEP X 350MM DIAMETER
- EMBED COLUMN 100MM INTO FOOTING
- 2 COATS BITUMINOUS PAINT
- 40 X 40 X 1.6MM SHS BRACKET WELDED TO BASE OF STEEL POST

GREENHOUSE FRAMING TO BE CONSTRUCTED IN ACCORDANCE WITH ENGINEERING SPECIFICATION
ALL CONNECTIONS UB ACCORDANCE WITH AS 4100-1998 AND AS 1720.1-2010
NOTE: PLASTIC SHEETING USED MUST TEAR AT 100 KM/H WIND SPEED. PLASTIC SHEETING USED TO BE SOURCED BY BUILDER AND IS NOT THE RESPONSIBILITY OF SBEC.
STRUCTURE NOT CAPABLE OF WITHSTANDING ULTIMATE WIND ACTIONS
STRUCTURE IS NON-TRAFFICABLE

sbec. SCHMIDT BENTLEY ENGINEERING CONSULTING
PROJECT No: SBEC 2102-04
DATE: 07/04/21
ISSUE: FOR APPROVAL

 <p>SPARTAN PLANS & BUILDING SERVICES Gareth Harrison: 0422 909 503 spartanplans@gmail.com 10 Christine Ave, Salisbury East SA 5109</p>	<p>CLIENT P N LEAV GREENHOUSE SUPPLY 548 TAYLORS ROAD, VIRGINIA SA 5120</p>	<p>PROJECT GREENHOUSE FRAMING</p>	<p>TYPE D</p>	<p>B 25/02/21</p>
			<p>SHEET 4</p>	




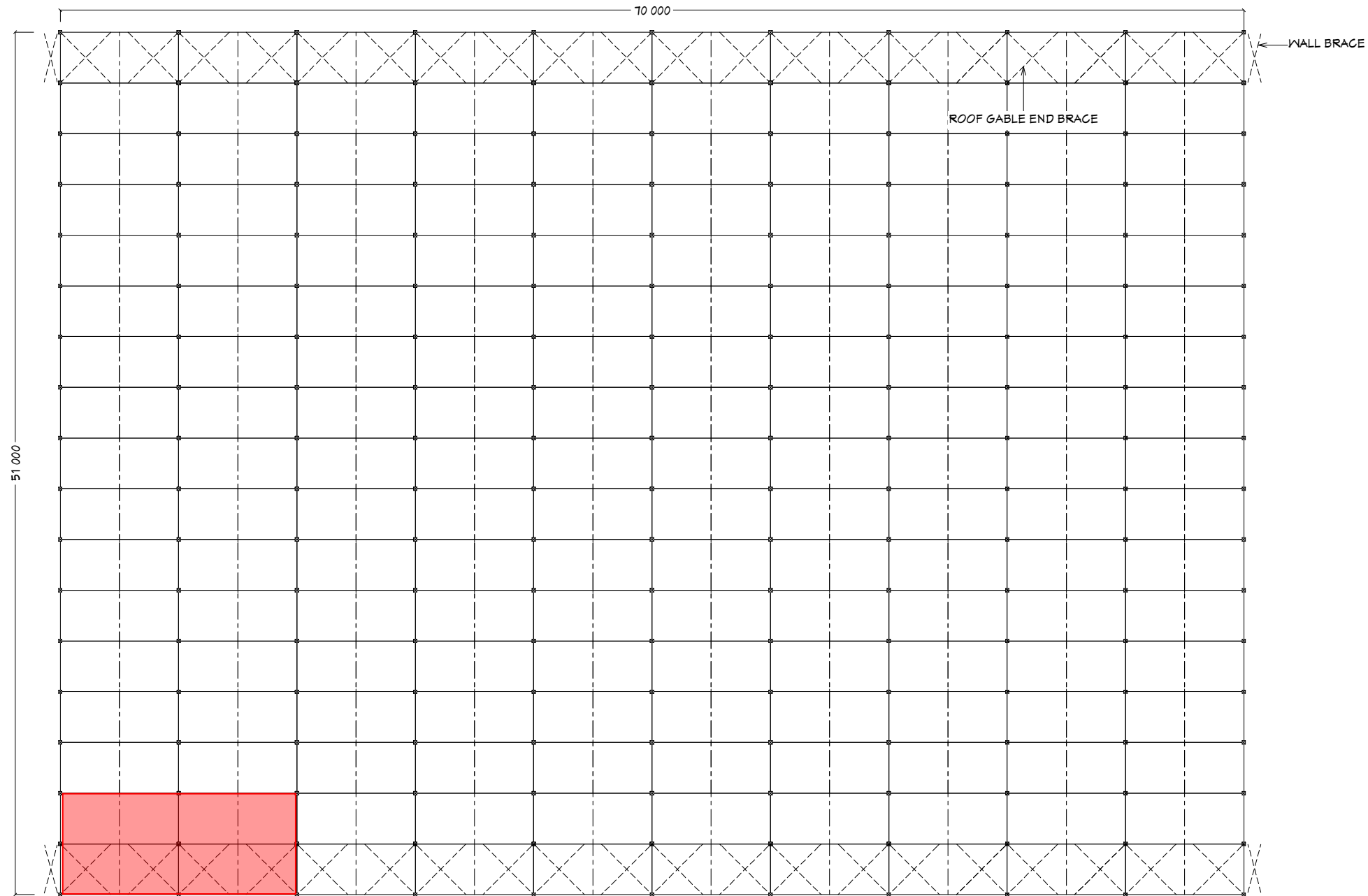
TYPICAL LAYOUT

NOTE: FRAMES MUST BE A MINIMUM DIMENSION = 14m (2 BAYS) x 6m
(REFER HIGHLIGHTED)
ROOF BRACING MUST BE INSTALLED AT EACH END PLUS WALL BRACING

49M (7 BAYS) X 48M
A3 SCALE 1:250

sbec. SCHMIDT BENTLEY ENGINEERING CONSULTING PROJECT No: SBEC 2102-04 DATE: 07/04/21 ISSUE: FOR APPROVAL


 <p>SPARTAN PLANS & BUILDING SERVICES Gareth Harrison: 0422 909 503 spartanplans@gmail.com 10 Christine Ave, Salisbury East SA 5109</p>	<p>CLIENT P N LEAV GREENHOUSE SUPPLY 548 TAYLORS ROAD, VIRGINIA SA 5120</p>	<p>PROJECT GREENHOUSE FRAMING</p>	7 BAY X 48M	<p>B 25/02/21</p>
			SHEET 5	



NOTE: FRAMES MUST BE A MINIMUM DIMENSION = 20m (2 BAYS) x 6m
(REFER HIGHLIGHTED)
ROOF BRACING MUST BE INSTALLED AT EACH END PLUS WALL BRACING

TYPICAL LAYOUT
70M (10 BAYS) X 51M
A3 SCALE 1:250

sbec. SCHMIDT BENTLEY ENGINEERING CONSULTING
PROJECT No: SBEC 2102-04
DATE: 07/04/21
ISSUE: FOR APPROVAL

 <p>SPARTAN PLANS & BUILDING SERVICES Gareth Harrison: 0422 909 503 spartanplans@gmail.com 10 Christine Ave, Salisbury East SA 5109</p>	<p>CLIENT P N LEAV GREENHOUSE SUPPLY 548 TAYLORS ROAD, VIRGINIA SA 5120</p>	<p>PROJECT GREENHOUSE FRAMING</p>	10 BAY X 51M	<p>B 25/02/21</p>
			SHEET 6	

**ATTACHMENT 4
OPERATIONS SUMMARY**

1. Fertiliser Application
 - 1.1. Irrigation will be by ground drip sprinklers that run east to west in fixed positions.
 - 1.2. The fertiliser regime will be exclusively by fertigation, wherein all macro and micro mineral nutrients are dissolved in the irrigation water and applied at low concentration each times the crops are irrigated.
 - 1.3. The irrigation system is currently controlled by computers connected to in-bed soil sensors continuously measuring moisture and conductivity.
 - 1.4. The fertiliser rates will be adjusted based on the nutrient levels of the input water. Because soil moisture and conductivity are continually monitored there is minimal water or fertiliser runoff.
 - 1.5. A definitive soil fertiliser regime cannot be provided for every crop during all life cycles as the nutrient regime should reflect the conditions existing at the time and respond to minimise nutrient export or loss, based on the soil samples conducted before and after each crop.
 - 1.6. However, crop nutrient and trace element requirements are generally met by a balanced fertiliser programme, which includes N-P-K formulations that combine trace elements as well as pre-plant applications of lime/gypsum and super phosphate. Nitrogen and potash are applied throughout the growth cycle of the crop according to visual appearance of the crops, the results of the soil solution analysis and, where necessary, leaf analysis results. Foliar applications of trace elements are applied on an as needed basis.
 - 1.7. The specific brands of fertiliser intended to be used for the proposed Development from time to time include:
 - (a) Calcium Nitrate;
 - (b) Calcium Ammonia Nitrate;
 - (c) Hydro Complex (NPK Blue);
 - (d) Magnesium Nitrate;
 - (e) Potassium Nitrate;
 - (f) Sulphate of Ammonia;
 - (g) Sulphate of Potash;
 - (h) Magnesium Sulphate; and
 - (i) Urea.

- 1.8. Leaf tissue analysis is undertaken to provide for further fine tuning of fertiliser formulation and ensures that fertiliser usage is efficient and minimised wherever possible.
- 1.9. The Applicant has a Crop Manager on staff who is responsible for managing the crop growth and fertiliser regime. The Applicant also utilises external agronomists from time to time.
2. Pesticides Storage and Use
 - 2.1. The Applicant advises it is Freshcare farm certified, supplies its produce to an interrelated independent retail chain, local shops, as well as the major chains such as Coles.
 - 2.2. The use of pesticides in Australian agriculture is regulated through the Australian Pesticides and Veterinary Medicines Authority. The increasing trend in registration of products for use on food crops is to restrict the use of insecticides, fungicides and fumigants which have half-lives of no than a few days.
 - 2.3. Pesticide use and residue is routinely monitored through MRL testing, and the Applicant has elected to use 'soft' pesticides wherever possible to avoid issues with pesticide residues.
 - 2.4. The Applicant adopts Integrated Pest Management (IPM) which combines the use of biological, cultural and chemical practices to control insect pests. The key principles being to identify pests, their hosts and beneficial organisms before taking action. Establish monitoring guidelines for each pest species and an action threshold for the pest.
 - 2.5. The pesticides and chemicals (to be applied at rates recommended by the manufacturer) intended to be used for the proposed Development from time to time include:
 - (a) Belt 480SC;
 - (b) Delfin WG;
 - (c) Filan
 - (d) Mangazed;
 - (e) Rovral Aquaflo SC500;
 - (f) Success; AND
 - (g) Tri-Base Blue.
 - 2.6. There is no intention to use soil fumigants on the site, as cultural methods and integrated pest management have proved adequate to control root disease and weeds are managed by frequent cultivation.

- 2.7. Pesticides are:
 - (a) applied using a mister system or portable spray device unit in combination with appropriate wetting agents and adjuvants. Sprayers are routinely calibrated and cleaned after use; and
 - (b) wind drift is not a factor in the horticultural structures.
- 2.8. All spray operators of the Applicant have undertaken Chemcert certification.
- 2.9. All pesticides are stored in a locked area within lockable facilities. All applications of chemicals are entered into a logbook, which is annually audited as part of the Applicant's annual quality assurance requirement.
- 2.10. Chemicals are tank mixed on a concrete hardstand area with adequate bunding to contain a full tank load.
3. Dust Management
 - 3.1. When carrying out earthworks a water tanker will be present at the Development site to water disturbed sand to ensure dust movement is minimised.
 - 3.2. Weather conditions will be monitored to ensure that activities that increase dust generation and transfer are not undertaken in adverse weather conditions.
 - 3.3. Cover crops are planted over unused areas in between cropping to ensure that dust transfer is mitigated, and topsoil is not degraded.
 - 3.4. Paddocks that are likely to generate dust are watered and the Applicant plans for increased water use during dry seasons for dust suppression (such as wetting of soil before rotary hoeing).
 - 3.5. Well used tracks are surfaced with a harder wearing surface, such as gravel, to ensure that vehicles do not disturb loose sand and dirt (or disturbance is greatly minimised).
4. Waste Management
 - 4.1. Generally, within 24 hours (no later than 2 days) of harvest, any crop residue is slashed (where appropriate) and then deep rotary hoed (every crop) into the soil to a depth of 200mm - 300mm). This breaks up any remaining material immediately.
 - 4.2. The majority of produce is transported to the Applicants produce delivery centre for packing and sorting in Canning Vale. Packing and sorting is not carried out onsite. Produce is sorted and graded at Canning Vale and rejected produce is disposed of from that facility.
 - 4.3. The remaining produce is transported to the Applicants packing facility in Myalup for grading, sorting and packing.

- 4.4. Empty chemical containers are stored in a contained area with a concrete base, surrounded by a metal fence. These containers are collected and disposed of offsite by Drummuster.
- 4.5. General waste is to be stored in a Cleanaway bin with a secured lid and removed as when required.
5. Stable Fly Management
 - 5.1. Whilst the Development is contained within the horticultural structures, the Applicant is aware of the Biosecurity and Agriculture Management (Stable Fly) Management Plan 2016 (SFM Plan), the practices to be followed under the SFM Plan, and the approved measures (as updated from time to time).
 - 5.2. The Applicant acknowledges that the removal of potential breeding sites of stable fly is the most effective measurement in controlling fly breeding.
 - 5.3. Crops that reach maturity are harvested as soon as practicable.
 - 5.4. As noted in previous applications, in large areas of crop waste remaining after harvest the material are:
 - (a) slashed and broken up via rotary hoe, within 2 days of harvest and sprayed with a pesticide; or
 - (b) rotary hoed for five (5) consecutive days; or
 - (c) rotary hoed to a depth of 200mm - 300mm (using counter rotating rotary hoe) with soil compaction; or
 - (d) a combination of the approved measures above.
 - 5.5. Water is turned off to the harvested paddock for a minimum of seven (7) days. If this occurs at a time of the year that dust management control is necessary, minimal irrigation is utilised to control dust and monitoring of the soil is conducted.
 - 5.6. Reject produce is determined at the Applicant's produce delivery centre, in Canning Vale. However, if, for any reason, reject produce remains on the property it is immediately buried in a pit and covered over with at least 500mm of soil to ensure produce does not decay and create bacterial activity that will encourage fly breeding.
 - 5.7. Animal manure is not used on crops.
 - 5.8. Where pesticide is applied it is an approved pesticide being a chemical product that is effective for use in the control of Stable fly that is approved by, and registered with, the Australian Pesticides and Veterinary Medicines Authority.
6. Traffic

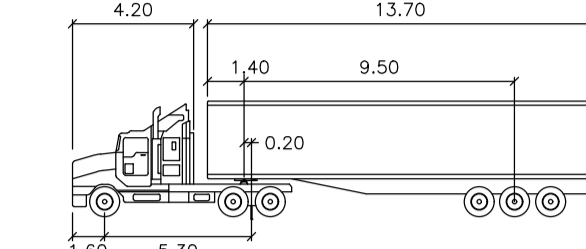
- 6.1. Currently there is 1-2 B-Doubles per day attending the Property. This is expected to increase to an additional B-Double, being 3 B-Doubles in total, per day when the Development is fully producing.
- 6.2. The route taken by the B-doubles is the west route from Airfield Road to Canning Vale.
7. Contingency Plans
 - 7.1. The Applicant undertakes contingency planning to ensure risks are mitigated in the event of fire, storm and chemical spills. These are set out below.
 - 7.2. To address fire risk contingency plans include:
 - (a) Firebreaks are installed and maintained in accordance with Fire and Emergency Services Authority (FESA) and Shire of Gingin requirements;
 - (b) Buildings, storage areas and in particular fuel storage areas are maintained to prevent build-up of fire/hazardous materials; and
 - (c) Storage of chemicals is kept to a minimum.
 - 7.3. To address storm risk contingency plans include:
 - (a) Fuel storage tanks are only slightly elevated above ground to avoid instability in high winds; and
 - (b) Permanent residential staff are available for rapid response to emergencies that can occur after usual business hours.
 - 7.4. To address chemical spills risk contingency plans include:
 - (a) Minimising the chemical storage on site;
 - (b) Making earthmoving equipment available for temporary containment/rapid removal of spills;
 - (c) Training all staff in safe handling practices;
 - (d) Making Materials Safety Data Sheets, available in accordance with relevant Australian Standards and State Government regulations. This ensures that the correct remedial actions are undertaken; and
 - (e) Notifying FESA and/or DWER and Conservation Pollution Response Unit of any major spills.

NOTES:

1. MAINTENANCE OF THE CROSSOVER IS THE LANDHOLDERS RESPONSIBILITY.
2. VEHICLE VOLUMES ARE ONE IN MOVEMENT
3. B-DOUBLE OPTION APPLIES TO RAV 2,3 & 4 (COMBINATIONS I.e. B-DOUBLES & POCKET TRAINS) ANY LARGER COMBINATIONS I.e. GREATER THAN RAV 4 NETWORK WILL BE AS APPROVED BY THE SHIRE.
4. GATE SHALL BE LOCATED NOT LESS THAN THE LENGTH OF THE LONGEST VEHICLE USING THE CROSSOVER PLUS 2m FROM THE EDGE OF THE ROAD (I.E. UNSEALED SHOULDER) I.E. AS-OF-RIGHT VEHICLE WILL REQUIRE A LENGTH OF NOT LESS THAN 2m FROM THE EDGE OF THE ROAD.
5. ASPHALT SHALL BE PLACED ON TOP OF A SEALED (BITUMEN) SURFACE USING AN AGGREGATE NOT LESS THAN 5mm (NOT A PAVED/TACK ONLY SURFACE)
6. SEAL ON CROSSOVER SHALL EXTEND TO ACCESS GATE
7. SEALED CROSSOVERS SHALL OVERLAP EXISTING SEALED ROAD BY NOT LESS THAN 100mm.
8. ASPHALT OVERLAY ON CROSSOVER SHALL EXTEND TO THE TANGENT POINT
9. ASPHALT OVERLAY AND RESEAL ON ADJOINING SEALED ROAD SHALL EXTEND NOT LESS THAN 10m PAST THE TANGENT POINT ON THE SEALED ROAD.
10. ALL NEW SEAL SHALL BE A TWO COAT SEAL WITH AGGREGATE SIZES OF 10mm AND 5mm TO MRWA SPECIFICATIONS.
11. ALL MATERIALS, SEALING WORKS AND EARTHWORKS TO MEET ALL RELEVANT STANDARDS (MRWA SPECIFICATIONS AND TEST METHODS AND ANY OTHER RELEVANT STANDARDS)
12. LOCATION AND PROTECTION OF ROADSIDE SERVICES AND ASSETS (POWER, WATER, TEL/STRA, NBN, ETC) ARE ENTIRELY THE RESPONSIBILITY OF THE APPLICANT (BY/D WWW.1100.COM.AU)
13. CULVERTS SHALL BE INSTALLED AS REQUIRED AND AS STIPULATED BY THE SHIRE. ALL CULVERTS SHALL USE PRECAST HEADWALLS. ALL CULVERTS SHALL UTILISE REINFORCED CONCRETE PIPES (RCP) OR REINFORCED BOX CULVERTS (RBC) AS STIPULATED BY THE SHIRE AND ALL RCP AND RBC SHALL BE NOT LESS THAN CLASS 2 REFER TO MRWA DRAWING 9831-6281
14. ALL TERMINAL JOINTS SHALL BE GRADED TO EXISTING AT 1:100 I.E. 30mm COMPACTED ASPHALT REQUIRES A 3m TAPER. ALL TAPERS TO BE PROFILED AS PER MRWA SPECIFICATION 504.

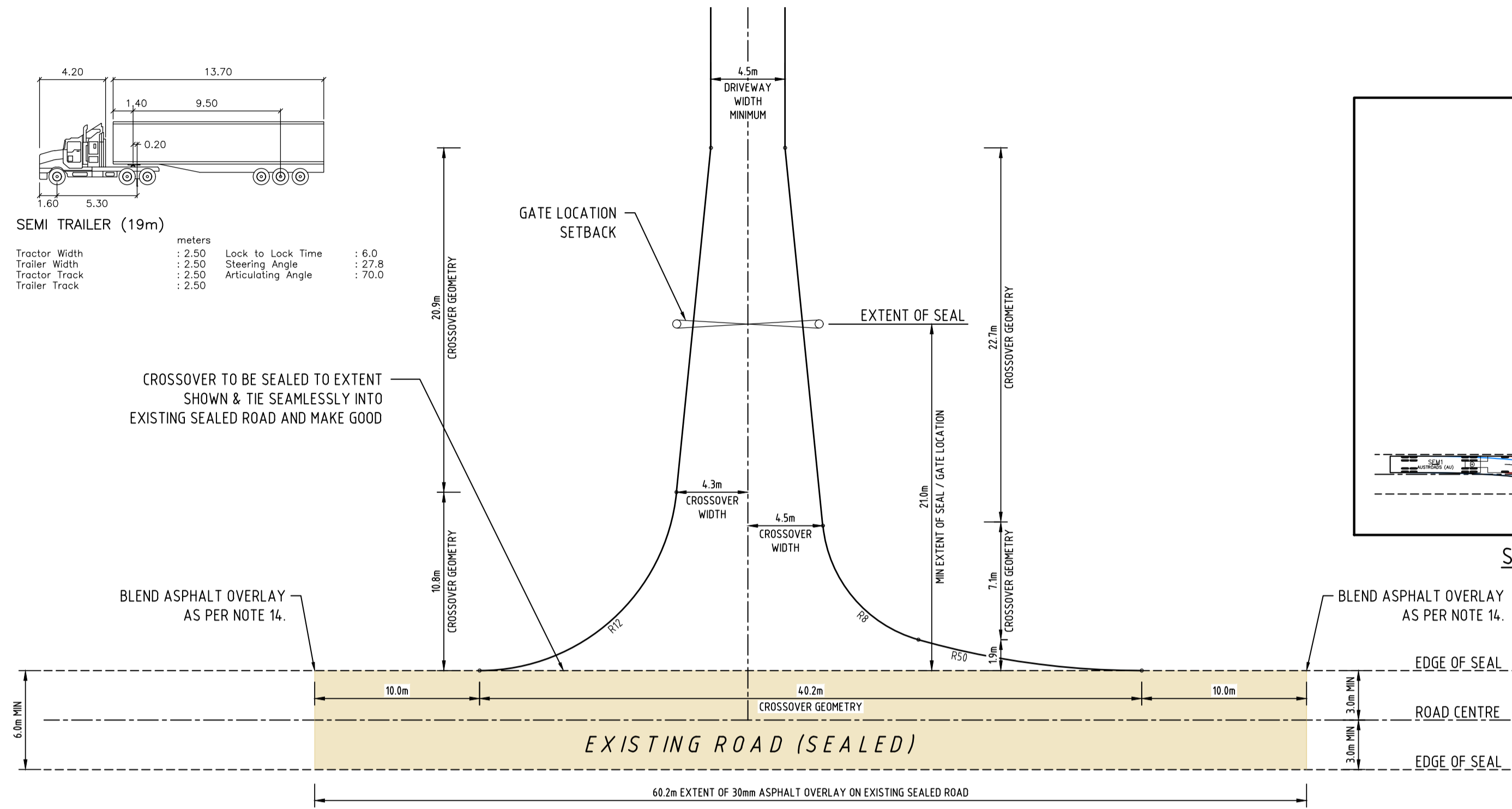
LEGEND

- AREA OF SEALED CROSSOVER
- AREA OF RE-SEAL ON EXISTING ROAD



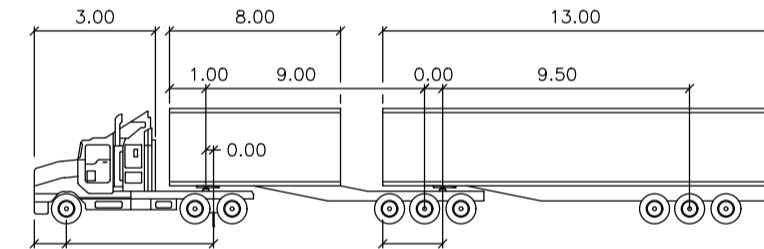
SEMI TRAILER (19m)

Tractor Width	2.50	Lock to Lock Time	6.0
Trailer Width	2.50	Steering Angle	27.8
Tractor Track	2.50	Articulating Angle	70.0
Trailer Track	2.50		



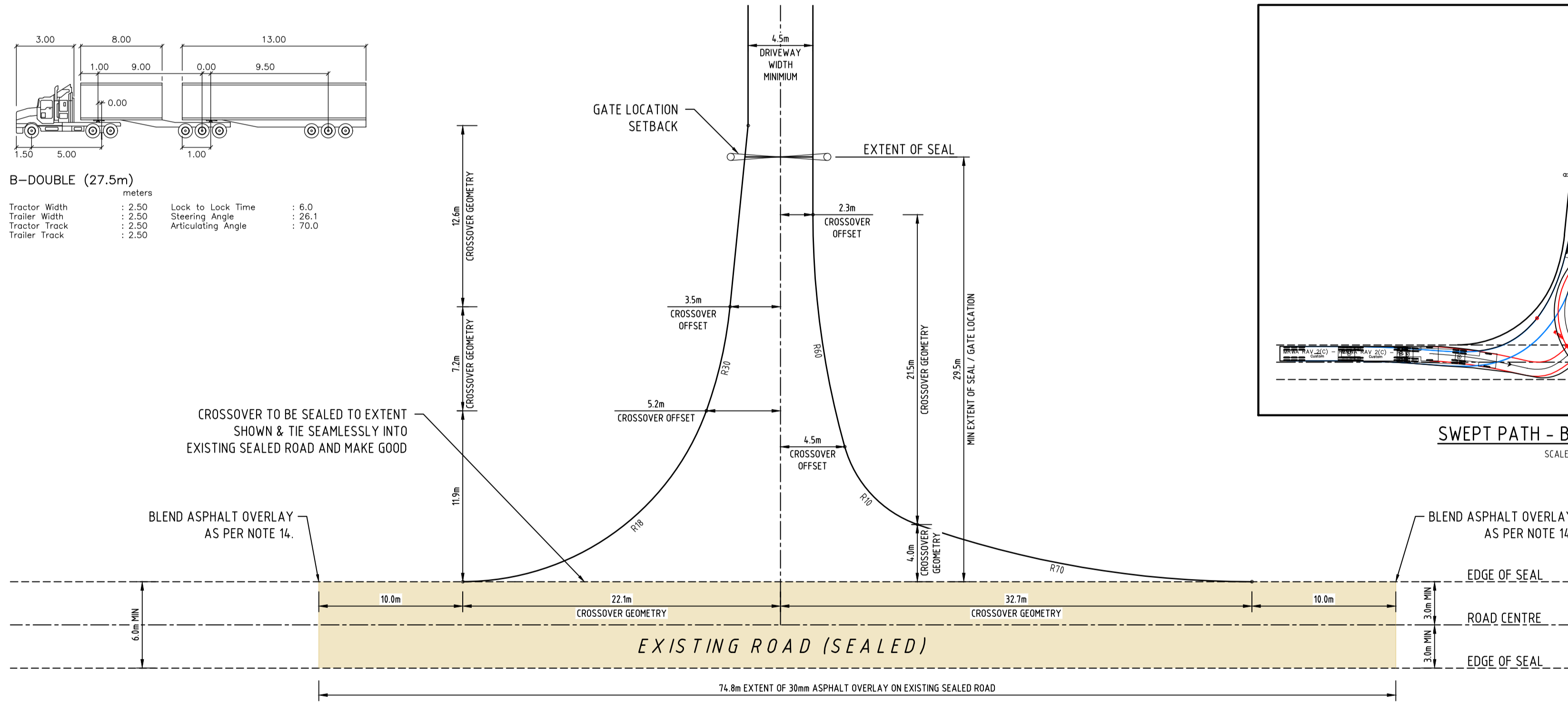
TYPE 'A' - AS OF RIGHT VEHICLE (SEMI-TRAILER 19m)

SCALE 1:200



B-DOUBLE (27.5m)

Tractor Width	2.50	Lock to Lock Time	6.0
Trailer Width	2.50	Steering Angle	26.1
Tractor Track	2.50	Articulating Angle	70.0
Trailer Track	2.50		



TYPE 'B' - RAV 2, 3 & 4 NETWORK VEHICLE (B-DOUBLE 27.5m)

SCALE 1:200



PROJECT:

**SHIRE OF GINGIN
CROSSOVER SPECIFICATIONS**

NO.	DATE	ISSUED FOR APPROVAL	REVISION	BY
1	21-11-2021	NOTE 14 ADDED TERMINAL JOINTS SHALL BE GRADED AT 1:100		MJV
2	19-01-21	ISSUED FOR APPROVAL		MJV

Porter
Consulting Engineers

Level 2, Kilarns Court
58 Kilarns Road
Mt Pleasant 4553 WA
PO Box 808
Canning Bridge 4553 WA
Tel: 081 935 9955
Email: info@portereng.com.au
www.portereng.com.au

SHIRE OF GINGIN

HISTORY | BEAUTY | PROSPERITY

DRAWING:
**RURAL & INDUSTRIAL CROSSOVER
FRONTING SEALED ROAD HEAVY
VEHICLES PER WEEK: >10 TO ≤20**

STATUS: **FOR INFORMATION**

SCALE: 1:200	DRAWING No:	REV No:	ISSUED FOR APPROVAL
DATE: JAN 2021	SoG/STD-03	B A1	
DESIGN: ELW	FILE NAME: S:\ACTIVE PROJECTS\20-12-1999\ACAD\202199_SoG-STD-03		
DRAWN: MJV			
CHECK:	APPD		

13.5 PROPOSED TWO LOT SUBDIVISION - LOT 71 (40) LEFROY STREET, GINGIN

File	LND/706
Applicant	Keith Piper
Location	Lot 71 (40) Lefroy Street, Gingin
Owner	Morton & Jennifer Donaldson
Zoning	Residential 2
WAPC No	162669
Author	Natasha Jurmann – Statutory Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> 1. Aerial Map - Lot 71 (40) Lefroy Street, Gingin [13.5.1 - 1 page] 2. Location Map - Lot 71 (40) Lefroy Street, Gingin [13.5.2 - 1 page] 3. Subdivision referral response [13.5.3 - 1 page] 4. Plan of Subdivision [13.5.4 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider accepting management responsibility for a potential foreshore reserve resulting from the subdivision of Lot 71 (40) Lefroy Street, Gingin.

BACKGROUND

On 8 October 2022 a two lot subdivision at 40 Lefroy Street, Gingin was referred to the Shire. The application was then assessed by the officer under delegated authority and approval subject to conditions was recommended. The proposed conditions included:

1. Arrangements being made for the provision of a crossover to each lot as shown on the approved plan of subdivision;
2. A notification, pursuant to Section 165 of the *Transfer of Land Act 1893* being placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:

“Bushfire Prone Area - This lot is located in a bushfire prone area. Additional planning and building requirements may apply to development on this land.”

“Flood Prone Area – This lot is subject to flooding. Additional planning and building requirements may apply to development on this land”

After the response was forwarded to the Western Australian Planning Commission (WAPC), a further email was received from the assessing officer asking if the Shire would like to create a reserve and take management of the river foreshore area located within the subject lots. The officer responded that the Shire would not like to take management of this area as it would incur financial implications and be hard to access.

A further response was then received from the WAPC as follows:

On further investigation, I believe that the seceding of the foreshore area is of benefit and consistent with the intent of the planning framework as follows:

- *Section 3.6 of the Shire’s Strategy refers to the protection and sustainable management of waterways. A foreshore reservation would provide the best pathway to achieving improved protection outcomes for the waterway.*
- *The purpose of LPS 9 SCA1 River Environs Management Area is to preserve the physical and biological features of the waterway and ‘provide for recreational activities and facilities where appropriate and managed’. This could be facilitated by the reservation of the foreshore area.*
- *The provisions in the Gingin Townsite and Rural Surrounds Structure Plan related to public access to the Brook, which can only be facilitated by the reservation of land adjacent to the Brook whenever possible.*
- *The existing precedents adjacent to Lot 30/32 Lefroy Street and Lot 104/107 Cheriton Road, the latter of which has been managed by the Shire.*

Furthermore, DWER has indicated it would support the creation of the foreshore reserve, noting that it would accept a reserve boundary located 30m from the edge of the existing vegetation.

Given this information, is the Shire of a mind to reconsider its previous position on the creation and management of a foreshore reserve?

An aerial location plan, site plan, subdivision referral response and subdivision plan are provided as appendices.

COMMENT

Stakeholder Consultation

There is no requirement to advertise the application as the proposal will have no impact on the adjoining landowners

PLANNING FRAMEWORK

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

The Shire of Gingin LPS 9 does not specifically mention 'foreshore reserve'. It does however reference an Environment Conservation reserve, the aims of which include:

- a) To identify areas with biodiversity and conservation value, and to protect those areas from development and subdivision.*
- b) To identify and protect areas of biodiversity conservation significance within National Parks and State and other conservation reserves.'*

The area proposed by the WAPC as a reserve is located within the SCA 1 – River Environs Management area, which are described under LPS 9 as follows:

5.2.1 Purpose

To retain the physical and biological features along the waterway necessary for the healthy functioning of the waterway in terms of water conveyance, water quality and ecological functions.

To provide for recreational activities and facilities where appropriate and managed.

5.2.2 Application Requirements

Development approval is required to construct or extend a dwelling or other building, and/or to carry out any other form of development on any land affected by this Special Control Area.

5.2.3 Development Standards and Considerations

In considering any rezoning request, subdivision or development application the local government will have regard to the following:

- a) More intensive development such as residential, industrial or rural residential subdivision, will generally not be supported within the River Environs Management Area.*

- b) *Development applications for land within the River Environs Management Area should not be approved where it could reasonably be expected that the development may result in;*
- *an obstruction to major river flows and increase flood levels upstream;*
 - *the removal of or damage to riparian vegetation or other nearby vegetation which influences the waterway; or*
 - *harm to water quality or habitat values of the waterway.*
- c) *Public works or community facilities may be permitted within the River Environs Management Area, subject to advice from the Department of Water that such public works can be designed and located in a manner so as to minimise flood risk, property damage and obstruction to river flow.*
- d) *For those areas within the River Environs Management Area where the Department of Water has identified the flood plain boundary, development will be subject to a minimum habitable floor level of 0.5m above the predicted 1 in 100-year flood level.*

5.2.4 Referral of Applications

Local government may consult with the Department of Water and, if necessary, other relevant government or private organizations before determining any application.

The officer is of the view that the above Special Control Area is sufficient to protect the waterway in a sustainable way as it has to date. Whilst the SCA 1 does mention the provision of recreational activities and facilities where appropriate, the officer notes that due to the isolated nature of the proposed reserve it is unlikely that it would ever be suitable for a recreational use.

In addition to this if the Shire was to take on management of a reserve in this location, access to the reserve for maintenance might pose an issue and, as well as extra costs for maintenance, the Shire may be held liable if a fire were to start in this location.

Whilst public access to the Brook in some locations may be considered suitable, in this instance where it adjoins private property and fencing is of a rural nature, the interface between the public and the rear boundary of private property could cause an issue.

Council's Policy 6.1 Acceptance of Management Orders – Reserves Created as a Result of Subdivision states as follows:

1. *Management responsibility for reserves created under s.152 of the Planning and Development Act 2005 as a consequence of subdivision will only be accepted by the Shire of Gingin if the reserve:*

- a. *Is accessible by an already constructed road that is, or in due course will be, linked into the existing local road network; or*
 - b. *As a consequence of subdivision is provided with a road by the developer that is linked into the existing local road network; or*
 - c. *Is located within the boundaries of a gazetted townsite; or*
 - d. *Will provide a beneficial extension to an area of land already owned or managed by the Shire of Gingin.*
2. *Notwithstanding any other policy provision, where in the public interest the protection of the foreshore is deemed appropriate the Council may, at its discretion, accept a foreshore reservation.*

The proposed reserve is not accessible by a constructed or proposed road, nor will it provide a beneficial extension. Whilst it is located within the townsite, due to the ownership of the land surrounding the proposal the officer feels that it is not in the public interest to accept a foreshore reservation over land that is suitably protected by other means.

Summary

The proposed foreshore reservation is isolated in nature and protected by SCA 1 and is flood prone so no construction would be permissible. In addition to its inaccessibility, the cost of gaining access to and maintaining the proposed reserve means that it would not be in the interest of the Shire to accept a management order over the land.

Therefore, it is recommended that Council not support the proposed creation of a reserve in this location.

STATUTORY/LOCAL LAW IMPLICATIONS

Shire of Gingin Local Planning Scheme No. 9

POLICY IMPLICATIONS

Policy 6.1 Acceptance of Management Orders – Reserves Created as a Result of Subdivision

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.2 Preservation & Management of Endangered Habitat & Coastal Reserves - Sustainable policy/actions supporting preservation activities

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Balcombe

SECONDED: Councillor Johnson

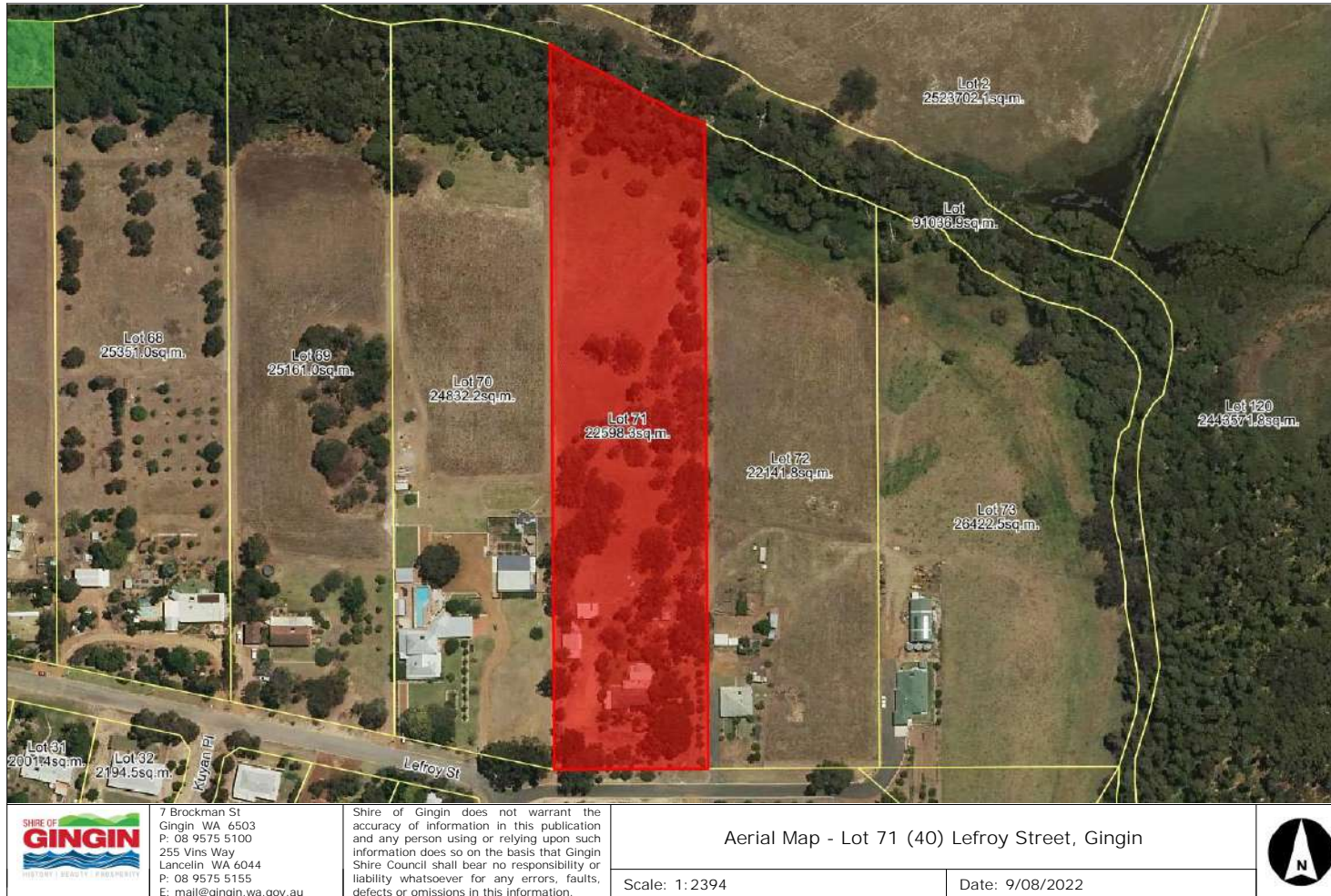
That Council not support:

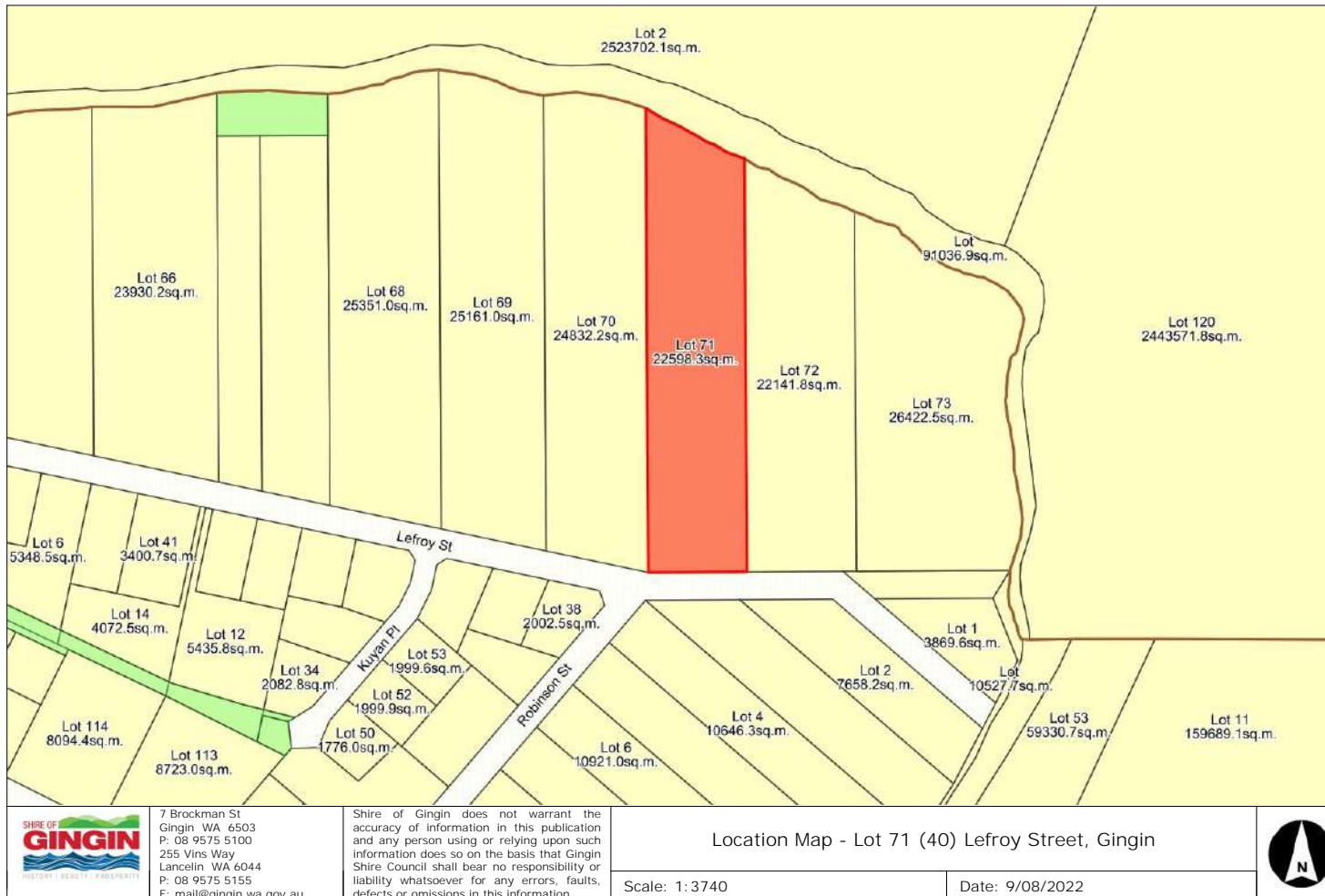
1. The creation of a foreshore reserve along portion of the Gingin Brook as a result of the subdivision of Lot 71 (40 Lefroy Street, Gingin; or
2. The issue of a Management Order vesting management responsibility over the area in the Shire of Gingin.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*







11 August 2022

Rosa Rigali
Western Australian Planning Commission
Locked Bag 2506
PERTH WA 6001

Via email: referrals@dplh.wa.gov.au

Dear Sir/Madam,

**APPLICATION NO 162669 – PROPOSED SUBDIVISION
ADDRESS: LOT 71 (40) LEFROY STREET, GINGIN**

I refer to your subdivision referral, received by the Shire on 8 August 2022 for the abovementioned development.

Acting under the authority of Council, I have considered the referral and wish to advise that the proposed subdivision of Lot 71 (40) Lefroy Street, Gingin is supported subject to the following conditions:

1. *Arrangements are to be made for the provision of a crossover to each lot as shown on the approved plan of subdivision.*
2. *A notification, pursuant to Section 165 of the Transfer of Land Act 1893 is to be placed on the certificate(s) of title of the proposed lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:*

“Bushfire Prone Area – This lot is located in a bushfire prone area. Additional planning and building requirements may apply to development on this land”

“Flood Prone Area – This lot is subject to flooding. Additional planning and building requirements may apply to development on this land”

Should you require any further information on this matter, please contact the Planning Department on (08) 9575 5100 or email mail@gingin.wa.gov.au.

Yours sincerely,

**NATASHA JURMANN
STATUTORY PLANNING OFFICER**

NJ/KW
Our Ref: LND/706 P2427



A: PO Box 510, Gingin WA 6503
T: (08) 9575 5100
E: mail@gingin.wa.gov.au
ABN: 85 697 704 946
W: www.gingin.wa.gov.au

**13.6 APPLICATION FOR DEVELOPMENT APPROVAL - 7M SHELL PRICE BOARD - LOT 102
(55) DEWAR ROAD, GRANVILLE**

File	BLD/4101
Applicant	Fueltech Consulting PTY LTD
Location	Lot 102 (55) Dewar Road, Granville
Owner	Dinesh Nallathamoi
Zoning	General Rural
WAPC No	N/A
Author	Natasha Jurmann – Statutory Town Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	Nil
Appendices	<ol style="list-style-type: none"> 1. Location Map - Lot 102 (55) Dewar Road, Granville [13.6.1 - 1 page] 2. Aerial Map - Lot 102 (55) Dewar Road, Granville [13.6.2 - 1 page] 3. Applicants Proposal [13.6.3 - 2 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an application for development approval to install a Pylon Sign at Lot 102 (55) Dewar Road, Granville.

BACKGROUND

The Shell Service Station seeks approval to display an advertising sign for the purpose of advertising fuel prices and other services.

The sign will be located adjacent to Dewar Road on the applicant's property and replaces the existing signage. The Pylon Sign will be 7 metres high and 2 metres wide, which is greater than the newly adopted Local Planning Policy 1.12 - Advertising Signs allows for, so Council discretion is required.

A copy of the location plan, aerial map and applicant's proposal are provided as appendices.

COMMENT

Stakeholder Consultation

There is no requirement to advertise the application as the proposed signage will have no impact on other parties.

PLANNING FRAMEWORK

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

The subject land 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.*

Officer Comment

The proposed signage is an addition to an existing use on the site and is designed to match what people expect to see when approaching a service station. The addition of the signage is unlikely to impact on the rural character of the area or impact on any other rural uses in the area.

Local Planning Policy (LPP) 1.12 - Advertising Signs

4.1 General Requirements

- 4.1.2. *Advertising signs that do not meet the standard requirements of this Policy are deemed not exempt from development approval and will require the lodgement of an application to the Shire for consideration of approval.*

4.1.6. *The advertising sign shall achieve the following design and location criteria:*

- *Be of a minor nature and subservient to the scale of a building and/or place in which they are installed.*
- *Limited to one sign type per lot frontage.*
- *Not cause visual clutter of the streetscape, building or place.*
- *Not display offensive wording or images.*
- *Only display services offered for sale and/or produced on the land.*
- *Not obscure architectural attributes of a building.*
- *Not cause a nuisance, by way of light spillage, to adjoining or nearby properties.*
- *Not flash, pulsate or chase when illuminated.*
- *Not contain colours that interfere with, or are likely to be confused with, traffic control signals whether illuminated or not.*
- *Not obstruct visual sightlines or movement for motorists and pedestrians.*
- *Not obstruct views of significance.*
- *Not be placed on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.*

Officer Comment

The proposed signage is considered to be of Pylon type and the requirements under the LPP state that the signage should be no more than 4 metres high and 2 metres wide. The application proposes signage that is 7 metres high and 2.01 metres wide and a development application has been submitted in accordance with the policy.

The signage will be minor compared to the existing service station and campground located on the site. Only one sign is proposed so there will be no visual clutter, and only advertising of services offered on the land is proposed.

Clause 67 – Deemed Provisions for Local Planning Schemes

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;*

Officer Comment

The proposed signage is considered to be compatible with the location in that it fits in with the desired future character of the area as a tourist stop on the way into town. The location of the sign means that it is unlikely to have any impact on the existing character of the area as there are no residential structures located in the immediate vicinity.

Summary

The additional height proposed by the applicant for the Pylon sign is unlikely to have a negative impact on the area and therefore approval is recommended.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Planning Scheme No. 9

Planning and Development (Local Planning Scheme) Regulations 2015
Clause 67 – Matters to be considered by local government

POLICY IMPLICATIONS

Local Planning Policy 1.12 - Advertising signs

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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 Peczka **SECONDED:** Councillor Vis

That Council grant Development Approval to install one Pylon Sign at Lot 102 (55) Dewar Road, Granville, subject to the following conditions;

1. The land use and development shall be undertaken in accordance with the approved plans and specifications unless otherwise conditioned by this Approval;
2. This Approval is for one pylon sign only, to be erected in the location depicted on the approved plans;

3. The sign shall be maintained in a good condition of presentation. The Shire reserves the right to direct the applicant/landowner, in writing, to undertake necessary works to maintain the sign to a standard satisfactory to the Shire of Gingin; and
4. The approved signage shall not contain any flashing, moving or pulsating lighting nor contain lighting that is distracting to road users.

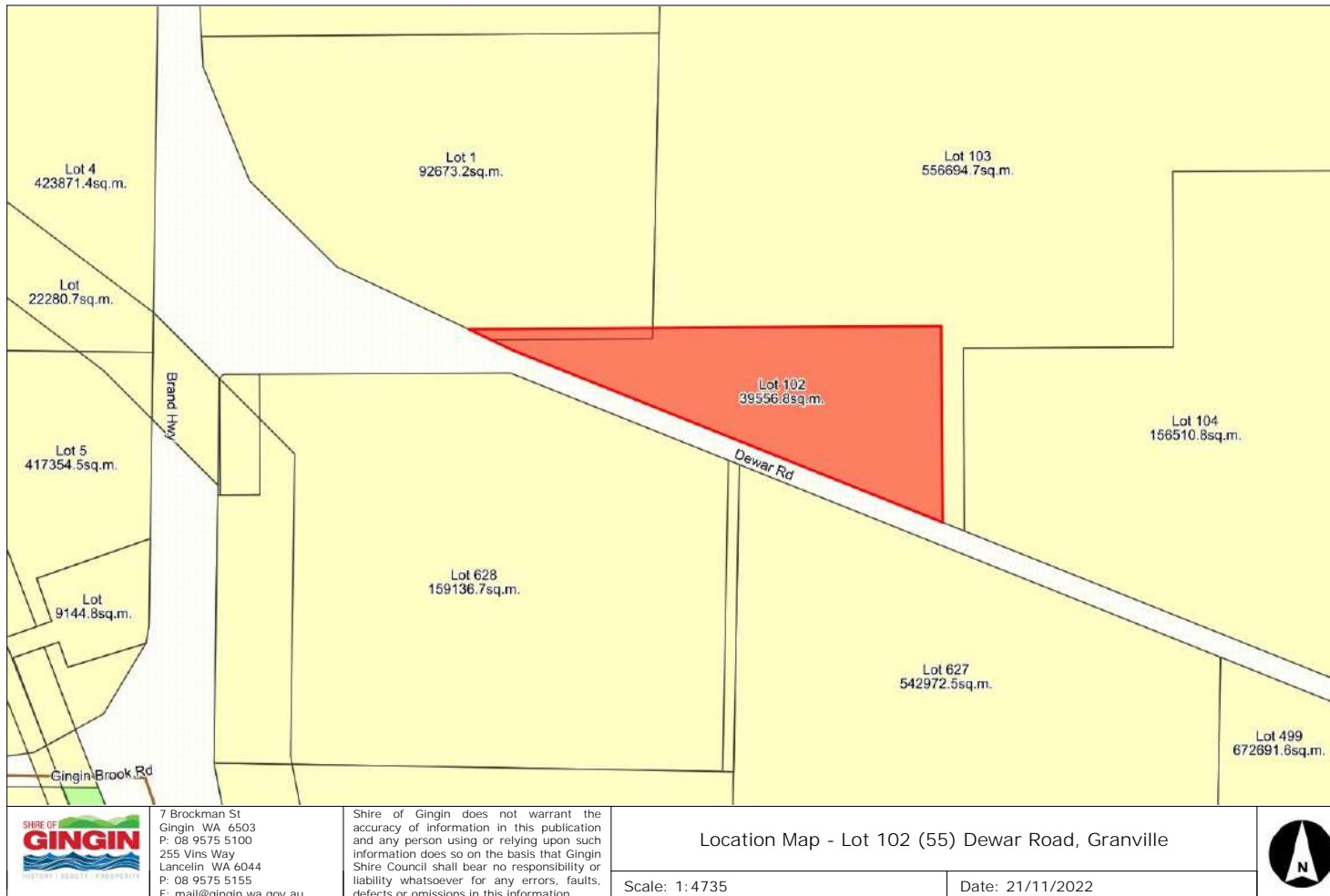
Advice Notes

- 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 may be carried out without further approval of the local government having first been sought and obtained.
- Note 4: This approval is not a building permit or an approval under any law other than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licences required under any other law, and to commence and carry out development in accordance with all relevant laws.

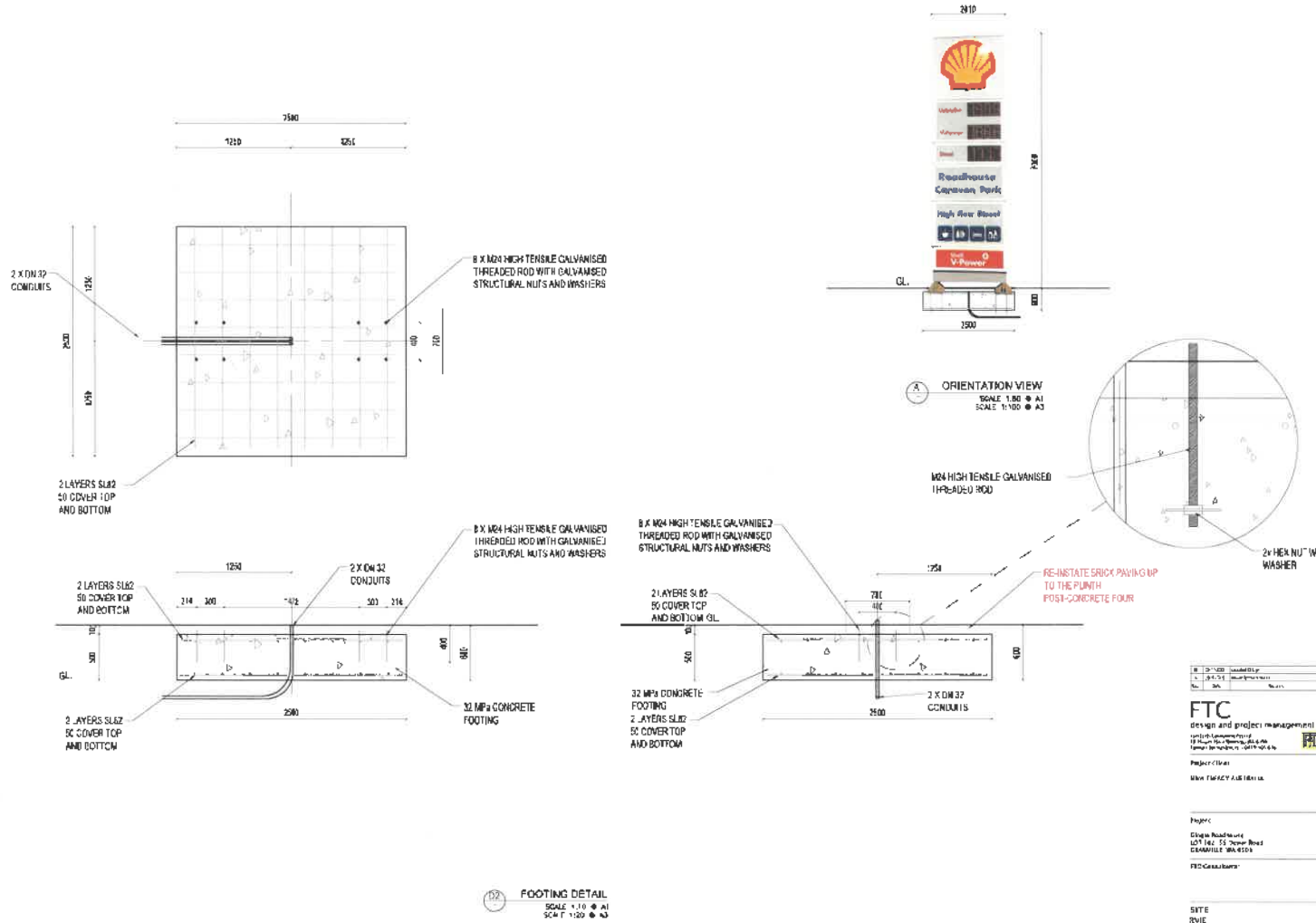
CARRIED UNANIMOUSLY
7 / 0

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

AGAINST: *Nil*







DR	10/10/2022	Issued for Approval
CHK	10/10/2022	Checked
APP		Approved

FTC
design and project management
111 St Johns Road, Suite 101
Cambridge, WA 6164
Phone: 08 9437 1234
Fax: 08 9437 1235
www.ftc.com.au

Project Client
Miles Timber Assets

Project
Edge Roadworks
LOT 102, 55 Tower Road
CAMBRIDGE WA 6164

Project Location
Miles Timber Assets

Site
RUE
75A 10 SIGA FOOTING

Drawing No
FTC222110-SI-V01

Scale
1:10

ISSUED FOR APPROVAL

13.7 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED INDUSTRY LIGHT (MEAT PROCESSING ROOM) AT PT 11 OF LOT 13 (35) GINGIN BROOK ROAD, COONABIDGEE

File	BLD/4910
Applicant	Adam Martinovich
Location	Pt 11 of Lot 13 (35) Gingin Brook Road, Coonabidgee
Owner	GJ Martinovich
Zoning	Rural Industry
WAPC No	N/A
Author	Natasha Jurmann – Statutory Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	N/A
Appendices	<ol style="list-style-type: none"> 1. Location Map - Lot 13, Part 11 (35) Gingin Brook Road, Coonabidgee [13.7.1 - 1 page] 2. Aerial Map - Lot 13, Part 11 (35) Gingin Brook Road, Coonabidgee [13.7.2 - 1 page] 3. Applicant's Proposal [13.7.3 - 9 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an application for development approval to install a meat processing room – light industry – at Pt 11 of Lot 13 (35) Gingin Brook Road, Coonabidgee.

BACKGROUND

The applicant wishes to install a meat processing room within the existing warehouse/storage shed on the property for the purpose of providing a cut/pack service to local farmers.

The room would be located within the existing building and only one person would be working out of it. The applicant proposes to collect beef and lamb carcasses from the abattoir and cut and pack the meat before taking the waste back to the abattoir for disposal. The meat would then be picked up by the owner of the animal, potentially resulting in 5-10 additional vehicle movements per week.

As the applicant is only proposing the processing of meat and not its sale, the proposal is considered to be a light industry as opposed to a shop.

A copy of the location plan, aerial map and applicant's proposal are provided as appendices.

COMMENT

Stakeholder Consultation

The use 'Light Industry' is permitted under Local Planning Scheme No. 9 and therefore does not require advertising.

PLANNING FRAMEWORK

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

4.7.2 Parking

4.7.2.1 Provisions for Parking, Access for Loading and Unloading Vehicles

In the Town Centre, Mixed Business, General Industry, Rural Industry and Tourist zones:

- (i) no land or buildings shall be developed unless provision is made for an area clear of the street for the purpose of loading or unloading goods or materials.*
- (ii) the local government will seek to ensure that the majority of servicing vehicles will be able to leave and enter the street in a forward direction.*
- (iii) parking, loading and unloading and access, complete with necessary drainage, signs and marking as required by the local government, shall be provided prior to any occupation of the development or at such time as may be agreed in writing between the local government and the developer.*
- (iv) external servicing areas shall be established and maintained to the satisfaction of the local government*

4.7.2.3 Except with the approval of local government, a person shall not use or develop land for a purpose specified in Column 1 of Table 3 unless provision is made on the site for a number of car parking spaces not less than the number calculated in accordance with Column 2 of that Table shown opposite that purpose.

4.7.2.4 Where a calculation made in pursuance of subclause 4.7.2.3 results in a number which is not a whole number, the number of parking spaces required shall be the next highest whole number.

- 4.7.2.5 *Where there is a use of land referred to in the Zoning Table (Table 1) for which no provision is made in respect of car parking spaces in Table 3, the car parking spaces required for that use of land shall be as determined by local government.*

Officer Comment

The application proposes up to 2 refrigerator trucks in a week and up to 10 vehicles picking up processed meat. Given the ample space surrounding the existing development, the officer is of the view that no further parking or truck manouevering space is required to accommodate the proposed use.

4.8 Zone Specific Development Standards

4.8.4 Rural Industry Zone

4.8.4.1 *Lot sizes shall be between 1 and 4 hectares.*

4.8.4.2 *Local government may, at its discretion, consider permitting the land use "single house". In doing so, local government will be guided by the development standards in clause 4.8.9, excepting clauses 4.8.9.4 and 4.8.9.5.*

4.8.4.3 Refuse Storage Areas

All developments shall provide at least one refuse storage area readily accessible to service vehicles and screened from view from a public street by a close fence, wall or screen landscaping no less than 1.8 metres in height.

4.8.4.4 Storage Yards

A person shall not use land for open storage purposes unless it is screened from public view by a fence or wall to the satisfaction of the local government.

Officer Comment

The application does not propose a subdivision, any new structures, refuse storage areas or storage yards and so the officer considers the application to comply with the development standards.

Clause 67 – Deemed Provisions for Local Planning Schemes

m) *the compatibility of the development with its setting, including –*

- (i) *the compatibility of the development with the desired future character of its setting; and*

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- n) the amenity of the locality including the following –*
 - (i) environmental impacts of the development;*
 - (ii) the character of the locality;*
 - (iii) social impacts of the development;*

Officer Comment

The proposed use is considered to be consistent with the desired character of the locality and, as it is minor in nature and already located on a site adjacent to other shop fronts, the officer considers the additional persons attending the site unlikely to have an impact on the surrounding businesses. The proposal is similar to many mobile butcher services that operate in the area and allow farmers to consume their own meat.

Summary

The application proposes a light industry use in the rural industry zone and the proposed business will be run by a qualified butcher in a purpose-built room. The waste is to be appropriately disposed of by an existing approved abattoir and the site has capacity to accommodate the additional people attending it.

As the proposal is considered by the officer to be appropriate in the suggested location, it is recommended that Council approve the application.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Planning Scheme No. 9

Planning and Development (Local Planning Scheme) Regulations 2015
Clause 67 – Matters to be considered by local government

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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 Johnson

SECONDED: Councillor Kestel

That Council grant Development Approval to operate a Light Industry – Meat Processing Room at Pt 11 of Lot 13 (35) Gingin Brook Road, Coonabidgee, subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications unless otherwise conditioned by this Approval;
2. This Approval is for a Light Industry – Meat Processing Room only, in accordance with the stamped approved plans; and
3. Prior to commencement the applicant/operator must provide a Waste Management Plan to the satisfaction of the Shire of Gingin and comply with it thereafter.

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 may be carried out without further approval of the local government having first been sought and obtained.

Note 4: This approval is not a building permit or an approval under any law other than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licences required under any other law, and to commence and carry out development in accordance with all relevant laws.

Note 5: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011*, *Health Act 2016* and *Food Act 2008*, which are to be approved by the Shire of Gingin.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*





Business Plan for Westside Meat Processing

Adam Martinovich ABN- TBA

Experience

I am a Qualified Butcher who owned and operated my own Butcher shop & business for 8 and a half years between 2004 & 2012, which entailed successfully running the Butcher Shop with all different cuts of meat as well as processing approx. 2- 5 'Privates' (Personally owned Bodies of Beef which had been killed and processed by the Gingin Abattoir, cut, packed and labelled and delivered back to the customer) which is the service I plan to operate within this new Business.

Opening hours-

Monday to Friday 7am to 5 pm

Saturdays by appointment 7am to 1pm

Plans for Customer interaction/trade

Customers will be able to call or email their requests and specifications directly to me.

Business Operations

I will provide a Cut & Pack service to Private Owners of a Beef & Lamb carcasses which have been Proceeded from Live Animal to Carcass by the local Government registered Abattoir, Witan Holdings- Gingin Meatworks & Abattoir.

Customers will have the ability to request how they wish for their Bodies of Beef or Lamb to be cut & packed within my selected processing options.

Customers processed bodies of Beef or Lamb would then be delivered by truck directly from the Gingin Meatworks & Abattoir , these deliveries would be via an 8 Wheeler Rigid Refrigerated Truck on set days (twice per week). A fixed rail system will connect directly to the Refrigerated Truck which will send the Bodies directly into the Cool room, where they will be stored until processed.

All Bodies of Beef or Lamb will then be processed in the Airconditioned Processing room, Cut, packed and Labelled to the customers' requirements and packed and strapped into boxes and stored in the Cool room ready for collection.

Vehicle movements

Estimated Additional Vehicle movements would be approximately 5-10 vehicle per day , which would be customer picking up their processed bodies of Beef or Lamb.

Staff

I will be the only Staff, I will be operating solo, with the plan to only accept work that I can manage myself.

Gingin Meatworks & Abattoir have given me their full support in setting up this business as there is no one within a 60km radius that offers this service. They have also given authorisation to return the fat and bone waste back to their facility to be processed with their own waste.

In addition to my development Application

Processing Numbers

As this is a new start-up business I am anticipating 5 -10 bodies of Beef per week, but the Cool room & Processing area will be equipped to process up to 20.

Waste Management Plan

Floor Drains with catchment grids will be located in the processing room as well as in the Cool room.

All floor waste, as well as fat & bone waste will be stored in the Cool room and delivered back to the Gingin Meatworks & Abattoir and disposed of within Shire/Government guidelines.

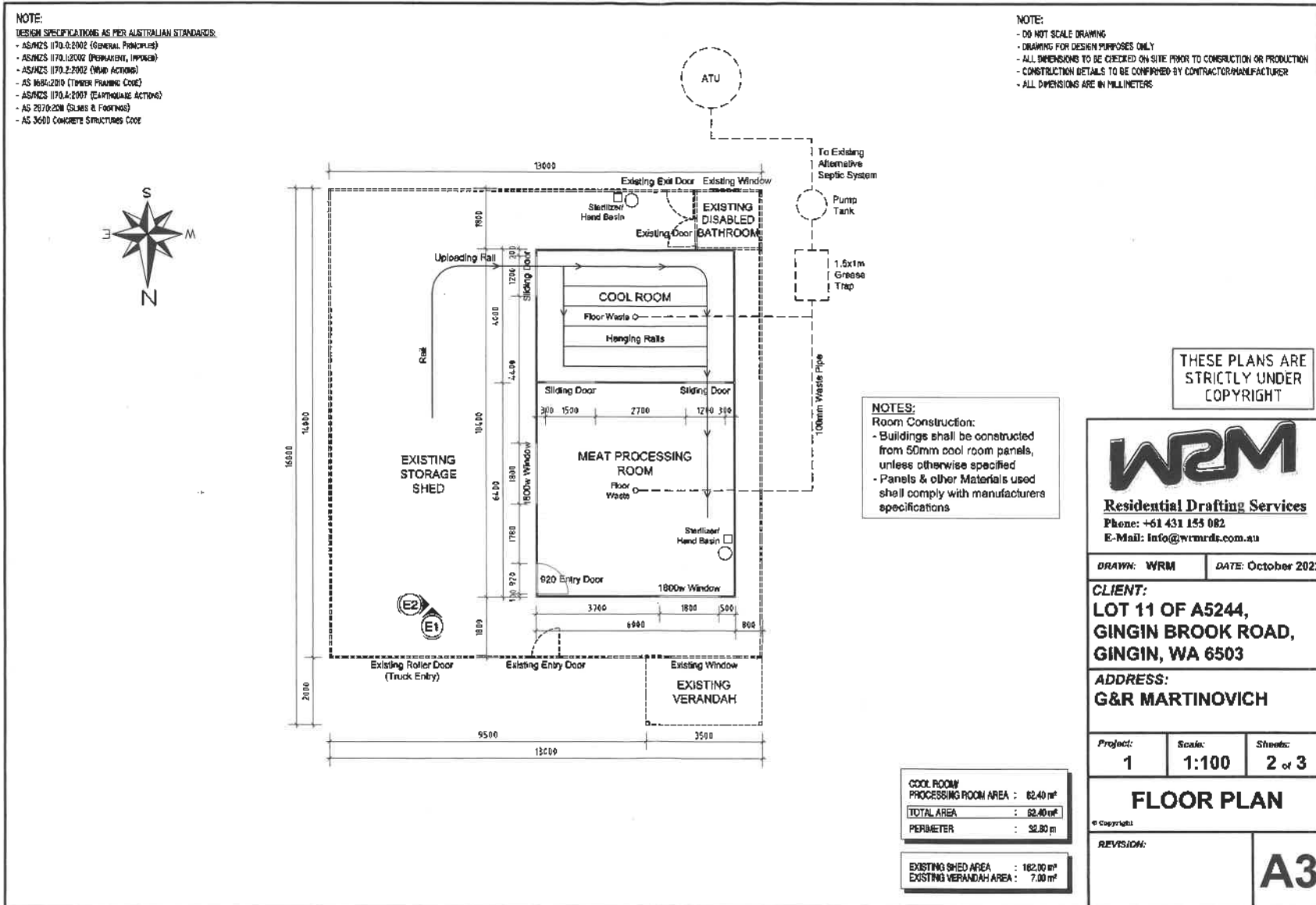
I plan to use up to 250 litres of water per day to complete my daily clean up routine. The waste water will be disposed of via the septic system.

Trucks entering the premises

The Gingin Meatworks & Abattoir will deliver the Bodies of Beef/lamb in a 6-8 wheeled rigid refrigerated Truck up to twice per week.

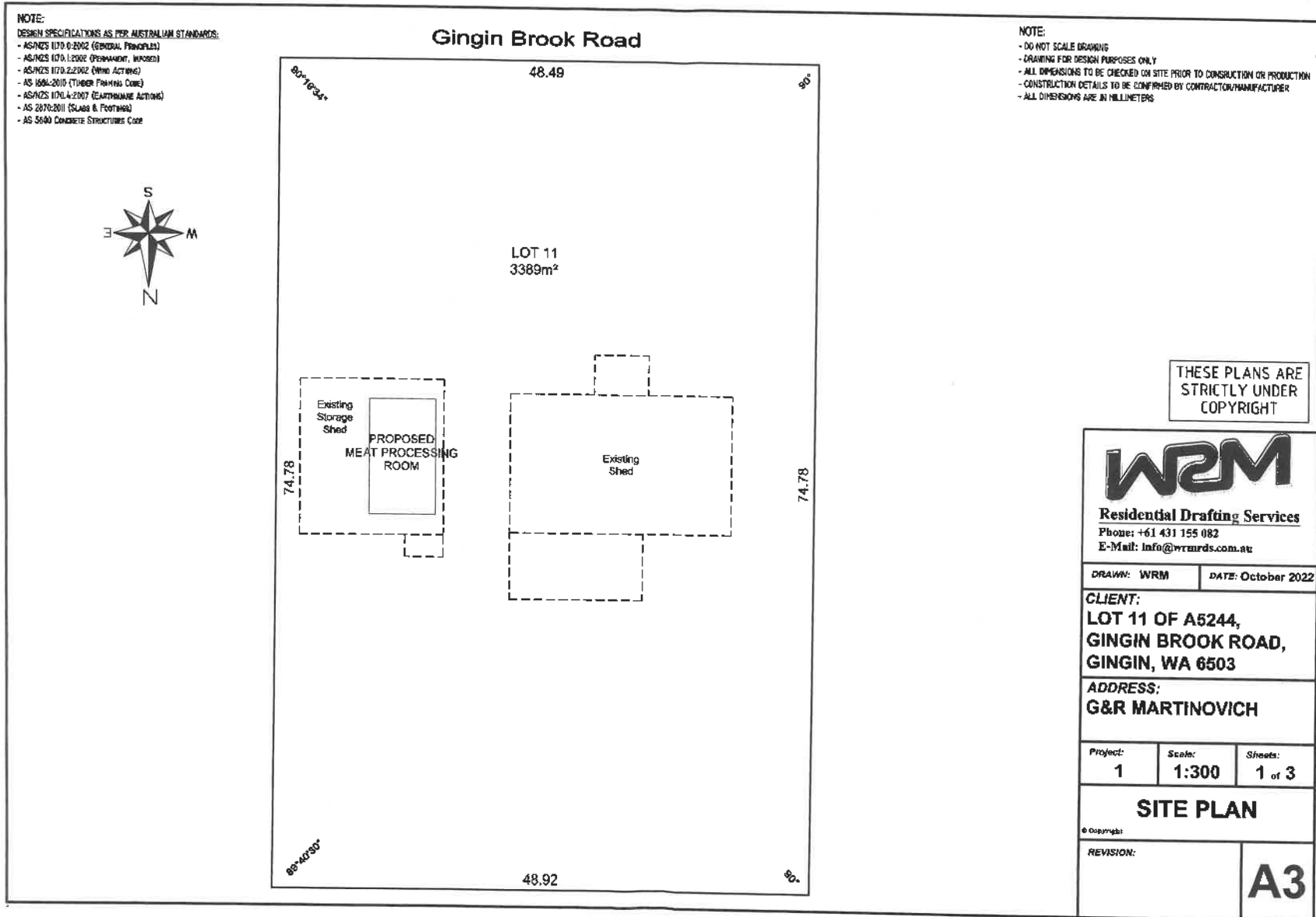
**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.7.3



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.7.3



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.7.3

NOTE:
DESIGN SPECIFICATIONS AS PER AUSTRALIAN STANDARDS:
- AS/NZS 1770.0:2002 (GENERAL PRINCIPLES)
- AS/NZS 1770.1:2002 (FOUNDATION, WALLS)
- AS/NZS 1770.2:2002 (WIND ACTION)
- AS 1684:2000 (TOWER FRAMEWORK CODE)
- AS/NZS 1702.4:2007 (EARTHQUAKE ACTION)
- AS 2878:2001 (SLABS & FORMWORK)
- AS 3600 CONCRETE STRUCTURES CODE

NOTE:
- DO NOT SCALE DRAWING
- DRAWING FOR DESIGN PURPOSES ONLY
- ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO CONSTRUCTION OR PRODUCTION
- CONSTRUCTION DETAILS TO BE CONFIRMED BY CONTRACTOR/MANUFACTURER
- ALL DIMENSIONS ARE IN MILLIMETERS

E1 NORTH FACING ELEVATION

E2 EAST FACING ELEVATION

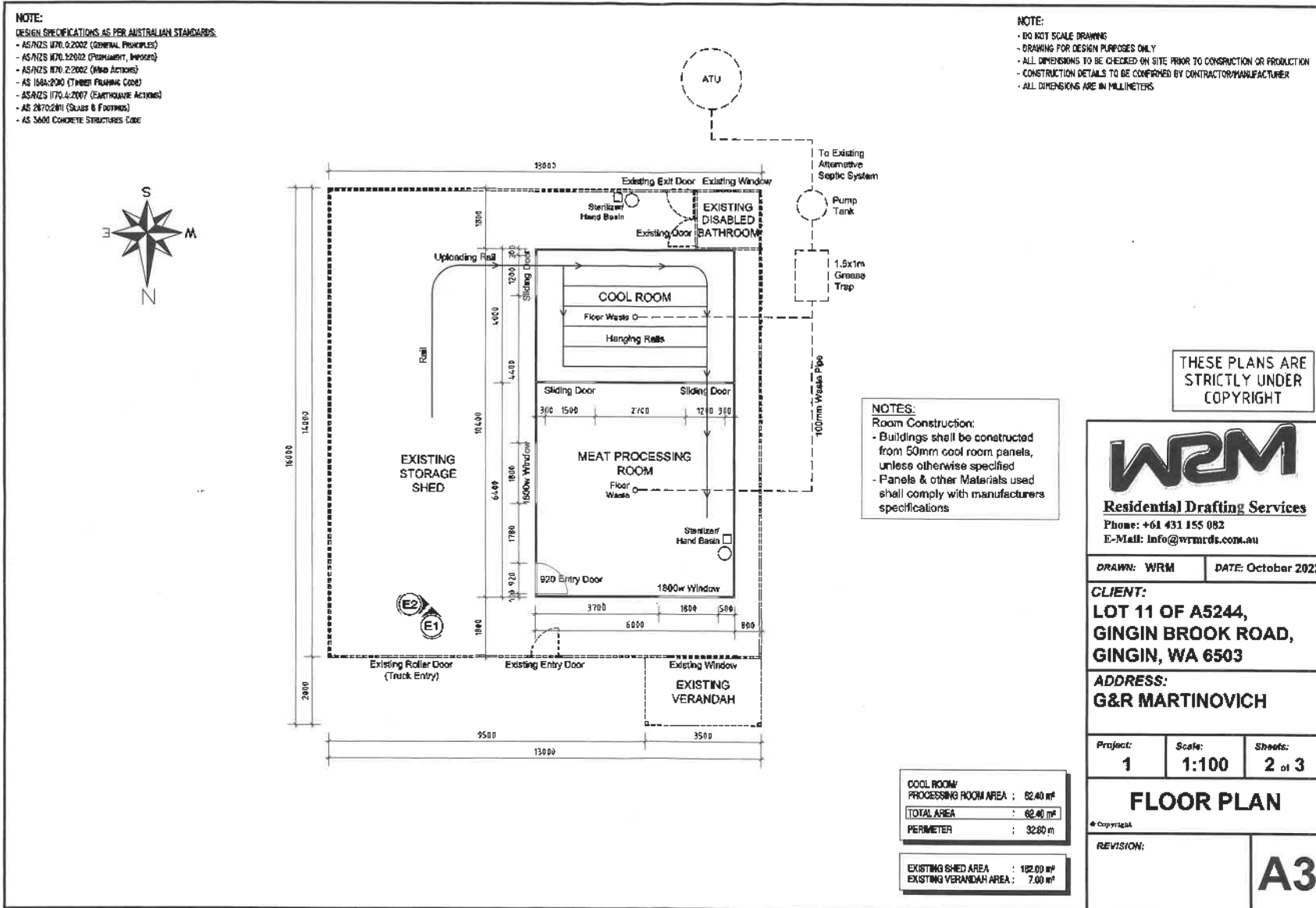
NOTES:
Room Construction:
- Buildings shall be constructed from 50mm cool room panels, unless otherwise specified
- Panels & other Materials used shall comply with manufacturers specifications

THESE PLANS ARE STRICTLY UNDER COPYRIGHT

 Design & Drafting Services Phone: +61 431 155 082 E-Mail: info@wrmds.com.au	DRAWN BY: WRM	DATE: October 2022	Project:	ELEVATIONS	
	CLIENT:		001	© Copyright REVISION: <div style="font-size: 2em; font-weight: bold; text-align: right;">A3</div>	
	G&R MARTINOVICH		Scale:		
	ADDRESS:		1 : 100		
LOT 11 OF A5244, GINGIN BROOK ROAD, GINGIN, WA 6503			Sheets:		
			3 of 3		

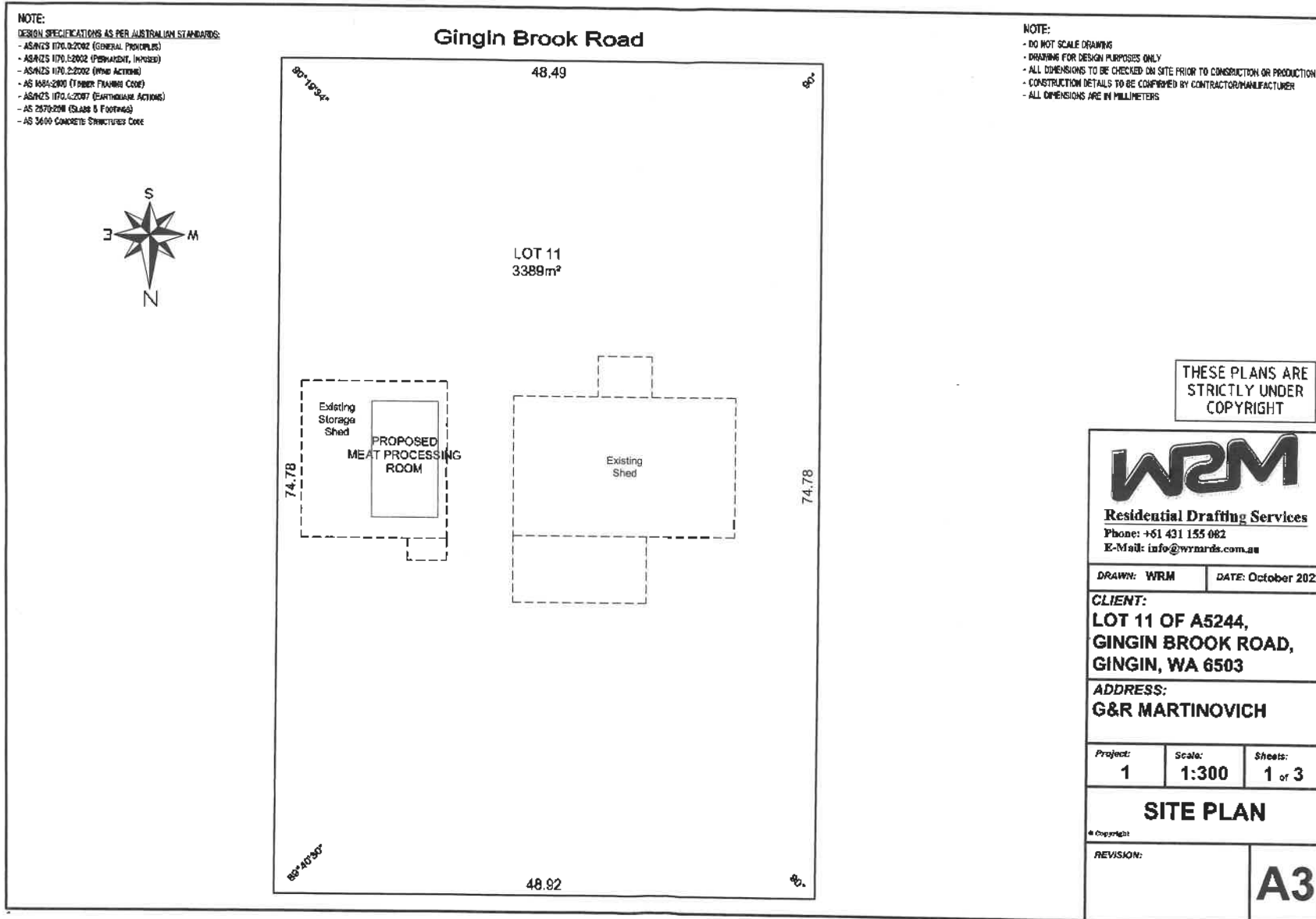
**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.7.3



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.7.3



**MINUTES
ORDINARY COUNCIL MEETING
20 DECEMBER 2022**

APPENDIX 13.7.3

NOTE:
DESIGN SPECIFICATIONS AS PER AUSTRALIAN STANDARDS:
- AS/NZS 1170.0:2002 (GENERAL PRINCIPLES)
- AS/NZS 1170.1:2002 (PERMANENT, WIND)
- AS/NZS 1170.2:2002 (WIND ACTIONS)
- AS 1564:2010 (STEEL FRAMING CODE)
- AS/NZS 1749.1:2007 (REINFORCED CONCRETE)
- AS 2870:2011 (SLABS & FOOTINGS)
- AS 3600 CONCRETE STRUCTURES CODE

NOTE:
- DO NOT SCALE DRAWING
- DRAWING FOR DESIGN PURPOSES ONLY
- ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO CONSTRUCTION OR PRODUCTION
- CONSTRUCTION DETAILS TO BE CONFIRMED BY CONTRACTOR/MANUFACTURER
- ALL DIMENSIONS ARE IN MILLIMETERS

E1 NORTH FACING ELEVATION

E2 EAST FACING ELEVATION

NOTES:
Room Construction;
- Buildings shall be constructed from 50mm cool room panels, unless otherwise specified
- Panels & other Materials used shall comply with manufacturers specifications

THESE PLANS ARE STRICTLY UNDER COPYRIGHT

 Design & Drafting Services Phone: +61 431 155 082 E-Mail: info@wrmdra.com.au	DRAWN BY: WRM	DATE: October 2022	Project: 001	ELEVATIONS		
	CLIENT: G&R MARTINOVICH			Scale: 1 : 100	REVISION:	
	ADDRESS: LOT 11 OF A5244, GINGIN BROOK ROAD, GINGIN, WA 6503			Streets: 3 of 3		
					A3	

Witan Holdings Pty Ltd | SRJM Pty Ltd | Midwest Beef Processing Pty Ltd | Mammoth Cold Stores Pty Ltd
Trading As

Borrello Group



To whom it may concern

The Gingin meat works have agreed with Adam Martinovich who is proposing to build a service boning room at 11 Gingin Brook Road, Gingin, 6503 WA. That we will receive all his animal carcass by-product and dispose of this product through our animal by-product procedures

Director of Gingin Meatworks
Michael Borrello

A handwritten signature in blue ink that reads "mBorrello".

**13.8 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED CHANGE OF USE
HOLIDAY HOUSE AT LOT 415 (17) WEDGE STREET, LEDGE POINT**

File	BLD/6256
Applicant	Courtney and James Bayliss
Location	17 Wedge Street, Ledge Point
Owner	Courtney and James Bayliss and Lynley and Wayne Fewster
Zoning	Residential 15
WAPC No	N/A
Author	Natasha Jurmann – Statutory Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	N/A
Appendices	<ol style="list-style-type: none"> 1. Aerial Map - Lot 415 (17) Wedge Street, Ledge Point [13.8.1 - 1 page] 2. Location Map - Lot 415 (17) Wedge Street, Ledge Point [13.8.2 - 1 page] 3. Applicant's proposal [13.8.3 - 4 pages]

DISCLOSURES OF INTEREST

James Bayliss (Coordinator Statutory Planning) disclosed a Financial Interest as he is a part owner of the property and left the meeting at 3:40pm.

Councillor Wayne Fewster (Shire President) disclosed a Financial Interest as he is a part owner of the property and left the meeting at 3:40pm.

Councillor Andrea Vis (Deputy Shire President) assumed the chair at 3:40pm.

PURPOSE

To consider an Application for Development Approval for a change of use from ‘Single House’ to ‘Holiday House (Large)’ at Lot 415 (17) Wedge Street, Ledge Point.

BACKGROUND

The subject property is 922m² and currently accommodates a single house and an outbuilding. The dwelling contains three bedrooms, a rumpus and two bathroom/toilets.

The proponent seeks approval to change the use of the existing dwelling onsite from a single house to a ‘holiday house (large)’, which is a separate land use under Local Planning Scheme No. 9. The classification change will enable the landowner to legitimately rent out the dwelling for short-stay accommodation.

At the Council Concept Forum on 8 July 2014, Administration outlined options that are available to local government to regulate this land use, primarily through the preparation and implementation of a local law and/or local planning policy, with approvals then being captured in a register. This is a consistent approach adopted by many local governments.

At the Concept Forum on 5 May 2015, Administration provided an update with respect to feedback received by ratepayers after a letter initiating the above was sent to all landowners within coastal townsites. From this date forward no further action has been undertaken with respect to the preparation of a local law and/or local planning policy, however a limited register of holiday let accommodation has been recorded.

It should also be noted that, from a building perspective, the dwelling requires reclassification from a Class 1A building to a Class 1B building.

An aerial map, location plan and development plans are provided as appendices.

COMMENT

Stakeholder Consultation

The application was not advertised to surrounding landowners as in accordance with regulation 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015* discretionary uses do not require advertising.

PLANNING FRAMEWORK

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

The objectives of the Residential zone are as follows:

1. *provide for a range of housing types and encourage a high standard of residential development;*
2. *maintain and enhance the residential character and amenity of the zone;*
- 3.
4. *limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity; and*
- 5.
6. *ensure that the density of development takes cognisance of the availability of reticulated sewerage, the effluent disposal characteristics of the land and other environmental factors.*

The definition of a 'Holiday House (Large)' under LPS 9 is as follows:

"means premises conforming to the definition of "Holiday House" with the exception that the premises provide short stay accommodation for more than 6 people but not more than 12 at any one time"

The land is zoned Residential 12.5/20 under LPS 9, under which Holiday House (Large) is a discretionary (D) use. This means that the use is not permitted unless the local government has excised its discretion by granting development approval.

It is noted that this land use has no development standards under LPS 9 for the officer to consider the proposal against.

Western Australian Planning Commission (WAPC) – Planning Bulletin 99 – Holiday Homes Guidelines

This bulletin sets out the position of the WAPC in relation to the planning and regulation of holiday homes in Western Australia. The bulletin provides guidance to local governments when dealing with issues associated with holiday homes in the local government planning framework.

The objectives of Planning Bulletin 99 are:

- *To facilitate a consistent, equitable and efficient planning process for the regulation of holiday homes in Western Australia;*
- *To support the tourism industry by the promotion of voluntary accreditation of holiday homes;*
- *To encourage good quality, well managed holiday homes for use by short-term visitors generally in locations that will enhance the tourism experience while minimising potential impacts on adjoining residents; and*
- *To support the role of holiday homes as part of the tourism industry.*

The bulletin primarily provides direction for local government to prepare and adopt a local planning policy (LPP) with respect to holiday homes. As a local planning policy has not been created in this instance, this assessment refers to the matters for consideration as per the bulletin.

Officer Comments

Development approval for holiday accommodation is required by local government to protect the residential amenity of permanent residents and minimise the negative impacts that may be caused by the transient nature of holiday guests.

While it is acknowledged that the Shire does not have a policy regulating this use, a broad review of local government regulations indicates that amenity issues such as excessive noise and/or anti-social behaviour, demand for car parking, sense of loss of security and poor property appearance and maintenance are matters that should be considered when assessing this form of development. An appropriate mechanism to regulate these issues is through the preparation and implementation of a management plan that outlines the following:

- The control of noise;
- A complaints management procedure, which is to include the provision of the short stay accommodation owner's contact telephone number to adjoining neighbours;
- The ongoing maintenance of the premises and all common property areas;
- Security of guests, residents and visitors;
- Control of antisocial behaviour and potential conflict between long term and short term guests. A Code of Conduct shall be prepared detailing the expected behaviour of residents in order to minimise any impact on adjoining properties; and
- Management of parking.

The requirement for the above matters to be addressed at the time of the proposal should be provided through a local law or local planning policy.

The applicant has noted that, given the driveway size, there is ample room for parking and that guests will have to adhere to a strict code of conduct.

Administration is of the view that the standards set by the owner will suitably control any potential impacts on amenity that would otherwise be noted in a management plan. Compliance with the management statement will be enforced as a condition of approval.

Land Capability

The subject property has the capacity to accommodate the parking of additional vehicles within the property boundary, so it is anticipated that verge/street parking will not become an issue as a result of the land use.

Summary

Based on the above assessment, the proposal does not contravene any provisions of LPS 9 and is therefore supported.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Planning Scheme No. 9
Part 4 – Zones and use of the land

Planning and Development (Local Planning Scheme) Regulation 2015
Clause 67 – Matters to be considered by local government

Planning Bulletin 99 – Holiday houses (WAPC)

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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 Johnson

That Council grant Development Approval for a Change of Use from Single House to Holiday House (Large) on Lot 415 (17) Wedge Street, Ledge Point subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications unless otherwise conditioned by this Approval;
2. This Approval is for a change of use to Holiday House (Large) only;
3. The development shall comply with the definition of a Holiday House (Large) as stipulated under Local Planning Scheme No. 9 (as amended);
4. Car parking for occupants/guests must be contained wholly within the subject property;
5. The applicant/owner/manager is to at all times comply with the management statement provided as part of the application.

6. A code of conduct detailing the expected behaviour and obligations of guests is to be displayed in a prominent location within the premises; and
7. Managing agents/landowner contact details are to be provided to adjoining neighbours.

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: This approval is not a building permit reclassification or an approval under any law other than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licences required under any other law, and to commence and carry out development in accordance with all relevant laws.

Note 3: Further to this approval, the applicant is required to comply with the *Health Act 2016* and the Shire's Health Local Law 2017;

Note 4: Where the use is found to be causing a nuisance then Council may rescind the approval granted. Following rescission, no person shall continue to operate the land use unless approval to do so is subsequently granted by the Council.

Note 5: This approval does not authorise the display of advertising signage for the approved land use.

Note 6: Please be advised that the dwelling will require a reclassification from a Class 1A building to a Class 1B building. Please contact the Shire's Building Department for further information.

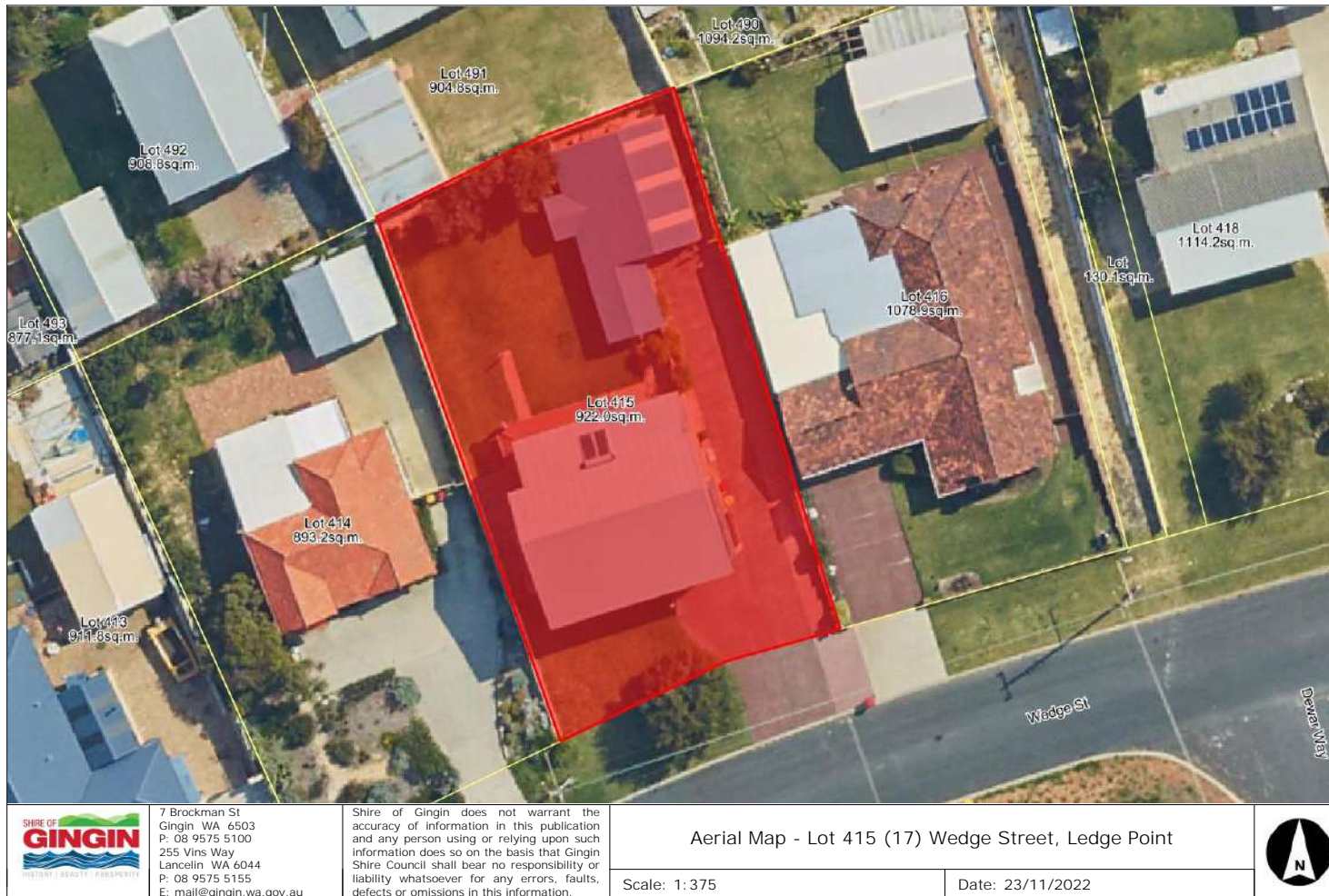
CARRIED UNANIMOUSLY
6 / 0

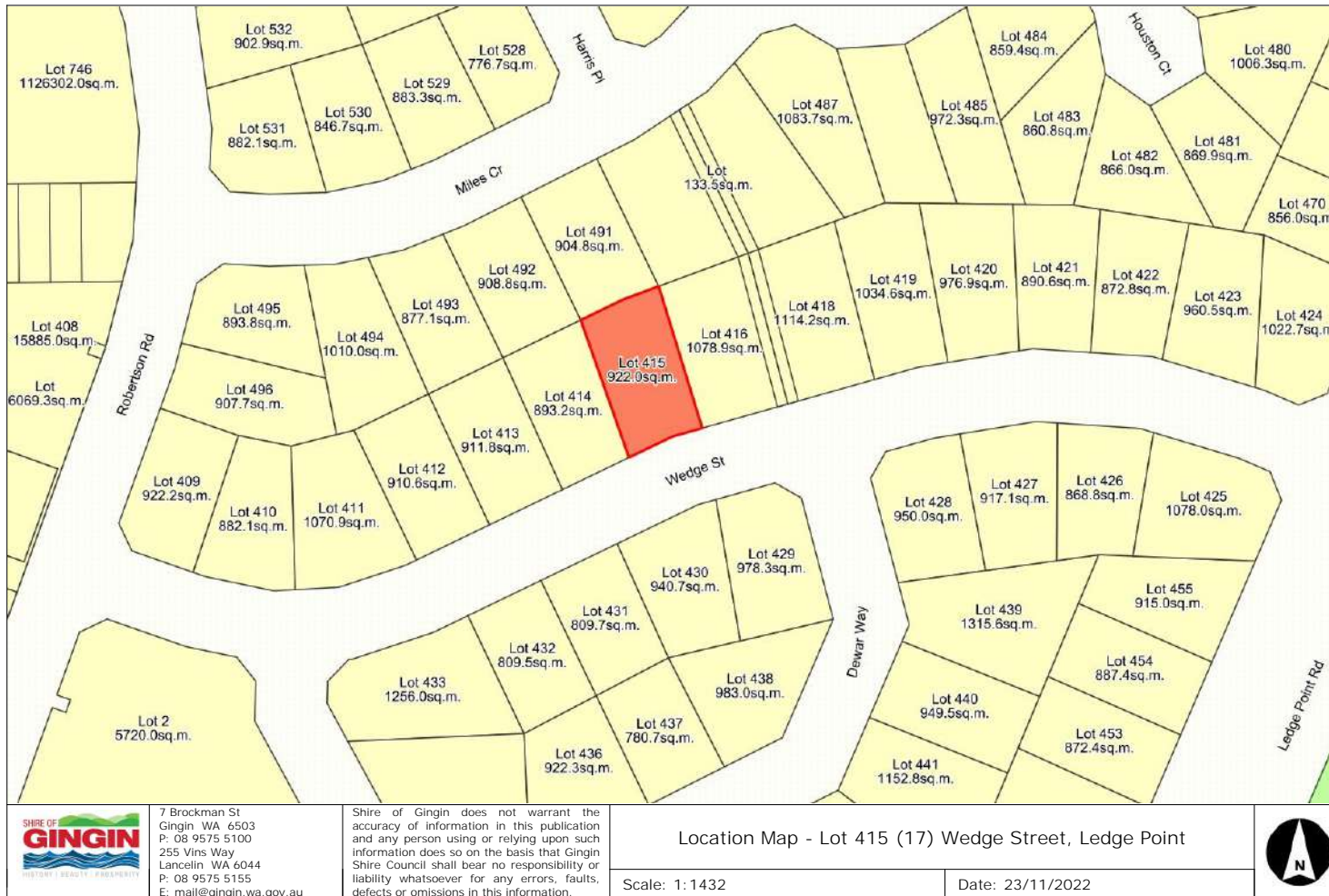
FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*

James Bayliss (Coordinator Statutory Planning) and Councillor Wayne Fewster (Shire President) returned to the meeting at 3:49pm and were advised of Council's decision.

Councillor Fewster resumed the Chair at 3:49pm.





23 November 2022

Aaron Cook
Chief Executive Officer
Shire of Gingin

mail@gingin.wa.gov.au

**ADDITIONAL USE – HOLIDAY HOUSE
17 WEDGE STREET, LEDGE POINT**

This letter is provided in support of an Application for Development Approval for an additional use on the above property for 'Holiday House'.

We seek to use the property intermittently for short-stay accommodation, defined under LPS 9 as a 'Holiday House'.

It should also be noted that from a building perspective, the dwelling requires reclassification from a Class 1A building to a Class 1B building, which will be done post development approval.

It is noted that the Shire does not have a policy regulating such a land use, so I reference the Western Australian Planning Commission's (WAPC) Planning Bulletin 99 – Holiday Homes Guidelines for guidance. The following demonstrates adherence the relevant considerations:

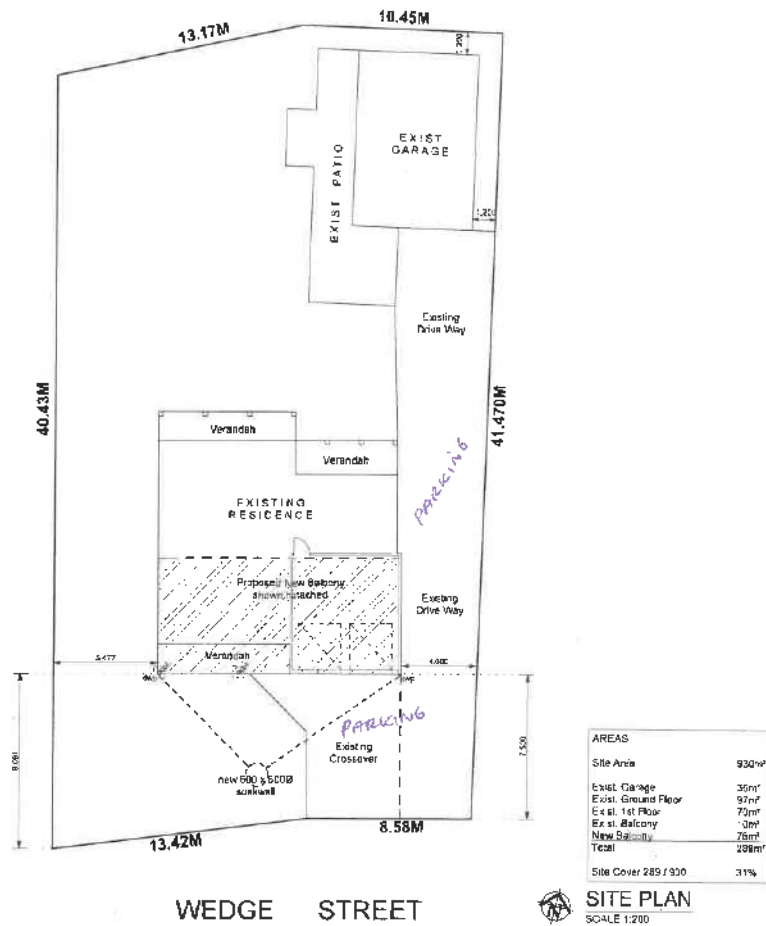
- The control of noise via a Code of Conduct for guest to adhere. This will include a complaints management procedure. This will be displayed within the dwelling in a prominent location. Contact details will be provided to adjoining landowners, so in the event guests are causing a nuisance, we as the landowners can attempt to resolve the situation expediently.
- Given the driveway size, ample room for vehicle parking is provided.

The landowners provide an undertaking to vet potential guests to ensure the property is not used as a site for events, parties or gatherings to the best of our resources.

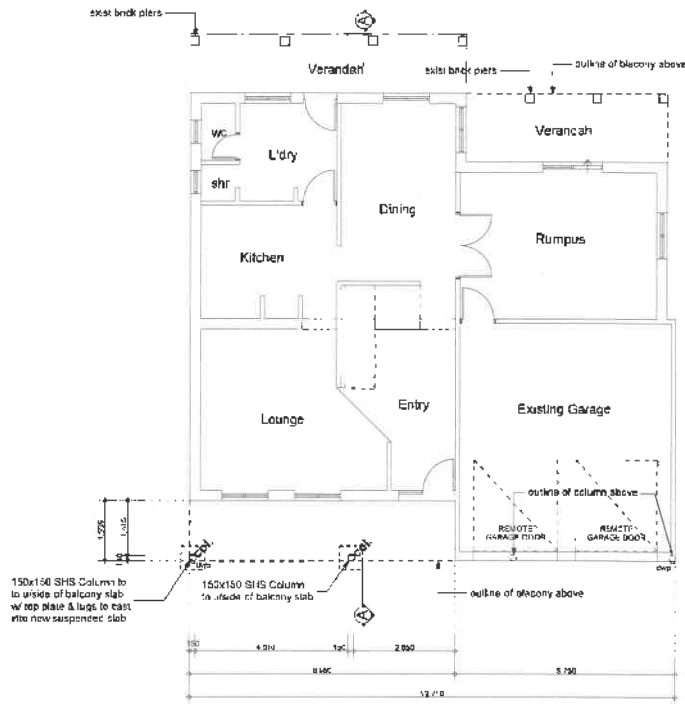
It is acknowledged, and anticipated, that any forthcoming approval will be time limited.

On behalf of the landowners,


Courtney Bayliss



		client: [REDACTED]	project no.
		address: 17 Wedge Street, Ledge Point	12.015
drawn/revision	23/08/12	sketch	sheet No.
	date	note	2 of 5



AREAS	
Site Area	930m ²
Exist. Garage	38m ²
Exist. Ground Floor	97m ²
Exist. 1st Floor	70m ²
Exist. Balcony	18m ²
New Balcony	78m ²
Total	289m ²
Site Cover 289 / 930	31%

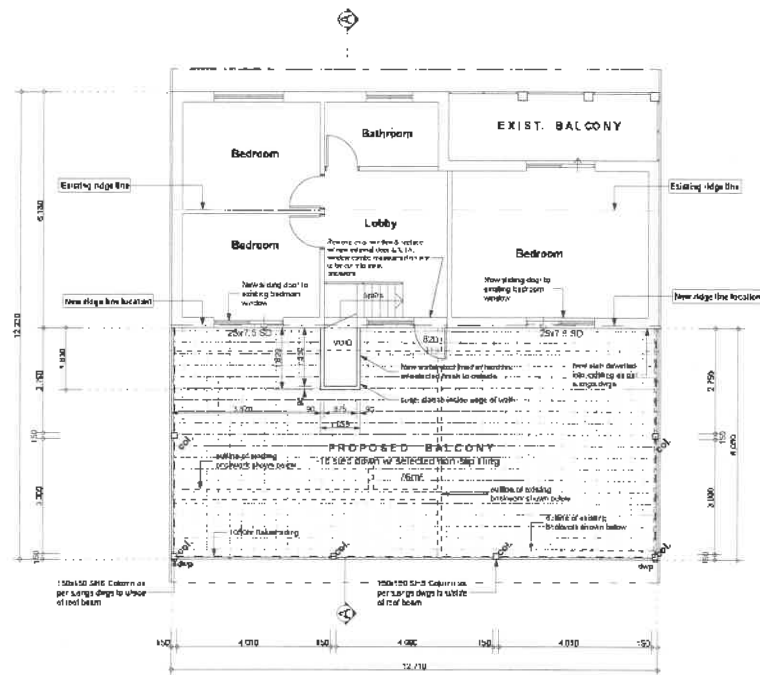


EXISTING GROUND FLOOR
SCALE 1:100



client: **Wedge Street**
address: **17 Wedge Street, Ledge Point**

			project No.
			12,015
dg	28-06-12	sketch	sheet No.
drawn/variation	date	note	3 of 5





AREAS	
Site Area	920m ²
Exist. Garage	36m ²
Exist. Ground Floor	97m ²
Exist. 1st Floor	70m ²
Exist. Balcony	0m ²
New Balcony	78m ²
Total	281m²
Site Cover 286 / 980	31%



EXISTING 1ST FLOOR

SCALE 1:100

NOTE: ALL NEW WINDOWS & DOORS TO BE POWDERCOAT ALUMINIUM COMMERCIAL F.

		client: [REDACTED]	project No.	12.015
		address: 17 Wedge Street, Ledge Point	sheet No.	4 of 5
		3d drawn/variation	25/06/12 date	sketch note

13.9 APPLICATION FOR AMENDED DEVELOPMENT APPROVAL - RESTAURANT, MICRO-BREWERY AND CHALETs ON LOT 421 (558) CARABAN ROAD, CARABAN

File	BLD/7018
Applicant	Neil King and Cindy King
Location	Lot 421 Caraban Road, Caraban
Owner	Neil King and Cindy King
Zoning	General Rural
WAPC No	NA
Author	James Bayliss – Coordinator Statutory Planning
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	18 February 2020 - Item 11.3.1 20 April 2021 - Item 11.3.1 18 May 2021 – Item 13.4
Appendices	<ol style="list-style-type: none"> 1. Location Map - Lot 421 (558) Caraban Road, Caraban [13.9.1 - 1 page] 2. Aerial Map - Lot 421 (558) Caraban Road, Caraban [13.9.2 - 1 page] 3. Applicant's Proposal [13.9.3 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Amended Development Approval for the approved restaurant, micro-brewery and chalets on Lot 421 Caraban Road, Caraban.

BACKGROUND

Council at its Ordinary Meeting on 18 February 2020 resolved to approve a Restaurant, Micro-Brewery and Chalets on the subject land.

Council at its Ordinary Meeting on 20 April 2021 resolved to advise the Department of Racing, Gaming and Liquor of support for liquor licensing associated with the development.

Council at its Ordinary Meeting on 18 May 2021 resolved to approve an amendment to the previously approved Restaurant, Micro-Brewery and Chalets on the subject land.

The development has not substantially commenced due to circumstances beyond the control of the landowners, however lodgement of a Building Permit application is imminent.

This application seeks an extension of 2 years within which to substantially commence the development. It is anticipated that construction will commence in the new year.

A location plan, aerial map and a copy of the applicant's amended proposal are attached as appendices.

COMMENT

Stakeholder Consultation

This extension request has not been advertised. The original application underwent public consultation and Council determined the application accordingly. The officer is of the view that further consultation is unnecessary to extend the substantial commencement period with a relatively unchanged planning framework.

PLANNING FRAMEWORK

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

Planning assessments of the earlier development applications can be viewed under the respective meeting Minutes. The planning framework remains unchanged.

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

As outlined under Clause 71 of the Deemed Provisions below, development must be substantially commenced within a period of 2 years. If this does not eventuate, proponents have the ability under Clause 77 of the Deemed Provisions to amend the approval to extend the period within which development must be substantially commenced. It is under these provisions that this application is made.

71. Commencement of development under development approval

If development approval is granted under clause 68 –

(a) the development must be substantially commenced –

(i) if no period is specified in the approval – within the period of 2 years commencing on the date on which the determination is made; or

(ii) if a period is specified in the approval – within that period; or

- (iii) *in either case – within a longer period approved by the local government on an application made under clause 77(1)(a); and (b) the approval lapses if the development has not substantially commenced within the period determined under paragraph (a).*

77. Amending or cancelling development approval

- (1) *An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following –*
- (a) *to amend the approval so as to extend the period within which any development approved must be substantially commenced;*

An application under subclause (1) –

- (a) *is to be made in accordance with the requirements in Part 8 and dealt with under this Part as if it were an application for development approval; and*
- (b) *may be made during or after the period within which the development approved must be substantially commenced.*

Summary

The planning framework is unchanged since the original application was considered and approved. On that basis it is reasonable to assume the same recommendation should be forthcoming.

STATUTORY/LOCAL LAW IMPLICATIONS

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

Local Planning Scheme No 9

POLICY IMPLICATIONS

State Planning Policy 2.5 - Rural Planning

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

Local Planning Policy 3.1 – Tourist Development in Rural Areas

Local Planning Policy 1.4 – Foreshore Reserves along Water Courses

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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

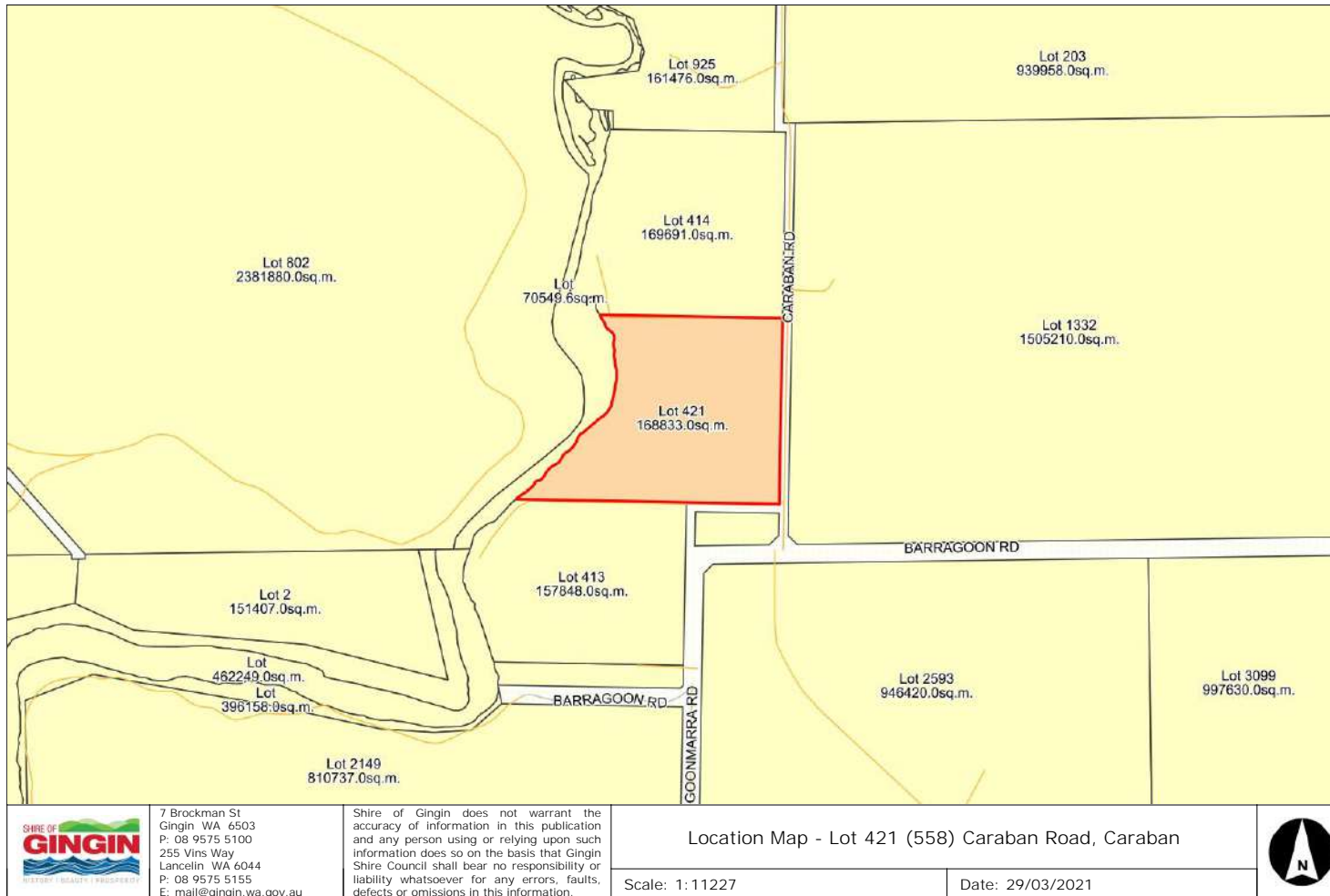
MOVED: Councillor Johnson **SECONDED:** Councillor Balcombe

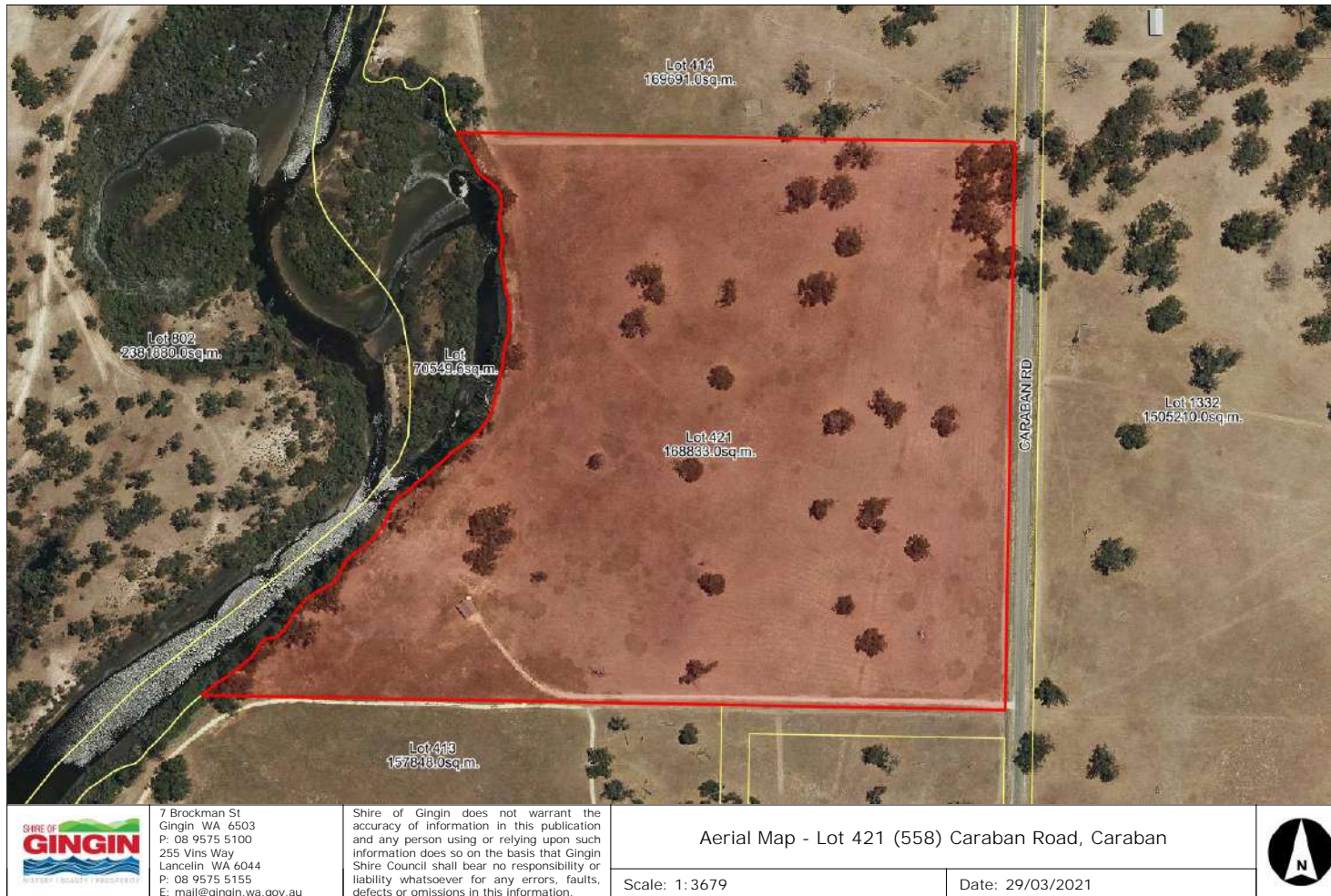
That Council grant amended development approval, in accordance with Clause 77(1)(b) of the *Planning and Development (Local Planning Scheme) Regulations 2015*, for an extension of time of 2 years (expiring on 20 December 2024) for the substantial commencement of the approved restaurant, micro-brewery and chalets on Lot 421 Caraban Road, Caraban. All other conditions, requirements and advice notes remain as per the previous approval (P2168) dated 21 May 2021.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*





Neil & Cindy King
Lot 421 55 Caraban Road
Caraban WA 6041
0412 556 673

Hi James

As per our discussions about the DA extension our builders Pride Home and Developments are sighting a few reasons for delays on our Caraban Road Development, the main reason is the effects of COVID, both in lock downs, employees being effected and so forth. They have sighted other issues with the alleged fraudulent activity of one of their employees and DFES hold ups. However the Builder is saying that had it not been for the COVID problems early in the development these other issues could have been resolved sooner. I have been in contact with the SBDC commission and Ombudsman and have been speaking with Peter Fray to see what my rights were in regard to these time consuming delays and claims, his advise is that I cannot just dismiss the Builders claims in regards to this.

He informed me that under the COVID rules anyone with a development application that was affected by that period of COVID can claim a two-year extension on their DA approval.

This extension would allow us to complete the works for the building certificate and allow myself to extend to the Builder more time to deal with and catch up on the works effected by Covid.

This has now also affected my time with the current DA, so we would like to request to apply for the two-year extension of this current DA under the Covid allowance.

Please note that at this stage nothing has changed with the DA with regard to plans and application.

Kind regards

Neil King *Neil King*
Moore River Brewing Co *Moore*

13.10 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED OVERSIZE OUTBUILDING ON LOT 200 (13) ATKINSON WAY, LANCELIN

File	BLD/7567
Applicant	Jason Harriman
Location	Lot 200 (13) Atkinson Way, Lancelin
Owner	Jason Harriman, Bruce Callender, Wendy Harriman
Zoning	R12.5
WAPC No	N/A
Author	Natasha Jurmann – Statutory Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	N/A
Appendices	<ol style="list-style-type: none"> 1. Location Map - Lot 200 (13) Atkinson Way, Lancelin [13.10.1 - 1 page] 2. Aerial Map - Lot 200 (13) Atkinson Way, Lancelin [13.10.2 - 1 page] 3. Applicant's Proposal [13.10.3 - 4 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for an oversized outbuilding on Lot 200 (13) Atkinson Way, Lancelin.

BACKGROUND

The subject lot is 952.8m² in area and the outbuilding is proposed to go behind the existing single dwelling, adjacent to the secondary street.

The proposed outbuilding is 10 metres in length and 10 metres in width with a 3 metre carport, equating to an area of 100m², and will be used to store a boat. The outbuilding is a pitched design with a wall height of 3.8 metres rising to 4.68 metres.

The proposed outbuilding seeks variations to Clause 5.4.3 – Outbuildings of the Residential Design Codes of Western Australia (R-Codes) in regard to the wall height, ridge height and area.

The proposal also seeks variations to Local Planning Policy 2.1 – Residential Outbuildings (LPP 2.1) with respect to the proposed wall height. As such, Council consideration is required.

A location plan, aerial map and copy of the applicant's proposal are provided as appendices.

COMMENT

Stakeholder Consultation

The application was advertised to the potentially impacted landowner to the rear by the applicant in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. The neighbour noted that they had no issues with the development and this was confirmed verbally to the report author by the neighbour.

PLANNING FRAMEWORK

Local Planning Scheme No. 9 (LPS 9)

The subject land is zoned Residential R12.5/20 under LPS 9, the objectives of which are to:

- a) *Provide for a range of housing types and encourage a high standard of residential development;*
- b) *Maintain and enhance the residential character and amenity of the zone;*
- c) *Limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity; and*
- d) *Ensure that the density of development takes cognisance of the availability of reticulated sewerage, the effluent disposal characteristics of the land and other environmental factors.*

Clause 5.2.2 states:

Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Design Codes is to conform to the provision of those codes.

The relevant objective of the Residential zone under LPS 9 in this instance is deemed to be:

- b) *Maintain and enhance the residential character and amenity of the zone.*

It is the officer's opinion that the proposal does satisfy this objective as the outbuilding is deemed to be of a scale that is proportionate to the size of the property and which will maintain the residential character of the locality. The outbuilding is also in line with the draft proposed policy.

State Planning Policy 7.3 - Residential Design Codes volume 1

The R-Codes provide a comprehensive basis for the control of residential development throughout Western Australia. When a development does not meet with the deemed-to-comply provisions, the application is assessed against the associated design principles to determine whether the variation is acceptable.

The R-Codes define an 'Outbuilding' as:

An enclosed non-habitable structure that is detached from any dwelling.

The deemed-to-comply provisions of the R-Codes relating to outbuildings stipulate that a wall height of 2.4 metres and an overall height of 4.2 metres are not to be exceeded. The wall height proposed is 3.8 metres tapering to a ridge height of 4.6 metres.

Given the proposal does not satisfy the deemed-to-comply provisions, the application is assessed against the associated 'Design Principle' which states:

Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

The positioning of the outbuilding is well back from the Atkinson Way frontage and is unlikely to impact on the appearance from the primary street. The outbuilding will be visible from the secondary street frontage, Tanner Avenue, and will be similar in appearance to the existing structure.

It should be noted that the application also varies Local Planning Policy 2.1 (LPP 2.1), yet complies with the draft LPP 2.1, which considered the Design Principles when determining the maximum dimensions for outbuildings within the Shire.

Local Planning Policy 2.1 – Residential Outbuildings

The Shire adopted Local Planning Policy 2.1 – Residential Outbuildings (LPP 2.1) in January 2013 to complement the provisions of the R-Codes relating to outbuildings to better reflect community expectations.

Clause 3.5 – Scale of Outbuilding Development outlines the maximum allowable standards for outbuildings throughout the Shire based on lot size and location. The tables below are applicable to the subject lot.

LPP 2.1

TOWNSITE	STANDARD	MAXIMUM	PROVIDED
Coastal Townsites (601m ² >1,000m ²)	Area Wall Height Overall Height	90m ² 3.6m 5m	100m ² – non-compliant 3.8m – non-compliant 4.68m – compliant

In accordance with *Section 67(2)(b)* of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions) the officer considers that Draft LPP 2.1 is a seriously entertained planning document that should be considered when determining an application of this nature.

Draft LPP 2.1

TOWNSITE	STANDARD	MAXIMUM	PROVIDED
All (801m ² – 1,000m ²)	Area Wall Height Overall Height	100m ² 3.8m 5m	100m ² – compliant 3.8m – compliant 4.68m – compliant

The proposed outbuilding exceeds the maximum wall heights and area of the current policy, although the officer notes that the design is consistent with Draft LPP 2.1. There are no relevant objectives under LPP 2.1 to assess the variations against, therefore the primary objectives are those outlined under LPS 9 within the Residential zone.

In addition to being overheight the proposed outbuilding exceeds the maximum floor area by 10m². The officer considers this to be acceptable as the proposal complies with the draft LPP2.1. Given the outbuilding is consistent with Draft LPP2.1, the officer supports the proposal.

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 the application.

Consideration has been given to the following matters outlined in the Deemed Provisions with officer comments:

- a) *The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*

Officer Comment:

As outlined above, the proposed development does satisfy objective (b) of the Residential zone under LPS 9.

(g) Any local planning policy for the Scheme area;

Officer Comment:

As outlined above, the proposed development does not comply with Clause 3.5 - Scale of Outbuilding Development outlined in LPP 2.1, but does satisfy the requirements of the draft policy and is considered appropriate for the area.

(m) The compatibility of the development with its setting including 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;

Officer Comment:

The matters contained within the above clause have been addressed within the preceding report.

Conclusion

In summary, the proposal seeks a variation to Local Planning Policy 2.1 – Residential Outbuildings and the R-Codes. The variations sought comply with the proposed LPP 2.1 and therefore are considered to satisfy the relevant objective of LPS 9 and the relevant design principles of the R-codes, and accord with the intent of LPP 2.1. The proposal is therefore supported.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development (Local Planning Scheme) Regulations 2015
Schedule 2 – Deemed Provisions for Local Planning Schemes

Local Planning Scheme No. 9

POLICY IMPLICATIONS

Local Planning Policy 2.1- Residential Outbuildings

State Planning Policy 3.1 – Residential Design Codes of Western Australia

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning & 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 Development Approval for a proposed over height and oversized outbuilding on Lot 200 (13) Atkinson Way, 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 an outbuilding only as indicated on the approved plans;
3. The finished floor level of the outbuilding must be set at the existing average natural ground level to the satisfaction of the Shire of Gingin;
4. The outbuilding is not to be used for human habitation or any other industrial or commercial use;
5. The approved outbuilding is to be constructed using new materials and be of a consistent colour scheme; and
6. Stormwater from all roofed and paved areas shall be collected and contained onsite 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.

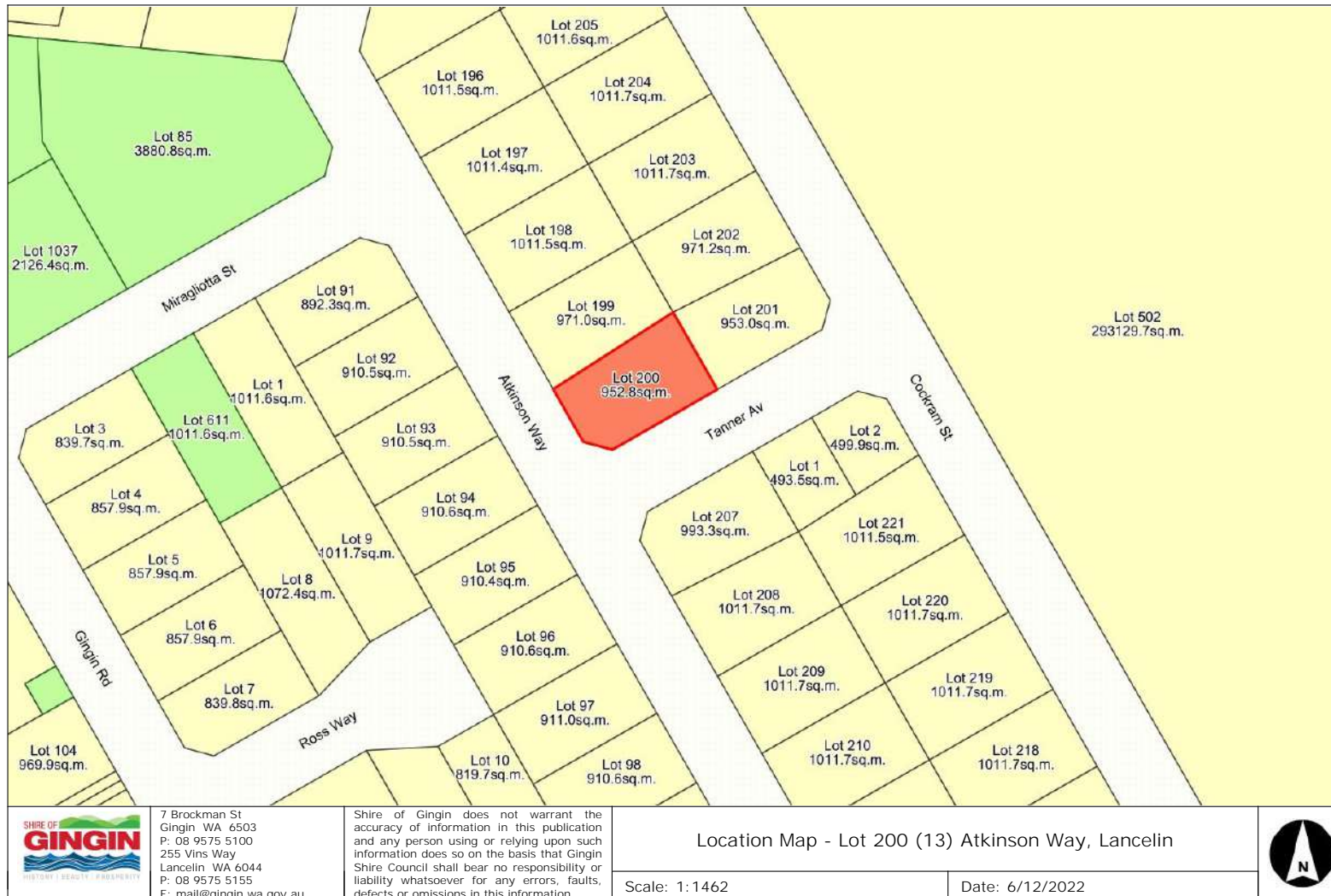
Note 3: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 2016*, which are to be approved by the Shire of Gingin.

Note 4: 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.



CARRIED UNANIMOUSLY
7 / 0

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

AGAINST: *Nil*





 <p>SHIRE OF GINGIN HISTORY RESILIENCE PROSPERITY</p>	<p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>	<p>Aerial Map - Lot 200 (13) Atkinson Way, Lancelin</p>	
		<p>Scale: 1:307</p>	<p>Date: 6/12/2022</p>	



Doc No: IPA233768
File: A1096
Date: 29 NOV 2022
Officer: KW:NJURMANN;JAMESB
Disposal: A

Shire of Gingin Council,

I am writing to the council for planning approval to amend the current requirements for outbuildings at our property 13 Atkinson Way, Lancelin. The shed proposed is 100m² that is 10m² more than allowed as per LPP2.1 section 3.5. We also require the wall height to be increased to 3.5m with a 10° pitch to maintain a 3.65m opening that gives a total height of 4.65m. This new outbuilding will be on the same footprint as the old shed in relation to the boundaries.

We purchased this property early this year in hopes to join the Lancelin community in its fishing, boating, and 4wd lifestyle. This property is used by the three generations of my family and will be passed down for many more to enjoy. We are currently at the property almost every weekend enjoying the relaxing lifestyle, fishing, and everything Lancelin has to offer.

The shed currently at the premise is around 25 years old, leaking during winter and aging in most aspects. We wish to remove this shed and construct one that accommodates our needs for storage of leisure items, boat and tractor. Currently, the boat we have does not fit into this shed and we are transporting it along Indian Ocean Drive every time we wish to use it.

This shed will not be impacting the visual amenities from Tanner Road and Atkinson way (photos attached below).

We have also obtained verbal permission from our neighbor (Sue-0405040272) who does not have a problem with the new shed.

Thank you for taking the time to discuss this proposal,

Jason Harriman



OPTION ITEMS LIST:

- 1 x Front Awning
- 3000h - 5 deg - 3300w - Opened
- 1 x PA Door
- 1 x Light 180° (650/37 + 1100 lock)
- 2 x Roller Doors
- 1 x H3300xW4000 - B Curtain -
Windlocks
- 1 x H3000xW3430 - AA Curtain -
Windlocks
- 3 x Open Bays in Awning
- 2 x Open Ends in Awning
- (F1) 7 x roll x PERMASTOP LD R1.3
55mm 1200x15000 (18sqm) - exclude
QLD
- (F2) 2 x roll x Ausmesh Safety Wire -
1800 x 50m roll
- (F3) 6 x roll x Duct Tape - Aluminium Foil
Tape (Vapastop 883) 72mm x 50m
- (F4) 5 x roll x Sisalation Foam Cell Multi
R0.2 8.4mm 1350x22250 (30sqm)
- (F5) 1 x each x Vent - Spinaway 300 dia
- (F6) 1 x each x Vent - Spinaway 300 dia
- (E1) 1 x Eng - Certificate (WA) - Enduro

<p>CLIENT SIGNATURE:</p>	<p>Plan View</p>
<p>CLIENT NAME: Jason Harriman</p> <p>OFF ADDRESS: 13 ARLINSON WAY</p>	<p>SCALE: NTS</p> <p>REV: A</p>

10000

3300

3333

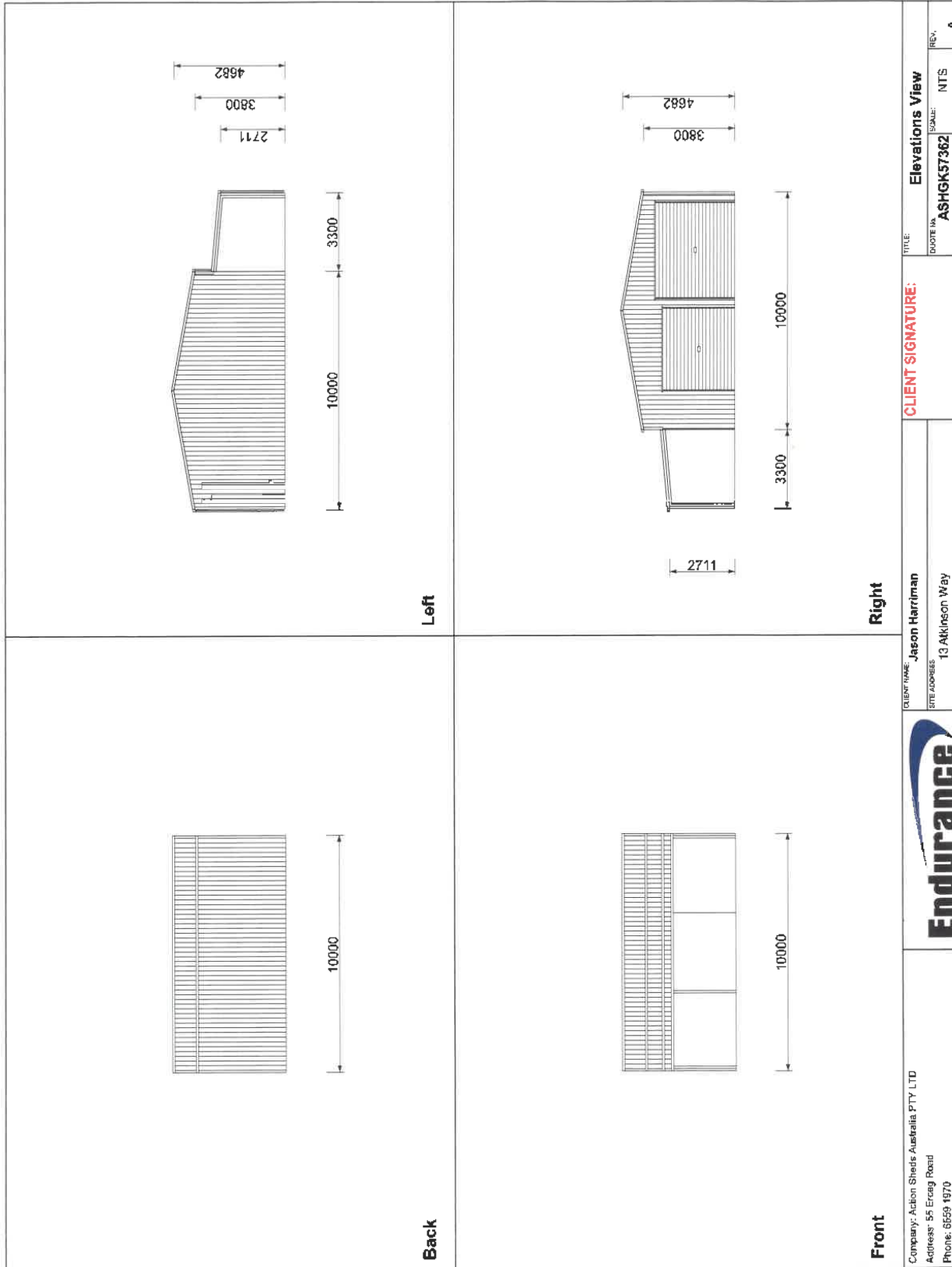
3333

3334

10000

Height: 3800

Company: Action Sheeds Australia PTY LTD
Address: 55 Erceg Road
Phone: 6559 1970



14 REPORTS - OPERATIONS AND ASSETS

14.1 UNBUDGETED EXPENDITURE - LENNARDS BRIDGE

File	RDS/25
Author	Danica Todd – Operations Support Officer
Reporting Officer	Vanessa Crispe - Executive Manager Operations and Assets
Refer	19 April 2022 – Item 14.1
Appendices	1. Location plan and quote [14.1.1 - 2 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to consider approving unbudgeted expenditure for additional bridge works at Cockram Road, Lennard Brook (Bridge No. 0836 – Lennards Bridge)

BACKGROUND

Local governments across the State are owners of bridges on their local road networks (with some exceptions). Each year Main Roads WA (MRWA) undertakes assessments of bridges across the State and develops a 10 Year Program for bridge maintenance and upgrades (if required).

At its meeting on 19 April 2022, Council received a detailed inspection report in relation to the bridges under its control (including Lennards Bridge) and agreed to amend its adopted 2021/22 Budget to enable the necessary work identified in the report to be undertaken. Work required for Lennards Bridge was as follows:

- Abutment 1 Pile 2, replace pile.
- Abutment 1 Pile 11, replace pile.
- Abutment 1 RHS repair.
- Replace capping Abutment 1 and 2 RHS and Abutment 2 LHS.
- Timber sheeting replace due to failures at Abutment 2 between Pile 7 and Pile 8.
- Timber sheeting replace due to failures at Abutment between Piles 8 and 9.
- Abutment 1 Pile 12 replace due to severe rot at ground level.
- Abutments 1 and 2 Pile 13 Pile 1 missing and Pile 2 replace.
- Realign width markers.
- Repair guardrail and bullnose damage RHS.
- Replace fishtail end treatments with bullnoses.
- Wingwall Capping and Spiking Rail typically deteriorated to be replaced.
- Repair termite damaged timber sheeting.
- Tighten and or replace bolts and strapping.

These works were scheduled to be undertaken in the 2021/22 year. Unfortunately, due to a number of issues with the sub-contractor, high workload and limited staff, it was ultimately necessary to carry the works over into the 2022/23 financial year.

On completing the works, the following additional emergency repairs were identified:

- Abutment pile repairs type 1A including concrete break out.
- Wingwall pile repairs type WW1 and Type WW2.

A location plan and additional quote for these works are provided as an **Appendix**.

COMMENT

Ideally all these repairs (scheduled and emergency) should have been included in the scope of the scheduled repairs for 2021/22. The detailed inspection report and the extent of the pile deterioration was not fully identified until the current works were undertaken.

It is acknowledged that the complexities of these matters with Shire bridges have resulted in varying approaches by Shire staff when issues have arisen in the past, and the Shire has utilised Shire funds to undertake works on these bridge structures.

Had full preventative maintenance been carried out yearly, the level of deterioration would most likely have been significantly reduced. Currently Operations and Assets has scheduled yearly preventative maintenance that involves fungicide treatment, end grain sealing and fastener maintenance. These activities reduce the ingress of moisture and reduce the fungal activity in the timber elements.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 Financial management

Division 4 General financial provisions

Section 6.8 Expenditure from municipal fund not included in annual budget

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

It is proposed that the necessary funds for the recommended repairs be sourced from the Road Reserve in accordance with the following table.

Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
151201810	Transfer from Road Reserve account	(195,000)	(325,000)	(130,000)
141201670	Road - bridges Capital	0	130,000	130,000
			NET EFFECT	NIL

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.1 Management of Assets - Maintain civic buildings, sporting facilities, public places, plant and road and cycleway/pathways based on asset management plans and identified priorities

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

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

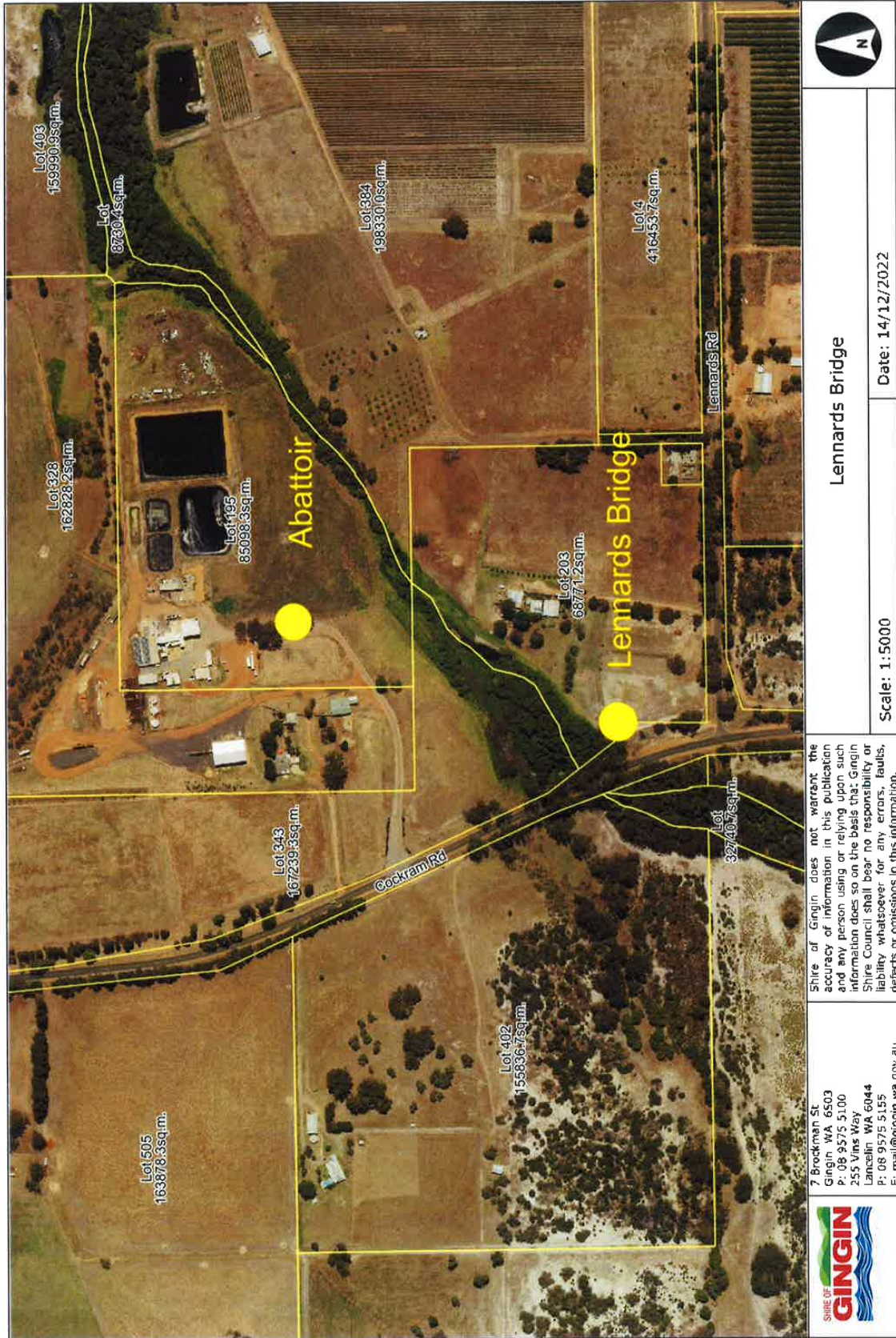
That Council agree to amend its adopted 2022/23 Budget in accordance with the following table:

Account	Description	Current Budget \$	Revised Budget \$	Surplus/Deficit\$
151201810	Transfer from Road Reserve	(195,000)	(325,000)	(130,000)
141201670	Road - Bridges Capital	0	130,000	130,000
			Net Effect	Nil

**CARRIED BY ABSOLUTE MAJORITY
7 / 0**

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

AGAINST: *Nil*



 <p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vims Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>
	<p>Lennards Bridge</p> <p>Scale: 1:5000</p> <p>Date: 14/12/2022</p>



Jomar (WA) Pty Ltd

M B836

ABN 41 635 853 217
Postal Address PO Box 2120 HIGH WYCOMBE WA 6057
Depot Address 18 Imperial St HIGH WYCOMBE WA 6057
Phone 0448 411 402
Email admin@jomarwa.com.au

QUOTATION

Date	02/06/2022
Project No.	0259

Ms V. Crispe
Executive Manager Operations & Assets
Shire of Gingin
PO Box 510
GINGIN WA 6503

Dear Vanessa,

RE: Bridge No. 0836 Cockram Road over Lennard Brook – Additional Wingwall Pile Repairs

Thank you for the opportunity to provide a quote for the works above.

This quote provides for the additional wingwall pile repairs to Bridge No. 0836 Cockram Road over Lennard Brook as per the recommendations of the report by B. Waddell Consulting Engineers. This quote includes all labour, equipment, materials, mob/ demob, accommodation and traffic management for the replacement of 7 additional pile repairs. All works will be carried out in accordance with Main Roads WA Standards, Specifications and Practice Notes. Please see below price table for the works.

Item Description	QTY	Rate	Price
Bridge No. 0836 Cockram Road			
Abutment Pile Repairs Type 1A including Concrete Breakout	1 off	\$18,200.00	\$18,200.00
Wingwall Pile Repair Type WW1	5 off	\$16,250.00	\$81,250.00
Wingwall Pile Repair Type WW2	1 off	\$13,050.00	\$13,050.00
		Total	\$112,500.00
		GST	\$11,250.00
		Total Inc. GST	\$123,750.00

Please do not hesitate to contact me if you have any queries on 0448 411 402 or by email at timothy.chin@jomarwa.com.au.

Yours faithfully,

This quotation is subject to acceptance within 90 days of the above date



0259 - Shire of Gingin Rev 000.docx

Page 1 of 2

Format Issued: 01/10/19

Format Rev No 000

Rev No 000



14.2 2022/23 BUDGET AMENDMENT - PRUNING OF TREES ALONG DEWAR ROAD AND UPDATING OF RAMM SYSTEM

File	FIN/46-2223
Author	Danica Todd - Operations and Assets Support Officer
Reporting Officer	Vanessa Crispe - Executive Manager Operations and Assets
Refer	Nil
Appendices	1. Location Plan - Dewar Road [14.2.1 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to consider amending its 2022/23 Budget by reallocating funds for the following items:

1. Removal and pruning of trees along the length of Dewar Road; and
2. Road Asset Revaluation.

BACKGROUND

1. Removal and Pruning of Trees - Dewar Road, Granville

For several years the Shire has received countless complaints regarding the trees along Dewar Road. In 2013, the Shire received Black Spot funding for the widening of the road from 6m to 7m on both sides, removal of some trees and vegetation, installing signage and line-marking.

Although the Black Spot funding cleared some trees, there has been a substantial amount left and their growth is now beyond the point of being safe and poses a risk.

In 2018, after receiving correspondence from the Shire, Main Roads Western Australia reduced the speed limit along Dewar Road from 110km to 90km.

There have been several accidents including fatalities and vehicle claims through the Shire for repairs of damages incurred, the most recent being in October 2022 when a large limb fell onto the road during the night and a vehicle drove into the fallen limb.

Some of the trees along this road are no further than 0.5m from the road edge. Dewar Road also has no lighting and, with the tree canopy growing overhead, this makes it extremely precarious.

It is estimated, with the age and height of the overhanging branches, that some would have the potential to weigh over 1 tonne. When a branch is on a forceful lean, like these, both the branch and tree then become structurally weak and dangerous, placing the public at risk and jeopardising safety.

Trees are a fixture of many private and public spaces. As a result, the owner of the space is responsible for ensuring that those within the vicinity of the trees are safe. Ensuring the health and safety of trees on the property falls upon those who are responsible for the property.

Parties that may be at fault for trees that injure or kill people on public and private spaces include homeowners and other individual property owners, such as companies and corporations, and the State or local government for public areas.

Council has recently approved Policy 7.11 Trees on Shire Controlled Land. Within this Policy it states:

The Shire will normally undertake the removal of Trees under the following circumstances:

- *The Tree is diseased and beyond remedial treatment, or dead;*
- *The Tree has been assessed by the Shire as being structurally weak and/or dangerous, placing the public at risk or jeopardising safety;*
- *The Tree has been irreparably damaged (e.g. by a storm, vehicle accident);*
- *The Tree is hazardous to motorists/pedestrians owing to interference with suitable sightlines presented by the Tree's alignment or spacing;*
- *To rejuvenate vigorous growth;*
- *The Tree is affected by road widening, service modification/relocation or other infrastructure works and all other options to retain the Tree have been deemed by the Shire to be inappropriate;*
- *The Tree is dangerously in contact with overhead power lines or distributor wires to properties and where, for reasons of growth habit pertaining to the variety, selective pruning is not practical with the only option being severe lopping; or*
- *The Tree precludes reasonable development of an adjoining property and there is no reasonable alternative to removal*

The first four dot points apply in this instance.

A location plan is attached as an Appendix.

2. Road Asset Revaluation

Throughout Western Australia, local government maintains approximately 127,000 kilometres of roads, of which 31.8% are sealed. Local government roads make up 87.2% of the WA public road network, excluding roads in National Parks and on other land managed by the Department of Biodiversity, Conservation and Attractions. Local government roads have a replacement value of \$30.26 billion as at 30 June 2020.

Statewide, local government provided 52.8% of its total road expenditure from its own resources. The Commonwealth provided 22.4% and the State provided 23.3%, excluding funds allocated for expenditure by Main Roads WA. Various private sources contributed 1.5% of total road expenditure.

Local governments in the Wheatbelt South and Gascoyne Regions have the lowest capacity in the State to satisfy their road maintenance needs. Collectively, local governments in these regions would have to spend 103.1% and 97.9% respectively of their entire estimated revenue capacity on road preservation to make up the difference between their road preservation needs and the road grants they receive for preservation. In 2019-20 the Gascoyne was able to spend only 6.9% of their revenue capacity, well short of the required percentage. In general, the roads in regions with low revenue raising capacity are more likely to be in poorer condition.

Every measure considered leads to the conclusion that current funding arrangements do not properly recognise the road needs of the Wheatbelt South and Wheatbelt North Regions. Roads in these two regions are in a worse state than roads elsewhere. The analysis suggests that these regions have the lowest preservation performance, the oldest roads in the State, poor performance in road asset consumption and low capacity to fund their road needs.

Capturing relevant and accurate condition data is crucial to the effective management of the Shire's infrastructure. Replacement value is the current cost of replacing the road assets. It provides a datum from which the consumption of roads can be assessed.

Local government-owned assets including land, buildings, infrastructure and investment property, must be carried at fair value, now revalued on a 5 year cycle. The Shire currently has \$12,000 allocated in the 2022/23 Budget to undertake an update and a condition assessment of the Shire's road, path, culvert and signage inventory. The data will be updated in Road Assessment and Maintenance Management (RAMM) and used for renewal planning and financial reporting purposes. The specified assets in this process are to be condition rated in accordance with the WALGA Visual Assessment Guidelines Manual 2016.

Preliminary quotes suggest that the cost to undertake this assessment is \$94,000. The price scheduling is as follows:

Sealed Roads	\$29,753
Unsealed Roads	\$11,705
Footpaths	\$ 4,011
Culverts	\$13,020
Signs	\$ 9,851
Valuation	\$11,080
Digital Video	\$ 6,000
<u>Total inc GST</u>	<u>\$94,000</u>

COMMENT

1. Removal and Pruning of Trees - Dewar Road, Granville

Shire staff have sought quotes to have trees along the entire length of Dewar Road (both sides) being a distance of approximately 3km, pruned and removed.

The contractors were required to provide a cost that included trees being pruned back to 2.5m width away from the road edge and 5m height above the road. All fallen dead branches are to be removed and foliage and logs chipped and disposed of to the Gingin sale yards where community members will be able to help themselves to the free mulch. Quoting was also to include a traffic management component.

Two quotes were received in line with the scope of works and with a suitable timeframe to enable the work to be undertaken before the next wet season.

2. Road Asset Revaluation

The Shire uses a digital asset and work management software called RAMM. It is a geospatial, real-time system supporting data accuracy and validation, making it possible to manage and maintain any asset class and type, in any location, at any time. The Shire's RAMM program has not been updated since 2018.

Capturing relevant and accurate condition data is crucial to the effective management of the Shire's infrastructure. It ensures the Shire receives the correct Federal Grant allocations and the Asset Management Plan is up to date, and it assists the Finance Department with valuations and depreciation records.

The update and condition assessment of the Shire's road, path, culvert and signage inventory includes the data being updated in RAMM and used for renewal planning and financial reporting.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 – Financial Management

Division 4 – General financial provisions

Section 6.8 – Expenditure from municipal fund not included in annual budget

POLICY IMPLICATIONS

Council Policy 3.9 Purchasing and Ordering of Goods

Council Policy 3.10 Purchasing

BUDGET IMPLICATIONS

It is proposed that the necessary reallocation of funds be sourced from the accounts shown in the following table.

Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
1. Removal and Pruning of Trees - Dewar Road, Granville				
BC11319	Gingin Recreation Building Capital	(106,684)	(56,684)	(50,000)
RM212	Dewar Road - Maintenance	0	50,000	50,000
2. Road Asset Revaluation				
DC000	Drainage Construction	115,000	33,000	(82,000)
RV14200	Road Assets Fair Value & Seal Condition Assess	12,000	94,000	82,000
			Net effect	NIL

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

1. Removal and Pruning of Trees – Dewar Road, Granville

Aspiration	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
Strategic Objective	2.1 Community Safety & Support - Provide support and advocacy to residents and visitors so that they feel safe and secure at home and in the environment

2. Road Asset Revaluation

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.1 Management of Assets - Maintain civic buildings, sporting facilities, public places, plant and road and cycleway/pathways based on asset management plans and identified priorities

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

MOVED: Councillor Balcombe

SECONDED: Councillor Vis

That Council agree to amend the adopted 2022/23 Budget in accordance with the following table:

Account	Description	Current Budget	Revised Budget	Surplus/Deficit
1. Removal and Pruning of Trees - Dewar Road, Granville				
BC11319	Gingin Recreation Building Capital	106,684	56,684	(50,000)
RM212	Dewar Road - Maintenance	0	50,000	50,000
2. Road Asset Revaluation				
DC000	Drainage Construction	115,000	33,000)	(82,000)
RV14200	Road Assets Fair Value & Seal Condition Assess	12,000	94,000	82,000
			Net effect	NIL

AMENDMENT MOTION

MOVED: Councillor Balcombe SECONDED: Councillor Johnson

That the motion be amended by deleting the line referring to BC11319 Gingin Recreation Building Capital and replacing it with Transfer from Road Reserve

CARRIED UNANIMOUSLY
7 / 0

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

AGAINST: *Nil*

COUNCIL RESOLUTION

MOVED: Councillor Balcombe SECONDED: Councillor Vis

That Council agree to amend the adopted 2022/23 Budget in accordance with the following table:



Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
1. Removal and Pruning of Trees - Dewar Road, Granville				
151201810	ROADC – Transfers from Reserve	(325,000)	(375,000)	(50,000)
RM212	Dewar Road - Maintenance	0	50,000	50,000
2. Road Asset Revaluation				
DC000	Drainage Construction	115,000	(33,000)	(82,000)
RV14200	Road Assets Fair Value & Seal Condition Assess	12,000	94,000	82,000
			Net effect	NIL

CARRIED BY ABSOLUTE MAJORITY
7 / 0

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

AGAINST: *Nil*



	<p>Date: 5/12/2022</p>
<p>Scale: 1:15000</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>
 <p>7 Brockman St Gingin, WA 6503 P: 08 9575 5100 235 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 COUNCILLORS' OFFICIAL REPORTS

16.1 GINGIN CRC CHRISTMAS FUNCTION AND GINGIN CHRISTMAS CAROLS

File:	GOV/20-1
Councillor:	L Balcombe
Report Date:	20 December 2022

I attended the Gingin CRC Christmas function and it was nice to see Mr Crichton attending it was a lovely evening with some entertainment.

I also attended the Gingin Christmas Carols on Sunday evening and I want to thank Amy Gibbs for being the MC and leading the singing on the evening she was very good at getting the crowd involved, it was also good to see Mr Crichton as the trainee lighting technician, great job by all staff involved and the Shire President on the keyboards.

16.2 DEDICATION OF QUEEN'S JUBILEE COMMEMORATIVE TREE AVENUE AND LANCELIN EMERGENCY SERVICES CHRISTMAS FUNCTION

File:	GOV/20-1
Councillor:	F Peczka
Report Date:	20 December 2022

Together with Councillor Fewster (Shire President), Councillor Vis (Deputy Shire President) and the CEO I attended the dedication ceremony for the Jubilee Commemorative Tree Avenue in Lancelin on Tuesday, 13 December 2022.

I also attended the Lancelin Emergency Services Christmas Party on 2 December 2022.

16.3 DEDICATION OF QUEEN'S JUBILEE COMMEMORATIVE TREE AVENUE AND GINGIN DISTRICT HIGH SCHOOL AWARDS PRESENTATION

File:	GOV/20-1
Councillor:	C W Fewster (Shire President)
Report Date:	20 December 2022

Together with Councillor Vis (Deputy Shire President), Councillor Peczka and CEO I attended the dedication ceremony for the Jubilee Commemorative Tree Avenue in Lancelin on Tuesday, 13 December 2022.

On 2 December 2022 I attended the Gingin District High School end of year concert and awards presentation. I would like to extend congratulations to Councillor Vis for her work in arranging this event in her capacity as Deputy Principal.

17 NEW BUSINESS OF AN URGENT NATURE

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Sorensen **SECONDED:** Councillor Balcombe

That Council accept Item 17.1 as New Business of an Urgent Nature on the grounds that, if not dealt with at this meeting, the matter poses a potentially serious fire safety risk over summer at the Guilderton Caravan Park.

**CARRIED UNANIMOUSLY
7 / 0**

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

AGAINST: *Nil*

17.1 UNBUDGETED EXPENDITURE – URGENT FIRE SAFETY MAINTENANCE WORKS FOR GUILDERTON CARAVAN PARK

File	CPT/12
Author	Kylie Bacon – Coordinator Strategic Planning & Projects
Reporting Officer	Bob Kelly – Executive Manager Regulatory & Development Services
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a recommendation from the Guilderton Caravan Park and Foreshore Development Advisory Committee held on 20 December 2022 to seek funding of \$20,000 from the Shire's Land and Building Reserve Fund and \$30,000 from the Guilderton Caravan Park Reserve Fund for the purposes of updating / replacing fire safety equipment in the Guilderton Caravan Park.

BACKGROUND

Various maintenance issues at the Guilderton Caravan Park (the Park) have been ongoing for some time, requiring significant improvement and asset upgrades to retain a high standard of operation and aesthetics as expected by Council and the community. At its meeting on 2 August 2022, the Guilderton Caravan Park and Foreshore Development Advisory Committee (the Committee) resolved to:

1. *Agree that the rectification of ongoing general maintenance issues at the Guilderton Caravan Park will be addressed on the basis of Option 1; and*
2. *Request that the CEO make arrangements for Shire employees to undertake a full inspection of the Park over an appropriate period of time (for example, a week), with particular focus on the main buildings being the ablutions, camp kitchen, chalets and residence/reception, and for electrical and plumbing contractors to be engaged to provide full maintenance reports where specialist knowledge in these areas is required.*

Option 1 refers to the following:

The Committee may agree to allocate one (or more as required) internal Shire staff member/s to undertake a full inspection of the Park over an appropriate period of time (for example, one week), with particular focus on the main buildings being the ablutions, camp kitchen, chalets and residence/reception. Appropriate staff members may include those from the Shire's Health or Assets teams. Electrical and plumbing contractors that regularly service the Park may also be consulted to provide full maintenance reports on their respective areas where specialist qualifications are required.

In consultation with relevant contractors, Shire officers have completed a full-scale maintenance audit of the Park to identify all outstanding and potential maintenance and structural issues to improve the appearance and operation.

COMMENT

At its meeting on 20 December 2022, the Guilderton Caravan Park and Foreshore Development Advisory Committee were presented with the resulting Guilderton Caravan Park Inspection Report for consideration.

It was identified that current fire safety equipment at the Park requires urgent maintenance to ensure compliance with the relevant statutes. As identified in the Report, costs to replace this equipment are estimated at \$50,000. These works are proposed to be funded from a portion of funds available in the Guilderton Caravan Park Reserve Fund (\$30,000) and Land and Buildings Reserve (\$20,000), referred to in the Budget Implications below.

STATUTORY/LOCAL LAW IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Council has the following funds available for consideration.

Guilderton Caravan Park Reserve
Purpose: Development of Guilderton Caravan Park Facilities
Current Balance: \$34,018

Land and Buildings Reserve
Purpose: Replacement and/or acquisition of land and buildings
Current Balance: \$916,407

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.1 Management of Assets - Maintain civic buildings, sporting facilities, public places, plant and road and cycleway/pathways based on asset management plans and identified priorities

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION

MOVED: Councillor Balcombe **SECONDED:** Councillor Kestel

That Council approve the funding of \$30,000 from the Guilderton Caravan Park Reserve Fund and \$20,000 from the Shire's Land and Building Reserve Fund for the purposes of updating / replacing fire safety equipment in the Guilderton Caravan Park.

CARRIED BY ABSOLUTE MAJORITY

7 / 0

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

AGAINST: *Nil*

18 MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC

Nil

19 CLOSURE

There being no further business, the Shire President declared the meeting closed at 4:13 pm.

The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 17 January 2023, commencing at 3pm.