



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

AGENDA

Thursday 21 March 2024



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 21 March 2024 at the Latham Community Centre, Latham WA 6616, commencing at 3:00 pm.

A handwritten signature in black ink, appearing to read 'Paul Anderson', is positioned above the typed name.

Paul Anderson

CHIEF EXECUTIVE OFFICER

Date: 15 March 2024

Table of Contents

1.	Declaration of Opening/Announcement of Visitors:	5
2.	Opening Prayer:	5
3.	Disclaimer Reading:	5
4.	Record of Attendance/Apologies/Leave of Absence:	5
4.1	ATTENDANCE:	5
5.	Public Question Time:	5
5.1	RESPONSE TO QUESTIONS TAKEN ON NOTICE:	5
5.2	QUESTIONS WITHOUT NOTICE:	5
6.	Applications for Leave of Absence:	6
6.1	APPLICATION/S FOR LEAVE OF ABSENCE:	6
7.	Confirmation of Minutes of Previous Meetings:	6
7.1	ORDINARY COUNCIL MEETING HELD ON 22 FEBRUARY 2024	6
8.	Announcements by Presiding Member Without Discussion:	6
9.	Petitions/Deputations/Presentations:	6
10.	Announcements of Matters for Which Meeting May Be Closed:	6
11.	Declaration of Interest:	6
12.	Finance:	7
12.1	MONTHLY FINANCIAL REPORT – FEBRUARY 2024	7
12.2	SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024	9
13.	Community Development and Services:	11
13.1	REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS AND RECOVERY PLAN	11
13.2	DRAFT LOCAL PLANNING POLICY NO 1 – TREE FARMS	13
14.	Governance:	19
14.1	ADOPTION OF COMPLIANCE AUDIT RETURN 2023	19
14.2	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION: NATIONAL GENERAL ASSEMBLY REGISTRATION	21
15.	Confidential Reports:	23
15.1	COUNCIL DECISION TO GO BEHIND CLOSED DOORS	23
15.2	CONFIDENTIAL ITEM – RFT02-2023-2024 DESIGN AND CONSTRUCTION OF A SUPERMARKET	23
15.3	COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS	23
16.	Ordering the Common Seal:	24
17.	Reports of Committees and Members:	24
18.	Motions of Which Previous Notice Has Been Given:	24
19.	Notice of Motions:	24
20.	New Business of an Urgent Nature Admitted by Council:	24
21.	Closure of Meeting:	24
22.	Next Meeting:	24

Council Roles

Advocacy:

When Council advocates on its own behalf or on behalf of its community to another level of government /body /agency.

Executive/Strategic:

The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Legislative:

Includes adopting local laws, town planning schemes and policies.

Review:

When Council reviews decisions made by Officers.

Quasi-Judicial:

When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Disclaimer

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

Shire of Perenjori

Agenda for the Shire of Perenjori Ordinary Meeting of Council to be held on 21 March 2024, at the Latham Community Centre, Latham WA 6616, commencing at 3:00 pm.

1. Declaration of Opening/Announcement of Visitors:

The Shire President to declare the meeting open and welcome those in attendance.

Acknowledgement of Traditional Custodians: -

As per the Shire of Perenjori Policy (N° 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

I respectfully acknowledge the past and present traditional owners of the land on which we are meeting, the Badimia people. It is a privilege to be standing on Badimia country.

2. Opening Prayer:

The Shire President to read the opening prayer.

Acknowledgment of Pioneers;

I acknowledge the pioneers who settled this country, developed the land and turned it into the productive country we know today.

3. Disclaimer Reading:

As printed.

4. Record of Attendance/Apologies/Leave of Absence:

4.1 Attendance:

Members:

Staff:

Distinguished Visitors:

Members of The Public:

Leave of Absence:

Apologies:

5. Public Question Time:

5.1 Response to Questions Taken on Notice:

Insert Response

5.2 Questions Without Notice:

Insert Question

6. Applications for Leave of Absence:

6.1 APPLICATION/S FOR LEAVE OF ABSENCE:

OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That _____ be granted leave of absence for the meeting of _____

Motion put and carried / lost

7. Confirmation of Minutes of Previous Meetings:

7.1 ORDINARY COUNCIL MEETING HELD ON 22 FEBRUARY 2024

OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That the Minutes of the Ordinary Meeting of Council held on 22 February 2024, be confirmed as true and correct subject to no / the following corrections.

Motion put and carried / lost

[Next Item](#)

8. Announcements by Presiding Member Without Discussion:

9. Petitions/Deputations/Presentations:

10. Announcements of Matters for Which Meeting May Be Closed:

Matters Behind Closed Doors

In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

A matter that if disclosed, would reveal –

Information that has a commercial value to a person; or

Information about the business, professional, commercial or financial affairs of a person.

11. Declaration of Interest:

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

MINUTES

Thursday 22 February 2024



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 22 February 2024 in the Shire of Perenjori Council Chamber, Perenjori WA 6620, commencing at 3.00 pm.

A handwritten signature in black ink, appearing to be 'Paul Anderson', is located below the meeting details.

Paul Anderson

CHIEF EXECUTIVE OFFICER

Date: 16 February 2024

Table of Contents

1.	Declaration of Opening/Announcement of Visitors:	5
2.	Opening Prayer:	5
3.	Disclaimer Reading:	5
4.	Record of Attendance/Apologies/Leave of Absence:	5
	4.1 ATTENDANCE:	5
5.	Public Question Time:	5
	5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:	5
	5.2 QUESTIONS WITHOUT NOTICE:	5
6.	Applications for Leave of Absence:	6
	6.1 APPLICATION/S FOR LEAVE OF ABSENCE:	6
7.	Confirmation of Minutes of Previous Meetings:	6
	7.1 ORDINARY COUNCIL MEETING HELD ON 14 DECEMBER 2023	6
	7.2 SPECIAL MEETING OF COUNCIL HELD ON 1 FEBRUARY 2024	6
8.	Announcements by Presiding Member Without Discussion:	7
9.	Petitions/Deputations/Presentations:	7
10.	Announcements of Matters for Which Meeting May Be Closed:	7
11.	Declaration of Interest:	7
12.	Finance:	8
	12.1 MONTHLY FINANCIAL REPORT – DECEMBER 2023	8
	12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 2023	10
	12.3 MONTHLY FINANCIAL REPORT – JANUARY 2024	12
	12.4 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2024	14
	12.5 PROVISION OF BANKING SERVICE	16
	12.6 2023-24 ANNUAL BUDGET REVIEW	18
13.	Community Development and Services:	20
	13.1 CSRFF FUNDING APPLICATION - LATHAM BOWLING GREEN UPGRADE	20
	13.2 MOBILE FOOD VAN	23
	13.3 GOVERNMENT REGIONAL OFFICER HOUSING	34
14.	Governance:	37
	14.1 OUTCOME OF DISPOSAL OF ASSETS – DFES CARAVANS	37
	14.2 ANNUAL ELECTORS MEETING – 1 FEBRUARY 2024	39
15.	Confidential Reports:	41
	15.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS	41
	15.2 CONFIDENTIAL ITEM – REQUEST FOR TENDER 03 – 2023.24 PAVEMENT REPAIR & ASPHALT WORKS	41
	15.3 CONFIDENTIAL ITEM – REQUEST FOR TENDER 03 – 2023.24 PAVEMENT REPAIR & ASPHALT WORKS	41
	15.4 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS	42
16.	Ordering the Common Seal:	42
17.	Reports of Committees and Members:	42
18.	Motions of Which Previous Notice Has Been Given:	42
19.	Notice of Motions:	42
20.	New Business of an Urgent Nature Admitted by Council:	42
21.	Closure of Meeting:	42
22.	Next Meeting:	42

Council Roles

Advocacy:

When Council advocates on its own behalf or on behalf of its community to another level of government /body /agency.

Executive/Strategic:

The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Legislative:

Includes adopting local laws, town planning schemes and policies.

Review:

When Council reviews decisions made by Officers.

Quasi-Judicial:

When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Disclaimer

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

Shire of Perenjori

Minutes for the Shire of Perenjori Ordinary Meeting of Council held on Thursday 22 February 2024, at the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 3:00 pm.

1. Declaration of Opening/Announcement of Visitors:

The Shire President declared the meeting open at 3.00 pm and welcomed those in attendance.

Acknowledgement of Traditional Custodians: -

As per the Shire of Perenjori Policy (N° 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

I respectfully acknowledge the past and present traditional owners of the land on which we are meeting, the Badimia people. It is a privilege to be standing on Badimia country.

2. Opening Prayer:

The Shire President read the opening prayer.

Acknowledgment of Pioneers;

I acknowledge the pioneers who settled this country, developed the land and turned it into the productive country we know today.

3. Disclaimer Reading:

As printed.

4. Record of Attendance/Apologies/Leave of Absence:

4.1 Attendance:

Members:

Cr Jude Sutherland – Shire President
Cr Les Hepworth – Deputy Shire President
Cr Daniel Bradford
Cr Colin Bryant
Cr Brian Campbell
Cr Andrew Fraser
Cr Dael Sparkman

Staff:

Paul Anderson – Chief Executive Officer
Nola Comerford – Manager Corporate and Community Services
Marty Noordhof – Manager Infrastructure Services
Ally Bryant – Finance Manager

Distinguished Visitors: Nil

Members of The Public: Nil

Leave of Absence: Nil

Apologies: Nil

5. Public Question Time:

5.1 Response to Questions Taken on Notice:

Nil

5.2 Questions Without Notice:

Nil

6. Applications for Leave of Absence:

6.1 APPLICATION/S FOR LEAVE OF ABSENCE:

COUNCIL DECISION

Council Resolution Number: 220224.1

Moved: Cr Campbell Seconded: Cr Bradford

That Cr Bryant be granted leave of absence for the meeting of 21 March 2024.

Motion put and carried 7/0

**For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford
Against: Nil**

7. Confirmation of Minutes of Previous Meetings:

7.1 ORDINARY COUNCIL MEETING HELD ON 14 DECEMBER 2023

COUNCIL DECISION

Council Resolution Number: 220224.2

Moved: Cr Sparkman Seconded: Cr Bryant

That the Minutes of the Ordinary Meeting of Council held on 14 December 2023, be confirmed as true and correct subject to no corrections.

Motion put and carried 7/0

**For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford
Against: Nil**

7.2 SPECIAL MEETING OF COUNCIL HELD ON 1 FEBRUARY 2024

COUNCIL DECISION

Council Resolution Number: 220224.3

Moved: Cr Hepworth Seconded: Cr Fraser

That the Minutes of the Special Meeting of Council held on 1 February 2024, be confirmed as true and correct subject to no corrections.

Motion put and carried 7/0

**For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford
Against: Nil**

8. Announcements by Presiding Member Without Discussion:

Nil

9. Petitions/Deputations/Presentations:

Nil

10. Announcements of Matters for Which Meeting May Be Closed:

Matters Behind Closed Doors

In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

A matter that if disclosed, would reveal -

Information that has a commercial value to a person; or

Information about the business, professional, commercial or financial affairs of a person.

11. Declaration of Interest:

"Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences."

ITEM 13.1 CSRFF - Latham Bowls Club

Cr Bryant - Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 (President of Latham Golf and Bowling Club).

Cr Campbell - Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 (Club member).

12. Finance:

12.1 MONTHLY FINANCIAL REPORT – DECEMBER 2023

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	22 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	12.1.1 Monthly Statement of Financial Activity for December 2023

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 31 December 2023.

Background

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare a Monthly Statement of Financial Activity.

Recent changes to the Regulations require a focus on reporting and variance analysis by nature and type rather than by program. The Shire's reports have historically been prepared by both nature and type and program with the variance analysis done by program. All reports for 2023-24 to date have been prepared by both nature and type and program, but with the variance analysis being done by nature and type in compliance with the revised Regulations.

Statutory Environment

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare a Monthly Statement of Financial Activity.

Policy Implications

Nil

Consultation

Nil

Financial Implications

Shown in the attached data.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

Strategic Objectives

4.6. The organisation, assets and finances of the Shire are managed responsibly

Officer Comment

The opening surplus for the year is \$3,576,890. As previously advised, this surplus is notionally deceiving as the State Government transferred 100% of its 2023-24 financial assistance grants (totalling \$2.810m) to the Shire in June 2023.

Operating revenue YTD is \$4,351,825, over budget by \$160,228.

Operating expenditure YTD is \$6,160,797, over budget by \$964.730

Key variances between the YTD budget and actuals are explained in the attached report on pages 2-3.

COUNCIL DECISION

Council Resolution Number: 220224.4

Moved: Cr Bradford

Seconded: Cr Bryant

That the Monthly Financial Report to 31 December 2023 as attached be received.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 2023

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	22 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	12.2.1 - Accounts for Payment December 2023 12.2.2 - Corporate Credit Card Breakdown and Statement

Summary

Council is presented the list of payments made from the Municipal, Trust and Reserve Accounts under delegation since the last Ordinary Council Meeting.

Background

Council delegates authority to the Chief Executive Officer annually:

To make payments from Trust, Reserve and Municipal Fund;

To purchase goods and services to a value of not more than \$200,000;

Legal Compliance

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

R12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

Policy Implications

Nil

Council Policy Compliance

Payments are checked to ensure compliance with Council's Purchasing Policy Number 4007 – Procurement Policy.

Financial Implications

All payments are made in accordance with the adopted annual budget.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.
4.6. The organisation, assets and finances of the Shire are managed responsibly.

Consultation

Paul Anderson – Chief Executive Officer

Ally Bryant – Finance Manager

Officer Comment

Accounts paid for the month ending 31 December 2023

Municipal Account	
EFT 17182 - 17305	\$906,311.57
Direct Debits	\$80,558.17
Cheques	\$0.00
Corporate MasterCard	\$3,890.11
Bank Fees	\$159.23
Total	\$990,919.08

Trust Account – Mt Gibson Public Benefit Funds	
EFT – Transfer to another account (Close Term Deposit)	\$0.00
Cheques	\$0.00
Bank Fees	\$0.00
Total	\$0.00

Totalling **\$990,919.08** from *Municipal* and *Trust Accounts* for the month ending **31 December 2023**.

COUNCIL DECISION

Council Resolution Number: 220224.5

Moved: Cr Hepworth

Seconded: Cr Campbell

That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$990,919.08 (nine hundred and ninety thousand, nine hundred and nineteen dollars and eight cents) be accepted.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

12.3 MONTHLY FINANCIAL REPORT – JANUARY 2024

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	22 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	12.3.1 Monthly Statement of Financial Activity for January 2024

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 31 January 2024.

Background

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare a Monthly Statement of Financial Activity.

Recent changes to the Regulations require a focus on reporting and variance analysis by nature and type rather than by program. The Shire's reports have historically been prepared by both nature and type and program with the variance analysis done by program. All reports for 2023-24 to date have been prepared by both nature and type and program, but with the variance analysis being done by nature and type in compliance with the revised Regulations.

Statutory Environment

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare a Monthly Statement of Financial Activity.

Policy Implications

Nil

Consultation

Nil

Financial Implications

Shown in the attached data.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

Strategic Objectives

4.6. The organisation, assets and finances of the Shire are managed responsibly

Officer Comment

The opening surplus for the year is \$3,576,890. As previously advised, this surplus is notionally deceiving as the State Government transferred 100% of its 2023-24 financial assistance grants (totalling \$2.810m) to the Shire in June 2023.

Operating revenue YTD is \$4,512,961 over budget by \$226,930

Operating expenditure YTD is \$7,348,728, over budget by \$1,215,319

Key variances between the YTD budget and actuals are explained in the attached report on pages 2-3.

COUNCIL DECISION

Council Resolution Number: 220224.6

Moved: Cr Bryant

Seconded: Cr Bradford

That the Monthly Financial Report to 31 January 2024 as attached be received.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

12.4 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2024

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	22 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	12.4.1 - Accounts for Payment January 2024 12.4.2 - Corporate Credit Card Breakdown and Statement

Summary

Council is presented the list of payments made from the Municipal, Trust and Reserve Accounts under delegation since the last Ordinary Council Meeting.

Background

Council delegates authority to the Chief Executive Officer annually:

To make payments from Trust, Reserve and Municipal Fund;

To purchase goods and services to a value of not more than \$200,000;

Legal Compliance

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

R12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Implications

Nil

Council Policy Compliance

Payments are checked to ensure compliance with Council's Purchasing Policy Number 4007 – Procurement Policy.

Financial Implications

All payments are made in accordance with the adopted annual budget.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Consultation

Paul Anderson – Chief Executive Officer

Ally Bryant – Finance Manager

Officer Comment

Accounts paid for the month ending 31 January 2024

Municipal Account	
EFT	\$390,332.33
Direct Debits	\$144,676.10
Cheques	\$0.00
Corporate MasterCard	\$7,936.14
Bank Fees	\$200.05
Total	\$543,144.62

Trust Account – Mt Gibson Public Benefit Funds	
EFT – Transfer to another account (Close Term Deposit)	\$0.00
Cheques	\$0.00
Bank Fees	\$0.00
Total	\$0.00

Totalling **\$543,144.62** from *Municipal* and *Trust Accounts* for the month ending **31 January 2024**.

COUNCIL DECISION

Council Resolution Number: 220224.7

Moved: Cr Hepworth Seconded: Cr Bradford

That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$543,144.62 (five hundred and forty three thousand, one hundred and forty four dollars and sixty two cents) be accepted.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford
Against: Nil

12.5 PROVISION OF BANKING SERVICE

Applicant:	Shire of Perenjori
File:	ADM0082
Date:	22 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	12.5.1 Comparison Report of Banks

Summary

Council is requested to endorse the proposed changing of Bank Institutions for the Shire of Perenjori.

Background

On the 12th September 2023 the Shire was advised that all Bankwest business customers would be required to transition to CommBank or move to another service provider.

To ensure due diligence, process was undertaken and a proposal of services was requested from CommBank, NAB and Bendigo Bank.

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager Corporate and Community Services

Financial Implications

Bankwest currently do not charge bank account fees, neither do they pay interest on the funds held in the Municipal account. A low interest rate is paid on funds held in the Telenet saver account.

Both CommBank and NAB banks charge account fees, but also pay interest on all bank accounts (including the Municipal account).

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

A meeting was held with the Manager of Corporate and Community Services, Finance Manager and 2 representatives from CommBank on the 13th November 2023. Discussions focused on the services that CommBank could provide, fees and charges and the interest on offer for interest bearing accounts.

Another meeting was held on the 11th December 2023 with the Manager Corporate and Community Services, Finance Manager and 2 representatives from NAB. Again, discussions focused on the services that NAB could provide, fees and charges and the interest on offer for interest bearing accounts.

On the 13th December 2023 an email was sent to the Manager of Bendigo Bank in Jurien Bay requesting a proposal be prepared for the opportunity of the Shire transitioning to Bendigo Bank. To date there has been no response to this request from Bendigo Bank.

After analysis of the two submissions (see Attachment: Comparison Report of Banks), it is the recommendation of the Officer that the Shire of Perenjori transition banking services to the National Australia Bank, as although many services on offer were comparable, NAB offers lower fees and charges overall.

The transition will be booked in to commence planning after Council endorsement and interruptions to normal business operations during the transition process should be minimal.

COUNCIL DECISION

Council Resolution Number: 220224.8

Moved: Cr Sparkman

Seconded: Cr Campbell

That Council endorse the transition of Shire of Perenjori banking services from Bankwest to National Australia Bank (NAB).

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

12.6 2023-24 ANNUAL BUDGET REVIEW

Applicant:	Shire of Perenjori
File:	ADM 0339
Date:	8 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	12.6.1 2023-24 Annual Budget Review

Summary

Section 33A of the *Local Government (Financial Management) Regulations 1996* requires that a review of its annual budget is carried out between 1 January and 31 March of every year.

Background

The review has been carried out by senior staff responsible for budgets. Key areas where there have been changes in financial situation have been identified and changes to the budget recommended.

The Shire is required to provide a copy of the budget review to the Department of Local Government within 30 days after Council has made its determinations.

The more significant changes to income or expenditures are addressed in this report.

Statutory Environment

Local Government (Financial Management) Regulations 1996 Part 33A requires the Council to consider the review for the period from 1 July and ending no earlier than 31 December of that financial year. The regulation also requires the Council to consider the local governments financial position, consider the options presented and decide whether to adopt the review as presented, any part of the review or any recommendations made in the review, and consider the outcomes that are forecast in the budget.

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager of Corporate and Community Services

Marty Noordhof – Manager of Infrastructure Services

Financial Implications

Shown in the attached report, with no changes to the budgeted closing net surplus/deficit.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

The 2023-24 Budget was approved by Council in August 2023. At the time the budget was adopted, a comprehensive capital works program was forecast. Since the adoption the Shire issued a tender for capital road works to be undertaken

As a budget review compares to the original budget adopted it is to be noted that the budget review also addresses all amendments adopted by Council since August 23.

This budget review addresses the key changes in circumstances since the budget was approved. The key movements are:

- Reduction in Net operating of \$61,977. A thorough review of operating accounts was conducted and accounts altered to reflect their true budget requirements.

- Capital Grant income reducing by \$188,974 This is the reduction of RRG funding \$300k for Warriedar Coppermine Road and increase in revenue for Caron Dam Tank of \$38,400, Caron Dam Roofing of \$63,738, EV Charging Station Grant \$6,600 and minor increase of \$,2,287 for balance of Evacuation Centre work.
- Capital projects increasing by \$332,589. This is made up by a reduction in Plant & Equipment of \$17,250, increase in Roads \$230,639, increase in Other Infrastructure \$99,200 and Furniture & Fittings increase \$20,00

Capital Job	Original Budget	Amend Budget	Comment
Mex System	\$0.00	\$20,000.00	
Fencing of Perenjori Tip	\$15,000.00	\$80,000.00	Resolution 231123.7
Perenjori Oval Water	\$92,703.00	\$73,918.00	Funded from CSRFF
Perenjori Town Water Project	\$35,394.00	\$42,694.00	Funded from DWER
Static Water Supply	\$10,000.00	\$7,685.00	Funded from DFES
Carnamah PJ Road	\$129,871.00	\$80,222.00	Funded from RRG
Warriedar Coppermine	\$950,000.00	\$0.00	Resolution 261023.7
Taylor Road	\$300,000.00	\$453,288.00	Resolution 261023.7
Loading Street (Tender Part B)	\$330,000.00	\$191,000.00	Funded from R2R
Road Tender Part A	\$0.00	\$1,216,000.00	Partial LRCIP Funded
CEO Vehicle	\$75,000.00	\$61,500.00	
Small Hybrid SUV	\$35,000.00	\$0.00	
EV Charging Station	\$0.00	\$13,260.00	Resolution 261023.7
Slasher/Tractor Latham Golf Club	\$38,000.00	\$30,990.00	
Sign Trailer SAM	\$0.00	\$25,000.00	
Caron Dam Tank	\$0.00	\$48,000.00	Funded from DWER
Total	\$2,010,968.00	\$2,343,557.00	
Net Result	\$332,589.00		

- Transfer from Reserves increasing by \$279,386 being \$14,386 from Leave reserve to cover long services leave taken this year, additional \$65,000 from Refuse Reserve and \$200,000 from Housing Reserve to support funding of increased maintenance expenditure.
- Transfer to Reserves decreasing by \$121,165 due to reducing transfer to Plant Reserve from \$305,254 to \$184,089.

Attached is the statutory budget review document which details the recommended budget adjustments. The net impact of the adjustment is to maintain the closing surplus/deficit at \$0.

COUNCIL DECISION

Council Resolution Number: 220224.9

Moved: Cr Bryant

Seconded: Cr Bradford

In accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996, Council adopts the 2023-24 Budget Review and submits a copy of the adopted 2023-24 Budget Review to the Department of Local Government within 30 days of Council adoption.

Motion put and carried by absolute majority 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

13. Community Development and Services:

13.1 CSRFF FUNDING APPLICATION - LATHAM BOWLING GREEN UPGRADE

Applicant:	Shire of Perenjori
File:	ADM 0735
Date:	12 February 2024
Disclosure of Interest:	Cr Bryant – Impartiality Cr Campbell - Impartiality
Voting Requirements:	Absolute Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Letter from Latham Bowling Club Quotes for bowling green upgrade

Cr Bryant and Cr Campbell left the meeting at 3.09 pm.

Summary

For Council to consider financial support towards upgrading the Latham Bowling Green and submit a request for funding under the Community Sport and Recreation Facilities Fund (CSRFF) Small Grant round.

Background

The existing bowling green surface was changed from lawn green to synthetic green in 2013 as a result of funding from the Shire and Mt Gibson Mining. It is now past the original life expectancy of 10 years and is deteriorating with the elasticity of the surface altering and the surface splitting, more so since Cyclone Seroja occurred in April 2021. Prior to the 2023 lawn bowls season, the Latham Bowls Club had to have parts of the synthetic surface stitched to enable the season to continue.

The Latham Bowling Club has both men’s and women’s pennants sides, encompassing 28 members. After a hiatus of a few decades, the women’s’ side was re-established in 2023 due to increased community interest. There has also been an increased interest to play lawn bowls from young adults, with eight regular players aged 21-30 years old throughout the 2023 season.

The Department of Local Government, Sports and Cultural Industries (DLGSC) administers the CSRFF program, with the purpose of providing State Government financial assistance to Local Government Authorities and local community groups (up to one third of the total capital cost), to develop well-planned facilities for sport and recreation. In order to assist with the evaluation of submissions and to ensure projects are viable and appropriate, DLGSC has developed “Key Principles of Facility Provision”. Accordingly, each submission is to be assessed against those criteria.

Under the provision, Local Government Authorities are required to rate and prioritise submissions using the following guide:

RATE	DESCRIPTION
A	Well planned and needed by the municipality
B	Well planned and needed by the applicant
C	Needed by the municipality, more planning required
D	Needed by the applicant, more planning required
E	Idea has merit, more preliminary work needed
F	Not recommended

Each Local Government Authority is required to assess and prioritise the applications before forwarding all documentation to the Midwest Gascoyne Office of the DLGSC no later than Friday 29 March 2024.

Applications will be evaluated and ranked by relevant State Sporting Associations and the CSRFF Assessment Panel, prior to the outcome being announced by the Minister for Sport and Recreation. Funds for successful applications will become available mid-2024.

One (1) application was received for the current Small Grants round as follows:

1. Shire of Perenjori – Latham Bowling Green Upgrade

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Consultation

Craig Vinci - DLGSC Midwest Gascoyne Regional Office

Paul Anderson – Chief Executive Officer

Ally Bryant – Treasurer, Latham Bowls & Golf Club

Financial Implications

In accordance with the CSRFF guidelines, the applicant can apply for one third of eligible project costs, with the potential for a 50% contribution if a Development Bonus request is successful. Two quotes have been sought from reputable suppliers of synthetic bowling greens by the Latham Bowls & Golf Club. The Latham Bowling Green Upgrade Project has an estimated project cost of \$184,208 (ex GST) including a 10% cost escalation as required by the CSRFF Application. A one third contribution is intended to be sought from the CSRFF program being \$61,403 (ex GST) and the Latham Bowls & Golf Club has committed \$50,000 (ex GST), in addition to an in-kind contribution to remove the existing surface. The gap of \$72,805 (ex GST) is being requested from the Shire in the 2024/25 Annual Budget.

Strategic Community Plan

Goal 1: An inclusive community and a great place to live for all ages and stages of life.

1.1. The community is active and has access to a range of sport and recreation facilities.

1.2. Community life is enhanced and nurtured with well supported clubs, community groups, and essential volunteer-based services.

Officer Comment

The next round of the Community Sport and Recreation Fund (CSRFF) closes on 29 March 2024 and staff will work with the Latham Bowls & Golf Club and the Department of Local Government, Sport and Cultural Industries to seek funding and deliver this Project in 2024/25.

PROCEDURAL MOTION

Council Resolution Number: 220224.10

Moved: Cr Hepworth

Seconded: Cr Bradford

That Council suspend Standing Orders, Clause 9.5 Limitation on number of speeches at 3.10 pm, to allow for open discussion on item 13.1 of these minutes.

Motion put and carried 5/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Sparkman, Cr Bradford

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 220224.11

Moved: Cr Sparkman

Seconded: Cr Bradford

That Council reinstates Standing Orders at 3.15 pm.

Motion put and carried 5/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Sparkman, Cr Bradford

Against: Nil

COUNCIL DECISION

Council Resolution Number: 220224.12

Moved: Cr Fraser

Seconded: Cr Bradford

That Council:

- 1. ENDORSE a CSRFF Small Grant Application seeking a one third contribution towards the upgrade of the Latham Bowling Green;**
- 2. RANK the Latham Bowling Green Upgrade project as 'A - Well Planned and Needed by Municipality'; and**
- 3. COMMIT expenditure in the 2024/25 financial year in the sum of \$72,805 towards the Latham Bowling Green Upgrade project.**

Motion put and carried by absolute majority 5/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Sparkman, Cr Bradford

Against: Nil

Cr Bryant and Cr Campbell returned to the meeting at 3.17 pm.

13.2 MOBILE FOOD VAN

Applicant:	K. Holland
File:	A 101
Date:	7 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Simon Lancaster - Planning Advisor
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	13.2.1 Received Application 13.2.2 Shire of Perenjori Trading Local Law

Summary

Council resolved at its 21 September 2022 meeting to approve a mobile food van to operate from the following locations in the Perenjori & Latham townsites:

- 39 (Lot 88) Livingstone Street, Perenjori (The Lodge);
- Reserve 17056 Fowler Street, Perenjori (Perenjori Oval);
- Reserve 26910 Crossing Road, Perenjori (Perenjori Caravan Park);
- Rail Reserve Loading Street, Perenjori (CBH);
- Rail Reserve Fowler Street, Perenjori (Village Green);
- Reserve 24180 Summers Road, Latham (Latham Golf Club); &
- Reserve 30802 Fox Street, Latham (Latham Community Hall).

The approval was subject to a 12 month trial period after which time the matter was to be returned to Council for further consideration. The trial period has now concluded and the food van operator wishes to continue.

This report recommends that Council approve the food van for a further 12 months and issue delegated authority to the Shire CEO to issue further annual approvals beyond that time in the event that no complaints or issues are raised with the operation of the food van.

Background

The originally submitted application is provided as **separate Attachment 13.1.1** for Council's information. In support of their proposal the applicant originally advised as follows:

- “1) *the food van will be primarily housed at my property at 67 Carnamah- Perenjori Rd in Perenjori WA 6620. It is a mobile business and therefore will be situated at different locations in the Mid West region (for trading). In Perenjori I expect to trade from: The Caravan Park, Village Green and CBH entrance (Loading Street). Other places I intend to trade from are within the Morawa, Three Springs, Mingenew, Carnamah, Dalwallinu and Coorow Shires.*

Food preparation will be done from my van but also at the Perenjori Sports Pavillion kitchen. The Kitchen is located at Stan Cannon Oval, Fowler St, Perenjori.
- 2) *As I am just starting, I am not sure of my trading hours. These will fluctuate due to demand and event duration etc. To start with, I hope to trade on the weekends in Perenjori from 7am- 3pm.*
- 3) *My menu will comprise: coffee, cold drinks, cakes and slices, sandwiches, pies and other baked pastries, soup and hot chips. The menu may change depending on event and demand. I will also offer a daily special such as a casserole or pasta dish. The food sold from my food van will be take away. I also will be catering and menus for this are developed in response to clients needs and budget. Catering can be for 10-150 people.*
- 4) *I am waiting on the Health Officer to inspect my Food Van in order to complete my Food Business Registration. As this stage, he is booked to inspect my van on 20th July. After this I will be able to forward you the relevant Food Registration Certificate as well as my Insurance documents. I will also send through photos of the van once the inspection has occurred. The van was previously registered as a Food Business in the Perth metro area however this registration was not transferred as the ex-proprietors intend to continue to trade under their registered business name.”*

The minutes from the 21 September 2022 meeting can be accessed at the following link:

[confirmed-minutes-ocm-september-2022.pdf \(perenjori.wa.gov.au\)](https://perenjori.wa.gov.au/confirmed-minutes-ocm-september-2022.pdf)

More information on the mobile food van business can be viewed at the following link:

[Daphne's Timeless Treats | Perenjori WA | Facebook](#)

Statutory Environment

Part 1 Section 4 of the *Planning & Development Act 2005* ('the Act') defines development as follows:

“development means the development or use of any land, including —

- (a) *any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
- (b) *the carrying out on the land of any excavation or other works;*
- (c) *in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that —*
 - (i) *is likely to change the character of that place or the external appearance of any building;*
or
 - (ii) *would constitute an irreversible alteration of the fabric of any building.”*

Whilst the siting of a mobile food van does not constitute a development as defined within parts (a)-(c) it is considered development as operating a commercial/retail activity constitutes the “*use of any land*”.

The mobile food van is further considered to constitute the use of land as it would be established for extended periods, and should therefore be viewed differently to a more transitory operation such as an ice cream van that is generally in motion and might typically only be stationary when hailed by customers, that might be able to be considered under the exemption provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The proposal also requires approval under the Shire's 'Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law'.

Schedule 2 Part 7 Clause 61(2)(d) of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('Regulations') provides for exemption from the requirement to obtain development approval for a temporary use which is in existence for less than 48 hours, or a longer period agreed by the local government, in any 12 month period. This application is not considered to meet this requirement as whilst the food van would be sited for periods of less than 48 hours, it would be sited in any of the 7 proposed locations for a period of greater than 48 hours across a 12 month period.

Mobile Food Van is not a listed use in the Scheme, and it is not considered that the proposed land use would meet with the following Regulations definitions as it does not involve a premises:

“fast food outlet/lunch bar means premises, including premises with a facility for drive-through service, used for the preparation, sale and serving of food to customers in a form ready to be eaten -

- (a) *without further preparation; and*
- (b) *primarily off the premises”*

“restaurant/cafe means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the Liquor Control Act 1988”

On this basis Clause 18(4) of the Scheme is therefore considered to apply in this instance:

“The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table—

- (a) *determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government;*
or

- (b) *determine that the use may be consistent with the objectives of a particular zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or*
- (c) *determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.”*

39 (Lot 88) Livingstone Street, Perenjori (The Lodge) is zoned ‘Residential R10/30’ under the Shire of Perenjori Local Planning Scheme No.3 (‘the Scheme’). 14 (Lot 67) Carnamah-Perenjori Road, Perenjori where the food van would be parked when not in use is also zoned ‘Residential’ (in this case being R2.5). Clause 16 of the Scheme lists the objectives for the ‘Residential’ zone as being:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development.”*

Figure 1 – Aerial Photo of 39 (Lot 88) Livingstone Street, Perenjori (The Lodge)



Figure 2 – Aerial Photo of 14 (Lot 67) Carnamah-Perenjori Road, Perenjori



Reserve 17056 Fowler Street, Perenjori (Perenjori Oval), Reserve 24180 Summers Road, Latham (Latham Golf Club) and Reserve 30802 Fox Street, Latham (Latham Community Hall) are all zoned 'Public Open Space' and Clause 14 of the Scheme list the objectives for this zone as being:

- *To set aside areas for public open space, particularly those established under the Planning and Development Act 2005 s.152.*
- *To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage."*

Figure 3 – Aerial Photo of Reserve 17056 Fowler Street, Perenjori (Perenjori Oval)



Figure 4 – Aerial Photo of Reserve 24180 Summers Road, Latham (Latham Golf Club)



Figure 5 - Aerial Photo of Reserve 30802 Fox Street, Latham (Latham Community Hall)



Reserve 26910 Crossing Road, Perenjori (Perenjori Caravan Park) is zoned 'Tourism' and Clause 14 lists the objectives for this zone as being:

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

Figure 6 - Aerial Photo of Reserve 26910 Crossing Road, Perenjori (Perenjori Caravan Park)



The 'Village Green' portion of the Rail Reserve, Fowler Street, Perenjori is zoned 'Civic & Community' and Clause 14 lists the objective for this zone as being:

- *To provide for a range of community facilities which are compatible with surrounding development.*

- *To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.”*

Figure 7 – Aerial Photo of Rail Reserve between Fowler Street and Loading Street, Perenjori



The Loading Street frontage/area of the Rail Reserve, Perenjori is zoned 'Railways' and Clause 14 lists the objectives for this zone as being:

- *To set aside land required for passenger rail and rail freight services.”*

Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by local government in considering a development application:

- “(a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(j) *in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;...*
- ...(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;...*
- ...(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;...*
- ...(v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application...*
- ...(zb) *any other planning consideration the local government considers appropriate.”*

Council also has an 'Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law' which is provided as **separate Attachment 13.1.2** for Council's information.

The mobile food van would be required to comply with the conditions of this Local Law which includes the following:

"5.3 Trader's permit

- (1) A person shall not carry on trading unless that person is—*
 - (a) the holder of a valid trader's permit; or*
 - (b) an assistant specified in a valid trader's permit.*
- (2) Every application for a trader's permit shall—*
 - (a) state the full name and address of the applicant;*
 - (b) specify the proposed number of assistants, if any, to be engaged by the applicant in trading, as well as their names and addresses if already engaged;*
 - (c) specify the location or locations in which the applicant proposes to trade*
 - (d) specify the period of time for which the permit is sought, together with the proposed days and hours of trading;*
 - (e) specify the proposed goods or services which will be traded; and*
 - (f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in trading.*
- (3) The conditions subject to which the local government may approve an application for a trader's permit include that the permit holder is permitted to remain at a particular location for as long as there is a customer making a purchase, but if there is no customer making a purchase the permit holder must move on from that location within a reasonable time of the last purchase having been made."*

"5.8 Conduct of stallholders and traders

- (2) A stallholder or trader shall not—*
 - (a) attempt to conduct a business within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods or services of the kind being offered for sale by the stall holder or trader"*

Policy Implications

Nil

Consultation

The original application was advertised for comment from 22 August 2022 until 13 September 2022 by means of the Shire writing to relevant parties including commercial operators, sporting/community groups, Cooperative Bulk Handling, Public Transport Authority, Main Roads WA and Arc Infrastructure. A copy of the application was also placed on the Shire website for viewing and at the Shire office.

3 submissions were received during the advertising period, with 1 of these expressing support and 2 in objection. A copy of the received submissions were provided to Councillors with the 21 September 2022 Council Agenda and can be provided again to Councillors upon request.

The 1st objection concerned the applicant operating the food van from their home property of 14 (Lot 67) Carnamah-Perenjori Road, Perenjori and the traffic safety issues this caused in terms of vehicles manoeuvring and parking on an 80km/hour section of road.

The applicant had operated the food van from their property at 14 Carnamah-Perenjori Road without the necessary local government approval over a series of weekends and was contacted by the Shire to cease operations and make application, which they complied with, leading to the original application's advertising and presenting to Council.

Given the traffic concerns raised with the 14 Carnamah-Perenjori Road location, and it being zoned 'Residential' which is not an appropriate zoning for this activity, Council included the following condition in its 21 September 2021 approval:

"This approval is for parking of the food van and preparations associated with the food van only to take place upon 14 (Lot 67) Carnamah-Perenjori Road, Perenjori and retailing from the property or road reserve is not permitted."

The 2nd objection concerned the issue of the influence that the mobile food van's operation would have upon other businesses such as the roadhouse that may lead to them closing on Sundays or other days of the week.

It is a reasonable view to take that a mobile food van whilst offering a new service to the residents of, and visitors to, the Shire of Perenjori also has the potential to impact upon existing Perenjori businesses.

Competition and impact on existing local businesses is an issue that local governments have often been forced to grapple with, particularly where arguments have been mounted that an existing retailing operation offers multiple services and employment to a local community, and when faced with an arriving (sometimes mobile, or unmanned, or non-locally employing) competitor that offers a more limited service (in terms of products or hours of operation) that undermines their profitability, this can result in the existing service provider no longer being viable and the local community resultantly losing those associated services and employment. Existing businesses might also note that they are required to pay local government rates and service authority charges (e.g. power and water) and these are not required of mobile food outlets who might seek to park in the most advantageous locations and only in periods of high activity whereas permanent business support local communities all year round.

Council can have some regard for this issue under Clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* including the requirements of orderly and proper planning, having regard for the amenity of the locality including social impacts of the development, the amount of traffic likely to be generated by the development particularly in relation to the capacity of the local road system in the locality, the impact of the development on the community as a whole, and any submissions received on the application. However, it is noted that the Clause 67 of the Regulations also lists the following matter to be considered by local government:

“(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses.”

This is also an issue that Section 3.3.7 'Economic Competition' of the Western Australian Planning Commission publication 'Development Assessment Panel Training Notes – Making Good Planning Decisions' (2011) addresses as follows:

“The threat of competition to existing businesses is not a relevant planning consideration. It only becomes a relevant planning consideration if there is a prospect that there will be a reduction in the facilities available to the community.

This was made clear in the High Court decision of Kentucky Fried Chicken Pty Ltd v Gantidis (1979) 140 CLR 675. In that case, Barwick CJ at [681] said that:

“economic competition feared or expected from a proposed use is not a planning consideration within the terms of the planning ordinance governing this matter”.

Stephen J at [687] noted that:

“...the mere threat of competition to existing businesses, if not accompanied by a prospect of a resultant overall adverse effect upon the extent and adequacy of facilities available to the local community if the development be proceeded with, will not be a relevant town planning consideration.”

However, it is also noted that Section 2.10 of the *Local Government Act 1995* lists one of the roles of a Councillor as being:

“A councillor —

(a) represents the interests of electors, ratepayers and residents of the district;”

In regards to this aspect Council included the following condition in its 21 September 2021 approval:

“The location of the food van must not be within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods or services of the kind being offered for sale by the stall holder or trader in accordance with Section 5.8(2)(a) of the Shire of Perenjori Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.”

No further complaints have been received concerning the food van during its trial period, however, Council may consider it appropriate to conduct a further consultation period prior to making determination.

Financial Implications

The Shire of Perenjori Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law does not set a fee instead noting that *“fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act”* (this being the *Local Government Act 1995*).

This fee is set with council fees and charges on an annual basis. The annual fee for mobile and itinerant vendors in the 2023/24 fees and charges is \$565.

Strategic Community Plan

The Shire of Perenjori Strategic Community Plan and Corporate Business Plan 2022/23-2032/33 contains the following of relevance:

“Goal 3: A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings

3.1 *Opportunities are maximised to promote economic growth and local development*

3.2 *Visitors are welcomed and well-catered for”*

Officer Comment

The Shire has received no complaints concerning the operation of the food van during its trial period.

Nonetheless, it is recommended that approval of the application be made subject to a ‘rolling’ 12 month approval, as this would enable the Shire to annually review the operation and impacts of the development when determining whether to grant any further approval.

It is further recommended that Council issue delegated authority to the Shire CEO to issue the further approvals (for a period not greater than 12 months) in the event that no complaints or issues are raised with the operation of the food van. In the event that a substantiated complaint is received or the development raises concern then the Shire CEO would have the ability to return the matter to Council for its consideration.

PROCEDURAL MOTION

Council Decision Number: 220224.13

Moved: Cr Bradford

Seconded: Cr Fraser

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches* at 3.16 pm, to allow for open discussion on Item 13.2 of these Minutes.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

PROCEDURAL MOTION

Council Decision Number: 220224.14

Moved: Cr Sparkman

Seconded: Cr Bryant

That Council reinstates Standing Orders at 3.20 pm.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

COUNCIL DECISION

Council Recommendation Number: 220224.15

Moved: Cr Sparkman

Seconded: Cr Hepworth

That Council extend approval for a mobile food van to operate at the following locations subject to the listed conditions and advice notes contained in this resolution:

- **39 (Lot 88) Livingstone Street, Perenjori (The Lodge);**
- **Reserve 17056 Foler Street, Perenjori (Perenjori Oval);**

- Reserve 26910 Crossing Road, Perenjori (Perenjori Caravan Park);
- Rail Reserve Loading Street, Perenjori (CBH);
- Rail Reserve Fowler Street, Perenjori (Village Green);
- Reserve 24180 Summers Road, Latham (Latham Golf Club); &
- Reserve 30802 Fox Street, Latham (Latham Community Hall).

Conditions:

- 1 The approval is valid for a period of 12 months (until 22 February 2025) after which time the application shall be reconsidered by the Shire Chief Executive Officer (under the delegated authority of Council) as to any impacts arising from the operation of the development in the local government's determination on whether to grant any extension to the approval period.
- 2 Any additions to or change of use of any part of the development (not the subject of this consent/approval) considered by the Shire Chief Executive Officer to represent significant variation from the approved development requires further application and planning approval for that use/addition.
- 3 The location of the mobile food van, and maintenance of public access about the mobile food van, being to the approval of the local government.
- 4 The operator of the food van must specify the proposed days and hours of trading in accordance with Section 5.3(2)(d) of the Shire of Perenjori Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
- 5 The location of the food van must not be within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods or services of the kind being offered for sale by the stall holder or trader in accordance with Section 5.8(2)(a) of the Shire of Perenjori Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
6. The applicant shall ensure that the mobile food van and immediate surrounding area is kept clean and tidy to the approval of the local government.
7. The applicant shall ensure that rubbish associated with the operation of the mobile food van is managed to the approval of the local government.
8. No freestanding signs or hoardings advertising the operation of the mobile food van are permitted to be erected whether temporary or permanent in nature without the approval of the local government.
- 9 The use of mechanical chimes or amplified music which could cause a noise nuisance is not permitted. The mobile food van shall at all times comply with the *Environmental Protection (Noise) Regulations 1997*.
- 10 The mobile food van shall comply with the requirements of the *Food Act 2008* and *Food Regulations 2009*.
- 11 The applicant shall obtain the written approval of the local government that the mobile food van meets the required food, health, waste management and access standards before the commencement of operations.
- 12 The applicant must possess (and provide copy to the local government) public liability insurance cover of not less than \$10 million.
- 13 This approval is issued only to the applicant and is not transferable to any other party.
- 14 This approval is for parking of the food van and preparations associated with the food van only to take place upon 14 (Lot 67) Carnamah-Perenjori Road, Perenjori and retailing from the property or road reserve is not permitted.

Advice Notes:

- (a) In relation to condition 1 the applicant is advised that this approval is issued for a period of 12 months and the operation of this development will be monitored by the local government and should complaints arise and not be adequately managed to the satisfaction of the local government, then the local government reserves the right to terminate the approval period prior to the expiry date of 22 February 2025.
- (b) That Council delegate authority to the Shire Chief Executive Officer for the annual renewal of the approval should no written, author-identified complaints be received during the preceding 12 month period, and there being no change in the circumstances under which the previous

- approval was granted. In the event that written, author-identified complaints are received in relation to the development this matter may be returned to Council for further consideration.
- (c) In relation to conditions 4 & 5 the Shire's Chief Executive Officer can vary the approved hours and days of operation in the event that complaint is received, or concern raised, in regards to the food van operation, and also reserves the right to return this matter to Council for further consideration in the event that complaint is received, or concern raised, in regards to the food van operation.
 - (d) In relation to conditions 10 & 11 the applicant is advised that they are required to liaise with the Shire's Environmental Health Officer to ensure compliance of the operations (and as required by legislation thereafter to continue operations).
 - (e) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation and it is the applicant's responsibility to obtain any additional approvals required before the development commences.
 - (f) The applicant is required to obtain any separate consents as may be required from the Public Transport Authority and its rail operators such Arc Infrastructure and Cooperative Bulk Handling in regards to the Loading Street site prior to commencement of operations.
 - (g) This planning approval issued to the applicant is not to be construed as the granting of an exclusive commercial use and the local government reserves the right to issue approval to other parties who may seek to conduct commercial activities.
 - (h) If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

13.3 GOVERNMENT REGIONAL OFFICER HOUSING

Applicant:	Shire of Perenjori
File:	ADM 0436
Date:	9 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Paul Anderson – Chief Executive Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	13.3.1 GROH Information for Investors
	13.3.2 GROH Construction Specifications
	13.3.3 Letter of Intent
	13.3.4 Agreement for Lease (Proforma)
	13.3.5 GROH Residential Tenancy Agreement (Proforma)

Summary

The Chief Executive Officer has been in discussions and has now finalised a lease to Government Regional Officers Housing (GROH) of 9 Hirshauer Road. This has now progressed to a discussion regarding the opportunity for Council to build new houses within the Perenjori townsite on a 10-year leaseback proposal to GROH.

Background

GROH provides housing to State Government employees and currently has three premises in Perenjori at the following locations: 28 Livingstone Street, 30 Livingstone Street and 27 Hesford Street.

These properties are aging and their ongoing suitability for key worker accommodation will be reviewed when new stock is available.

GROH have not advised what their intentions are regarding the existing housing stock if the new houses are constructed and this can be discussed further, dependent upon GROH's ongoing housing requirements.

GROH have indicated that they have future requirements for 3 Houses - 2 for Police and 1 for the Education Department.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Consultation

Elected Members – Shire of Perenjori

Financial Implications

The funding of the buildings would be through loan funding with GROH paying a weekly rent.

An indication from GROH of the rent that could be achieved on a \$650,000 spend is \$1,100 per week.

The total costs of the loan and a full financial assessment would need to be undertaken to ensure the Council was not putting significant own source funds to the project, both to establish the properties and in ongoing costs.

The utilisation of loan funding for GROH housing would also limit the Shire's ability to access future funding as this facility is limited by Treasury based on the Council's loan liability and ability to repay the loan funds.

Strategic Community Plan

Area 2: Industry and Business Development – Our Economy

Goal: Fostering and maximising growth across the economy, seeking and embracing opportunities for diversifying and strengthening our economic base.

Officer Comment

The opportunity to provide new housing to GROH for key worker accommodation, predominantly police and teachers, assists in the attraction and possible retention of these government employees in the Shire.

While it is unfortunate that the State Government will not fund the capital costs to build the properties required for their employees, it is an opportunity for the Council to continue its housing program for the townsite.

The Council may, dependent upon funding availability, consider the opportunity of a staged approach to the construction of the required housing to ensure the ability to fund other opportunities as they arise is not diminished.

GROH have advised as follows:

Under the Government Regional Officers' Housing (GROH) Program we have limited monies available to construct new dwellings across the State to support the delivery of State Government Services, through the provision of suitable and appropriate accommodation. Most of our capital works is directed towards remote nonmarket locations across the State, where funds from external investors are not available.

We would like to explore the option of entering into similar arrangements with you to build dwellings for the GROH Program, in return for a 10-year lease arrangement with a one-year lease option.

Note that rents will be at a negotiated cost rent and annual reviews will be based on CPI (The commencing rent will be a weekly cost rent of \$1,100 per week based on a capital spend of \$650,000 for example, we would need to be provided with contract information and other project related costs to verify the total project cost).

Before you commit any capital, we will enter into a 'Letter of Intent (LOI)' (email attachment 3) followed by an 'Agreement for Lease (AFL)' (email attachment 4) which will be signed by the relevant delegated authority within our Department, note these documents are prepared by our legal division. Also attached is our standard GROH residential tenancy agreement (email attachment 5). Once the AFL is executed this will allow you to seek finance, if required, to fund development and construction activity.

I've attached details of our process (Info for Investors) and a link to the [GROH design brief](#) (please see below). The properties need to be built to GROH specification and for each dwelling type presented, the following information is included as a minimum:

- a) site plan, elevations, wet area detailed drawings, electrical/mechanical plans, sections (when available) and floor plans including each dwelling type to be provided at scale no less than 1:200 on A3;*
- b) all internal rooms, veranda, balconies and carport/garage dimensions;*
- c) external wall dimensions – openings and corner to corner;*
- d) floor area of the dwelling – taken as the inside of all external walls excluding eaves, porches, veranda's, carports and garages;*
- e) spatial clearances for each relevant section (where dwellings designed to Liveable Housing Australia Design Guidelines – Silver Level); and*
- f) functional furniture layout.*
- g) A detailed landscaping plan, which also confirms which existing trees will be retained as a part of the development.*

From here, we will require the following to be completed:

- 1. Your plans to be reviewed and re-designed to conform with the GROH requirements as per the [design brief](#) and Construction specification document as attached.*
- 2. Detailed plans will be provided to our valuers to assist us to negotiate an agreed commencing market rent. This will likely guide the 'viability of the project'*
- 3. GROH will conduct a detailed review of the plans, this will be carried out by our Urban Planning Design and Approvals team.*
- 4. An internal Dept of Communities Proactive Integrity Check will also need to be carried out on the parties entering into this arrangement.*
- 5. GROH obtains commitment forms from relevant Client Agencies to ensure that they will meet the costs of the lease over the 10-year period.*
- 6. Execute a 'LOI' and subsequent 'AFL' with yourselves.*

We look forward to working with you on this potential opportunity.

The Council has vacant blocks in John Street and Hirshauer Road including Lot 347 which is 2092m² and could accommodate two houses of sufficient size with the required septic systems.

As indicated above, plans would need to be designed as per GROH's design brief and submitted for consideration. There are several housing construction companies that are currently on the WALGA preferred suppliers panel that could be engaged to provide plans that have been utilised previously for GROH housing.

The minimal internal floor size that GROH require is 135m² which is 10m² larger than the properties that Council has recently had built.

PROCEDURAL MOTION

Council Resolution Number: 220224.16

Moved: Cr Bradford

Seconded: Cr Hepworth

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches* at 3.21pm for open discussion on Item 13.3 of these Minutes.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

John D'Arcy and Veronique Thomas, Water Corp representatives, entered the meeting at 3.36pm for a presentation on upgrades to the Shire of Perenjori network, and left Chambers at 4.01pm.

PROCEDURAL MOTION

Council Resolution Number: 220224.17

Moved: Cr Campbell

Seconded: Cr Bryant

That Council reinstates Standing Orders at 4.02pm.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

COUNCIL DECISION

Council Resolution Number: 220224.18

Moved: Cr Hepworth

Seconded: Cr Campbell

That Council authorise the Chief Executive Officer to progress the concept of the construction of suitable accommodation for Government Regional Officers Housing on a lease back scheme and report back to Council on the viability of the project prior to considering a binding lease arrangement.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

14. Governance:**14.1 OUTCOME OF DISPOSAL OF ASSETS – DFES CARAVANS**

Applicant:	Shire of Perenjori
File:	ADM 0359
Date:	22 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Nil

Summary

This report provides detail of the recent disposal of the 6 x Caravans via auction through Smith Broughton for acknowledgment and endorsement by Council.

These items were sold to the highest bidders at a total price of \$191,046 (ex GST). This was above the total reserve price of \$181,818 (ex GST)

Background

On 1st December 2021 the Shire of Perenjori was provided with the offer of assistance through the Federal Government's Disaster Recovery Funding Arrangements (DRFA) via the Department of Fire & Emergency Services (DFES) to assist with temporary accommodation for workers. The assistance allowed the Shire to purchase up to twelve caravans to house workers/contractors through the recovery process of Cyclone Seroja. The Shire purchased six caravans through the arrangement.

The agreement stated that at the end of the period in which the accommodation was required the Shire was to dispose of the Caravans and the proceeds are reimbursable to DRFA.

DRFA required that the caravans be transported to Perth for auction, all cost associated with the relocation were refunded by DRFA.

Report

The caravans were listed for public auction by Smith Broughton. The auction closed on 28 November 2023 with the total highest bids being \$191,046 which was above the reserve set at \$181,817.

Asset	Rego	Purchase Value (ex GST)	Auction Value (ex GST)	Auction Result
2017 Jurgen Skygazer J2207 Limited Edition	1TSQ648	\$41,809	\$34,545	\$ 32,500.00
2016 New Age Gecko GE165	1TRR160	\$49,990	\$34,545	\$ 34,545.00
2015 Kingdom Caravans Medallion	1TQK181	\$48,500	\$30,000	\$ 28,636.00
2012 JB Caravans Dreamline 1900	1TMZ686	\$43,000	\$29,091	\$ 34,455.00
2012 Coromal Caravan GC5875	1TMV806	\$42,000	\$24,545	\$ 30,455.00
2011 Jayco Starcraft Outback (Off Road)	1TMS454	\$36,000	\$29,091	\$ 30,455.00
Total (ex GST)		\$261,299.00	\$181,817.00	\$191,046.00

The cost of sales totalled \$5,102 which resulted in net proceeds of \$185,944. As per the agreement with DRFA these proceeds are to be returned to DRFA upon sale of the caravans.

Statutory Environment

Disposing of property is detailed in section 3.58 of the Local Government Act 1995.

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer

Marty Noordhof – Manager Infrastructure Services

Financial Implications

The disposal of surplus items will return a sum of \$185,944 nett ex GST and less sales costs.

The amount required to be reimbursed to DRFA is \$185,944.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

Strategic Objectives

4.6. The organisation, assets and finances of the Shire are managed responsibly.

COUNCIL DECISION

Council Resolution Number: 220224.19

Moved: Cr Bradford Seconded: Cr Bryant

That Council endorse the sale of the 6 caravans by auction and in accordance with the funding agreement all sale proceeds of \$185,944 net of disposal costs and ex GST be forwarded to Disaster Recovery Funding Arrangements (DRFA).

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

14.2 ANNUAL ELECTORS MEETING – 1 FEBRUARY 2024

Applicant:	Shire of Perenjori
File:	ADM 0381
Date:	6 February 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	14.2.1 Minutes of Annual Electors Meeting held on 1 February 2024

Summary

The Annual Electors Meeting was held on the 1 February 2023 at the Perenjori Pavilion in accordance with the *Local Government Act 1995*.

Background

A local government is required to prepare an Annual Report each year. The Annual Report provides an overview of the operations, activities and major projects undertaken by the Shire for the period. It also includes major initiatives that are proposed to commence or continue in the next financial year.

Once an Annual Report has been accepted by Council, an Annual Electors Meeting (AEM) is held within 56 days. As prescribed by *Regulation 15 of the Local Government (Administration) Regulations 1996*, the purpose of the AEM is to discuss the annual report for the previous financial year and any other general business. The AEM presents an opportunity for electors to ask questions of Council and propose motions (recommendations). Electors present are asked to vote on proposed motions. Motions that are carried are considered by Councillors at the next appropriate Ordinary Meeting of Council.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer

Elected Members

Ally Bryant – Finance Manager

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.2 The Shire listens to and works closely with the community and its decision-making is transparent and accountable.

Officer Comment

In accordance with the Local Government Act 1996 the Council is required to consider the motions that are carried at the Annual Electors Meetings. At the AEM held on the 1 February there was only one resolution which was the receiving of the Annual Report of the Shire of Perenjori, for the year ending 30 June 2023.

There were no motions from the meeting that were put forward for Council consideration.

COUNCIL DECISION

Council Resolution Number: 220224.20

Moved: Cr Sparkman Seconded: Cr Campbell

- **Note the Minutes of the Annual Electors Meeting held on 1 February 2024.**
- **Note that there are no decisions to be considered from the Minutes of the Annual Electors Meeting.**

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

15. Confidential Reports:

15.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS PROCEDURAL MOTION

Council Resolution: 220224.21

Moved: Cr Bryant

Seconded: Cr Fraser

That in accordance with section 5.23 of the Local Government Act 1995, Council accept that the meeting is to be closed to all members of the public.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

15.2 CONFIDENTIAL ITEM – REQUEST FOR TENDER 03 – 2023.24 PAVEMENT REPAIR & ASPHALT WORKS COUNCIL DECISION

Council Resolution: 220224.22

Moved: Cr Bradford

Seconded: Cr Hepworth

That Council consider the officer's recommendation as contained within the confidential report 15.3, Request for Tender 03 – 2023.24.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

15.3 CONFIDENTIAL ITEM – REQUEST FOR TENDER 03 – 2023.24 PAVEMENT REPAIR & ASPHALT WORKS COUNCIL DECISION

Council Resolution Number: 220224.23

Moved: Cr Hepworth

Seconded: Cr Campbell

Based on the tender evaluation presented within this report and the revised figures as presented, and subject to Council's budget being amended is it recommended that Council:

- Authorise the Chief Executive Officer to enter into post-tender negotiations with the preferred tenderer, Catwest, to:
 - 1) resolve the tender clarifications; and
 - 2) negotiate a final price based on the premise of awarding Catwest both Separable Portions A and B.
- Providing all clarifications can be resolved, and a negotiated price below the original tender price of \$1,406,729.57 submitted from Catwest to complete both separable portions can be determined, delegate to the Chief Executive Officer the authority to award the tender to Catwest Pty Ltd with the associated resolution of the clarifications and discounted total price.

- **Authorise the Chief Executive Officer to award a Contract to Catwest Pty Ltd on the aforementioned basis.**

Approve an amendment to the 2023/24 adopted budget to increase funding by up to \$565,000 as detailed in the Chief Executives Officer's report for the proposed roadworks to be undertaken.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

15.4 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS

PROCEDURAL MOTION

Council Resolution: 220224.24

Moved: Cr Sparkman

Seconded: Cr Bryant

That Council return to standing orders and re-open the meeting to the public.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Campbell, Cr Bradford

Against: Nil

16. Ordering the Common Seal:

Nil

17. Reports of Committees and Members:

Nil

18. Motions of Which Previous Notice Has Been Given:

Nil

19. Notice of Motions:

Nil

20. New Business of an Urgent Nature Admitted by Council:

Nil

21. Closure of Meeting:

The Shire President thanked those in attendance and declared the meeting closed at 4.57 pm.

22. Next Meeting:

The Shire President advised that the date of the next Ordinary Meeting of Council will be held on Thursday 21 March 2024 at the Latham Community Centre, Latham WA 6616, commencing at 3.00 pm.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 22 February 2024.

Signed: _____

Shire President

Date: _____

12. Finance:

12.1 MONTHLY FINANCIAL REPORT – FEBRUARY 2024

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	21 March 2024
Disclosure of Interest:	
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	12.1.1 - Monthly Statement of Financial Activity for February 2024

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 29 February 2024.

Background

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare a Monthly Statement of Financial Activity.

Recent changes to the Regulations require a focus on reporting and variance analysis by nature and type rather than by program. The Shire's reports have historically been prepared by both nature and type and program with the variance analysis done by program. All reports for 2023-24 to date have been prepared by both nature and type and program, but with the variance analysis being done by nature and type in compliance with the revised Regulations.

Statutory Environment

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare a Monthly Statement of Financial Activity.

Policy Implications

Nil

Consultation

Nil

Financial Implications

Shown in the attached data.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

Strategic Objectives

4.6. The organisation, assets and finances of the Shire are managed responsibly

Officer Comment

The audited opening surplus for the year is \$3,576,890. As previously advised, this surplus is notionally deceiving as the State Government transferred 100% of its 2023-24 financial assistance grants (totalling \$2.810m) to the Shire in June 2023.

Operating revenue YTD is \$4,688,219 over budget by \$119,775.

Operating expenditure YTD is \$8,224,761, under budget by \$18,449.

Key variances between the YTD budget and actuals are explained in the attached report on pages 2-3.

OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That the Monthly Financial Report to 29 February 2024 as attached be received.

Motion put and carried / lost

[Next Item](#)

SHIRE OF PERENJORI

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For The Period Ended 29 February 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statements required by regulation

Statement of Financial Activity and Explanation of Material Variances	2
Statement of Budget Amendments	4
Statement of Comprehensive Income by Reporting Program	5
Statement of Financial Position	6
Note 1 Basis of Preparation	7
Note 2 Statement of Financial Activity Information	8

SHIRE OF PERENJORI
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Supplemental Information	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.	Explanation of Variance
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates	10	3,226,869	3,226,869	3,240,722	13,853	0.43%	▲	Increase in Revenue for Interim Rates
Grants, subsidies and contributions	13	456,986	399,998	404,675	4,677	1.17%		
Fees and charges		853,810	586,696	651,919	65,223	11.12%	▲	Caravan Park Revenue over Year to Date Budget by 60k
Interest revenue		120,700	90,700	126,169	35,469	39.11%	▲	Interest rates increases
Other revenue		347,680	221,854	252,145	30,291	13.65%	▲	Timing in Reimbursements for CSEM expenses
Profit on asset disposals	6	71,083	42,327	12,589	(29,738)	(70.26%)	▼	Under budget due to timing of disposals
		5,077,128	4,568,444	4,688,219	119,775	2.62%		
Expenditure from operating activities								
Employee costs		(3,425,094)	(2,383,938)	(2,347,311)	36,627	1.54%	▲	Several unders and overs in accounts
Materials and contracts		(2,628,150)	(1,691,174)	(1,747,774)	(56,600)	(3.35%)	▼	Several unders and overs in accounts Under YTD Budget timing due to schedule of payments for utilities and solar panels lowering power
Utility charges		(372,240)	(234,930)	(180,255)	54,675	23.27%	▲	expense
Depreciation		(5,259,050)	(3,506,024)	(3,522,654)	(16,630)	(0.47%)	▼	Plant depreciation slightly over budget.
Finance costs		(11,051)	(5,716)	(5,820)	(104)	(1.82%)		
Insurance		(201,499)	(201,496)	(200,640)	856	0.42%		
Other expenditure		(444,398)	(181,937)	(180,356)	1,581	0.87%		
Loss on asset disposals	6	(37,995)	(37,995)	(39,951)	(1,956)	(5.15%)		
		(12,379,477)	(8,243,210)	(8,224,761)	18,449	0.22%		
Non-cash amounts excluded from operating activities	ote 2(l)	5,225,962	3,501,692	3,550,022	48,330	1.38%	▲	Due to profit being under YTD budget
Amount attributable to operating activities		(2,076,387)	(173,074)	13,480	186,554	107.79%		
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	6,129,185	1,008,331	1,001,602	(6,729)	(0.67%)		
Proceeds from disposal of assets	6	344,617	227,802	339,000	111,198	48.81%	▲	Truck Disposal not in Budget
		6,473,802	1,236,133	1,340,602	104,469	8.45%		
Outflows from investing activities								
Payments for property, plant and equipment	5	(3,109,455)	(2,350,339)	(2,368,626)	(18,287)	(0.78%)	▼	Slight variance timing
Payments for construction of infrastructure	5	(6,327,956)	(1,044,054)	(788,494)	255,560	24.48%	▲	Timing variance due to capital works being budgeted for earlier than have been completed
		(9,437,411)	(3,394,393)	(3,157,120)	237,273	6.99%		
Amount attributable to investing activities		(2,963,609)	(2,158,260)	(1,816,518)	341,742	15.83%		

SHIRE OF PERENJORI
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Supplemental Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.	Explanation of Variance
FINANCING ACTIVITIES								
Inflows from financing activities								
	11	1,000,000	0	0	0	0.00%		
	4	780,986	0	0	0	0.00%		
		1,780,986	0	0	0	0.00%		
Outflows from financing activities								
	11	(43,791)	(43,791)	(43,791)	0	0.00%		
	4	(274,089)	0	(89,295)	(89,295)	0.00%	▼	Interest transferred when received
		(317,880)	(43,791)	(133,086)	(89,295)	(203.91%)		
Amount attributable to financing activities		1,463,106	(43,791)	(133,086)	(89,295)	(203.91%)		
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		3,576,890	3,576,890	3,576,890	0	0.00%		Adjustments as per Audited 22/23 Finances
Amount attributable to operating activities		(2,076,387)	(173,074)	13,480	186,554	107.79%	▲	
Amount attributable to investing activities		(2,963,609)	(2,158,260)	(1,816,518)	341,742	15.83%	▲	
Amount attributable to financing activities		1,463,106	(43,791)	(133,086)	(89,295)	(203.91%)	▼	
Surplus or deficit after imposition of general rates		0	1,201,765	1,640,765	439,000	36.53%	▲	

KEY INFORMATION

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

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

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

SHIRE OF PERENJORI
STATEMENT OF BUDGET AMEDMENTS
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Suppleme Informat	Adopted Budget Estimates (a) \$	Ammended Annual Budget	Adopted Budget Amendments
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	10	3,232,632	(5,763)	3,226,869
Grants, subsidies and contributions	13	422,886	34,100	456,986
Fees and charges		731,910	121,900	853,810
Interest revenue		120,500	200	120,700
Other revenue		352,800	(5,120)	347,680
Profit on asset disposals	6	169,302	(98,219)	71,083
		5,030,030	47,098	5,077,128
Expenditure from operating activities				
Employee costs		(3,418,008)	(7,086)	(3,425,094)
Materials and contracts		(2,710,039)	81,889	(2,628,150)
Utility charges		(393,200)	20,960	(372,240)
Depreciation		(3,482,000)	(1,777,050)	(5,259,050)
Finance costs		(46,051)	35,000	(11,051)
Insurance		(185,800)	(15,699)	(201,499)
Other expenditure		(244,994)	(199,404)	(444,398)
Loss on asset disposals	6	0	(37,995)	(37,995)
		(10,480,092)	(1,899,385)	(12,379,477)
Non-cash amounts excluded from operating activities	ote 2(l	3,312,698	1,913,264	5,225,962
Amount attributable to operating activities		(2,137,364)	60,977	(2,076,387)
INVESTING ACTIVITIES				
Inflows from investing activities				
Proceeds from capital grants, subsidies and contributions	14	6,318,159	(188,974)	6,129,185
Proceeds from disposal of assets	6	282,000	62,617	344,617
		6,600,159	(126,357)	6,473,802
Outflows from investing activities				
Payments for property, plant and equipment	5	(3,143,090)	(2,750)	(3,109,455)
Payments for construction of infrastructure	5	(5,961,732)	(329,839)	(6,327,956)
		(9,104,822)	(332,589)	(9,437,411)
Amount attributable to investing activities		(2,504,663)	(458,946)	(2,963,609)
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from new debentures	11	1,000,000	0	1,000,000
Transfer from reserves	4	501,600	279,386	780,986
		1,501,600	279,386	1,780,986
Outflows from financing activities				
Repayment of borrowings	11	(55,089)	11,298	(43,791)
Transfer to reserves	4	(395,254)	121,165	(274,089)
		(450,343)	132,463	(317,880)
Amount attributable to financing activities		1,051,257	411,849	1,463,106
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year		3,590,770	(13,880)	3,576,890
Amount attributable to operating activities		(2,137,364)	0	(2,076,387)
Amount attributable to investing activities		(2,504,663)	0	(2,963,609)
Amount attributable to financing activities		1,051,257	0	1,463,106
Surplus or deficit after imposition of general rates		0	0	0

SHIRE OF PERENJORI
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Ref Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %
OPERATING ACTIVITIES						
Income excluding grants, subsidies and contributions						
Governance	10	94,350	65,864	90,168	24,304	36.90%
General purpose funding - other		3,259,089	3,262,578	3,279,596	17,018	0.52%
Law, order and public safety	13	140,100	68,604	94,728	26,124	38.08%
Health		1,900	2,800	404	(2,396)	(85.57%)
Education and welfare		0	0	0	0	0.00%
Housing		200,960	99,328	150,555	51,227	51.57%
Community amenities		41,710	37,996	39,359	1,363	3.59%
Recreation and culture	6	5,250	2,800	3,541	741	26.46%
Transport		138,850	45,751	17,312	(28,439)	(62.16%)
Economic services		590,980	340,800	450,190	109,390	32.10%
Other property and services		209,570	116,664	157,689	41,025	35.17%
		4,682,759	4,043,185	4,283,542	240,357	5.94%
Grants, subsidies and contributions						
Governance		0	0	0	0	0.00%
General purpose funding - other		1,384,514	449,531	95,707	(353,824)	(78.71%)
Law, order and public safety		100,754	18,750	27,929	9,179	48.95%
Health		0	0	0	0	0.00%
Education and welfare		0	0	0	0	0.00%
Housing		1,012,933	868,651	868,651	0	0.00%
Community amenities		508,000	8,000	10,000	2,000	25.00%
Recreation and culture		10,000	0	0	0	0.00%
Transport		3,467,832	333,328	333,200	(128)	(0.04%)
Economic services		102,138	7,054	70,792	63,738	903.57%
Other property and services		0	0	0	0	0.00%
		6,586,171	1,685,314	1,406,279	(279,035)	(16.56%)
Expenditure from operating activities (including depreciation)						
Governance		(261,375)	(270,513)	(240,566)	29,947	11.07%
General purpose funding		(226,356)	(143,028)	(141,793)	1,235	0.86%
Law, order and public safety		(523,703)	(384,724)	(347,427)	37,297	9.69%
Health		(215,539)	(134,973)	(129,943)	5,030	3.73%
Education and welfare		(144,720)	(82,314)	(89,465)	(7,151)	(8.69%)
Housing		(799,213)	(347,304)	(410,077)	(62,773)	(18.07%)
Community amenities		(614,332)	(397,866)	(376,837)	21,029	5.29%
Recreation and culture		(2,041,335)	(1,434,715)	(1,369,537)	65,178	4.54%
Transport		(5,813,936)	(2,648,271)	(3,894,309)	(1,246,038)	(47.05%)
Economic services	6	(1,298,632)	(785,342)	(883,671)	(98,329)	(12.52%)
Other property and services		(440,337)	(224,516)	(341,136)	(116,620)	(51.94%)
		(12,379,478)	(6,853,566)	(8,224,761)	(1,371,195)	(20.01%)
Net Operating Result		(1,110,548)	(1,125,067)	(2,534,940)		

SHIRE OF PERENJORI
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Supplementary Information	29 February 2024	30 June 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	5,762,100	7,803,775
Trade and other receivables		752,919	1,053,716
Inventories	8	127,072	136,308
TOTAL CURRENT ASSETS		6,642,091	8,993,799
NON-CURRENT ASSETS			
Other financial assets		81,490	81,490
Inventories		104,000	104,000
Property, plant and equipment		22,987,640	21,829,572
Infrastructure		144,857,863	146,696,449
TOTAL NON-CURRENT ASSETS		168,030,993	168,711,511
TOTAL ASSETS		174,673,084	177,705,310
CURRENT LIABILITIES			
Trade and other payables	9	155,069	1,766,467
Other liabilities	12	1,273,284	166,762
Borrowings	11	0	43,791
Employee related provisions	12	233,540	233,540
TOTAL CURRENT LIABILITIES		1,661,893	2,210,560
NON-CURRENT LIABILITIES			
Borrowings	11	126,515	126,515
Employee related provisions		86,647	86,643
TOTAL NON-CURRENT LIABILITIES		213,162	213,158
TOTAL LIABILITIES		1,875,055	2,423,718
NET ASSETS		172,798,029	175,281,592
EQUITY			
Retained surplus		21,248,099	23,820,957
Reserve accounts	4	3,572,973	3,483,678
Revaluation surplus		147,976,957	147,976,957
TOTAL EQUITY		172,798,029	175,281,592

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to N/A

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Closing	Last Year Closing	Year to Date
(a) Net current assets used in the Statement of Financial Activity	Information	30 June 2024	30 June 2023	29 February 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	3,849,306	7,803,775	5,762,100
Trade and other receivables		1,098,631	1,053,716	752,919
Inventories	8	136,308	136,308	127,072
		5,084,245	8,993,799	6,642,091
Less: current liabilities				
Trade and other payables	9	(1,716,789)	(1,766,467)	(155,069)
Other liabilities	12	0	(166,762)	(1,273,284)
Borrowings	11	(988,702)	(43,791)	0
Employee related provisions	12	(267,966)	(233,540)	(233,540)
		(2,973,457)	(2,210,560)	(1,661,893)
Net current assets		2,110,788	6,783,239	4,980,198
Less: Total adjustments to net current assets	note 2(i)	(1,775,237)	(3,206,349)	(3,339,433)
Closing funding surplus / (deficit)		335,551	3,576,890	1,640,765

(b) Non-cash amounts excluded from operating activities

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

		Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(71,083)	(42,327)	(12,589)
Add: Loss on asset disposals	6	37,995	37,995	39,951
Add: Depreciation		5,259,050	3,506,024	3,522,660
Total non-cash amounts excluded from operating activities		5,225,962	3,501,692	3,550,022

(c) Current assets and liabilities excluded from budgeted deficiency

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

		Adopted Budget Closing	Last Year Closing	Year to Date
		30-Jun-24	30 June 2023	29 February 2024
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(3,031,905)	(3,483,678)	(3,572,973)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	988,702	43,791	0
- Current portion of employee benefit provisions	4	267,966	233,538	233,540
Total adjustments to net current assets	note 2(i)	(1,775,237)	(3,206,349)	(3,339,433)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF PERENJORI
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS

1	Key Information	10
2	Key Information - Graphical	11
3	Cash and Financial Assets	12
4	Reserve Accounts	13
5	Capital Acquisitions	14
6	Asset Disposals	16
7	Receivables	17
8	Other Current Assets	18
9	Payables	19
10	Rate Revenue	20
11	Borrowings	21
12	Other Current Liabilities	22
13	Grants & Contributions	23
14	Capital Grants	24
15	Trust Fund	25
16	Budget Amendments	26

SHIRE OF PERENJORI
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.58 M	\$3.58 M	\$3.58 M	\$0.00 M
Closing	\$0.00 M	\$1.20 M	\$1.64 M	\$0.44 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$2.19 M	38.0%
Restricted Cash	\$3.57 M	62.0%

Refer to 3 - Cash and Financial Assets

Payables	
	% Outstanding
Trade Payables	
0 to 30 Days	102.1%
Over 30 Days	(2.2%)
Over 90 Days	(2.6%)

Refer to 9 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.19 M	94.1%
Trade Receivable	\$0.56 M	% Outstanding
Over 30 Days		85.4%
Over 90 Days		77.4%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.08 M)	(\$0.17 M)	\$0.01 M	\$0.19 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$3.24 M	
YTD Budget	\$3.23 M	0.4%

Refer to 10 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.40 M	
YTD Budget	\$0.40 M	1.2%

Refer to 13 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.65 M	
YTD Budget	\$0.59 M	11.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.96 M)	(\$2.16 M)	(\$1.82 M)	\$0.34 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.29 M	
Adopted Budget	\$0.34 M	(16.5%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.79 M	
Adopted Budget	\$6.33 M	(87.5%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$1.01 M	
Adopted Budget	\$6.13 M	(83.5%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.46 M	(\$0.04 M)	(\$0.13 M)	(\$0.09 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.04 M)
Interest expense	(\$0.01 M)
Principal due	\$0.13 M

Refer to 11 - Borrowings

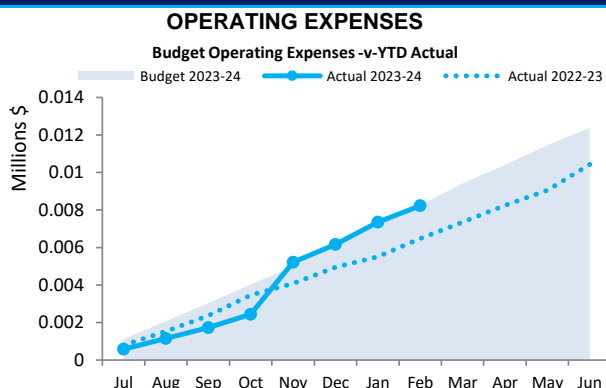
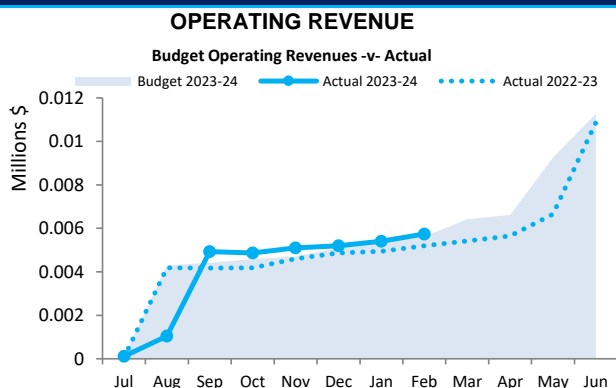
Reserves	
Reserves balance	\$3.57 M
Interest earned	\$0.09 M

Refer to 4 - Cash Reserves

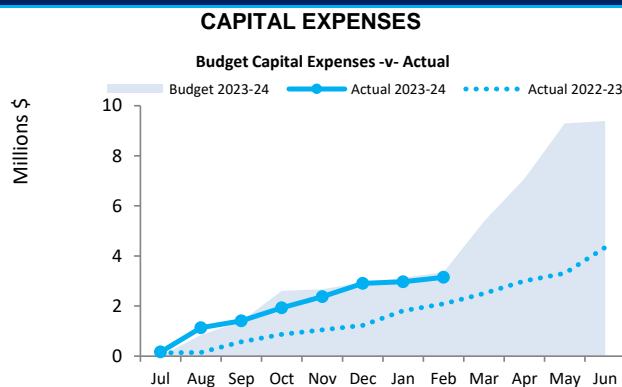
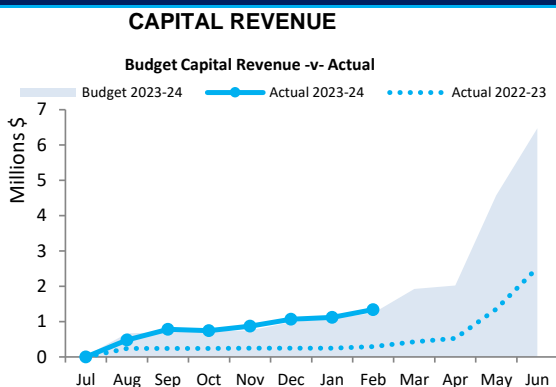
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

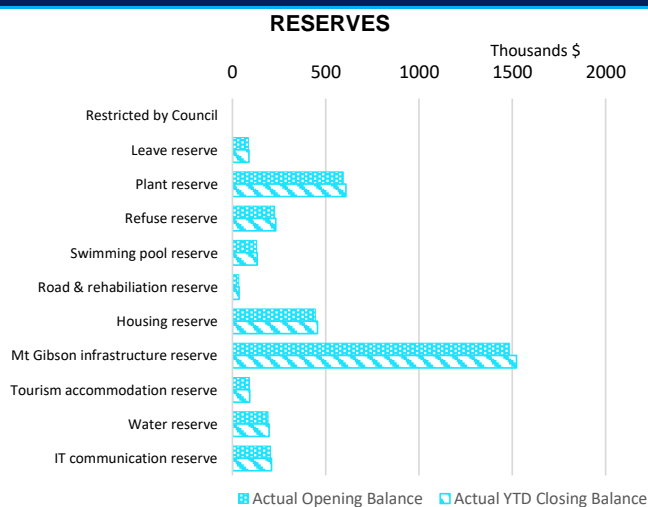
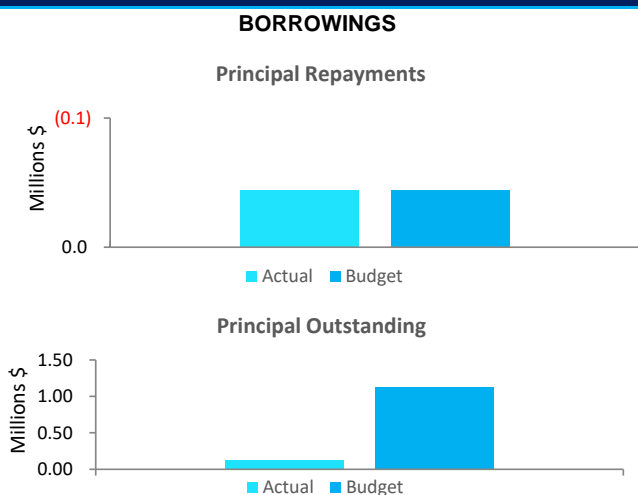
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



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

**SHIRE OF PERENJORI
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Total as per the Financial Statements			Actual Bank Balance	Institution	Interest Rate	Maturity Date
		Unrestricted	Restricted	Cash				
		\$	\$	\$	\$			
Cash on hand								
Bankwest Municipal Account	Cash and cash equivalents	185,855		185,855	193,456	Bank	0.00%	On Call
Petty Cash & Till Float	Cash and cash equivalents	450		450	450	Bank	0.00%	On Hand
Bankwest Municipal Telenet Saver Account	Cash and cash equivalents	2,002,820		2,002,820	2,002,820	Bank	1.35%	On Hand
Reserve Funds - Restricted Cash		0	3,572,975	3,572,975				
- Operating Bank Account 816902	Cash and cash equivalents	0			169,189	Bank	1.35%	On Call
- Mt Gibson Mining Reserve Account 1665372	Cash and cash equivalents	0			56,780	Bank	3.50%	On Hand
- Mt Gibson Mining Telenet Saver 0860049	Cash and cash equivalents	0			110,000	Bank	0.00%	On Hand
- Mt Gibson Mining Term Deposit 0023019	Cash and cash equivalents	0			1,356,000	Bank	4.20%	19/02/2024
- Special Term Deposit 951395	Cash and cash equivalents	0			0	Bank	3.50%	23/02/2024
- Special Term Deposit 0023001	Cash and cash equivalents	0			1,881,006	Bank	4.20%	19/02/2024
Total		2,189,125	3,572,975	5,762,100	5,769,701			
Comprising								
Cash and cash equivalents		2,189,125	3,572,975	5,762,100	5,769,701			
		2,189,125	3,572,975	5,762,100	5,769,701			

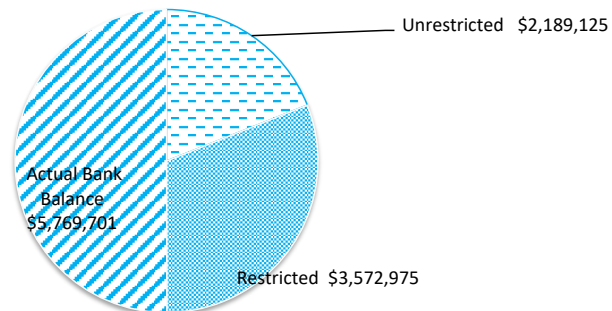
KEY INFORMATION

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

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

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

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



SHIRE OF PERENJORI
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers	Transfer	Closing
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave reserve	85,545	2,360	0	(14,386)	73,519	85,545	2,246	0	0	87,791
Plant reserve	593,196	15,970	184,089	(400,000)	393,255	593,196	15,198	0	0	608,394
Refuse reserve	227,137	5,716	0	(80,000)	152,853	227,137	5,440	0	0	232,577
Swimming pool reserve	129,693	3,027	0	0	132,720	129,693	2,881	0	0	132,574
Road & rehabilitation reserve	34,018	939	0	0	34,957	34,018	893	0	0	34,911
Housing reserve	444,485	12,266	0	(200,000)	256,751	444,485	11,673	0	0	456,158
Mt Gibson infrastructure reserve	1,473,399	37,681	0	0	1,511,080	1,483,275	39,505	0	0	1,522,780
Tourism accommodation reserve	90,678	1,812	0	0	92,490	90,678	1,725	0	0	92,403
Water reserve	191,503	4,595	0	0	196,098	191,503	4,373	0	0	195,876
IT communication reserve	204,148	5,634	0	(86,600)	123,182	204,148	5,361	0	0	209,509
	3,473,802	90,000	184,089	(780,986)	2,966,905	3,483,678	89,295	0	0	3,572,973

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	20,000	0	0	0
Buildings	2,107,949	1,531,933	1,524,156	(7,777)
Furniture & equipment	144,100	67,500	38,111	(29,389)
Plant & equipment	837,406	750,906	806,359	55,453
Acquisition of property, plant and equipment	3,109,455	2,350,339	2,368,626	18,287
Roads	4,843,118	673,972	549,531	(124,441)
Footpaths	108,835	108,835	78,198	(30,637)
Parks, ovals & dams	0	0	0	0
Other	1,376,003	261,247	160,765	(100,482)
Acquisition of infrastructure	6,327,956	1,044,054	788,494	(218,986)
Total capital acquisitions	9,437,411	3,394,393	3,157,120	(200,699)
Capital Acquisitions Funded By:				
Capital grants and contributions	6,129,185	1,008,331	1,009,602	1,271
Borrowings	1,000,000	0	0	0
Other (disposals & C/Fwd)	344,617	227,802	339,000	111,198
Reserve accounts				
Plant reserve	400,000		0	0
Refuse reserve	80,000		0	0
IT communication reserve	86,600		0	0
Contribution - operations	1,182,623	2,158,260	1,808,518	(349,742)
Capital funding total	9,437,411	3,394,393	3,157,120	(237,273)

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.

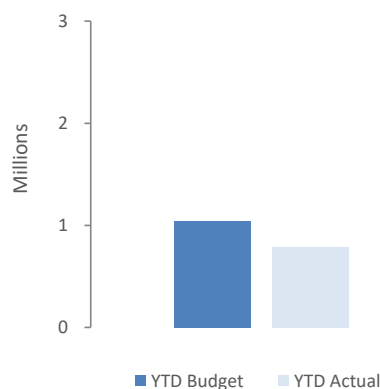
Initial recognition and measurement for assets held at cost

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

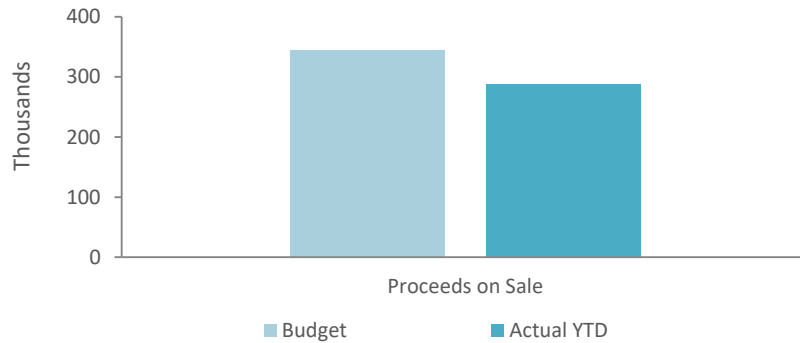


5 CAPITAL ACQUISITIONS - DETAILED

Job - Account	Job/Account Description	Asset Class	Type	Program	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance	Comments
FE03	Altus Payroll	Furniture & Equipment	Governance	New	70,000	70,000	-	-	-	
FE04	Library Software	Furniture & Equipment	Recreation and Culture	New	10,600	10,600	-	-	-	
FE05	Printer Depot Admin	Furniture & Equipment	Administration	New	6,000	6,000	6,000	5,407	593	
FE06	Archive Room Fit-Out	Furniture & Equipment	Administration	New	25,000	25,000	25,000	12,177	12,823	
FE07	Mex Program Plant Maintenance	Furniture & Equipment	Administration	New	-	20,000	20,000	20,527	(527)	
BC27	Master Key System Review	Buildings	Administration	New	25,000	25,000	-	-	-	
HC28	New housing, Timmings & Hirst	Buildings	Housing	New	1,200,000	1,200,000	800,000	792,874	7,126	
HC31	Aged Units x 2 42 Russell St	Buildings	Housing	New	812,933	812,933	670,000	668,651	1,349	
BC28	Caravan Park Village Key System	Buildings	Economic Services	Upgrade	6,500	6,500	6,500	6,775	(275)	
IO05	Fencing of Perenjori Tip	Infrastructure - Other	Community Amenities	Upgrade	15,000	80,000	80,000	10,479	69,521	
IO02	Community Hub Project	Infrastructure - Other	Economic Services	New	1,071,756	1,071,756	-	12,652	(12,652)	
BC09	Dump Point Surrounds	Infrastructure - Other	Recreation and Culture	New	5,000	5,000	-	-	-	
LA01	Purchase of Industrial Land	Land	Economic Services	New	20,000	20,000	-	-	-	
CP11	Caravan Park Furniture & Equipment	Furniture & Equipment	Economic Services	New	12,500	12,500	-	423	(423)	
Unfinished Projects from 22/23 Budget										
BC11	Perenjori Hall Roof Retention E	Buildings	Governance	Renewal	8,083	8,083	-	-	-	
IO01	Perenjori Oval Water	Infrastructure - Other	Recreation and Culture	New	92,703	73,918	73,918	73,918	(0)	
BC03	Refurbishment of Perenjori Oval	Buildings	Recreation and Culture	Renewal	51,208	51,208	51,208	51,208	(0)	
RC11	Fowler Street Landscaping	Infrastructure - Footpath	Recreation and Culture	Upgrade	108,835	108,835	108,835	78,198	30,637	
BC12	Construction of Shelter at Cemetery	Infrastructure - Other	Community Amenities	New	2,500	2,500	2,500	-	2,500	
BC15	Solar Lights at Latham Community	Infrastructure - Other	Recreation and Culture	New	12,566	12,566	12,566	-	12,566	
BC16	Solar Lights at Cemetery	Infrastructure - Other	Community Amenities	New	16,319	16,319	16,319	-	16,319	
BC17	Solar Lights North Rd (Townsite)	Infrastructure - Other	Recreation and Culture	New	15,565	15,565	15,565	2,387	13,178	
BC23	Perenjori Evacuation Centre Upgrade	Buildings	Recreation and Culture	Upgrade	4,225	4,225	4,225	4,225	(0)	
IO04	Perenjori Town Water Project	Infrastructure - Other	Law, Order & Public Safety	New	35,394	42,694	42,694	45,729	(3,035)	
IO03	Static Water Supply (DFES)	Infrastructure - Other	Law, Order & Public Safety	New	10,000	7,685	7,685	7,685	0	
Road Program										
RRG141	Warriedar Coppermine Rd SLK	Infrastructure - Roads	Transport	Renewal	150,000	150,000	-	-	-	
RRG049	Syson Rd SLK 30.00-33.05	Infrastructure - Roads	Transport	Renewal	300,000	300,000	-	1,885	(1,885)	
CC90	Camamah Perenjori Rd SLK 0.00-5.20	Infrastructure - Roads	Transport	Renewal	80,222	80,222	45,000	44,262	738	
RG24	Warriedar Coppermine Rd SLK 3.00-5.2 Final Seal	Infrastructure - Roads	Transport	Renewal	85,924	85,924	-	-	-	
RRG141	Warriedar Coppermine Rd SLK 6.5-7.30 / Subject to Council Discretion	Infrastructure - Roads	Transport	Renewal	950,000	-	-	-	-	
R2R052	Taylor Rd SLK 5.6-22.35	Infrastructure - Roads	Transport	Renewal	300,000	453,288	453,288	453,288	0	
CF25	Loading St 0.00-0.66 Stage 1	Infrastructure - Roads	Transport	Renewal	330,000	191,000	-	-	-	
I2008	Midwest Secondary Grain Freight	Infrastructure - Roads	Transport	Upgrade	2,206,000	2,206,000	-	-	-	
RC20	LRCIP Phase 4B Road Project	Infrastructure - Roads	Transport	Upgrade	-	-	-	-	-	
RC21	Council Capital Road Project	Infrastructure - Roads	Transport	Upgrade	-	-	-	-	-	
RC22	Road Tender Part A	Infrastructure - Roads	Transport	Upgrade	-	1,216,000	-	-	-	
CF27	Sealing of Cemetery Carpark /	Infrastructure - Roads	Community Amenities	Upgrade	160,684	160,684	160,684	50,095	110,589	
Plant replacement program										
04252	Toyota Prado CEO Vehicle	Plant & Equipment	Administration	Renewal	75,000	61,500	-	61,479	(61,479)	
04259	Small/Med Hybrid Finance Man	Plant & Equipment	Administration	New	35,000	-	-	-	-	
CP24	New Backhoe Loader	Plant & Equipment	Transport	Renewal	260,585	260,585	260,585	260,585	-	
CP25	Prime Mover Hino Motors C/F PO 8959	Plant & Equipment	Transport	Renewal	221,830	221,830	221,830	222,353	(523)	
CP26	Mitsubishi Triton 4 door C/F PO 9034	Plant & Equipment	Transport	Renewal	44,933	44,933	44,933	44,194	739	
CP27	Mitsubishi Triton GLX MR6W20 C/F PO 9035	Plant & Equipment	Transport	Renewal	32,644	32,644	32,644	32,893	(249)	
CP28	Mitsubishi Triton GLX MR6W20 C/F PO 9036	Plant & Equipment	Transport	Renewal	32,644	32,644	32,644	32,144	500	
CP29	Mitsubishi Triton GLX MR6W20 C/F PO 9037	Plant & Equipment	Transport	Renewal	32,644	32,644	32,644	32,893	(249)	
CP30	Isuzu D-Max MY23 4x4	Plant & Equipment	Transport	Renewal	47,668	47,668	47,668	48,096	(428)	
CP31	Isuzu D-Max MY23 4x2	Plant & Equipment	Transport	Renewal	33,708	33,708	33,708	34,136	(428)	
CP34	EV Charging Station	Plant & Equipment	Transport	New	-	13,260	13,260	6,595	6,665	
CP33	Slasher Latham Golf club	Plant & Equipment	Transport	Renewal	38,000	30,990	30,990	30,990	-	
CP35	Sign Trailer SAM	Plant & Equipment	Transport	New	25,000	25,000	-	-	-	
IO06	Caron Dam Tank	Infrastructure - Other	Economic Services	New	48,000	48,000	10,000	7,916	2,084	
					9,153,173	9,437,411	3,362,893	3,157,120	205,773	

6 DISPOSAL OF ASSETS

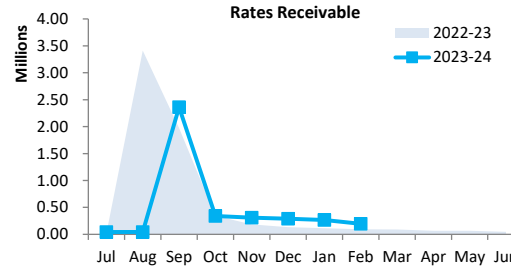
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
Plant and equipment									
PE221	1PJ Toyota Prado 2022	48,021	56,815	8,794	0	0	0	0	0
PE05	JCB Backhoe 2017	29,269	41,858	12,589	0	29,269	41,858	12,589	0
PE04	1AID284 Mits Triton 2017	0	15,000	15,000	0	0	0	0	0
PE06	1HXV307 Mits Triton 2016	0	15,000	15,000	0	0	0	0	0
PE016	1IAD331 Mits Triton 2020	9,800	15,000	5,200	0	0	0	0	0
PE03	1IAD337 Mits Triton 2017	500	15,000	14,500	0	0	0	0	0
PE009	Nissan UD Truck GW26470	0	0	0	0	61,775	59,817	0	(1,958)
PE302	Caravan Jayco 1TMS454	29,993	29,639	0	(354)	29,993	29,639	0	(354)
PE301	Caravan Coromal 1TMV806	34,313	29,639	0	(4,674)	34,313	29,639	0	(4,674)
PE304	Caravan Dreamline 1TMZ686	35,130	33,539	0	(1,591)	35,130	33,539	0	(1,591)
PE303	Caravan Kingdom 1TQK181	39,624	27,866	0	(11,758)	39,624	27,866	0	(11,758)
PE313	Caravan New Age 1TRR160	46,018	33,628	0	(12,390)	46,018	33,628	0	(12,390)
PE312	Caravan Jurgens 1TSQ648	38,860	31,633	0	(7,227)	38,858	31,633	0	(7,225)
		311,529	344,617	71,083	(37,995)	314,981	287,619	12,589	(39,950)



7 RECEIVABLES

Rates receivable

	30 June 2023	29 Feb 2024
Opening arrears previous years	\$ 45,134	\$ 45,134
Levied this year		3,240,722
Less - collections to date	0	(3,091,573)
Gross rates collectable	<u>45,134</u>	<u>194,283</u>
Net rates collectable	45,134	194,283
% Collected	0.0%	94.1%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(102)	81,974	2,641	42,240	433,337	560,090
Percentage	0.0%	14.6%	0.5%	7.5%	77.4%	
Balance per trial balance						
Sundry debtors						560,090
GST receivable						(1,459)
Total receivables general outstanding						558,636

Amounts shown above include GST (where applicable)

KEY INFORMATION

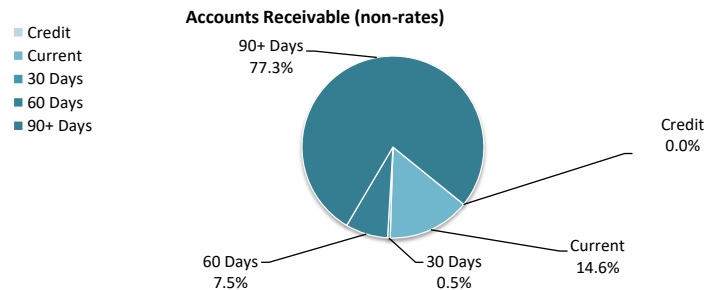
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**SHIRE OF PERENJORI
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 29 February 202
	\$	\$	\$	\$
Other current assets				
Inventory				
Stock inventories	136,308	0	(9,236)	127,072
Total other current assets	136,308	0	(9,236)	127,072

Amounts shown above include GST (where applicable)

KEY INFORMATION

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.

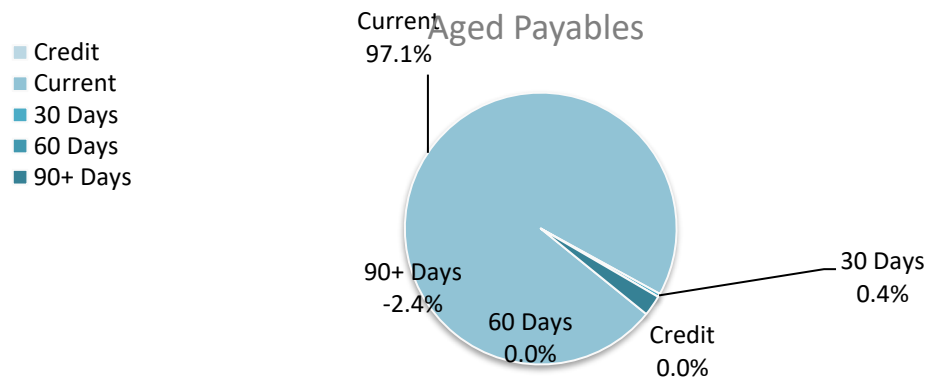
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	57,998	244	0	(1,460)	56,782
Percentage	0.0%	102.1%	0.4%	0.0%	-2.6%	
Balance per trial balance						
Payables, current	0	69,791	0	0	0	69,791
ATO liabilities	0	52,938	0	0	0	52,938
Prepaid rates	0	37,595	0	0	0	37,595
Licencing	0	8,231	0	0	0	8,231
Total payables general outstanding						155,069

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



SHIRE OF PERENJORI
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Townsite	0.092127	106	1,159,333	107,973	0	107,973	107,973	0	107,973
Mining	0.092127	1	3,144,000	289,648	0	289,648	289,647	(646)	289,001
Unimproved value									
Rural	0.014395	258	155,050,000	2,231,945	0	2,231,945	2,231,945	0	2,231,945
Mining	0.307900	39	2,600,348	800,647	0	800,647	800,647	16,808	817,455
Exploration	0.209410	35	268,702	56,269	0	56,269	56,269	0	56,269
Sub-Total		439	162,222,383	3,486,482	0	3,486,482	3,486,482	16,162	3,502,643
Minimum payment									
Gross rental value									
Townsite	389	32	27,601	11,281	0	11,281	11,281	0	11,281
Mining	389	2	20	389	0	389	389	0	389
Unimproved value									
Rural	0	11	102,300	4,279	0	4,279	4,279	0	4,279
Mining	0	7	2,801	2,723	0	2,723	2,723	0	2,723
Exploration	0	24	23,162	9,725	0	9,725	9,725	0	9,725
Sub-total		76	155,884	28,397	0	28,397	28,397	0	28,397
Discount						(320,553)			(317,861)
Amount from general rates						3,194,326			3,213,179
Ex-gratia rates						27,543	27,543		27,543
Total general rates						3,221,869			3,240,722

11 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
CHA Housing	96	17,219	0	0	(17,219)	(17,219)	-0	0	836	(836)
John Street Subdivision	98	153,087	0	0	(26,572)	(26,572)	126,515	126,515	(10,215)	(10,215)
New Loan Housing	100	0	0	1,000,000	0	0	0	1,000,000	0	0
Total		170,306	0	1,000,000	(43,791)	(43,791)	126,515	1,126,515	(9,379)	(11,051)
Current borrowings		43,791					0			
Non-current borrowings		126,515					126,515			
		170,306					126,515			

All debenture repayments were financed by general purpose revenue.

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.

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 29 February 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		166,762	0	1,904,352	(811,341)	1,259,773
Capital grant/contributions liabilities		0	0	21,511	(8,000)	13,511
Total other liabilities		166,762	0	1,925,863	(819,341)	1,273,284
Employee Related Provisions						
Employee provisions		233,540	0	0	0	233,540
Total Provisions		233,540	0	0	0	233,540
Total other current liabilities		400,302	0	1,925,863	(819,341)	1,506,824

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF PERENJORI
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Program	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
		Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
		1 July 2023		(As revenue)	29 Feb 2024	29 Feb 2024	Revenue	Budget	Revenue Actual
		\$	\$	\$	\$	\$	\$	\$	
Grants and subsidies									
DFES Operating Grant	Law, Order & Public Safety	0	0	0	0	0	25,000	25,250	27,929
Direct Grant	Transport	0	0	0	0	0	273,328	273,328	273,328
Grants Commission Grant	General purpose funding	0	0	0	0	0	71,635	53,727	53,726
Untied Road Grant	General purpose funding	0	0	0	0	0	52,923	39,693	39,692
Doantion Bush Telegraph Committee	General purpose funding	0	13,511	0	13,511	13,511	0	0	0
Volunteers & Seniors Grants	Community Services	0	0	0	0	0	8,000	8,000	10,000
National Australia Day Council	Community Services		8,000	0	8,000	8,000			
		0	21,511	0	21,511	21,511	430,886	399,998	404,675

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Program	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
		Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
		1 July 2023		(As revenue)	29 Feb 2024	29 Feb 2024	Revenue	Budget	Actual
		\$	\$	\$	\$	\$	\$	\$	
Capital grants and subsidies									
LR&CIP Funding	General Purpose Funding	0	540,935	0	540,935	0	1,257,668	2,288	2,288
Department of Industry (Evacuation Centre Grant)	General Purpose Funding	2,288	0	(2,288)	(0)	0	0	0	0
Grant Income - DWER	Law, Order & Public Safety	0	0	0	0	0	62,754	0	0
Capital Grant - DFES	Housing	0	200,000	(200,000)	0	0	0	0	0
Housing capital grant	Housing	119,226	439,351	(558,577)	0	0	1,012,933	868,651	868,651
Grant Income	Community Amenities	0	500,000	0	500,000	0	508,000	8,000	8,000
Regional Road Group Funding	Transport	45,248	120,000	(43,422)	121,826	0	443,864	60,000	59,872
Roads To Recovery Funding	Transport	0	0	0	0	0	534,940	0	0
Mid West Secondary Grain Freight Network Grant	Transport	0	0	0	0	0	2,206,000	0	0
Grant Community Water Caron Dam	Other Economic Services	0	0	0	0	0	0	63,738	63,738
DWER RWP AA Dams Grant	Economic Srvices	0	38,400	(7,054)	31,346	0	0	0	7,054
		166,762	1,838,686	(811,341)	1,194,106	0	6,026,159	1,002,677	1,009,602

**SHIRE OF PERENJORI
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

15 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 1 July 2023	Amount Received	Amount Paid	Closing Balance 29 Feb 2024
	\$	\$	\$	\$
Mount Gibson Public Benefit Fund	312,937	1,323	(13,486)	300,774
	312,937	1,323	(13,486)	300,774

**SHIRE OF PERENJORI
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
			Adjustment	Cash	Available Cash	Running Balance
			\$	\$	\$	\$
Budget adoption	240824.18	Surplus/(Deficit)				0
Audited Finances Deficit		Opening Surplus/Deficit			(13,880)	(13,880)
Operating Revenue		Operating revenue		47,098		33,218
Operating Expenditure		Operating expenses			(1,899,385)	(1,866,167)
Non Cash amounts		Non cash item		1,913,264		47,097
Capital Grants		Capital revenue			(188,974)	(141,877)
Proceeds from Asset Disposal		Capital revenue		62,617		(79,260)
Capital Works		Operating expenses			(332,589)	(411,849)
Transfer to Reserves		Capital expenses		279,386		(132,463)
Transfer from Reserves		Operating revenue		121,165		(11,298)
Repayment of Borrowings		Capital expenses		11,298		0
				2,434,828	(2,434,828)	0

12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	21 March 2024
Disclosure of Interest:	
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	12.2.1 - Accounts for Payment February 2024 12.2.2 - Corporate Credit Card Statement February 2024 12.2.3 - Corporate Credit Card Breakdown February 2024

Summary

Council is presented the list of payments made from the Municipal, Trust and Reserve Accounts under delegation since the last Ordinary Council Meeting.

Background

Council delegates authority to the Chief Executive Officer annually:

To make payments from Trust, Reserve and Municipal Fund;

To purchase goods and services to a value of not more than \$200,000;

Legal Compliance

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

R12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Implications

Nil

Council Policy Compliance

Payments are checked to ensure compliance with Council’s Purchasing Policy Number 4007 – Procurement Policy.

Financial Implications

All payments are made in accordance with the adopted annual budget.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Consultation

Paul Anderson – Chief Executive Officer

Ally Bryant – Finance Manager

Officer Comment

Accounts paid for the month ending 29 February 2024

Municipal Account	
EFT 17395 - 17499	\$352,330.63
Direct Debits	\$84,059.67
Cheques	\$0.00
Corporate MasterCard	\$5,193.10
Bank Fees	\$195.73
Total	\$441,779.13

Trust Account – Mt Gibson Public Benefit Funds	
EFT – Transfer to another account (Close Term Deposit)	\$0.00
Cheques	\$0.00
Bank Fees	\$0.00
Total	\$0.00

Totalling **\$441,779.13** from *Municipal* and *Trust Accounts* for the month ending **29 February 2024**.

OFFICER RECOMMENDATION

Council Resolution Number:	
Moved:	Seconded:
<p>That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$441,779.13 (four hundred and forty one thousand, seven hundred and seventy nine dollars and thirteen cents) be accepted.</p>	
Motion put and carried / lost	

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
470	05/02/2024	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	M		164.70
470	05/02/2024	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	M		31.03
EFT17395	05/02/2024	TELSTRA CORPORATION LIMITED	Telephone 99731050 - Perenjori Fire Station	M		154.12
EFT17396	08/02/2024	ADAM'S RUBBER STAMP CO.	Self-Inking Creditor Stamp- Finance	M		179.20
EFT17397	08/02/2024	ANDREW FRASER	Cr Travel fees - Tender Workshop 30/01/24	M		56.70
EFT17398	08/02/2024	APPLIED SATELLITE TECHNOLOGY AUSTRALIA PTY LTD	Monthly Subscription & AST Service Fee- January 24	M		78.43
EFT17399	08/02/2024	AUSTRALIA POST	Postage Admin & Rates- January 24	M		131.42
EFT17400	08/02/2024	AUSTRALIAN TAXATION OFFICE	Bas payable for January 2024	M		42,068.00
EFT17401	08/02/2024	BLUEHILL COURIERS	Freight Charges - Reece Plumbing 07/01, 14/01, 19/01, 24/0, CNW 07/01, 14/01, 24/01, Wallace Plumbing 19/01	M		250.80
EFT17402	08/02/2024	BOB WADDELL & ASSOCIATES PTY LTD	Rates Services- Wks ending 28/01 & 04/02/24	M		1,320.00
EFT17403	08/02/2024	BOC LIMITED	Boc Container Rentals - Medical Centre/Depot	M		102.84
EFT17404	08/02/2024	BURGESS RAWSON (WA) PTY LTD	L3206-3 Fowler Street Perenjori Water Usage 17/10/23- 12/12/23	M		2,109.82
EFT17405	08/02/2024	BUSH BASKET (BENJI)	DJ Benji - Australia Day entertainment	M		495.00
EFT17406	08/02/2024	CANINE CONTROL	Ranger Services x 2 visits – Corella Culling/Animal control	M		1,760.00
EFT17407	08/02/2024	CHILD SUPPORT AGENCY	Payroll deductions	M		265.55
EFT17408	08/02/2024	CNW PTY LTD	4 Zone Induction Cooktop - Unit 2 North Road	M		884.22
EFT17409	08/02/2024	COLIN MURRICE BRYANT	Cr Travel fees - Tender Workshop 30/01/24	M		217.82

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT17410	08/02/2024	DANIEL KEVIN BRADFORD	Cr Travel fees - Tender Workshop 30/01/24	M		166.34
EFT17411	08/02/2024	DAPHNE'S TIMELESS TREATS	Supply salads, fruit platters and lamingtons for Australia Day	M		1,429.87
EFT17412	08/02/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	Building Service Levy Payable for January 24	M		285.73
EFT17413	08/02/2024	GERALDTON LOCK AND KEY SPECIALISTS	Replacement Key Cutting- Caravan Park AV Unit 15	M		28.60
EFT17414	08/02/2024	GFG TEMP ASSIST	Quantity Surveyors to provide an estimate for repairs to the Latham Hall & Project Support – Supermarket Building	M		6,320.60
EFT17415	08/02/2024	GRANTS EMPIRE	Develop CSRFF Small Grant Application- Latham Bowling Green. Payment 1 of 2	M		858.00
EFT17416	08/02/2024	Greenfield Technical Services.	Set Up & Installation of Traffic Counters + Ongoing Maintenance	M		2,860.00
EFT17417	08/02/2024	IKONYX MEDICAL SERVICES PTY LTD	Medical Practice Support Retainer - February 2024	M		2,291.66
EFT17418	08/02/2024	IMERYS TALC AUSTRALIA	Bond Refund - Bus	M		232.00
EFT17419	08/02/2024	INDEPENDENT RURAL PTY LTD	Staff Uniforms including embroidery, Eco Wett, Baileys Fertilizer, Bifenthrin 20lts - PJ Oval, Farm gate & hinges – 19 Hesford, Laundry powder/softener – C/Park, Various Parks & Gardens supplies	M		2,914.70
EFT17420	08/02/2024	INTEGRATED ICT	Managed Service Agreement- Jan 24	M		14,233.84
EFT17421	08/02/2024	INTERFIRE AGENCIES PTY LTD	Male Adaptors & Female Camlocks- Latham Fire Station	M		219.92
EFT17422	08/02/2024	J'S HARDWARE & GIFTS	Various Items- Depot, Parks & Gardens, Depot, 11A Livingstone, 21 Hesford, 32 Livingstone, Unit 1 137 Crossing St, 40B Russell, Latham Community Centre, Caravan Park Village- 6kg Dryer	M		1,961.15
EFT17423	08/02/2024	JMH MECHANICAL SERVICES	Bulkhead fitting & 6mm airline – PJ1527 Hino, Diagnose & repair clutch fault –Triton, Replace dipstick & oil – PJ1501, , 10000km service – PJ1526Remove Turn Table & refit – PJ1527 Hino,			

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
			Diagnose & repair aircon fault – PJ1501, Regas Aircon – PJ1563 NH Tractor, Wheel Alignment – PJ1567 Isuzu	M		4,375.38
EFT17424	08/02/2024	JUDE Sutherland	Cr Travel fees - Tender Workshop 30/01/24	M		75.24
EFT17425	08/02/2024	KINGS WA PTY LTD	Culvert Extensions- Syson Road	M		19,510.98
EFT17426	08/02/2024	LESLIE DEREK HEPWORTH	Travel for Community Hub Forum	M		59.40
EFT17427	08/02/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG Pro Membership - Ally Bryant (FM)	M		531.00
EFT17428	08/02/2024	MCLEODS BARRISTERS AND SOLICITORS	Copyright Advice, Deed of Gift of Land, Road User Agreement	M		3,274.64
EFT17429	08/02/2024	MORAWA REFRIGERATION	Supply and Install 1 x 5.0Kw Haier Split System- 11A Livingstone St	M		2,270.61
EFT17430	08/02/2024	Mark SHADDICK	Christmas Light Competition- 2nd Prize	M		200.00
EFT17431	08/02/2024	OAKS CIVIL CONSTRUCTION PTY LTD	Large Traffic Management Plan- Fowler St Landscaping	M		2,090.00
EFT17432	08/02/2024	ON HOLD ON LINE	Monthly On Hold Messages- January 24	M		77.00
EFT17433	08/02/2024	PERENJORI MEDICAL CENTRE	Pre Employment Medical and Drug Urine Screen- Rowena Armstrong	M		313.50
EFT17434	08/02/2024	RAMSAY CONSTRUCTIONS PTY LTD	Environmental Health Services Incl Travel & Accommodation- January 24	M		845.49
EFT17435	08/02/2024	RAY WHITE GERALDTON	Housing Inspection & Annual Management Fees- Shire Housing, 22 Residences	M		8,283.00
EFT17436	08/02/2024	REECE PTY LTD	4x Concentrated Cleaner 1Ltr- CRC, Deodorising Spray- Masonic Lodge, Plumbing supplies – 9 Hirshauer Street	M		338.77
EFT17437	08/02/2024	RICK RYAN	Reimbursements - CESM	M		110.27
EFT17438	08/02/2024	RJ & LJ KING	Supply and fit 2x tyres- PJ1567 Isuzu D-Max, Compressor battery – PJ1549 Hino & Tyre puncture repair – Triton			

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
				M		1,216.60
EFT17439	08/02/2024	RSM AUSTRALIA PTY LTD	Professional services in relation to lodgement of November & December 2023 BAS Statement	M		412.50
EFT17440	08/02/2024	SUREFIRE RESOURCES NL	Rates refund for assessment A15278	M		4,183.48
EFT17441	08/02/2024	TEAM GLOBAL EXPRESS PTY LTD	Freight Charges- Shred X 14/11/23, State Library 22/11/23, Fulton Hogan 23/11/23, Howard Porter 01/12/23	M		1,391.70
EFT17442	08/02/2024	TOTALLY WORKWEAR	Protective clothing and footwear- Depot staff	M		408.47
EFT17443	08/02/2024	WEST COAST SHADE	Removal of Old Shade Sails. Supply And Installation of 4x New Shades & Rigging- Swimming Pool	M		13,167.00
EFT17444	08/02/2024	WINC AUSTRALIA PTY LIMITED	Various Stationery Items- Admin	M		257.29
EFT17445	08/02/2024	ZED ELECT	Various Electrical works – April 2023 to January 2024 Install new cooker – 21 Hesford, Testing & Tagging of all Electrical tools, HWS fault – 40B Russell, Replace Smoke detector & refit evap vent, check exhaust fan – 2 John, Wired up new HWS – 50 Russell, Replace lights & globes, change hot plate switch, disconnect HWS – Eco 2, Repair back entrance lighting – Admin, Replaced fan, installed isolator for HWS – C/Park house, Check & removal of power box – C/Park, lights replaced – ECO1, Power point fault –PJ Hall, Install Surge Protector Devices & equipment to Caravan Park (WP Upgrade), Relocate & replace power points, lights – CVP Camp Kitchen	M		14,239.06
EFT17446	15/02/2024	ANDREW FRASER	Cr Meeting Attendance Fees (Payment 2 & 3)	M		3,708.75
EFT17447	15/02/2024	BRIAN OLIVER WILLIAM CAMPBELL	Cr Meeting Attendance Fees (Payment 2 & 3)	M		3,708.75
EFT17448	15/02/2024	COLIN MURRICE BRYANT	Cr Meeting Attendance Fees (Payment 2 & 3)	M		3,708.75
EFT17449	15/02/2024	DAEL MICHELE SPARKMAN	Cr Meeting Attendance Fees (Payment 2 & 3)	M		3,708.75

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT17450	15/02/2024	DANIEL KEVIN BRADFORD	Cr Meeting Attendance Fees (Payment 2 & 3)	M		3,708.75
EFT17451	15/02/2024	JUDE Sutherland	Cr Meeting Attendance Fees (Payment 2 & 3) & Presidents Allowance (Payment1)	M		8,927.50
EFT17452	15/02/2024	LANDGATE - VALUATIONS	Mining Tenement Schedule M2023/10	M		131.00
EFT17453	15/02/2024	LESLIE DEREK HEPWORTH	Cr Meeting Attendance Fees (Payment 2 & 3) & Deputy Presidents Allowance (Payment1)	M		5,013.44
EFT17454	15/02/2024	MIDWEST AUTO GROUP	New Ford Everest 2024 Less 2022 Toyota Prado trade in - CEO	M		5,127.20
EFT17455	15/02/2024	YARRA YARRA CATCHMENT MANAGEMENT GROUP	Building Sustainable Communities Through Waterwise Gardening Workshops	M		5,500.00
EFT17456	22/02/2024	ALBION RESOURCES LIMITED	Rates refund for assessment A15310	M		104.12
EFT17457	22/02/2024	ASSET SOLUTIONS WA	Annual inspection of Nifty Elevated Platform	M		1,749.00
EFT17458	22/02/2024	AUST FARM INVEST MANAGEMENT PTY LTD	Rates refund for assessment A15182	M		2,126.14
EFT17459	22/02/2024	AVON WASTE	Rubbish collection services- January 24	M		2,753.52
EFT17460	22/02/2024	BOB WADDELL & ASSOCIATES PTY LTD	Rates Services – Wks ended 12/02 & 18/02/24	M		1,567.50
EFT17461	22/02/2024	CANINE CONTROL	Ranger services 07/02/24	M		880.00
EFT17462	22/02/2024	CHILD SUPPORT AGENCY	Payroll deductions	M		265.55
EFT17463	22/02/2024	CNW PTY LTD	Under bench dishwasher- 59 Russell St.	M		1,078.00
EFT17464	22/02/2024	CO-OPERATIVE BULK HANDLING LTD	Rates refund for assessment A15283	M		97.56
EFT17465	22/02/2024	COLIN MURRICE BRYANT	Travel for forum 15/02/24	M		108.91
EFT17466	22/02/2024	CORSIGN WA	Grader ahead signs x 6	M		1,947.00

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT17467	22/02/2024	DANIEL KEVIN BRADFORD	Travel for Forum 15/02/24	M		83.17
EFT17468	22/02/2024	DILLON PAPADOPOULOS	Australia Day event coordination services	M		693.75
EFT17469	22/02/2024	DONGARA MID WEST WASTE	Pumping of septic tanks- Caravan Park Ablutions	M		2,900.00
EFT17470	22/02/2024	EVOKE LIVING HOMES	Practical completion- 25 Timmings & 5 Hirshauer	M		45,557.55
EFT17471	22/02/2024	FRANK GILMOUR PEST CONTROL	Pest control for cockroaches- Admin Ant treatment- Caravan Park	M		716.00
EFT17472	22/02/2024	G & L BRYANT SMSF WARRENT PTY LTD	Rates refund for assessment A449	M		418.90
EFT17473	22/02/2024	GFG TEMP ASSIST	Procurement services - Plant replacement program -	M		594.00
EFT17474	22/02/2024	GRIMES CONTRACTING PTY LTD	Playground repairs- Perenjori Sports Club, Rec Centre, Skate Park, Latham Golf Club, Latham Rec Centre	M		13,847.90
EFT17475	22/02/2024	Greenfield Technical Services.	Additional Rav Road assessment & report- Extension Hill trucking route	M		2,274.80
EFT17476	22/02/2024	INDEPENDENT RURAL PTY LTD	Gate fitting pack, strainer & wire – Airstrip Fencing, 50mm Blueline poly pipe -Caravan Park old ablutions, Various Supplies – Parks & Gardens	M		1,278.13
EFT17477	22/02/2024	JMH MECHANICAL SERVICES	Replace spring pack & repair air leak- PJ1578 UD, Repair oil & hydraulic leak – PJ1527, Diagnose & repair no power fault – PJ1501 Roller	M		5,463.27
EFT17478	22/02/2024	JOHN BATMAN GROUP	Pillows x 30 & pillow protectors x 50- Caravan Park Village	M		869.46
EFT17479	22/02/2024	KATS RURAL	Cutting of keys/entrance set- 9 Hirshauer St.	M		131.40
EFT17480	22/02/2024	LESLIE DEREK HEPWORTH	Travel for Forum 15/02/24	M		29.70
EFT17481	22/02/2024	MAINTENANCE EXPERTS PTY LTD	Mex program, annual maintenance, data hosting, prestart, ops requests, online training	M		22,580.00

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT17482	22/02/2024	MORAWA MEDICAL CENTRE	Pre employment medical & DA for Pauline Harris (CVP Manager)	M		305.00
EFT17483	22/02/2024	NAPA	Blow gun 450mm nozzle- Tool replacement	M		61.88
EFT17484	22/02/2024	NEW SIGNS	Dog sign- Parks & gardens, Effluent Warning Sign - LCC	M		234.00
EFT17485	22/02/2024	PERENJORI COMMUNITY RESOURCE CENTRE	Yearly subscription to The Bush Telegraph	M		25.00
EFT17486	22/02/2024	PERENJORI ROADHOUSE	Admin refreshments & consumables- January 24	M		242.00
EFT17487	22/02/2024	PETER EGAN CARPENTRY	Bathroom works- Includes reinforcing floor timbers, supply & installation of new flooring, shower base. wall sheets & panels, patching holes, refitting of bathroom & bedroom Door- CVP Chalet 3	M		8,393.00
EFT17488	22/02/2024	PJC SERVICES & CO PLUMBING & GAS	Various toilet, tap, dishwasher drain repairs – Council facilities/houses, Install Water Bubbler – Depot, Remove oven & gas, - 21 Hesford, Testing & Repairs to Latham Standpipe,	M		3,540.79
EFT17489	22/02/2024	PUMPS AUSTRALIA	Water seal kit. valve kit, support ring kit, oil seal kit, dipstick, high pressure gun, pressure gauge- PJ1599	M		953.70
EFT17490	22/02/2024	REECE PTY LTD	Vanity top & materials- Chalet 3 Caravan Park	M		467.71
EFT17491	22/02/2024	RICK RYAN	Reimbursements - CESM	M		73.80
EFT17492	22/02/2024	RJ & LJ KING	Tyre puncture repair- 1IAD337 Triton	M		45.00
EFT17493	22/02/2024	SOUTHERN STAR EXPLORATION PTY LTD	Rates refund for assessment A15245	M		171.81
EFT17494	22/02/2024	TAYLA MUTTER	Bond Return - Bus hire - 23/8/21 & 14/2/22	M		440.00
EFT17495	22/02/2024	TEAM GLOBAL EXPRESS PTY LTD	Freight charges- Corsign 12/02/24	M		126.60
EFT17496	22/02/2024	TYRECYCLE PTY LTD	Tyre recycling of 139 various tyres- Perenjori Tip	M		12,810.35

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT17497	22/02/2024	VANGUARD PUBLISHING T/A PREMIUM PUBLISHERS	Advertising in Australia's Golden Outback Map and Guide - Half page ad	M		858.00
EFT17498	22/02/2024	WALLACE PLUMBING AND GAS PTY LTD	Removal of 2 old heat pump hot water units & installation of supplied 250L electric unit- C/Park Ablutions, Replace flexi hoses & mini stops, inspect septic tank for pumping fault – C/Park Ablutions	M		8,434.83
EFT17499	22/02/2024	WINC AUSTRALIA PTY LIMITED	Vehicle logbook x2, key ring - Depot, Post It flags, whiteboard spray - Admin, lollies - Councillors	M		281.23
DD14637.1	01/02/2024	WESTNET	Monthly Internet Charge for February 2024	M		253.85
DD14637.2	01/02/2024	NODE ONE	N1 Business Fibre - February 24	M		1,100.00
DD14639.1	02/02/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 96 Fixed Component - CHA Housing	M		9,029.81
DD14643.1	05/02/2024	SYNERGY	Caravan Park & Managers Residence - Electricity usage 20/10/23 to 18/12/23	M		2,028.40
DD14643.2	05/02/2024	RMS (Aust) P/L	RMS Online Fees - January 2024	M		66.00
DD14645.1	06/02/2024	RMS (Aust) P/L	RMS Cloud & Support (2 user licenses - February 2024)	M		445.50
DD14645.2	06/02/2024	SYNERGY	Aquatic Centre - Electricity usage 13/12/23 to 15/01/24	M		4,209.79
DD14651.1	07/02/2024	TELSTRA CORPORATION LIMITED	Internet charges to 15/01/24 - PJ Medical Centre	M		3,401.70
DD14654.1	12/02/2024	BANKWEST MASTERCARD	Mastercard Purchases for period 21/12/23 to 23/01/24	M		5,193.10
DD14654.2	12/02/2024	SYNERGY	Electricity usage 22/12/23 to 18/01/23 - Caravan Park Village	M		1,355.83
DD14656.1	13/02/2024	AWARE SUPER	Superannuation contributions	M		9,952.30
DD14656.2	13/02/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	M		880.00
DD14656.3	13/02/2024	THE RL & JMA RYAN SUPERANNUATION	Superannuation contributions	M		860.89

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
		FUND				
DD14656.4	13/02/2024	AUSTRALIAN RETIREMENT TRUST (SUPER SAVINGS)	Superannuation contributions	M		542.52
DD14656.5	13/02/2024	AUSTRALIAN SUPER	Superannuation contributions	M		2,404.34
DD14656.6	13/02/2024	REST INDUSTRY SUPERANNUATION	Superannuation contributions	M		136.47
DD14656.7	13/02/2024	HOST PLUS SUPER	Superannuation contributions	M		364.75
DD14656.8	13/02/2024	PRIME SUPER PTY LTD	Superannuation contributions	M		314.13
DD14656.9	13/02/2024	MERCER SUPER TRUST	Superannuation contributions	M		263.74
DD14668.1	15/02/2024	SG FLEET AUSTRALIA PTY LIMITED	CESM - Vehicle Lease Exp for 10/02/24 to 09/03/24	M		3,086.52
DD14668.2	15/02/2024	BOQ FINANCE (AUST) LTD	Ricoh Photocopier Lease - February 2024	M		156.83
DD14674.1	21/02/2024	BOND ADMINISTRATOR	Housing Bond Lodgement - Perenjori CRC	M		816.00
DD14674.2	21/02/2024	SYNERGY	Electricity usage 13/10/23 to 19/12/23 for Lot 11 Britt St, Latham - Parks & Gardens	M		166.32
DD14676.1	22/02/2024	BOND ADMINISTRATOR	Housing Bond Lodgement - 60 Crossing St (C/Park)	M		512.00
DD14681.1	27/02/2024	AWARE SUPER	Superannuation contributions	M		10,105.87
DD14681.2	27/02/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	M		880.00
DD14681.3	27/02/2024	THE RL & JMA RYAN SUPERANNUATION FUND	Superannuation contributions	M		860.89
DD14681.4	27/02/2024	AUSTRALIAN RETIREMENT TRUST (SUPER SAVINGS)	Superannuation contributions	M		465.35
DD14681.5	27/02/2024	AUSTRALIAN SUPER	Superannuation contributions	M		2,420.80

**Shire of Perenjori
Local Government Act 1995
Accounts for Payment for Month Ended 29th February 2024**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14681.6	27/02/2024	REST INDUSTRY SUPERANNUATION	Superannuation contributions	M		138.75
DD14681.7	27/02/2024	HOST PLUS SUPER	Superannuation contributions	M		367.69
DD14681.8	27/02/2024	PRIME SUPER PTY LTD	Superannuation contributions	M		227.67
DD14681.9	27/02/2024	MERCER SUPER TRUST	Superannuation contributions	M		296.95
DD14685.1	29/02/2024	SYNERGY	Street Lights - Electricity Usage 25/10/23 to 24/12/23	M		4,303.38
DD14687.1	15/02/2024	REFUEL AUSTRALIA	Fuel Card Purchases for January 2024	M		21,088.19
DD14656.10	13/02/2024	AMP SUPER FUND	Superannuation contributions	M		278.22
DD14681.10	27/02/2024	AMP SUPER FUND	Superannuation contributions	M		278.22
TOTAL						441,779.13

RECEIVED 27 FEB 2024

Account Name **SHIRE OF PERENJORI**

Period **24 Jan 24 - 22 Feb 24**

Facility Limit **\$20,000**

To pay by cheque, simply detach this cut off slip and refer to the instructions overleaf on how to return to Bankwest.



053BC3F 000036 (053N)

CARD ADMINISTRATOR
SHIRE OF PERENJORI
PO BOX 22
PERENJORI WA 6620



YOUR ACCOUNT SUMMARY	
Opening Balance	\$5,193.10
Purchases	\$4,451.11
Withdrawals	\$0.00
(Cash Advances & Balance Transfers)	
Interest & Other Charges	\$1.47
Payments & Other Credits	\$5,193.10 CR
Closing Balance	\$4,452.58

PAYMENT REQUIRED	
Account Name	SHIRE OF PERENJORI
Account Number	5586 0290 5107 7410
Payment Due Date	13 Mar 24
Minimum Payment	\$89.05
For details on how to make payments please see over	

YOUR CARDHOLDER ACTIVITY SUMMARY					
Name	Account	Spending Limit	Purchases & Withdrawals	Interest & Other Charges	Payments & Other Credits
BILLING ACCOUNT	5586029051077410		\$0.00	\$1.47	\$5,193.10 CR
ANDERSON,PAUL G	5586022001171920	\$15,000.00	\$368.50	\$0.00	\$0.00
COMERFORD,NOLA L	5586025801166792	\$5,000.00	\$4,082.61	\$0.00	\$0.00
TOTAL		\$20,000.00	\$4,451.11	\$1.47	\$5,193.10 CR

YOUR INTEREST RATES					
Purchases	17.99% p.a.	Balance Transfers	17.99% p.a.	Cash Advances	17.99% p.a.

YOUR TRANSACTION SUMMARY				
Date	Description		Debit	Credit
28 JAN 24	FOREIGN TRANSACTION FEE		\$1.47	
12 FEB 24	PERIODICAL PAYMENTS	06		\$5,193.10
Total			\$1.47	\$5,193.10 CR

053BC3F 000036 000339



RECEIVED 27 FEB 2024

Bankwest Corporate MasterCard Statement

Account Number 5586 0220 0117 1920

Period 24 Jan 24 - 22 Feb 24

Monthly Spend Limit \$15,000

SUMMARY OF YOUR SPEND	
Purchases	\$368.50
Cash Advances & Balance Transfers	\$0.00

053BC3F 000036 (053N)
MR PAUL GREGORY ANDERSON
SHIRE OF PERENJORI
PO BOX 22
PERENJORI WA 6620

YOUR TRANSACTION SUMMARY					
Date	Description			Debit	Credit
30 JAN 24	SQ *DAPHNE'S TIMELESS	PERENJORI	WA	\$220.00	
01 FEB 24	GARMIN	EASTERN CREEK	AUS	\$102.00	
21 FEB 24	PERENJORI SHIRE	PERENJORI		\$46.50	
Total				\$368.50	\$0.00

053BC3F 000036 000343

RECEIVED 27 FEB 2024

Account Number **5586 0258 0116 6792**

Period **24 Jan 24 - 22 Feb 24**

Monthly Spend Limit **\$5,000**

053BC3F 000036 (053N)

MS NOLA LEANNE COMERFORD
SHIRE OF PERENJORI
PO BOX 22
PERENJORI WA 6620

SUMMARY OF YOUR SPEND	
Purchases	\$4,082.61
Cash Advances & Balance Transfers	\$0.00

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
25 JAN 24	ROSSITER AND COMPANY	THREE SPRINGS	WA	\$1,225.00	
25 JAN 24	THREE SPRINGS IGA PL	THREE SPRINGS		\$86.03	
28 JAN 24	FACEBK *ZH33BWX362	FB.ME/ADS	IRL	\$49.99	
29 JAN 24	GV LAWYERS PTY LTD	PERTH	AUS	\$1,097.99	
01 FEB 24	CARROLL RICHARDSON-FLA	03 9566 4500	VIC	\$1,013.45	
14 FEB 24	MESSAGEMEDIA	MELBOURNE	AUS	\$153.32	
17 FEB 24	BUNNINGS 308000	GERALDTON		\$42.95	
17 FEB 24	CELLARBRATIONS AT THE	GERALDTON		\$44.00	
17 FEB 24	QUEENS SUPA IGA	GERALDTON		\$55.29	
19 FEB 24	TARTS CO	GERALDTON	WA	\$82.00	
19 FEB 24	BUSH FOLK GIFT CO.	PERENJORI	WA	\$90.00	
21 FEB 24	CTI LOGISTICS LTD/DARO	WEST PERTH	WA	\$142.59	
Total				\$4,082.61	\$0.00



053BC3F 000036 000345

Shire of Perenjori
CREDIT CARD SUMMARY ONLY

Corporate Mastercard - 24 January 2024 to 22 February 2024 - Paul Anderson - CEO

DATE	DESCRIPTION	ACCOUNT DESCRIPTION	PERSON CONTACTING SELLER	AMOUNT
30/01/2024	Daphne's Timeless Treats	Catering - Council Workshop	FO	\$ 220.00
1/02/2024	Garmin	Monthly GPS with SOS capability for Graders - 22/01/24 to 21/02/24	MIS	\$ 102.00
21/02/2024	DOT	Plate Remake - PJ1546 (Mobile Toilet Trailer)	CSO	\$ 46.50
CEO Corporate Credit Card Purchases for 24 January 2024 to 22 February 2024				\$ 368.50

Corporate Mastercard - 24 January 2024 to 22 February 2024 - Nola Comerford - MCCS

DATE	DESCRIPTION	ACCOUNT DESCRIPTION	PERSON CONTACTING SELLER	AMOUNT
25/01/2024	Rossiter and Company	Catering - Australia Day Event	MCCS	\$ 1,225.00
25/01/2024	Three Springs IGA	Refreshments & Consumables - Council	MCCS	\$ 86.03
28/01/2024	Meta	Facebook boost - Community Development Officer Advert	MCCS	\$ 49.99
29/01/2024	GV Lawyers Pty Ltd	Property Transfer Fees - Masonic Lodge	MCCS	\$ 1,097.99
1/02/2024	Flagworld	Australian/Aboriginal Flags & Bunting - Australia Day	MCCS	\$ 1,013.45
14/02/2024	Message Media	SMS Messaging Service	MCCS	\$ 153.32
17/02/2024	Bunnings	Plant & Pot - Citizenship Recipient Gift	MCCS	\$ 42.95
17/02/2024	Cellarbrations	Refreshments - Council	MCCS	\$ 44.00
17/02/2024	Queens Supa IGA	Refreshments & Consumables - Council	MCCS	\$ 55.29
19/02/2024	Tarts Co	Employee Baby Gift - Gypsie Douglas	MCCS	\$ 82.00
19/02/2024	Bush Folk Gift Co	Employee Baby Gift - Gypsie Douglas	MCCS	\$ 90.00
21/02/2024	CTI Logistics	Freight - Caravan Park Pillows & Protectors from John Batman Group (Victoria)	SFO	\$ 142.59
MCCS Corporate Credit Card Purchases for 24 January 2024 to 22 February 2024				\$ 4,082.61
Total Payments of Corporate Credit Card				\$ 4,451.11

Interest & Other Charges	\$ 1.47
Grand Total	\$ 4,452.58

13. Community Development and Services:

13.1 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS AND RECOVERY PLAN

Applicant:	Shire of Perenjori
File:	ADM 0624
Date:	21 March 2024
Disclosure of Interest:	
Voting Requirements:	Simple Majority
Author:	Rick Ryan - Community Emergency Services Manager
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	13.1.1 – Local Emergency Management Arrangements 2024-2029 13.1.2 – Local Recovery Plan 2024-2029

Summary

For Council to consider endorsement of the Local Emergency Management Arrangements (LEMA).

Background

Council is required to have a set Local Emergency Management Arrangements (LEMA) and Recovery Plan, it is a requirement for both plans to be fully reviewed, and rewritten if required, every 5 Years. The review is designed to pick up changes in the Emergency Management Act of 2005 and State Emergency Management Plans and any changes in terminologies that may impact on the Shire's current LEMA and Recovery Plan.

Both the LEMA and Recovery Plan have been rewritten to include current changes to State EM Plans and new terminologies. Both plans were endorsed by the Perenjori Local Emergency Management Committee (LEMC) at the meeting held on the 20 of February 2024. Following Council endorsement, the Arrangements will be forwarded to the District Emergency Management Committee (DEMC) for review and then forwarded onto the State Emergency Management Committee (SEMC) for final approval. The approval will ensure the Shire of Perenjori LEMA and Recovery Plan are current for a further 5 years.

Statutory Environment

Emergency Management Act 2005

Emergency Management Regulations 2006

Policy Implications

Nil

Consultation

DEMA - Ranelle Clarke

LEMC - Committee members

Financial Implications

Nil

Strategic Community Plan

Goal 1: An inclusive community and a great place to live for all ages and stages of life.

1.9. Emergency management and associated community liaison and education activities are undertaken to protect the community and minimise harm from disasters.

Officer Comment

Changes to the LEMA and Recovery Plan review include contact names and title details within the document to ensure that these critical aspects are relevant and accurate within both documents.

The LEMA and Recovery Plan is now presented to Council for adoption after which it will be forwarded to relevant local agencies and the District Emergency Management Committee.

OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That Council:

1. Adopts the Shire of Perenjori Local Emergency Management Arrangements (LEMA) 2024 - 2029 and the Shire of Perenjori Recovery Plan 2024-2029.

2. Requests the CEO to forward a copy of the Shire of Perenjori Local Emergency Management Arrangements and Recovery Plan to the District Emergency Management Committee, relevant local agencies, and State Emergency Management Committee.

3. Updates the Shire website with adopted documents.

Motion put and carried / lost

[Next Item](#)



Perenjori

Embrace Opportunity

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2024

Approved by LEMC meeting: 20 February 2024
Date of LEMC Review Approval: 20 February 2024

Date of LEMC Endorsement:
Date of LG Endorsement:

Review Date:

- Public Copy
- Restricted Copy



These Arrangements have been produced and issued under the authority of S41 (1) of the Emergency Management Act 2005, endorsed by the Perenjori Local Emergency Management Committee (LEMC) and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

Cr Jude Sutherland
Chairperson LEMC

Date

Endorsed by Council

Date

DISTRIBUTION MATRIX	5
AMENDMENT RECORD	6
GENERAL ACRONYMS USED IN THESE ARRANGEMENTS	8
PART 1 – INTRODUCTION	9
1.1 AUTHORITY	9
1.2 COMMUNITY CONSULTATION	9
1.3 DOCUMENT AVAILABILITY	9
1.4 AREA COVERED	10
1.5 AIM.....	10
1.6 PURPOSE	10
1.7 SCOPE.....	11
1.8 RELATED DOCUMENTS	11
1.9 LOCAL EMERGENCY MANAGEMENT POLICIES.....	11
1.10 EXISTING PLANS AND ARRANGEMENTS.....	12
1.11 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS	12
1.12 SPECIAL CONSIDERATIONS	12
1.13 SPECIAL NEEDS GROUPS.....	12
1.14 RESOURCES	13
1.15 ROLES & RESPONSIBILITIES.....	13
LEMC EXECUTIVE	16
PART 2 – PLANNING	17
2.1 LEMC MEMBERSHIP	17
2.2 MEETING SCHEDULE	18
2.3 CONSTITUTION & PROCEDURES.....	18
2.4 ANNUAL REPORTING	19
2.5 ANNUAL BUSINESS PLAN	19
2.7 EMERGENCY RISK MANAGEMENT	20
PART 3 – SUPPORT TO RESPONSE	20
3.1 RISKS – EMERGENCIES LIKELY TO OCCUR & RESPONSIBLE HMA.....	20
3.2 INCIDENT SUPPORT GROUP	22
3.2.1 ROLE	22
MEMBERSHIP OF AN ISG.....	ERROR! BOOKMARK NOT DEFINED.
3.2.2 TRIGGERS FOR AN ISG.....	22
3.2.3 FREQUENCY OF MEETINGS.....	22
3.2.4 LOCATION OF ISG MEETINGS.....	22
3.3 MEDIA MANAGEMENT AND PUBLIC INFORMATION	23

3.4	CRITICAL INFRASTRUCTURE.....	23
3.5	FINANCIAL ARRANGEMENTS	23
3.6	EVACUATION	24
3.6.1	EVACUATION PLANNING PRINCIPLES.....	24
3.6.2	EVACUATION MANAGEMENT	25
3.7	VULNERABLE GROUPS	25
3.8	ROUTES AND MAPS	25
3.9	EMERGENCY RELIEF AND SUPPORT	26
3.10	LOCAL EMERGENCY RELIEF AND SUPPORT COORDINATOR	26
3.11	LOCAL EMERGENCY RELIEF AND SUPPORT LIAISON OFFICER.....	27
3.12	STATE AND NATIONAL REGISTRATION AND INQUIRY	27
3.13	ANIMALS	27
3.14	EMERGENCY RELIEF AND SUPPORT CENTRES	28
<u>PART 4 – RECOVERY</u>		<u>28</u>
<u>PART 5 –EXERCISING, REVIEWING AND REPORTING</u>		<u>29</u>
<u>PART 6 –APPENDIXES</u>		<u>31</u>
<u>APPENDIX 1. RISK REGISTER</u>		<u>31</u>
<u>APPENDIX 2. ISG MEETING LOCATIONS.....</u>		<u>32</u>
<u>APPENDIX 3. EVACUATION & EMERGENCY RELIEF AND SUPPORT CENTRE INFORMATION</u>		<u>33</u>
<u>APPENDIX 4. CRITICAL INFRASTRUCTURE.....</u>		<u>49</u>
<u>APPENDIX 5. SPECIAL NEED GROUPS</u>		<u>50</u>
<u>APPENDIX 6. LOCAL DISTRICT MAPS</u>		<u>51</u>
<u>APPENDIX 7. RESOURCE REGISTER.....</u>		<u>54</u>

DISTRIBUTION MATRIX

This document will be distributed in full including appendices to all members of the Perenjori LEMC.

A public version not containing appendices will be made available on the Shire of Perenjori's website.

Distribution

<u>Organisation</u>	<u>Location/Officer</u>	No of Copies
SHIRE OF PERENJORI		
Shire of Perenjori	CEO	1
Shire of Perenjori	MCCS	1
Shire of Perenjori	MIS	1
Shire of Perenjori	Shire President	1
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC Chair	Councillor of Perenjori	1
Executive Officer	CESM	1
WA Police	Perenjori Police Station	1
WA Police	Carnamah Police Station	
WA Police	Morawa Police Station	1
Department of Communities	Geraldton	1
St John Ambulance	Perenjori	1
Bush Fire Services	Perenjori Bushfire Brigade Latham Bushfire Brigade	2
DFES Regional Office	Geraldton	1
St John Ambulance Community Paramedic		1
Parks & Wildlife Service	Geraldton	1
ADJOINING SHIREs/LEMCS:		
Shire of Carnamah	LEMC	1
Shire of Three Springs	LEMC	1
Shire of Yalgoo	LEMC	1
Shire of Dalwallinu	LEMC	1
Shire of Coorow	LEMC	1

AMENDMENT RECORD

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

- What you do and / or don't like about the arrangements.
- Unclear or incorrect expression.
- Out of date information or practices.
- Inadequacies; and
- Errors, omissions, or suggested improvements.

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

Chairperson
 Local Emergency Management Committee
 Shire of Perenjori
 PO Box 22
 Perenjori WA 6620

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

Amendment Record

<u>Amendment</u>		<u>Details of Amendment</u>	<u>Amended by</u>
<u>No.</u>	<u>Date</u>		<u>*Initial/Date</u>

Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

District: means an area of the State that is declared to be a district under Section 2.1 Local Government Act 1995.

Local Emergency Coordinator (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

Local Emergency Management Committee (LEMC): Means a committee established under Section 38 of the Emergency Management Act 2005

Municipality: Means the district of the local government.

Preparedness: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope 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. See also **comprehensive approach** in the State EM Glossary.

Risk register: A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

Risk statement: A statement identifying the hazard, element at risk and source of risk.

Treatment options: A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

Vulnerability: The characteristics and circumstances of a community, system or asset that make 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.

For further Acronyms refer to the State EM Glossary.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFB	Bush Fire Brigade
BFS	Bush Fire Service
BoM	Bureau of Meteorology
SPJ	Shire of Perenjori
DC	Department of Communities
DBCA/P&W	Parks and Wildlife – Dept. Biodiversity Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EVC	Emergency Evacuation Centre
EM	Emergency Management
FRS	Fire & Rescue Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
OEM	Office of Emergency Management
TWS	Telephone Warning System
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPOL	Western Australia Police

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s41(1) of the *Emergency Management Act 2005*, endorsed by the Perenjori Local Emergency Management Committee and approved by Council.

1.2 Community Consultation

The community has been consulted through forums and through the LEMC committee members.

The Perenjori community has been consulted and made aware of the LEMA and the purpose of the documents/Arrangements.

1.3 Document Availability

In accordance with S43 of the *Emergency Management Act 2005* a copy of these arrangements is available for inspection free of charge by members of the public during office hours at the Shire of Perenjori Administration Office. These arrangements will also be available via the Shire of Perenjori website.

Copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office
Perenjori
56 Fowler Street
Perenjori WA 6620
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- Midwest Gascoyne District Emergency Management Committee
- Office of Emergency Management
- State Emergency Management Committee (Secretary) – electronic format

1.4 Area Covered

The Shire of Perenjori is situated in the North Midlands area of Western Australia approx. three and a half hours drive or 380km North of Perth (via Carnamah), approx. 230km east southeast from Geraldton and approx. 175km east of Dongara.

The name Perenjori is derived from the Aboriginal word 'Perangery', meaning water hole, and was officially announced a town on February 16th 1916.

Dan Woodall was the first permanent settler to the region and managed Perangery Station in 1905 which was then owned by Lee Steeres.

Matt Farrell first came to Perangery in 1906 carting goods from Rothsay to Yalgoo and Mount Magnet and he marked trees where he wished to take up land in the Shire. With his four brothers - Thomas, William, Matthew, George Farrell, they then took up the land.

The Lands Department approved agricultural lots of 1,000 acres, instead of huge pastoral leases granted previously.

First crops from 1911 to 1913 were sown by hand and used largely for horse feed, home food, hay, and seed wheat.

When the railway line was officially opened in 1915, the town's estimated population was 100.

Today Perenjori is one of the largest agricultural shires in WA, with a combination of farming, pastoral, and mining leases.

2024 Perenjori Figures:

- 8200 sq. km
- Population 629
- No Dwellings 254
- LG Employees 34

1.5 Aim

The aim of this document is to define the management of identified risks and provide detail on proposed planning, response, and recovery activities for the Shire of Perenjori.

1.6 Purpose

The purpose of these arrangements is to set out:

- The Shire of Perenjori's policies for emergency management.
- The roles and responsibilities of public authorities and other agencies involved in emergency management in the Shire of Perenjori.
- Provisions about the coordination of emergency operations and activities relating to emergency management.

- A description of emergencies that are likely to occur in the LGA.
- Strategies and priorities for emergency management.
- Other matters about emergency management in the Shire of Perenjori prescribed by the regulations; and
- Other matters about emergency management in the Shire of Perenjori that the Council considers appropriate. [\[s. 41\(2\) of the EM Act 2005\]](#)

1.7 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- This document applies to the LGA of the Shire of Perenjori.
 - This document covers areas where the Shire of Perenjori provides support to HMA's in the event of an incident.
 - This document details the Shire of Perenjori's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
 - The Shire of Perenjori's responsibility for 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.

1.8 Related Documents

This document covers the key arrangements to enable the delivery of integrated and coordinated emergency management to the Shire of Perenjori. The Shire of Perenjori currently does not have any policies that specifically relates to emergency management, unique to this local government area.

1.9 Local Emergency Management Policies

Document	Owner	Date
Bushfire Policy & Guidelines	Shire	Jan 22
Genset service Policy	Shire	July 23

1.10 Existing Plans and Arrangements

Document	Owner	Date
Site Emergency Management Plan – CBH	Shire of Perenjori	2017
Karara Mine Site	Karara Mining Ltd	2023
EMP	Perenjori Primary School	2023
EMP	Perenjori Early Childhood Centre	2023
Silverlake Rothsay Mine	Silverlake resources	2020

1.11 Agreements, Understandings and Commitments

This is a list formal agreements or MOUs that are in between the Shire of Perenjori and other local governments, organisations, or industries in relation to the provision of assistance during times of need are in place. Currently this is under review.

Parties to the Agreement	Summary of the Agreement	Special Considerations
Response MOU with surrounding Shires	Covering response & support to incidents	

1.12 Special considerations

Special considerations include.

- Wildflower season: April – September
- Annual migration of the “Grey Nomads”: April – September
- Various car rallies
- School Sports Events
- Seasonal conditions e.g., bushfires, cyclones, storms, flood
- Bi-Annual Agriculture Show

1.13 Special Needs Groups

Special needs groups are available at Appendix 5 and are reviewed periodically to ensure accuracy. These groups include schools, culturally and linguistically diverse groups and retirement villages.

- Special needs group may have been identified through the medical service and documented through medical records and cultural processes.

1.14 Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Perenjori has conducted a broad analysis of resources available within the Shire of Perenjori including farming, pastoral properties and mining leases, and collated these in the Shire of Perenjori Emergency Resources and these are recorded in the Shire of Perenjori Contacts and Resources Register (Restricted document).

1.15 Roles & Responsibilities

As stated in Emergency Management Regulations, the following table outlines descriptions and responsibilities of key positions in relation to local community emergency management.

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Morawa are defined in Section 36 of the EM Act.
Local emergency coordinator	The responsibilities of the LEC are defined in Section 37 of the EM Act.
Local recovery coordinator	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 manage the recovery phase of the incident.
Evacuation Centre Coordinator	<p>The Evacuation Centre Coordinator is appointed by the DC Regional Executive Director to:</p> <ul style="list-style-type: none"> • Establish, chair, and manage the activities of the Local Relief Emergency Committee, where determined appropriate by the Regional Executive Director. • Prepare, promulgate, test, and maintain the Local Emergency Relief and Support Plans (LERP). • Represent the department and the emergency relief function on the Local Emergency Management Committee and Local Recovery Committee. • Establish and maintain the Local Emergency Relief and Support Coordination Centre. • Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities. • Coordinate the provision of emergency relief services during response and recovery phases of an emergency; and

	<ul style="list-style-type: none"> • Represent the department on the Incident Management Group when required.
Local Government liaison officer	During an evacuation where a local government facility is utilised by DC provide advice, information, and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • 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 DC.
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 Deputy Chair	Provides leadership and support to the LEMC in the absence of the Chair
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register. • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements. • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and

	<ul style="list-style-type: none"> • Participate as a member of sub-committees and working groups as required;
Local Emergency Management Committee	<p>The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.</p> <p>The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.</p> <p>The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.</p> <p>The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.</p> <p>The functions of LEMC are [s. 39 of the Act]:</p> <p>To advise and assist the local government in establishing local emergency managements for the district.</p> <ul style="list-style-type: none"> • to liaise with public authorities and other persons in the development, review, and testing of the local emergency management arrangements; and • To carry out other emergency management activities as directed by SEMC or prescribed by regulations.
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 hazard management agency 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.’ [EM Act 2005 s4] The HMAs is prescribed in the Emergency Management Regulations 2006. Their function is to:</p>

	<ul style="list-style-type: none"> • Undertake responsibilities were prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency [s 50 & 53 Act] • Coordinate the development of the West plan for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 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.
Support Organisation	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. (State EM Glossary)
Emergency Management Agency	A Hazard Management Agency (HMA), Combat agency or Support organisation as prescribed under the provisions of the Emergency Management Act 2005

LEMC Executive

Chair	Shire President
Deputy Chair	OIC Perenjori Police Station
Executive Officer	CESM

PART 2 – PLANNING

This section outlines the minimum administration and planning requirements of the LEMC under the Emergency Management Act 2005 & policies.

2.1 LEMC Membership

The Shire of Perenjori has established a LEMC to plan, administer and test the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Executive	
Chair:	Shire President
Deputy Chair:	Officer in Charge / LEC Perenjori Police
Executive Officer:	CESM
Local Recovery Coordinator:	Shire of Perenjori CEO
Administrative Support:	Shire of Perenjori Administrative Support Officer
HMA's	
Shire of Perenjori	Chief Bush Fire Control Officer
DBCA Parks & Wildlife	District Fire Coordinator
Department of Fire & Emergency Services	District/Area Officer
Dept. of Transport	Regional Manager
Health	Regional Director
Agriculture & Food	Site Manager
Police Perenjori	Officer in Charge
Emergency relief and support	
Centrelink	Team Leader
Department of Communities	Regional Coordinator Emergency Relief and Support
Red Cross	Team Leader
Salvation Army	Lieutenant
Perenjori CWA	Chair
Utilities	
Water Corp	Local Manager
Main Roads WA	Network Manager
Telstra	Area Manager

Additional Membership as directed by Local Government	
St John Ambulance	Regional Manager/Community Paramedic
Shire of Perenjori	Manager of Infrastructure
DFES	Regional Superintendent
WALGA	
Department of Education	Principal, Perenjori Primary School

2.2 Meeting Schedule

Preparedness Procedure 7 states that 'LEMC's shall meet every three months and as required.' The Perenjori LEMC schedules meetings in February, May, August & November each year. The LEMC may convene a special meeting if required for example after any major emergency incident.

2.3 Constitution & Procedures

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

- a) Every meeting:
 - i. Confirmation of local emergency management arrangements contact details.
 - ii. Review of any post-incident reports and post exercise reports generated since last meeting.
 - iii. Progress of emergency risk management process.
 - iv. Progress of treatment strategies arising from emergency risk management process.
 - v. Progress the development or review of local emergency management arrangements; and
 - vi. Other matters determined by the local government.
- b) First quarter:
 - i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC).
 - ii. Begin developing annual business plan.
- c) Second quarter:
 - i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report).
 - ii. Finalisation and approval of annual business plan.
- d) Third quarter:
 - i. Identify emergency management projects for possible grant funding.
- e) Fourth quarter:
 - i. National and State funding nominations.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two (2) weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The LEMC annual report is to contain, for the reporting period:

- a) a description of the area covered by the LEMC,
- b) a description of activities undertaken by it, including.
 - i. the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - ii. a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - iv. the level of development of the local emergency management arrangements for the area covered by the LEMC.
 - v. the level of development of the local recovery plan for the area covered by the LEMC,
 - vi. the progress of establishing a risk register for the area covered by the LEMC, and
 - vii. a description of major achievements against the Annual Business Plan.
- c) the text of any direction given to it by the local government that established it.
- d) the major objectives of the annual business plan of the LEMC for the next financial year.

[Emergency Management Preparedness Procedure 17](#) – Annual Reporting refers.

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The information provided by the LEMC annual report is collated into the SEMC and the Office of Emergency Management Annual Report which is tabled in Parliament. The SEMC issue the annual report template.

2.5 Annual Business Plan

Preparedness Procedure 8 notes each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan.

The Shire of Perenjori will develop an Annual Business Plan incorporated as an attachment to the LEMC annual report in accordance with the SEMC Guidelines.

2.7 Emergency Risk Management

The LEMC has undertaken the emergency risk management process in accordance with Standards Australia AS/NZS 31000:2009 Risk Management within a community emergency risk management context.

A risk register has been developed and is included in Appendix 1 and will be continuously reviewed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as appropriate, in accordance with State Emergency Management Procedure 1 – Emergency Risk Management Planning. This register contains descriptions of emergencies likely to occur, and priorities.

Emergency Management Strategies & Priorities will be developed in 2017 in association with the State Emergency Management Committee’s ‘State Risk Project’.

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur & Responsible HMA

The LEMC identified the following hazards within the Shire of Perenjori from the emergency risk management process.

Hazard	HMA	State Hazard Plan (Date)
Animal & Plant Biosecurity	Dept. Primary Industries and Regional Development	Animal & Plant Biosecurity 2023
Collapse	Commissioner of DFES	Collapse 2023
Earthquake	Commissioner of DFE	Earthquake 2023
Fire (Includes Bush & Urban Fire)	Commissioner of DFES LG/DFCA	Fire 2023
Flood	Commissioner of DFES	Flood 2016
Hazardous Materials Emergency	Commissioner of DFES	Hazmat plan 2023
Hazmat Radiation from a Warship	Commissioner of Police	Hazmat Annex A NPW 2023

Hazmat Space re-entry Debris	Commissioner of Police	Hazmat Annex B SPRED 2023
Heatwave	Chief Executive Officer Department of Health	Heatwave 2023
Human Biosecurity Emergency	Chief Executive Officer Department of Health	Human Biosecurity 2023
Search & Rescue Emergency	Commissioner of Police	Search and Rescue response 2023
Hostile Act	Commissioner of Police	Hostile Act 2023
Energy Supply Disruption	Energy Policy Western Australia	Energy Supply Disruption 2023
Marine Oil Pollution Emergency	Dept. of Transport	Maritime Environment Emergencies (MEE) 2020
Crash Emergency	SEMC Air Crash Commissioner of WAPOL Rail Arc or PTA Road Commissioner of Police	Crash Emergency 2023
Severe Weather	Commissioner of DFES	Severe Weather 2023
Tsunami Emergency	Commissioner of DFES	Tsunami 2023

Arrangements are based upon the premise that the Hazard Management Agency will be responsible for the above risks and will develop, test, and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's may require the Shire of Perenjori resources and assistance during an emergency. The Shire of Perenjori may aid/support if the required resources are available, through the ISG when formed.

The following Priorities have been identified by the LEMC.

1. Protection & Preservation of Life
2. Community Warnings & Information
3. Protection of critical infrastructure & community assets
4. Protection of residential property
5. Protection of assets supporting individual livelihood and community financial sustainability
6. Protection of environment and heritage values

3.2 Incident Support Group

The ISG is convened by the HMA or the Local Emergency Coordinator 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.

3.2.1 Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may be involved in the incident.

3.2.2 Triggers for an ISG

The triggers for an incident support group are outlined under the State Emergency Plan 5 – Response. Broadly the requirement is identified when there is a need to coordinate multiple agencies. Specifically, these can be if one of the following triggers is met.

- requires multi agency response.
- has a protracted duration.
- requires coordination of multi-agency resources.
- requires resources from outside the local area.
- Some impact on critical infrastructure.
- has a medium level of complexity.
- has a medium impact on the routine functioning of the community.
- has potential to be declared an ‘Emergency Situation’; and/or
- consists of multiple hazards.

State EM Plan S5 – ‘Response’ should be consulted for further detail.

3.2.3 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on 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.

3.2.4 Location of ISG Meetings

Proposed locations for ISG meetings are detailed at appendix 2.

The option of Teleconference may be used subject to communications systems being available and working.

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure. However, at the time of handover of the Incident, the responsibility of sign-off of communication material is handed over to the Local Recovery Coordinator.

The Shire of Perenjori will use all means possible to keep the community fully informed, the shire may use any or all of the following.

- shire SMS/Text messaging
- notice boards.
- newsletters
- electronic methods such as Twitter, Face Book, Instagram
- public & community meetings
- the use of telephone trees is also an option.

All electronic methods are subject to Telstra maintaining service/coverage as only one tower covers the town & limited coverage of shire.

3.4 Critical Infrastructure

The Shire of Perenjori has identified critical infrastructure within its district. Due to the sensitive nature of this information the detail of Critical infrastructure is included in appendix 4 and **not for public distribution**.

3.5 Financial Arrangements

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the *Shire of Perenjori* is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the *Shire of Perenjori* occurs to ensure the desired level of support is achieved.

3.6 Evacuation

Refer to State EM Policy 5.7

A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control or restrict movement should also be considered where appropriate.'

Evacuation is a risk management strategy which may need to be implemented, particularly regarding cyclones, flooding, and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going Emergency relief and support.

The Controlling Agency 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.

3.6.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

The WA Police Community Evacuation Plan for the Shire of Perenjori will be provided by the OIC when required.

Evacuation can be either:

Controlled –The decision to undertake a controlled evacuation must be made by the controlling agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

Directed - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

Recommended - A controlled evacuation whereby an HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based

on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with:

- [Emergency Management Response Procedure 8](#) – Direction concerning the movement and evacuation in an emergency situation.
- [Emergency Management Response Procedure 17](#) – Direction concerning movement and evacuation during a State of Emergency
- [Western Australia Community Evacuation in Emergencies Guide](#).
- Department of Communities current Covid-19 guidelines to be followed.

3.6.2 Evacuation Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating, and effecting the evacuation and ensuring the Emergency relief and support of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for conducting the evacuation.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because DC has responsibility under State Arrangements to maintain the relief of evacuees under State Emergency relief and support Plan.

3.7 Vulnerable Groups

For information on relief arrangements for vulnerable groups please refer to the DC Local Emergency Relief and Support Plan. This is due to the sensitive nature and privacy issues.

3.8 Routes and Maps

The main routes through the Shire of Perenjori are as follows:

- Mullewa Wubin Road (bitumen): main access road from Mullewa, through Perenjori townsite to Wubin.
- Perenjori Three Springs Road (bitumen): East/West access from Three Springs.
- Perenjori Carnamah Road (bitumen): the main access road from Carnamah.

Refer to Appendix 6. This section provides a map of the locality and identifies any issues and local landmarks.

3.9 Emergency relief and support

In emergency management terminology, emergency relief and support is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

The role of managing emergency relief and support function during an emergency has been delegated to the Department of Communities (DC). The DC will develop a Local Emergency relief and support Emergency Support Management Plan that will be used to coordinate the management of the Emergency relief and support centre(s) for the Perenjori LEMC.

3.10 Local Emergency relief and support Coordinator

<p>Regional Coordinators</p>	<p>A Communities coordinator responsibilities include:</p> <ul style="list-style-type: none"> a. Develop local emergency management resources, including local arrangements, procedures, and resources e.g., EM Kits. b. Develop, test, and maintain the Local Emergency Relief and Support Plans for the district in which the LG areas fall. c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions. and exercises annually. d) Liaise and establish networks and partnerships with agencies. e) Assist with activations if available. f) Assist and support the district representatives and Evacuation Centre Coordinators to carry out their roles. g) Establish and manage the activities of the local Emergency Relief and Support Coordination Groups (ERSCG), where determined appropriate by the district. Director. h) Represent Communities and the emergency relief and support function on LEMCs and Local Recovery Committees. i) During activation, manage and coordinate emergency relief and support services, including establishing and managing evacuation centers, and if further relief and support assistance is required request for additional. support services via the Communities Emergency Services. j) Represent Communities on the Incident Support Group (ISG) when required.
<p>Communities Evacuation Centre Coordinator (ECC)</p>	<p>In some circumstances Evacuation Centre Coordinators (ECCs) are appointed. They shall be nominated officers of Communities and the ECC responsibilities include:</p>

	<p>a. Establish and manage the operations of the evacuation centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate relief and support services to the evacuees in the evacuation Centre.</p> <p>b. Communicate regularly with the ECC, and if further relief and support assistance is required request for additional support services via the ECC.</p> <p>c. Remaining at the Centre to manage the Centre operations.</p>
--	--

Refer to Contacts NOT for public distribution part of annex 7. Resource register (Restricted document).

3.11 Local Emergency relief and support Liaison Officer

Local Government shall appoint a Local Emergency Relief and Support Liaison Officer who has the responsibility to provide support and assistance to the Local Evacuation/Emergency relief and support Centre, including the management of emergency evacuation/Emergency relief and support centres, such as building opening, closing, security and maintenance.

It is important to identify what initial arrangements for Emergency relief and support will be required, particularly in remote areas, where it may take some time for the DC to arrive. With the delay in the DC arriving, it may be necessary for the Local Emergency relief and support Liaison Officer to activate the Local Emergency relief and support Plan or components thereof, with authority of the Local Emergency relief and support Coordinator.

Refer to Contacts & Resources Register annex 7 NOT for public distribution (Restricted document).

3.12 State and National Registration and Inquiry

The DC is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of Emergency relief and support services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system and associated forms which can be located at <https://register.redcross.org.au>

3.13 Animals

The Shire will provide support only to assistance animals that come into Evacuation Centres therefore the general community will have to plan for their own animals. The Shire may provide an area/location for animals.

3.14 Emergency relief and support Centres

The Shire of Perenjori holds an emergency evacuation Centre Register which allows for DC to utilise the buildings contained within the document for Emergency Evacuation Centres. For a detail list of evacuation / Emergency evacuation centres refer to appendix 3.

PART 4 – RECOVERY

Refer to the Shire of Perenjori Local Recovery Plan 2018 which is a sub-plan to these arrangements.

PART 5 –EXERCISING, REVIEWING AND REPORTING

5.1 The Aim of Exercising

The [State Emergency Management Preparedness Procedure 7](#) directs that the local government will ensure the local arrangements are exercised at least annually in either of the following formats:

- Discussion (Seminars, Workshops, Desktops)
- Functional (Drills or game style)
- Field or Full Deployment (large scale)

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements.
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals.
- Providing the opportunity to promote the arrangements and educate the community.
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks.
- Improving the arrangements in accordance with the results of exercise debriefings. It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

5.2 Frequency of Exercises

Preparedness Procedure 19 – Exercise Management requires the LEMC to exercise their arrangements on an annual basis. This may be Live or Desktop or a combination of both.

5.3 Types of Exercises

Some examples of exercise types include:

- Desktop/Discussion
- A phone tree recalls exercise.
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency.
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register
- Complex

Where possible the community should be encouraged to participate in or observe the exercise.

5.4 Reporting of Exercises

The LEMC reports exercises scheduled to the relevant DEMC by the 1st May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref Preparedness Procedure 19).

Once the exercises have been completed, they should be reported to the DEMC.

5.5 Review of Local Emergency Management Arrangements

These Local Emergency Management Arrangements shall be reviewed and amended in accordance with SEMC Preparedness Procedure 7 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S42 of the EM Act).

According to the State Emergency Management Plan, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly.
- a review is conducted after training that exercises the arrangements.
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment, and population changes; and
- Circumstances may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Perenjori shall determine the term and composition of LEMC positions. (Preparedness Procedure 7). When determining the composition of the LEMC the Shire of Perenjori will take into consideration Preparedness Procedure 7, s15-18 that provides a list of recommended members. Additional members may be invited where their membership will benefit the function of emergency management for the Shire.

The Shire of Perenjori will conduct a formal review of the LEMC membership in conjunction with each review of the Local Emergency Management Arrangements.

5.7 Review of the Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting. This will occur at the beginning of October each year.

PART 6 –APPENDIXES

APPENDIX 1. RISK REGISTER

Risk Register Schedule

Refer Appendix 8

Risk Statement

Risk Treatment Strategies

There is the potential that fire will destroy farm & pastoral land and threaten homes, farming and mining infrastructure and other property

Retain the risk by informed decision i.e., community are aware and prepared.

Remove flammable waste from near built-up areas to reduce risk to homes and property.

Put fire breaks around homesteads.

There is the potential that a weather event will cause a flood that closes and isolates the community and impacts farming and mining industries.

Retain the risk by informed decision i.e., community are aware and prepared.

Share the risk with insurance company.

Ensure that the low-level crossing is maintained as a back-up access route.

There is the potential that a cyclone will decimate the Perenjori townsite and surrounding farming and mining industries.

Retain the risk by informed decision i.e., community are aware and prepared.

Share the risk with insurance company.

Ensure building regulations are hazard specific. The community is kept well informed.

APPENDIX 2. ISG MEETING LOCATIONS

ISG Meeting Locations

Location One: Perenjori Police Station
Address: 12 Russell street Perenjori

	Name	Phone
1 st Contact	OIC	9973 1040
2 nd Contact	Station	99730 500

Location Two: Shire of Perenjori – Council Chambers/Town Hall
Address: 56 Fowler Street Perenjori

	Name	Phone	Mob Phone
1 st Contact	CEO	08 9973 0100	0428 352 036
2 nd Contact	MIS	08 9973 0112	0427 731 002
3 rd Contact	MCCS	08 99730 100	0427 731 004

Location Three: Shire of Perenjori – Evacuation Centre's
Address: Perenjori Sports Centre Mullewa Wubin Road

	Name	Phone	Mob Phone
1 st Contact	CEO	08 99730 100	0428 352 036
2 nd Contact	MIS	08 99730 100	0427 731 002
3 rd Contact	MCCS	08 99730 100	0427 731 004

APPENDIX 3. EVACUATION & EMERGENCY RELIEF AND SUPPORT CENTRE INFORMATION

Evacuation / Emergency relief and support Centre Information

	Details
Establishment/Facility:	Perenjori Sports Club
Physical Address	Mullewa Wubin Road
General Description of the Complex	A complex consisting of 4 outside and 6 tennis courts with kids' playground.
Site Limitations	
Telephone No	9973 1034
Email Address	

Contacts

Position	Work Contact	A/Hrs. Contact
CEO	9973 0100	0428 352 036
MIS	9973 0100	0427 731 002



Access Details

	Details
Keys	Shire Office
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	120
Sleeping	80
Duration	

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets: change rooms</u>		
Toilets	Yes	1 W/C
Urinal	Yes	1 110mm
Shower	Yes	2 Cubicles
Hand Basins	Yes	1
Change area		5m x 5m
<u>Female Toilets: change rooms</u>		
Toilets	Yes	3 W/C & 1 Disable
Shower	Yes	2 shower cubicles
Hand Basin	Yes	2
Baby Change Table	No	
Change area		5m x 5m
<u>Disabled Toilet:</u>		
Toilet	yes	In the Ladies
Hand Basin		

General Amenities

Item	Yes/No	Notes
------	--------	-------

<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	4 burner electrics
Refrigeration	Yes	1 x 2 door &
Microwave	Yes	1 household
Sink	Yes	1 x 2 tub sink
Hand Basin	Yes	
Servery's	Yes	2x 1.8 m facing outside
Ovens	Yes	2 household electrics
Power points	Yes	4 x 2 double
Bench space	Yes	1 x 3m long
<u>Dining Facilities:</u>		
Tables	Yes	10 folding
Chairs	Yes	52 chairs
Cutlery and Crockery	Yes	100 of each
<u>General Facilities:</u>		
Rooms	Yes	1 meeting room 10 x 8 m
RCD Protected		
Power Points	Yes	Plenty
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split system
Heating		Reverse Cycle
Ceiling Fans		
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	1	
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	
Bins	Yes	
Septic Sewerage		
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	
Recreation Rooms		
BBQs	Yes	
Conference Rooms		
Meeting Rooms	Yes	

Swimming Pool	No	
Oval	No	
Netball/Basketball Court	Yes	
Tennis Court	Yes	
<u>External Facilities:</u>		
Power Outlets	yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	Small area, oval adjacent
Toilets	Yes	Oval
Caravan/Articulated Vehicles	Yes	On Oval
Other:		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly	Yes	Oval area
Main Electrical Board Location	Yes	To the right of the front door/main entrance
Water Stop Cock Location		
Surrounded by Bush	No	
Built on a Flood Plain	No	
Site Access		Good
Timeframe before pumping out of septic		24 hours



Establishment/Facility:	Perenjori Sports Pavilion
Physical Address	
General Description of the Complex	A sporting complex with Football Oval, Hockey field and Netball Courts. Access to all areas is very easy, and has ramp all the way around the complex. All doors into the pavilion area are bifold doors with a min opening of 2m providing great wheelchair access
Site Limitations	
Telephone No	Main Office - 9973 0100 CEO - 0428 352 036
Fax No	
Email Address	ea@perenjori.wa.gov.au

Contacts

Position	Work Contact	A/Hrs. Contact
CEO	9973 0100	0428 352 036
MCCS	9973 0100	0427 731 004

Access Details

	Details
Keys	Held at the Shire
Alarm	No
Security	No
Universal Access	Yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Standing Inside 200 Seating 150 personnel with more under cover area outside
Sleeping	100
Duration	As long as needed
Outside under cover area 10 x 20 m	Plenty of room as it fronts onto the football oval and has total area of 390sqm of undercover area

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets</u>		
Toilets	Yes	2 W/C
Urinal	Yes	4 single
Shower		
Hand Basins	Yes	2
<u>Female Toilets:</u>		
Toilets	Yes	5 W/C
Shower	No	
Hand Basin	Yes	3
Baby Change Table		
<u>Disabled Toilet:</u>		
Toilet	Yes	With disabled facility's
Hand Basin	Yes	
Shower	Yes	With disabled facility's
Baby change table	Yes	1
<u>Female Change room:</u>		
Showers	Yes	4 cubicles
Toilets	Yes	4 W/C
Equipment room	Yes	4m x2.5 with cupboards
Basin	Yes	1
Total area of change rooms		6m x 7m area

<u>Male Change room:</u>		
Showers	Yes	5 cubicles
Toilets	Yes	1 W/C
Urinal	Yes	1 single unit
Basin	Yes	1
Rumb down room		
Total area of change rooms		9m x 9m area
<u>Visitors Change room:</u>		
Showers	Yes	5 cubicles
Toilets	Yes	1 W/C
Urinal	Yes	1 single unit
Basin	Yes	1
Total area of change rooms		9m x 9m area
<u>Umpires Change room:</u>		
Showers	Yes	1
Toilets	Yes	1 W/C
Urinal	Yes	1 single unit
Basin	Yes	1
Total area of change rooms		3m x 3m area

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	6 burner electric stove with a 600mm oven
Turbo Oven	Yes	Commercial units
Refrigeration	Yes	3 Door unit
Glass Washer	Yes	Commercial unit
Dish Washer	Yes	Commercial unit
Hot water urn	Yes	One large constant hot water unit
Birko	Yes	1 x 20lt
Sink	Yes	1 x 2 bowl sink large
Hand basin	Yes	With soap dispenser
Microwave	Yes	2 commercial units
Servery's	Yes	1 outside by 2m long and 1 inside 1.5 long
Bench	Yes	3 x 2 m stainless steel work benches
<u>Bar Area</u>		
Cool room		4 full door cool room 2m x 3.5m long
servery		2.5m counter with roller door

Sully area		2.5m x 4m area with sink and wash down
<u>Dining Facilities:</u>		
Tables	Yes	10 large round and 27 x 2m long tables
Chairs	Yes	100
Cutlery and Crockery		No
Total dining area		22m x 12m well-ventilated and well light also with easy access
<u>General Facilities:</u>		
First Aide room		With basin and cupboards 4m x 3m
RCD Protected	Yes	
Power Points	Yes	7 x external units and internal units' double P/P
Generator Port	Yes	2 generator ports on eastern side of building
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Evaporative
Heating		
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Water Cooler		
Hot Water System (type)	Yes	Electric
Bins	Yes	10 plus 240 lt wheelie bin around complex
Septic Sewerage	Yes	
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	playground
BBQs	yes	1 by 800mm gas
Conference Rooms	No	
Meeting Rooms	No	Squash Courts
Swimming Pool	No	Separate complex
Oval	Yes	With lights
Netball/Basketball Court	Yes	With lights also has a 7 x 21m 3-sided shed and power
Hockey	Yes	One field with lights and 10 x 5 shed

External Facilities:		
Power Outlets		
Water	Yes	
Parking	Yes	200 plus
Area for Tents	Yes	On oval and flat area to the side
Toilets	no	
Caravan/Articulated Vehicles	Yes	
Other:		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly	Yes	
Main Electrical Board Location	Yes	By side door
Water Stop Cock Location		
Surrounded by Bush		Bush on 2 sides well away from buildings
Built on a Flood Plain	No	
Site Access	yes	One road in from town on the way to airstrip
Timeframe before pumping out of septic		Septic

	Details
Establishment/Facility:	Latham Bowling & Golf Club
Physical Address	Off Mullewa – Wubin Road on Summer Road
General Description of the Complex	This is the main sporting centre of the town of Latham it consists of the facilities for the Golf & Bowling Clubs and other sporting activities.
Site Limitations	The building is same ground level as the town
Telephone No	9973 6096
Fax No	No fax
Email Address	reception@perenjori.wa.gov.au

Contacts

Name	Position	Work Contact	A/Hrs. Contact
	CEO	99 730100	0428 352 036
Brian Campbell	Club President	99736073	0428 736 008

Access Details

	Details
Keys	Keys
Alarm	Yes
Security	No
Universal Access	Yes has 1 double door

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	80 sitting 120 standing

Sleeping	20
Duration	Limited

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Yes	1
Urinal	Yes	1m
Shower	Yes	1
Hand Basins	Yes	1
<u>Female Toilets:</u>		
Toilets	Yes	2
Shower	Yes	1
Hand Basin	Yes	2
Baby Change Table	Yes	1
<u>Disabled Toilet:</u>		
Toilet	No	
Hand Basin	No	

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	2 x gas industrial stoves with 8 burners and hot plate and oven
Refrigeration	Yes	1 double door fridge I single door
Ovens	Yes	
Microwave	Yes	1 household
Urn	Yes	1 x 20 lt electric
Sinks	Yes	2 deep sinks
Bench space	Yes	1 2.5 m long
Serveries	Yes	1 by 2 m long
<u>Dining Facilities:</u>		
Tables	Yes	20 small rectangular tables
Chairs	Yes	30
Cutlery and Crockery	Yes	For approximately 50

<u>General Facilities:</u>		
RCD Protected	Yes	
Power Points	Yes	8 single blocks around the main room
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split System 3 units
Heating	Yes	Split System
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	99 736096
Internet Access	Yes	Land line very limited mobile coverage
Water Cooler	No	
Hot Water System (type)	Yes	Gas
Bins	Yes	8
Septic Sewerage	Yes	Septic System
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	
Recreation Rooms	No	
BBQs	Yes	1 x 4 burner
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	yes	Has golf fairways
Bowling green	Yes	
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets		
Caravan/Articulated Vehicles	Yes	
Shed	Yes	Has bowling and golf club machines in
Latham Combined Fire & Emergency Shed	Yes	This shed houses both the community Emergency Vehicles this being the Latham 4.4B Fire Appliance Community Bus
Other:		

Mobile Phone Coverage	Yes	limited
Pet friendly		
Main Electrical Board Location	Yes	In main entrance
Water Stop Cock Location	Yes	S/W corner
Surrounded by Bush	Yes	
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access		Easy has 2 entrances of 2 different Streets
Timeframe before pumping out of septic		5 days

	Details
Establishment/Facility:	Latham Community Centre
Physical Address	Mullewa – Wubin Road
General Description of the Complex	This is one of two centres within the town ship of Latham. This building is of rammed earth construction and has tennis courts and the old Latham football oval next door. It is situated at the Southern end of town and at the crossroads of the Mullewa – Wubin Road and Taylor Road. The building is built on a sand pad approximately 1 m above ground level.
Site Limitations	The building is one Meter aboveground level.
Telephone No	Shire Office
Fax No	Shire Office
Email Address	reception@perenjori.wa.gov.au

Contacts

Name	Position	Work Contact	A/Hrs. Contact
	CEO	99 730100	0428 352 036

Access Details

	Details
Keys	Master Key System
Alarm	No
Security	No
Universal Access	Yes has 2 doubles

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	40 sitting 60 standing
Sleeping	15
Duration	Short term

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Yes	1
Urinal	Yes	2 singles
Shower	Yes	3
Hand Basins	Yes	2
Change Area	Yes	Small area
<u>Female Toilets:</u>		
Toilets	Yes	2
Shower	Yes	2
Hand Basin	Yes	2
Baby Change Table	Yes	1
<u>Disabled Toilet:</u>		
Toilet	Yes	Next to the Ladies
Hand Basin	Yes	
<u>Male Change room:</u>		
Showers	Yes	4 in a row
Toilets	Yes	1
Hand Basin	Yes	1

Change Area	Yes	
-------------	-----	--

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	1 x 4 burner household electric
Refrigeration	Yes	1 double door fridge freezer
Ovens	Yes	1 by household electric
Microwave	Yes	1 household
Sinks	Yes	2 sinks
Bench space	Yes	1 2.5 m long
Serveries	Yes	1 by 2.5 m long
<u>Dining Facilities:</u>		
Tables	Yes	10 rectangular tables 1.5 m long
Chairs	Yes	25
Cutlery and Crockery	Yes	limited
<u>General Facilities:</u>		
Rooms		1 small room approximately 3 x 3 m
RCD Protected	Yes	
Power Points	Yes	4 double blocks around the main room
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split System
Heating	Yes	Split System
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	Very limit mobile coverage in the Latham town ship
Internet Access	No	Only land line access
Water Cooler	No	
Hot Water System (type)	Yes	Electric storage
Bins	Yes	10
Septic Sewerage	Yes	Septic System
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	Veranda and 3-sided shed on side of tennis courts
Outside Children's Play Area	Yes	

Recreation Rooms	No	
BBQs	Yes	1 x 4 burner
Conference Rooms	No	
Meeting Rooms	yes	One very small room
Swimming Pool	No	
Oval	yes	Has old Latham football oval next door
Tennis Court	Yes	
External Facilities:		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets		
Caravan/Articulated Vehicles	Yes	
Shed	Yes	Large 3-sided 5m wide x 10 m long 3 m high colour bond
Other:		
Mobile Phone Coverage	Yes	Very limited
Pet friendly		
Main Electrical Board Location	Yes	In main entrance
Water Stop Cock Location		
Surrounded by Bush	No	Bush comes up to the oval on two sides
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access		Easy has 2 entrances of 2 different Streets
Timeframe before pumping out of septic		5 days

APPENDIX 4. CRITICAL INFRASTRUCTURE

Critical Infrastructure

The infrastructure scheduled below is those that the community considers to be critical within the Shire of Perenjori and therefore should be treated as such in an emergency:

INFRASTRUCTURE	AGENCY RESPONSIBLE
• Perenjori Pavilion – First Aid Room	Shire
• Power Generation	Western Power
• Power Reticulation	Western Power
• All roads within the Shire	Shire
• Water Supply	Water Corp
• Wastewater Treatment	Shire
• Perenjori Aerodrome	Shire
• Communication Towers	Telstra
• Evacuation Centre's	Shire
• Shire Administration Centre	Shire

APPENDIX 5. SPECIAL NEED GROUPS

Special Need Groups

Name	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan?
Perenjori Primary School	Perenjori/Carnamah Road	9973 1011		60	Yes
Perenjori Early Childhood Centre	Loading Street	9973 0200		20	Yes

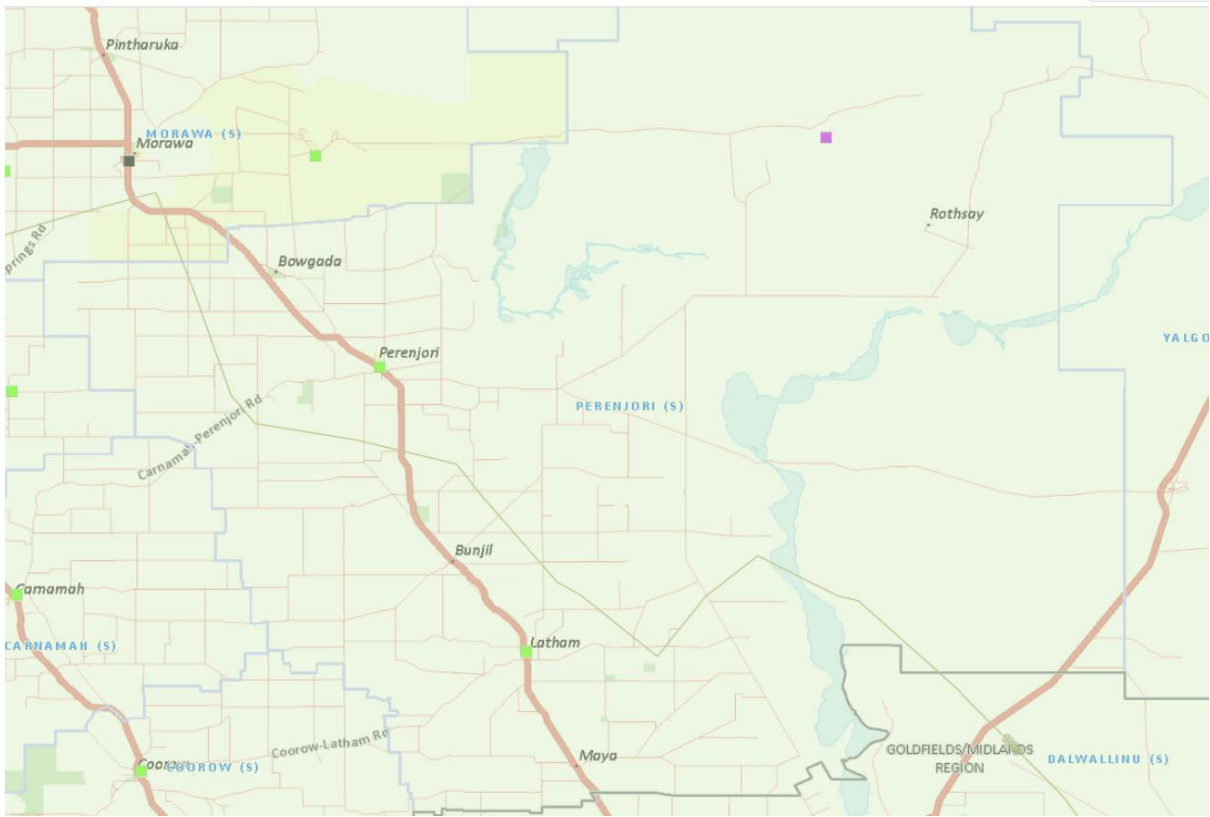
APPENDIX 6. LOCAL DISTRICT MAPS

Local District Maps

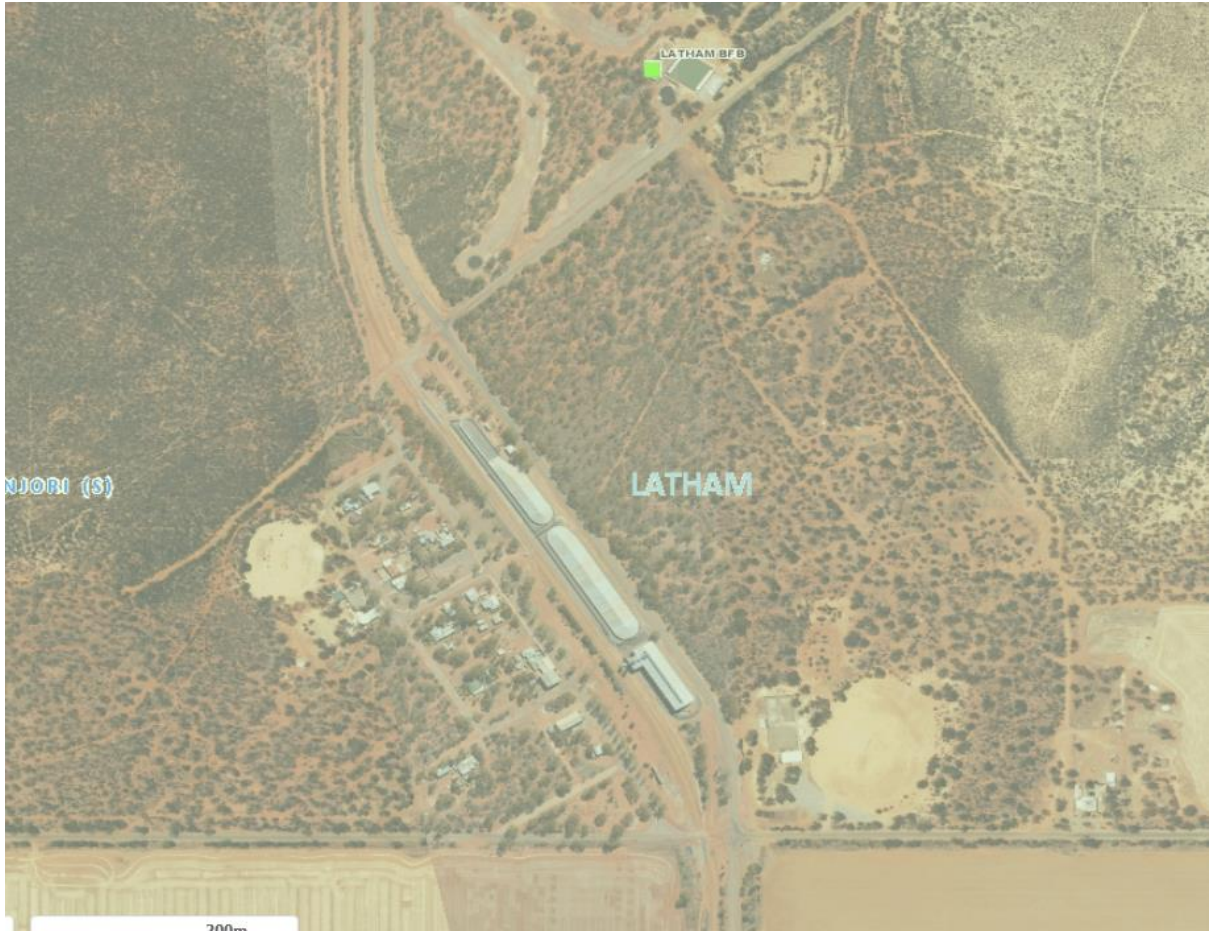
Perenjori Town Site



Perenjori Shire



Latham Townsite



APPENDIX 7. RESOURCE REGISTER

Interpreters' services

Name	Where	Contact number
Aust-Asia Migration & Interpreting Service	Perth	0414 497 199
Italian T/I Services Translating & Interpreting	Perth	08 9344 7663
Translating & Interpreting Services (TIS National)		Ph. 1300 655 082 Fax 1300 654 151 24Hrs 13 14 50
Hellenic Interpreting & Translating Services	Perth	0404 887 007
Deaf Society of W.A.	Perth	Ph. 08 9441 2677 Fax 08 9441 2616
National Relay Service	National	13 36 77 A/H 0410 017 540

Air Services

Shine Aviation	Geraldton	9923 3600	admin@shineaviation.com.au
----------------	-----------	-----------	--

Traffic Controllers

Midwest Traffic Controllers	Geraldton	9965 5888 0418 939 378
Cat West	Geraldton	9923 3957

Bus Services & Hire

Mark Thornton	School Bus Service	Perenjori	9971 1040	
Morawa Ag College	School Bus Service	Perenjori	0428 722 053	

Nicholls Bus Service	School Bus Service	Three Springs		
Lucas Bus Services	School Bus Service	Carnamah	9951 1105 0427 775 753	
Bus Hire		Geraldton	9926 1197	reception@srs.reline.com.au
Thrifty Car Rental		Geraldton	9923 3841	
Hertz Car Rental		Geraldton	9965 2844	Geraldton@hertzrentals.com.au
Shire of Perenjori	2 Bus	Perenjori	9973 0100	One based in Latham with Chair lift

1.14

Crane Hire

Geraldton Crane & Haulage	Geraldton	Ph. 9921 6477 Fax 9921 6677	gtncrane@inet.net.au
OKG Cranes		Mob 0400 383 355 Fax 9938 3300	kavak@bigpond.com
Freo Cranes	Geraldton	Ph. 9965 2007 Fax 9964 2006	Geraldton@freogroup.com.au

Equipment Hire

Coates Hire	Morawa/Geraldton	Ph. 9920 4200 Fax 9921 9040
Kennards Hire Geraldton	Geraldton	99646637
Royal Wolf Shipping Containers Geraldton	Geraldton	Ph. 9964 3811 Fax 9964 3321 1300 651 700

Earth moving

Central Earthmoving	Geraldton	Ph. 9965 6565 Fax 9921 5910	ceneath@ceneath.com.au
CPC Earthmoving	Geraldton	Ph. 9964 7388 0428 939 611	gpcearthmoving@bigpond.com
BPH	Perenjori	0417 916 693	admin@bph.com.au
John Cunningham	Perenjori	0427 714 015	
Gilmour Earth Moving	Perenjori	9973 1155	gilmourearthmoving@westnet.com.au
Kings Contracting	Perenjori	9973 1111 0427 731 238	
Leopold Contracting	Perenjori	9973 1182 0429 051 969	leopoldcontracting@bigpond.com
Bestry Bros	Perenjori	9971 4036 0427 714 036	Bestrybros@westnet.com.au

Electrical Services

WCC Electrical	Carnamah	9951 1414	
GG Pumps and Electrical	Perenjori/Geraldton	0428 374 481	ggpe@westnet.com.au

Electrical Suppliers

Mitchell & Brown		Ph. 9965 9999	sales@mitchellandbrown.com.au
Harvey Norman		Ph. 9964 0111 Fax 9964 5722	
ML Communications		Ph. 9965 7555 Michael 0418 939 325	

Generator Suppliers

Coates Hire	Morawa & Geraldton	Ph. 9920 4200 Fax 9921 9040	Geraldton@coateshire.com.au
Midwest Rewinds Generators		Ph. 9965 0785	
JMH Services	Perenjori	Ph: 9973 1764 John 0488 530 970	Perenjori@jmhmechanical.com.au

Plumbers & Plumbing Suppliers

PJC Plumbing	Perenjori / Carnamah	0401 215 000	
Sun City Plumbing		Ph. 9921 1700	admin@suncityplumbing.com.au
Herrings Coast Plumbing & Gas Fitting		Ph. 9964 4171 Chris 0418 939 659	
G & K Wheat Plumbing		Ph. 9921 3601 Fax 9964 4161	

Tree Loppers

Top Notch Tree	Geraldton	Ph. 9964 6699 Fax 9923 2886 Peter 0427 230 309	
Dongara Tree Services	Dongara	0418 272 094	

Waste Removal

Veolia Environmental Services		Ph. 9964 2844	
Avon Waste		Ph: 9641 1318	admin@avonwaste.com.au

Air Strips

Shire/Mine	GPS Position	Direction	Length	Surface	Windsock	Strip markers	Lights	Fuel
Morawa	29.12.164 South 116.01.326 East	09.27 15.33	1230m 1350m	Sealed	Yes	Yes Cones	Yes Pilot Activated	Can be arranged
Perenjori	29.25.361 South 116.16.838 East	09.27 14.32	1300m 1000m	Gravel	Yes	Yes	Yes Pilot Activated	Can be arranged
Karara Mine	29.14.309 South 116.42.327 East	12.30	1500m	sealed	Yes	Yes	Yes	Can be arranged
Mt Gibson Mine	29.44.747 South 117.07.123 East	12.30	1300m	Unsealed	Yes	Cones only	Nil	Can be arranged

Contacts NOT for Public distribution

Position	Name	Organisation	Email Address	Phone (w)	Phone (mobile)
Local Recovery Coordinator	CEO	Shire of Perenjori	ceo@perenjori.wa.gov.au	9973 0100	0428 352 036
Local Emergency relief and support Coordinator		Department of Communities		████████	
Local Emergency relief and support Liaison Officer	TBA by DC at time of Emergency	Shire of Perenjori	reception@perenjori.wa.gov.au	9973 1002	
Chief Executive Officer	Paul Anderson	Shire of Perenjori	ceo@perenjori.wa.gov.au	9973 1002	0428 352 036
Chief Bush Fire Control Officer (CBFCO)	████████	Shire of Perenjori	████████	████████	████████
St Johns		Perenjori			
Community Paramedic	████████	SJA			████████
Dept. of Education		Perenjori P S	████████	████████	
Silver Chain		Mingenew		████████	

District Emergency Services Officer		Department for Communities	[REDACTED]	[REDACTED]	
Manager Infrastructure Services	Marty Noordhof	Shire of Perenjori	mis@perenjori.wa.gov.au		[REDACTED]
Westrail Train control				[REDACTED]	
ARC/Brookfield Rail				[REDACTED]	
Other Contacts:					
DAFWA					
Parks & Wildlife DBCA	Duty Officer		[REDACTED]	[REDACTED]	[REDACTED]
DFES		Area Officer		[REDACTED]	
SEMC		DEMA		[REDACTED]	[REDACTED]
Telstra			[REDACTED]		[REDACTED]
WA Police/Duty Inspector				[REDACTED]	[REDACTED]
Water Corporation	[REDACTED]		[REDACTED]		[REDACTED]
Western Power	[REDACTED] [REDACTED]		[REDACTED] [REDACTED]		[REDACTED] [REDACTED]
MRWA	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]

Appendix 8. Risk Matrix

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
01/17	There is a risk that a road transport emergency will cause severe injury or death to people. Road transport emergencies involving interaction between heavy vehicles and other traffic such as tourist coaches and trains may occur. Heavy vehicles are prevalent on highways within the Shire of Perenjori Local Government Area. The Shire of Perenjori has a number of major heavy vehicle routes within its boundaries.	ALMOST CERTAIN	MAJOR	EXTREME	PEOPLE		
02/17	There is a risk that a severe storm will cause damage to or destroy infrastructure. Severe storm events affect the Midwest-Gascoyne area including the Shire of Perenjori on an annual basis. There may also be considerable damage caused to lifelines such as power lines. Damage to roads from flash flooding is also likely in low lying areas.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		
03/17	There is a risk that bush fires will cause death or severe injury to people. Farming areas adjacent to natural heath scrub are particularly at risk from bush fires.	LIKELY	MODERATE	HIGH	PEOPLE		
04/17	There is a risk that bush fires will cause damage to or destroy the environment. Bush fires in the pasture lands can remove vegetation exposing the topsoil subject to erosion from wind or rain.	LIKELY	MODERATE	HIGH	ENVIRONMENT		
05/17	There is a risk that bush fires will affect the economy of the community. The farming community around Perenjori may be exposed to financial losses from crop damage during harvest.	POSSIBLE	MODERATE	HIGH	ECONOMY		
06/17	There is a risk that bush fires will cause damage to or destroy infrastructure. Bush fires can cause damage to infrastructure such as bridges, fencing, and power lines.	ALMOST CERTAIN	MODERATE	HIGH	INFRASTRUCTURE		
07/17	There is a risk that a hazardous materials spill will cause severe injury to people. Hazardous materials may release toxic fumes which could cause injuries especially in the more densely populated urban areas.	LIKELY	MODERATE	HIGH	PEOPLE		
08/17	There is a risk that a hazardous materials spill will cause harm to human health. Hazardous materials may release toxic fumes which could cause injuries especially in densely populated areas.	LIKELY	MODERATE	HIGH	PEOPLE		
09/17	There is a risk that a riverine flood will cause damage to or destroy infrastructure. The river has a history of flooding, and should a flooding event occur it is likely that infrastructure such as buildings, roads, fencing and bridges may be damaged.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		

10/17	There is a risk that a severe storm will cause loss or damage to the environment. There is a possibility that heavy rainfall may cause serious erosion damage in sensitive environmental areas such as rivers and creeks.	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		
11/17	There is a risk that a severe storm will affect the economy of the community.	POSSIBLE	MODERATE	MEDIUM	ECONOMY		
12/17	There is a risk that a road transport emergency will cause damage to or destroy the environment.	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		
13/17	There is a risk that a hazardous materials spill will cause death. Hazardous materials emit toxic fumes and may cause death through inhalation.	UNLIKELY	MAJOR	MEDIUM	PEOPLE		
14/17	There is a risk that a hazardous materials spill will affect the economy of the community.	UNLIKELY	MODERATE	MEDIUM	ECONOMY		



Perenjori
Embrace Opportunity

Local Recovery Plan Shire of Perenjori

Approved by LEMC meeting: 20 February 2024
Date of LEMC Review Approval: 20 February 2024

Date of LEMC Endorsement:
Date of LG Endorsement:

Review Date:

- Public Copy
- Restricted Copy

Ownership, Approval and Control

These arrangements have been produced and issued under the authority of section 41(4) of the *Emergency Management Act 2005*, endorsed by Perenjori Local Emergency Management Committee (LEMC), and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

	Name	Title	Signature	Date
Owner	Jude Sutherland	Shire President		
Approved by	Paul Anderson	CEO		
Document controller and review authority	Rick Ryan	CESM		

Record of Amendment

Suggestions and comments from the community and stakeholders can help improve this plan and subsequent amendments.

Feedback can include:

- What you do and / or don't like about the arrangements.
- Unclear or incorrect expression.
- Out of date information or practices.
- Inadequacies; and
- Errors, omissions, or suggested improvements.

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

Chairperson
Local Emergency Management Committee
Shire of Perenjori
PO Box 22
PERENJORI WA 6620

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment	Details of Amendment	Amended by
-----------	----------------------	------------

No.	Date		*Initial/Date
01			
02			
03			
04			
05			
06			
07			
08			

Distribution List

Organisation	Location/Officer	No of Copies
SHIRE OF PERENJORI		
Shire of Perenjori	CEO	1
Shire of Perenjori	MCCS	1
Shire of Perenjori	Works Manager	1
Shire of Perenjori	Shire President	1
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC	Chairperson	1
Executive Officer	CEO of Perenjori	1
WA Police	Perenjori Police Station	1
WA Police	Morawa Police Station	1
Dept. of Communities	Geraldton	1
St John Ambulance	Geraldton	1
Bush Fire Services	Perenjori – Town & Latham	2
DFES Regional Office	Geraldton	1
Roadhouse	Perenjori	1
Perenjori School	Perenjori	1
DBCAs P&WS	Geraldton	1
ADJOINING SHIREs/LEMCs:		
Shire of Yalgoo	LEMC	1
Shire of Carnamah	LEMC	1
Shire of Three Springs	LEMC	1
Shire of Coorow	LEMC	1
Shire of Morawa	LEMC	1
Shire of Dalwallinu	LEMC	1

The distribution list is included to enable amendments to be distributed at later dates.

General acronyms used in this document.

CA	Controlling Agency
DC	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
NDRRA	Natural Disaster Relief and Recovery Assistance
NGO	Non-Government Organisation
OIC	Officer In Charge
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee

PART ONE: INTRODUCTION

Disaster recovery is the coordinated process of returning an affected community to a normal level of functioning after a disaster. Recovery is part of emergency management, which also includes the components of Prevention, Preparedness and Response. Planning for recovery is integral to emergency preparation.

Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing” (*Emergency Management Act 2005*)

This Local Recovery Plan is to be read in conjunction with:

- [Emergency Management Act 2005](#)
- [State Recovery Procedure 5.1](#) – Management of public fundraising donations
- [State Recovery Procedure 5.2](#) – Emergency management funding
- [State Recovery Procedure 5.3](#) – State Recovery Coordination Group
- [State Recovery Procedure 5.4](#) – Impact Statement
- [State Recovery Procedure 5.5](#) – State Recovery Controller Appointment
- [Emergency Relief and Support](#)
- [Local Recovery Guidelines](#)
- Perenjori Local Emergency Management Arrangements

1.2 Authority

This Local Recovery Plan has been prepared in accordance with the requirements of Section 41(4) of the *Emergency Management Act 2005* as a sub plan to the Shire of Perenjori Local Emergency Management Arrangements and endorsed by the LEMC. The plan has been consulted with Council members and stakeholders and has been tabled for information and comment at the Midwest Gascoyne DEMC.

1.3 Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery operations at a local level and to facilitate the affected community undertaking its own recovery.

1.4 Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources, and procedures for the management of recovery from emergencies for the Shire of Perenjori,
- Establish a basis for the coordination of recovery activities at the local level,
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management,
- Provide a framework for recovery operations,

- Ensure effective and coordinated management of recovery operations within the Shire of Perenjori,
- Ensure the plan complies with State emergency management arrangements,
- Identify the roles and responsibilities of HMAs, emergency services, support organisations and Shire of Perenjori staff whilst promoting effective liaison between all organisations, and
- Ensure community engagement throughout recovery management.

1.5 Scope

The scope of the Plan is limited to and includes:

- The geographical boundaries of the Shire of Perenjori,
- Local Emergency Management Arrangements,
- Existing legislation, plans and Local Laws,
- Statutory or agreed responsibilities,
- Relevant Shire of Perenjori supporting documents and plans, and
- Involvement of the affected community in recovery management.

PART TWO: RELATED DOCUMENTS AND ARRANGEMENTS

The following documents and arrangements are related to this Plan:

2.1 Local Government Policy

A draft policy for Local Recovery Management has been prepared by Shire of Perenjori in accordance with section 36(4) of the *Emergency Management Act 2005* and has been tabled for noting of LEMC and Council.

2.2 Existing Plans and Arrangements

Document	Owner	Date	Location
Perenjori Local Emergency Management Arrangements	Shire of Perenjori	2018	Website and Office
State Emergency Relief Plan	Department of Communities	2015	www.dcp.wa.gov.au
Bush Fire Response Plan	Shire of Perenjori	2014	

2.3 Agreements, Understandings and Commitments

The Perenjori Shire Council does not currently have any agreements in place.

Parties to these agreements	Name of Agreement	Summary of Agreement

PART THREE: RESOURCES

Key consideration – The Shire of Perenjori is small and has very limited resources.

The Local Recovery Coordinator (LRC) is responsible for the determination of resources required for recovery activities, based on the Comprehensive Impact Assessment. This determination is made in consultation with the Local Recovery Coordinating Group (LRCG) and support organisations, during the initial stages of the recovery process. Shire of Perenjori resources and community resources are noted in the 'Resource and Contact Register' which is a support document to the Local Emergency Management Arrangements. If the LRCG is convened, the LRC will continue to assess requirements for the restoration of services and facilities including determination of the resources required for the recovery process. This is to also include the wellbeing and communication/information needs of the community. The LRCG will source and coordinate external and internal resources, including the provision of the Shire staff.

It is also noteworthy that the communities' needs will change throughout the recovery cycle, and as such, the distribution of resources to address community impacts will need to be flexible as information continues to be received.

The Resource and Contact Register contains contact information and is available at Appendix 7 of the LEMA.

The following table identifies suitable Local Recovery Coordination Centres in the local government area:

Centre Name	Address	Capacity and Available Resources	Contacts
Perenjori Town Hall/Shire Admin Centre	Fowler Street Perenjori	Large open hall	CEO Shire of Perenjori 08 99730100 ceo@Perenjori.wa.gov.au

3.1 Local Government Staff

The Shire of Perenjori is a very small local council with limited staff to fulfil the Recovery function for a L2 or L3 incident and for any long duration.

3.2 Local Volunteer Coordination

Due to the small size of the Shire of Perenjori it is envisaged the number of spontaneous volunteers would be less than 50 people.

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the LRCG. Spontaneous volunteers are a valuable, flexible resource that could be used to support existing volunteers and personnel to take up more active responsibilities in aiding with recovery operations. Local volunteers usually have more familiarity with the local community, local area, and understanding of available resources.

Visit the Volunteering WA website <https://volunteeringwa.org.au/> for more information. The Australia-New Zealand Emergency Management Committee has released a Spontaneous Volunteer Strategy available at <http://fire-com-live-wp.s3.amazonaws.com/wp-content/uploads/20160107085733/Spontaneous-Volunteer-Strategy-ANZEMC-Endorsed.pdf> which should be read in conjunction with this component.

3.3 Local Recovery Coordination Centre

It may be necessary to establish a Recovery Coordination Centre if extensive recovery activities are likely to be carried out. The purpose of the Centre is to coordinate the recovery process undertaken by various agencies in terms of resources, information, and tasks. Identification of a designated location for a Recovery Coordination Centre is a pre-requisite of recovery management. Each Local Government will provide administrative support for their Recovery Coordination Centre.

The Local Recovery Coordination Centre will be located at the Shire Office, if this location is unavailable or deemed unsuitable, the LRC will designate an alternative location as soon as possible and publicise the location and contact numbers after it has been relocated.

Centre Name	Address	Capacity and Available Resources	Contacts
Recovery Coordination Centre	SHIRE OFFICE/TOWN HALL		

3.4 Recovery Information Centre / One-Stop- Shop

A Recovery Information Centre/ One-Stop-Shop will be established when required by the LRCG. The purpose of the Centre is to provide information and advice to the community on the progress of recovery, special arrangements, and services. The location and contact details of the Centre will be disseminated to the community when it has been established.

A recovery centre is also designed to centralise the delivery of Local, State and Commonwealth government and non-government services to people affected by a disaster. The Recovery Information Centre may or may not be collocated with the Local Recovery Coordination Centre, depending on the size and complexity of the disaster.

Centre Name	Address	Capacity and Available Resources	Contacts
Recovery Information Centre	Shire Office/Town Hall	150	Shire Admin

3.5 Financial Arrangements

The Shire of Perenjori will utilise the following financial arrangements for recovery where required:

- Establishing a cash reserve for Community Recovery, where it is considered appropriate for the level of risk to the community,
- Use of s6.8(1) and s6.11(2) of the *Local Government Act 1995* with respect to expenditure of funds not included in the annual budget,
- *Local Government (Financial Management) Regulations 1996* – regulation 18(a) provides exemption for council to make budget related decisions in emergencies without giving local public notice of changes to financial reserves, and
- Use of s6.20(2) of *Local Government Act 1995* enabling borrowing of funds, subject to one month’s local public notice of the proposal and exercising of the power to borrow by absolute majority decision of council.

The following arrangements have been made to fund recovery activities if necessary:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA),
- Lord Mayor’s Distress Relief Fund (LMDRF),
- Centrelink, and
- Department of Communities.

(Refer to State Emergency Management Preparedness Procedure 7 for more information)

3.6 Financial Management:

Financial management is a key aspect in providing support to a recovery plan and there should be a strategy to ensure successful implementation of recovery programs ensuring adequate and timely expenditure of funds.

Financial Management Arrangements needs to include the following:

- Identification of funding streams (local, state, and federal level),
- Prioritisation of requirements for funding,
- Management of funds over time in a transparent manner (receipts of grants, funds, donations, payouts),
- Liaison and cooperation with other agencies in both the private and public sector, and
- All funds regardless of their source remain subject to the Local Government Act 1995, Part 6 – Financial Management. Subsequently, consideration should be given to utilising appropriately trained/experienced finance staff during recovery, to ensure adherence to the Act, and appropriate record keeping throughout.

3.7 Donations of Cash

State Emergency Management Recovery Procedure 1 outlines the policy for initiating and managing appeals and donation. The LRCG may encourage the use of Lord Mayor’s Distress Relief Fund for people wanting to make cash donations, although if deemed necessary, may open a separate account specifically for cash donations.

Visit www.appealswa.org.au for further information and application forms.

The commencement of an appeal fund does not override the statutory obligations, on the part of government agencies, to provide welfare, relief, and reconstruction assistance to those affected by emergencies.

3.8 Donations of Service and Labour

Any donations of service or labour to assist with the recovery from a disaster, should be administered by the affected Local Government or if established, the LRCG. Where the State Government level recovery coordination arrangements are activated under State Emergency Management Plan 6. Recovery - the Recovery Services Subcommittee may arrange the administration of donations of services and labour.

3.9 Donations of Goods

The donations of goods to assist victims to recover from a disaster may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned. Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the LRCG.

3.10 Non-Government Organisations (NGOs)

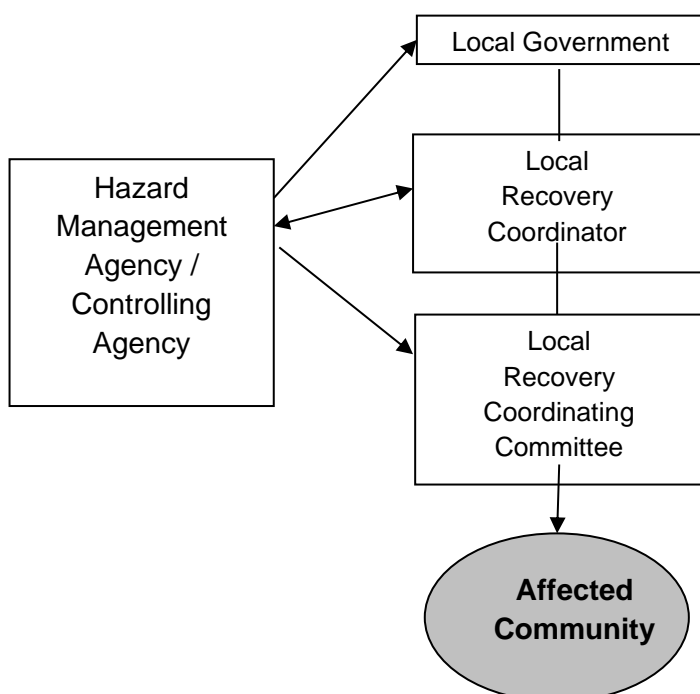
In some circumstances, NGOs can aid by way of emergency relief funds, shelter, accommodation, or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the LRCG to avoid duplication of effort and confusion.

PART FOUR: ROLES AND RESPONSIBILITIES

4.1 Recovery Structure

The structure of Local Recovery Coordinating Group should be considered dynamic, as the composition and roles within the group will change depending upon the disaster being recovered from. During the response phase of the incident, the following structure is typically adopted, until the incident transitions from Response to Recovery.

Initial Recovery Management Structure *(during response phase)*

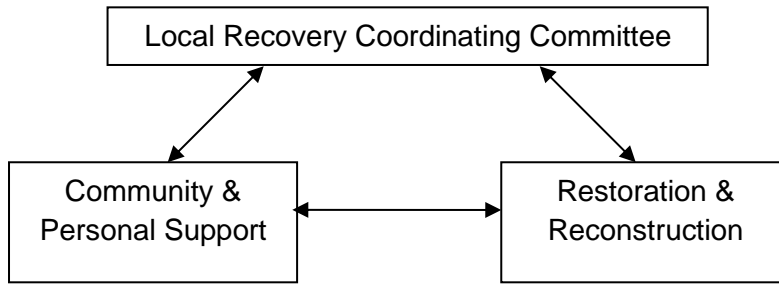


This structure sees the coordination and communication between the Hazard Management Agency (HMA) / Controlling Agency (CA), and the local government authority, including the Local Recovery Coordinator being included in the HMA / CA Incident Support Group briefings and meetings.

During the Recovery phase, this structure will change dependent upon the disaster, which will largely dictate required recovery actions i.e., a significant infrastructure sub-committee and associated functions may not be required for a bushfire that only affects pastoral landowners or nature reserve land.

Recovery Committee Structures

(Following handover from CA/HMA to Local Government)



The above diagram illustrates a basic Recovery Committee structure, which can be utilised dependent upon complexity and impact of the disaster. Within this toolkit, the below structure is applied, for which position descriptions for roles, and guidance for individual subcommittee functions is also available within the toolkit. These structures can be scaled up or back as the situation dictates.

The Shire of Perenjori LEMC has identified the following local recovery structure as suitable to address the needs of the Shire and the community should an emergency incident occur.

- Shire of Perenjori CEO - Local Recovery Coordinator
- Shire President – Chair of the LRCG

Shire staff members responsible for the following roles in recovery

Shire Administration Officer	<ul style="list-style-type: none"> • Administrative support to the LRCG • Public information
Shire Finance Officer	<ul style="list-style-type: none"> • Member LRCG • Financial advice • Administration of public assistance funding
Shire Works Manager	<ul style="list-style-type: none"> • Infrastructure
Contract Environmental Health Officer	<ul style="list-style-type: none"> • Environmental health

The Local Recovery Coordination Group will be formed during the response phase to any emergency incident at the direction of the Local Recovery Coordinator in consultation with the Controlling Agency.

The LEMC has discussed the options of forming subcommittees of the LRCG during the recovery process and it is agreed that the formation of the LRCG alone would be sufficient to ensure the recovery process is managed efficiently.

4.2 Local Recovery Coordinator

The Chief Executive Officer has been appointed as the Local Recovery Coordinator (LRC) in accordance with the *Emergency Management Act 2005*, S 41. (4). The Shire Works Manager will act in the role when the primary appointee is unavailable when an emergency occurs.

The LRC is responsible for coordinating the recovery in conjunction with the LRCG and adhering to the plans, strategies and policies determined by the LRCG.

The LRC is also responsible for preparation, maintenance, testing and implementation of recovery management arrangements in accordance with *Emergency Management Act 2005* and in consultation with local government.

4.3 The Local Recovery Coordinating Group (LRCG)

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery processes within the community.

The LRCG comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected.

The role of the LRCG is to coordinate and support local management of the recovery process within the community.

Local Recovery Coordinator & Local Recovery Coordinating Group - Action Checklists

4.4 Local Recovery Coordinating Group Subcommittees (where required)

Dependent upon the extent of the recovery process required, the following sub-committees may be established to assist the LRCG in the management of the recovery process.

- **Community (Social)**
- **Infrastructure (Built)**
- **Environment (Natural)**
- **Finance (Economic)**

PART FIVE: COMMENCEMENT OF RECOVERY

5.1 Transition from Response to Recovery

The responsibility for coordinating recovery arrangements rests with the affected local government. State level assistance may be required where the delivery of recovery services, or the coordination required to deliver recovery services, exceeds the capacity of the local government.

To ensure that appropriate recovery activities are initiated as soon as possible after impact of the event, the Controlling Agency / Hazard Management Agency (HMA) is to ensure the LRC is notified of the event. The LRC is to liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate. (Refer to State Emergency Management Policy 6.1 for more information)

The Incident Controller is to complete and sign the Comprehensive Impact Assessment to confirm the accuracy of the information and handover the responsibility to local government. The LRC will take over the responsibility for recovery and advise the LRCG to activate the recovery plan and related arrangements.

5.2 Activation

The decision to activate the Local Recovery Plan will be made by the Chair of LRCG on the advice of the LRC. Once the plan has been agreed to be activated, the LRC & LRCG become responsible for implementation of the plan.

5.3 Operational Recovery Planning

The operational recovery plan provides the strategic direction and details actions required to facilitate a successful recovery. When the LRCG is activated, the group will develop an operational recovery plan to guide its functions during the first meeting. The operational recovery plan should include assessment and recovery requirements, organisational management, operational aspects, and administrative arrangements.

The following sources and agencies are involved in undertaking impact assessment encompassing the functional areas of recovery (i.e., social, infrastructural, economic, and environmental disruption /or damage)

- Hazard Management Agencies
- Welfare agencies – to identify persons in need of immediate assistance.
- Local government surveyors, engineers, environmental health officers, waste/sanitation, and finance staff.
- Insurance assessors.

5.4 Welfare & Health Services

Welfare is the responsibility of the Department of Communities (DC). The Shire of Perenjori local welfare, health and wellbeing plan details the arrangements that apply in local circumstances, consistent with the arrangements detailed in the State Emergency Welfare Plan.

The LRCG will work closely with the local office for DC in accordance with following plans:

- State Health Emergency Response Plan
- State Support Plan

5.5 Communication

It is the responsibility of LRCG to develop an effective communication plan for recovery. Throughout the recovery process, local government is to maintain an on-going dialogue and share information with all other stakeholders and partners in the recovery process. The Shire of Perenjori has a well-defined communication strategy which recognises the different means of communication with the stakeholders. Refer to *Australian Red Cross – Communicating in Recovery*, and *Design Tips for Communicating in Recovery*, <http://www.redcross.org.au/communicating-in-recovery.aspx> Australian Red Cross also deliver training for communicating in recovery which can be considered.

5.6 Communication Plan

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

Who needs information?	How – what communication methods will be used?	Where will the information be provided?
<ul style="list-style-type: none">• Affected Community – depending on incident.• Recovery workers• Vulnerable Groups – e.g., Farmer's and the Farm workers	<ul style="list-style-type: none">• Two-way Radio• Mobile SMS• Website – though internet access may be interrupted.• Face book pages	<ul style="list-style-type: none">• Potential public meeting venues – Perenjori & Latham Community Centres• Potential one-stop-shop locations – Perenjori Shire Council Offices/Town Hall

Community Engagement

Planning and Implementing a Community Engagement Strategy

Step	Information
<p>1. Establish target audience</p>	<p>Consider the demographics of the area and investigate what groups or networks exist. Consider targeting:</p> <ul style="list-style-type: none"> • Agency networks • The public • Community groups e.g., environmental groups, farming groups, community action groups, church groups, sporting clubs, service clubs, Aboriginal groups, schools, chambers of commerce and industry. • LEMC • Local government networks • Brigades and volunteer groups • Neighbouring LEMCs
<p>2. Determine matters to be communicated</p>	<p>Determine what information you need from the community. This may include:</p> <ul style="list-style-type: none"> • Historical emergency events - how has recovery been managed in the past? What could be improved? • General feedback on the draft Local Recovery Plan <p>Determine what information you are going to provide the community.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Emergency management awareness • Recovery management awareness • Recovery coordination centre locations
<p>3. Determine methods of communication</p>	<p>Considering the target audience, determine the most appropriate methods of communication. Different communication methods using different medium may be required to address various audiences. Consider the following methods:</p> <ul style="list-style-type: none"> • Circulars (distributes information within agency networks) • Community meetings • Community Kiosks (an informal workshop with displays encouraging small group discussion)

	<ul style="list-style-type: none"> • Community displays (exhibiting the draft Plan in public areas) • Pre-planned meetings (presenting information at existing community group meetings e.g., Rotary) • Panels and focus group (establish a group to represent a cross section of the community) • Media (utilising local newspapers, radio stations, posters, or pamphlets to distribute information and request feedback) • Internet/Intranet (utilising local websites to distribute information and request feedback) • Email (establish an email address for public enquiries and comments)
4. Develop an implementation plan	Record the target audience, matters to be communicated and methods of communication to be used in an implementation plan.

Refer to Australian Red Cross Booklet – Communicating in Recovery.

5.7 Review of the Plan

Testing and exercising are essential to ensure that the arrangements are workable and effective. The Local Recovery Plan is to be reviewed in accordance with State Emergency Management Policy 2.5, and amended and replaced whenever the local government considers it appropriate (*Emergency Management Act, 2005 section 42*).

According to State Emergency Management Policy No. 2.5, local emergency management arrangements (including a Local Recovery Plan) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly.
- a review is conducted after an event or incident in which the local recovery plan was implemented.
- a review is conducted after training that exercises the arrangements.
- an entire review is undertaken every five years, as risks might vary due to climate, environment, and population changes; and
- Circumstances may require more frequent reviews.

5.8 Exercise

Local Emergency Management Committees are to develop appropriate exercise plans and schedules to test local arrangements including Local Recovery Plan. At least one local level exercise should be conducted, on an annual basis. Refer to *Emergency Management Act, 2005* section 39 and State Emergency Management Policy No. 3.1 – State Emergency Management Exercises for further information on conduct of exercise.

Exercising the arrangements during the planning process will allow the LRC & LRCG to:

- test the functionality and effectiveness of the local arrangements.
- bring together members of emergency management agencies and give them knowledge of, and confidence in, each other.
- help educate the community about local arrangements and programs thus providing them with confidence in their local government and emergency management agencies.
- allow participating agencies an opportunity of testing their operational procedures and skills in simulated emergency conditions; and
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

The management of an exercise is a systematic process involving planning, documenting, conducting, evaluating, and validating.

5.9 Evaluation of Recovery

It is the responsibility of the LRC to Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established. The evaluation of recovery activities is essential to maximise lessons learned and identify where improvements can be made. An evaluation of the effectiveness of the recovery activities in relation to the recovery plan should be conducted within 12 months of the disaster.

The evaluation can involve:

- Community and stakeholder surveys
- Interviews
- Workshops
- Assessment of key project outcomes

GLOSSARY OF TERMS

CONTROL AGENCY (also referred to as COMBAT AGENCY) - an organization which, because of its expertise and resources, is responsible for performing an activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.

COMMUNITY EMERGENCY RISK MANAGEMENT- a systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

DISASTER- See EMERGENCY.

DISTRICT EMERGENCY COORDINATOR- is appointed by the State Emergency Coordinator for each emergency management district. The District Emergency Coordinator has responsibility to provide advice and support to the District Emergency Management Committee for the district for the development and maintenance of emergency management arrangements for its district and to conduct other emergency management functions in accordance with the directions of the State Emergency Coordinator.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by Regulations.

EMERGENCY- an event, actual or imminent, which endangers or threatens to endanger life, property, or the environment, and which is beyond the resources of a single organization, or which requires the coordination of a number of significant emergency management activities.

EMERGENCY MANAGEMENT- The emergency management concepts for Western Australia are consistent with those of the commonwealth and in accordance with the Emergency Management Regulations 2006: **Prevention** activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred. **Preparedness** activities focus on essential emergency response capabilities through the development of plans, procedures, organization and management of resources, training, and public education. **Response** activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations. **Recovery** activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic, and physical wellbeing. During recovery operations, actions are taken to minimize the recurrence of the hazard and/or lessen the effects on the community.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures that on being implemented contributes to the safety and wellbeing of communities and the environment.

HAZARD – a situation or condition with potential of for loss or harm the community or the environment.

HAZARD MANAGEMENT AGENCY – that organization which, because of its legislative responsibility or specialized knowledge, expertise, and resources, is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to, and recovery from, a specific hazard are undertaken. Such organizations are either designated by legislation or detailed in State level emergency management plans.

INCIDENT – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

INCIDENT AREA – the area, defined by the Incident Controller, incorporating the localized community or geographical area impacted by the incident.

INCIDENT CONTROLLER – the person responsible for the overall management of the response phase, to a major emergency or disaster. In all instances the senior officer of the Hazard Management Agency will perform this function.

INCIDENT MANAGEMENT GROUP – the group that may be convened by an Incident Manager in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an incident. The IMG includes representation from key agencies involved in the response.

INCIDENT MANAGEMENT TEAM – the group of incident management personnel comprised of the Incident Controller and the personnel appointed to be responsible for the functions of Planning, Operations and Logistics.

LIFELINES – systems or networks that provide for the circulation of people, goods, services, and information upon which, health safety, comfort and economic activity depend.

EMERGENCY COORDINATOR – is appointed for the local government district by the State Emergency Coordinator. The Emergency Coordinator is responsible for providing advice and support to the Local Emergency Management Committee for the district in the development and maintenance of emergency management arrangements and are also responsible for assisting Hazard Management Agencies in the provision of a coordinated response during an emergency in the district and carrying out other emergency management activities in accordance with the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – is established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or other person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee are to advise and assist the local government in ensuring that local emergency management arrangements are established for its area, 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 SEMC or prescribed by the regulations.

RISK – a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities, and the environment.

RISK MANAGEMENT – the systematic application of management policies, procedures, and practices to the task of identifying, analyzing, evaluating, treating, and monitoring risk.

STATE EMERGENCY COORDINATION GROUP – a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. The SECG includes representation, at State level, from key agencies involved in the response and recovery for the emergency.

SUPPORT ORGANISATION – an organization whose response in an emergency is either restore essential services (e.g., Western Power, Water Corporation of WA, Main Roads W.A. etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering etc.

13.2 DRAFT LOCAL PLANNING POLICY NO 1 – TREE FARMS

Applicant:	Shire of Perenjori
File:	ADM 0311
Date:	21 March 2024
Disclosure of Interest:	Liz Bushby, Town Planning Innovations (TPI) Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Voting Requirements:	Simple Majority
Author:	Liz Bushby (Planning Consultant)
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	13.2.1 - Draft Local Planning Policy No 1 – Tree Farms 13.2.2 - WAPC Fact Sheet on Tree Farms 13.2.3 - DPLH submission on the Draft Policy

Summary

Council is to consider whether to adopt a Draft Local Planning Policy on Tree Farms with (or without) modifications for final approval.

Background

The Shire of Perenjori Council has expressed concern over recent development applications that have proposed to plant significant areas with tree farms, and the potential for a cumulative loss of productive agricultural land for more traditional food production farming activities.

TPI is of the understanding that after dealing with some tree farm proposals through the State Administrative Tribunal mediation process, Council would like to strengthen its position both through implementation of a Local Planning Policy, and through a separate amendment to the existing Local Planning Scheme.

A Draft Local Planning Policy on Tree Farms was discussed with Councillors on the 19 October 2023. Subsequently, a Draft Policy was adopted by Council at the Ordinary Meeting held on the 23 November 2023, for the purpose of conducting public advertising.

A revised Policy is included as [Attachment 13.2.1](#). All changes are shown in red text.

Statutory Environment

Planning and Development (Local Planning Schemes) Regulations 2015 - Clause 3 and 4 under Part 2, Schedule 2 of the Deemed Provisions contained in the Regulations sets out the power for local governments to make a local planning policy and the procedure for making a local planning policy, including a requirement to advertise a Draft Policy for a period not less than 21 days.

The Deemed Provisions contained in the Regulations also outlines procedures for amending a Local Planning Policy, or revocation of any Local Planning Policy.

Shire of Perenjori Local Planning Scheme No 3 (the Scheme) - A planning application is required for any tree farm (involving planting in blocks more than one hectare).

Council has the discretion to consider 'tree farms' within the Rural zone under the Shire of Perenjori's Local Planning Scheme No. 3 ('the Scheme').

Clause 40(1)(a) of the Shire of Perenjori Local Planning Scheme No 3 states that a category of land use in the Scheme has the same meaning as it has in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Under Schedule 1, Part 6 of the Regulations a tree farm is defined as '*means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the carbon Rights Act 2003 section 5*'.

Bush Fires Act 1954 – The Shire issues an annual Fire Hazard Reduction and Firebreak Notice which outlines fire mitigation requirements for Tree Plantations. The 2023/2024 Notice sets out fire break requirements and the need to comply with the Guidelines for Plantation Fire Protection by DFES and the Code of Practice for Timber Plantations in Western Australia.

In most cases, a Fire Management Plan would be approved as part of the planning process for a Tree Farm. The Shire may consider referencing approved Fire Management Plans for future Notices.

Policy Implications

- Local Policy Implications

If the Local Planning Policy No 1 on Tree Farms is adopted by Council for final approval, then it will be used for the assessment of all new Tree Farm applications. It will also be taken into account by any determining authority such as a Development Assessment Panel or the State Administrative Tribunal.

- State Planning Policy Implications

The Western Australian Planning Commission has a 'State Planning Policy 2.5 : Rural Planning' (SPP2.5) which contains a section on Tree Farming.

The WAPC policy approach to tree farming is:

- (a) tree farming is supported and encouraged on rural land as a means of diversifying rural economies and providing economic and environmental benefit;
- (b) tree farming should generally not occur on priority agricultural land;
- (c) tree farming should generally be a permitted use on rural land, except where development of a tree farm would create an extreme or unacceptable bushfire risk or when responding to specific local circumstances as identified in a strategy or scheme;
- (d) local governments should manage the location, extent and application requirements for tree farming in their communities through local planning strategies, schemes and/or local planning policies;
- (e) in planning for tree farming, local government considerations should include but are not limited to, potential bushfire risk, environmental and economic factors, water availability and recharge visual landscape impacts, transport impacts of tree farming (where harvesting is proposed), planting thresholds, appropriate buffers, and location relative to conservation estates and sensitive land uses;
- (f) where tree farm proposals are integrated with farm management for the purpose of natural resource management and occupy no more than 10 per cent of the farm, the proposal should not require local government development approval; and
- (g) the establishment of tree farms does not warrant the creation of new or smaller rural lots.

Whilst the WAPC Policy approach is supportive of tree farms, it clearly allows local governments to develop their own Local Planning Policies to guide the location, extent and application requirements for tree farms.

A complication is that since adoption of the Draft Policy, the WA Planning Commission has released a 'Fact Sheet' on Tree Farms in November 2023 which does not fully support the Shires Policy Position – [Attachment 13.2.2](#). The 'Fact Sheet' generally doesn't support limiting tree farms to occupy a percentage of a lot.

Although the information has been released as a 'Fact Sheet', TPI is of the view that it goes above and beyond the position contained within 'State Planning Policy 2.5 – Rural Planning' (SPP2.5), and appears to be an attempt at limiting what local governments are trying to achieve through Local Planning Policies.

There is a statutory requirement to consider State Planning Policies, however there is no clear mandate that local governments must follow the direction of any State 'Fact Sheet'.

TPI raised concerns over this matter with the Minister for Planning whose Chief of Staff advised that:

'In September 2021, the State Government announced the end of native forest logging in Western Australia and the increasing need for tree farms in rural areas.'

Subsequently, various tree farm matters were brought to the attention of the Department of Planning, Lands and Heritage (Department). The Tree Farm Fact Sheet was prepared to clarify the position on tree farms in State Planning Policy 2.5 Rural Planning (SPP 2.5), which states that tree farms are supported and encouraged on rural land.'

TPI has been advised that the Fact Sheet explains the position already established in SPP2.5, however SPP2.5 makes allowance for local governments to develop their own Local Planning Policies. By their own emission, the Chief of Staff confirmed that a Fact Sheet cannot establish a new policy position.

Given 'Fact Sheets' have no real status, TPI recommends that Council pursue a policy that suits their own local aspirations.

Consultation

The Draft Policy has been formally advertised for public comment to gain broader public feedback. A summary of submissions is included below.

Table 1 – Submission Table	
Summary of Submissions	TPI recommendation and comment
<p>1. Department of Fire and Emergency Services</p> <p>It is acknowledged that an objective of the Draft Policy is to achieve high quality bushfire management plans which are independent and self-sufficient. It may be beneficial to clarify what is meant by this statement and also reference this need within the Policy Requirement section.</p> <p>Section 8.5.1 of the Draft Policy references the requirement for a BAL contour map. There may also be benefit in referencing the Bushfire Hazard Level assessment methodology for use when more strategic identification and assessment of risk is needed.</p> <p>The Draft Policy at section 8.5 discusses 'Strategic Fire Management', clarification of this reference would be beneficial.</p> <p>Section 8.5.2 refers to FMP's identifying bushfire risk associated with planting areas in 'their most mature state'. Bushfire risk associated with tree farms varies throughout the life cycle of the plantation. The Draft Policy may also refer to BMP's identifying the bushfire risk over the full farm lifecycle and with regard to the various lifecycle stages</p> <p>As per section 3.2.2 of the Guidelines, the Shire may wish to consider inclusion of commentary detailing the need for updates to be provided to the Office of Bushfire Risk Management of any development approval that increases the area of bushfire hazard for consideration in the next revision of the map of bushfire prone areas</p>	<p>Partially upheld</p> <p>TPI considers reference to high quality bushfire management plans to be self-explanatory.</p> <p>Noted. Recommend include reference to bushfire hazard level assessment under section 8.5 of the Policy.</p> <p>It simply means looking at the long term implications. No changes recommended.</p> <p>The Policy requires bushfire risk to be examined using the 'worst case' scenario of vegetation in their most mature state. TI considers it would be difficult to look at the life cycle of the plants.</p> <p>Usually consultation occurs with the local government so that opportunity is already in place.</p>

<p>In response to the Shire's enquiry, it is anticipated that the revised draft of the <i>Guidelines for Plantation Fire Protection</i> will be advertised for comments later this year.</p>	<p>Noted.</p>
<p>2. Department of Biodiversity, Conservation and Attractions</p> <p>DBCA support the use of native plant species of local provenance in rehabilitation and revegetation. It appears the word endemic is used where the term local provenance may be more suitable.</p> <p>It is recommended that under section 8.3 – Environmental benefits, point 2, where the draft policy states '<i>...endemic local species...</i>' and '<i>...species endemic to the area...</i>' the Shire of Perenjori consider changing this to native plant species of local provenance.</p>	<p>Upheld</p> <p>It is recommended that the terminology in the Policy be updated as suggested by DBCA for section 8.3.</p>
<p>3. Department of Water and Environmental Regulation</p> <p>Thank you for referring the draft local planning strategy No.1 – tree farms, to the Department of Water and Environmental Regulation for comment.</p> <p>The department has no objection to the policy and no comments to make.</p>	<p>Noted.</p>
<p>4. Forest Products Commission</p> <p>The Forest Products Commission suggests that the final Policy have regard to the Planning fact sheet – Tree Farms (www.wa.gov.au) which was developed recently by the Department of Planning, Lands and Heritage and the WA Planning Commission.</p>	<p>Noted.</p> <p>TPI recommends that Council pursue a Local Planning Policy that addresses their concerns for their local government area, and not be fettered by the WAPC Fact Sheet.</p>
<p>5. Department of Planning, Lands and Heritage</p> <p>Thank you for the opportunity to comment on the Shire's draft local planning policy for tree farms in which the Shire seeks to guide the type and scale of tree farm proposals in the Shire. The Department has recently published a Fact sheet to assist local government and industry in clarifying this element of State Planning Policy 2.5 - Rural Planning (SPP 2.5) https://www.wa.gov.au/government/publications/planning-fact-sheet-tree-farms.</p> <p>It is positive that Council is seeking to encourage integrated plantings and linkages to remnant vegetation. However, the objective of the policy that seeks to "actively oppose" the use of an entire lot for a tree farm is problematic, as it conflicts with the intent of State Policy, and because the use is capable of approval under the Shire's Scheme. It does not seem</p>	<p>Noted.</p> <p>TPI recommends that Council pursue a Local Planning Policy that addresses their concerns for their local government area, and not be fettered by the WAPC Fact Sheet.</p> <p>The Policy has been partially based on a Policy that has already successfully operated in the Shire of Jerramungup for some years.</p>

<p>reasonable to limit a person from utilising their property for maximum benefit for a use that is capable of approval. This notion of arbitrarily limiting land uses on property is not something that would be applied to land uses such as cropping or grazing, or for residential or commercial properties.</p> <p>While SPP 2.5 actively encourages tree farming, this does not mean local governments are prevented from managing tree farm location and extent at a local level. Suitable locations for tree farms could be directed to areas with the most favourable environmental, bushfire management and road conditions. Some local governments also establish exclusion areas around townsites. This is recommended as a more proactive approach than seeking to oppose large-scale tree farms across the whole Shire. Attachment 13.2.1 to this letter indicates areas where modification is recommended.</p> <p>The Department supports the Shire’s intent to introduce a local planning policy to guide Council’s exercise of discretion, however, given the Scheme’s permissibility for the land use, the Department does not believe it is open to the Shire to limit the land use in the manner proposed. The Department would be pleased to assist the Shire to explore options to map and identify areas where tree farms would be suitable, and therefore where they would not.</p>	<p>The view of the Department is acknowledged, however TPI does not agree that there is conflict with SPP2.5 which clearly states that <i>‘local governments should manage the location, extent and application requirements for tree farming in their communities through local planning strategies, schemes and/or <u>local planning policies</u>’</i>.</p> <p>Noted. A full copy of the DPLH submission is included as Attachment 13.2.3.</p> <p>State government have their own agenda when it comes to tree farms.</p> <p>Noted. The Shire may look at the issue strategically as part of a future Local Planning Strategy, however the Policy achieves the Council’s short term aims to maintain a level of control for development applications.</p>
--	---

Only minor modifications are suggested as a result of submissions.

Financial Implications

The Shire pays TPI consultancy fees.

Strategic Community Plan

Area 5: Investing in Council’s Capacity – Our Leadership

Goal: Strengthen the Shire’s position as an innovative and proactive local government providing an excellence in all areas of governance, management and leadership.

Officer Comment

The Draft Local Planning Policy outlines the Policy Basis, Policy Objectives, Policy Aims, the need for planning controls and outlines the matters that will be considered in the planning assessment of Tree Farm applications (including carbon sequestration proposals).

In summary the Policy seeks to:

1. Outline Policy requirements for Tree Farms proposed in the Rural zone;
2. Ensure that traditional agricultural activities such as cropping, grazing and food production remain the predominant land use with Tree Farms as ancillary and complementary uses;
3. Where a Policy variation is sought to establish a Tree Farm on a whole lot, applicants are required to provide additional information and justification such as a Land Capability Study by a suitably qualified

- environmental consultant, a farm management plan, information on areas unsuitable for agricultural production, site photographs, and information on environmental benefits;
4. Outline requirements for Fire Management Plans and the need to comply with relevant provisions of the Code of Practice for Timber Plantations in Western Australia and DFES Guidelines.
 5. Places the onus on owners to lodge an annual checklist to the Shire to confirm they have complied with the Shires Annual Fire Break Notice and any other relevant documents such as a Fire Management Plan approved by Council.
 6. Ensure that a Tree Farm can be attended to by the owner, tree farm manager or contractor in the event there is fire, and require they live within a 60 kilometre distance of any new Tree Farm.

It should be noted that a Local Planning Policy is a guide and Council will still have discretion to vary the Policy if warranted and take into account any special circumstances.

OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That Council:

- 1. Note the matters raised during advertising as summarised in Table 1 – Submission Table, and accept the officer recommendations on minor modifications to the Draft Policy (shown in Attachment 13.2.1).**
- 2. Resolve to adopt Draft Local Planning Policy No 1 – Tree Farms (Attachment 13.2.1), with modifications, pursuant to Schedule 2, Part 2, Division 2, Clause 4 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 3. Authorise the Chief Executive Officer to publish a Notice on the Shire website to advertise adoption of the Local Planning Policy to comply with Clause 87 of the of the Deemed Provisions under Part 2, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

Motion put and carried / lost

[Next Item](#)

SHIRE OF PERENJORI LOCAL PLANNING POLICY NO 1 - TREE FARMS

1.0 BACKGROUND

Under the Shire of Perenjori's Local Planning Scheme No. 3 ('the Scheme') planning approval is required for any proposed tree farm. This Policy has been developed as a guide for applicants and sets out the Council's position on tree farms proposed in the Rural zone.

It should be noted that the Local Planning Policy is a guide for the exercise of discretion. The Council will have significant due regard to the Policy requirements in the assessment of any new planning application.

2.0 POLICY BASIS

Division 2 – Local planning policies under Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* allows local governments to prepare local planning policies, and outlines the statutory procedure for making a local planning policy.

3.0 POLICY STATEMENT

This Policy applies to all land zone Rural under the Scheme.

4.0 POLICY OBJECTIVE

- To actively encourage the integration of tree farms with existing agricultural uses as a complementary but integrated use. Traditional agricultural activities such as cropping, grazing, and food production should generally remain the predominant use.
- To actively oppose the use of an entire lot area for tree farms (particularly where it contains a dwelling) unless the applicant has clearly demonstrated extenuating circumstances or provided significant justification warranting support for a variation to any aspect of this Policy.
- To support applications that actively integrate tree farms with existing agricultural activities on lots in recognition of the economic, environmental and social benefits.
- To encourage planting areas with linkages to existing remnant vegetation on the same lot or adjacent lots. Where appropriate encourage linkages with

vegetation on adjacent reserves however consult with the relevant reserve authority or manager.

- To protect and enhance native vegetation, wetlands and water courses and assist in the reduction of salinity, waterlogging and erosion.
- To support continuing broad acre agriculture and production as the primary and priority land use in the Rural zone, consistent with the planning framework's underlying theme to protect productive agricultural land.
- To minimise the potential for any loss of population or agricultural land through the use of the entire lot area for tree farms, and encourage tree farms that provide a supplementary income to farmers.
- To achieve tree farm layouts which do not compromise the fire safety of the local community or the biodiversity conservation and management of reserves.
- To achieve high quality bushfire management plans which are independent and self-sufficient.
- To encourage the selection of tree species that are complementary to native remnant vegetation and will assist in maintaining landscape function.

5.0 POLICY AIM

- To assist applicants by providing general guidelines and a clear outline of the Shire's position.
- To assist Council in determining applications for tree farms by setting out matters to have regard for when assessing applications.

6.0 PLANNING APPROVAL

6.1 Requirement for approval

Under Clause 60, Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* all development requires prior approval of the local government, unless specifically exempted under Clause 61.

A planning application is required for any tree farm (involving planting in blocks more than one hectare). Council has the discretion to consider 'tree farms' within the Rural zone under the Shire of Perenjori's Local Planning Scheme No. 3 ('the Scheme').

Planning approval is not required for the planting of trees for land rehabilitation, salinity affected area, wind belts etc which are not proposed to be commercially used for harvesting or carbon sequestration.

The Scheme contains statutory requirements, and this Policy expands on and complements the Scheme requirements.

6.2 Need for Planning Controls

Whilst 'Extensive' Agriculture' is a permitted use in the 'Rural' zone, there are planning controls over other rural uses including and not limited to Rural Industry and Intensive Agriculture. This is appropriate so that the Council can examine relevant planning considerations such as the objectives of the zone, land use compatibility, buffers, amenity and other relevant planning issues.

There are land use and community implications associated with tree farms uses that are controlled through the planning process such as impacts on local roads for harvesting plantations and bushfire management.

With new emerging tree farms for carbon sequestration, Council is concerned over the potential for these to be developed on whole lots. Council is particular concerned over the accumulative impact of tree farms on entire lots over time, and the potential for population loss and a reduction of food production.

Some applicants may propose long term harvesting whilst other may not nominate to harvest at all (means the land may never revert back to traditional agricultural uses.)

Whilst some of the issues are difficult to quantify, this policy aims to encourage an integrated approach of plantings with more traditional farming or agricultural uses.

The Policy recognises that the development of whole lots for tree farms discourages the continuation of broad hectare farming in a way the development of a tree farm at a smaller scale would not.

7.0 DEFINITIONS & EXPLANATION OF LANDUSE

Clause 40(1)(a) of the Shire of Perenjori Local Planning Scheme No 3 states that a category of land use in the Scheme has the same meaning as it has in the Planning and Development (Local Planning Schemes) Regulations 2015.

Under Schedule 1, Part 6 of the Regulations a tree farm is defined as '*means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the carbon Rights Act 2003 section 5*'.

8.0 POLICY REQUIREMENTS

In assessing any application for a tree farm Council will have regard for the following matters;

8.1 Continuing Agricultural Activities

Traditional agricultural activities such as cropping, grazing and food production should generally remain the predominant land use with tree farms as an ancillary integrated and complementary use.

This Policy does not attempt to introduce maximum planting areas by means of a percentage of the lot area, simply because some flexibility needs to be afforded.

As a general rule the Shire will assess if a tree farm area is 'ancillary' having regard for;

1. The area of each lot;
2. The proportion or percentage of the tree farm area on a lot by lot basis. Generally a 30-35% maximum planting area is construed as ancillary although each application will be assessed on its merits on a 'case by case' basis;
3. The extent of existing remnant vegetation areas; and
4. Whether a significant portion of each lot can continue to be used for traditional extensive agriculture or for food production.

Council will be able to clearly identify whether agriculture remains as the primary use, simply because detailed site plans are lodged for all applications and show the extent of planting areas.

This Policy aims to actively encourage the integration of tree farms with traditional agricultural farming activities. Whilst there are other factors contributing towards reductions of rural population, Council wishes to ensure that new land uses do not exacerbate an existing ongoing problem.

Council will not generally support the planting of whole lots for tree farms due to the potential for the displacement of agricultural pursuits and loss of agricultural land.

There is a general presumption against 'whole of lot' tree farms in the Rural zone, unless a proponent can demonstrate to the Council's satisfaction that there are exceptional circumstances that warrant a variation in accordance with Clause 8.1.1.

Council considers that the development of whole lots with tree farms is inconsistent with the Scheme's objective to protect broad acre agricultural activities in the Rural zone as:

- (a) Tree farms may not be harvested except in the long term, or in the case of carbon sequestration plantings, not at all;
- (b) The concept of broad hectare farming primarily contemplates the continuation of traditional productive agricultural activities;
- (c) The use of an entire lot for a tree farm to the exclusion of traditional productive agricultural activities does not involve an appropriate integration of rural land uses, but instead runs the risk that the entire lot will never be returned to productive use, and at the very least involves a diminution of the productive capacity of the land;
- (d) Any proposed whole lot tree farm discourages the continuation of broad hectare farming in a way the development of a tree farm at a smaller scale would not. Integrated ancillary plantings consistent with this Policy serve to encourage the retention of productive agricultural activities whereas whole lot plantings have the opposite effect;
- (e) Tree farms that are not well managed or have no on site manager (with absentee ownership) or are abandoned, can cause significant long term land use conflict with surrounding broad acre farming or intensive agricultural activities due to increased bushfire risk, lack of fire break maintenance, lack of

general property maintenance, uncontrolled weeds, and uncontrolled vermin or feral animals, including wild pigs.

8.1.1 Variations

In dealing with this matter, Council will have regard for any specific circumstances where a variation to this criteria 8.1.1 may be warranted, however in those cases the onus will be on the applicant to demonstrate the particular merits of a proposal or justification for an assessment on a 'whole lot' basis.

If an applicant seeks any variation or support for a tree farm on a 'whole lot' basis then the application should be accompanied by justification such as;

- Comprehensive Land Capability Studies specific to the lot by a suitably qualified environmental consultant;
- Farm Management Plan;
- Site specific soil or water test results demonstrating areas not suitable for agricultural food production;
- Photographs clearly showing shallow soils or rocky areas which visually demonstrate that areas on a lot are not suitable for traditional agriculture. A site plan should be provided that numbers each photograph, and shows the direction that the photograph was taken.
- Demonstration that planting areas will have specific local environmental benefits for the lot(s) subject of the application (refer 8.3). For example, larger planting areas may be warranted as native vegetation block planting adjacent to a creek line, or for salinity prone areas.

Information and justification for a variation to this Policy needs to rely on site specific studies and information. General broad land capability mapping is not by itself considered to be sufficient as justification for a variation of this Policy.

8.2 Location and Compatibility with adjacent land uses

Some densely planted tree farms may have a higher bushfire risk than broadacre crops, so the implications of locating tree farms close to fire sensitive land uses such as hay plants, commercial, industrial and residential development needs to be considered.

For this reason, any larger scale tree farms are discouraged in locations near any main townsites, areas with smaller lot sizes that have potential for dwellings, rural residential lots and rural townsites. Tree farms should also avoid locations near areas earmarked for future residential or rural development.

To reduce potential adverse impacts from inappropriate siting and development of tree farms, Council will consider the following matters;

1. The proximity to any land zoned or earmarked for residential development, rural residential development or smaller lots with potential for dwelling development.
2. Separation distances between the proposed use and any commercial properties, or other areas such as public recreation reserves, which may be sensitive to the exposure of pesticides (mainly if any aerial spraying is proposed).

3. Where harvesting is proposed, the suitability of the location in terms of the road network capabilities.
4. Any strategic plan contained in a local planning strategy.
5. Impact on any tourist and recreation uses.
6. Proximity to any airstrips.
7. Proximity to conservation areas and reserves. Any tree farm in close proximity to a reserve under the care and management of an authority (such as the Water Corporation, Department of Biodiversity, Conservation and Attractions or the like) will be referred to the relevant authority for comment. Council will have regard for the advice of the relevant authority.
8. The potential for increased bushfire risk associated with mature plantings, and any increase of the Bushfire Attack Level for existing dwellings or sensitive development on adjacent lots.

8.3 Environmental Benefits

Council recognises that there are a variety of broad environmental benefits associated with some tree farms that have the potential to contribute to the security and quality of water resources and salinity management.

Tree farms can benefit water resources by improving water quality in catchments affected by saline surface water, reversing dryland salinity and waterlogging by controlling groundwater levels and assisting in the control of soil erosion.

In considering and any variation to the Policy, Council will have positive regard for any specific local environmental benefits to the lot being developed and any application that:

1. Uses plantings on site to assist to mitigate salinity affected areas and demonstrates through soil analysis/mapping that there are salinity affected areas on the application land.
2. Uses ~~local~~ native plant species of local provenance.

It is recognised that species that are native to Australia are often used (such as Mallees) for carbon sequestration, due to their growth rates, stock resistance, ability to survive in medium to low rainfall areas and minimal ongoing management needs.

Where feasible (taking into account continuing agricultural activities), the incorporation of some endemic local native plant species plantings is encouraged particularly in areas such as;

- along watercourses including natural drainage lines and creeks.
- for revegetation of areas that do not qualify as forest sinks.
- for rehabilitation of land unsuitable for agriculture, or to provide connections between existing remnant vegetation areas remaining on site or on adjacent land.
- As a buffer or to expand / complement native vegetation corridors along Rivers.
- Along tree farm edges adjoining conservation reserves or other Crown land.

The use of local native species is not compulsory however the Shire actively encourages applicants to look for opportunities to introduce **native plant species of local provenance** ~~specifies endemic to the area~~, especially for rehabilitation of creek lines and watercourses.

3. The use of planting areas to provide vegetation corridors, linkages to remnant vegetation or assist to protect remaining cropping/grazing areas on the same property from wind erosion.
4. The use of planting areas to protect or enhance water courses, reduce waterlogging in affected areas and improvements to an existing situation (such as fencing of watercourses from stock).
5. The identification and protection of any existing local native vegetation.
6. Where commercially possible a mixture of planting species is encouraged even if it is only for a portion of the overall planting area. For example, the predominant planting areas may be Mallees but a mixture of local native species may be used along a creek line, as a wind break or adjacent to conservation / reserves areas.

8.4 Code of Practice for Timber Plantations in Western Australia (as amended)

Council will have regard for compliance with the Code of Practice for Timber Plantations in WA ('the Code') which sets out goals and guidelines for specific areas, including management plans, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting (if applicable), fire prevention and control, research and development, safety and investment.

This Policy does not attempt to reiterate all of the requirements in the Code of Practice however they should be addressed by each applicant.

All tree farm applications will be required to meet the minimum standards as outlined in the Code of Practice. All applications will be assessed having regard for the general (applicable) principles of the Code.

8.4.1 Management of Tree Farms

The onus is on the owner / applicant to demonstrate to the satisfaction of Council that any tree farm will be effectively managed.

Council must be satisfied that any Management Plan has measurable requirements that can be enforced by the local government through planning conditions.

Management Plans that are generic in nature with ambiguous maintenance requirements (and no clear triggers) will not be supported.

Any Management Plan must include:

1. Clear, regular scheduled and mandatory inspections;

2. A rigorous ongoing maintenance regime with identifiable triggers, clear maintenance actions and measurable outcomes (particularly for weed control, vermin control, feral animal control and general pest control);
3. A procedure to notify neighbours in writing prior to any proposed spraying.
4. A complaint handling procedure.

It is preferable that a caretaker/manager live on site.

As a minimum there should be a local tree farm manager, employee or local based contractor who can attend the site regularly to conduct property maintenance, ensure water tanks are in working order; check fire breaks, and can attend the lot in the event of a fire.

Any local tree farm manager, employee or local based contractor should live within a 60 kilometre distance from the lot proposed to be used as a tree farm. Lesser distances are preferred so that the local tree farm manager, employee or local based contractor can attend the tree farm in a timely manner in the event of a fire emergency.

8.5 FIRE MANAGEMENT PLANS

Fire Management is an important issue which needs to be addressed as part of any new proposal, and applicants need to recognise that the local government has limited resources when dealing with Strategic Fire Management.

In accordance with the Timber Code of Practice a Fire Management Plan (FMP) will be required for all tree farm applications.

Each FMP needs to be written and tailored specifically for the property subject of an application.

As a minimum all Fire Management Plans shall be compiled by a suitable qualified or experienced fire consultant and;

1. Address the Bushfires Act (1954), the FESA (now DFES) Guidelines for Plantation Fire Protection 2011 and the local government firebreak notices.
2. Generally follow the DFES Guidelines however also include;
 - Consideration of increased bushfire risk to any structure within 100 to 150 metres of any proposed planting areas and other land uses in the vicinity of the tree farm lot – refer Clause 8.5.1.
 - Identify and address bushfire hazard as if it already existed, in accordance with State Planning Policy 3.7 (SPP3.7). FMPs should identify increased bushfire risk associated with new planting areas in their most mature state **using Bushfire Hazard Level assessment methodology**.
This is consistent with State Planning Policy 2.5 Rural Planning Guidelines Version 3 December 2016 which references SPP3.7.
 - A fire suppression response examining the ability of the local fire brigade to respond to a fire on the property, having regard for distance, existing available local equipment and the location of on-site water supply.
 - Outline the owners' responsibilities, neighbours' responsibilities, and any engaged local contractor responsibilities.

- Fire Management Plans must nominate a local contact person or contractor who can attend the tree farm in the event of a fire emergency, for installation of fire breaks and regular ongoing maintenance of the tree farm. They must live within a 60 kilometre distance of the lot – refer Clause 8.4.1.
 - The Plan to have clear scheduled regular inspections, a rigorous ongoing maintenance regime with measurable outcomes, which demonstrates a strong management commitment;
 - Owners may need to consider providing on site water trucks for use in the event of a fire having regard for the property location, and realistic fire suppression response.
3. Include a location/ context plan examining the surrounding land uses and identifying;
 - Other existing or approved tree farms within the immediate vicinity.
 - Any significant surrounding industries or land uses which may impact on fire management such as Rural Industry (hay storage), wood stockpiling, fuel storage etc
 - Identify any residential, rural residential or built up townsites located within 1 kilometre.
 - Identify nearby well vegetated areas or sources which may increase the risk of fire.
 - Increased bushfire risk of mature tree farms for existing development in the vicinity of the development site.
 4. Include a Fire Management Plan (site plan) addressing the guidelines for ‘fire prevention and suppression’ contained in the Code and clearly show;
 - Compartments and compartment sizes.
 - Water supply / points. A rainwater tank with a minimum capacity of 50,000 litres is required.
 - Location of any powerlines passing through planting areas or in close proximity to planting areas and / or proposed firebreaks.
 - Location of fire breaks. The site plan is to clearly distinguish between boundary firebreaks, strategic firebreaks, compartment breaks, fire breaks along public roads and fire breaks along powerlines using a colour coded legend.
 - Trafficable turnaround areas for emergency vehicles.
 - Location for emergency signage.
 - Emergency access / egress points and internal accessways.
 - Existing or proposed gates where firebreaks/emergency accesses intersect with fencing that can accommodate a 4.4 fire appliance.
 5. Identify the location of any existing habitable and non habitable structures and need for low fuel areas on the lot. DFES Guidelines recommend a 50 metre distance between a planted area and any non habitable structure, and a 100 metre distance to a habitable structure.
 6. Comply with the relevant minimum fire break standards outlined in the Shire of Perenjori’s Fire Break Notice.

Fire Management Plans shall include a clear ‘owners responsibility’ to self-report on firebreak compliance annually to the Shire using a checklist – Annexure 1.

7. Involve consultation with the relevant authority (such as; Department of Water and Environmental Regulation; Water Corporation, the local government or the like) where the land is adjacent to a reserve, conservation area or crown land. Fire Management Plans should be independently managed unless there is a formal written agreement from an adjacent reserve owner over issues such as major burning of land outside of the application.

Council must be satisfied that the Fire Management Plan has measurable requirements that can be enforced by the local government through planning conditions. Fire Management Plans that are generic in nature with ambiguous maintenance requirements for ongoing fire management will not be supported.

8.5.1 Bushfire Attack Level (BAL) Contour Map

A Bushfire Attack Level Contour Map may be required as part of any Fire Management Plan in context of any nearby existing development.

This would be particularly relevant where a tree farm may increase the bushfire risk for:

- (i) Any existing habitable dwelling on the lot that is proposed to be retained;
- (ii) Sensitive premises, short stay accommodation; workers accommodation, caravan parks, nature based parks, chalets, or any form of tourist accommodation on adjacent lots;
- (iii) Any land use on an adjacent lot that may attract members of the general public to their premises;
- (iv) Established land uses nearby to the proposed tree farm that may require a higher level of separation and protection.

This may include, and is not limited to hay plants, roadhouses, service stations, bulk storage of hazardous materials, chemical storage; farm machinery sheds, shearing sheds, vineyards, wineries, restaurants, wind farms, land fill sites, reception centres or general stores.

8.6 Water Quality

Adequate buffers are required between any tree farm and watercourses on private land where the end use is not for public water supply.

Buffers can play an important role in maintaining water quality, protecting ecological values of waterways and preventing erosion or sediment movement.

Tree farm applications may be referred to the Department of Water, Environment and Regulation for advice.

8.7 Suitability of road systems (for harvesting only)

Council needs to consider the adequacy of the existing road infrastructure to service any future harvest and will require the applicant to outline the preferred haulage routes to be used on public roads as part of the planning application.

In accordance to Appendix 3 of the Code of Practice, a Harvest Plan is generally produced in accordance with the haulage-management notification.

Council may also require a report on the general pre-condition of the main haulage roads as part of a Harvest Plan.

In considering adequacy of the existing road structure and harvest plan, applicants and the Council shall have regard for any proposed use of Restricted Access Vehicles.

Any application or Harvesting Plan with land parcels totalling 1000 hectares or greater and located within 10 kilometres of a state controlled road will be referred to Main Roads WA for comment, prior to determination.

9.0 RECORD OF COUNCIL POLICY APPROVAL AND STATUTORY BASIS

Legislation	Description
Statutory Legislation	This Local Planning Policy has been prepared in accordance with Clause 3(1) Schedule 2, Part 2 of the 'Deemed Provisions' of the Planning and Development (Local Planning Schemes) Regulations 2015.
Adoption (initial)	This Local Planning Policy was adopted by Council on the 23 November 2023 for the purpose of conducting advertising to comply with Clause 4(1) Schedule 2, Part 2 of the 'Deemed Provisions' of the Planning and Development (Local Planning Schemes) Regulations 2015.
Adoption (final)	This Local Planning Policy was adopted by Council on the _____ for final approval in accordance with Clause 4(3)(b) Schedule 3, Part 2 of the 'Deemed Provisions' of the Planning and Development (Local Planning Schemes) Regulations 2015.
Version Control	Version 4 March 2024
Scheduled Internal Review Date	12 months after operation.

ANNEXURE 1

ANNUAL FIRE COMPLIANCE CHECKLIST

(for owners to lodge to the Shire and include in Fire Management Plans)

Lot Details: _____

Property Address: _____

Owners Name: _____

Owner Contact Number: _____ Email: _____

Name of Person Certifying Compliance: _____

Position: _____

Owner Contact Number: _____ Email: _____

Size of Tree Farm: _____

Shire of Perenjori Fire Hazard Reduction and Fire Break Notice			
We/ I certify that that all works have been undertaken to comply with the Shires Firebreak Notice for the year ____ / ____ as follows:			
Requirement of Fire Break Notice	Fire Break Width: _____	Vertical clearance: _____	Date installed _____ Or N/A
We/I also Certify that all necessary works have been completed to comply with the following (as applicable): - <input type="checkbox"/> The DFES Guidelines for Fire Plantation Fire Protection and / or; <input type="checkbox"/> The Code of Practice for Timber Plantations and /or; <input type="checkbox"/> A Fire Management Plan approved by the Shire on the ____/____/____.			

Signed (Certifier for compliance): _____

Owners Signature: _____

Date: _____

Note: Please attach photographs of installed firebreaks to this checklist.

This fact sheet clarifies the planning arrangements for tree farms, as set out in *State Planning Policy 2.5 - Rural Planning (SPP 2.5)* and the *Rural Planning Guidelines*. It provides information about the planning issues relevant to tree farming, for application by local governments and other decision-makers.

What is a tree farm?

The Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) defines tree farms as *“land used for commercial tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003, section 5”*.

This definition is applied in local planning schemes as they are reviewed and updated. Schemes that have not been updated may still include historic definitions such as ‘plantation’ or ‘agroforestry’. However, the intent is for a single land use definition, that caters for tree farms for harvesting for timber products and/or in sequestration of carbon, as the land use planning considerations are similar.

Planning context

Where are the current tree farms?

In September 2021 the State Government announced a \$350 million investment over 10 years to bolster the State’s softwood plantation estate. This was estimated to require an additional 33,000 ha of land for pine trees to support the forestry industry, and provide timber products to the construction industry, while also contributing to carbon capture and storage.

In WA, existing pine tree farms are mostly in the Donnybrook, Bridgetown, Nannup and Margaret River areas. They currently represent approximately 30% of harvestable tree farming, with blue gums comprising 70%. Blue gum plantations make up approximately 160,000 ha with two thirds of plantations planted in the Plantagenet and Albany areas.

Where are the most suitable locations for pine tree farms?

The most suitable location for new pine tree farms is on land with rainfall generally exceeding 600mm and within an approximate 150km radius to the timber processing hub in the Shire of Dardanup.

What are the land use planning considerations with tree farms?

Growing of trees for timber is similar to other crops, however there are some planning issues associated with tree farming that may require further assessment and management, if relevant. As set out in SPP 2.5, these include:

- **Bushfire risk** - tree farms may establish a bushfire risk where not occurring before. The Department of Fire and Emergency Services has published guidelines to assist in the management of bushfire risk for tree farms. Any development conditions to manage bushfire risk should accord with these guidelines.
- **Environmental and economic issues, including planting thresholds** - the location of tree farms relative to environmental and/or biodiversity assets, and management of potential impacts (eg wildling spread). So too, ensuring there is a balanced supply of rural land for other economic activity can be addressed in local planning strategies.
- **Water availability and recharge** - potential impacts on groundwater and surface water systems may need to be considered.
- **Visual landscape impacts** - local governments may identify rural prominent landscapes to exclude tree farms for visual reasons. While the converse

TREE FARMS

may occur, these areas can be identified in keeping with the Western Australian Planning Commission's (WAPC) Visual Landscape [planning manual](#).

- **Transport impacts** - where tree farming involves harvesting, local governments may need to make arrangements with developers for road and/or intersection upgrades to manage potential haulage impacts.
- **Separation from sensitive land uses** - local governments may establish buffers to exclude tree farming around these land uses eg. electrical substations or transmission lines.

Interpretation of SPP 2.5 Policy measures

SPP 2.5 sets out seven key policy positions to facilitate a co-ordinated approach to tree farms in WA. For the purpose of clarifying the WAPC's position, the intent of each policy statement is explained below:

1. *tree farming is supported and encouraged on rural land as a means of diversifying rural economies and providing economic and environmental benefit* - this means the WAPC supports tree farms in rural areas and will implement this approach in assessment of local planning strategies and schemes;
2. *tree farming should generally not occur on priority agricultural land* - generally, land that is identified for horticultural or food production purposes;
3. *tree farming should generally be a permitted use on rural land, except where development of a tree farm would create an extreme or unacceptable bushfire risk or when responding to specific*

local circumstances as identified in a strategy or scheme - this means that tree farms should be a 'P', 'D' or 'A' (permitted or discretionary) uses in local planning schemes, with the local planning strategies and schemes providing additional guidance (as required) to address local planning issues listed below in this fact sheet;

4. *local governments should manage the location, extent and application requirements for tree farming in their communities through local planning strategies, schemes and/or local planning policies* - this means that local governments should use their local planning frameworks to regulate tree farming in their municipality, in keeping with the intent of SPP 2.5, which is to support and encourage tree farms;
5. *in planning for tree farming, local government considerations should include but are not limited to, potential bushfire risk, environmental and economic factors, water availability and recharge, visual landscape impacts, transport impacts of tree farming (where harvesting is proposed), planting thresholds, appropriate buffers, and location relative to conservation estates and sensitive land uses* - this means that local governments should consider tree farms in the context of other existing and proposed land uses in their municipality, and set planning controls as required, based on demonstrated evidence that the control is needed;
6. *where tree farm proposals are integrated with farm management for the purpose of natural resource management and occupy no more than 10 per cent of the farm, the proposal should not require local government development approval* - this means that local governments may consider

exemptions for integrated tree farms, related to natural resource management, due to their minimal impact and environmental benefit; and

7. *the establishment of tree farms does not warrant the creation of new or smaller rural lots* - this means that future subdivision of rural land is not warranted based on a tree farm proposal or development.

While the above policy measures relate to all tree farm species and types in Western Australia, **Map 1** shows the main focus area of tree farming in the State.

Do tree farms have an impact on agricultural communities?

The Australian economy has been forced to adjust structurally over time, which has seen ongoing change in the agricultural sector. Research by Rural Industries Research and Development Corporation (RIRDC) in 2001 and 2007 highlights the impacts of globalised economic rationalism on family farms and subsequent issues of their declining viability, leading to farm amalgamation, reduced labour hire and the contraction of local economies.

Tree farms are part of the ever changing agricultural sector. But they are not the underlying cause of the population or economic changes.

For local governments where pine tree farms are likely to be developed, population change data from the Australian Bureau of Statistics (Census 2001 to 2021), indicates that the general trend is for increasing or stable population figures, and the 'family' makeup of households has remained steady at around 70%. Family composition or population has not significantly declined in the last 20 years.

TREE FARMS

Can a local government seek to prohibit or mandate what percentage of a lot can be used for tree farming?

WAPC policy is that tree farms should be supported and encouraged on rural land. Therefore, any local planning strategies or schemes seeking to prohibit or severely restrict tree farming would not be in keeping with State policy.

Some local governments have local planning policies expressing a preference for tree farms to occupy a percentage of the overall land area eg. 10% or 30% of a lot or property. However, if a land use is capable of being approved in a local planning scheme, and a development application has addressed relevant scheme requirements, it may not be open to a local government to prevent a landowner from using the landholding for an approvable land use. Any local planning policy seeking to prohibit or restrict the extent of tree farms would need to have a planning reason for taking such an approach.

In the absence of this, limiting the ability of a landowner to use their land as zoned, may be unreasonable. Local planning policies that refer to a percentage a tree farm cover may also conflict with a local planning scheme, which would render the local planning policy as having no effect. Should a local government refuse a development application for a tree farm, this decision can be reviewed by the State Administrative Tribunal. Such a review provides an independent test of the effectiveness of the WAPC's policy, and its application at a local level.

Local planning approaches

Examples of local planning approaches are included in this section.

Local planning strategy and tree farms:

Local governments may include information about tree farms in their local planning strategies. This could consider:

- the location and extent of existing tree farms;
- analysis of available rural land to support tree farms relative to other rural land uses;
- areas where tree farms may provide environmental benefits such as use of less productive farm land and addressing land degradation such as soil erosion or salinity; and
- areas where tree farms might be unsuitable eg. priority agriculture land, bushfire buffers to sensitive land uses or visual landscape protection.

Local planning scheme and tree farms:

The Planning and Development (Local Planning Schemes) Regulations 2015 requires local planning schemes to use the model definition for tree farm.

In keeping with SPP 2.5, the permissibility of tree farms use in schemes would need to be a 'P' (permitted), 'D' (discretionary) or 'A' (discretionary subject to advertising). For small scale plantings, related to natural resource management, it may be appropriate to exempt tree farms from requiring development approval, as is recommended in SPP 2.5.

The various local planning framework mechanisms to control tree farms can include:

- permissibility in the zoning table, including for rural and priority agricultural land;
- use of Special Control Areas to identify suitable areas, or exclusion areas in and around townsites or areas where viewsheds may be protected;
- exemptions from seeking development approval; or
- local planning policy guidance on discretion, where tree farms are a 'D' or 'A' use, regarding management of bushfire risk, visual landscape amenity or road haulage impacts.

Additional resources

Plantation Management and Industry overview:

- *Code of Practice for Timber Plantations in Western Australia*, Forest Industries Federation of WA (FIFWA). (2014). [Code of practice for timber plantations in Western Australia \(www.wa.gov.au\)](http://www.wa.gov.au)
- *Guidelines for Plantation Fire Protection*, DFES 2022. (in preparation).
- *Guidelines for Plantation Fire Protection*, DFES 2011. (current at time of publication). [Guidelines Plantation Fire Prctn 2011 P.indd \(website-files.com\)](http://www.wa.gov.au)
- *Plantation fire management and protection*. Plantation information series. Forest Products Commission - Western Australia (2020). [Plantation-fire-management-and-protection.pdf \(www.wa.gov.au\)](http://www.wa.gov.au)

TREE FARMS

- *Western Australia Plantations: the Missing Piece of the Puzzle*, Forest Industries Federation of WA (FIFWA), (2016).
<https://www.forestindustries.com.au/uploads/1/2/3/2/123273289/fifwa-wa-plantations-missing-piece-of-the-puzzle-2016-min.pdf>

Structural change and socio-economic impact:

- *Drivers of Structural Change in Australian Agriculture*, Australian Bureau of Agricultural and Resource Economics, Commonwealth of Australia. Rural Industries Research and Development Corporation (2007).
[07-057.pdf \(agrifutures.com.au\)](#)
- *Rural restructuring, policy change and uneven development in the Central Wheatbelt of Western Australia*, School of Social Sciences and Asian Languages, Curtin University of Technology. Tonts, M.A. (1998).
[Rural restructuring, policy change and uneven development in the central wheatbelt of Western Australia \(curtin.edu.au\)](#)
- *Socio-Economic Impacts of Farm Forestry*, Rural Industries Research and Development Corporation. Tonts, M. A., Campbell, C. and Black, A. (2001).
[01-045.pdf \(agrifutures.com.au\)](#)
- *Socio-Economic Impacts of Plantation Forestry in the Great Southern Region (WA)*, Forest and Wood Products Research and Development Corporation, Australian Government, (2005).
[Pn04.4007 great southern region \(WA\).pdf \(fwpa.com.au\)](#)

Local Government example local planning policies:

- Shire of Donnybrook-Balingup: road haulage impacts, bushfire protection, water quality impact of works and visual landscape amenity (exclude term 'agroforestry')
[LPP 9 3 Private Tree Plantations Agroforestry.pdf \(donnybrook-balingup.wa.gov.au\)](#)
- Shire of Plantagenet: special control areas surrounding townsites for full or partial exclusion; bushfire, amenity and environmental impacts.
[Microsoft Word - Policy 15 - Commercial Plantations.doc \(plantagenet.wa.gov.au\)](#)
- Shire Bridgetown-Greenbushes: plantation management plan, minimum application content, example conditions and approval renewal guidance.
[Microsoft Word - 08 - Policy Manual - Town Planning \(bridgetown.wa.gov.au\)](#)

TREE FARMS



Map 1: Area of main tree farm focus



Mr Paul Anderson
Chief Executive Officer
Shire of Perenjori
PO Box 22
PERENJORI WA 6620

Transmitted via email only: ea@perenjori.wa.gov.au

Dear Paul

SUBMISSION – DRAFT LOCAL PLANNING POLICY - TREE FARMS


Thank you for the opportunity to comment on the Shire's draft local planning policy for tree farms in which the Shire seeks to guide the type and scale of tree farm proposals in the Shire. The Department has recently published a Fact sheet to assist local government and industry in clarifying this element of State Planning Policy 2.5 - Rural Planning (SPP 2.5) <https://www.wa.gov.au/government/publications/planning-fact-sheet-tree-farms>.

It is positive that Council is seeking to encourage integrated plantings and linkages to remnant vegetation. However, the objective of the policy that seeks to "actively oppose" the use of an entire lot for a tree farm is problematic, as it conflicts with the intent of State Policy, and because the use is capable of approval under the Shire's Scheme. It does not seem reasonable to limit a person from utilising their property for maximum benefit for a use that is capable of approval. This notion of arbitrarily limiting land uses on property is not something that would be applied to land uses such as cropping or grazing, or for residential or commercial properties.

While SPP 2.5 actively encourages tree farming, this does not mean local governments are prevented from managing tree farm location and extent at a local level. Suitable locations for tree farms could be directed to areas with the most favourable environmental, bushfire management and road conditions. Some local governments also establish exclusion areas around townsites. This is recommended as a more proactive approach than seeking to oppose large-scale tree farms across the whole Shire. **Attachment A** to this letter indicates areas where modification is recommended.

The Department supports the Shire's intent to introduce a local planning policy to guide Council's exercise of discretion, however, given the Scheme's permissibility for the land use, the Department does not believe it is open to the Shire to limit the land use in the manner proposed. The Department would be pleased to assist the Shire to explore options to map and identify areas where tree farms would be suitable, and therefore where they would not.

I hope this information is helpful in finalising the policy. If you wish to discuss further, please contact David Stapleton on 9791 0590 or by email at David.Stapleton@dplh.wa.gov.au.


Yours sincerely
Cath Meaghan, Planning Director

13 February 2024

DPLH comment on Shire of Perenjori draft local planning policy 1 – Tree farms

Policy section	Comment
<p>Protection of broadacre agricultural activities in the rural zone.</p>	<p>The policy's restrictive approach towards tree farms is strongly premised on the assertion that tree farms are not a 'broad acre' or 'primary use' agricultural activity.</p> <p>While tree farms may not be a 'traditional' broad acre crop (particularly for the eastern Wheatbelt), tree farms may still be defined as 'broad acre' and 'primary use' which is consistent with the following definitions contained within SPP 2.5:</p> <p>Agricultural land use / agricultural purposes: A subset of rural land used specifically for agricultural purposes including agriculture – extensive, agriculture – intensive, pastoral uses, plantations and agro forestry. May include industry – primary production. Does not include rural living.</p> <p>Primary production: The carrying out of a business that cultivates or propagates plants; maintains animals; takes or cultivates aquatic organisms, extracts basic raw materials, and plants, tends, fells and/or transports trees or parts thereof for sale or remuneration. It includes intensive and extensive agriculture, animal husbandry – intensive, animal premises, industry – extractive, tree farms and plantations.</p> <p>Rural land use: Land uses that are rural in nature and that support and are associated with primary production, basic raw material extraction, biodiversity conservation, natural resource management, public purposes (eg. prisons, cemeteries, public utilities and waste management facilities) and protection of landscapes and views. Does not include rural living (see clause 5.3 of this policy).</p>
<p>There is a general presumption against 'whole of lot' tree farms in the Rural zone</p>	<p>This is inconsistent with the definition and permissibility assigned to tree farms within the Shire's Scheme. The draft local policy may conflict with the Scheme, which under the deemed provisions clause 3(5), would limit the application of the policy. In particular, this relates to the policy's strong 'presumption against' tree farms.</p> <p>In addition, this is inconsistent with SPP 2.5, which supports and encourages tree farms.</p>
<p>The policy attempts to restrict tree farm use via an 'ancillary use' status and using 30-35% as a arbitrary standard.</p>	<p>This is an arbitrary area which is attempting to discourage and prohibit tree farms. Given the current scheme requirements, it may not be possible to prevent whole farm tree farms, and it may not be viable for tree farm proponents to reduce their plantation sizes by 70% (for example, if the draft policy is compared to some contemporary re-forestation tree farm proposals).</p>
<p>Some of the application requirements in the policy appear onerous and may not serve a planning purpose.</p>	<p>Requirement to provide a comprehensive land capability study with soil and water testing and demonstration of environmental benefits.</p> <p>The types of tree farms likely to be proposed are essentially revegetating the land with mixed native endemic species which is arguably a broadscale solution to the broadscale loss of arable land to the effects of dryland salinity in WA's Wheatbelt areas.</p> <p>Requiring a farm manager or employee to live within 60km from tree farms.</p> <p>Fire management is important, but the policy needs to rely on the established planning framework and industry standards, including bushfire management plans and tree farm management plans to address these matters.</p>

14. Governance:

14.1 ADOPTION OF COMPLIANCE AUDIT RETURN 2023

Applicant:	Shire of Perenjori
File:	ADM 0540
Report Date:	21 March 2024
Disclosure of Interest:	
Voting Requirements:	Absolute Majority
Author:	Bianca Plug – Executive Assistant
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	14.1.1 – Compliance Audit Return 2023

Summary

This report presents the 2023 Compliance Audit Return (CAR) for review and adoption, in preparation of submission to the Department of Local Government.

Background

In accordance with section 7.13(1) of the *Local Government Act 1995* and regulation 14 of the *Local Government (Audit) Regulations 1996*, the Shire is required to carry out a compliance audit for the period 1 January 2023 to 31 December 2023 and prepare a Compliance Audit Return (CAR) in a form approved by the Minister.

The 2023 CAR is provided to the Shire by the Department of Local Government, Sport and Cultural Industries (the Department) and the areas of compliance are restricted to those considered high risk.

The CAR is required to be reviewed by the Audit Committee and presented to Council for adoption. The CAR must be adopted, signed and provided to the Department by the 31 March of each year.

Statutory Environment

Section 7.13(1) of the *Local Government Act 1995*

Local Government (Audit) Regulations 1996 r. 14

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community
4.6. The organisation, assets and finances of the Shire are managed responsibly.

Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager of Corporate and Community Services

Ally Bryant – Finance Manager

Nexia Australia

Officer Comment

In the internal review of the 2023 Compliance Audit Return, there were no non-compliance areas identified.

AUDIT COMMITTEE RECOMMENDATION

Audit Committee Resolution Number:

Moved:

Seconded:

The Audit Committee recommends that Council:

- 1. Adopts the Compliance Audit Return for the period 1 January 2023 to 31 December 2023, as attached.**
- 2. Authorise the President and Chief Executive Officer to sign and submit the Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.**

Motion put and carried / lost by absolute majority

[Next Item](#)



Perenjori – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to Committees
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	No delegations to Committees
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	No delegations to Committees
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No delegations to Committees
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A	No delegations to Committees
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Delegations to staff recorded on an Authorised Persons Register and individual PER files
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	No delegations were amended or revoked in 2023
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	Adopted 24/08/2023 Council Decision 240823.10
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes	



6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	https://www.perenjori.wa.gov.au/registers
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	https://www.perenjori.wa.gov.au/registers
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	https://www.perenjori.wa.gov.au/registers/gifts
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	



16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	Adopted 22/09/2022 Council Decision 210922.19
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	https://www.perenjori.wa.gov.au/documents/council
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Adopted 22/09/2022 Council Decision 210922.20

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	No declarations of gifts were received during the 2023 Ordinary Elections
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	Yes	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	https://www.perenjori.wa.gov.au/Profiles/perenjori/Assets/ClientData/Electoral_Gift_Register_Website_2023.pdf

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	Appointed 26/10/2023 Council Decision 261023.1
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	No duties or powers were delegated
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	8 December 2023



4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No significant findings were identified
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	8 December 2023

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	The CEO position was not vacant in 2023
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Appointment of Manager Infrastructure Services Special Meeting of Council - 1 June 2023 Council Decision 010623.3
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	No recommendations were rejected by Council in 2023



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The CEO
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	No complaints were received in 2023
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	https://www.perenjori.wa.gov.au/registers/complaints

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	



4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	The Shire did not enter into multiple contracts in 2023
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	No tenders were varied
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	https://www.perenjori.wa.gov.au/tenders/
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	No	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	



14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	There was no tender for pre-qualified suppliers in 2023
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	18/08/2022 Council Decision 180822.7
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	18/08/2022
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	15/12/2022 Council Decision 151222.4
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	15/12/2022 Council Decision 151222.4
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Adopted 19/11/2020 Council Decision 16.3.2
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Adopted 19/11/2020 Council Decision 16.5.2
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government’s official website by 31 July 2023?	Yes	https://www.perenjori.wa.gov.au/registers/training
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date

14.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION: NATIONAL GENERAL ASSEMBLY REGISTRATION

Applicant:	Shire of Perenjori
File:	ADM 1653
Date:	21 March 2024
Disclosure of Interest:	
Voting Requirements:	Absolute Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Nil

Summary

For Council to consider the attendance of Elected Members and the Chief Executive Officer at the 2024 Australian Council of Local Government (ACLG) and the 2024 National General Assembly of Local Government (NGA), to be held from 2 – 4 July in Canberra.

Background

The ALGA annual National General Assembly is a professional development and networking opportunity involving the largest gathering of local government elected members throughout Australia, to learn about the work of local governments across Australia, to develop community leadership skills and to engage in advocacy on behalf of the Shire of Perenjori. Included in the NGA is the annual Regional Forum which includes relevant content for regional local governments.

This year's theme is "Building Community Trust". The 2024 Australian Council of Local Government will also be held in Canberra on Friday 5 July, immediately following the NGA. This is an opportunity to meet with Federal Government Ministers.

Early payment discounts on registrations require payment by 7 June 2024.

Statutory Environment

Nil

Policy Implications

9001 – ELECTED MEMBERS CONFERENCES AND SEMINARS

POLICY STATEMENT:

At the Shire's expense each Councillor may attend seminars or conferences of their choice provided the seminar or conference is relative to local government and the Council agrees by majority to fund the Councillor's attendance. This is generally restricted to one conference or seminar per year but may be increased with the majority of Council support.

The Shire will pay the cost of seminar registration and will accept costs associated with the seminar on the receipt of a copy of documentation.

These costs may include meals to a specified value, accommodation and/or travel to and from the conference. Councillors should seek to acquire modest accommodation if they cannot be accommodated in a conference package with the conference accommodation provider.

On one occasion per year the Shire will pay for the Councillors partners' accommodation and meal costs at an approved conference or seminar.

If the chosen conference is the annual Local Government Convention the Shire will also pay reasonable activity costs for the Councillors partner.

Consultation

Elected Members – Shire of Perenjori

Paul Anderson – Chief Executive Officer

Financial Implications

An allocation will be made in the 2023/24 Annual Budget for Elected Member training, travel and conference attendance. Funds of approximately \$20,000 (twenty thousand dollars) will be available for allocation to travel and attendance at the National General Assembly.

Conference costs:

- Full conference registration \$945.00
Includes all National General Assembly sessions, access to the Exhibition Hall, catering, Welcome Reception & Exhibition Opening, satchel and materials.
- Virtual Delegate \$739.00
Watch the NGA live from the purpose built platform from your home.
- Regional Forum \$275.00

Optional costs:

- NGA Dinner Ticket \$175.00
- Partner registration \$330.00

Accommodation Options:

- A by Adina \$255.00 per night
- Nesuto Apartments \$275.00 per night
- Qt Canberra \$239.00 per night
- Sebel Canberra Civic \$235.00 per night

Flights: \$850.00 return (estimated)

TOTAL: \$3,070.00 per person (plus optional costs)

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.3. The Shire advocates and partners effectively on behalf of the community.

Officer Comment

The National General Assembly is a unique opportunity for Elected Members to engage directly with the Federal Government and other local governments from around Australia.

As per Policy No. 9001 – Elected Members Conferences and Seminars, authorisation for the Shire to fund a chosen conference or seminar is dependent upon a majority vote of Council.

As recommended by previous attendees, flights would be reserved for a day following the Assembly to allow a more leisurely departure.

OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That Council authorise the attendance of the Chief Executive Officer and the following Elected Members to attend the 2023 National General Assembly from 2 – 4 July and the Australian Council of Local Government Forum on 5 July 2024.

- _____
- _____
- _____

Motion put and carried / lost by absolute majority

15. Confidential Reports:

15.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS

PROCEDURAL MOTION

Council Resolution:

Moved:

Seconded:

That in accordance with section 5.23 of the Local Government Act 1995, Council accept that the meeting is to be closed to all members of the public to consider confidential item 15.2.

Motion put and carried / lost

15.2 CONFIDENTIAL ITEM – RFT02-2023-2024 DESIGN AND CONSTRUCTION OF A SUPERMARKET

Applicant:	Shire of Perenjori
File:	RFT02-2023/24A
Date:	21 March 2024
Disclosure of Interest:	
Voting Requirements:	Simple Majority
Author:	Paul Owen – GFG Consulting
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	15.2.1 – Revised Submission

OFFICER RECOMMENDATION

Council Resolution:

Moved:

Seconded:

That Council consider the officer recommendation as contained within the confidential report 15.2, Request for Tender 02-2023-2024 Design and Construction of a Supermarket.

Motion put and carried / lost

15.3 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS

PROCEDURAL MOTION

Council Resolution:

Moved:

Seconded:

That Council return to standing orders and re-open the meeting to the public.

Motion put and carried / lost

16. Ordering the Common Seal:

17. Reports of Committees and Members:

18. Motions of Which Previous Notice Has Been Given:

19. Notice of Motions:

20. New Business of an Urgent Nature Admitted by Council:

21. Closure of Meeting:

The Shire President to declare the meeting closed.

22. Next Meeting:

The Shire President to advise that the next Ordinary Meeting of Council will be held on Thursday 18 April at Council Chambers, 56 Fowler St, Perenjori WA 6620, commencing at 3:00 pm.