



Shire of  
**Perenjori**  
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

# ATTACHMENTS

Thursday 21<sup>st</sup> July 2022



Shire of  
**Perenjori**  
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

# MINUTES

Thursday 16<sup>th</sup> June 2022

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## 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 to be held on Thursday 16<sup>th</sup> June 2022, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620, commencing at 3:00 pm.

### 1. Declaration of Opening/Announcement Of Visitors:

The Shire President declared the meeting open at 3.03pm and welcomed those in attendance.

#### **Welcome to Country: -**

As per the Shire of Perenjori Policy (N<sup>o</sup> 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.

*Therefore, I respectfully acknowledge the past and present custodians of the land on which we are meeting, the Badymia people.*

*I also acknowledge the pioneers who settled this country, developed the land and turned it into the productive country that we know today, allowing us to enjoy the lifestyle to which we have become accustomed.*

### 2. Opening Prayer:

The Shire President read the opening prayer.

### 3. Disclaimer Reading:

As printed.

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

#### 4.1 Attendance:

Members:

Cr Chris King (Shire President)  
Cr Jude Sutherland (Deputy President)  
Cr Daniel Bradford  
Cr Colin Bryant  
Cr Andrew Fraser  
Cr Leslie Hepworth  
Cr Dael Sparkman

Staff:

Paul Anderson (CEO)  
Nola Comerford (CCS)  
Ken Markham (MIS)  
Neville Binning (Project Officer)  
Hannah Roberts (EA)  
Elinor Pitts (EA)

Distinguished Visitors:

Nil

Members of The Public:

Mrs Paddy King

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:

#### **OFFICER RECOMMENDATION**

**Council Resolution Number: 160622.1**

**Moved: Cr Hepworth                      Seconded: Cr Bryant**

**That Cr Sutherland be granted leave of absence for the Ordinary Council Meeting of 18<sup>th</sup> August 2022 for personal circumstances.**

**Motion put and carried 7/0**

## 7. Confirmation of Minutes of Previous Meetings:

### 7.1 Ordinary Meeting Held on 19 May 2022

#### **OFFICER RECOMMENDATION**

**Council Resolution Number: 160622.2**

**Moved: Cr Sparkman                      Seconded: Cr Bryant**

**That the Minutes of the Ordinary Meeting of Council held on 19<sup>th</sup> May 2022, be confirmed as true and correct subject to the following corrections.**

**The Deputy President presided the meeting, and the minutes need to reflect this accordingly.**

**Motion put and carried 7/0**

## 8. Announcements by Presiding Member Without Discussion:

The President commented on the workshop prior to the Council Meeting, regarding the commencement of the community hub revitalisation project. The President looked forward to the progress of this initiative with the finalisation of the purchase of Lots 26, 28 and 30 Fowler Street.

## 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.”

Cr Hepworth declared an impartiality interest in agenda item 13.2, due to being the President of the Perenjori Golf Club. Cr Hepworth left the room and did not participate in discussion or voting of the item.

Cr King declared an impartiality interest in agenda item 13.2, due to being the President of the Bowling Club. Cr King also declared a proximity interest, due to owning land which boundaries the Perenjori Golf Club. Cr King left the room and did not participate in discussion or voting of the item.

Cr Fraser declared an impartiality interest in agenda item 13.2, due to being the Club Captain of the Bowls Club and a member of the Golf Club. Cr Fraser left the room and did not participate in discussion or voting of the item.

## 12. Finance:

### 12.1 MONTHLY FINANCIAL REPORT MAY 2022

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0082
<b>Date:</b>	10 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Glenn Nordsvan, Accwest Pty Ltd
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	12.1 - Monthly Statement of Financial Activity for May 2022

#### **Summary**

This item recommends that Council receive the Financial Activity Statements for the period ending 31 May 2022.

#### **Background**

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

#### **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**

Area 5: Investing in Councils Leadership.

Goal: Strengthen the Shire's position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

#### **Officer Comment**

The YTD closing surplus to 31 May is \$4,7484,000 against a budgeted surplus of \$1,522,000. This surplus is notionally deceiving as the State Government transferred 75% of its 2022-23 financial assistance grants (totalling \$2.125m) to the Shire in April 2022.

After eliminating this early receipt and non-cash items:

- YTD operating revenues are \$268,000 better than budget
- YTD operating expenses are \$362,000 lower than budget.

The net YTD deficit from capital activities is \$892,000 lower than budget with the capital spend being \$1,204,000 lower than the budget.

It is anticipated that, with one month of financial activities remaining in the year, the carried forward surplus will be substantial, although difficult to quantify at this point of time.

Key operating variances are the result of:



- Financial assistance grants of \$2.125 million for the 2022-23 financial year being received in April. These grants are untied and are recognised as revenue when they are received, not when they are consumed
- Local Roads and Community Infrastructure (LRCI) funding is \$127,000 less than budget due to timing of quarterly reports.
- The CESM recovers from DFES and other shires \$75,000 better than budget
- Council housing rental income is \$60,000 better than budget due to rehousing of community members whose properties were damaged by Cyclone Seroja.
- Caravan Park income of \$33,000 better than budget.
- Private works, scrap metal sales and plant hire income \$24,000 better than budget.
- Net savings in governance related expenses for members, legal fees, audit fees and ICT expenses of \$58,000
- Childhood related costs \$54,000 lower than budget.
- Housing costs \$139,000 worse than budget, with some of this being offset by insurance recoveries recognised as revenue
- Community Amenities expenditure is under the year-to-date budget by \$175,000. The main contributor to this amount is the delayed underground power project for Fowler Street by Western Power, along with projects including:
  - Main street public ablutions renovations
  - Transfer station
  - Aboriginal History
  - Cemetery upgrades
- Recreation and Culture expenses are less than budget by \$155,000 with much of this relating to building maintenance.
- Other Property and Services expenditure \$120,000 worse than budget with unbudgeted workers compensation and maternity leave contributing. Many of these costs are offset by insurance revenue.

Non-operating capital grants are \$335,000 lower than budget (principally, Regional Roads Group (RRG) grants of \$469,000). This grant program requires a report on completion of programs to receive funding. Owing from the report submitted for the March quarter is \$180,000. Unbudgeted revenue of \$134,000 from DFES has been received to purchase 4 caravans.

Infrastructure expenditure is under the year-to-date budget by \$1,204,000, with the main contributor being capital road expenditure. Current resealing works are being undertaken and will be reflected in the next month's finance report.

## **COUNCIL DECISION**

**Council Resolution Number: 160622.3**

**Moved: Cr Bradford**

**Seconded: Cr Bryant**

**That the Monthly Financial Report to 31 May 2022 as attached be received.**

**Motion put and carried 7/0**

## 12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 May 2022

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0082
<b>Report Date:</b>	10 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford-Smith - Manager Corporate Community Services
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	12.2 (a) - Accounts for Payment May 2022 12.2 (b) - 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 Role**

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**

Strategy 1.3.2 of the Strategic Community Plan – Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations.

**Consultation**

Nil.

**Risk Assessment**

Nil.

**Precedents**

Council endorses the Schedule of Paid Accounts at each Ordinary Council Meeting.

Officer Comment

This is a schedule of ‘paid accounts’ - the accounts have been paid in accordance with Council’s delegation. Accounts Paid for the Month Ending 31<sup>ST</sup> May 2022.

<b>Municipal Account</b>	
EFT	\$872,521.61
Direct Debits	\$151,455.20
Cheques	\$0.00
Corporate MasterCard	\$1,877.76
Bank Fees	\$215.23
<b>Total</b>	<b>\$1,026,069.80</b>

<b>Trust Account – Mt Gibson Public Benefit Funds</b>	
EFT	\$16,280.00
Cheques	\$0.00
Bank Fees	\$0.00
<b>Total</b>	<b>\$16,280.00</b>

Totalling **\$1,042,349.80** from *Municipal* and *Trust Accounts* for the month ending **31 May 2022**.

**COUNCIL DECISION**

**Council Resolution Number: 160622.4**

**Moved: Cr Hepworth**

**Seconded: Cr Fraser**

**That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$1,042,349.80 be accepted.**

**Motion put and carried 7/0**

### 12.3 COUNCIL MEMBER FEES, ALLOWANCES AND EXPENSES 2022/2023

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0744
<b>Date:</b>	7 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Author:</b>	Hannah Roberts – Executive Assistant
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	Nil

#### Summary

Council to consider and set the Members Sitting Fees and Allowances which are to be incorporated in the 2022/2023 Budget once endorsed.

#### Background

At the Ordinary Meeting of Council held on Thursday 21<sup>st</sup> April 2022, council made the following decision:

#### COUNCIL DECISION

Council Resolution Number: 210422.5

Moved: Cr D Bradford

Seconded: Cr J Sutherland

That Council:

1. Adopt, in accordance with section 5.98, 5.99 and 5.99A of the Local Government Act 1995, annual attendance fees be paid to all Councillors in lieu of meeting fees and annual allowances in lieu of reimbursement of expenses;
2. Approve for inclusion in the 2022/2023 budget, the following entitlements for the 2022/2023 financial year payable three months in advance from 1 July 2022:
  - a. An annual attendance fee for the Shire President of \$20,022 in accordance with section 5.99 of the Local Government Act 1995;
  - b. An annual attendance fee for council members' of \$9,742 in accordance with section 5.99 of the Local Government Act 1995;
  - c. An annual allowance for the Shire President of \$20,565 in accordance with section 5.98(5) of the Local Government Act 1995;
  - d. An annual allowance for the Deputy Shire President of \$5,141.25 in accordance with section 5.98A of the Local Government Act 1995;
  - e. Allowances and attendances fees to be paid in two payments as per Council Policy No. 9009.
3. Approve the reimbursement of expenses incurred by a council member in accordance with section 5.98(2)(b) and (3) of the Act and regulation 31(1)(b), 32,32(1) of the Local Government (Administration) Regulations 1996 and in accordance with the Salaries and Allowances Tribunal current Determination for 2022.
4. Include the proposed expenses in the 2022/2023 Draft budget deliberations.

Motion put and carried 5/0 by absolute majority

Subsequently at the Council meeting held in May 2022 the issue of the resolution and increase in fees was discussed and the matter is now being presented to council again for consideration.

In accordance with the Local Government Administration regulations sections 10 the process to revoke or change the decision of council is as follows

**10. Revoking or changing decisions (Act s. 5.25(1)(e))**

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
  - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
  - (b) in any other case, by at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

*[Regulation 10 amended: Gazette 31 Mar 2005 p. 1030; SL 2020/213 r. 16.]*

The Shire of Perenjori is deemed a Band 4 Council.

Section 7A of the *Salaries and Allowances Act 1975* require the Salaries and Allowances Tribunal (SAT) to undertake a review of the fees and allowances for local government elected council members on an annual basis.

The Salaries and Allowances Tribunal's current determination (7<sup>th</sup> April 2022) has been included in the table below to indicate the maximum amounts that can be paid.

The council has in prior years paid councillors per meeting attendance in accordance with adopted policy 9009 Elected members Fees and Expenses.

The SAT determination also allows for an annual allowance if council considers this option of payment.

	Sat Minimum	Sat Maximum	Current allowance
<b>Council Meeting Attendance Fees - Per Meeting</b>			
Council member who holds the office of president (Ordinary Meeting)	\$93 pm	\$502 pm	<b>\$420 pm</b>  <b>\$4,620 @11 meetings per annum</b>

Council member other than the president (Ordinary Meeting)	\$93 pm	\$244 pm	<b>\$220 pm</b> <b>\$2,420 @ 11 meetings per annum</b>
Councillors including president (Committee Meeting)	\$47 pm	\$122 pm	<b>\$119pm</b>
<b>Council Meeting Attendance Fees – Annual in Lieu</b>			
Council member who holds the office of president	\$3,679 pa	\$20,022 pa	-
Council member other than the president	\$3,679 pa	\$9,742 pa	-
<b>Annual Allowances</b>	<b>Sat maximum</b>	<b>Sat Maximum</b>	<b>Current Allowance</b>
<b>President</b>	<b>\$526</b> <b>per annum</b>	<b>\$20,565</b> <b>Per annum</b>	<b>\$20,063</b> <b>Per annum</b>
<b>Deputy President (25% of President)</b>	<b>\$131.50</b> <b>Per annum</b>	<b>\$5,141.25</b> <b>Per annum</b>	<b>\$5,015.75</b> <b>Per annum</b>

The option discussed at the council forum was to base an annual payment on a percentage of the Salaries and allowances tribunal annual determination.

The annual maximum amounts and a percentage are expressed below:

<b>Council meeting attendance fees – Annual</b>					
	<b>Sat Minimum</b>	<b>Sat Maximum</b>	<b>25% of maximum</b>	<b>50% of Maximum</b>	<b>75% of Maximum</b>
<b>President</b>	<b>\$3,679</b> <b>per annum</b>	<b>\$20,022</b> <b>per annum</b>	<b>\$5,005</b> <b>per annum</b>	<b>\$10,011</b> <b>Per annum</b>	<b>15,016</b> <b>per annum</b>
<b>Councillors</b>	<b>\$3,679</b> <b>per annum</b>	<b>\$9742</b> <b>per annum</b>	<b>\$2435</b> <b>per annum</b>	<b>\$4,871</b> <b>per annum</b>	<b>\$7306</b> <b>per annum</b>
<b>Council Meeting Attendance fees per meeting</b>					
	<b>Sat Minimum</b>	<b>Sat Maximum</b>	<b>25% of maximum</b>	<b>50% of Maximum</b>	<b>75% of Maximum</b>
<b>President</b>	<b>\$93</b> <b>per meeting</b>	<b>\$502</b> <b>per meeting</b>	<b>\$125</b> <b>per meeting</b>	<b>\$251</b> <b>per meeting</b>	<b>\$376</b> <b>per meeting</b>

<b>Councillors</b>	<b>\$93</b> per meeting	<b>\$244</b> per meeting	<b>\$61</b> per meeting	<b>\$122</b> per meeting	<b>\$183</b> per meeting
<b>Committee meetings</b>	<b>\$47</b> per meeting	<b>\$122</b> per meeting	<b>\$30</b> per meeting	<b>\$61</b> per meeting	<b>\$91</b> per meeting

## Statutory Environment

Local Government Act 1995, section 5.98A, 5.99 & 5.99A

## Policy Implications

9009 – ELECTED MEMBERS FEES AND EXPENSES

### *Policy Objective:*

The purpose of this policy is to provide consistency in the setting of fees paid to Elected Members within the confines of the Local Government Act and Regulations.

### *Policy Statement:*

An elected member is entitled to be paid when attending meetings of the Council, Regional Councils, and Council committees.

An elected member is entitled to be reimbursed for expenses incurred for activities approved by the Council and in accordance with Regulations.

The Shire President is entitled to additional payments in accordance with Regulations.

Meeting fees are set within the Local Government Administration Regulations (Reg. 30) and minimum and maximum allowable payments are declared annually by the Salaries and Allowances Tribunal (SAT).

Attendance fees are determined at the time of the annual budget adoption and take effect from the day after the date of adoption and are paid on a per meeting basis (Reg 30(1)).

The Council may also appoint other persons to be members of committees (e.g., Audit Committee) and those persons are entitled to be paid as members.

Any employee of the Council who is a member of a committee is not entitled to be paid a fee as a member of the committee.

Fees are paid for;

- Members attending a committee meeting (Reg. 30(20)).
- Members attending other meetings such as WALGA Zone Meetings or Regional Road Group or other meetings determined under the Regulations (reg. 30) (3A))
- The Presidential allowance is paid at its maximum allowable in two payments (Reg. 33(1) (b) (i)).
- The Deputy President allowance is paid at the prescribed percentage of the Presidential Allowance being 25% and made in two payments (Reg33A).

The kinds of expenses that are to be reimbursed are rental charges for one telephone and facsimile, childcare services, and travel costs (Reg. 31).

## Consultation

Chief Executive Officer  
President and Councillors

## Financial Implications

Councillor Fees will be included in the 2022/2023 draft budget considerations.



## **Strategic Community Plan**

Area 5: Investing in Council's Capacity – Our Leadership

Goal: Strengthen the Shire's position as an innovative, independent local government providing excellence in all areas of governance, management, and leadership.

### **Officer Comment**

The Salaries and Allowances Tribunal Determination sets a range of fees and allowances for the Shire as a Band 4 Local Government, and this allows the Council the flexibility to amend the fees and allowances annually in order to maintain some relativity with the actual costs of being a council member.

The Council has previously set its Councillor meeting attendance fees below the maximum amount permitted. The allowance for the President and Deputy President has been set at the maximum amount.

Council is required to approve the reimbursement of expenses, the payment of travel costs and the reimbursement of childcare costs incurred by a council member.

This allows the payment on expenses to council members while on Council business such as meal and accommodation costs or taxi costs; the payment of travel costs such as mileage for the attendance at Council meetings; and the reimbursement of childcare costs in accordance with the regulations and Salaries and Allowance Tribunal determinations.

### **COUNCIL DECISION**

**Council Resolution Number: 160622.5**

**Moved: Cr Sparkman**

**Seconded: Cr Sutherland**

**That Council consider revoking or changing the council resolution 210422.5 made at the Ordinary Council Meeting on Thursday 21st April 2022 in regard to Councillor fees.**

**Motion put and carried 7/0 by absolute majority**

## COUNCIL DECISION

**Council Resolution Number: 160622.6**

**Moved: Cr King                      Seconded: Cr Bradford**

**That Council:**

- 1.        Adopt, in accordance with section 5.98, 5.99 and 5.99A of the *Local Government Act 1995*, annual attendance fees be paid to all Councillors in lieu of meeting fees and annual allowances in lieu of reimbursement of expenses.**
- 2.        Approve for inclusion in the 2022/2023 budget, the following entitlements for the 2022/2023 financial year payable three months in advance from 1 July 2022:**
  - a.        An annual attendance fee for the Shire President of 25% of the maximum fee set by the Salaries and Allowances Tribunal in April 2022 and in accordance with section 5.99 of the *Local Government Act 1995*.**
  - b.        An annual attendance fee for council members of 75% of the maximum fee set by the Salaries and Allowances Tribunal in April 2022 and in accordance with section 5.99 of the *Local Government Act 1995*.**
  - c.        An annual allowance for the Shire President of \$20,565 in accordance with section 5.98(5) of the *Local Government Act 1995*.**
  - d.        An annual allowance for the Deputy Shire President of \$5,141.25 in accordance with section 5.98A of the *Local Government Act 1995*.**
  - e.        Allowances and attendances fees to be paid in two payments as per Council Policy No. 9009.**
- 3.        Approve the reimbursement of expenses incurred by a council member in accordance with section 5.98(2)(b) and (3) of the Act and regulation 31(1)(b), 32,32(1) of the Local Government (Administration) Regulations 1996 and in accordance with the Salaries and Allowances Tribunal current Determination for 2022.**
- 4.        Include the proposed expenses in the 2022/2023 Draft budget deliberations.**

**Motion put and carried 6/1 by absolute majority**

## 13. Community Development and Services:

### 13.1 ISOLATED CHILDREN'S PARENTS' NETWORK (icpa) – CONFERENCE SPONSORSHIP

Applicant:	Shire of Perenjori
File:	ADM 0051
Date:	1 <sup>st</sup> June 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager Corporate Community Services
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	Nil

#### Summary

For Council to consider allocation of funds as a contribution towards the Isolated Children's Parents' Network (ICPA) annual conference to be held 3<sup>rd</sup> and 4<sup>th</sup> August 2022 in Perth.

#### Background

The following letter was received from ICPA State President, Sally Brindal.



#### The Isolated Children's Parents' Association of Australia

#### **51st Annual Federal Conference**

3<sup>rd</sup> & 4<sup>th</sup> August 2022

Perth, Western Australia

**Hosted by Federal Council**

18 May 2022

Shire of Perenjori  
Mario Romeo  
Chief Executive Officer  
56 Fowler Street  
PERENJORI WA 6620

Dear Mario,

On behalf of the Isolated Children's Parents' Association (ICPA) Federal Council, I am writing to ask you to consider sponsoring the 51<sup>st</sup> Annual ICPA Federal Conference, being held in Perth, on the 3<sup>rd</sup> and 4<sup>th</sup> August 2022, with the theme "Outback to Ocean, Growing Member Connections".

ICPA is a well-respected state and national non-profit, non-political, entirely voluntary organisation dedicated to ensuring rural and remote students have equity of access to a continuing and appropriate education. Since 1971, ICPA has continued to be highly regarded for its advice and relationships with all

levels of government and agencies. (More information regarding ICPA's history, aims, achievements and current issues can be found at [www.icpa.com.au](http://www.icpa.com.au)).

The conference is held in a different state each year attracting up to 200 delegates from across Australia including ICPA members, media representatives, politicians, departmental representatives and other educational authorities. The conference involves workshops, guest speakers and most importantly, a face-to-face forum to discuss issues and future directions that affect our children's access to education.

The upcoming conference in Perth affords an excellent opportunity for supporting organisations to promote their business to a wide audience, whilst showing support for ICPA, enabling us to run a successful conference where members will present motions on educational issues that then form policy for ICPA for the next 12 months. Given the past two years with virtual and hybrid conferences, and countless zoom meetings, many geographically isolated parents are relishing making the trip to Perth for a long-awaited face-to-face conference and the opportunity to reconnect with old friends and make new ones. To be able to come together face to face to share stories with parents who are experiencing and understand the same difficulties is so important for the mental health and well-being of rural and remote families who are already isolated.

Branches have had limited opportunities to fundraise over the past 12 months due to COVID-19, so it is all the more important to seek your support in 2022. Sponsorship allows the committee to minimise the costs that are passed onto delegates and members, given they also have to cover accommodation and travel costs to attend conference.

Sponsorship can take the form of cash, and/or items for fundraising activities such as raffle items, and/or promotional items to be included in the conference satchels. Sponsor benefits are outlined on the sponsorship form attached; please do not hesitate to contact us if further information is required. Thank you for your consideration, and we look forward to your support for regional, rural and remote families.

Yours sincerely,

*Sally*

Sally Brindal

WA State President

51st Convening Committee

ICPA Federal Conference

**E: [WAPresident@icpa.com.au](mailto:WAPresident@icpa.com.au) M: 0427 275 014**

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### **Statutory Environment**

Nil

### **Policy Implications**

Shire of Perenjori Policy Manual - *Policy No. 101 Donations and Grants*

### **Consultation**

Paul Anderson – Chief Executive Officer

### **Financial Implications**

Council made allocation of \$12,000 (twelve thousand dollars) for Donations in the 2021/22 Annual Budget with \$2,000 remaining.

### **Strategic Community Plan**

Area 4: Investing in Community Capacity – Civic Leadership

Goal: Supporting the community's strong volunteering culture and supporting community leaders to grow and develop.

### **Officer Comment**

ICPA advocates for rural and remote student and their families for equity of access to educational support. Their advocacy efforts benefit students of Perenjori who either attend boarding school or complete their education via distant education by dealing with corporate and governmental representatives on issues ranging from curriculum, allowances, transport, and communications. The voluntary organisation is a strong support system for families whose children board away from home and their annual conference benefits these volunteers with networking to strengthen relationships between the ICPA members and government representatives.

The recommended sponsorship of \$500 (five hundred dollars) will be recognised by a certificate of appreciation and the Perenjori Shire logo being displayed throughout the conference on slideshows and banners.

### **COUNCIL DECISION**

**Council Resolution Number: 160622.7**

**Moved: Cr Sutherland**

**Seconded: Cr Sparkman**

**That Council endorses a donation of \$500 (five hundred dollars) to the Isolated Children's Parents' Association Annual Conference to be held in Perth on 3<sup>rd</sup> and 4<sup>th</sup> August 2022.**

**Motion put and carried 7/0**

## 13.2 FINANCIAL CONTRIBUTION TO SPORTING CLUBS

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0017, ADM 0639, ADM 0636
<b>Date:</b>	31 <sup>st</sup> May 2022
<b>Disclosure of Interest:</b>	Cr Hepworth, Cr King and Cr Fraser
<b>Voting Requirements:</b>	Absolute Majority
<b>Author:</b>	Nola Comerford – Manager Corporate Community Services
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	13.2 - Memorandums of Understanding between: <ul style="list-style-type: none"><li>• Shire of Perenjori and Latham Bowls and Golf Club 2013</li><li>• Shire of Perenjori and Perenjori Golf Club 2013</li><li>• Shire of Perenjori and Perenjori Golf Club, Bowls Club, and Mr Les Hepworth 2006</li></ul>

### Summary

For Council to determine continuance of financial contributions to the following community sporting clubs:

- Perenjori Golf Club
- Perenjori Bowling Club
- Latham Bowls and Golf Club

### Background

Dating back to the 2012/13 financial year, Memorandums of Understanding were undertaken with the Latham Bowls & Golf Club and the Perenjori Golf Club which stipulated the provision of \$12,500 (twelve thousand, five hundred dollars) per year to each club for annual maintenance on their respective playing grounds. In 2020, the Perenjori Golf Club advised that they no longer required the full funding and requested that the Perenjori Bowls Club be the beneficiary of half the funds, which was agreed to by the then CEO but does not appear to have been presented to Council for endorsement.

Prior to this agreement, the Shire provided funding allocation of \$26,500 (twenty six thousand, five hundred dollars) to the Perenjori Golf and Bowls Clubs for the hire of a greenkeeper to maintain the playing surfaces throughout the year as was seasonally required.

Invoices from the respective clubs have been presented for payment for the 2021/22 financial year but clarification is required from Council on:

- Whether the funding will continue in the same format, dependent on a new agreement being entered into.
- Continuance of funding, along with other local sporting organisations eligible for similar.
- If funding should continue, consideration of an amount based on individual requirements.
- Cessation of all funding with an expectation for clubs to apply for grant funding through traditional avenues – e.g., Lotterywest, Healthway, Mt Gibson Public Benefit Trust.
- Commencement of annual fees for sporting groups utilising Council land and buildings.

### Statutory Environment

Nil

## **Policy Implications**

POLICY NO. 1011 – Donations and Grants

### ***Policy Objective:***

*The Council is committed to building strong and resilient communities in Perenjori and to maximising social wellbeing for all citizens. One means of achieving these goals is to provide assistance being financial or in kind in the form of donations to individuals and groups to help develop leadership skills, increase community participation in civic life and address identified social issues.*

*Given that the Council receives requests from community groups and organisations throughout the year for donations, sponsorships and the waiver of Council fees and charges, a procedure for the assessment of applications ensures: -*

- *Transparency and accountability to the community;*
- *An effective reporting mechanism to the Council regarding the total value of donations approved in any one financial year;*
- *An equitable assessment of each application or request received; and*
- *A standard process for applicants to follow when requesting donations or sponsorships from the Council.*

*The responsibility for the disbursement of funds will be with the Council, whilst Shire officers will undertake the management of these processes.*

*The total value of the fund will be determined each year during the Council's annual budget deliberations.*

*The donations program will be advertised across the whole community annually.*

*Groups who receive support in one year do not automatically receive ongoing funding in future years.*

### ***Policy Statement:***

*Donation – provision of financial or in-kind support by Council to an individual or group.*

*Fees and charges - those imposed by the Shire on an organisation or group for the use of a Shire owned facility or the staging of a particular event or activity.*

*Shire facilities - all Shire owned and operated facilities and reserves across the Shire that are included as available for hire or use in the Shire's annual Schedule of Fees and Charges.*

### ***Donations within Perenjori:***

*Donations will generally only be provided for individuals who reside in the Perenjori local government area, or to community organisations that operate within the Perenjori local government area and/or for the benefit of Perenjori residents.*

### ***Eligibility:***

- *Any Not for Profit, Community service, groups or welfare or charitable organisations or groups providing programs or services to residents of Perenjori.*
- *Any activity, event or program that is supported by the Council's existing Strategic Plan and policies.*
- *Young people who are aged 10 to 20 years who have their primary residence in Perenjori.*
- *All schools in the Shire of Perenjori.*
- *Contractors who are conducting work on behalf of the Shire of Perenjori (applicable to waiving or reducing of fees only and in relation to accommodation)*
- *Agree to complete an acquittal and evaluation report where requested. Failure to do so may render the applicant ineligible for future funding.*

### ***Assessment Criterion will Include:***

- *The status of the applicant organisation (e.g. charity, not for profit).*
- *The numbers of people benefiting.*
- *The availability of the event, service to the community.*
- *The alignment of the event, service or activity with the Council's philosophies and strategic direction.*
- *The perceived benefit of the event or activity to the Perenjori community.*
- *Alternative funding sources that may be applicable.*
- *Contribution to the event or activity made by the applicant organisation or individual/s.*
- *Commitment to acknowledgement of the Shire of Perenjori.*

### **General Community Donations:**

*The Council will consider donations to the community, subject to the adoption of a budget for that purpose on an as need basis. Applicants for a Council donation must be able to demonstrate that they can:*

- *Meet an identified social need of the Perenjori community in accordance with the Council's community strategy or other relevant social planning documents;*
- *Effectively deliver the project; and*
- *Provide value for money.*

### **Youth Donations:**

*The Council may provide donations to young people for the purposes of developing leadership skills and encouraging active civic participation. The amount of the donations can be up to:*

- *\$100 for regional level activities (taking place within WA).*
- *\$200 for national level activities (taking place within Australia other than in WA).*
- *\$500 for international level activities (taking place outside Australia).*

### **School Donations:**

*The Council may make available donations to each school in Perenjori to be given as a prize, in cash or goods, to a student who has excelled in citizenship, academic studies, artistic endeavours or sporting proficiency. Schools will be able to notify Shire staff of their interest in these donations and the prize will be given at the annual awards ceremony or equivalent. The prize will be presented by the Shire President (or delegate).*

### **Sports Donations:**

*The Council may provide donations to individuals and teams from Perenjori in representative sports for which they have qualified. The amount of the donations can be up to:*

- *\$200 for regional representation.*
- *\$500 for state representation.*
- *\$500 for international representation.*
- *\$500 for team representation.*

### **Events and Activities:**

*The Council may also provide financial and or in-kind support for community events through corporate sponsorship. This can include the covering of costs associated with the hire and use of Shire facilities, community bus, equipment and staff.*

*Donations outside Perenjori:*

#### **Events:**

*There are events which occur in places outside Perenjori which the Council determines should be supported by a donation of cash or in-kind. Events such as natural disasters and wars create much human suffering which requires a widespread and concerted aid effort. Whilst the national government and to a lesser extent State Governments have greater resources to be able to provide assistance, local government in Perenjori and elsewhere can also play a key role. A cash or in-kind contribution from the Council increases the total overall aid effort and sends a very important message of solidarity and goodwill from the people of Perenjori to those suffering the misfortune.*

#### **Cash:**

*Council may resolve to provide any amount it deems reasonable to assist people affected by a national or international event that causing human suffering. It is recommended that an amount of up to \$2,000 be considered in such instances. Depending on the total amount of such donations, the Council may be required to top up the budget for the program.*



***In-Kind:***

*The Council may also wish to consider providing material, equipment or human resources support for an event or group. In some instances, sending an engineer or community services worker, a truck or a load of material might be of more benefit than a cash contribution. Any such in-kind donation would need to consider the impact on the essential work of the Council through consultation with the CEO before being committed. Any materials to be provided in-kind would be sourced locally where possible, to support local businesses.*

*In kind donations will be costed and the cost allocated to the Donations Account to ensure the total cost of Shire donations is correctly accounted for.*

*Policy Administration*

*Date Adopted: Item N° 14022.11 20<sup>th</sup> February 2014*

*Reviews/Amendments: Item N° 17032.5 16<sup>th</sup> March 2017*

**Consultation**

Paul Anderson – Chief Executive Officer  
 Various local government Finance Managers/Officers

**Financial Implications**

Council's Annual Budget 2021-22 includes allocation of \$25,000 (twenty five thousand dollars) as expenses to the respective clubs.

**Strategic Community Plan**

Area 3: People and Place – Our Community

Goal: Demonstrating a high quality of life for all, offering relevant activities, facilities and services to enable people to meet their needs and achieve their potential.

**Officer Comment**

Considering the current Memorandums of Understanding between the Shire and the Latham Bowls and Golf Club and the Perenjori Golf Club were agreed on in 2013, it would be negligent to not reassess the current financial and membership capabilities and requirements of each club to determine the need of financial assistance on an individual basis. Consideration should also be made to ensure Council assistance is fair and equitable to all sporting and community organisations within the shire.

Comparisons to other local government entities are shown in the tables below with the norm being to include an annual fee for clubs who utilise Council properties as a token contribution towards overheads such as insurance, lighting, cleaning etc. Generally, Golf Clubs are situated on Reserve land and maintain their own infrastructure using volunteer labour and fundraising by members.

**Shire of Morawa**

<b>Organisation</b>	<b>Annual Fee Payable to Shire</b>
Hockey Club	\$634
Netball Club	\$634
Cricket Club	\$634
Football Club	\$2,619

**Shire of Mingenew**

<b>Organisation</b>	<b>Annual Fee Payable to Shire</b>
Hockey Club	\$3,252
Netball Club	\$1,245
Tennis Club	\$5,445

Golf Club	\$3,252
Bowls Club	\$5,312

**Shire of Carnamah**

<b>Organisation</b>	<b>Annual Fee Payable to Shire</b>
Hockey Club	\$700
Netball Club	\$465
Tennis Club	\$2,200
Bowls Club	\$6,250 (includes contributions to future new bowling green)
Football Club	\$4,500

**Shire of Nungarin**

<b>Organisation</b>	<b>Annual Fee Payable to Shire</b>
Hockey Club	\$1,100
Netball Club	\$1,100
Tennis Club	\$3,300
Bowls Club	\$3,300
Football Club	\$3,300

Cr Hepworth, Cr King and Cr Fraser departed the chambers at 15.34pm.

Cr Hepworth declared an impartiality interest in agenda item 13.2, due to being the President of the Perenjori Golf Club. Cr Hepworth left the room and did not participate in discussion or voting of the item.

Cr King declared an impartiality interest in agenda item 13.2, due to being the President of the Bowling Club. Cr King also declared a proximity interest, due to owning land which boundaries the Perenjori Golf Club. Cr King left the room and did not participate in discussion or voting of the item.

Cr Fraser declared an impartiality interest in agenda item 13.2, due to being the Club Captain of the Bowls Club and a member of the Golf Club. Cr Fraser left the room and did not participate in discussion or voting of the item.

## OFFICER RECOMMENDATION

**Council Resolution Number:**

**Moved:**

**Seconded:**

**Either:**

That Council request the CEO to enter into a three-year Memorandum of Understanding with the following clubs for annual financial assistance:

- Perenjori Bowls Club - \$6,250 (six thousand, two hundred and fifty dollars) per annum.
- Perenjori Golf Club - \$6,250 (six thousand, two hundred and fifty dollars) per annum.
- Latham Bowls and Golf Club - \$12,500 (twelve thousand, five hundred dollars) per annum.

**OR**

That Council request the CEO to liaise with the following clubs with a request to provide financial documentation to determine need for financial assistance.

- Perenjori Bowls Club
- Perenjori Golf Club
- Latham Bowls and Golf Club

**OR**

That Council determine to support local sporting and community groups on an as-needs basis determined by Council Policy no. 1011.

**Motion put and carried / lost**

## AMENDMENT TO THE RECOMMENDATION

The Council considered that an amalgamation of the options put forward would be preferable and amended the recommendation to reflect this.

## COUNCIL DECISION

**Council Resolution Number: 160622.8**

**Moved: Cr Bradford**

**Seconded: Cr Bryant**

That Council request the CEO to enter into a three-year Memorandum of Understanding with the following clubs for annual financial assistance of the following amounts for the 2022/23 year:

- Perenjori Bowls Club - \$6,250 (six thousand, two hundred and fifty dollars) per annum.
- Perenjori Golf Club - \$6,250 (six thousand, two hundred and fifty dollars) per annum.
- Latham Bowls and Golf Club - \$12,500 (twelve thousand, five hundred dollars) per annum.

That Council request the CEO to liaise with the following clubs when developing the MOU to include the requirement to provide financial documentation to determine need for financial assistance in future years.

**Motion put and carried 4/0 by absolute majority**

Cr Hepworth, Cr King and Cr Fraser returned to the Shire of Perenjori's Council Chambers at 15.43pm.

### 13.3 APPOINTMENT OF BUSH FIRE OFFICERS

Applicant:	Shire of Perenjori
File:	ADM 0070
Date:	9 <sup>th</sup> June 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Rick Ryan – Community Emergency Services Manager
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	Nil

#### Summary

The purpose of this report is to:

- (a) Appoint the Shire of Perenjori Bush Fire Control Officers, pursuant to Section 38 of the Bush Fires Act 1954;
- (b) Appoint the Chief Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer, pursuant to Section 38 of the Bush Fires Act 1954.
- (c) To endorse the Shire of Perenjori Section 33 Fire Break Notice

#### Background

The Shire of Perenjori appoints officers on an annual basis to ensure adequate resources are available throughout the year.

The Shire Fire Break notice is sent out to all landholders advising of the Fire Break requirements, advising the community of burning times, fire break requirements and Fire Control Officers for the Shire of Perenjori.

#### Statutory Environment

*Section 38 (1) of the Bush Fires Act 1954 states as follows*

*A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

*Section 38 (1) of the Bush Fires Act 1954 states as follows*

*(c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.*

*(h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "extreme" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.*

*(i) This subsection does not authorise the burning of bush during the prohibited burning times or within the defined area during a bush fire emergency period.*

### **Local government may require occupier of land to plough or clear fire-break**

(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,

and the notice may require the owner or occupier to do so —

- (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
- (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

### **Policy Implications**

Nil.

### **Consultation**

Phil Page CBFCO

### **Financial Implications**

Nil.

### **Strategic Community Plan**

Area 1: Infrastructure and Natural Assets - Our Natural and Built Environment

Goal: A community that develops and lives sustainably in a thriving natural and quality-built environment, which meets current and future community needs.

**Officer Comment**

The following be endorsed for the listed positions,

<b>POSITION</b>	<b>NAME</b>
<b>Chief Bush Fire Control Officer</b>	Phil Page
<b>Deputy Chief Bush Fire Control Officer</b>	Jason King
<b>Fire Control Officers &amp; Permit Issuing Officers</b>	Phil Page Jason King Brian Campbell Paul Anderson CEO Rick Ryan/CESM Donna Walker BRPC

We do not have a Fire Weather officer as this is a Government Gazetted position as the purpose of a Fire Weather Officer is to validate fire permits if the weather/FDI is lower than what has been predicted by BOM.

The CBFCO or the CEO has the role of instigating a Harvest & Vehicle Movement Ban, what happens is that the CBFCO & CESM will monitor the weather and both will review with the other FCOs, if there is a need to impose a HVMB the Shire will be advised to send out a notice to imposes a HMB.

**COUNCIL DECISION**

**Council Resolution Number: 160622.9**

**Moved: Cr Hepworth                      Seconded: Cr Bradford**

**That the following bush fire control officers for 2022/2023 year be appointed.**

**Chief Bush Fire Control Officer:**

- **Phil Page**

**Deputy Chief Bush Fire Control Officer:**

- **Jason King**

**Fire Control Officers & Permit Issuing Officers:**

- **Phil Page**
- **Jason King**
- **Brian Campbell**
- **Paul Anderson CEO**
- **Rick Ryan CESM**
- **Donna Walker BRPC**

**Motion put and carried 7/0**

### 13.4 HOLIDAY ACCOMODATION - 22 RUSSELL STREET, PERENJORI

<b>Applicant:</b>	A & M Heelan
<b>File:</b>	A523
<b>Date:</b>	8 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Simon Lancaster – Planning Advisor
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	13.4 – Received Application

#### Summary

Council is in receipt of an application to redevelop 22 (Lot 182) Russell Street, Perenjori for the purposes of Holiday Accommodation and construct a 180m<sup>2</sup> shed with a nil boundary setback in the northern corner of Lot 182. The application has been advertised for comment and no objections were received. This report recommends that Council approve the application.

#### Background

Lot 166 is a 3,035m<sup>2</sup> property located on the eastern side of Russell Street in the Perenjori townsite...

**Figure 14.1(a) – Location map for 22 (Lot 182) Russell Street, Perenjori**



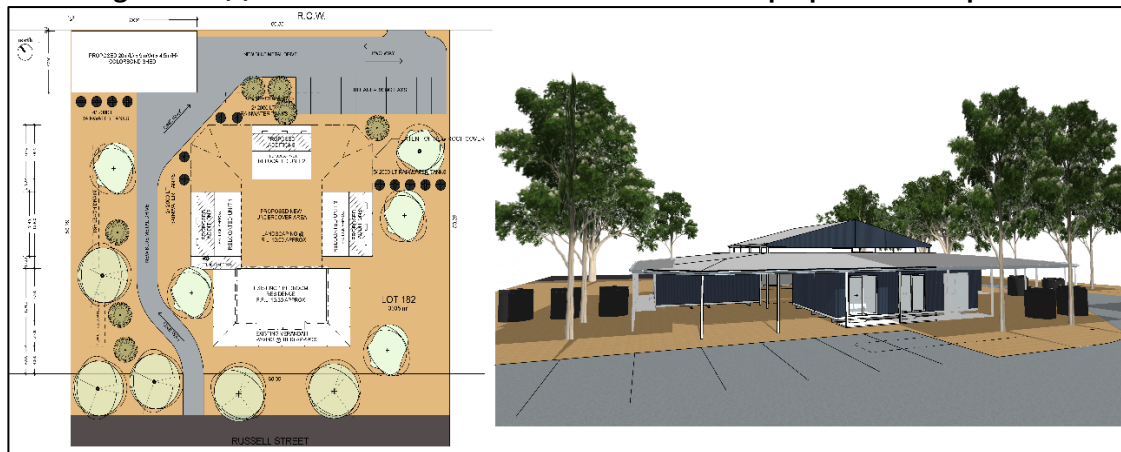
The property contains a residence and three transportable buildings that the earliest available Department of Lands aerial photography for the Perenjori townsite indicates have been on-site since at least 1998.

**Figure 14.1(b) – Aerial Photo of 22 (Lot 182) Russell Street, Perenjori**



The applicant is seeking to reposition the 3 transportable units in a U-shape immediately to the rear of the main residence (which will also serve as the reception area for guests) and construct a roof over the courtyard area between them, and construct verandas on the external facing elevations of the transportable units. The reconfigured development would offer 10 rooms, each with an en-suite, for the purposes of Holiday Accommodation.

**Figure 14.1(c) – Site Plan and Russell Street elevation for proposed development**



The applicant is also proposing to construct an internal vehicle network providing entry only vehicle access from Russell Street and entry/exit onto the Right of Way to the rear. 10 car parking bays would also be provided on-site along with landscaping works and rainwater tanks to capture stormwater runoff.

The applicant is also seeking to construct a 180m<sup>2</sup> (20m x 9m) shed with a wall height of 4.5m and a total gable height of 4.7m in the northern corner of Lot 182, with a nil boundary setback to the (side) neighbouring property and the (rear) Right of Way. The shed would be clad with Deep Ocean Colourbond walls and zincalume roof sheeting to complement the main Holiday Accommodation development upon the property.

A copy of the received application that includes site plans illustrating the current and proposed site layouts, floor plans, elevation plans from all angles and the applicant's supporting correspondence and management statement have been provided as a **separate Attachment 13.4** to this report.



**Figure 14.1(d) – View of Lot 182 looking north from Russell Street**



**Figure 14.1(e) – View of Lot 182 looking east from Russell Street**



## Statutory Environment

22 (Lot 182) Russell Street, Perenjori is zoned 'Residential R10/R30' under the Shire of Perenjori Local Planning Scheme No.3 ('the Scheme').

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."*

The application meets the definition of 'Holiday Accommodation' which is defined as *"holiday accommodation means 2 or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot."*

'Holiday Accommodation' is listed as an 'A' use in the 'Residential' zone i.e. a land use that is to be advertised for comment prior to determination.

The proposed development would be consistent with the following Aims of the Scheme (Section 9):

- "(b) to ensure there is a sufficient supply of serviced and suitable land for housing, employment, commercial activities, community facilities, recreation and open space; and*
- (c) to assist employment and economic growth by facilitating the timely provision of suitable land for retail, commercial, industrial, entertainment and tourist developments, as well as providing opportunities for home-based employment."*

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;...*
- ...(c) any approved State planning policy;...*
- ...(fa) any local planning strategy for this Scheme endorsed by the Commission;...*
- ...(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;...*
- ...(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;...*
- (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;...*
- ...(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."*

### **Policy Implications**

The applicant is also seeking to construct a 180m<sup>2</sup> (20m x 9m) shed with a wall height of 4.5m and a total gable height of 4.7m in the northern corner of Lot 182, with a nil boundary setback to the (side) neighbouring property and the (rear) Right of Way.

The Residential Design Codes of Western Australia (the 'R-Codes') establish criteria by which Shire staff may approve applications under delegated authority.

Section 5.4.3.C3 of the R-Codes recommends that outbuildings should be not be more than 60m<sup>2</sup> within this zone, not exceed a wall height of 2.4m, and a ridge height of 4.2m. As the outbuilding proposes variation to the deemed-to-comply provisions of the R-Codes, it was advertised concurrently with the 'Holiday Accommodation' for comment prior to being presented to Council for determination.

It is suggested that Council may wish to consider adopting an Outbuildings Local Planning Policy that allows for sheds in the Perenjori townsite of greater area and height than prescribed by the R-Codes. Many other Mid West local governments have adopted such a policy to better respond to the needs of its communities and reflect localised planning issues, and streamline the processing of applications.

Such policies establish a greater maximum outbuilding area/height in recognition that the R-Codes criteria are often metro-centric and do not adequately address the requirements for general domestic storage in a regional, rural townsite and rural-residential setting where residents may often own, and seek to store out of the elements, larger items such as 4WD's, trailers, caravans, campervans, boats, horse floats, ride-on mowers, motor/quadbikes and stock keeping/feeding items.

The policy would establish the procedure by which the Shire would process applications for outbuildings. Applications that complied with the policy provisions would be approved by staff under delegated authority and applications that propose variation would be advertised for comment and presented to Council for its determination.

For the most part Local Planning Policies are formulated and aligned with a strategic planning direction as set by Council. The establishment of Local Planning Policies aid in guiding the type and standard of development the Council views as appropriate within particular areas of the Shire and provide a consistent approach to approving land use and development.

In the event that Council were to consider an 'Outbuildings' Local Planning Policy' it would be presented in draft format to a future meeting of Council for consideration. Were Council to adopt the draft policy the Regulations require that it be advertised for comment for a period of not less than 21 days, at the conclusion of which Council can review any submission received and proceed with the policy with/without modification, or not proceed with the policy.

### **Consultation**

Given that 'Holiday Accommodation' is listed in the Scheme as an 'A' use, and the application also proposes a shed size and boundary setback variation to the deemed-to-comply provisions of the R-Codes, it was advertised for comment.

The Shire wrote to the landowners of the 23 surrounding properties on 18/5/22 providing details of the application and inviting comment by 2/6/22. The Shire also wrote to the Water Corporation and Western Power inviting comment. An advisory sign was also placed on-site inviting comment and explanatory information was placed on the Shire website.

At the conclusion of the advertising period no objections had been received.

## **Budget Implications**

The applicant has been charged the relevant \$800 planning application fee, and will be required to pay the relevant building and septic fees should Council approve the application.

## **Strategic Implications**

The proposed development is consistent with the Vision Statement and Strategies as contained in the Shire of Perenjori Local Planning Strategy.

*"The Shire will continue to promote the use of best management practices in all its activities especially in the development of its culture, arts, tourism, hospitality and service sector.*

*Perenjori will continue to provide modern and efficient services to meet the district service centre role and will be supported as the focus of recreation, administration, commercial and residential development for the Shire and District.*

*The Perenjori Townsite will be continued to be supported as a town maintaining its role as a residential and business centre servicing the important passing trade (both business and tourism). Perenjori will also continue to provide for industrial activities to service the surrounding mining operations.*

*The Shire will continue to promote the creation of new industries, businesses and jobs based on economically sustainable principles. These jobs may be in a variety of disciplines including, primary industry, geothermal power exploration, bio-diesel development, tourism and cultural awareness."*

*"Employment, Business And Tourism*

*Objective:*

*To promote employment, business and tourism in the Shire.*

*Strategies*

- Generally encourage new employment opportunities within the Shire.*
- Ensure that the Shire can capitalise on the potential visitor economy by providing for a variety of tourism accommodation types.*
- Ensure that the activities are developed, and sites are appropriately protected and managed, in order to maximise their interest value and tourism appeal.*
- Encourage the development of a range of accommodation types to cater for the range of visitors likely to be attracted to the region.*
- Ensure that the increasingly popular isolated landscapes are appropriately catered for in a sustainable and responsible manner.*
- Where appropriate, ensure that each settlement has serviced land available in an appropriate location for future business activities."*

The Western Australian Planning Commission's 'Planning Bulletin 83 - Planning for Tourism' sets out the policy position to guide decision making by the WAPC and local government for rezoning, subdivision and development proposals for tourism purposes. The Bulletin emphasises the importance of strategic planning for tourism and that this should be addressed through the local government's Local Planning Strategy identifying tourism sites and determine their strategic value and importance to tourism development.

The Bulletin notes that identification of tourism sites does not imply that the site is suitable for immediate development or re-development (in many cases sites may be identified to facilitate the long term protection of land for tourism purposes where economic conditions appropriate for development may not be reached for a number of years) but does set out general location criteria to determine the tourism value of a site as follows:

*"Accessibility*

*The site has adequate existing or proposed transport links (such as major road or airport access).*

*Uniqueness*

*The site contains, or is in the vicinity of, an attraction or prominent and/or unique landmark of local, regional or State significance.*

*Setting*

*The setting of the site has an aspect and outlook that supports recreational tourism activities and/or the creation of a tourism character and ambience (e.g. immediately adjacent to a beach).*

*Tourism activities and amenities*

*The site provides, has easy access to, or is capable of development of supporting activities and amenities such as tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops and the like.*

*Supply of land*

*The site has an element of scarcity in that it may be the only opportunity, or one of a limited number of opportunities, to achieve a significant tourism development in an area.*

*Site specific criteria to determine the tourism value of the site includes:*

*Suitability in a land use context*

*The site is located in a land use context that will not limit the extent of activities available to guests due to amenity impacts on adjoining residents or where the adjoining uses potentially detract from the tourism character of the site (e.g. located within a residential area).*

*Capability*

*The site has the capacity to be developed for tourism purposes and accommodate the associated services in a manner that does not detract from the natural attributes of the site or result in environmental degradation. Examples include: clearing for bushfire protection, sewerage capacity, water supply and rubbish disposal.*

*Size*

*The size of the site should be adequate to accommodate a sustainable tourism facility with respect to its design, operation and function, and its site specific and wider impacts and consideration of future growth/expansion. This will require a site to be able to be developed without compromising the sustainable use of natural and cultural resources or existing social structures. Development of the site should also contribute to the delivery of diversified and balanced tourism opportunities.*

*Function*

*The use of the site meets a particular accommodation, market need and/or ensures a range of tourism accommodation within the locality. Examples are: beachfront caravan parks, school holiday camps and Crown tourism leases.*

*These criteria are to guide local government in the assessment of the strategic value of tourism sites and determination of the value will be based on the outcome of the assessment of the site against all criteria.”*

## **Strategic Community Plan**

The Shire of Perenjori Strategic Community Plan 2017-2027 identifies the following of relevance in Council's consideration of this matter:

*“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.*

*This strategy area is designed to invest and support business growth and development for the Shire. It will ensure land development for future industrial and residential growth occurs in a timely manner. It will continue to strengthen the tourism industry opportunities and identify other industry areas which can assist in diversifying the economy. It creates key links with regional organisations to ensure access to business planning support services, new business opportunities to maximise business growth.”*

Objectives	Measurement	Timing	Projects	Priority
Development of tourism activities, sites		2018	Perenjori Tourism Project	Medium
Continued housing development to support demand and allow for population growth	Number houses built and sold/rented including key worker, aged care, single accommodation	Ongoing	Perenjori Housing Project	High
Ensure ongoing maintenance & renewal of existing facilities	Asset Management Plan developed guiding maintenance & renewal schedules	2018-2019	Asset Management Plan	

### Officer Comment

Council may consider that the application should be supported based on the following:

- the re-development of the site would improve the visual appearance of the property.
- the development would not cause an inconsistency in the existing streetscape as the transportable buildings have been on-site for many decades and they will be reconfigured to be sited behind the main residence.
- the development is proposed to sited at the centre of the property to provide the maximum setback distance from property boundaries.
- the total built area on the property (main residence + holiday accommodation + outbuilding) would be 1,073.57m<sup>2</sup>, this would represent 35.37% of the total 3,035m<sup>2</sup> lot which provides for sufficient area to ensure stormwater runoff is controlled within the property and vehicle parking is conducted off-street.
- the development would be self-policing to a large degree, although Council would have the ability to enforce conditions of operation in the event it was dissatisfied with the impact to the surrounding amenity relating to issues that may arise such as noise, nuisance and parking.
- the development would be consistent with Council's strategic vision of economic development and catering for tourism and workforce accommodation.
- the application has been advertised for comment and no objections were received and this can be considered to indicate a level of acceptance (or indifference) to the proposed development.
- whilst the proposed shed is significant in visual impact being 180m<sup>2</sup> (20m x 9m) with a wall height of 4.5m and a total gable height of 4.7m and nil setback to the northern corner of Lot 182, the applicant has sought to lessen this through the use of colourbond materials and orientating it so that the adjoining side neighbour to the north is presented with the 9m elevation length rather than the 20m elevation length on their common boundary.

### COUNCIL DECISION

**Council Resolution Number: 160622.10**

**Moved: Cr Fraser**

**Seconded: Cr Sutherland**

**That Council grant formal planning approval for the proposed Holiday Accommodation development and accompanying 180m<sup>2</sup> shed upon 22 (Lot 182) Russell Street, Perenjori subject to compliance with the following:**

#### Conditions

- 1 Development shall be in accordance with the plans and management statement included within Attachment 14.1 to the Council Agenda report and subject to any modifications**

- required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the Chief Executive Officer to represent significant variation from the approved development plan may require further application and planning approval for that use/addition.
  - 3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.
  - 4 The proponent is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management statement.
  - 5 The buildings, and additions to, shall utilise colours and materials and be to a finish to the approval of the local government.
  - 6 All stormwater is to be disposed of on-site to the approval of the local government.
  - 7 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary.
  - 8 The internal road network and vehicle manoeuvring and parking areas shall be constructed and maintained to the approval of the local government.
  - 9 The vehicle access onto Russell Street and the Right of Way shall be appropriately located, designed, constructed and maintained to the approval of the local government.
  - 10 Upgrading of, or repairing of any damage to, Russell Street or the Right of Way that is required by reason of their use in connection with the development and associated operations shall be the requirements of the local government with all costs met by the applicant.
  - 11 The installation and subsequent maintenance of any signage shall be to the approval of the local government.
  - 12 The maintenance of landscaping about the development site for the purposes of providing shade and screening shall be to the approval of the local government.
  - 13 The buildings shall not be occupied until compliant with the requirements of the Building Code of Australia, the *Health Act 1911* and the *Health (Treatment Of Sewage And Disposal Of Effluent And Liquid Waste) Regulations 1974*.
  - 14 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.**
- (b) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.**
- (c) Should the applicant be 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.**

**That Council instruct Shire staff to prepare a draft 'Outbuildings' Local Planning Policy for Council's consideration at a future meeting.**

**Motion put and carried 7/0**



**13.5 WILDFLOWER PHOTOGRAPHY WORKSHOP – AMENDMENTS TO FEES: CHALETS**

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0579
<b>Date:</b>	10 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Aluel Mading- Community Development Officer
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	13.5 - Correspondence from Marketing Contractor

**Summary**

The Agenda Item seeks Council endorsement for a reduction in fees for the Caravan Park participants attending a photography workshop in Perenjori in September 2022.

**Background**

The Wildflower Country is an incorporated group consisting of nine local government areas that make up the wildflower country. The group's objective is to increase visitation to the region and increase tourism during wildflower season.

Correspondence was received from the Marketing contractor to hold a phone photography workshop in September to increase tourism to the region. The proposed workshop will be facilitated by Sophie Xiang, a self-taught photographer with a unique style of capturing Western Australia's native flora. Sophie has a following of 5,000 on Facebook and conducts a series of wildflower photography workshops and exhibitions.

The workshop will include

- Phone photography
- Field photography

The workshop will be priced at \$210 (two hundred and ten dollars) per participant, this will be limited to ten participants. Council are requested for in-kind contribution of waived venue fees for the Pavilion and the reduction in fees and charges for accommodation. The reduction in prices will provide an incentive for tourists to stay overnight, which would also benefit local business.

**Caravan Park Fees**

<b>Accommodation</b>	<b>Per Night</b>	<b>Discount (20%)</b>
Eco House	\$200	\$160
Park Home	\$165	\$132
Chalets	\$125	\$100
Accommodation Village	\$100	\$80



*Above: Sophie Xiang's work*

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Consultation**

Cr Jude Sutherland - Deputy Shire President

Katerina Smelikova - Marketing Contractor

Nola Comerford - Manager Corporate & Community Service

### **Financial Implications**

A reduction in income for the Perenjori Caravan Park.

### **Strategic Community Plan**

Area 2: Industry and Business Development – Our Economy

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

### **Officer Comment**

Diversifying our marketing strategy to attract tourists into Perenjori will ensure that our town capitalises on wildflower tourism. Council approval in reducing accommodation for participants will provide an incentive for tourists to purchase tickets to the workshop. In addition, the workshop will increase overnight stay in Perenjori which will benefit local businesses. Offering an incentive of 20% for accommodation will assist in attracting tourists to purchase tickets to attend the workshop.

### **COUNCIL DECISION**

**Council Resolution Number: 160622.11**

**Moved: Cr Hepworth**

**Seconded: Cr Sutherland**

**That Council approve a discount of 20% (twenty percent) for accommodation for participants attending the Wildflower photography workshop in Perenjori.**

**Motion put and carried 7/0**

## 14. Plant and Works

### 14.1 PLANT REPLACEMENT PROGRAMME 2022-23

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Ken Markham - Manager Infrastructure Services
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	14.1 - 10 year Plant Replacement Program

#### **Summary**

This item seeks Council's acceptance of the Plant Replacement Programme for inclusion in the 2022-23 budget.

#### **Background**

The proposed plant replacement program for the 2022-23 financial year is based on our replacement targets.

- The outright purchase of a prime mover in lieu of trading the Council's existing 6 wheel tipper as per Council Resolution 170222.5 at the February 2022 Council meeting.
- The replacement of Council's 2014 Volvo grader
- Replacement of the MCCA, CDO and MIS vehicles
- Purchase of an electric 2 seat utility vehicle for the cleaners at the Caravan Park.
- Replacement of vehicles for the two Maintenance graders and Building Maintenance Officer.

#### **Statutory Environment**

Nil

#### **Policy Implications**

1016- Asset Management Policy

#### **Consultation**

CEO

Team Leader – Mechanical

Council

#### **Financial Implications**

Total anticipated expenditure of \$885,600, less projected trade/ sale of \$167,000 for total of \$718,600.

It is proposed to finance the purchases as follows

Plant Reserve funding \$385,522

Council funded \$333,078

This funding allocation for plant purchases may need to be reviewed further dependent upon budgetary constraints in other areas of operation. Additional funding may be required to be drawn from the reserve to facilitate the purchases.

### **Strategic Community Plan**

Area 1 Infrastructure and Natural Assets- Our Natural and Built Environment.

Goal: A Community that develops and lives sustainably in a thriving natural quality- built environment, which meets and maintains current and future community needs.

### **Officer Comment**

Maintaining an up to date fleet reduces the likelihood of breakdowns, service and backup issues and extra costs associated with keeping fleet vehicles longer.

Deferring or delaying programmed replacement of vehicles has a flow on effect in future years. Unfortunately due to current global conditions the wait times for new vehicles can be several months as has been the case in the 2021-22 financial year with 2 items of plant still to be delivered as of the date of this report.

### **COUNCIL DECISION**

**Council Resolution Number: 160622.12**

**Moved: Cr Bradford**

**Seconded: Cr Bryant**

**That Council accept the Plant Replacement Program for inclusion in the Draft 2022/23 budget considerations.**

**Motion put and carried 7/0**

## 14.2 PROPOSED ROAD PROGRAMME 2022-23

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Ken Markham - Manager Infrastructure Services
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	14.2 - Road Programme 2022-23

### Summary

This item seeks Council's endorsement of the Road Programme for inclusion in the 2022-23 budget.

### Background

Each year a road works programme is put forward for Council discussion and adoption for the forward financial year.

The draft road programme for 2022-23 has been prepared based on funding from Regional Road Group (confirmed), Financial Assistance Grants (anticipated), Roads to Recovery ( confirmed) and Local Roads and Community Infrastructure Program ( confirmed) along with Council contribution.

The following projects put forward have been from inspections by Council staff, Ratepayer requests and strategic observations:

- Syson Road- The project is to gravel 5.63km from Kings Road to Griffiths Road. The project is funded through RRG with \$226,667 from RRG and \$113,333 from Council.
- Warriedar Coppermine Road- This project is a continuation of previous years to bring the road up from an unsealed road to a 7.4m sealed road to cater for the increase in traffic. This is also a RRG project with \$300,000 from RRG and \$150,000 from Council. This will take the seal to the intersection of Karara Road.
- Warriedar Coppermine Road - This is a second coat seal on the previous year's project to seal the unsealed road and bring it up to a 7.4m seal. This is also funded through RRG with \$67,667 from RRG and \$33,833 from Council.
- Settlement Road- This project is to reform and gravel approximately 2km of road West of Morawa South Road. The section of road is very clayey and holds water on various sections. This will be partly funded through R2R and Council funds.
- Caron Road- This is to gravel approximately 1.2km of road East of Dring Road through the section of salt which has caused the road to become extremely slippery when wet.
- Forte Road- This project is to gravel a section of road between the Mullewa Wubin Road and Benton Road which is sandy and continually breaks up during harvest. This will be funded through R2R.
- Loading Street- This project is to fully reconstruct the road and the asphalt it. The existing seal and the base coarse is past repair. With the movement of large trucks and turning of vehicles it is proposed to asphalt it. This will be funded through R2R.
- England Crescent- The road is in need of a reseal.
- Seal Cemetery Carpark- This project was part of several projects that were approved by Council as part of phase 3 of the Local Roads and Community Infrastructure Program.

- Seal Standpipe area opposite Roadhouse- This project was part of several projects that were approved by Council as part of phase 3 of the Local Roads and Community Infrastructure Program.
- Footpath and kerbing North side of Fowler Street- This project has come about to coincide with the Western Power upgrades to the main street which include removing power poles and placing power underground.
- Footpaths on Hirshauer, Hesford, John and Downer Streets- This project was part of several projects that were approved by Council as part of phase 3 of the Local Roads and Community Infrastructure Program.
- Fowler Street kerbing South Side- The South side kerbing along Fowler Street is due for replacement with numerous broken and missing sections. There may be some contribution from Main Roads for this project but at the time of this report there had not been any correspondence to confirm.
- Aubrey Street- This is to patch and reseal a small road in Latham townsite.
- Carnamah Perenjori Road- This is a RRG project that was commenced in 2021-22 but due to staff shortages, ability to engage contractors and waiting on materials, a request to Main Roads has been made to carry this project over to the 2022-23 year. The outstanding works include culvert extensions, rock protection to floodway and some unsealed shoulder reconstruction.
- General Road Maintenance- There is \$961,700 in the road maintenance budget to allow for general road works including maintenance grading, vegetation work, signs, guideposts, seal patching, culvert maintenance and minor repairs.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Consultation**

CEO

#### **Financial Implications**

Total project costs are estimated to be \$3,279,740 with a Council contribution of \$668,848.

#### **Strategic Community Plan**

Area 1 Infrastructure and Natural Assets- Our Natural and Built Environment.

Goal: A Community that develops and lives sustainably in a thriving natural quality- built environment, which meets and maintains current and future community needs.

#### **Officer Comment**

The proposed road programme for 2022-23 is around the average expenditure budgeted in previous years though actual expenditure over the past 2 financial years has been down due to weather events, global pandemics, contractor availability and staffing shortages.

#### **COUNCIL DECISION**

**Council Resolution Number: 160622.13**

**Moved: Cr Hepworth**

**Seconded: Cr Sparkman**

**That Council accept the proposed Road Programme for inclusion in the Draft 2022/23 budget considerations.**

**Motion put and carried 7/0**

## 15. Governance:

### 15.1 PROPOSED SCHEDULE OF COUNCIL MEETING DATES FOR 2022/2023

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0214
<b>Date:</b>	2 <sup>nd</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Hannah Roberts - Executive Assistant
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	Nil

#### Summary

This item seeks Council's endorsement of the proposed meeting dates until June 2023.

#### Background

Local Governments are required to advertise their schedule of meetings at least once per year. The proposed meeting dates and times for the next 12 months are set out below.

#### Statutory Environment

*Local Government (Administration) Regulations* – Reg 12 sets out the need for Local Public Notice of the date time and venue of Ordinary Councils meetings.

Local Government Act 1995, Part 5, Administration, s 5.3 Ordinary and special council meetings,

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

#### Policy Implications

Ensures compliance with Local Government Act 1995.

#### Consultation

Paul Anderson – Chief Executive Officer

#### Financial Implications

Nil

#### Strategic Community Plan

Area 5: Investing in Councils Capacity – Our Leadership

Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

#### Officer Comment

Meeting on the third Thursday of the month recognises practices from previous years, however, consideration has been made for timing of the meetings so that officers have sufficient amount of time to present up to date information to Council. Traditionally, Council meets at the Latham Community Centre in March - this has been scheduled to be held on Thursday 16<sup>th</sup> March 2023.

The public holidays from July 2022 to June 2023 include the Queen's Birthday on Monday 26<sup>th</sup> September 2022, Christmas Day Public Holiday Monday 26<sup>th</sup> December 2022, Boxing Day Public Holiday Tuesday 27<sup>th</sup> December 2022, Labour Day Monday 6<sup>th</sup> March 2023, Good Friday 7<sup>th</sup> April 2023, Easter Monday 10<sup>th</sup> April 2023 and Western Australia Day Monday 5<sup>th</sup> June 2023. The only Public Holiday that falls on a Thursday is Australia day on Thursday 26<sup>th</sup> January 2023, but as there is no meeting in January this will not impact the proposed Council meeting schedule.

East Weekend in 2023 will be earlier in April than it was in 2022, therefore will not interfere with any council meetings or forums and hopefully will not coincide with any councillor's Easter Breaks.

<b>ORDINARY COUNCIL MEETINGS 2022/23</b>		
<b>Ordinary Council Meeting Date</b>	<b>Ordinary Council Meeting Time</b>	<b>Ordinary Council Meeting Location</b>
Thursday 21 <sup>st</sup> July 2022	3:00 pm	Perenjori Council Chambers
Thursday 18 <sup>th</sup> August 2022	3:00 pm	Perenjori Council Chambers
Thursday 15 <sup>th</sup> September 2022 <b>Proposed - 22<sup>nd</sup> September 2022</b>	3:00 pm	Perenjori Council Chambers
Thursday 20 <sup>th</sup> October 2022	3:00 pm	Perenjori Council Chambers
Thursday 17 <sup>th</sup> November 2022	3:00 pm	Perenjori Council Chambers
Thursday 15 <sup>th</sup> December 2022	3:00 pm	Perenjori Council Chambers
January 2023	<i>NO MEETING</i>	<i>NO MEETING</i>
Thursday 16 <sup>th</sup> February 2023 <b>Proposed - 23<sup>rd</sup> February 2023</b>	3:00 pm	Perenjori Council Chambers
Thursday 16 <sup>th</sup> March 2023 <b>Proposed - 23<sup>rd</sup> March 2023</b>	3:00 pm	Latham Community Centre
Thursday 20 <sup>th</sup> April 2023	3:00 pm	Perenjori Council Chambers
Thursday 18 <sup>th</sup> May 2023	3:00 pm	Perenjori Council Chambers
Thursday 15 <sup>th</sup> June 2023 <b>Proposed - 22<sup>nd</sup> June 2023</b>	3:00 pm	Perenjori Council Chambers



**COUNCIL DECISION**

**Council Resolution Number: 160622.14**

**Moved: Cr Hepworth**

**Seconded: Cr Bradford**

**That Council suspend Standing Orders, Clause 9.5 Limitation on number of speeches to be suspended at 15.58 pm for open discussion on item 15.1 of these minutes.**

**Motion put and carried 7/0**

**COUNCIL DECISION**

**Council Resolution Number: 160622.15**

**Moved: Cr Bradford**

**Seconded: Cr Bryant**

**That Council reinstates Standing Orders at 16.05pm.**

**Motion put and carried 7/0**

**COUNCIL DECISION**

**Council Resolution Number: 160622.16**

**Moved: Cr Hepworth**

**Seconded: Cr Bradford**

**That council, in accordance with section 5.25(1)(a) of the local government act 1995 and the regulation 12 Local Government (Administration) regulations, approve and advertise the following schedule of dates and venues for the holding of the ordinary council meetings for the 2022/2023 financial year.**

**Thursday 21st July 2022 at The Shire of Perenjori Council Chambers**

**Thursday 18th August 2022 at The Shire of Perenjori Council Chambers**

**Thursday 22nd September 2022 at The Shire of Perenjori Council Chambers**

**Thursday 20th October 2022 at The Shire of Perenjori Council Chambers**

**Thursday 17th November 2022 at The Shire of Perenjori Council Chambers**

**Thursday 15th December 2022 at The Shire of Perenjori Council Chambers**

**No meeting in January 2023**

**Thursday 23rd February 2023 at The Shire of Perenjori Council Chambers**

**Thursday 23rd March 2023 at The Latham Community Centre**

**Thursday 20th April 2023 at The Shire of Perenjori Council Chambers**

**Thursday 18th May 2023 at The Shire of Perenjori Council Chambers**

**Thursday 22nd June 2023 at The Shire of Perenjori Council Chambers**

**Motion put and carried 7/0**

## 15.2 ANNUAL ELECTORS MEETING – 31 MAY 2022

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0381
<b>Date:</b>	2 <sup>nd</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple majority
<b>Author:</b>	Hannah Roberts – Executive Assistant
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	15.2 - Minutes of Electors Meeting held 31 May 2022

### Summary

The Annual meeting of Electors was held in accordance with the Local Government Act 1995 of 31 May 2022 at the Latham community Centre

### Background

The Annual meeting of electors relating the financial year ended 30 June 2021 was held on Tuesday 31 May 2022 at the Latham Community centre. A copy of the minutes of the meeting is attached at the end of this report.

### Statutory Environment

#### *Local Government Act 1995*

Section 5.32 (b) of the *Local Government Act 1995* requires the Chief Executive Officer to:

*“Ensure that copies of the minutes are available for inspection by members of the public before the Council meeting at which decisions made at the electors meeting are first considered”*

The minutes have been made available for inspection since 7<sup>th</sup> June 2022 and have been placed on Council's website.

The Act also requires the decisions of the electors meeting to be considered by the Council (section 5.53) at its next ordinary meeting where practicable. The act states

- (1) all decisions made at the electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable,
  - (a) At the next ordinary council meeting after that meeting, or
  - (b) At a special meeting called for that purpose, whichever happens first.
- (2) if at a meeting of the council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Community Plan

Nil

### Officer Comment

In accordance with the Local Government Act 1995 the Council is required to consider the decision made at the electors meeting.

At this Annual Electors meeting the only resolution was the receiving of the Annual Report of the Shire of Perenjori for the year ending 30 June 2021.

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

#### **COUNCIL DECISION**

**Council Resolution Number: 160622.17**

**Moved: Cr Bryant**

**Seconded: Cr Hepworth**

**That the minutes of the Annual Electors meeting held on Tuesday 31<sup>st</sup> May 2022 at the Latham community Centre be noted.**

**Council note that there are no decisions to be considered by the council from the minutes of the Annual Electors Meeting held on 31<sup>st</sup> May 2022 at the Latham community Centre.**

**Motion put and carried 7/0**

### 15.3 SHIRE OF PERENJORI RECORDKEEPING PLAN – ANNUAL REVIEW

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0076
<b>Date:</b>	8 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford - MCCS
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	15.3 (a) - Recordkeeping Plan 15.3 (b) - IT Disaster Recovery Plan

#### **Summary**

To seek Council's endorsement of the annual review of the Shire of Perenjori Recordkeeping Plan.

#### **Background**

Under the provisions of the State Records Act 2000, the Shire is required to submit a Recordkeeping Plan to the State Records Office. The purpose of the Recordkeeping Plan is to set out the minimum requirements as to which records are to be created by the Shire of Perenjori and how it is to manage these records.

Recordkeeping Plans are to provide an accurate reflection of the record keeping program within the organisation including information regarding the Shire's records keeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act.

#### **Statutory Environment**

Under the *Local Government Act 1995*, the CEO of a local government is responsible for ensuring that all records of that local government are kept in accordance with relevant legislation.

#### **Policy Implications**

Policy 1014 – Records Management Policy

#### **Consultation**

Paul Anderson – Chief Executive Officer

Shire of Perenjori Staff

#### **Financial Implications**

Nil

#### **Strategic Community Plan**

Area 5: Investing in Council's Capacity – Our Leadership

Goal: Strengthen the Shire's position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

## **Officer Comment**

Shire of Perenjori staff have reviewed the Recordkeeping Plan and incorporated improved practices implemented since last approved by the State Records Commission.

The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the: "...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."

Records created or received by elected members that relate to local government business must be captured as part of the local government's corporate memory in accordance with the local government's recordkeeping plan.

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs
- Email
- Social Media posts (e.g. Facebook, Twitter)
- Databases
- Websites
- Messages from Apps (e.g. WhatsApp, Messenger)
- TXT messages

An IT Disaster Recovery Plan has also been reviewed and is attached at the end of the Recordkeeping Plan. The plans are required to be presented to the State Records Office and to the Department of Local Government, Sport and Cultural Industries, advising that the Shire's Recordkeeping Plan has been approved by the Commissioner and State Records Commission.

This plan and review will continue the framework for the reliable and systematic management of Shire records in accordance with legislative requirements.

## **COUNCIL DECISION**

**Council Resolution Number: 160622.18**

**Moved: Cr Bradford**

**Seconded: Cr Sutherland**

**That Council:**

- 1. Adopt the 2022 Recordkeeping Plan.**
- 2. Authorise the Chief Executive Officer to submit the Recordkeeping Plan to the State Records Office and Department of Local Government, Sport and Cultural Industries.**

**Motion put and carried 7/0**

#### 15.4 DELEGATION REGISTER REVIEW 2022

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0645
<b>Date:</b>	9 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute majority
<b>Author:</b>	Elinor Pitts – Executive Assistant
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	15.4 – Delegations register

#### **Summary**

This item recommends that Council adopts the annual review of the Delegations Register for December 2021.

#### **Background**

The Council has power under the Local Government Act, 1995 to delegate to the Chief Executive Officer the exercise of any of its powers, or discharge of any of its duties permitted under the Act, in order to facilitate and manage the day to day operations of the Council.

The Act also allows the CEO to delegate any of his/her powers to another employee; such sub-delegations must be done in writing and can be sub-delegated with or without conditions.

The delegations remain subject to budgetary and Policy constraints.

The existing Delegations Register was updated in December 2020 and an annual review has been carried out.

#### **Statutory Environment**

*Local Government Act 1995,*

S3.1 – the general Function of Local Government is to provide for the good government of people in its district.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

5.44. CEO may delegate powers and duties to other employees

5.46(2) delegations made under the Act must be reviewed at least annually by the Delegator (i.e. Council).

#### **Policy Implications**

Nil.

#### **Consultation**

CEO.

#### **Financial Implications**

Nil.

#### **Strategic Community Plan**

Area 5: Investing in Councils Capacity – Our Leadership

Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

### **CEO Comment**

The delegations given to the CEO and those by the CEO to other employees reflect contemporary management practices.

It is proposed to undertake a full comprehensive review in the 2022/2023 financial year in line with the financial management and compliance reviews.

The purpose of the review is to consider the operational effectiveness of the current delegations, whether each delegation is necessary and appropriate, and is in line with current legislative requirements.

### **COUNCIL DECISION**

**Council Resolution Number: 160622.19**

**Moved: Cr Sutherland**

**Seconded: Cr Bradford**

**That in accordance with Sections 5.42, 5.44 and 5.46(2) of the Local Government Act the annual review of Delegations to the Chief Executive Officer be adopted.**

**Motion put and carried 7/0 by absolute majority**

16. Confidential Reports:

17. Ordering the Common Seal:

Document	Organisation	Purpose	Date

18. Reports of Committees and Members:

Nil

19. Motions of Which Previous Notice Has Been Given:

Nil

20. Notice of Motions:

Nil

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

**Council Resolution Number: 160622.20**

**Moved: Cr Bradford**

**Seconded: Cr Fraser**

**That Council accepts the Late Item 21.1 – Confidential Item – Write-off of outstanding debt.**

**Motion put and carried 7/0**

**PROCEDURAL MOTION**

**Council Resolution: 160622.21**

**Moved: Cr Sparkman**

**Seconded: Cr Sutherland**

**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**



## 21.1 Confidential item – write-off of outstanding debt

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0182
<b>Date:</b>	11 <sup>th</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Domenica Curtin – Accounts Receivable Officer
<b>Responsible Officer:</b>	Nola Comerford-Smith – Manager Corporate Community Services
<b>Attachments:</b>	Nil

## Statutory Environment

### 5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
- (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees; and
  - (b) the personal affairs of any person; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person,where the trade secret or information is held by, or is about, a person other than the local government; and
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;and
  - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

**COUNCIL DECISION**

**Council Resolution Number: 160622.22**

**Moved: Cr Bryant**

**Seconded: Cr Sutherland**

**That Council authorises the write off of sundry debtor 80832, totaling \$1657.67.**

**Motion put and carried 7/0**

**PROCEDURAL MOTION**

**Council Resolution: 160622.23**

**Moved: Cr Fraser**

**Seconded: Cr Bradford**

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

**Motion put and carried 7/0**

## 22. Closure of Meeting:

The Shire President declared the meeting closed at 4.15pm and thanked those in attendance.

## 23. Next Meeting:

The Shire President advised that the date of the next Ordinary Meeting of Council will be held on the 21<sup>st</sup> July 2022 commencing at 15.00pm at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620.



Shire of  
**Perenjori**  
Embrace Opportunity

Shire of Perenjori – Special Meeting of Council

# MINUTES

**30<sup>th</sup> June 2022**

Shire of Perenjori Council Chambers,  
56 Fowler Street, Perenjori WA, 6620



## NOTICE OF A SPECIAL MEETING OF COUNCIL

Dear Council Member

Pursuant to *Section 5.25(1)(g) of the Local Government Act 1995* and *Regulation 12(3) of the Local Government (Administration) Regulations 1996*, Public Notice is hereby given that:

**A Special Meeting of Council will be held on the 30<sup>th</sup> June 2022 at 5.00pm in the Shire of Perenjori Council Chambers, 56 Fowler Street Perenjori.**

The purpose of the meeting is:

1. To consider a submission to the Minister for approval of differential rates which are more than twice the lowest differential rate, as part of the annual budget process.
2. To consider the submissions received in response to the public notice given on 26 May 2022 inviting comment on Councils differential rating intentions, as part of the annual budget process.

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

Paul Anderson

**CHIEF EXECUTIVE OFFICER**

Date: 21<sup>st</sup> June 2022

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## 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 Special Meeting of Council held on Thursday 30<sup>th</sup> June 2022, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620 - commencing at 17.00pm.

### 1. Declaration of Opening/Announcement Of Visitors:

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

#### **Welcome to Country: -**

As per the Shire of Perenjori Policy (N<sup>o</sup> 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.

*Therefore, I respectfully acknowledge the past and present custodians of the land on which we are meeting, the Badymia people.*

*I also acknowledge the pioneers who settled this country, developed the land and turned it into the productive country that we know today, allowing us to enjoy the lifestyle to which we have become accustomed.*

### 2. Opening Prayer:

The Shire President read.

### 3. Disclaimer Reading:

As printed.

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

#### **4.1 Attendance:**

Members:	Cr C King (Shire President)
	Cr J Sutherland (Deputy President)
	Cr D Bradford
	Cr C Bryant
	Cr A Fraser
	Cr D Sparkman
	Cr L Hepworth
Staff:	Paul Anderson – CEO
	Nola Comerford-Smith – MCCA
	Neville Binning – Project Manager
	Elinor Pitts - EA
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. 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.”

## 7. Reports:

### 7.1 DIFFERENTIAL RATING – CONSIDERATION OF SUBMISSIONS

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0793
<b>Date:</b>	21 <sup>st</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Paul Anderson – Chief Executive Officer
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	(a) – Submissions received

#### Executive Summary

The purpose of this report is to allow Council to consider the submissions received in response to the public notice given on 26 May 2022 inviting comment on Councils differential rating intentions as part of the annual budget process.

#### Background

The Council at the meeting held on 19 May 2022 considered the long-term financial plan and the current levels of inflation which saw councillors express a to maintain the strategy of an increased rating effort by some elements of the rate base.

At the Council meeting on May 2022 Council resolved to advertise an increase of 5% in the yield from rates while maintaining the strategy of differential rating as in past years. This approach has seen a 5% yield from all rates category's whilst taking into consideration the significant increase in Rural Valuations.

#### Statutory Environment

Local Government Act (1995) and associated regulations.

#### 6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics:
  - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
  - (b) a purpose for which the land is held or used as determined by the local government; or
  - (c) whether or not the land is vacant land; or
  - (d) any other characteristic or combination of characteristics prescribed.
  
- (2) Regulations may:
  - (a) specify the characteristics under subsection (1) which a local government is to use; or
  - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
  
- (3) In imposing a differential general rate, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

**6.36. Local government to give notice of certain rates**

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1). *(Budget adoption by 31<sup>st</sup> August)*
- (3) A notice referred to in subsection (1) —
  - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government’s estimate of the budget deficiency; and
  - (b) is to contain —
    - (i) details of each rate or minimum payment the local government intends to impose; and
    - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
    - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;
 and
  - (c) is to advise electors and ratepayers that the document referred to in subsection (3A) —
    - (i) may be inspected at a time and place specified in the notice; and
    - (ii) is published on the local government’s official website.
- (3A) The local government is required to prepare a document describing the objects of, and reasons for, each proposed rate and minimum payment and to publish the document on the local government’s official website.
- (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.

**Policy Implications**

Nil.

**Financial Implications**

No immediate implications exist, however the rate in the dollar applied to any differential rate will impact the revenue raised by that aspect of the budget.

**Risk Management**

Risk Statement	Level of Risk	Risk Mitigation Strategy
Differential rates that exceed twice the lowest rate require Ministerial approval. The government may resist increases outside of this metric.	Medium	Develop budget settings that meet the requirements of the legislation and expectations of government.

## **Consultation**

Local Public Notice in Accordance with the Local Government act 1995.

## **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 excellence in all areas of governance, management, and leadership.

## **Comment**

Before imposing any differential general rates or a minimum payment applying to a differential rate category a local government is to give 21 days' local public notice of its intention to do so and must produce a document detailing the proposals and the rationale for them for the public to inspect and respond to.

Perenjori has an existing "Objects and Reasons" document that has successfully underpinned previous differential rating requests, and this was updated by staff and utilised for the current process. A copy has been previously distributed for councils' information.

The notices were published on the Council Website, the Public Notice Boards at Perenjori and Latham on 25 May 2022 and in the West Australian newspaper on 26 May 2022 with a closing date of 17 June 2022.

Council must consider the submissions made in response to the public notice as part of the process prior to seeking approval from the Minister.

## **Submissions Received**

One submission has been received prior to the closing date of 17 June 2022 from McMahon Mining Title Services, (copy attached), which is a mining title services company supporting mining and exploration companies.

The submission seeks to highlight the impact of the shift in exploration license fees on the calculation of UV exploration rates and compares the rates payable on three unidentified properties based on a zero-rate increase and the 5% increase proposed by Council.

It is assumed this increase is taking into consideration a valuation increase that has been applied by the valuer general, this is not apparent at this point and may be addressed when any revised valuations are applied by a separate concession being considered by council to achieve the rates yield to achieve the income council is budgeting for.

The submission also highlights the significant higher rents increases of 10% imposed in July 2021 by the Department of Mines, industry regulation and safety on prospecting and minerals licenses.

## **Officer Comment**

It is acknowledged that shifts in the valuation base will inevitably impact on the rates that individual ratepayers are liable for. In the case of the submission, the cause of the shift is the change in rents charged by the Department of Mines. However, the shift in the valuations does not impact Council's determination of the expenditure it needs to make to fulfill its obligations.

Council's decision is based upon the yield from each category and in line with the councils anticipated budget requirements taking into consideration inflationary factors and council strategic plan objectives.

Council has factored into its budget the opportunity for ratepayers to receive an early payment discount of 10%, which would offset the rate shift identified in the submission if taken up.

## **Voting Requirements**

Simple Majority

## **Change to Officer Recommendation**

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

## **DIFFERENTIAL RATING – CONSIDERATION OF SUBMISSIONS**

### **COUNCIL DECISION**

**Council Resolution Number: 300622.1**

**Moved: Cr Bradford**

**Seconded: Cr Hepworth**

**THAT Council –**

**1. Note the report and endorse the following objects and reasons for the Differential Rating in the UV category.**

#### **UV Rural**

**The object of the UV Rural rate is to obtain a fair contribution to the revenue requirements of the Shire, while not risking additional financial pressure on ratepayers in those areas and impact their long-term viability.**

**The reasons for the level of rates set for UV Rural is that this allows for a fair contribution to the revenue requirements of the Shire at a sustainable level. Whilst Council cannot control the rural sector's vulnerability to external forces, it attempts to ensure that the industry is not adversely affected by excessive rates.**

**The minimum payment proposed for the UV Rural category reflects the present financial vulnerability of ratepayers in the category due to factors such as adverse weather, cyclones, bushfires, drought, world demand for product and fluctuations in export prices.**

#### **UV Mining**

**The object of the UV Mining rate is to ensure that mining contributes reasonably to the maintenance of the Shire's assets and services. Every effort is made to establish rates and minimum payments at the fairest possible levels, acknowledging that the industry does not need to be specifically nurtured, nor is it affected by the same vulnerabilities as broad acre farming. In reaching its rating decisions, Council has considered that there are external forces, such as fluctuating commodity prices, which impact on resource projects and is sensitive to these issues.**

**The reasons for the level of rates set for the UV Mining rate by the Council is to attain equity amongst those who will bear the burden of the rates and obtain a reasonable contribution from the mining sector for the general level of infrastructure and services provided by the Council. Striking a reasonable balance between all ratepayers in the production of the rate revenue is important in achieving equity, whilst at the same time the fairness of the expenditures by the Shire on the mining sector is also considered.**

**The maintenance of Shire assets and services for the benefit of all users, long term and short term, is a burden which to a significant extent fall upon the long-term ratepayers, justifying a differential**

**contribution from the mining sector. The minimum payment proposed for the UV Mining category reflects a reasonable cost for a base level of service.**

#### **UV Exploration**

**The object of the UV Exploration rate is to ensure the reasonable contribution of these ratepayers to Council's expenditure profile.**

**The reasons for the level of rates set for the UV Exploration rate by the Council is to attain equity amongst those who will bear the burden of the rates and obtain a reasonable contribution from the Exploration sector for the general level of infrastructure, services and tenement administration provided by the Council.**

**Exploration and prospecting ratepayers require a higher level of governance for licensing, clearance permits, etc, and impose greater environmental damage to the environment through activities such as clearing, drilling and associated undertakings.**

**Striking a reasonable balance between all in the production of the rate income is important in achieving balance and equity between ratepayers, whilst at the same time the fairness of the expenditures by the Shire on the Exploration sector is also considered.**

**The minimum payment proposed for the UV Exploration category reflects a reasonable cost for a base level of service.**

#### **2. Note the submission from McMahon Mining Title Services**

**Advise McMahon Mining Title Services that the financial impact of the 5% increase in yield and rate-in-the-dollar shift in the differential rates is required to meet the Strategic long term financial objectives and expenditure requirements of the Shire in the 2022/23 Budget.**

**Motion put and carried                      7/0**

#### **Attachment A.**

##### **7.1      DIFFERENTIAL RATING – CONSIDERATION OF SUBMISSIONS**

## 7.2 DIFFERENTIAL RATING – MINISTERIAL SUBMISSION

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0793
<b>Date:</b>	21 <sup>st</sup> June 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Paul Anderson – Chief Executive Officer
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	Nil

### Executive Summary

The purpose of this report is to consider a submission to the Minister for approval of differential rates which are more than twice the lowest differential rate as part of the annual budget process.

### Background

Council currently levies rates in the following categories -

- UV Rural (*proposed 22/23 year at 0.01697178 cents*)
- UV Mining (*proposed 22/23 year at 0.3668711 cents*)
- UV Exploration (*proposed 22/23 year at 0.273105 cents*)
- GRV Townsites (Perenjori, Latham, Other) (*proposed 22/23 year at 0.0885843 cents*)
- GRV Mining (*proposed 22/23 year at 0.0885843 cents*)

These categories have been in place for several years and are required to be approved annually by the Minister where any differential exceeds twice the lowest rate within their respective GRV or UV classification.

The GRV categories are proposed at the same rate-in-the-dollar and therefore no differential approval is necessary for GRV.

The UV Mining and UV Exploration categories are proposed at more than twice the UV Rural rate and therefore Ministerial approval is required for them before the budget can be adopted and the rate notices issued.

Council resolved to increase the rates yield by 5% and subsequently adjusted the rate-in-the-dollar applicable across all rate categories to achieve this objective. Public notice has been given inviting public submissions on the differentials on this basis.

One submission was received and has been considered with in a separate agenda item.

### Statutory Environment

Local Government Act (1995) and associated regulations.

### Policy Implications

Nil.

### Financial Implications

Making a successful submission to the Minister for permission to continue levying differential rates on the existing basis of relativity between rating categories will enable the maintenance of an equitable and consistent rating regime and the achievement of Council's expenditure requirements within the budget.

## Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Differential rates that exceed twice the lowest rate require Ministerial approval. The government may resist increases outside of this metric.	Medium	Develop budget settings that meet the requirements of the legislation and expectations of government.

## Consultation

Rates Officer, Councillors, Department of LG, neighbouring LGs.

## 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 excellence in all areas of governance, management, and leadership.

## Officer Comment

In considering Council's request for a differential rate in excess of the legislated parameters (*i.e., greater than twice the level of the lowest rate*), the Minister will have regard to;

## Objectivity

Essentially, assessing whether the application is within the scope of the legislation.

- *The Local Government Act and Regulations have been complied with in preparing the proposals for differential rates.*
- *The Long term Financial Plan and Councils forward expenditure estimates t budget has been prepared and identifies the required rate revenue.*

## Fairness and Equity

- That the Council of the local government has reviewed its expenditure and considered efficiency measures as part of its budget deliberations. This is to be reflected in the council minutes when it adopts the budget strategy and endorses objects and reasons for each differential rating category and each minimum payment.
- The objects of imposing differential rates and reasons for each proposed differential general rate are set out by the local government in a publicly available document.
- These objects and reasons clearly explain why each differential general rate is proposed to be imposed.
- The objects and reasons clearly explain why it is proposed to set the differential general rate at that particular rate.
- If a category of ratepayer is significantly contributing to the local government's revenue through fees, charges and other payments, the local government has not used these same costs as the justification for the difference in differential general rate.
- If there are fewer than thirty ratepayers who will be subject to the differential general rate, each affected ratepayer has been informed in writing by the local government of:
  - the terms of the government's policy (*through the provision of a copy of the policy document*)
  - the local government's objects of and reasons for proposing to impose the differential general rates
  - the differential general rate that will apply to the ratepayer's property; and
  - the differential general rate that applied in the previous year for comparison, and



- was given at least 21 days to make submissions to the local government on the proposal.
- The ratepayers' submissions, if any, and the local government's response to each ratepayer's submission (*as recorded in the minutes of the Council meeting at which the response was adopted*) have been provided to the Minister.
- *Objects and Reasons for differential rates have been reviewed, published on the Council's website and listed for endorsement separately.*
- *Objects and Reasons have been available for inspection at the Council Office since public notice was given.*
- *The Objects and Reasons are refined and based on those used in past successful differential rating submissions to the Minister.*
- *The draft budget is to be reviewed for efficiency in a separate agenda item.*

### **Consistency**

- The local government has rated similar properties that are used for the same purpose in the same way.
- The proposed differential rates align with the rating strategy in the corporate business plan and long-term financial plan or the council of the local government has detailed its reasons for deviating from that rating strategy.
- The local government has reviewed and considered rates proposed in neighbouring or similar local government districts in the rating strategy.

*The differential rates proposed are consistent with those applied for and approved by the Minister in the past. The categories applied for have not been varied and treat all properties consistently with Councils historic rating practices.*

*The proposed 5 % increase in rate yield treats all properties equally, fairly and consistently.*

*The proposed level of rate increase is in line with Council's Long Term Financial Plan insofar as the Long-Term Financial Plan proposed rate increases of 3.5% for the five financial years until 2022/23. The dissolution of the Council in 2019 and the subsequent appointment of a Commissioner saw the imposition of financial restraint and the minimization of rating pressure on the community.*

*This was followed by COVID19 restriction in the 2020/21 financial year which resulted in a "zero increase" rating strategy at the State Government's request. The Council will revisit its key strategic and business planning documents in the second half of this year to reconsider its rating strategy and other business plan objectives.*

- Indicative Neighbouring Councils comparison -

Coorow	5.00% increase on Rate revenue
Mingenew	5-6% proposed increase on Rate revenue
Three Springs	3.8\$ proposed increase on Rate Revenue
Carnamah	5.7% proposed increase on Rate Revenue

### **Transparency & Administrative Efficiency**

- The local government has:
  - prepared and made publicly available a document clearly describing the object of and reason for each differential general rate;
  - given public notice after 1 May in the relevant year.
  - The notices were published on the Council Website, the Public Notice Boards at Perenjori and Latham on 25 May 2022 and in the West Australian newspaper on 26 May 2022 with a closing date of 17 June 2022.
- The public notice published by the local government contained:
  - details of each differential general rate that the local government intends to impose
  - an invitation for submissions to be made by an elector or ratepayer
  - a closing date for submissions which is at least twenty one days after the day on which the notice is published

- advice on the time and place where a document containing the objects of and reasons for the differential general rates can be inspected.
- The council of the local government has:
  - considered ratepayer and public submissions
  - resolved to make the application provided the Minister with the minutes and agenda papers relevant to these matters.

**Voting Requirements:**

Simple Majority

**Change to Officer Recommendation**

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

**090821.3 DIFFERENTIAL RATING MINISTERIAL SUBMISSION**

**COUNCIL DECISION**

**Council Resolution Number: 300622.2**

**Moved: Cr Sutherland**

**Seconded: Cr Fraser**

**THAT the report be noted, and an application be lodged with the Minister for Local Government seeking approval to levy differential rates for the 2022/23 financial year.**

**Motion put and carried 7/0**

**8. Closure of Meeting:**

The Presiding member declared the meeting closed at 17.08pm and thanked those in attendance.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 30<sup>th</sup> June 2022.

Signed: \_\_\_\_\_

Cr Chris King – Presiding Officer

Date: \_\_\_\_\_

Townscape Committee Minutes  
Friday 1 July 2022, 4:00pm  
Held at the Shire of Perenjori Council Chambers



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## 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Meeting opened at 4:01pm

### **Attendance:**

Cr Les Hepworth

Cr Andrew Fraser

Cr Dael Sparkman

Paul Anderson- Chief Executive Officer

Delys Fraser- Community Representative

Rachel Lucas- Community Representative

Aluel Mading- Community Development Officer

Robin Spencer- Chairperson

### **Apologies:**

Neville Binning - Acting Manager of Infrastructure Services

Nola Comerford - Manager Corporate Community Services

Leah Curtain - Community Representative

## 2. INDENT PARKING

- The Committee had a consensus to cease the project till underground powerlines are installed.

## 3. RAILWAY BUILDING

- Shire representatives to contact Arc Infrastructure regarding the terms and conditions associated with the lease of the building
- Cr L. Hepworth suggested to the committee to seek grants for the refurbishment of the building
- The committee will need a business plan for the building and present to Council
- P. Anderson advised the committee to consider the maintenance cost associated with toilets when drafting the plan

## 5. TOWNSITE TREES

- Committee completed first stage of tree planting on the main street on Friday 8 April
- A. Mading informed the committee that the Shire received a grant of \$10,000 from the Department of Industry, Science and Resource to undertake tree planting in the townsite
- P. Anderson informed the committee to write an Agenda Item to Council to allocate the funds to the Townscape Committee to undertake tree planting
- The committee will need to revisit proposed townsite trees and identify locations and present to Council for approval

- A. Mading to contact Cr Colin Bryant to discuss involving Latham locals in planting trees
- A recommendation to allocate \$2,000 to Latham will need to be submitted in the report to Council

## 7. Cemetery

Cr D. Sparkman proposed the maintenance of the cemetery and proposed two stages for the committee to consider.

- The committee agreed to hold a busy bee to clear up 3 meters around the cemetery
- Cr D. Sparkman to discuss the plan with the gardener and Manager of Infrastructure services and confirm a date to hold the busy bee
- Committee agreed for the busy bee to be scheduled when Shire staff are undertaking works at the cemetery

## 8. CBH Timeline

- The Shire received a funding of \$4,000 from CBH Group to install a CBH timeline and hold an unveiling event
- P. Anderson informed the committee to put a recommendation to Council for approval
- R. Spencer will need to discuss with the Manager of Infrastructure Services safety implications associated with the installation of the sleepers
- Cr L. Hepworth and R. Spencer will contact the Tourism Center committee and the Progress Association to discuss assisting with funding the plaques for the project
- Cr L. Hepworth proposed to the committee to apply for the Mt Gibson funding to cover the cost of plaques to be installed on the railway sleepers. The committee agreed to omit names from plaques.
- Sponsorship for plaques will no longer be required from the community

## 9. Town Entrance

- R. Spencer presented a design for the town entrance designed by R. Lucas to the committee
- Committee will need a formal plan and budget and present to Council
- A. Mading to source a quote from a graphic designer
- Approval from Main roads will be required for the north road entrance
- Cr L. Hepworth proposed that the committee seek external funding for the project

## 10. GENERAL BUSINESS

P. Anderson advised the committee to revisit the original Townscape Committee plan and establish a conceptual plan with a landscape architecture. The plan will need to be presented to Council to endorse.

- Committee agreed for the original townscape committee plan to be updated
- N. Comerford to update the committee of the outcome of the proposed artwork to Telstra
- Cr L. Hepworth proposed the idea for the committee to seek funding from mining companies
- D. Fraser proposed for the committee to seek funds from Silverlake
- Cr L. Hepworth to transport farm machinery to the townsite

- Committee will need to investigate locations and sites for the farm machinery and present recommendations to Council

## 12.DATE OF NEXT MEETING

Chairperson will discuss a date for the next meeting with Shire representatives.

## 13.CLOSURE OF MEETING

Meeting Closed 6:23pm



# Perenjori

Embrace Opportunity

## LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

**Approved by LEMC meeting:**

**Date of LEMC Review Approval:**

2018

**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).

\_\_\_\_\_  
Chairperson LEMC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsed by Council

\_\_\_\_\_  
Date

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## 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
<b>SHIRE OF PERENJORI</b>		
Shire of Perenjori	CEO	1
Shire of Perenjori	DCEO	1
Shire of Perenjori	MIS	1
Shire of Perenjori	Shire President	1
<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE</b>		
LEMC Chair	Councillor of Perenjori	1
Executive Officer		1
WA Police	Perenjori Police Station	1
WA Police	Morawa Police Station	1
Dept. of Communities	Geraldton	1
St John Ambulance	Perenjori	1
Bush Fire Services	Perenjori Volunteers Bushfire Brigades Perenjori Town Brigade	2
DFES Regional Office	Geraldton	1
St John Ambulance Community Paramedic		1
Country Women's Association		1
Parks & Wildlife Service	Geraldton	1
<b>ADJOINING SHIREs/LEMCS:</b>		
Shire of Perenjori	LEMC	1
Shire of Mingenew	LEMC	1
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>
01		Complete review of 2012 LEMA with new version due for submission to LEMC, DEMC, and SEMC.	CESM District Advisor CEO
02	25 <sup>th</sup> May 2018	Document review and update	R Ryan CESM
03	Oct 2018	Approved by DEMC & SEMC	R Ryan CESM
04	Nov 2018	Updates	R Ryan CESM
05	Dec 2020	Covid-19 & other updates	R Ryan CESM
06	Dec 2021	Updates	R Ryan CESM
07	June 2022	Updates & updated Plans	R Ryan CESM

## 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

<b>BFB</b>	Bush Fire Brigade
<b>BFS</b>	Bush Fire Service
<b>BoM</b>	Bureau of Meteorology
<b>SPJ</b>	Shire of Perenjori
<b>DC</b>	Department of Communities
<b>DBCA/P&amp;W</b>	Parks and Wildlife – Dept. Biodiversity and Attraction
<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department of Fire and Emergency Services
<b>ECC</b>	Emergency Coordination Centre
<b>EM</b>	Emergency Management
<b>FRS</b>	Fire & Rescue Services
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LGA</b>	Local Government Authority
<b>LRC</b>	Local Recovery Coordinator
<b>LRCG</b>	Local Recovery Coordinating Group
<b>MIS</b>	Manager Infrastructure Services
<b>OEM</b>	Office of Emergency Management
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures
<b>WAPOL</b>	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 the Perenjori Local Emergency Management Committee.

### **1.2 Community Consultation**

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

The Community of Perenjori has been consulted and made aware of the LEMA and the purpose of the arrangements. This has been through the means of the Local newsletter, electronic media, council briefings and meetings with community groups.

### **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 Council office. These arrangements will also be available via the Councils' 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  
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 south east 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 Farrell brothers, Thomas, William, Matthew, George, 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.

#### 2017 Perenjori Figures:

- 8200 sq. km
- Population 660
- LG Employees 44

### **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 Policies & Guidelines	Shire	Jan 2022
Shire managed Genset testing	Shire	Jun 2022

## 1.10 Existing Plans and Arrangements

Document	Owner	Date
Site Emergency Management Plan – CBH	Shire of Perenjori	2017
Karara Mine Site	Karara Mining Ltd	2015

EMP	Perenjori Primary School	2017
EMP	Perenjori Early Childhood Centre	2017
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
- Blues for the bush
- Annual Agriculture Show
- Effects of Covid-19

### 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 the Farming, pastoral properties, 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 Perenjori are defined in Section 36 of the EM Act.
Local emergency coordinator	The responsibilities of the LEC are defined in Section 36 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.
Local welfare coordinator	<p>The Local Welfare Coordinator is appointed by the DC District Director to:</p> <ul style="list-style-type: none"> <li>• Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;</li> <li>• Prepare, promulgate, test and maintain the Local Welfare Plans;</li> <li>• Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;</li> <li>• Establish and maintain the Local Welfare Emergency Coordination Centre;</li> <li>• Ensure personnel and organisations are trained and exercised in their welfare responsibilities;</li> <li>• Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and</li> <li>• Represent the department on the Incident Management Group when required.</li> </ul>
LG welfare 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"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implement procedures that assist the community and emergency services deal with incidents</li> <li>• Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DC.</li> </ul>
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	Provide 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"> <li>• Provide secretariat support including: – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register;</li> <li>• 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;</li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul>
Local Emergency Management Committee	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>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"> <li>• to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and</li> <li>• To carry out other emergency management activities as directed by SEMC or prescribed by regulations.</li> </ul> <p style="padding-left: 40px;">Other Functions of the LEMC.</p>
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"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>• control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.</li> </ul>
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"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s55 Act]</li> <li>• Declare / revoke emergency situation [s 50 &amp; 53 Act]</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate the development of the West plan for that hazard [State EM Policy Section 1.5]</li> <li>• Ensure effective transition to recovery by local government</li> </ul>
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

<b>Chair</b>	Shire of Perenjori Councillor
<b>Deputy Chair</b>	OIC Perenjori Police Station
<b>Executive Officer</b>	Council staff member/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.

<b>Executive</b>	
Chair:	Shire of Perenjori Councillor / CEO
Deputy Chair:	Officer in Charge / LEC Perenjori Police
Executive Officer:	Shire of Perenjori Staff member
Local Recovery Coordinator:	Shire of Perenjori CEO
Administrative Support:	Shire of Perenjori Administrative Support Officer
<b>HMA's</b>	
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
<b>Welfare Support</b>	
Centrelink	Team Leader
Community Services	District Emergency Services Officer
Red Cross	Team Leader
Salvation Army	Lieutenant
Perenjori CWA	Chair
<b>Utilities</b>	
Alinta Gas	Local Manager
Main Roads WA	Network Manager
Telstra	Area Manager



Additional Membership as directed by Local Government	
St John Ambulance	Regional Manager/Community Para Medic
Shire of Perenjori	Works Manager
DFES	Regional Superintendent
WALGA	
Department of Education	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 (Westplans) (Date)
Air Crash Emergency	WA Police	Crash 2021
Animal & Plant Biosecurity Emergency	Agriculture & Food – Dept. Primary Industries and Regional Development	Animal & Plant Biosecurity 202
Brookfield Rail Emergency	Brookfield Rail	Crash 2021
Fire Emergency (Includes Bush & Urban Fire)	DFES/LG/DFCA	Fire 2020
Flood Emergency	DFES	
Hazardous Materials Emergency	DFES	Hazard plan 2020
Heatwave Emergency	Dept. of Health	Heatwave 2021

Human Biosecurity Emergency	Dept. of Health	Human Biosecurity 2021
Land Search & Rescue Emergency	WA Police	Persons Lost or in distress requiring a Search and Rescue response 2020
Marine Oil Pollution Emergency	Dept. of Transport	Maritime Environment Emergencies (MEE) 2020
Road Crash Emergency	WA Police	Road Crash Emergency 2016
Storm Emergency	DFES-SES	Storm 2016
Tsunami Emergency	DFES	Tsunami 2021

These 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 provide assistance/support if the required resources are available, through the ISG when formed.

The following Priorities have been identified by the LEMC

1. Life
2. Critical Infrastructure
3. Property
4. Environment

## **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 have involvement in the incident.

The ISG is made up of agencies/representatives that provide support to the HMA. As a general rule, the Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

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

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

### **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 in order 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
- news letters
- electronic methods such as Twitter, Face Book, Instagram
- public & community meetings
- the use of telephone trees is also a 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 details 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 5.7.8 and 5.7.9](#)**

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 in regards to 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 welfare.

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 a 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 Covid-19 guide line 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 welfare 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 carrying out 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 welfare of evacuees under State Emergency Welfare Plan.

### **3.7 Vulnerable Groups**

For information on welfare arrangements for vulnerable groups please refer to the DC Emergency Welfare 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 Township to Wubin.
- Perenjori Three Springs Road (Bitumen Road): East/West access from the Three Springs.
- Perenjori Carnamah Road the main access road from Carnamah.

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

### **3.9 Welfare**

In emergency management terminology, Welfare 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 welfare function during an emergency has been delegated to the Department of Communities (DC). The DC will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Perenjori LEMC.

### **3.10 Local Welfare Coordinator**



The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DC District Director;
- prepare, promulgate, test and maintain the Local Welfare Plans;
- represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee;
- establish and maintain the Local Welfare Emergency Coordination Centre;
- ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- provide training and support to Local Welfare Liaison Officers in Local Governments;
- coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- represent the department on the Incident Management Group when required

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

### **3.11 Local Welfare Liaison Officer**

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

It is important to identify what initial arrangements for welfare 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 Welfare Liaison Officer to activate the Local Welfare Support Plan or components thereof, with authority of the Local Welfare 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 welfare 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 make arrangements for their own animals. The Shire may provide an area/location for animals.

### **3.14 Welfare Centres**

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

## **PART 4 – RECOVERY**

Refer to the Shire of Perenjori Local Recovery Plan 2021 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 exercises types include:

- Desktop/Discussion
- A phone tree recall 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 1<sup>st</sup> 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 via the template found at 'appendix C' of State EM Preparedness Procedure 19 - 'Exercise Management'.

## **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. Generally, 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 & 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 & Mining industry's

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 town Ship and surrounding farming and mining industry's

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:**                            **Russell street Perenjori**

	Name	Phone
1 <sup>st</sup> Contact	OIC	0428 100 516
2 <sup>nd</sup> Contact	Station	99730 500

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

	Name	Phone	Mob Phone
1 <sup>st</sup> Contact	CEO	08 99730 100	0427 731 004
2 <sup>nd</sup> Contact	MIS		0427 731 002
2 <sup>nd</sup> Contact	Team Leader		0428 731 005

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

	Name	Phone	Mob Phone
1 <sup>st</sup> Contact	CEO	08 99730 100	0428 352 036
2 <sup>nd</sup> Contact	MIS	08 99730 100	0427 731 002
3 <sup>rd</sup> Contact	DCEO	08 99730 100	0427 731 004

## APPENDIX 3. EVACUATION & WELFARE CENTRE INFORMATION

### Evacuation / Welfare Centre Information

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

### Contacts

Position	Work Contact	A/Hrs. Contact
CEO	9973 0100	0427 731 004
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 Covid-19 60 personal
Sleeping	80 Covid-19 40 personal
Duration	

## **Ablution Amenities**

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

## **General Amenities**



Item	Yes/No	Notes
<b><u>Kitchen Facilities:</u></b>		
Stoves (types)	Yes	4 burner electric
Refrigeration	Yes	1 x 2 door &
Microwave	Yes	1 house hold
Sink	Yes	1 x 2 tub sink
Hand Basin	Yes	
Servery's	Yes	2x 1.8 m facing outside
Ovens	Yes	2 house hold electric
Power points	Yes	4 x 2 double
Bench space	Yes	1 x 3m long
<b><u>Dining Facilities:</u></b>		
Tables	Yes	10 folding
Chairs	Yes	52 chairs
Cutlery and Crockery	Yes	100 of each
<b><u>General Facilities:</u></b>		
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		
<b><u>Amenities Areas:</u></b>		
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	
<b>External Facilities:</b>		
Power Outlets	yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	Small area, oval adjacent
Toilets	Yes	Oval
Caravan/Articulated Vehicles	Yes	On Oval
<b>Other:</b>		
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 pump out of septic		24 hours



Establishment/Facility:	<b>Perenjori Sports Pavilion</b>
Physical Address	
General Description of the Complex	A sporting complex with Football Oval, Hockey field and Netball Courts. This has been upgraded 2014. Asses to the all areas is very easy 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 wheel chair access
Site Limitations	
Telephone No	Main Office 99730100 CEO/DCEO 0427731004
Fax No	
Email Address	ea@perenjori.wa.gov.au

### **Contacts**

<b>Position</b>	<b>Work Contact</b>	<b>A/Hrs. Contact</b>
CEO	99730100	0427 731 004
DCEO	99730100	0427 731 004

### **Access Details**

	<b>Details</b>
Keys	Held at the Shire

Alarm	No
Security	No
Universal Access	yes

### **Accommodation Numbers** – as per Health Regulations

	Details
Sitting / Standing	Standing Inside 200 Covid-19 100 personal Seating 150 Covid – 19 75 personal with more under cover area outside
Sleeping	100 Covid – 19 25
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
<b><u>Male Toilets</u></b>		
Toilets	Yes	2 W/C
Urinal	Yes	4 single
Shower		
Hand Basins	Yes	2
<b><u>Female Toilets:</u></b>		
Toilets	Yes	5 W/C
Shower	No	
Hand Basin	Yes	3
Baby Change Table		
<b><u>Disabled Toilet:</u></b>		
Toilet	Yes	With disable facility's
Hand Basin	Yes	

Shower	Yes	With disable facility's
Baby change table	Yes	1
<b><u>Female Change room:</u></b>		
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
<b><u>Male Change room:</u></b>		
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
<b><u>Visitors Change room:</u></b>		
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
<b><u>Umpires Change room:</u></b>		
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
<b><u>Kitchen Facilities:</u></b>		
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
<b><u>Bar Area</u></b>		
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
<b><u>Dining Facilities:</u></b>		
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
<b><u>General Facilities:</u></b>		
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	
<b><u>Amenities Areas:</u></b>		
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	Completely 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
<b>External Facilities:</b>		
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	
<b>Other:</b>		
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 pump out of septic		Septic

	<b>Details</b>
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	99 736096
Fax No	No fax
Email Address	reception@perenjori.wa.gov.au

### **Contacts**

<b>Name</b>	<b>Position</b>	<b>Work Contact</b>	<b>A/Hrs. Contact</b>
	CEO	99 730100	0427 731 004
Brian Campbell	Club President	99736073	0428 736 008

### **Access Details**

	<b>Details</b>
Keys	Keys
Alarm	Yes
Security	No
Universal Access	Yes 1 double door



### **Accommodation Numbers** – as per Health Regulations

	Details
Sitting / Standing	80 sitting 120 standing Covid-19 40 sitting 60 standing
Sleeping	20 Covid-19 10 sleeping
Duration	Limited

### **Ablution Amenities**

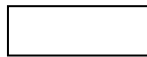
Item	Yes/No	Notes
<b><u>Male Toilets:</u></b>		
Toilets	Yes	1
Urinal	Yes	1m
Shower	Yes	1
Hand Basins	Yes	1
<b><u>Female Toilets:</u></b>		
Toilets	Yes	2
Shower	Yes	1
Hand Basin	Yes	2
Baby Change Table	Yes	1
<b><u>Disabled Toilet:</u></b>		
Toilet	No	
Hand Basin	No	

### **General Amenities**

Item	Yes/No	Notes
<b><u>Kitchen Facilities:</u></b>		
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 house hold
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

<b><u>Dining Facilities:</u></b>		
Tables	Yes	20 small rectangular tables
Chairs	Yes	30
Cutlery and Crockery	Yes	For approximately 50
<b><u>General Facilities:</u></b>		
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
<b><u>Amenities Areas:</u></b>		
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	
<b><u>External Facilities:</u></b>		
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 & Ambulance Shed	Yes	This shed houses both the community Emergency Vehicles this being the Latham 4.4B Fire Appliance Latham Ambulance
<b>Other:</b>		
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 pump 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 cross roads of the Mullewa – Wubin road and Taylor Road. The building is built on a sand pad approximately 1 m above ground level.
Site Limitations	<b>The building is one Mete aboveground level.</b>
Telephone No	Shire Office
Fax No	Shire Office
Email Address	reception@perenjori.wa.gov.au

## **Contacts**

<b>Name</b>	<b>Position</b>	<b>Work Contact</b>	<b>A/Hrs. Contact</b>
	CEO	99 730100	0427 731 004

## **Access Details**

	<b>Details</b>
Keys	Master Key System
Alarm	No
Security	No
Universal Access	Yes has 2 doubles

## **Accommodation Numbers** – as per Health Regulations

	<b>Details</b>
Sitting / Standing	40 sitting 60 standing Covid-19 20 sitting 30 Standing
Sleeping	15 Covid -19 8 sleeping
Duration	Short term

## **Ablution Amenities**

<b>Item</b>	<b>Yes/No</b>	<b>Notes</b>
<b><u>Male Toilets:</u></b>		
Toilets	Yes	1
Urinal	Yes	2 single
Shower	Yes	3
Hand Basins	Yes	2
Change Area	Yes	Small area
<b><u>Female Toilets:</u></b>		
Toilets	Yes	2
Shower	Yes	2
Hand Basin	Yes	2
Baby Change Table	Yes	1
<b><u>Disabled Toilet:</u></b>		

Toilet	Yes	Next to the Ladies
Hand Basin	Yes	
<b><u>Male Change room:</u></b>		
Showers	Yes	4 in a row
Toilets	Yes	1
Hand Basin	Yes	1
Change Area	Yes	

## **General Amenities**

Item	Yes/No	Notes
<b><u>Kitchen Facilities:</u></b>		
Stoves (types)	Yes	1 x 4 burner house hold electric
Refrigeration	Yes	1 double door fridge freezer
Ovens	Yes	1 by house hold electric
Microwave	Yes	1 house hold
Sinks	Yes	2 sinks
Bench space	Yes	1 2.5 m long
Serveries	Yes	1 by 2.5 m long
<b><u>Dining Facilities:</u></b>		
Tables	Yes	10 rectangular tables 1.5 m long
Chairs	Yes	25
Cutlery and Crockery	Yes	limited
<b><u>General Facilities:</u></b>		
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
<b><u>Amenities Areas:</u></b>		
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	
<b><u>External Facilities:</u></b>		
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
<b><u>Other:</u></b>		
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 pump 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	Watercorp
• Waste Water Treatment	Shire
• Perenjori Aerodrome	Shire
• Communication Towers	Telstra
• Evacuation Centre's	Shire
• Shire Administration Centre	Shire

## APPENDIX 5. SPECIAL NEED GROUPS

### Special Need Groups

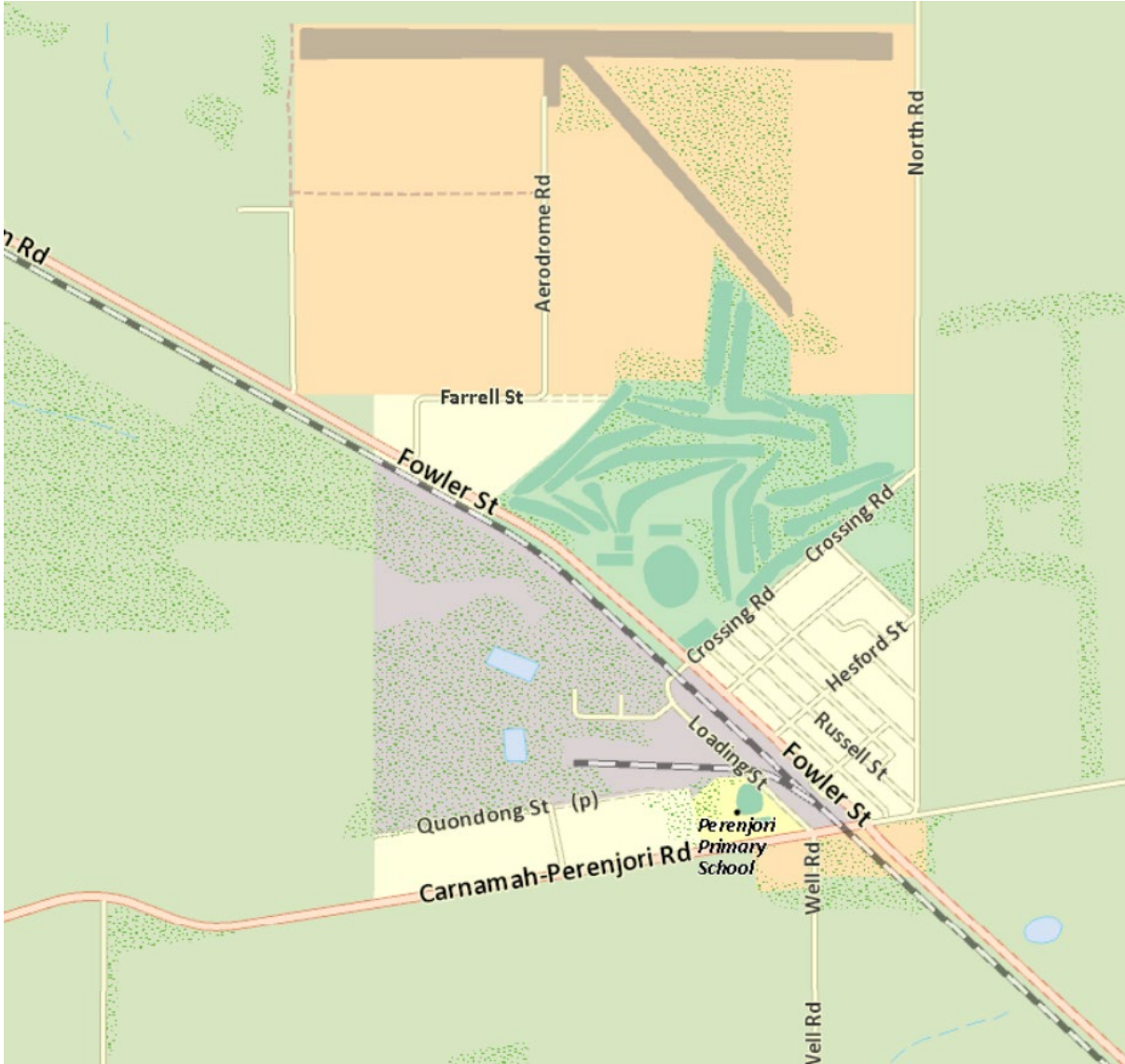
Name	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan?
Perenjori Primary School	Perenjori/Carnamah Road	99731011		60	Yes
Perenjori Early Childhood Centre	Loading Street	99730200		20	Yes



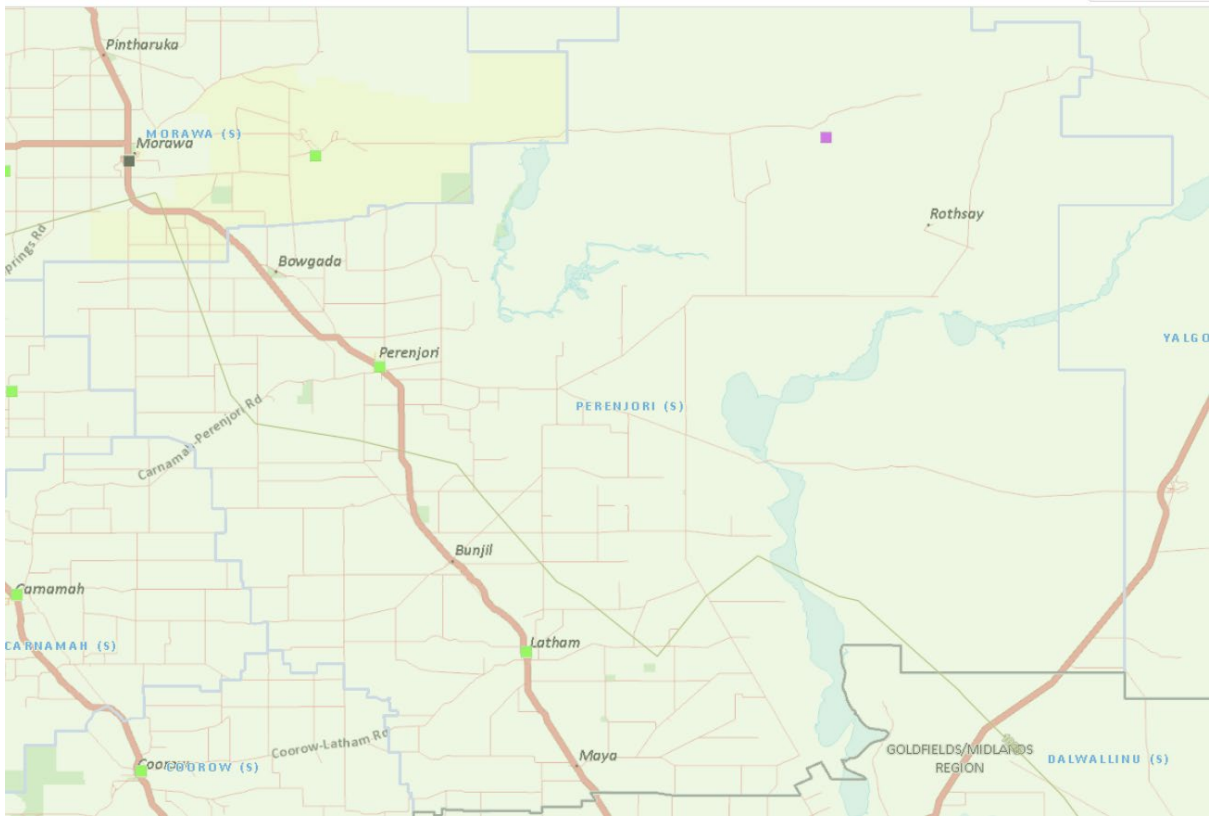
APPENDIX 6. LOCAL DISTRICT MAPS

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 Translating & Interpreting Services (TIS National)	Perth	08 9344 7663 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

Geraldton Air Charter	Geraldton	Ph. 9923 3434 Fax 9923 3262	<a href="mailto:geroair@midwest.com.au">geroair@midwest.com.au</a>
Shine Aviation	Geraldton	9923 3600	<a href="mailto:admin@shineaviation.com.au">admin@shineaviation.com.au</a>

### Traffic Controllers

Midwest Traffic Controllers	Geraldton	9965 5888 0418 939 378
Quality Traffic Communications	Geraldton	9923 9278 0419 700 160

## 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	<a href="mailto:reception@srs.reline.com.au">reception@srs.reline.com.au</a>
Thrifty Car Rental		Geraldton	9923 3841	
Hertz Car Rental		Geraldton	9965 2844	<a href="mailto:Geraldton@hertzrentals.com.au">Geraldton@hertzrentals.com.au</a>
Rod Desmond	Bus	Perenjori	9973 1200	
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	<a href="mailto:gtncrane@inet.net.au">gtncrane@inet.net.au</a>
Boon Logistics Ltd Geraldton	Geraldton	Ph. 9921 1177 Fax 9921 8434	<a href="mailto:dmcDonald@boomlogistics.com.au">dmcDonald@boomlogistics.com.au</a>
OKG Cranes		Mob 0400 383 355 Fax 9938 3300	<a href="mailto:kavak@bigpond.com">kavak@bigpond.com</a>
Freo Cranes	Geraldton	Ph. 9965 2007 Fax 9964 2006	<a href="mailto:Geraldton@freogroup.com.au">Geraldton@freogroup.com.au</a>
Procure Logistics	Geraldton	Ph 9943 8088	<a href="mailto:operations@procurelogistics.com.au">operations@procurelogistics.com.au</a>

## Equipment Hire

Coates Hire	Morawa/Geraldton	Ph. 9920 4200 Fax 9921 9040	
Tru Blu Hire	Geraldton	Ph. 9921 4288	
Geraldton Hire & Scaffolding	Geraldton	Ph. 9964 1048 0428 641 048	
State Wide Equipment Hire	Geraldton	Ph. 9965 2255 Fax 9965 2211	<a href="mailto:Geraldton@sweh.com.au">Geraldton@sweh.com.au</a>
Kennards Hire	Geraldton	Ph 9964 6637	<a href="mailto:geraldton@kennards.com.au">geraldton@kennards.com.au</a>

## Earth moving

Central Earthmoving	Geraldton	Ph. 9965 6565 Fax 9921 5910	<a href="mailto:cenearth@cenearth.com.au">cenearth@cenearth.com.au</a>
North Coast Contractors	Meru	0419 954 447 Fax 9923 7050	
CPC Earthmoving	Geraldton	Ph. 9964 7388 0428 939 611	<a href="mailto:gpcearthmoving@bigpond.com">gpcearthmoving@bigpond.com</a>
Midwest Mini Excavator & Bobcat Hire	Geraldton	Ph. 9938 1411 0418 939 701	
Murchison Bobcat & Tip Truck Hire	Geraldton	Ph. 9923 1372 0427 184 308	<a href="mailto:willow@modnet.com.au">willow@modnet.com.au</a>
GBH Earth Moving	Geraldton	Ph. 9938 1667 0408 939 567	<a href="mailto:GBHEarthmoving@bigpond.com">GBHEarthmoving@bigpond.com</a>
BPH	Perenjori	0417 916 693	<a href="mailto:admin@bph.com.au">admin@bph.com.au</a>
John Cunningham	Perenjori	0427 714 015	

Gilmour Earth Moving	Perenjori	9973 1155	<a href="mailto:gilmourearthmoving@westnet.com.au">gilmourearthmoving@westnet.com.au</a>
Kings Contracting	Perenjori	9973 1111 0427 731 238	
Leopold Contracting	Perenjori	9973 1182 0429 051 969	<a href="mailto:leopoldcontracting@bigpond.com">leopoldcontracting@bigpond.com</a>
Bestry Bros	Perenjori	9971 4036 0427 714 036	<a href="mailto:Bestrybros@westnet.com.au">Bestrybros@westnet.com.au</a>

### Electrical Services

WCC Electrical	Carnamah	9951 1414	
GG Pumps and Electrical	Perenjori/Geraldton	0428 374 481	<a href="mailto:ggpe@westnet.com.au">ggpe@westnet.com.au</a>

### Electrical Suppliers

Mitchell & Brown		Ph. 9965 9999	<a href="mailto:sales@mitchellandbrown.com.au">sales@mitchellandbrown.com.au</a>
Harvey Norman		Ph. 9964 0111 Fax 9964 5722	
ML Communications		Ph. 9965 7555 Michael 0418 939 325	

### Generators Suppliers

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

## Plumbers & Plumbing Suppliers

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	Geraldton	Ph. 9964 2844	
Avon Waste	Northam	Ph: 9641 1318	<a href="mailto:admin@avonwaste.com.au">admin@avonwaste.com.au</a>
Cleanaway	Geraldton	Ph 9938 4000	



## 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	
Karara Mine	29.14.309 South 116.42.327 East	12.30	1500m	sealed	Yes	Yes	Yes	
Mt Gibson Mine	29.44.747 South 117.07.123 East	12.30	1300m	Unsealed	Yes	Cones only	Nil	

## Contacts NOT for Public distribution

Position	Name	Organisation	Email Address	Phone (w)	Phone (mobile)
Local Recovery Coordinator	C E O	Shire of Perenjori	<a href="mailto:ceo@Perenjori.wa.gov.au">ceo@Perenjori.wa.gov.au</a>	99730100	0427 731 004
Local Welfare Coordinator	Keith Shaw	Department for Communities		9965 9533	
Local Welfare Liaison Officer	TBA by DC at time of Emergency	Shire of Perenjori	<a href="mailto:reception@perenjori.wa.gov.au">reception@perenjori.wa.gov.au</a>	9973 1002	
Chief Executive Officer		Shire of Perenjori	<a href="mailto:ceo@perenjori.wa.gov.au">ceo@perenjori.wa.gov.au</a>	9973 1002	0427 731 004
Chief Bush Fire Control Officer (CBFCO)	Philip Page	Shire of Perenjori	pjphil57@live.com	9973 1137	0458575 932
St Johns		Perenjori			
Community Para Medic	Cathy Macartney	SJA			0418 475 124
Dept. of Education		Perenjori P S	<a href="mailto:perenjori.ps@education.wa.au">perenjori.ps@education.wa.au</a>	9973 1011	
Silver Chain		Mingenew		9928 1034	
District Emergency Services Officer		Department for Communities		9965 9533	

Works Supervisor		Shire of Perenjori	<a href="mailto:mis@perenjori.wa.gov.au">mis@perenjori.wa.gov.au</a>		
Westrail Train control				9923 3637	
ARC/Brookfield Rail				9964 0332	
<b>Other Contacts:</b>					
DAFWA					
Parks & Wildlife DBCA	Duty Officer			9964 0901	0429 640 916
DFES	Ian Comben	Area Officer	<a href="mailto:ian.comben@dfes.wa.gov.au">ian.comben@dfes.wa.gov.au</a>	9956 6007	0427 024 125
SEMC		DEMA		9956 6014	0408 843 907
Telstra			<a href="mailto:Alan.shepherdson@team.telstra.com">Alan.shepherdson@team.telstra.com</a>		0407 963 432
WA Police/Duty Inspector				9923 4555	0407 149 051
Water Corporation	Steve De Jussing		<a href="mailto:stephen.dejussing@watercorporation.com.au">stephen.dejussing@watercorporation.com.au</a>		0418 938 949
Western Power	Gary Caeger Trevor Smyth		<a href="mailto:Gary.caeger@westernpower.com.au">Gary.caeger@westernpower.com.au</a> <a href="mailto:Trevor.smyth@westernpower.com.au">Trevor.smyth@westernpower.com.au</a>		0429 118 454 0427 477 449
MRWA				138 138	0427 478 177

## 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 serious 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 significant 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 serious 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 top soil 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 serious 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		

<b>10/17</b>	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	<b>POSSIBLE</b>	<b>MODERATE</b>	<b>MEDIUM</b>	<b>ENVIRONMENT</b>		
<b>11/17</b>	There is a risk that a severe storm will affect the economy of the community.	<b>POSSIBLE</b>	<b>MODERATE</b>	<b>MEDIUM</b>	<b>ECONOMY</b>		
<b>12/17</b>	There is a risk that a road transport emergency will cause damage to or destroy the environment.	<b>POSSIBLE</b>	<b>MODERATE</b>	<b>MEDIUM</b>	<b>ENVIRONMENT</b>		
<b>13/17</b>	There is a risk that a hazardous materials spill will cause death. Hazardous materials emit toxic fumes and may cause death through inhalation.	<b>UNLIKELY</b>	<b>MAJOR</b>	<b>MEDIUM</b>	<b>PEOPLE</b>		
<b>14/17</b>	There is a risk that a hazardous materials spill will affect the economy of the community.	<b>UNLIKELY</b>	<b>MODERATE</b>	<b>MEDIUM</b>	<b>ECONOMY</b>		



# Perenjori

Embrace Opportunity

## Information Statement 2022/23

As required under the Freedom of Information Act 1992



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## Preamble

With the outbreak of the COVID19 pandemic the impact of social distancing, regional travel restrictions, public health and other restrictive requirements have provided significant challenges to our public-facing service delivery and community representative activity. Notwithstanding the Shire of Perenjori has remained open and maintained its usual business services by utilising technology, strict health and safety practices and enhanced hygiene. It is acknowledged here that revised and simplified government administrative and operational compliance requirements have assisted greatly in enabling these outcomes.

It is important that this statement also acknowledges the original inhabitants of the Perenjori area - the Badymia people - who have a long history of providing information and wisdom through storytelling and we acknowledge their elders, past and present, together with their emerging generation of leaders."

If you require clarification on any information provided in this document that relates to the Shire of Perenjori please contact the Shire Chief Executive Officer on 08 9973 0100.

## Introduction

The Shire of Perenjori is required under the Freedom of Information Act 1992, Section 96(1) to publish annually a current Information Statement.

Section 96(1) of the Freedom of Information Act 1992 requires each government agency, including local governments, to prepare and publish annually an Information Statement. The Information Statement must set out:

- The Agency's Mission Statement.
- Details of legislation administered.
- Details of the agency structure.
- Details of decision-making functions.
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency.
- The operation of FOI in the agency.

Copies of the Shire of Perenjori's Information Statement can be obtained from:

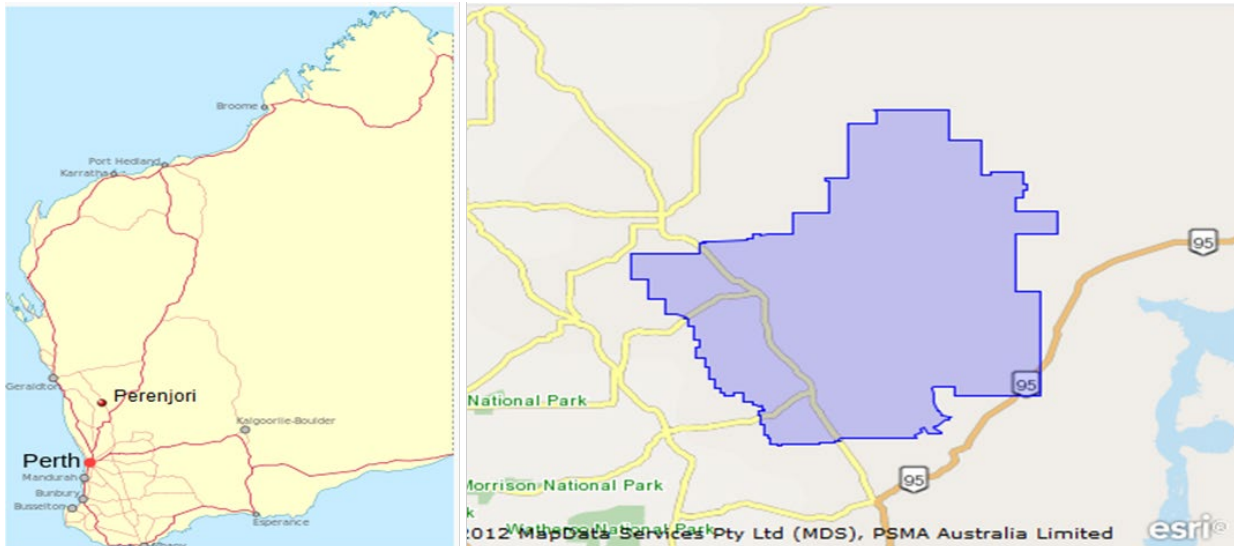
- The Shire of Perenjori Administration Office, 56 Fowler Street, Perenjori, or on
- The Shire of Perenjori website at [www.perenjori.wa.gov.au](http://www.perenjori.wa.gov.au)

Enquiries may be made directly to the Shire of Perenjori on 08 9973 0100 from Monday to Friday from 8:00 am to 4:00 pm or alternatively via email at [ea@perenjori.wa.gov.au](mailto:ea@perenjori.wa.gov.au)



## History and Local Information

The Shire of Perenjori is a local government area in the Mid-West region of Western Australia, about 360 kilometres north of the state capital, Perth. The Shire covers an area of 8,313 square kilometres, and its seat of government is the town of Perenjori. It has an area of 8,313 km<sup>2</sup> and has a population of 617 people.



The name Perenjori is derived from the Aboriginal word “Perangery”, meaning water hole.

The original inhabitants of the area are the Badymia people. These are the First Nations people that Sir John Forrest would have encountered when he first conducted exploration in the region and ultimately surveyed the area in 1896. Gold was discovered in 1894.

Dan Woodall was the first permanent white settler to the region and managed Perangery Station in 1905. In 1906 Matt Farrell first came to Perangery carting goods from Rothsay to Yalgoo and Mount Magnet. He marked trees where he wished to take up land in the area. The four Farrell brothers, Thomas, William, Matthew, George, then took up the land. The Lands Department approved agricultural lots of 1,000 acres, instead of huge pastoral leases granted previously.

The 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. Perenjori was officially announced as a town on February 16th, 1916.

Over time the spelling of the town and shire changed to Perenjori. Today it is one of the largest agricultural Shires in WA, with a combination of farming, pastoral and mining leases. In 2012 the town hosted a centenary celebration of its history.

Statistical trends for Perenjori show significant growth related to mining initiatives in the region. There has been significant positive impact on incomes, housing, education, employment and other socio-economic conditions.

## Our Vision, Mission & Core Values

### VISION FOR THE COMMUNITY

Perenjori will be dynamic and innovative and build on its key industries – mining, agriculture, energy and the environment to deliver sustained growth for its communities. The community and Council will build on its resilient, adaptive and strong community spirit to create a place that people want to live, work and invest in. In every regard, Perenjori will EMBRACE OPPORTUNITY

#### Mission for the Shire

The Shire of Perenjori will lead and partner the community to achieve its aspirational targets for the future. The Shire will work collaboratively with the community and partners and provide open deliberative decision making that empowers the community to participate. The Shire is the community's servant as well as its leader.

#### Values

##### Entrepreneurial and Resourceful

The key value that describes Perenjori is encapsulated in this question 'how can we help?' Perenjori is entrepreneurial and resourceful, and they like to add value and solve problems for people. They are keenly interested in making things happen without necessarily counting the benefit or how it's distributed. They have an appetite for risk, and they say yes to opportunities and then make them happen.

##### Resilient and adaptive

Perenjori has been a community that has faced very tough times. As a community it has a key value of learning how to respond to challenges and bouncing back from the most difficult of circumstances. It believes strongly in adapting and changing to get the best result.

##### Spirit and Independence

Perenjori is a community that values its independence and has a strong sense of identity. Its culture of resourcefulness and valuing hard work undoubtedly has its roots in its pioneering history and derives from the isolation and challenge to survive in a farming area that is on the edge of the pastoral zone. It also has generated the spirit of generosity and giving that creates the high levels of community spirit and volunteering.

##### Strength through Partnerships and Diversity

Whilst valuing its independence, Perenjori is a community that also values interdependence. It actively works to partner with other Shires, Regional organisations, business and industry and all parts of Government to achieve mutual goals. The Shire recognises that it alone cannot achieve the outcomes needed for the future prosperity of the community. Working together in a united fashion creates more strength for the future.

##### Ethical and upfront

The Shires commitment is to honesty, integrity and accountability. It believes it should be held to account for its performance and results that it generates. It also believes that the way in which it undertakes its leadership role is important and is committed to being accountable for its commitments and honest in all its dealings. Trust is a key ingredient in relationships and Perenjori believes people will want to do business with them if they hold true to their values.

##### Financial Sustainability

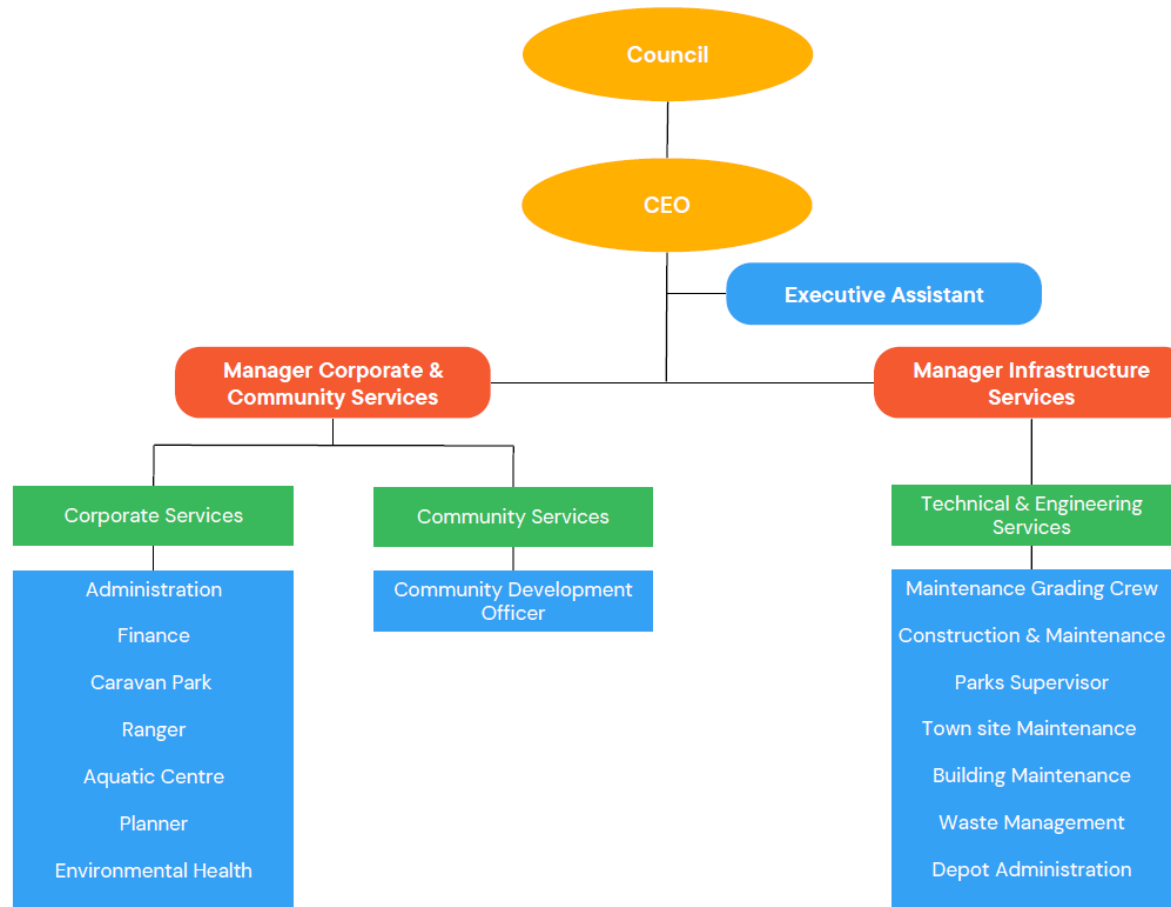
The Shire has a core value that it must have the capacity to manage its finances in the long-term to enable the community's expectations to be met and growth to be delivered on. It will manage its resources to create the greatest net gain and invest strategically in projects and programs that bring the greatest long term good.

## Function & Service Areas

For the purposes of financial and general reporting local government functions (activities) have been classified into Service Areas. The Shire of Perenjori is dedicated to providing high quality services to the community through the various services and facilities which it has established. Each function/service is divided into programs which in turn are made up of line items for revenue and expenditure.

- **General Purpose Funding** -Rates, interest revenue, bank fees and general finance.
- **Governance** – Council Members Expenses, General Administrative, grant funding and interest from reserves.
- **Law, Order & Public Safety** -Supervision of various local laws, fire prevention and animal/vermin control.
- **Education - provide** care of families and children including the Perenjori Early Childhood Centre, Provide Youth Activities, provide support to School & Playgroup.
- **Health** - Environmental Health services (food control), Support the Perenjori Medical Centre Services to provide ongoing Medical Services, Support towards the St John Ambulance building maintenance, Preventative Pest Control (mosquito control).
- **Housing** – maintenance of staff and rental housing.
- **Community Amenities** - Rubbish collection services, maintenance of various refuse sites, control and co-ordination waste management, cemeteries and public conveniences. The administration of the Town Planning Scheme. Community Development Services including functions and projects, community bus/transport, support to local groups, Community Resource Centre building maintenance and support.
- **Recreation & Culture** – Maintenance of halls and sporting facilities. Operation and maintenance of the Perenjori Aquatic Centre. Operation of the Perenjori Library. Operation and maintenance of the Perenjori Gym. Support and staging of Cultural events and assets including Perenjori Tourist Centre and Perenjori Agricultural Show.
- **Transport** - Construction and maintenance of streets, roads, footpaths, parking facilities, cleaning and lighting of streets, traffic control/signage and depot maintenance. Maintenance of Perenjori Air Strip.
- **Economic Services** – Tourism and area promotion services, building control, Operation and maintenance of the Perenjori Caravan Park, support towards Rural Services and other Economic services including Standpipe/Dam maintenance. Economic Development Projects including the Business Incubator and regional business support services.
- **Other Property Services** - Private works operations, plant repairs, operations costs and the allocation of overheads.

### Shire of Perenjori – Organisational Structure



## Our Council

The Shire of Perenjori consists of seven (7) Councillors including the Shire President. Ordinarily, Councillors are elected for a four-year term with four members retiring in one election and remaining Councillors retiring at the next.

Elections are usually held in October of every second year, the next Council Election will be held on 21 October 2023. The President of the Council is elected by the Councillors at the first meeting following the ordinary election. Extraordinary elections are held to fill any vacancies which may have occurred during the year.

The Council is the elected governing body that sets the direction and policies of the Local Government and consists of a President and Councillors.

### **The role of the Council is to:**

- govern the local government's affairs;
- be responsible for the performance of the local government's functions;
- oversee the allocation of the local government's finances and resources; and
- determine the local government's policies.

### **The role of the President is to:**

- preside at meetings in accordance with the Local Government Act 1995;
- provide leadership and guidance to the community in the district;
- carry out civic and ceremonial duties on behalf of the local government;
- speak on behalf of the local government;
- perform such other functions as are given to the president by the Local Government Act 1995 or any other written law; and
- liaise with the Chief Executive Officer on the local government's affairs and the performance of its functions.

### **The role of Councillors is to:**

- represent the interests of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the Council;
- participate in the local government's decision-making processes at Council and committee meetings; and
- perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law.

The Council sets the direction and policies of the Local Government whereas the administration, managed by the Chief Executive Officer, must ensure Council decisions and policies are implemented.

## Administration

Each Local Government has an administration that is responsible for implementing Council decisions and managing Local Government operations.

The Chief Executive Officer is employed by the Council to head the administration, manage day to day operations and ensure that Council decisions are implemented.

### **The functions of the Chief Executive Officer are to:**

- To implement the strategic goals and objectives of the organisation.
- To lead and manage the people, infrastructure and assets of the Shire.
- Meet corporate objectives.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Lead the organisation in providing a high level of service to the Community and Elected Members.
- Administer the Legal and Statutory obligations of the Council's operation and be the chief adviser to Council on these matters.
- Foster a Corporate approach to ensure effective financial controls operate within and across each functional area.
- Ensure that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law; and perform any other function specified or delegated by the local government or imposed under the Local Government Act 1995 or any other written law as a function to be performed by the Chief Executive Officer.
- Council may delegate to the Chief Executive Officer certain of its powers and duties. The Chief Executive Officer may delegate powers and duties of his/her office to other employees (Local Government Act 1995 s 5.42 and 5.45).

## Council Decision Making & Committees

Council is the decision-making body for all policy matters.

Ordinary meetings of full Council are generally held on the third Thursday of every month (except in January when Council is in recess) and commence at 3:00 pm. A briefing session is usually held on the Second Thursday of each month (the week before the Ordinary Council Meeting) from 3:00 pm and is open to members of the public. Members of the public are welcome to attend Council meetings, and Public Question Time is available at the commencement of each meeting.

The main business of the meeting is to consider and make resolutions including recommendations on matters which have first been dealt with by the appropriate Standing Committee.

The Council has established a register of delegations of authority to the Chief Executive Officer who, in turn, has delegated certain functions to staff.

**STATUTORY COMMITTEES**

<p><b>Finance Committee</b></p> <p>Council appoints the CEO, MCCS, Accountant and four elected members to this Finance committee.</p>	<p><b>Perenjori Public Benefit Fund</b></p> <p>Council appoints one elected member as the delegate to the Perenjori Public Benefit Fund Committee.</p>
<p><b>Audit Committee</b></p> <p>Council appoints seven elected members to the Audit Committee.</p>	<p><b>Bush Fire Advisory Committee</b></p> <p>Council appoints the CEO (<i>or delegate</i>) and one elected member to the Bush Fire Advisory Committee</p>

**COUNCIL DELEGATES TO EXTERNAL COMMITTEES**

<b>Northern Country Zone</b>	<b>North Midland Sub-Regional Road Group</b>
<b>Wildflower Country Tourism Group</b>	<b>Local Emergency Management Committee</b>

**COUNCIL DELEGATES TO COMMUNITY COMMITTEES**

<b>Perenjori Tourism Townscape Committee</b>	
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**APPOINTMENTS UNDER THE BUSH FIRES ACT 1954**

<b>Chief Bush Fire Control Officer (CBFCO) and Deputy CBFCO</b>	<b>Fire Control Officers inclusive of Permit Issuing;</b>
<b>Fire Weather Officer</b>	

## Legislation Administered

The Shire of Perenjori was established under and operates in accordance with the Local Government Act 1995. Other legislation and regulations affecting the functions and operations of the Shire of Perenjori include:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>➤ Building Act 2011</li> <li>➤ Building Regulations 2012</li> <li>➤ Bush Fires Act 1954</li> <li>➤ Bush Fire (Infringements) Regulations 1978</li> <li>➤ Bush Fire Regulations 1954</li> <li>➤ Caravan Parks &amp; Camping Grounds Act 1995</li> <li>➤ Caravan Parks &amp; Camping Grounds Regulations 1997</li> <li>➤ Cat Act 2011</li> <li>➤ Cemeteries Act 1986</li> <li>➤ Disability Services Regulations 2004</li> <li>➤ Dividing Fences Act 1961</li> <li>➤ Dog Act 1976</li> <li>➤ Dog Regulations 1976</li> <li>➤ Dog (Restricted Breeds) Regulations (No 2) 2002</li> <li>➤ Emergency Management Act 2005</li> <li>➤ Environmental Protection Act 1986</li> <li>➤ Environmental Protection Act Regulations 1987</li> <li>➤ Equal Opportunity Act 1984</li> <li>➤ Fire and Emergency Services Authority of Western Australia Act 1998</li> <li>➤ Freedom of Information Act 1992</li> <li>➤ Freedom of Information Regulations 1972</li> <li>➤ Health Act 1911</li> <li>➤ Industrial Relations Act 1979</li> <li>➤ Land Administration Act 1997</li> </ul> | <ul style="list-style-type: none"> <li>➤ Local Government Act 1995</li> <li>➤ Local Government (Administration) Regulations 1996</li> <li>➤ Local Government (Audit) Regulations 1996</li> <li>➤ Local Government (Constitution) Regulations 1998</li> <li>➤ Local Government (Elections) Regulations 1997</li> <li>➤ Local Government (Financial Management) Regulations 1996</li> <li>➤ Local Government (Functions and General) Regulations 1996</li> <li>➤ Local Government (Miscellaneous Provisions) Act 1960</li> <li>➤ Local Government Grants Act 1978</li> <li>➤ Occupational Safety &amp; Health Act 1984</li> <li>➤ Occupational Safety &amp; Health Regulations 1996</li> <li>➤ Planning &amp; Development Act 2005</li> <li>➤ Planning &amp; Development (Local Government Planning Fees) Regulations 2000</li> <li>➤ Public Interest Disclosure Act 2003</li> <li>➤ Rates and Charges (Rebates and Deferments) Act 1992</li> <li>➤ Road Traffic Act 1974</li> <li>➤ State Records Act 2000</li> <li>➤ State Records Principles &amp; Standards 2002</li> <li>➤ Strata Titles Act 1985</li> <li>➤ Strata Titles General Regulations 1996</li> </ul> |
|---|---|



<ul style="list-style-type: none"> <li>➤ Library Board of Western Australia Act 1951</li> <li>➤ Liquor Licensing Act 1988</li> </ul>	<ul style="list-style-type: none"> <li>➤ Town Planning Regulations 1967</li> <li>➤ Town Planning and Development (Subdivisions) Regulations 2000</li> <li>➤ Transfer of Land Act 1893</li> <li>➤ Western Australia Disability Services Act 1993</li> <li>➤ Workers' Compensation and Injury Management Act 1981</li> <li>➤ Workers' Compensation and Injury Management Regulations 1982</li> </ul>
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Additionally, the Shire administers the following Shire of Perenjori Local Laws:

- Standing Orders Local Law 2000
- Local Government Property Local Law 2001
- Dog Local Laws 2005
- Health Local Laws 2001
- Noxious Weeds Local Law 1968
- Caravan Parks and Camping Grounds Model By-Law No. 2 – 1971
- Fencing Local Law 2001
- Activities on and trading in thoroughfares and public places Local Law 2001
- Perenjori and Latham Cemeteries Local Law 2001 (Cemeteries Act 1986)
- Extractive Industries Local Law 2013

## Public Participation

Members of the public are invited to put forward their views to council in several ways.

These include:

### Attendance at Council Meetings

Ordinary Council meetings are open for the public to attend. The agenda for the meeting is available before the meeting date and can be obtained from the Shire of Perenjori Administration building on Fowler St or on the Shire of Perenjori's website. Each Council agenda includes Public Question Time and Petitions / Deputations / Presentations / Submissions as standard items.

- *Public Question Time* - Members of the public are able to ask questions (preferably in writing) on any matter affecting the Shire in the time set aside for this purpose at meetings of the Council and Committees open to the public, prior to the commencement of the meeting.
- *Petitions* - Written petitions to be presented to the Council must be addressed to the Shire President and comply with Council's requirements detailed within its Meeting Procedures Local Law.
- *Deputations* - Where a member of the Community has an interest in an item listed for discussion at a Council or Committee meeting, upon prior written application to the Chief Executive Officer they are entitled to give a deputation.

### Written Requests

Members of the public can write to the Council on any policy, activity or service of the Council.

## Community Consultation

The Shire of Perenjori has a Community Engagement Strategy which outlines opportunities for community members to have their say on a range of Shire activities and initiatives.

### Strategy Objective

To ensure that all members of the community have the opportunity to engage with Council on issues and decisions that affect them.

### Elected Members

Elected members contact details are made available to the public on the Shire of Perenjori website should anyone wish to discuss issues relevant to the Council.

### Membership of Council Advisory Committees

The following committees consist of Councillors and interested members of the public:

- Bush Fire Advisory Committee
- Perenjori Tourism Townscape Committee

## Council Documents

The following documents are available for inspection by electors, residents and other stakeholders of the Shire of Perenjori, at the Council's Administration Centre:

- Annual financial statement – at least seven days prior to the Annual General Meeting;
- Annual budget;
- FOI Information Statement;
- Register of Delegated Authority;
- Shire of Perenjori Local Planning Scheme;
- Policy Manual;
- Tender Register (*Local Government Act 1995 Local Government (Functions and General) Regulations 1996 No.17*);
- Code of Conduct;
- Register of financial interests;
- Register of gifts and travel disclosures;
- Annual Report;
- Schedule of fees and charges;
- Proposed local law of which the local government has given State-wide public notice under Section 3.12 (3) of the Local Government Act 1995;
- Local laws made by the local government in accordance with Section 3.12 of the Local Government Act 1995;
  - Health
  - Cemeteries
  - Fencing
  - Dogs
  - Bushfires
  - Meeting Procedures
  - Trading in Thoroughfares & Public Places
- Regulations made by the Governor under Section 9.6 of the Local Government Act 1995 that operates as if they were local laws of the local government.
- Any written law having a provision in respect of which the local government has a power or duty to enforce;
- Rates records;
- Confirmed Minutes of Council or Committee meetings;
- Minutes of Electors' meetings;

- Notice papers and Agenda relating to any Council and Committee meeting and reports and other documents that have been:
  - Tabled at a Council or Committee meeting; or
  - Produced by the Local Government or a Committee for presentation at a Council or Committee meeting and which have been presented at the meeting;
- Report of a review of a local law prepared under Section 3.16 (3) of the Local Government Act 1995;
- Corporate Business Plan prepared under Section 3.59 of the Local Government Act 1995;
- Strategic Community Plan;
- Register of owners and occupiers under Section 4.32 (6) of the Local Government Act 1995 and electoral rolls;
- Contract under Section 5.39 of the Local Government Act 1995 and variation of such contract;
- Such other information relating to the Local Government:
  - Requires by a provision of this Act to be available for public inspection; or
  - As may be prescribed.
  - In the form or medium in which it may for the time being be held by the Local Government.

### **Retention of Council Documents**

All Council records are retained in accordance with the State Records Advisory Council approved Local Government Retention and Disposal Schedule. This schedule stipulates how long a record must be kept and is available for inspection.

### **Freedom of Information – Access to Information**

While the Council endeavours to respond to information requests informally, Freedom of Information Legislation may be used to request access to information not available by any other means.

Allows access to documents to be obtained promptly and at the lowest reasonable costs; and Assists the public to ensure that personal information contained in documents is accurate, complete, up to date and is not misleading.

While the Act provides for general right of access to documents it also recognizes that some documents require protection – these exemptions are listed in Schedule 1 of the Act and include:

- Personal information;
- Information concerning trade secrets;
- Other commercially valuable information; or
- Any other information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Access to the Shire of Perenjori records (Personal or Non-Personal), can be made by application to the Chief Executive Officer at the Council's Administration Centre (Refer to 'Freedom of Information Procedures' for full application details).