SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

Attachment Booklet
May 2024

ATTACHMENT BOOKLET – MAY 2024

Item	Description
8.1	Ordinary Council Meeting Minutes – 23 April 2024
8.2	Special Council Meeting Minutes – 21 May 2024
8.3	Agenda Forum Notes – 21 May 2024
CC01-05/24	Accounts For Payment – May 2024
ID01-05/24	April 2024 Development Delegated Authority Report
ID02-05/24	Proposed Road Name – Sikh Lane, Dongara
CEO01-05/24	Local Emergency Management Arrangements – LEMA – 2024
10.2.1	Local Emergency Management Committee – Unconfirmed Minutes 7 May 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

28 May 2024

Item 8.1

Attachment 1

Ordinary Council Meeting Minutes

23 April 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

Ordinary Council Meeting

held on

Tuesday, 23 April 2024

in the

Council Chambers
11-13 Waldeck Street, Dongara

Disclaimer

The Shire of Irwin advises that the purpose of an Ordinary Council Meeting is to discuss and, where possible, make resolutions about items appearing in the agenda. No person should rely or act on the basis of any decision, advice or information provided by a Member or Officer, or on the content of any discussion occurring during the course of the meeting. No person should rely on the decisions made by Council until formal written advice of the Council is received by that person.

The Shire of Irwin expressly disclaims any liability for any loss or damage whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Shane Ivers
CHIEF EXECUTIVE OFFICER



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MINUTES

of the

ORDINARY COUNCIL MEETING

held

Tuesday, 23 April 2024

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors, Staff and Members of the Gallery and declared the meeting open at 6.00pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott	
Councillor A J Gillam	
Councillor E Tunbridge	
Councillor P Summers	

Staff

Mr S D Ivers	Chief Executive Officer
Miss P Machaka	Manager Finance
Mr M Connell	Manager Development
Ms F Boksmati	Acting Manager Community Services
Mr M Jones	Acting Manager Operations
Ms S Mearns	Acting Executive Assistant

Guests

Nil

Apologies

Nil

Approved Leave of Absence

Nil

Gallery

Mr Bruce Baskerville
Mr Ian Maluish

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question 1: Ms Bev Ewen, Osborne Way, Port Denison
Has there been any further information pursuant to the council's decision made on December 11th 2023 that a 1.8 metre fence must be erected along the entirety of the boundary between the properties at 3b and 5 Osborne Way for the owners of 3b to gain permission to establish a short term accommodation business that mitigates privacy and safety risks to young children sleeping in the building at the back of the main house and playing in the yard of no 5 Osborne Way that warrants a change to that decision, and if so, what is the new information?

Response: The matter has been the subject of a review and mediation by the State Administrative Tribunal who have invited Council to reconsider its decision. The additional information that has been provided by the applicant is contained in Attachment 1 of Council item ID03-03/24.

4. DECLARATIONS OF INTEREST

Agenda Item No	Declared By	Type of Interest	Reason
ID02-04/24	Cr A Gillam	Financial	Proposed facility is located on family farm land holdings.
CEO04-04/24	Mr Shane Ivers	Financial	

5. PUBLIC QUESTION TIME

Question 1: Mr Bruce Baskerville, 'Indiaview', Port Denison
Neither the documents provided by the proponents, nor the Shire officer's report or recommendations, make any reference to the site and associated pipelines once its proposed uses come to an end. Can councillors please include a specific condition, similar in character to conditions d, e, f and g, requiring the restoration of native vegetation, and rehabilitation of agricultural land, on affected land by the facility owners at the end of the facility's life?

Response: Question taken on notice

Question 2: Mr Bruce Baskerville, 'Indiaview', Port Denison
Neither the documents provided by the proponents, nor the Shire officer's report or recommended conditions, make any reference to Scope 1, Scope 2 and Scope 3 emissions resulting from the project. Can the Shire either ask the proponents to provide estimates of that information now, **and/or** can include a condition to require the owners/operators to regularly update the Shire on these emissions, over the life of the project, so that the Shire can in turn regularly report that data to the Shire community?

- Scope 1 emissions – direct emissions released into the atmosphere as a direct result of activities on the site.
- Scope 2 emissions – indirect emissions released into the atmosphere beyond the site but a direct result of site activities, such as electricity generation for use on the site.
- Scope 3 emissions – broad emissions released into the atmosphere as a result of actions on the site, such as emissions generated by the use of the gas by the end consumer (upstream), or in transporting the condensate to the port (downstream).

Response: Question taken on notice

Question 3: Mr Bruce Baskerville, 'Indiaview', Port Denison

Are any of the proponents or entities involved in the proposed development members of the IAAC, and if so, have they agreed, in writing, to reimbursing the Shire for its IAAC expenditures?

Response: Question taken on notice

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS AND DEPUTATIONS

Nil

8. CONFIRMATION OF MINUTES

8.1 Minutes of the Ordinary Council Meeting held 26 March 2024

The Minutes of the Ordinary Council Meeting held 26 March 2024 have been provided to all Councillors under separate cover.

OFFICER RECOMMENDATION AND COUNCIL DECISION	**010424**
MOVED: Cr Wyse	**SECONDED: Cr Gillam**
That Council confirms the Minutes of the Ordinary Council Meeting held 26 March 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge**
Against:	**Nil**

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

28 March 2024	Cr Tunbridge attended Hydrogen & Renewables Information Session in Northampton
7 April 2024	Shire President presented trophies at the 2024 Season Opening of the Dongara Golf Club
10 April 2024	Shire President conducted a Citizenship Ceremony
15 April 2024	CEO attended CEO catch up Meeting at Jurien Bay
16 April 2024	Councillors and CEO attended Councillor Priorities Workshop
17 April 2024	Shire President attended monthly MEPAU Meeting
17 April 2024	Cr Scott, Cr Wyse, Cr Summers, CEO and Finance Manager attended 2023-24 Audit Entrance Meeting
19 April 2024	CEO attended LG Corporate Services Association Meeting in Geraldton
22 April 2024	Shire President and CEO attended Northern Country Zone Meeting

11. REPORTS

10.1 Officer Reports

CORPORATE AND COMMUNITY	CC01-04/24
Subject:	**CC01-04/24 Accounts for Payment**
Author:	**S Clarkson, Senior Finance Officer**
Responsible Officer:	**P Machaka, Manager Finance**
File Reference:	**2.00057**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**Advocacy**	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☒	**Executive**	The substantial direction setting and oversight role of the Council e.g., performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	**Legislative**	Includes adopting local laws and local planning schemes.
☐	**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 obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
For Council to receive the list of accounts paid under delegated authority during March 2024.

Background:
A list of accounts paid under delegated authority is attached showing all payments made during the month of March 2024.

Officer's Comment:
Nil

Consultation:
Nil

Statutory Environment:
The *Local Government (Financial Management) Regulations 1996* provides as follows:

13. 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;

(b) the amount of the payment;

(c) the date of the payment; and
(d) sufficient information to identify the transaction.

(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:
Under Delegation CEO101 Council has delegated authority to the Chief Executive Officer to authorise payments from the municipal or trust fund.

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Attachment Booklet – April 2024
CC01-04/24 Attachment 1: Accounts for Payment – March 2024

OFFICER RECOMMENDATION AND COUNCIL DECISION 020424

MOVED: Cr Gillam **SECONDED: Cr Tunbridge**

That Council by Simple Majority, receives the Accounts paid during March 2024 as contained in CC01-04/24 Attachment 1 of the Attachment Booklet – April 2024, represented by:

Payment Type/Numbers	Total Amount
EFT 31778 – 31896	**$528,631.06**
Muni Cheques – 32189 – 32189	**$200.00**
Direct Debit – Telstra	**$4,715.86**
Direct Debit – WA Treasury Corporation	**$34,472.51**
Direct Debit – Credit Card	**$26,998.82**
Direct Debit – N-Able Pty Ltd	**$1,079.86**
Direct Debit – Australian Phone Company	**$225.23**
Direct Debit – Vestone Capital Pty Ltd	**$10,554.20**
Direct Debit – Rental Allowance	**$1,800.00**
Direct Debit – Superannuation	**$52,713.61**
Grand Total	**$661,391.15**

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

CORPORATE AND COMMUNITY	CC02-04/24
Subject:	**CC02-04/24 Monthly Financial Statements for the Period Ended 31 March 2024**
Author:	**P Machaka, Manager Finance**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**2.00057**
Voting Requirements:	**Simple Majority**

Council Role:

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☐	**Legislative**	Includes adopting local laws and local planning schemes.
☐	**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 obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
For Council to consider and receive the Monthly Financial Statements for the period 1 July 2023 to 31 March 2024.

Background:
The Monthly Financial Statements to 31 March 2024 are prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and includes the following statutory reports:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Position
- Explanation of Material Variances
- Net Current Funding Position

The Statements also include various other financial information not required by legislation, but for Council information.

Officer's Comment:
The financial position to the end of March 2024 is detailed in the attached report and summarised as follows relative to year to date budget expectations:

31/03/2024	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	9,179,387	9,090,980	-1%
Operating Expenditure	(10,242,301)	(11,247,117)	10%
Net Operating	(1,062,914)	(2,156,137)	
Non-Operating Revenue	365,037	374,234	3%
Non-Operating Expenditure	(2,709,180)	(2,874,564)	6%
Net Non-Operating	(2,344,143)	(2,500,330)	
Cash at Bank		1,554,606	
Cash at Bank Restricted		704,415	
Reserve Bank		1,655,180	
Total Cash Funds		3,914,200	

The attached statements provide explanatory notes for items greater than 10% or $10,000. This commentary provides Council with an overall understanding of how the financial position is situated in relation to the adopted budget.

Consultation:
Nil

Statutory Environment:
Local Government Act 1995

- *Section 6.4 Financial report*

Local Government (Financial Management) Regulations

- *Section 34 Financial activity statement report provides as follows:*

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
(b) budget estimates to the end of the month to which the statement relates;
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing -

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
(b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and
(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown -

(a) according to nature and type classification;
(b) by program; or
(c) by business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -

(a) presented to the council -

(i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or

(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and

(b) recorded in the minutes of the meeting at which it is presented.

Policy Implications:
Nil

Financial/Resource Implications:
Any issues in relation to expenditure and revenue allocations or variance trends are identified and addressed each month.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Attachment Booklet – April 2024
CC02-04/24 Attachment 1: Financial Statements for the Period Ended 31 March 2024.

OFFICER RECOMMENDATION AND COUNCIL DECISION	**030424**
MOVED: Cr Tunbridge	**SECONDED: Cr Scott**
That Council by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2023 to 31 March 2024 as contained in Attachment Booklet – April 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**
Against:	**Nil**

OFFICE OF CEO	CEO01-04/24
Subject:	**CEO 01-04/24 Councillor Training and Professional Development**
Author:	**L Hos, Governance Officer**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.00126**
Voting Requirements:	**Absolute Majority**

Council Role:

☐	**Advocacy**	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☒	**Executive**	The substantial direction setting and oversight role of the Council e.g., performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	**Legislative**	Includes adopting local laws and local planning schemes.
☐	**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 obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
For Council to review and adopt updated policy CPP44 Councillor Training and Continuing Professional Development and updated Guideline 05 Councillor Training.

Background:
As a part of the WA State Government ongoing Local Government reform, in June 2019 new legislation was introduced with regards to Councillor training. The new legislation outlined that council members were required to complete Council Member Essentials training and for all Councils to adopt a Policy with regards to training and continuing professional development.

The Shire of Irwin adopted policy CP44 Councillor training and Continuing Professional Development in 2020. Section 5.128 (5) (a) of the Local Government Act 1995 states that the policy must be reviewed after each Ordinary Election. Local Government Elections took place in October 2023. The administration has reviewed and updated the policy and guideline.

Officer's Comment:
The administration is required to report on councillor training and the report is to be available on the Shire's website. All councillors are provided updates of training offered by WALGA. Whilst most WALGA training courses are available on online, administration recognises that in person training offers benefits to ask question directly from a trainer or subject matter expert. Online training has benefits such as removing the need to travel outside of the Shire and pay for additional costs such as accommodation and car mileage.

With ongoing legislation reform, to upskill and inform all councillors, the Chief Executive Officer may look to provide in person training for all councillors.

Consultation:
No consultation was undertaken for this report.

Statutory Environment:
The policy presented to be reviewed is to meet the legalisation requirements.
As with *section outlined in section 5.128 of the Local Government Act 1995 Policy for continuing professional development*

(2) a Local Government may amend the policy – Absolute Majority*

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4)The CEO must publish an up-to-date version of the policy on the local government's official website.

(5) A local government —

(a) must review the policy after each ordinary election; and

(b) may review the policy at any other time.

Policy Implications:
CO E14 Elected Members Allowances and Expenses.

Financial/Resource Implications:
Budget allocation for elected member training for 2023 – 2024 is $9000.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
4.3 A local government that is professional, transparent, and accountable.
4.3.1 Ensure that elected members and employees are trained to meet the community's needs.

Attachments:
Attachment Booklet – April 2024
CEO01-04/24 Attachment 1: Updated Policy CP44
CEO01-04/24 Attachment 2: Updated Guideline 05 Councillor Training

OFFICER RECOMMENDATION AND COUNCIL DECISION	**040424**
MOVED: Cr Summers	**SECONDED: Cr Tunbridge**
That Council by Absolute Majority adopt the updated Policy CP44 Councillor Training and Professional Development and updated Guideline 05 Councillor Training.	
VOTING DETAILS:	**CARRIED: 6/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**	
Against: **Nil**	

OFFICE OF CEO	CEO02-04/24
Subject:	**CEO 02-04/24 Proposed Policy CP46 – Agenda Forums**
Author:	**L Hos, Governance Officer**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.00068**
Voting Requirements:	**Simple Majority**

Council Role:

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Report Purpose:
For Council to update its current meeting format and introduce the concept of Agenda Forums and adopt a new policy CP46 - Agenda Forums.

Background:
The Shire of Irwin Ordinary Council Meetings (OCM) are scheduled once a month starting at 6pm.

The current meeting schedule includes an Agenda Briefing and Councillor Information Session which commence at 5pm prior to the OCM. Members of the public were invited to attend these sessions.

At the Council Information Session held on the 5 February 2024, it was discussed with the council to move the Agenda Forum meeting one week prior to the Ordinary Council Meeting.

Officer's Comment:
The aim for the Agenda Forum Meetings is to allow the community members and council members to ask questions related to listed agenda items before the Ordinary Council Meeting (OCM). The Agenda Forum meetings will be scheduled one week before the OCM. To establish the new meeting, administration have developed a new policy CP46 - Agenda Forums. The new format aims to inform the community agenda items plus provide the opportunity to ask questions.

The introduction of the Agenda Forum Meeting format provides additional time for community members and council members to become familiar with listed agenda items, ensuring that council members are better informed prior to the OCM. If questions asked at the Agenda Forum Meeting cannot be answered when asked, the administration have the time to provide the additional information before the OCM. Community members also have the opportunity to ask questions related to agenda items at the meeting.

The Agenda Forum is not a decision-making meeting.

The aim of the new policy is to promote community members to be aware and involved with agenda items before the OCM. Community members can still ask questions during Public question time at the OCM with matters related to the agenda items or in relation to the Shire of Irwin.

The Department of Local Government, Sport and Culture (DLGSC) Local Government Guideline Council Forums, recommend that council adopt procedures for meetings that held before the Ordinary Council Meetings.

The adoption of the policy provides guidance for both council, staff and members of the public. The policy is guided by the Operational Guide and the recent consultation paper on Standarised Meeting

Procedures both provided by the Department of Local Government, Sport and Culture Industries.

The draft policy aims to provide guidance and clarity with regards to how the meeting will be chaired, which includes question time, presentation on items and what information will be captured.

1. Attendance will be recorded.
2. The meeting will be open to the public unless an agenda item is considered confidential as per the Act.
3. Questions can be asked by members of the public; however they must be related to items listed on the agenda paper.
4. All questions from members of the public will be directed through the Chair, who can answer the question or direct the question to the CEO to respond. The CEO may direct the question to the most appropriate staff member if required.
5. Any questions that cannot be answered at the meeting will be taken on notice.
6. All questions taken on notice; answers will be recorded in the Agenda Forum Notes paper which will be presented to council at that months Ordinary Council Meeting.
7. Presentations requests can be submitted. They are to be submitted directly to the Chief Executive Officer. The presentation must be related to an item listed on the agenda paper. The presentation has a time limit of 10 minutes and a limit of 2 representatives will be allowed to speak. Any presentation material provided at the meeting; copies are to be made available for all council members
8. All requests for presentation are to be submitted to the Chief Executive Officer 24 hours before the meeting.
9. Any approved presentations will be provided before the agenda item is discussed.
10. If additional time is required, this can be approved at the discretion of the presiding member.
11. If the Shire President is not available for the meeting the Deputy Shire President will chair the meeting.
12. Any declaration of interest must be provided in writing to the Chief Executive Officer 24 hours before the meeting.

Question Time provides the opportunity for members of the public to contribute to their local government. The current consultation paper from the Department with regards to ‘Standarised Meeting Procedures’ is available to the public for feedback. It includes a ‘question time’ as one of the key factors of the current State Government’s to encourage consistency across the sector. The new policy aims to be consistent with the proposed new reforms particularly in the areas of Public Question time and Presentations.

When the reforms have been formally introduced through legislation. The policy may need to be reviewed and updated.

Given the Agenda Forum Meeting is not a formal meeting, official minutes are not required. The administration has suggested that notes be published and presented at the Ordinary Council Meeting, in a similar format as the Delegated Authority Report.

Currently the OCM Agenda includes the details of the Agenda Briefing sessions. The OCM Agenda will be updated to include the new Agenda Forum Meeting format, if the policy is adopted.

Consultation:
The decision to change the format was discussed at the Council Briefing Session on 5th February 2024.The administration reviewed other councils who also provide a meeting similar format as proposed.

If the policy is adopted, the administration will update the community on the new meeting schedule, on its website, community notice boards and social media pages.

Statutory Environment:
Department of Local Government Operational Guidelines – Number 5 – Council Forums (January 2004)

Policy Implications:
This is a new policy, it is recommended that the policy is reviewed every 2 years. The policy may need to be reviewed sooner if new legislation is introduced that triggers changes.

Financial/Resource Implications:
Nil.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
4.3 A local government that is professional, transparent and accountable
4.3.2 Adopt and follow better practices processes

Attachments:
Attachment Booklet – April 2024
CEO02-04/24 Attachment 1: Draft New Policy Agenda Forum Meetings
CEO02-04/24 Attachment 2: Sample of Draft Agenda Forum Meeting Notes

OFFICER RECOMMENDATION AND COUNCIL DECISION	**050424**
MOVED: Cr Scott	**SECONDED: Cr Wyse**

That Council, by Simple Majority;

1. **Adopt New Policy CP46 - Agenda Forums;**
2. **Commence the new Council Meeting structure from May 2024; and**
3. **Authorise the Chief Executive Officer to advertise the new Council Meeting structure.**

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

OFFICE OF CEO	CEO03-04/24
Subject:	**CEO03-04/24 Arrangements for an Extraordinary Election**
Author:	**S Mearns, Acting Executive Assistant**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**GV.EL.1**
Voting Requirements:	**Absolute Majority**

Council Role:

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☐	**Legislative**	Includes adopting local laws and local planning schemes.
☐	**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 obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
For Council to consider appointing the WA Electoral Commissioner to conduct a (second) postal extraordinary election resulting from:

- the resignation of Cr Hayley Palmer on 25 January 2024;
- the subsequent Councillor vacancy; and
- there being no nominations for the extraordinary election which was to be held on 17 May 2024.

Background:
On 25 January 2024, Hayley Palmer resigned as a Shire of Irwin Councillor. Section 2.32 of *The Local Government Act 1995* states:

> ***S2.32 How extraordinary vacancies occur in offices elected by electors***
> *The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —*
>
> *(b) resigns from the office;*

It was therefore necessary for the Shire to make arrangements to hold an extraordinary election.

Following liaison and advice from the WA Electoral Commission, Council at its Ordinary Council Meeting held 27 February 2024 were asked to consider appointing the WA Electoral Commissioner to conduct a postal extraordinary election resulting from the resignation of Cr Hayley Palmer and the subsequent vacancy.

Council subsequently decided by an Absolute Majority to hold an extraordinary election on or after 17 May 2024 and for it to be conducted by the WA Electoral Commission.

In line with the WAEC election timeline, the nomination period closed on Wednesday 3 April 2024 at 4.00pm. At this time, the Returning Officer declared the nomination period closed and confirmed that no nominations had been received.

The WA Electoral Commission were subsequently informed of the election outcome and the results were advertised to the Community via the following prescribed methods:

1. the Shire of Irwin noticeboard (outside the Library);
2. Shire of Irwin Facebook Page;
3. Shire of Irwin Website; and
4. publication on the official website of the WAEC.

On Wednesday 10 April 2024, the WAEC contacted Shire Officers and confirmed:

We have received advice from the Department of Local Government Sport and Cultural Industries, that Council will need to re-meet to declare that the WAEC is to be responsible for the conduct of the election. It is the position of the department that the agreement was made for the Shire to use the WAEC for the 17 May election, and because another election is to be conducted, the Shire of Irwin need to declare to use the WAEC again, because it is counted as a separate election.

As a result, the Council will need to meet again to resolve to use the WAEC to conduct the new extraordinary election. Noting that the Shire of Irwin's next Ordinary Council Meeting is 23 April, the next day that we could run an election (outside the 80 day minimum) as required by section 4.20 of The Local Government Act 1995 is Friday 12 July 2024.

In light of this information, the Shire of Irwin is required to treat the second extraordinary election as it did the first and follow the same endorsement and approval procedure.

It is therefore important to again note that the current procedure required by the *Local Government Act 1995* is that written agreement must be obtained before the vote by Council is taken to appoint the Electoral Commissioner to conduct the election. To facilitate the process the Electoral Commissioner has provided correspondence serving as agreement to be responsible for the conduct of this extraordinary election for the Shire of Irwin in accordance with section 4.20(4) of the *Local Government Act 1995*. The Commissioner's agreement is subject to the proviso that the Shire of Irwin also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

Officer's Comment:
Information provided in Agenda item CEO01-02/24 from the Ordinary Council Meeting held on 27 February 2024 confirms that the Shire of Irwin has a long, and relatively successful, history of conducting postal elections, with the 2021 ordinary local government election seeing a 41.45% participation rate.

Council does have a number of options to consider, which have been summarised below:

Vacancy remains unfilled
Subject to Council resolution, the *Local Government Act 1995*, section 4.17(3)(4A) provides for a position to remain unfilled. However, the reduction in Councillor seats may risk the ability to make absolute majority decisions, particularly should there be any absences. Given that the term expiry is October 2027, it is felt appropriate that the vacancy be filled.

In-person election
Council may elect to run the election in-person. This may have a lesser financial impact on ratepayers. However, it is anticipated that participation would be significantly lower and could place the burden on

individual ratepayers to attend an in-person election. The administrative resources required of staff may also increase any cost estimates already provided for.

Postal election to be run by Electoral Commission

It is recommended that Council agree to the Electoral Commission running the (second) 2024 extraordinary election via postal vote due to the experience of the WAEC, their independence and impartially in the process, and convenience and participation rates for voters. Advantages are outlined below:

Advantages for electors

- Convenience of casting a vote in their own homes – particularly for disabled and aged voters and those without access to transport.
- Provision of candidate profiles to each elector to assist in their decision-making.
- Time to contact candidates and make an informed decision.
- Reduced costs in time and travel in casting a vote.

Advantages for candidates

- Availability of an experienced Returning Officer "at arm's length" from Local Government business.
- Detailed candidates' guides prepared by the WA Electoral Commission.
- An opportunity to reach all eligible electors at no cost through the candidate profile.
- Confidence that the election is being run by the State's independent Electoral Commission.
- Elected candidates have an increased support base.

Advantages for the Local Government

- All eligible electors are given information about the election.
- Electors can vote more easily as there are virtually no barriers to voting.
- Elections are seen to be conducted by the impartial WA Electoral Commission.
- The workload for the CEO is reduced in an area that is not core business.
- The vast majority of elector and candidate enquiries are received and resolved by either the Returning Officer or the Electoral Commissioner.
- Elected Councillors have a high level of support from the local community.

The WA Electoral Commission have provided a cost estimate of $24000 to conduct this (second) 2024 extraordinary election, at attachment CEO03-04/24, noting that this is the same estimate provided for the initial extraordinary election which resulted in no candidates.

The letter notes that this is an estimate only and the actual cost of the election will be charged.

It is to be noted that as at 11 April 2024, the WA Electoral Commission were unable to provide information to the Shire as to the costs incurred during the initial extraordinary election process.

Consultation:

Consultation has been held with the WA Electoral Commission on the timeline and requirements to run the extraordinary election.

Statutory Environment:

The *Local Government Act 1995* s4.9(1), s4.20(4) and s4.61(2)

Policy Implications:

Nil

Financial/Resource Implications:

The WA Electoral Commission have provided a cost estimate of $24,000 to run the election, which has not been budgeted for in the 2023/24 financial year. It is requested that Council approve this as unbudgeted expenditure, pursuant to section 6.8(1)(b) of the *Local Government Act 1995* (the Act).

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 4.2.4 Promote programs to encourage participation in elections.

Attachments:
Attachment Booklet – April 2024
CEO03-04/24 Attachment 1: Cost Estimate for Extraordinary Election
CEO03-04/24 Attachment 2: Timetable for Election

OFFICER RECOMMENDATION AND COUNCIL DECISION	**060424**

MOVED: Cr Wyse **SECONDED: Cr Summers**

That Council, by Absolute Majority:

1. **Fixes, in accordance with Section 4.20(4) of the *Local Government Act 1995* the date of the extraordinary election for the vacant councillor position be held on or after Friday 12 July 2024;**
2. **Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the extraordinary election;**
3. **Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election; and**
4. **Agree to the costs estimate provided by the WA Electoral Commission of approximately $24,000 to conduct the extraordinary election.**

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

DEVELOPMENT SERVICES	ID01-04/24
Subject:	**ID 01-04/24 Delegated Authority Report – Development, March 2024**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.00125**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**Advocacy**	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☒	**Executive**	The substantial direction setting and oversight role of the Council e.g., performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	**Legislative**	Includes adopting local laws and local planning schemes.
☐	**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 obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
For Council to receive the Delegated Authority Report – Development, March 2024.

Background:
Local governments utilise levels of delegated authority to undertake day-to-day statutory functions, thereby allowing Council to focus on policy development, representation, strategic planning and community leadership, with the organisation focussing on the day-to-day operations of the Shire.

The use of delegated authority means the large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

Officer's Comment:
This report presents the details of development functions made under delegated authority for the month of March 2024, with 10 building permits and 6 applications for development approval having been issued.

Consultation:
Nil

Statutory Environment:
- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*

Policy Implications:
Nil

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Attachment Booklet – April 2024
ID01-04/24 Attachment 1: Delegated Authority Report – Development, March 2024

OFFICER RECOMMENDATION AND COUNCIL DECISION	**070424**
MOVED: Cr Tunbridge	**SECONDED: Cr Wyse**
That Council by Simple Majority, receives the Delegated Authority Report – Development, March 2024 as contained in ID01-04/24 Attachment 1 of the Attachment Booklet – April 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**	
Against: **Nil**	

Cr A Gillam declared an interest in Item ID02-04/24 and left the Chambers at 6.12pm.

REGULATORY SERVICES	**ID02-04/24**
Subject:	**ID 02-04/24 Proposed Gas Extraction and Processing Facility – Lots 3558 and 3561 Midlands Road, Mount Horner**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**P24/14 – A4558**
Voting Requirements:	**Simple Majority**

Council Role:

☒	**Advocacy**	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	**Executive**	The substantial direction setting and oversight role of the Council e.g., performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	**Legislative**	Includes adopting local laws and local planning schemes.
☐	**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 obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
For Council to provide comment and recommend conditions to the Western Australian Planning Commission (WAPC) on the application for significant development for an 'Industry – General' and associated 'Workforce Accommodation' on Lots 3558 and 3561 Midlands Road, Mount Horner.

Background:
The Department of Planning, Lands and Heritage (DPLH) received an application for significant development in December 2023 for a proposed gas project (commonly referred to as the Lockyer Gas Project) on multiple lots near Midlands Road in the locality of Mount Horner.

The application has been lodged under Part 17 of the *Planning and Development Act 2005*, which has established the WAPC as the decision-making authority for significant development applications to support the State's economic recovery from the COVID-19 pandemic.

The proposed central gas processing facility with worker's accommodation village is located in the Shire if Irwin and the development also includes wellheads for gas extraction located in the Shire of Mingenew.

The proposed development is located approximately 25km east of Dongara, and 15km west of Mingenew. The locality contains gently undulating broadscale agriculture pasture lands interspersed with areas of scrubland.

The central processing facility is located 1.9km north from Midlands Road, being the main arterial road linking the rural communities of Dongara and Mingenew and providing road access to the broader region. The facility is accessed via Strawberry North-East Road, an unsealed local road servicing the local agricultural area. The Midland Railway runs adjacent to Midlands Road and is used by freight traffic primarily accessing Geraldton port.

The development site comprises a combination of cleared, agricultural and pastoral land with remnant native vegetation found throughout. In terms of topography, the development site undulates from approximately 100m AHD to 190m AHD. The central processing facility site slopes to the south east from approximately 165m AHD to 135m AHD. The surrounding land is agricultural, with the central processing facility's operations village located on a small ridge with views to small parcels of bush scrub, rocky outcrops and long views to the Irwin River.

Proposal

The development application proposes new gas extraction wells, well heads and a gas processing facility with adjacent worker's accommodation. Key aspects of the application are as follows:

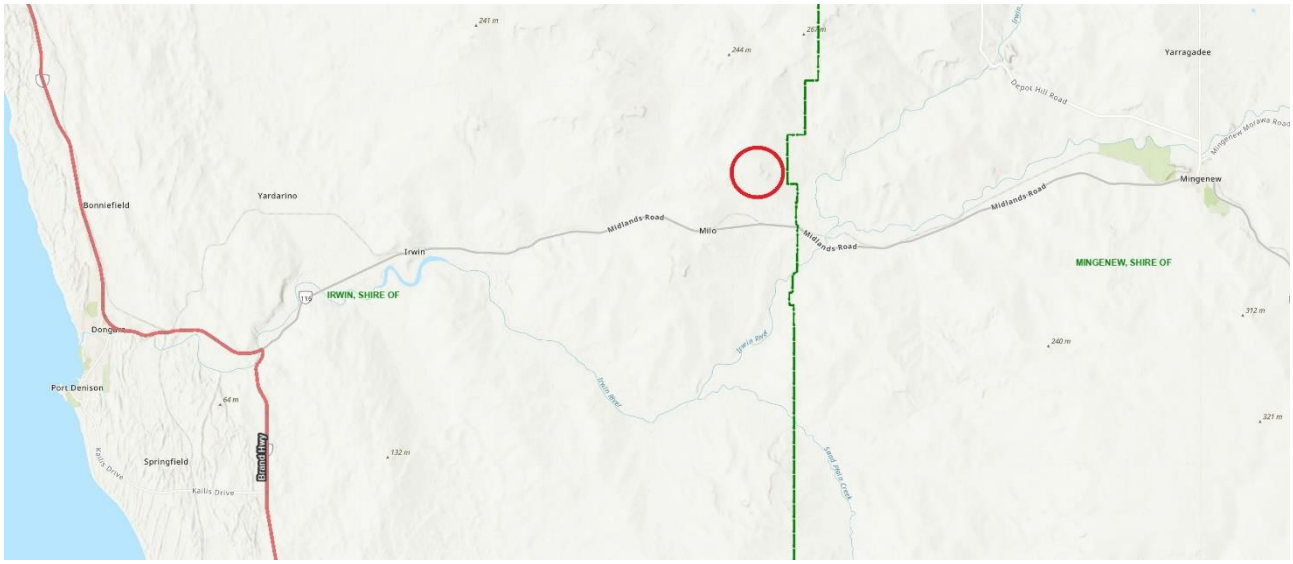
- Multiple conventional gas production wells.
- An upstream gas gathering network connecting the wells to hubs via flowlines.
- A central processing facility to treat the raw gas to the specification required for export to the Dampier to Bunbury Natural Gas Pipeline (DBNGP).
- A gas export pipeline connecting the central processing facility to the DBNGP.
- A condensate stabilisation, storage, and offloading system to support road transport of liquid product.
- Existing road access upgrades (between Midlands Road and the central processing facility).
- Administration facilities located on the south side of the gas processing facilities consisting of:
    - 1,005m² administration building
    - 796m² warehouse building
    - 400m² workshop
    - Lay-down area
    - Car parking and vehicle circulation areas
- Sedimentation pond, located to the east of the condensate pad, used for disposing stormwater.
- 3.4ha hardstand construction laydown area to the west of the gas processing infrastructure, used for the storing of materials and equipment during construction of the facility.
- Operations workforce accommodation village located to the north of the gas processing infrastructure consisting of:
    - 24 x 1-bed accommodation units on the north side of the village
    - Club lounge, including meal preparation and serving areas and village administration facilities
    - Recreation building
    - Gym building
    - Outdoor gym/playing field
    - 12 car parking bays, service/loading zone and mini bus drop off/pick up zone
    - Water treatment facility and a 3.2ha spray field located to the southeast of the village for the treatment and disposal of wastewater from the village

The development application report is contained in ID02-04/24 Attachment 1 and the application also contains specialist reports addressing economic benefit, traffic, noise, waste management, heritage, bushfire management, visual and environmental impact which are available for viewing at: https://consultation.dplh.wa.gov.au/reform-design-state-assessment/mt-lockyer-gas-extraction-and-processing/

The following is an outline of the application.

Applicant / Owner	Planning Solutions and Mineral Resources Limited / Dhungarra Pty Ltd
Local Planning Scheme No. 5	'General Farming' zoning
Use Class and Permissibility	Industry – General ('X' use, not permitted) Workforce Accommodation (use not listed)
Structure Plan/Precinct Plan	No
Lot Size	Lot 3558: 1,240ha and Lot 3561: 803ha
Existing Land Use	Broadacre agriculture
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

Location Plan



Officer's Comment:
The development application report details and extensive assessment of the application against the applicable planning framework. In considering and determining the application the WAPC must have due regard to the following matters as detailed below:

The purpose and intent of any planning scheme that has effect in the locality to which the development application relates

The purpose and intent of the Shire of Irwin Local Planning Scheme No. 5 (LPS5) relevant to this application are:

1.5 Purposes of the Scheme
- *a) set out the local government's planning aims and intentions for the Scheme area;*
- *c) zone land within the Scheme area for the purposes defined in the Scheme;*
- *d) control and guide land use and development;*

1.6 The Aims of the Scheme
- *a) to assist the effective implementation of regional plans and polices including the State Planning Strategy;*

b) to ensure there is a sufficient supply of serviced and suitable land for housing, employment, commercial activities, community facilities, recreation and open space;
d) 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;
f) to promote the sustainable use of rural land for agricultural purposes whilst accommodating other rural activities;
h) to safeguard and enhance the character and amenity of the built and natural environment of the Scheme area;

With the exception of the land use permissibility and building height as detailed below, the application is otherwise considered to be generally consistent with the purposes and aims of LPS5 for the following reasons:

- The application is aligned with the State Planning Strategy 2050 objectives of maintaining and growing Western Australia as the destination of choice for responsible exploration of development resources; and enabling secure, reliable, competitive and clean energy that meets the State's growing demand.
- The proposed development is estimated to create up to 350 jobs during the construction phase and approximately 40 permanent staff once operational with a focus on local employment and skills.
- The development footprint of the central processing facility is relatively small (approximately 5.4ha) and would have negligible effect on the sustainable use of rural land for agricultural purposes.
- Other than the specialised gas processing infrastructure, the other buildings are representative of typical large, rural shed-type structures. The materials, colours and scale of the development, in addition to the proposed landscaping is considered compatible with character and amenity of the area.

Land Use Permissibility

Land use permissibility is set out in the Zoning Table of LPS5. Clause 4.4 provides that where a specific use is defined, it is excluded from general terms used to describe other uses, and further that where a land use is not specifically mentioned and cannot reasonably be determined as falling within the type, class or genus of activity of another use category the local government may:

a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;
b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or
c) determine that the use is not consistent with the objectives of the particular zone and therefore not permitted.

There is no specific land use class listed in the Zoning Table relevant to the processing of gas, however it can be reasonably determined that the processing of gas falls under the use class of 'Industry – General', which is defined as:

> ***Industry-general*** *means an industry other than a cottage, extractive, light, mining, rural or service industry.*

The Scheme defines 'Industry' as:

> ***Industry*** *means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes premises on the same land used for –*

a) the storage of goods;
b) the work of administration or accounting;
c) the selling of goods by wholesale or retail; or
d) the provision of amenities for employees, incidental to any of those industrial operations.

The Zoning Table of LPS5 lists 'Industry – General' as an 'X' use under the 'General Farming' zone which means that the use is not permitted by the Scheme. Although the land use is a prohibited use, it must be acknowledged that the WAPC in considering and determining the application is not limited to planning considerations.

In addition, the proposed development includes a worker's accommodation village which the applicant considers to be incidental to the gas processing facility. However, LPS5 contains a land use definition for 'Workforce Accommodation', although this land use class does not appear in the Zoning Table.

'Workforce Accommodation' is defined as:

> ***Workforce accommodation*** means premises, which may include modular or relocatable buildings, used –
> *a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and*
> *b) for any associated catering, sporting or recreation facilities for the occupants and authorised visitors.*

On the basis of the analysis as outlined in this report (and the associated development application report), there is a clear foundation for the WAPC to reason that the 'Workforce Accommodation' component of the proposed development is consistent with the objectives of the 'General Farming' zone and as such is capable of approval.

Building Height

Clause 5.20 of LPS5 stipulates that the maximum permissible height of any building is 10m. The central processing facility comprises a combination of highly specialised equipment and structures that are designed as per operational requirements which includes:

- Amine regeneration system (18m)
- Amine contractor tower (18m)
- Still column tank (18m)
- Thermal oxidiser (39.6m)
- HP/LP flare (69.7m)
- Other infrastructure (average 5m)

Accompanying the application was a Visual Impact Assessment (VIA) of the development on the existing views from the surrounding landscape and which provided a preliminary viewshed analysis and site assessment.

While the viewshed analysis indicates that the proposed development may be visible at a number of locations (based on topography alone), the viewpoint analysis demonstrated that existing vegetation and topography largely shields the views of the bulk of the proposed development. However, at a number of locations the tallest infrastructure (flare and thermal oxidiser) will be noticeable above the existing landscape and tree lines.

Where the proposed development is likely to be visible, the infrastructure is typically far away (i.e. greater than 2km) and is generally not an overwhelming feature of the view, blending in with the topographical features of the rural landscape such as hills and tree lines.

The need to ensure the orderly and proper planning, and preservation of amenity, of that locality

Amenity is defined as *all of those factors which combine to form the character of an area and include the present and likely future amenity*.

The locality is characterised by an undulating rural landscape used for broadacre agriculture with a mixture of cropping and grazing. The development footprint of the central processing facility is relatively small and approximately 5.4ha. Other than the specialised gas processing infrastructure, the other administration and accommodation buildings are representative of typical large, rural shed-type structures that is an expected form of rural development in the Shire.

The materials, colours and scale of the development, in addition to the proposed landscaping achieves an overall appearance that would not contrast significantly with the rural aesthetic of the locality. The development is unobtrusive in the context of the wider landscape and is considered to be compatible with its setting and the surrounding character of the area.

Accompanying the application was a Traffic Impact Assessment (TIA) which provided a detailed analysis of the access to the central processing facility as well as the surrounding road network. The anticipated traffic generated from the construction phase would be 20 heavy vehicles per day and 22 light vehicles per day. Once operational the traffic would reduce to 3 heavy vehicles and 10 light vehicles per day. The TIA confirmed that the estimated traffic generation can be accommodated within the predicted capacity of the road network.

The applicant has committed to road upgrades associated with access to the central processing facility. An approximate 470m long access road will be constructed between the central processing facility and Strawberry North-East Road within the existing unconstructed road reserve. Strawberry North-East Road, between the newly constructed access way and the Midland Road intersection (approximately 2km) will be sealed and widened to an 8m wide two-lane single carriageway. The Strawberry North-East Road / Midlands Road intersection will be upgraded to a simple right turn and basic left turn treatment. The intersection will also be widened to cater for RAV7 (20m) vehicles for the left in and left out movements.

These road upgrades will also enhance the amenity of the locality.

A Waste Management Plan (WMP) has been prepared in support of the proposed development and provided details on the estimation of general waste volumes and recommendations for appropriate collection, storage, handling and management of waste and recycling. There were no details as to where the waste is to be disposed of.

The Shire is currently facing significant constraints at its waste transfer site, and it is recommended that a condition be requested that requires the further information and detail in the WMP that specifically addresses the proposed location for waste to be disposed of and any contingency measures.

When considering the likely future amenity, the Shire's Local Planning Strategy sets out the long-term planning directions for the Shire and guides land use planning over the next 20 years. The Strategy acknowledges that oil and gas exploration is an emerging industry in the Shire and that there will be many business and employment opportunities that will arise from these resource sector developments.

The Strategy specifically notes that onshore oil and gas opportunities exist within the Waitsia field of the Perth Basin and this source is located east of the Dongara townsite. It further states that it is necessary to adequately plan for and protect these industries where appropriate.

The proposed development is clearly contemplated by the Strategy. It is apparent that the planning framework acknowledges and indeed promotes development of this nature which in turn establishes reasonable expectations for this type of development in the locality.

The need to facilitate development in response to the economic effects of the COVID-19 pandemic
An Economic Benefits Statement accompanied the application and provides an overview of the benefits and significance of the project to the State of WA, which include:

- Economic activity and job creation
- Reinforcement of State's domestic gas supply
- Royalties
- Downstream opportunities

Conclusion

Although the land use 'Industry – General' is a prohibited use in the Scheme, it must be acknowledged that the WAPC in considering and determining the application is not limited to planning considerations and may have regard to any other matter affecting the public interest.

It is considered that the application will align with the purpose and intent of the Scheme as the development will assist in implementing the State Planning Strategy. The facility will provide employment and economic growth for the Shire in a manner that safeguards and enhances the character and amenity of the locality. The proposed development will also provide natural gas which has an increasingly critical role in maintaining energy security for the State.

Having considered the planning framework applicable to the site, the application is generally consistent with the requirements of orderly and proper planning, notwithstanding the limitations of LPS5.

The WAPC have requested the Shire provide information, comment or recommended conditions by 1 May 2024. Deferring the matter is therefore not recommended.

Consultation:
The DPLH has undertaken consultation on the application which involved the following:

- A public notice was published in the Dongara Denison Local Rag and Midwest Times on 13 March 2024;
- A written notice was sent to adjoining landowners within approximately 5km of the site;
- A copy of the application was made available for public inspection at the Shire office;
- The application details were published on the DPLH and Shire and website; and
- The application was referred to various Government/Service agencies.

The WAPC must have due regard to any submissions made by the local government whose district the development application relates.

Statutory Environment:
The application has been lodged under Part 17 of the *Planning and Development Act 2005*, which has established the WAPC as the decision-making authority for significant development applications.

The Part 17 Significant Development Pathway was a temporary initiative introduced by the State Government in 2020 to encourage major developments as part of its COVID-19 economic recovery program. On 1 March 2024, a permanent Part 11B Significant Development Pathway became operational however the Part 17 pathway continues to assess and determine development applications lodged by the 29 December 2023 deadline.

Policy Implications:
Nil

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.3 Ensure adequate and appropriately zoned land to support commerce and industry.

Attachments:
Attachment Booklet – April 2024
ID02-04/24 Attachment 1: Development Application Report

OFFICER RECOMMENDATION AND COUNCIL DECISION 080424

MOVED: Cr Scott **SECONDED: Cr Summers**

That Council, by simple majority in relation to the application for significant development for an 'Industry – General' and associated 'Workforce Accommodation' on Lots 3558 and 3561 Midlands Road, Mount Horner:

1. **Notes that the land use 'Industry – General' as an 'X' use under the 'General Farming' zone which means that the use is not permitted by the Scheme.**

2. **Considers that the land use 'Workforce Accommodation' is consistent with the objectives of the 'General Farming' zone.**

3. **Considers that the application is consistent with the Shire's Local Planning Strategy.**

4. **Recommends the following conditions be place on the application should the WAPC approve the application:**

    a. **Prior to the submission of the relevant building permit application, a Construction Management Plan is to be submitted and approved by the WAPC, on advice from the Shire of Irwin, addressing but not limited to:**

        i. **hours of construction**
        ii. **site access and egress**
        iii. **construction traffic management**
        iv. **parking arrangements for staff and contractors**
        v. **deliveries and storage of construction materials and machinery**
        vi. **management of vibration, dust and erosion**
        vii. **management of construction noise and other site generated noise**
        viii. **construction waste management, recycling and removal**
        ix. **public communication and complaint handling**

        This plan is to be adhered to at all times during the construction to the satisfaction of the WAPC.

    b. **Satisfactory arrangements being made with the WAPC, on advice from the Shire of Irwin for the full cost of upgrading Strawberry North-East Road and construction of the unnamed road reserve in the locations as shown on the approved plans to a sealed standard. The upgrade and construction works are to be implemented in full prior to occupation of the development.**

    c. **The area set aside for the parking of vehicles together with the associated access as shown on the approved plans shall:**

i. **be installed to the approval of the Shire of Irwin prior to the commencement of the approved use**
ii. **be maintained thereafter to the satisfaction of the WAPC**
iii. **be made available for such use at all times and not used for any other purpose**
iv. **be properly formed to such levels that it can be used in accordance with the approved plans and use**
v. **be drained and sealed with an all-weather seal coat to the approval of the Shire of Irwin**
vi. **have the boundaries of all vehicle spaces clearly indicated on the ground in conformity with the approved plans**
vii. **be designed in accordance with AS2890**

d. Prior to the commencement of any site works final landscaping plans and specifications shall be submitted to and approved by the WAPC, on advice from the Shire of Irwin. The approved landscaping plans are to be implemented in full prior to the commencement of the approved use and maintained thereafter to the approval of the WAPC.

e. Prior to the submission of the relevant building permit application, a Waste Management Plan is to be submitted and approved by the WAPC, on advice from the Shire of Irwin, addressing the location for disposal of waste.

f. Prior to the submission of the relevant building permit application, a Stormwater Management Plan is to be submitted and approved by the WAPC, on advice from the Shire of Irwin, addressing the detailed design of stormwater collection and system of disposal from the developed areas. The approved plan is to be implemented in full prior to the commencement of the approved use and maintained thereafter to the approval of the WAPC, with all stormwater to be disposed of on-site to the approval of the Shire of Irwin.

g. Prior to the submission of the relevant building permit application, a Lighting Strategy detailing external illumination of the development which is designed to prevent any increase in light spill on the adjacent rural landscape is to be submitted to and approved by the WAPC on advice from the Shire of Irwin.

5. Requests the WAPC to investigate a new land use definition for these and similar types of green/resource industries rather than more generally defining them a 'Industry – General'.

VOTING DETAILS: CARRIED: 5/0

For: Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Summers

Against: Nil

Cr Gillam returned to the Chambers at 6.15pm.

INFRASTRUCTURE AND OPERATIONS	IO01-04/24
Subject:	**IO01-04/24 RFT 01-2024 - Supply and Lay of Asphalt**
Author:	**Lynda Anderson, Procurement & Tenders Officer**
Responsible Officer:	**Mark Jones, Acting Manager Operations**
File Reference:	**4.00439**
Voting Requirements:	**Absolute Majority**

Council Role:

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

☒ **Executive** The substantial direction setting and oversight role of the Council e.g. performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

☐ **Legislative** Includes adopting local laws and local planning schemes.

☐ **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 obligation to abide by the principles of natural justice e.g. local planning applications, building permits, 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 (SAT).

Report Purpose:
Accept Tender 01-2024- Supply and Lay of Asphalt.

Background:
The Shire of Irwin sought tender submissions from suitably qualified and experienced businesses and/or organisations for Supply and Lay of Asphalt.

The Shire of Irwin is replacing existing asphalt on Point Leander Drive, Port Denison. This Request For Tender (RFT) is seeking suitably experienced, resourced, and competent contractors for the Supply and Lay of Asphalt.

RFT 01-2024- Supply & Lay of Asphalt was released via Tenderlink portal on 31 January 2024 to 22 February 2024.

The request for tender closed at 2.00pm (AWST) Thursday 22 February 2024. Two employees undertook the opening of the Tender via Zoom.

Three (3) submissions were received at the close of tender. Of these, only one met the required compliance criteria and progressed to evaluation for assessment against the qualitative criteria.

An evaluation panel comprising of three voting members of staff individually assessed the tender submission. Evaluation Panel Members formally met on 08 April 2024, the Procurement & Tenders Officer facilitated the meeting. The consensus evaluation was a structured approach, ensuring that various factors, including the pricing was considered in the decision-making process to determine the sole submission as the most advantageous as recommended in the Evaluation Report provided in Confidential Attachment 1.

Officer's Comment:
The recommended sole submission from Respondent 1 ranked the highest in the qualitative criteria as set out in the Request for Tender (RFT) document. The submission from Respondent 1 also met the requirement for a *Localised Purchasing (Regional Price Preference)* detailed in section 4.2 of the Tenderers Response document provided as Attachment (RFT Documents - as issued) IO01-04/24 Attachment 1 RFT 01-2024- Supply and Lay of Asphalt – Request Documents.

Refer to the Evaluation Final Scores and Ranking as provided in Confidential Attachment (Evaluation Report) IO01-04/24 – RFT01-2024 Supply and Lay of Asphalt – Evaluation Report.

For further details regarding the compliance and qualitative criteria for all tenders submitted, refer to the attached Confidential Attachment (Evaluation Report) IO01-04/24 – RFT01-2024 Supply and Lay of Asphalt – Evaluation Report.

Consultation:
Nil

Statutory Environment:
s.3.57 of the Local Government Act 1995
Part 4 of the Local Government (Functions and General) Regulations 1996

Policy Implications:
CP 20 Purchasing
CP01 – Localised Purchasing (Regional Price Preference)

Financial/Resource Implications:
Subject to 2024/25 Budget approval before signing the Contract.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031

Attachments:
Attachment Booklet – April 2024
IO01-04/24 Attachment 1: RFT 01-2024- Supply and Lay of Asphalt – Request Documents

Confidential Attachment Booklet – April 2024
IO01-04/24 Confidential Attachment 1: RFT 01-2024- Supply and Lay of Asphalt Evaluation Report

OFFICER RECOMMENDATION AND COUNCIL DECISION	**090424**

MOVED: Cr Scott **SECONDED: Cr Summers**

That Council by Absolute Majority,

1. **Accepts the Tender for RFT 01-2024- Supply and Lay of Asphalt, received from Respondent 1 as named in the Evaluation Report recommendation detailed in the Confidential Attachment and identified as the most advantageous, to the fixed value of $913,047.28 (inc GST) as per schedule of rates.**

2. **Delegates authority to the Chief Executive Officer to negotiate minor variations to the contract for Tender 01-2024 - Supply and Lay of Asphalt before and / or after its execution in accordance with Regulations 20 and 21A of the *Local Government (Functions and General) Regulations 1996.***

3. **Authorises the Chief Executive Officer to execute the contract for Tender 01-2024-Supply and Lay Asphalt and any optional extensions, in accordance with section 9.49A of the Local Government Act 1995.**

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

10.2 Committee Reports

Nil

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

14. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

15. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

The following matter at CEO 04-04/24 will be considered behind closed doors in accordance with Section 5.23(2) (a) and (c) of the Local Government Act 1995 as it relates to the personal affair of a person and a contract that may be entered into.

The Chief Executive Officer, Mr Shane Ivers declared a financial interest in this item and left the meeting at 6.18pm.

OFFICER RECOMMENDATION AND COUNCIL DECISION	**100424**
MOVED: Cr Wyse	**SECONDED: Cr Gillam**
That Council close the meeting to the public at 6.18pm in accordance with section 5.23(2) (a) and (c) of the *Local Government Act 1995.*	
VOTING DETAILS:	**CARRIED: 6/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**	
Against: **Nil**	

Shire Staff and Members of the Gallery left the Chambers at 6.18pm.
The Minute Taker remained in the Chambers to record recommendations.

OFFICER RECOMMENDATION AND COUNCIL DECISION	**110424**
MOVED: Cr Wyse	**SECONDED: Cr Summers**
That Council open the meeting to the public at 6.21pm.	
VOTING DETAILS:	**CARRIED: 6/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**	
Against: **Nil**	

The Chief Executive Officer, Shire Staff and Members of the Gallery returned to the Chambers at 6.22pm.

OFFICER RECOMMENDATION AND COUNCIL DECISION	**120424**
MOVED: Cr Wyse	**SECONDED: Cr Summers**
That Council adopt the recommendation made behind closed doors in relation to Item CEO04-04/24 CEO Contract Renewal.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**
Against:	**Nil**

16. CLOSURE

There being no further business the Shire President closed the meeting at 6.23pm.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

28 May 2024

Item 8.2

Attachment 1

Special Council Meeting Minutes

21 May 2024

MINUTES

Special Council Meeting

held on

Tuesday 21 May 2024

in the

Shire of Irwin Council Chambers

11-13 Waldeck Street, Dongara

The purpose of the meeting is for Council to adopt the 2024-25 Differential Rates

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MINUTES

SPECIAL COUNCIL MEETING

held on

Tuesday 21 May 2024

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President opened the Special Meeting at 6.00pm and welcomed Councillors and Staff.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott	
Councillor E Tunbridge	
Councillor A Gillam	
Councillor P Summers	

Staff

Mr S D Ivers	Chief Executive Officer
Miss P Machaka	Manager Finance
Mr M Connell	Manager Development
Ms F Boksmati (via Zoom)	Acting Manager Community Services
Ms S Mearns	Acting Executive Assistant
Mr G Nadarajah	ICT Supervisor

Apologies

Mr M Jones	Acting Manager Operations
Mr S Stubbs	Community Emergency Services Manager

Approved Leave of Absence

Nil

3. DECLARATION OF PURPOSE OF MEETING

The purpose of the meeting for Council to adopt the 2024-25 Differential Rates.

4. DECLARATIONS OF INTEREST

Nil

5. PUBLIC QUESTION TIME

Nil

6. OFFICER REPORTS

CORPORATE AND COMMUNITY	CC01-05/24
Subject:	**CC01-05/24 Differential Rates 2024/25**
Author:	**Patience Machaka Manager Finance**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.0683**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**Advocacy**	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☒	**Executive**	The substantial direction setting and oversight role of the Council e.g., performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	**Legislative**	Includes adopting local laws and local planning schemes.
☐	**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 obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
To consider the proposed rates in the dollar for differential rating to be advertised prior to the adoption of the 2024/25 Budget.

Background:
There is provision under the *Local Government Act 1995* to impose differential rates within the local government's boundaries and in considering this imposition, there are certain statutory obligations that the local government must comply with:

- Before any consideration to the Budget, the local government is required to give local public notice of its intention to impose differential rates;
- The local government must provide information of each new rate or minimum payment;
- Electors or ratepayers are invited to make submissions in respect of the proposed rate or minimum payment. This submission period must be for a minimum of 21 days; and
- Application must be made to the Minister for Local Government, Heritage, Culture and the Arts seeking approval to impose a differential rate that is more than twice the lowest rate.

The Shire of Irwin historically has used differential rates to levy a higher rate in the dollar for Mining Tenements than other Unimproved Valuation (UV) properties. This practice is common within local governments.

A draft budget workshop was held on Tuesday 14 May 2024 where Councillors reviewed the projected changes in operating revenue and expenditure, along with efficiency measures, proposed capital works and projects. The differential rates will directly influence Council's ability to fund expenditure requirements in the 2024/25 Budget.

Officer's Comment:
For Council to meet the requirements of the Act it is required to advertise the proposed differential rates within timeframes to meet the 21 day minimum advertising period before the budget is adopted.

The draft budget comprises total operating income of $4.4m (excluding rates revenue), capital grants funding of $5.3m, operating expenses of $13.7m and capital works program of $8.8m. After considering reserve movements and grant funding the rates revenue required to achieve a balanced budget is $6.9m.

An overall increase of 5% on 2023/24 actual billed rates was applied to achieve this rate revenue which is just sufficient to meet the requirements of the 2024/25 Budget and enables the Shire to undertake projects that are a key priority to the community.

Over the last six years the Shire has increased rates by an average of 3.6%, with 0% rise in 2020/21, due to COVID-19. The Shire endeavours to raise rates in a fair and equitable manner and the same time raise enough income to cater for increase in costs for materials and contracts, fuel, electricity, insurance, and labour.

Differential rating allows Council to maintain a degree of equity between rates levied on all unimproved value assessments within the Shire of Irwin rate base whilst providing income annually to allow for the service requirements of all property owners. The reasoning for levying the higher rate in the dollar can be found in the attachment - Statement of Objects and Reasons.

It is worth noting that while both UV Rural and UV Mining are based on "Unimproved Values" provided by the Valuer General, the *Valuation of Land Act 1978* prescribes different methods of calculating each one.

The unimproved valuation of land utilised for rural purposes is the capital amount that the property (not including improvements) might reasonably be expected to realise upon sale.

The unimproved valuation of land used for mining tenements is calculated on the annual rent per hectare multiplied by a factor, the amount of which depends on the number of hectares and type of lease held. They therefore have no relativity and cannot be compared.

2024/25 valuations for Gross Rental Values, Unimproved Values Rural and Unimproved Values Mining, were conducted by the Valuer General (Landgate) and were provided as per below:

Gross Rental Values (GRV)
The average change in GRV valuations roll, has increased from 2019 by 33.97% to $34,614,191, with the following summary of changes:

- Residential: 1576 properties with a median change of 38.3%
- Commercial: 81 properties with a median change of 9.19%
- Industrial: 8 properties with a median change of 7.63%
- Vacant Land: 463 properties with a median change of 20.51%
- Miscellaneous: 91 Properties with a median change of 22.52%

Rural Unimproved Values (UV Rural)
The total rural unimproved valuation has increased significantly again, from 2023, by an overall average of approximately 21.52% to $172,035,300.

Mining Unimproved Valuations
The Mining Tenement Unimproved Roll provided by Landgate reflected an increase of approximately 11% to $3,918,741.

The proposed rates of $6,805,058 includes a 5% increase on 2023/24 billed rates and interims levied. Due to the increase in UV valuations, the rates in the dollar decreased slightly with the

minimum rate of $1,050 remaining unchanged from 2024/25. The draft budget is still being finalised and is subject to change due to the end of financial year process.

It should be noted that individual property values will change by more or less than the average increases reported above and therefore when rate notices are issued, they will not necessarily reflect a 5% increase in rates on the property rated.

2024/25 Proposed Rates In The Dollar			
	2023/24 Rate in the $	**2024/25 Rate in $**	**% Increase**
Gross Rental Value (GRV)	12.137	13.065	7.6%
Unimproved Value (UV)	21.361	22.335	4.6%
Unimproved Value (UV) Mining	1.3019	1.0910	-16.2%

2024/25 Proposed Rates Revenue		
Gross Rental Value (GRV)	3,722,647	55%
Unimproved Value (UV)	2,343,850	34%
Unimproved Value (UV) Mining	738,563	11%
	$6,805,060	**100%**

Consultation:
Once adopted, the proposed differential rates together with the objects of imposing differential rates and reasons for each rate category must be advertised for a minimum period of 21 days. This period of advertising allows ratepayers to consider the proposed rates and make any submissions to Council. The advertising process does not prevent Council from amending the rate in the dollar at budget adoption.

Statutory Environment:
Local Government Act 1995

- Section 6.33 Differential general rates
- Section 6.36 Local government to give notice of certain rates

Policy Implications:
In accordance with the Department of Local Government and Communities' Rating Policy – Differential Rates, Council must demonstrate that consideration has been given to the key values of Objectivity, Fairness and Equity, Consistency, Transparency and Administrative Efficiency.

Objectivity
The land on which differential general rates has been rated according to one or more of the following land characteristics:

- zoning
- land use
- vacant land

Where there has been a change to the boundaries of the district within the past five years, the land on which differential general rates apply may also be rated according to one or more of the following land characteristics:

- whether or not it is situated in a town-site
- whether or not it is situated in a particular part of the district

The local government has proposed a differential general rate which is more than twice the lowest differential rate.

Fairness and Equity
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 this policy (through the provision of a copy of this document to the ratepayer
- 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.

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.

Transparency and 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 in a newspaper circulating generally throughout the district and exhibited to the public on a notice board at the local government's office and at every local government library in the district (refer to Rating Policy – Giving Notice)
- published the notices after 1 May in the relevant year.

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 each ratepayer submission (if any)

- resolved to make the application provided the Minister with the minutes and agenda papers relevant to these matters.

Financial/Resource Implications:
The Shire's principle source of income is through rates. It is an essential part of the budget process that the Council consider the level of rates that need to be raised in the context of funding the annual budget. It must also be noted that as other income, such as statutory fees and charges are fixed by external legislation, there is very little scope for the Shire to increase this revenue source to keep up with the rising costs of service provision and reduction of grant funding, therefore, these increasing costs must be borne by increases in rates.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 - 2031
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Special Council Meeting – 21 May 2024 Attachment Booklet
CC03-05/24 Attachment 1: Statement of Objects and Reasons 2024/25

OFFICER RECOMMENDATION AND COUNCIL DECISION 010524

MOVED: Cr Wyse **SECONDED: Cr Gillam**

That Council:

1) **Adopts the following rates in the dollar and minimum rates for the differential rating categories specified for the 2024/25 financial year:**

Rate Category	Rate in Cents in the Dollar	Minimum Rates
Gross Rental Valuations		
General Rate	**13.065**	**$1050**
Unimproved Valuations		
General Differential Rate	**1.0910**	**$1050**
Mining Differential Rate	**22.335**	**$1050**

2) **Approves the advertising of its intention in accordance with Section 6.36 of the *Local Government Act 1995*;**

3) **Endorses the Statement of Objects and Reasons, as presented in Attachment Booklet – May 2024 under separate cover; and**

4) **Confirms that expenditure has been reviewed and the following efficiency measures have been considered as part of budget deliberations:**

Efficiency Measures:
- **Service levels and core business**
- **Process improvement strategy to increase efficiencies**
- **Rural roads infrastructure improvement strategy**
- **Asset management strategy**
- **Improve utility efficiencies for future savings**

VOTING DETAILS **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge**

Against: **Nil**

7. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

8. CLOSURE

There being no further business, the Shire President closed the meeting at 6.02pm.

Special Council Meeting

21 May 2024

Attachment Booklet

Item: CC03-05/24

Statement of Objects and Reasons 2024/25

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

innovation
accountability
integrity
respect

Shire of Irwin

Statement of Objects and Reasons

2024/25

Including Objects and Reasons for the Current Rating Structure

This Statement is published by the Shire of Irwin in accordance with Section 6.36 of the *Local Government Act 1995* to advise the public of its objectives and reasons for implementing differential rates.

The purpose of levying of rates is to meet Council's budgetary requirements in each financial year in order to deliver services, facilities and community infrastructure. Property valuations provided by the Valuer General are used as the basis for the calculation of rates each year. Section 6.36 of the Local Government Act provides the ability to differentially rate properties based on zoning and/or land use as determined by the Shire of Irwin. The application of differential rating maintains equity in the rating of properties across the Shire, enabling the Council to provide facilities, services and infrastructure to the entire community and visitors to the area.

Gross Rental Values (GRV)

The *Local Government Act 1995* provides that properties of a non-Rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. The Valuer General determines the GRV for all properties with a non-rural purpose within the Shire of Irwin approximately every four years and provides a GRV Roll. The current valuation is effective from 1 July 2024. Interim valuations are provided regularly to Council by the Valuer General for properties where changes have occurred during the year (i.e., subdivisions or strata title of property, amalgamations, building constructions, demolition, additions and/or property rezoning). In such instances Council recalculates the rates for the affected properties and issues interim rate notices.

GRV – Uniform Rate

All land within the Shire used for non-rural purposes (GRV) is rated using a uniform GRV Rate. The uniform rate is calculated and adopted after the consideration of many factors such as current economic conditions, increases to land valuations as assessed by the Valuer General's Office, the infrastructure and service improvement proposals contained in the Budget, as well as other factors. It is considered that for this financial year the valuations imposed by the Valuer General provides the capacity for the additional rate contributions that may be required from different zoning/land use and therefore the need for a differential rate is not deemed necessary.

Unimproved Values (UV)

The *Local Government Act 1995* provides that properties predominantly used for a rural purpose are assigned an Unimproved Value as supplied and reviewed by the Valuer General on an annual basis. The unimproved value of land refers to the market value of the land in its natural state without improvements such as buildings, fences, dams etc.

The rate in the dollar set for the UV Rural category forms the basis for calculating all other UV differential rates. Interim valuations are provided regularly to Council by the Valuer General for properties where changes have occurred during the year (i.e., subdivisions of property, amalgamations, and/or property rezoning). In such instances Council recalculates the rates for the affected properties and issues interim rate notices.

UV Differential Rate - Rural

All land in the Shire used for rural purposes are classified into Policy Areas based on their zoning in the Shire of Irwin Local Planning Scheme No 5, as set out below. All land within these zoning areas are rated using the same differential rate.

Policy Area A	Conservation Crown Land: To preserve and protect the major areas of Crown Reservations and Vacant Land within this policy area in its natural state.
Policy Area B	Urban: Set aside for Townsite expansion or impacted on by buffers and mining leases.

Policy Area C	General Farming Zone: General Broadacre farming, not suitable for subdivision, designed to consolidate and preserve existing agricultural practices.
Policy Area D	Rural Smallholdings Zone: Hobby farming suitable for subdivision into rural/small holdings to a minimum of 15 ha.
Policy Area E	General Farming Zone: Coastal management area for future development of tourist projects and possible subdivision into rural smallholdings to a minimum lot size of 15ha.
Policy Area F	Special Residential Zone: Properties zoned as Special Residential with provision for subdivision of small 1 to 2 ha lifestyle lots.
Policy Area G	Rural Small Holdings Zone: Hobby farming suitable for subdivision into rural/small holdings to a minimum of 20 ha.

Objects and Reasons for UV Rural Differential Rate

To distinguish land zoned Policy Area A-G from land used for Mining, Prospecting and Exploration in recognition of the variation in land use intensity and the impact on the Shire's road infrastructure network and other services.

UV Differential Rate - Mining

The *Local Government Act 1995* provides for rural use properties used for mining, exploration, or prospecting purposes to be assigned an Unimproved Value supplied and reviewed by the Valuer General. It refers to all land for which a mining tenement has been issued by the Department of Mines, Industry Regulation and Safety (DMIRS), and valued as such by the Valuer General's Office.

The valuation determined by the Valuer General for mining tenements is calculated by multiplying the following factors.

- Rental cost of the tenement type (mining lease, prospecting lease, exploration license, petroleum producing licence etc.);
- UV basis as determined by the DMIRS, and
- Tenement/license area.

The valuation of mining tenements is provided annually, interim valuations are provided regularly to Council by the Valuer General for properties when changes to the tenement rental is amended or the tenement is surrendered. In such instances Council recalculates the rates for the affected tenements and issues interim rate notices.

Objects and Reasons for UV Mining Differential Rate

Land used for Mining is rated higher than the UV-Rural differential rate to improve fairness and equity outcomes by:

- Ensuring mining rates payable are no less than the average rates payable, per property, in Policy Area C (General Farming), in part to:
  - compensate for the different valuation method and comparatively lower valuation level;
  - to recognise the often short term tenure of mining projects in the region; and
  - to maintain comparability with other commercial operations in the rural sector.

- Applying a percentage premium above the average rates payable, per property, in Policy Area C (General Farming), at a level determined by the Council, to reflect the following:
  - the impact of higher road infrastructure maintenance costs to Council as a result of frequent vehicle use over extensive lengths of roads throughout the year;
  - capacity of property owners to pass on the rates charge as a business cost;
  - additional emergency service arrangements that have to be put in place.
  - the monitoring of environmental impacts of clearing, noise, dust and smell;

- planning, building and health assessment cost; and
- additional costs of amenities and services provided to cater for the employees of the mining operations, such as recreation, parking and law, order, and public safety.

Minimum Payments

The setting of general minimum payment level within all rating categories is an important method of ensuring all properties contribute an equitable rate amount to non-exclusive services.

Objections & Appeals

Objections to valuations must be lodged with the Valuer General's Office within 60 days after issue of the rates notice. Rates are still required to be paid if an objection is lodged with a refund paid if the objection is successful. Forms are available from the Shire Office or on the Shire's web site.

Under the provisions of the *Local Government Act 1995*, a property owner can lodge an objection to the rates imposed by a Council on the following grounds:

- There is an error on the rate assessment, either in respect to the owners or property details.
  or
- The characteristics of the land differ from that used in the differential rating system. The objection is to be received within 60 days of the issue of the rate notice.

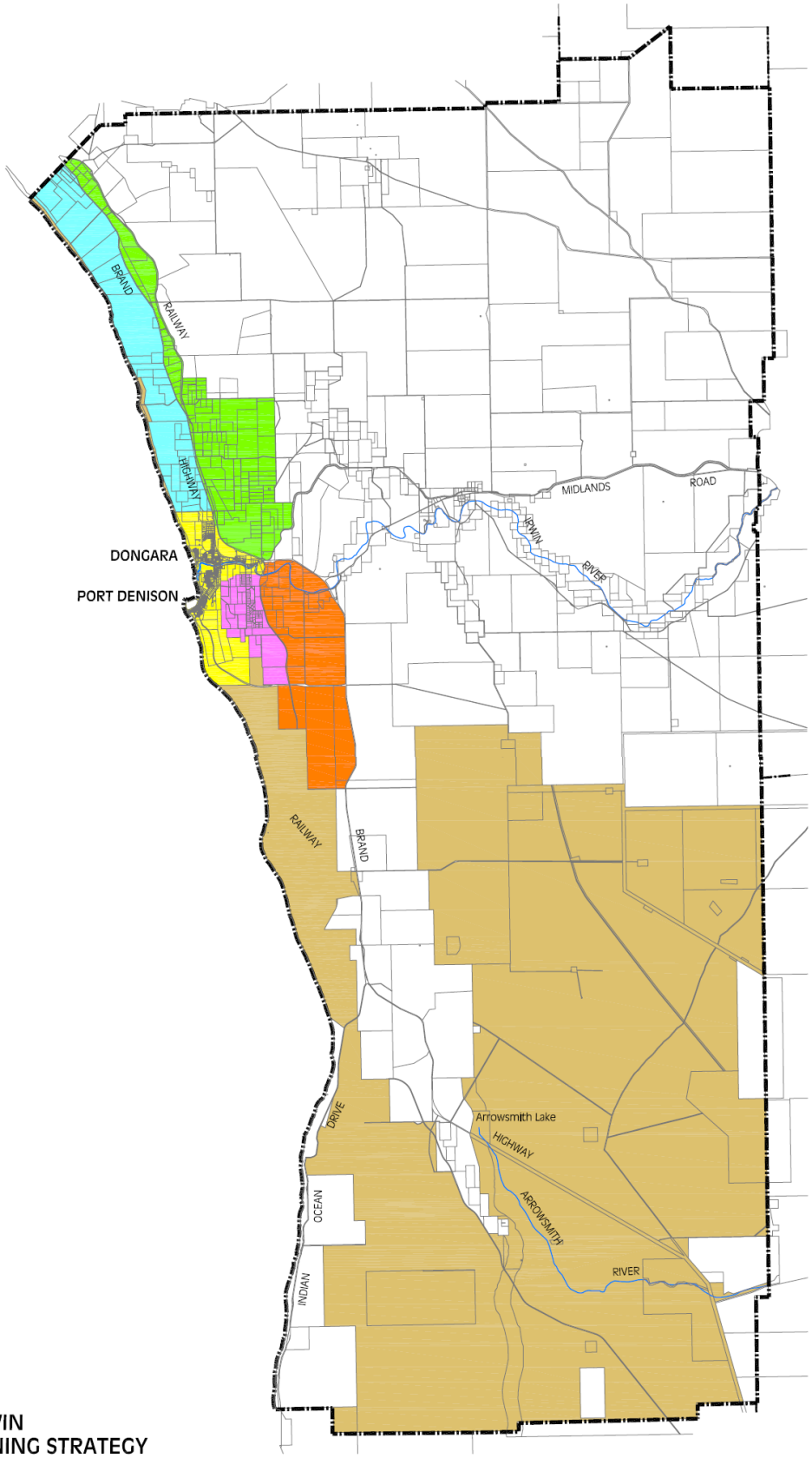
Please contact the Shire if you would like to discuss this matter further.

Pensioner Discount

Eligible Pensioners are entitled to receive a discount on their rates. Council shall determine the nature and extent of entitlement from details as at 1 July, in relation to ownership and occupation. Also, a pro-rata rebate amount will be paid if a person becomes the holder of an eligible card type during the financial year which is effective from the date of registration. A deferral arrangement is also possible.

If the circumstances of a Pensioner, who is already claiming the rebate, have changed during the previous year, they will need to update their details (i.e., card number, etc.) with Council.

Please contact the Shire if you believe you may be eligible for a rebate.



POLICY AREAS

- POLICY AREA 'A'
- POLICY AREA 'B'
- POLICY AREA 'C'
- POLICY AREA 'D'
- POLICY AREA 'E'
- POLICY AREA 'F'
- POLICY AREA 'G'

0 5km

SCALE 1:225,000

SHIRE OF IRWIN
LOCAL PLANNING STRATEGY
EXISTING POLICY AREAS

EC 01338_map3B 060405

MAP 3B

MAP 3B

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

28 May 2024

Item 8.3

Attachment 1

Agenda Forum Notes

21 May 2024

Agenda Forum Notes

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

AGENDA FORUM

21 May 2024

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President opened the Agenda Forum and welcomed Councillors, Staff and Gallery Member.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott	
Councillor A J Gillam	
Councillor E Tunbridge	
Councillor P Summers	

Staff

Mr S D Ivers	Chief Executive Officer
Miss P Machaka	Manager Finance
Mr M Connell	Manager Development
Ms F Boksmati (Via Zoom)	Acting Manager Community Services
Ms S Mearns	Acting Executive Assistant
Mr G Nadarajah	ICT Supervisor

Guests

Nil

Apologies

Mr M Jones	Acting Manager Operations
Mr S Stubbs	Community Emergency Services Manager

Approved Leave of Absence

Nil

Gallery

Mr Bruce Baskerville - ‘Indiaview’, Port Denison

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

Agenda Forum Notes

4. PUBLIC QUESTION TIME

Mr Bruce Baskerville posed a question in relation to a matter which was not on the Agenda. The question will therefore be dealt with at the OCM being held on 28 May 2024.

5. DECLARATIONS OF INTEREST

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

This item will be dealt with at the OCM being held on 28 May 2024.

7. PETITIONS AND PRESENTATIONS

Nil

8. CONFIRMATION OF MINUTES

8.1 Minutes of the Ordinary Council Meeting held 23 April 2024

This item will be dealt with at the OCM being held on 28 May 2024.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

10. DRAFT MAY 2024 OCM REPORTS

The Shire President, Cr Mark Leonard, gave a brief summary of the May 2024 Agenda items to be considered by Council as follows:

CC01-05/24	**Accounts for Payment**
Report Purpose	For Council to receive the list of accounts paid under delegated authority during April 2024.
Questions	Nil
ID01-05/24	**April 2024 Development Delegated Authority Report**
Report Purpose	For Council to receive the April 2024 Development Delegated Authority Report.
Questions	Nil

Agenda Forum Notes

ID01-05/24	**Proposed Road Name – Sikh Lane, Dongara**
Report Purpose	For Council to approve, subject to advertising the proposed road name 'Sikh Lane' to be applied to the unnamed road that runs east off Hepburn Street, Dongara in between Smith Street and Moreton Terrace.
Questions	Nil
Discussion through the Chair	Mr Baskerville spoke of the motivation behind the request by the Irwin Districts Historical Society (IDHS) to name the (un-named) public road situated behind the old newsagent. Mr Baskerville confirmed that to name this public road Sikh Lane, would acknowledge and commemorate the history and heritage of the Sikh community within Dongara during the early twentieth century. Mr Murray Connell, Manager Development advised that to comply with Landgate requirements, two alternative names are to be provided thus the options of Punjab Lane and Sojan Lane have been included for consideration in the Officer Recommendation.
CEO01-05/2024	**Local Emergency Management Arrangements (LEMA)**
Report Purpose	For Council to endorse the Shire's Local Emergency Management Arrangements (LEMA) 2024.
Questions	Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

This item will be dealt with at the OCM being held on 28 May 2024.

12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

This item will be dealt with at the OCM being held on 28 May 2024.

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

This item will be dealt with at the OCM being held on 28 May 2024.

14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

15. CLOSURE

At 5.10pm the Presiding Member closed the Council Agenda Briefing and thanked everyone for their attendance.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

28 May 2024

Item CC01-0524

Attachment 1

Accounts for Payment

21 May 2024

Shire of Irwin

List of Accounts paid April 2024 for presentation to the Council Meeting 28 May 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT31897	11/04/2024	CR GILLAM	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2024	-1,922.00
EFT31898	11/04/2024	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-7,020.00
EFT31899	11/04/2024	AUTOMOTION PLUS	REMOTE CONTROL FOR TRANSFER STATION GATE	-60.00
EFT31900	11/04/2024	CR WYSE	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2024	-1,922.00
EFT31901	11/04/2024	BENNY MAYHEM	REMAINING BALANCE - MONSTER MUSIC TRUCK WORKSHOPS AND COMMUNITY CONCERT	-3,995.00
EFT31902	11/04/2024	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-1,023.28
EFT31903	11/04/2024	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-4,098.00
EFT31904	11/04/2024	CLEANPAK TOTAL SOLUTIONS	TOWEL DISPENSER FOR TOOLS SHED	-73.55
EFT31905	11/04/2024	ADISYN	REMOTE IT BACKUP SERVICES	-4,403.30
EFT31906	11/04/2024	DARREN MERCHANT	DJ FOR YOUTH WEEK ROLLER DISCO	-330.00
EFT31907	11/04/2024	CR TUNBRIDGE	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2024	-1,922.00
EFT31908	11/04/2024	FAST UX	ASSISTANCE WITH NEW WEBSITE CHANGEOVER	-3,300.00
EFT31909	11/04/2024	CR SCOTT	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2024	-1,922.00
EFT31910	11/04/2024	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,350.00
EFT31911	11/04/2024	JAYCAM INDUSTRIES	RECTIFY TV ISSUE AT THE VILLAGE	-407.10
EFT31912	11/04/2024	JCI LOCKSMITHS	INSTALL ILOQ AT DEPOT	-278.30
EFT31913	11/04/2024	BRYAN HENDRICK KLEINSMAN	PUSH UP WASTE AND INSTALL AN ACCESS TRACK AT TRANSFER STATION	-2,211.00
EFT31914	11/04/2024	LEROY DAVID HALL	PROGRESS PAYMENT - REPAIRS TO NUNNS POOL STAIR STRUCTURE	-8,690.00
EFT31915	11/04/2024	CR LEONARD	PRESIDENT ATTENDANCE FEES JANUARY TO MARCH 2024	-2,500.00
EFT31916	11/04/2024	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-85.00
EFT31917	11/04/2024	MIDWEST WINDSCREENS	REPAIR WINDSCREEN ON FORD RANGER	-208.00
EFT31918	11/04/2024	MIDWEST POWER SOLUTIONS	INSTALL SPLIT SYSTEM AIR CONDITIONER AT UNIT 28 THE VILLAGE	-2,640.00
EFT31919	11/04/2024	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-2,568.20
EFT31920	11/04/2024	NAJA BUSINESS CONSULTING SERVICES	CONSULTANCY SERVICES	-264.00
EFT31921	11/04/2024	PEAK CONSULTANTS PTY LTD	SITE ASSESSMENT AT REC CENTRE	-2,178.00
EFT31922	11/04/2024	R & J TRUST - PEARCE PAINTING & DECORATING	PAINTING AT UNIT 35 THE VILLAGE	-275.00
EFT31923	11/04/2024	SONY PICTURES RELEASING PTY LTD	FILM RENTAL HIRE	-275.00
EFT31924	11/04/2024	CR SUMMERS	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2024	-1,922.00
EFT31925	11/04/2024	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	FILM RENTAL HIRE	-223.50
EFT31926	16/04/2024	C BRADLEY	REFUND	-1,080.47
EFT31927	16/04/2024	G FINDLAY	REFUND	-528.57
EFT31928	16/04/2024	LUNDY DEVELOPMENTS	REFUND	-4,339.49
EFT31929	16/04/2024	S MAWER	REFUND	-181.27
EFT31930	16/04/2024	N BROAD	REFUND	-799.00
EFT31931	17/04/2024	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION	-34,929.00
EFT31932	24/04/2024	AD ENGINEERING INTERNATIONAL PTY LTD	ANNUAL SUBSCRIPTION - SAM TRAILER	-528.00
EFT31933	24/04/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY SERVICES	-1,562.27
EFT31934	24/04/2024	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENCE RENEWAL - COMMUNICATIONS LICENCE	-72.00
EFT31935	24/04/2024	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-278.24
EFT31936	24/04/2024	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	COUNCIL MUSIC RURAL LICENCE FEES	-248.11
EFT31937	24/04/2024	AVON WASTE	240LT WASTE COLLECTION	-14,965.57
EFT31938	24/04/2024	BABA MARDA ROAD SERVICES	TRAFFIC MANAGEMENT FOR WORKS ON MILO ROAD, TABLETOP ROAD AND KAILIS DRIVE	-31,738.92
EFT31939	24/04/2024	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION	-953.30
EFT31940	24/04/2024	BLACKWOODS	WORKSHOP SUPPLIES	-153.98
EFT31941	24/04/2024	BL'S BOBCAT AND MECHANICAL SERVICES	CHANGE TYRE ON HINO FIRE TRUCK	-264.00
EFT31942	24/04/2024	BRAND MECHANICAL SERVICES	REPAIRS TO SWEEPER	-100.65
EFT31943	24/04/2024	BOB WADDELL & ASSOCIATES PTY LTD - RATES	ASSISTANCE WITH RATES SERVICES	-495.00
EFT31944	24/04/2024	CEDAR HOMES	REFUND	-1,000.00
EFT31945	24/04/2024	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-2,273.00
EFT31946	24/04/2024	CORSIGN WA	NO PARKING SIGNS AND SPONSORSHIP SIGN FOR FORESHORE PLAYGROUND	-521.40
EFT31947	24/04/2024	CIVIC WORKFORCE MANAGEMENT	HR CONSULTANCY SERVICES	-2,475.00
EFT31948	24/04/2024	CAROLYN WALKER PUBLIC RELATIONS	CONSULTANCY SERVICES	-6,600.00
EFT31949	24/04/2024	DAZFAB ENGINEERING	REMOVAL OF OLD FLAG POLE AT MEMORIAL PARK	-165.00
EFT31950	24/04/2024	DONGARA BASKETBALL ASSOCIATION	DRIVE IN GATE CONTRIBUTION	-600.00
EFT31951	24/04/2024	DONGARA FREIGHT	FREIGHT CHARGES	-810.70
EFT31952	24/04/2024	DELTA CLEANING SERVICES	CLEANING CONTRACT	-19,579.34
EFT31953	24/04/2024	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	RURAL UV SCHEDULE	-870.20
EFT31954	24/04/2024	DONGARA & GERALDTON SKIP BINS	TRANSPORT OF MATTRESSES FROM TRANSFER STATION	-1,540.00
EFT31955	24/04/2024	DONGARA HOCKEY CLUB	DRIVE IN GATE CONTRIBUTION	-700.00
EFT31956	24/04/2024	DARREN MERCHANT	DJ FOR YOUTH WEEK ROLLER DISCO	-20.00
EFT31957	24/04/2024	DONGARA BOBCAT & CONTRACTING SERVICES	BLACK MULCH AND EXCAVATOR AND OPERATOR TO DIG GRAVE	-1,848.00
EFT31958	24/04/2024	DONGARA BODY BUILDERS	WIDENING OF RAMPS ON DROP DECK TRAILER AND MONTHLY SERVICING OF HEAVY PLANT AND TRAILERS	-5,687.00
EFT31959	24/04/2024	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDENS, BUILDING AND ROAD MAINTENANCE SUPPLIES	-908.59
EFT31960	24/04/2024	DONGARA CONCRETE SERVICES	CONSTRUCT FOOTPATH INCLUDING PRAM RAMPS ON TYFORD ROAD	-74,360.00
EFT31961	24/04/2024	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS	-2,791.58
EFT31962	24/04/2024	TYREPOWER DONGARA	REMOVAL AND DISPOSAL OF TYRES FROM TRANSFER STATION, TYRES FOR TELEHANDLER, IRWIN HINO FIRE TRUCK, FORD RANGER AND MATERIALS FOR BUSHFIRE BRIGADES	-4,383.70
EFT31963	24/04/2024	DONGARA LOCAL RAG	ADVERTISING	-1,191.00

Shire of Irwin

List of Accounts paid April 2024 for presentation to the Council Meeting 28 May 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT31964	24/04/2024	DONGARA HOTEL MOTEL	LAND USE AGREEMENT & CATERING	-1,321.67
EFT31965	24/04/2024	DONGARA TREE SERVICES	CUT DOWN EXISTING LIMB AND STUMP ON CHURCH STREET AND STUMP GRIND STUMP AT IRWIN CRESCENT	-990.00
EFT31966	24/04/2024	EASTMAN POLETTI SHERWOOD ARCHITECTS	SCOPE AND DRAWINGS FOR RUSS COTTAGE TENDER WORKS	-10,995.60
EFT31967	24/04/2024	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,475.00
EFT31968	24/04/2024	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	PRINTER CHARGES- ADMIN, LIBRARY & REC CENTRE	-1,190.62
EFT31969	24/04/2024	FIVE GUMS FAMILY MEDICAL PRACTICE	RENTAL ALLOWANCE AND REIMBURSEMENT OF MEDICAL EQUIPMENT REPAIRS	-9,663.79
EFT31970	24/04/2024	GERALDTON MOWER & REPAIR	EDGER BLADES	-196.00
EFT31971	24/04/2024	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES	-3,791.92
EFT31972	24/04/2024	REFUEL AUSTRALIA	FUEL CARD PURCHASES	-3,458.25
EFT31973	24/04/2024	GLASS CO WA	REPAIR SECURITY DOOR AT UNIT 37 THE VILLAGE	-115.50
EFT31974	24/04/2024	GREENFIELD TECHNICAL SERVICES	ANNUAL BRIDGE INSPECTIONS	-4,400.00
EFT31975	24/04/2024	GLOBAL SPILL & SAFETY	WORKSHOP SUPPLIES	-173.36
EFT31976	24/04/2024	CANCELLED		0.00
EFT31977	24/04/2024	HILLE THOMPSON & DELFOS	RE-PEG WILLIAM ST/HAMPTON ST ROUNDABOUT	-550.00
EFT31978	24/04/2024	HOCKEY'S PEST SERVICE	ANT TREATMENT AT SEASPRAY ABLUTIONS	-165.00
EFT31979	24/04/2024	INTERFIRE AGENCIES	CLOTHING & ACCESSORIES FOR BUSHFIRE BRIGADES	-1,401.91
EFT31980	24/04/2024	INCITE SECURITY	REPAIRS TO FRONT AUTO DOOR AT REC CENTRE AND QUARTERLY MONITORING SERVICES AT ADMIN, REC CENTRE AND MEDICAL CENTRE	-2,078.58
EFT31981	24/04/2024	JAYCAM INDUSTRIES	MODIFY TV OUTPUTS AT THE VILLAGE	-305.55
EFT31982	24/04/2024	KLEENHEAT GAS	GAS CYLINDER BOTTLE YEARLY RENTAL CHARGES	-750.75
EFT31983	24/04/2024	LEROY DAVID HALL	FINAL PAYMENT - REPAIRS TO NUNNS POOL STAIR STRUCTURE	-6,150.00
EFT31984	24/04/2024	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEES	-515.95
EFT31985	24/04/2024	LUCINDAS EVERLASTINGS	VISITOR CENTRE STOCK	-432.50
EFT31986	24/04/2024	MARSDEN'S BECKENHAM TRANSPORT PTY LTD	FREIGHT CHARGES	-295.68
EFT31987	24/04/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	-3,341.80
EFT31988	24/04/2024	MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY SERVICING OF FIRE ALARM SYSTEM AT REC CENTRE	-352.00
EFT31989	24/04/2024	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-1,212.30
EFT31990	24/04/2024	OFFICEWORKS	STATIONERY	-359.82
EFT31991	24/04/2024	PIXIES SCREEN PRINTS	UNIFORMS	-495.00
EFT31992	24/04/2024	PROJECT3 PTY LTD	SPONSORSHIP - SHORE LEAVE 2024	-5,500.00
EFT31993	24/04/2024	QUANTUM SURVEYS PTY LTD	SURVEY OF LEASE AREA AT AIRSTRIP	-2,948.00
EFT31994	24/04/2024	SIRSIDYNIX	UPGRADE OF LIBRARY MANAGEMENT SYSTEM INCLUDING TRAINING	-7,645.00
EFT31995	24/04/2024	SUBTERRANEAN SERVICE LOCATIONS WA	SUPPLY AND INSTALL PIT ON CHURCH STREET FOOTPATH	-935.00
EFT31996	24/04/2024	SUNSET TAKEAWAY DINER	CATERING	-120.00
EFT31997	24/04/2024	DONGARA IGA	MONTHLY CONSUMABLES	-647.55
EFT31998	24/04/2024	TAJ MECHANICAL	WORKSHOP SUPPLIES	-188.61
EFT31999	24/04/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-908.53
EFT32000	24/04/2024	TOOL KIT DEPOT	WORKSHOP EQUIPMENT	-426.55
EFT32001	24/04/2024	CLEANAWAY CO PTY LTD	FRONT LIFT RENTAL & COLLECTION	-21,874.75
EFT32002	24/04/2024	UNIVERSAL PICTURES INTERNATIONAL	FILM RENTAL HIRE	-1,137.02
EFT32003	24/04/2024	VANGUARD PRINT	TRANSPORT & WAREHOUSING FEES FOR HOLIDAY PLANNERS	-670.35
EFT32004	24/04/2024	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-1,362.50
EFT32005	24/04/2024	WA WILDLIFE DISPLAY	WILDLIFE DISPLAY FOR AUSTRALIA DAY EVENT 2024	-700.00
EFT32006	24/04/2024	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-283.03
EFT32007	24/04/2024	SYNERGY	VARIOUS ELECTRICITY CHARGES	-2,371.45
EFT32008	24/04/2024	WINC AUSTRALIA PTY LTD	PRINTER CHARGES - DEPOT	-427.74
EFT32009	24/04/2024	PORT DENISON BUILDERS	REFUND	-1,000.00
32190	03/04/2024	WATER CORPORATION	VARIOUS WATER CHARGES	-106,243.75
32191	10/04/2024	SHIRE OF IRWIN	GRATUITY	-500.00
32192	10/04/2024	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-7,201.40
32193	24/04/2024	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
DD22766.1	02/04/2024	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-3,676.75
DD22772.1	02/04/2024	TELSTRA AUSTRALIA	SATELLITE PHONE CHARGES	-110.00
DD22802.1	24/04/2024	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-90.00
DD22800.1	30/04/2024	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-3,645.55
DD22768.1	02/04/2024	WA TREASURY CORPORATION	LOAN 98 - PLANT PURCHASES	-70,443.41
DD22774.1	08/04/2024	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
DD22780.1	15/04/2024	WA TREASURY CORPORATION	LOAN 102 - DENISON BOWLING CLUB - SSL	-46,341.75
CR 020424	02/04/2024	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT HOSTING, SUBSCRIPTION AND EQUIPMENT, ACCOMMODATION, CAR HIRE AND REC CENTRE EXPENSES	-25,201.53
DD22808.1	16/04/2024	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-1,146.57
DD22778.1	04/04/2024	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD22770.1	02/04/2024	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENT - TENTH INSTALMENT	-54,988.20
DD22776.1	04/04/2024	STEWART CHIPENDO	RENTAL ALLOWANCE	-900.00
DD22797.1	18/04/2024	STEWART CHIPENDO	RENTAL ALLOWANCE	-900.00
DD22803.1	18/04/2024	PAKLS PTY LTD	RENTAL CHARGES	-2,300.00
21998/24	22/04/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION	BOND ADMINISTRATION - BOND	-2,300.00
22177/24	22/04/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION	BOND ADMINISTRATION - BOND	-2,300.00
DD22764.1	09/04/2024	ASGARD SUPERANNUATION	SUPERANNUATION	-1,129.87
DD22764.2	09/04/2024	MERCER	SUPERANNUATION	-433.08
DD22764.3	09/04/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-365.37
DD22764.4	09/04/2024	AUSTRALIAN SUPER	SUPERANNUATION	-2,263.49
DD22764.5	09/04/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-19,567.53
DD22764.6	09/04/2024	CBUS SUPER	SUPERANNUATION	-279.56
DD22764.7	09/04/2024	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-330.39
DD22764.8	09/04/2024	HOSTPLUS	SUPERANNUATION	-1,475.14

Shire of Irwin

List of Accounts paid April 2024 for presentation to the Council Meeting 28 May 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
DD22795.1	23/04/2024	ASGARD SUPERANNUATION	SUPERANNUATION	-1,129.87
DD22795.2	23/04/2024	MERCER	SUPERANNUATION	-676.65
DD22795.3	23/04/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-489.92
DD22795.4	23/04/2024	AUSTRALIAN SUPER	SUPERANNUATION	-2,360.52
DD22795.5	23/04/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-20,079.93
DD22795.6	23/04/2024	CBUS SUPER	SUPERANNUATION	-255.79
DD22795.7	23/04/2024	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-645.40
DD22795.8	23/04/2024	HOSTPLUS	SUPERANNUATION	-1,543.56
				-799,400.77

Sundry Creditors as at 30/04/2024 **6,235.35**

The Payments included in the above list of Accounts Paid, have been authorised by the Chief Executive Officer under delegation from Council.

11 May 2024

DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 020424

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
01/03/2024	Seek	Advertising	$ 390.50
04/03/2024	JB Hi-Fi	IT Equipment	$ 2,786.94
04/03/2024	DWER	Clearing Permit	$ 400.00
04/03/2024	Links Modular	Program - Rec Centre	$ 264.50
07/03/2024	JAMF Software	Subscription - IT	$ 565.00
08/03/2024	Dongara Post Office	Postage	$ 17.88
08/03/2024	Spotify	Rec Centre Gym Music	$ 12.99
08/03/2024	Dongara Hotel Motel	Accommodation	$ 4,125.00
08/03/2024	Dongara Hotel Motel	Accommodation	$ 775.00
11/03/2024	JB Hi-Fi	IT Equipment - Refund	-$ 1,036.99
18/03/2024	Dongara Hotel Motel	Accommodation	$ 1,395.00
18/03/2024	Attained	IT - Virtual Machine Fees	$ 209.00
20/03/2024	Dongara Hotel Motel	Accommodation	$ 577.50
27/03/2024	Terry Truck Rentals	Car Hire - Doctor	$ 1,481.33
28/03/2024	Dongara Hotel Motel	Accommodation	$ 1,240.00
28/03/2024	Dongara Hotel Motel	Accommodation	$ 577.50
28/03/2024	NAB	Card Fee	$ 9.00
			$ 13,790.15

P.BRACEGIRDLE CREDIT CARD EXPENSES

Date	Payee	Description	Amount
18/03/2024	Apple	iCloud Storage Fee	$ 1.49
28/03/2024	NAB	Card Fee	$ 9.00
			$ 10.49

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	
04/03/2024	Amazon Web Services	Web Hosting	$ 1,853.81
04/03/2024	Auvik Networks	Network Management	$ 540.75
04/03/2024	CodeTwo	Email Signature for Office 365 Subscription	$ 126.50
05/03/2024	Zoom	IT Subscription	$ 41.86
07/03/2024	Zoom	IT Subscription	$ 1,675.81
12/03/2024	Microsoft	Licence/s	$ 29.59
12/03/2024	Microsoft	Licence/s	$ 22.77
12/03/2024	Microsoft	Licence/s	$ 83.05
12/03/2024	Microsoft	Licence/s	$ 1,291.95
12/03/2024	Microsoft	Licence/s	$ 172.26
12/03/2024	Microsoft	Licence/s	$ 167.97
13/03/2024	Necall Pty Ltd	IT Equipment	$ 4,900.45
15/03/2024	GO Fax Pty Ltd	E-Fax Service - Medical Centre	$ 15.00
28/03/2024	CodeTwo	Email Signature for Office 365 Subscription	$ 125.67
28/03/2024	NAB	Card Fee	$ 9.00
			$ 11,056.44

S.STUBBS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
27/03/2024	JB Hi-Fi	IT Equipment	$ 224.99
28/03/2024	Otter Products	IT Equipment	$ 110.46
28/03/2024	NAB	Card Fee	$ 9.00
			$ 344.45

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT $ 25,201.53

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

28 May 2024

Item ID01-0524

Attachment 1
Development Delegated Authority
Report – April 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

April 2024 Development Delegated Authority Report
(Records of exercise of delegated powers or duties)

Function	Officer	Date of decision	Decision	Description	Address
Building Permit	Environmental Health Officer / Building Surveyor	4 April 2024	Granted	Retaining Wall	Lot 500 (No. 22) Seahorse Loop, Port Denison
		5 April 2024	Granted	Shed	Lot 72 (No. 5) Illyarie Road, Springfield
		10 April 2024	Granted	Shed	Lot 42 (No. 33) Springfield Drive, Springfield
		10 April 2024	Granted	Dwelling	Lot 205 (No. 5) Mason Crescent, Port Denison
		12 April 2024	Granted	Shed, Retaining Wall and Water Tank	Lot 64 (No. 134) Springfield Drive, Springfield
		16 April 2024	Granted	Shed	Lot 854 (No. 16 Sea Ripple Avenue, Port Denison
		18 April 2024	Granted	Swimming Pool	Lot 204 (No. 188) Blenheim Road, Springfield
Development Approval	Manager Development	8 April 2024	Granted	Single House (Outbuilding)	Lot 854 (No. 16) Sea Ripple Avenue, Port Denison
		12 April 2024	Granted	Single House (Outbuilding)	Lot 6 Sheoak Road, Springfield
		12 April 2024	Granted	Single House (Carport and Garage)	Lot 71 (No. 35) Church Street, Dongara
		18 April 2024	Granted	Bed and Breakfast – Renewal of Approval	Lot 206 (No. 109) Brennand Road, Dongara
		29 April 2024	Granted	Single House (Outbuilding)	Lot 552 (No. 26) Ocean Drive, Port Denison
		30 April 2024	Granted	Industry – Extractive – Extension of Approval	Lot 1 (No. 25796) Midlands Road, Mount Horner
Subdivision Clearance	Manager Development	8 April 2024	Granted	10 Residential Lots	Lot 9000 Francis Road, Port Denison

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

28 May 2024

Item ID02-0524

Attachment 1

IDHS Road Naming Request

Irwin Districts Historical Society Inc

Maintaining the identity of the Irwin District

We acknowledge the traditional owners of the Irwin districts, the Wattendee People of Southern Yamatji country, their continuing connection to land, sea and community, and pays our respects to elders and their cultures, past and present.

Affiliations: Royal Western Australian Historical Society | Australian Museums and Galleries Association | Midland Railway Network

Our Ref: 059/57

Mr S Ivers
CEO
Irwin Shire Council
PMB 21
DONGARA WA 6525
reception@irwin.wa.gov.au

Place Name Request: Sikh Lane

Dear Sir

Further to our correspondence of 23 October 2022 and your reply of 30 October 2023, and a subsequent meeting held by the Society with the Manager Development and Manager Community Services on 10 January 2024, we by this letter submit a new request for an unnamed public lane in Dongara to be named Sikh Lane.

The name 'Sikh'

The reason for the particular name 'Sikh' remains the same as in our original request of 23 October 2022. The Sikh community is an integral component of Dongara's cultural history and heritage, forming a large community in the town in the early twentieth century, with notable Sikh leaders Sojan Singh and Rur Singh also engaged in Dongara's business and civic life. The lane runs from Hepburn Street into the former commercial and residential properties of Sojan Singh (c1906-1920) and Rur Singh (1920-1947) that formed Dongara's early twentieth century 'Sikh Quarter'. The buildings were all demolished in 1989, and naming the lane is requested is a means of interpreting and marking this historical presence.

We do not believe this is contrary to *Policies and Standards for Geographical Naming in WA,* section 1.4.3, which prohibits approval of a name "connected to a religious group ...where [it is] likely to cause public divisiveness" because there is no evidence that the name Sikh, which is the name of a religious group, is any way publicly divisive.

IDHS hosted a large contingent from the WA Sikh community on a cultural heritage tour of historic Sikh sites in Dongara and Port Denison in October 2022. The tour was formally welcomed by the-then Shire President. IDHS has since engaged in other cultural activities with the WA Sikh Association to revive our shared history (and future). The Sikh Association has several times expressed a desire to extend its statewide Sikh heritage trail to include Dongara, with associated interpretive signage and associated tourism potential, which we support. We welcome Dongara's renewed connection with its Sikh heritage. A rejection of

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the proposed name Sikh Lane would be un-necessarily hurtful and would serve no public policy purpose that we can ascertain.

We note that other religious or ethnic groups have local places named after them, all related to our local history and to which there has not been any community opposition, or other 'public divisiveness', of which we are aware. Examples include Benedictine Drive (2004), Monastery Avenue (2004), Dominican Close (1997), Priory Court (1997), St Dominics Road (1991), Sing Way (1976) and Church Street (1850s/1967).

Land Details

The un-named lane runs eastward off Hepburn Street and into the Batavia Boulevarde car park. We were asked, at the meeting on 10 January 2024, to provide evidence regarding the status of the lane:

1. *Is the lane a public road?*
   Landgate documentation is attached that (Attachments 1a and 1b) clearly establishes the lane is a public road – screenshots from Landgate MapViewer Plus with the lane labelled 'Public Road', 393m^2, Land ID 3180972 (both plan and aerial); official Survey Diagram 63878, which is the official surveyor's plan of the road, recording it is vested in the Crown, dated 24 January 1983 (Attachment 2); and the Gazettal notice of the Minister for Lands declaring the lane as public road No 18015, 'absolutely dedicated to the public as a street', dated 4 August 1989 (Attachment 3).
2. *Is the word 'Sikh' used as a place name elsewhere in the Shire?*
   The Landgate 'name validation inquiry' results, with screenshots from the Landgate search screen, definitively establish that the word 'Sikh' is not currently used in the name of any public road in Dongara or Port Denison (Attachments 4a and 4b), or anywhere in WA (Attachment 5).

We believe this is conclusive enough evidence that the lane is a public road, and that the name 'Sikh' is not used in any nearby place name in a way that could cause confusion.

Public consultation

Policies and Standards for Geographical Naming in WA, section 1.8, requires evidence of public consultation with the 'immediate community' before adopting a new place name. 'Immediate community' is defined in section 1.8 as 'residents, ratepayers and businesses within the immediate area who are directly affected by the submission'. It is also defined in Section 9 as 'people who live or work within the area [and] owners of properties or businesses in the area'.

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From Section 9, we would understand that, as the lane has never been named since it was created in 1983, the level of consultation would be for a 'New Road', which requires a 'Notices' type of consultation.

In 2022 we informally consulted, face to face, with all the current business houses that front or align with the lane. No residential premises adjoin the lane. We received no objections or indications of objection or of divisiveness but instead warm endorsement of the proposed name and its potential to inspire a rejuvenation of the area as a commercial quarter in Dongara's high street precinct.

The Society is willing to assist the Shire with the public consultation, or conduct the consultation in line with the *Policies and Standards for Geographical Naming in WA* process, and submit the results to the Shire as supporting evidence for our request.

Conclusions

- The Society asks the Shire to formally name the un-named lane off Hepburn Street 'Sikh Lane'.
- The un-named lane has direct historical connections with Dongara's historical Sikh community and heritage, which will be affirmed and commemorated by the requested name.
- The name 'Sikh' is the name of a religious group with long and significant historical connections to Dongara and the Irwin shire. The use of the word 'Sikh' in a local place name is not divisive.
- The name 'Sikh' is not used in any current place name anywhere within the Irwin Shire or in WA, and so cannot lead to confusion with any other place so-named.
- The un-named lane off Hepburn Street has been a public road since 1989, and in Crown ownership since at least 1983. No part of the lane is in private ownership.
- There is expressed local community support for the name, and the Society has indicated its willingness to assist with public consultation.

I look forward to a positive response,

Yours sincerely

Bruce Baskerville
Chair
24 April 2024

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Irwin Districts Historical Society Inc

Maintaining the identity of the Irwin District

Alternative Names for the proposed Sikh Lane, Locality of Dongara
In the event that the proposed name Sikh Lane is not acceptable, the following alternative names are suggested (in order from most to least preferred)

Policy principles*	Name, pronunciation and type	Meaning	References
7, 9, 19d, 21	**Sikh** Pron: seek Type: commemorative	The reason for the particular name 'Sikh' remains the same as in our original request of 23 October 2022. The Sikh community is an integral component of Dongara's cultural history and heritage, forming a large community in the town in the early twentieth century, with notable Sikh leaders Sojan Singh, Pola Singh and Rur Singh also engaged in Dongara's business and civic life. In 1911, 4% of Dongara people were Sikhs, in 1921, 35% of WA's Sikh population lived in Dongara. The Sikh stores were the centre of Sikh life in Dongara. The lane runs from Hepburn Street into the former commercial and residential properties of Sojan Singh (c1906-1920), Pola Singh (c1906-1934) and Rur Singh (1920-1947) that formed Dongara's early twentieth century 'Sikh Quarter'. The buildings were all demolished in 1989. ***Sikh Lane** is our **preferred name**, and naming the lane is requested is a means of interpreting and marking this significant historical community presence.*	'Dongara Sikh History Open Day', IDHS/SAWA, 1/10/22. 'Dongara Sikh History', presentation to RWAHS Community Talks, 24/8/23. Supported by the Sikh Association of WA (SAWA) 'Sikh' as a place name has been subject to a Landgate Name Validation Inquiry (11/1/24), with the following results: Dongara – not currently used as a place name Port Denison – not currently used as a place name Irwin – Not currently used as a place name WA - Not currently used as a place name

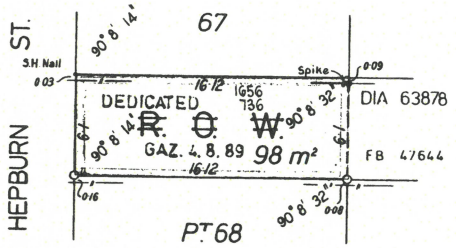
Policy principles*	Name, pronunciation and type	Meaning	References
7, 9, 19d, 21	**Punjab** Pron: pun-jarb Type: transfer and commemorative	Punjab is the English-language name of the homeland of all Sikhs. It means 'land of five rivers', and is the location of one of the oldest human urban cultures dating back 3,000 BCE. It is a large region in the north-west of the Indian subcontinent that was an independent kingdom from 1799 to 1849, then a British colony until 1947. The Indian state of Punjab is today the only Sikh-majority jurisdiction in the world. It is the birthplace of the Sikh religion, founded c1480. All the Sikhs that lived in Dongara migrated to WA from Punjab, apart from the children of Sojan Singh and some children of Attra Singh who were born in Irwin or Dongara. Rur Singh, who took over Sojan Singh's Dongara stores in 1922, kept all his account books in Gurmukhi script, which is the script in which the Sikh language is written, and which originated in Punjab. The SAWA believes the account books are the oldest example of Gurmukhi written in WA and Australia, and of national cultural significance (the books are housed in the IDHS archives). ***Punjab Lane** is our **second-preferred name**, to interpret and mark this significant historical community presence.*	Suggested by Sikh Association of WA (SAWA) as an alternative name if Sikh Lane is not accepted because, like Sikh Lane, it encompasses and commemorates all Sikhs who came to and lived in Dongara and WA (email, 29/4/2024). For detailed histories, see Wikipedia entries for Punjab, Sikhism and Gurmukhi. 'Punjab' as a place name has been subject to a Landgate Name Validation Inquiry (29/4/24), with the following results: Dongara – not currently used as a place name Port Denison – not currently used as a place name Irwin – Not currently used as a place name WA - Not currently used as a place name

Policy principles*	Name, pronunciation and type	Meaning	References
7, 9, 19d, 21, 23	**Sojan** Pron: so-j'n Type: commemorative	First Sikh settlers in Dongara were Sojan Singh and his brother Pola Singh. Sojan was ex-Indian Army, operated a hawker's cart with his brother, then opened a rented general store in 1901 (now the old newsagency). In 1906 he built a new store and residence, and Pola built another store beside the 1906 store in 1930. These stores and residences were the 'Sikh Quarter'. Sojan Singh was a local leader, and within a few years a community of at least 20 Sikh men had settled in and around Dongara working as hawkers, farm hands and gardeners. Sojan married a local woman, Grace Maddison, in 1903, in the Dongara Catholic Presbytery. The wedding was well attended by local people, but attracted some awful racist reporting in the tabloid press. Dongara people were vilified for accepting such a 'mixed marriage' and the town was called 'Dirty Dongara'. Theirs was the first Sikh-English marriage in WA, but not the last. In 1915 Sojan was one of a party of local leaders who escorted the Minister for Lands on a tour of the Denison sandhills for lime sand mining. He was marked by the minister as one of Western Australia's 'men of destiny'. Yet, in 1911, he was struck off the electoral roll because he was a 'native of Asia'. Sojan was never again allowed to vote or stand for election to public office. Sojan also mediated in disputes between Sikh men in the town, and organised	'Dongara Sikh History', presentation to RWAHS Community Talks, 24/8/23 – and subsequent conversation with Sojan descendants. 'Dongara Sikh History Open Day', IDHS/SAWA, 1/10/22. 'Sojan' as a place name has been subject to a Landgate Name Validation Inquiry (11/1/24), with the following results: Dongara – not currently used as a place name Port Denison – not currently used as a place name Irwin – Not currently used as a place name WA - Not currently used as a place name

Policy principles*	Name, pronunciation and type	Meaning	References
		Sikh cremations (Whale Point, Seven Mile and Dongara) and other cultural activities within the community. He was also a leader in the Port Denison Good Templar's Lodge. Sojan Singh took his own life in the cells at Dongara Police Station, probably suffering PTSD, in 1920. He was buried in Dongara cemetery by Catholic rites, but after a long campaign by the Sikh community his body was exhumed in 1922 and cremated at the grave site with a large attendance of Dongara people. The Sikh community was deeply involved in the campaign to legalise cremation in WA, finally achieved in 1929. Sojan's name was anglicised and spelt in several different ways by native-English speakers, including Sagan Singh, So Jaw Singh, Lojan Singh and Francis Sojan. However, by the 1920s the spelling Sojan had become established, and all of the male-line descendants of Sojan and Grace Singh today use the surname Sojan. ***Sojan Lane** is our **third preferred name**, and will commemorate the life of Sojan Singh and indirectly through him Dongara's Sikh community.*	

* IDHS Place Names Policy Principles

Town or District.	Number of Lot or Location.	Field Book.	Scale.	Certificate in which Land is Vested.	Area
VICTORIA	PT LOT 68 OF LOC 317	47644	1:300	Vol. 1395 Fol. 518	



R.O.W. TO VEST IN THE CROWN UNDER SEC. 20A OF THE T.P.& D. ACT

IN ORDER FOR DEALINGS
(Pt 20A)
Adds Lots Plans 30 11 83

DRAWN IN L.T.O.
K.A.B.
17-9-82

HILLE & THOMPSON
LICENSED SURVEYORS
GERALDTON

CI

CERTIFICATE

I hereby certify that this survey was performed by me personally (or under my own personal supervision, inspection and field check) in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations, 1961.

Date 22nd Sept 1982 H S Thompson
Licensed Surveyor

Approved by Town Planning Board

Date 6 October 1982 Chairman

Approved APPROVED
Inspector of Plans and Surveys
Examined Eastwood Date 28-11-83
B.J. Fuller

On
Plan 520 (2)
Diagram
Index Plan HUNT 2000 35.03

Registered
OFFICE OF TITLES
FEE PAID $30
56631
7.10.82

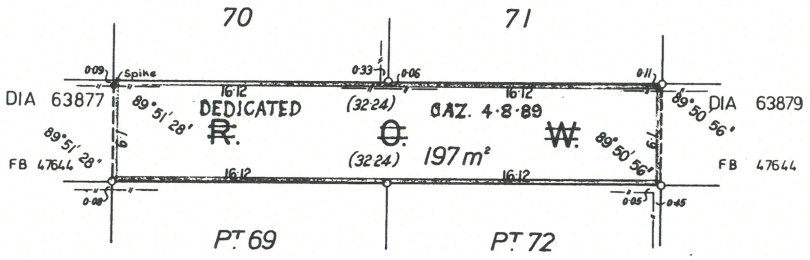
Diagram No.
63877

82316 1 79 4M L 271 Docket Plan 7284

DIA 63877

LANDGATE COPY OF ORIGINAL NOT TO SCALE 07/05/2024 02:03 PM Request number: 66565557
Landgate
www.landgate.wa.gov.au

Town or District.	Number of Lot or Location.	Field Book.	Scale.	Certificate in which Land is Vested.	Area
VICTORIA	PT LOTS 69 & 72 OF LOC 317	47644	1 : 300	Vol. 1014. 454 Fol. 967. 124A	



Note
Survey in this
Dia pends partial
Package of Plans
Mfd /
-1-1983

DRAWN IN L.T.O.
K.A.B.
16-9-82

R.O.W. TO VEST IN THE CROWN UNDER SEC 20A OF THE T.P.&D. ACT

CI

CERTIFICATE

I hereby certify that this survey was performed by me personally (or under my own personal supervision, inspection and field check) in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations, 1961.

Date 22nd Sept 1982 J.S. Thompson
Licensed Surveyor

Approved by Town Planning Board

21 [illegible] 1982
EC 527
Date 5 October 1982
Chairman

Approved APPROVED
Inspector of Plans and Surveys
Examined B.J. Fuller 26.11.82 Date 24-1-83

On
Plan 520 (2)
Diagram
Index Plan HUNT 2000 35.03

Registered
OFFICE OF TITLES
FEE PAID $ 30
56631
7.10.82

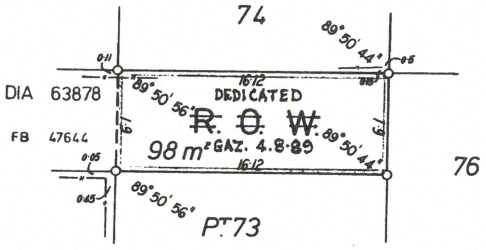
Diagram No
63878

82316/1/79-4M L-271 Docket Plan 7284

DIA 63878

LANDGATE COPY OF ORIGINAL NOT TO SCALE 14/03/2024 11:39 AM Request number: 66336519
Landgate
www.landgate.wa.gov.au

Town or District.	Number of Lot or Location.	Field Book.	Scale.	Certificate in which Land is Vested.	Area
VICTORIA	PT LOT 73 OF LOC 317	47644	1:300	Vol. 1458 Fol. 693	



R.O.W. TO VEST IN THE CROWN UNDER SEC. 20A OF THE T.P. & D ACT

DRAWN IN L.T.O.
K.A.B.
17-9-82

CI

CERTIFICATE

I hereby certify that this survey was performed by me personally (or under my own personal supervision, inspection and field check) in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations, 1961.

Date 22nd Sept 1982 — Licensed Surveyor

Approved by Town Planning Board

27 Oct 1982

Date 5 October 1982 — Chairman

Approved	On	Registered	Diagram No.
Examined BJ Fuller / 26.11.82 — APPROVED, Inspector of Plans and Surveys, Date 30:5:83	Plan 520 (2) / Diagram / Index Plan HUNT 2000 35.03	OFFICE OF TITLES FEE PAID $30 56631 7.10.82	63879

82316:1/79-4M L/271 Docket Plan 7284

DIA 63879

LANDGATE COPY OF ORIGINAL NOT TO SCALE 07/05/2024 02:15 PM Request number: 66565684
Landgate
www.landgate.wa.gov.au

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

28 May 2024

Item CEO01-0524

Attachment 1

Local Emergency Management Arrangements 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2024

These arrangements have been produced and issued under the authority of Section 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Irwin Local Emergency Management Committee and the Council of the Shire of Irwin. The Arrangements have been tabled for noting with the Midwest Gascoyne District Emergency Management Committee (DEMC).

DOCUMENT REVISION HISTORY

Number	Date	Amendment summary	Author
1	Dec 2016	Update Version	CESM
2	Jan 2017	Review and submit draft to LEMC for consideration	CESM
3	23 Jan 2017	Review updated version to reflect current EM legislation	DA-OEM
4	15 Mar 2017	Amendments to format of updated version	CESM
5	27 Mar 2017	Update and further review	DA / CESM
6	29 Mar 2017	LEMC Review	LEMC
7	May 2017	Update and Review	CESM
8	June 2017	DA comment	DA - OEM
9	3 April 2020	Review and amendments	CESM
10	2024	5 Year Full Review	CESM
11			
12			

CERTIFICATE OF ENDORSEMENT

Local governments are required under the provisions of Section 36 of the Emergency Management Act 2005 to ensure that Local Emergency Management Arrangements (LEMA) are prepared for their local government area.

The document to which this certificate refers shall be referred to as the Shire of Irwin Local Emergency Management Arrangements, and hereafter be referred to as the LEMA.

As a requirement of the State Emergency Management Preparedness Procedure 8 – Local Emergency Management Arrangements, the LEMA have been submitted to those bodies appearing below for endorsement.

Shire of Irwin Local Emergency Management Committee

Chairperson Date

Shire of Irwin

Chief Executive Officer Date

Council Resolution Number: _____

DISTRIBUTION LIST

Organisation	Number of copies
Shire of Irwin LEMC Members	1
Chief Executive Officer, Shire of Irwin	1
WA Police, Dongara	1
Department of Communities, Geraldton	1
Dongara, Eneabba, Mingenew Health Services	1
St John Ambulance, Dongara Sub Centre	1
Community Paramedic, St John Ambulance	1
Chief Bush Fire Control Officer, Shire of Irwin	1
Deputy Chief Bush Fire Control Officers, Shire of Irwin	2
DFES Regional Office, Geraldton	1
Dongara – Port Denison Volunteer Marine Rescue Service	1
Dongara District High School	1
Shire of Irwin Administration Office	1
Shire of Irwin Public Library	1
Dongara Town Volunteer Bush Fire Brigade/Volunteer Fire & Rescue Service	1
Irwin Volunteer Bush Fire Brigade	1
Midwest Gascoyne DEMC	1

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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 Emergency management Glossary.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalise a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS).

COMBAT – take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency 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.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT.**

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'.

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See also **COMMAND** and **COORDINATION.**

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also **COMMAND** and **COORDINATION.**

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also **CONTROL** and **COMMAND**.

DISTRICT - An area of the State that is declared to be a district under Section 2.1 *Local Government Act 1995.*

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:
Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency;
Preparedness – preparation for response to an emergency;
Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery; and
Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A Hazard Management Agency (HMA), Combat Agency or support organisation.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures that contribute to the well-being of communities and the environment.

HAZARD - An event, situation, or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event that, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events that require a response from one or more of the statutory response agencies. See also **ACCIDENT, EMERGENCY** and **DISASTER**.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the HMA for the overall management of an incident within a designated incident area.

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team is headed by the incident manager who is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LGA – Local Government Authority, meaning the Shire of Irwin.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) – 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 HMA in the provision of a coordinated multi-agency response during incidents and operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – A committee established under Section 38 of the Emergency Management Act 2005. Based on either local government boundaries or emergency management sub-districts. Chaired by the Locality President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair, Executive support should be provided by the local government.

MUNICIPALITY – Means the district of the local government.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also **EMERGENCY OPERATION.**

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies.
See also **COMPREHENSIVE APPROACH**.

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 Emergency Management Glossary.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support.

Measures are taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also **COMPREHENSIVE APPROACH.**

RECOVERY – The coordinated process of supporting emergency-affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment. The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood. A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period. Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, the risk is the product of hazard and vulnerability.

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

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

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

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 are responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS - A range of options identified through the emergency risk management process, to select appropriate strategies which minimise the potential harm to the community.

VULNERABILITY - The degree of susceptibility and resilience of the community and environment to hazards.

EVACUATION CENTRE – Location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other emergency relief and support services as appropriate.

General acronyms

AFDRS	Australian Fire Danger Rating System
BFB	Bushfire Brigade
BFS	Bush Fire Service
BoM	Bureau of Meteorology
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DoC	Department of Communities
DPIRD	Department of Primary Industry and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
FDR	Fire Danger Rating
FRS	Fire and Rescue Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OEM	Office of Emergency Management
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
SOI	Shire of Irwin
VFRS	Volunteer Fire and Rescue Service
VMRS	Volunteer Marine Rescue Services
XO	Executive Officer

PART 1 – INTRODUCTION

Authority

These arrangements have been prepared in accordance with Section 41(1) of the *Emergency Management Act 2005* and endorsed by the Shire of Irwin Local Emergency Management Committee and by the members of the Local Government.

Community Consultation

These arrangements have been prepared by the Shire of Irwin in conjunction with the Local Emergency Management Committee member agencies.

Document Availability

In accordance with s.43 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 relevant Council office

Shire of Irwin - Main Administration Office
11-13 Waldeck St
DONGARA WA 6525

These arrangements will also be available via the Shire of Irwin website:
https://www.irwin.wa.gov.au/

Area Covered

Shire of Irwin

The Shire of Irwin is located approximately 360km north of Perth. The twin towns of Dongara/Port Denison form the urban centre of the local government area.

Traditionally the district depended economically mainly on farming and fishing, but has undergone some changes after the more recent discovery of on and off shore oil and gas deposits. The Shire of Irwin has a population of approximately 3800 residents and covers an area of 2223 square kilometres.

The area has a warm Mediterranean climate with 7 – 8 dry months per year with a mean rainfall of approximately 460mm per annum. Most of the rainfall occurs between the months of May and August. The long summers are generally hot and dry.

Aim

The aim of the Shire of Irwin Local Emergency Management Arrangements is to document the emergency management processes and procedures that are presently in place so that all agencies and stakeholders involved in managing emergencies can:

- Reduce the impact of emergencies on the communities of the Shire of Irwin
- Be set in place to aid the community in the recovery from any disaster; and
- Collate the information that agencies may require in dealing with emergency situations and the recovery from such situations.

Purpose

The purpose of these emergency management arrangements is to set out:

- the local government's policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions about the coordination of emergency operations and activities relating to emergency management (performed by the persons mentioned above);
- a description of emergencies that are likely to occur in the local government district;
- strategies and priorities for emergency management in the local government district;
- other matters about emergency management in the local government district prescribed by the regulations; and
- other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005*).

Scope

These arrangements are to ensure there are suitable plans are 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 local government district of the Shire of Irwin;
- This document covers areas where the Shire of Irwin (Local Government) provide support to HMA's in the event of an incident;
- This document details the Shire of Irwin's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire of Irwin's responsibility in relation to recovery management.

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

Related Documents and Arrangements

Local Emergency Management Policies

Document	Owner	Date
Annual Fire Break Notice	Shire of Irwin	Annual
IT Disaster Recovery Plan	Shire of Irwin	2023

Local Emergency Management Plans

Document	Owner	Date
Local Recovery Plan	Shire of Irwin	2024
Shire of Irwin Bushfire Risk Management Plan	Shire of Irwin	June 2017

Other Organisation Emergency Management Plans

Document	Owner	Date
Department of Communities Local Emergency Relief and Support Plan	Department of Communities	2022
Emergency Evacuation Plan	WA Police	

Agreements, Understandings & Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations

Special Considerations

Special areas of risk:

- Westnet Rail – grain trains
- Midlands Road and Brand Highway – large volume of heavy haulage and dangerous goods traffic
- Indian Ocean Drive – large volume of tourist traffic
- Chemical storage sheds
- Fuel depots
- Road Train Assembly Area
- Airport
- Natural Gas related industry within the Arrowsmith Hub and surrounds

Specific Factors that may increase risk:

- Major influxes of tourists during wildflower season in remote areas (July to October)
- Large public events
    - Lawn Bowls Carnivals
    - Easter Horse Races (Easter Saturday)
    - Easter Egg Hunt (Easter Sunday)
    - Blessing of the Fleet (November)
    - Denison Foreshore Sprint and Midwest Show & Shine (September)
- Seasonal conditions eg. Bushfires, local flooding, cyclone
- Seasonal farming operations including harvest (October – January) and seeding (April – June)

Resources

The list of resources available for use during an emergency situation is contained within Appendix 3 of these arrangements.

Roles and Responsibilities

Local Government Responsibilities

Local role	Description of responsibilities
Local Government	The responsibilities of the Shire of Irwin are defined in Section 36 of the *Emergency Management Act 2005*.
Local Emergency Coordinator	The Local Emergency Coordinator (LEC) for a local government district is appointed by the State Emergency Coordinator (Commissioner of Police) and has the following functions [s. 37(4) of the *Emergency Management Act 2005*]: • to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district; • to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and • to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Evacuation Centre Coordinator	The Evacuation Centre Coordinator is appointed by the Department of Communities District Director to: • Establish, chair and manage the activities of the Local Emergency Relief and Support Coordination Group, where determined appropriate by the District Director; • Prepare, promulgate, test and maintain the Local Emergency Relief and Support Plans; • Represent the department and the emergency relief and support function on the Local Emergency Management Committee and Local Recovery Committee; • Establish and maintain the Local Evacuation Centre; • Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities; • Coordinate the provision of emergency relief and support services during the response and recovery phases of an emergency; and • Represent the department on the Incident Management Group when required.
LGA Liaison Officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LGA 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	• Ensure planning and preparation for emergencies is undertaken. • Implement procedures that assist the community and emergency services deal with incidents. • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.

Local role	Description of responsibilities
	• Liaise with the incident controller (provide liaison officer). • Participate in the ISJ and provide local support. • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities.

LEMC Roles and Responsibilities

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

Local Role	Description of responsibilities
LEMC Chair	The Chairperson of the LEMC is appointed by the local government (s. 38 of the *Emergency Management Act 2005*). Refer to appendix 6.7 for details. The Chairperson of the LEMC has the following roles in relation to the operation of the meeting: • Chair the Local Emergency Management Committee; • Manage the development and maintenance of the Local Emergency Management Arrangement within the district; • Ensure the development of the committee reporting requirements in accordance with legislative and policy requirements; and • Ensure the effective operation of the committee in accordance with legislation. The Chairperson is responsible for the process of the meeting and usually works closely with the Executive Officer (XO) on the organisation of the agenda and contents of the notes. The Chairperson ensures that the meeting is running smoothly and invites the participation of the participants and undertakes the following tasks: • Oversees the preparation of the agenda in consultation with the XO; • Opens the meeting; • Welcomes and introduces members and guests; • Keeps individuals focused on the topics being discussed; • Makes sure that members are aware of decisions that are made; • Keeps track of the time; and • Closes the meeting. The Deputy Chairperson of the LEMC has the following roles: • Acts as Chairperson to the committee in the absence of the Chairperson; • Provides such assistance and advice as requested by the Chairperson; • Undertake the role of Chairperson to committee working groups, as required; • Facilitate the provision of relevant emergency management advice to the Chairperson and committee, as required; • Provide support and direction to the XO, as required; and • Understudy the roles and responsibilities of the Chairperson.
LEMC Executive Officer	The LEMC Executive Officer (XO) is responsible for taking notes and writing the record of the meeting and works closely with the Chairperson. The XO may delegate the taking of notes and record meeting details to a support officer. The XO focuses on the content of the meeting while the Chairperson is concerned with the process.

Local Role	Description of responsibilities
	The XO also takes responsibility for communicating with members outside meetings through the distribution of the agenda and the circulation of the meeting notes. At times there may be out of session matters that have to be addressed, and the XO contacts members in such instances. The Executive Officer typically undertakes the following tasks: • Calls for agenda items before meeting allowing sufficient time for members to respond; • Prepares and writes the agenda, a joint responsibility with the • Chairperson; • Distributes the agenda and papers before the meeting allowing adequate time for members to read them; • Organises catering arrangements and acts on instructions about equipment that may be required for the meeting; • Takes notes at the meeting; • Prepares draft Minutes from the notes taken; • Finalises the Minutes in consultation with the Chairperson; • Circulates the Minutes; • Keeps a complete record of meetings and documentation; and • Develops a system of archiving notes and documents.
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. 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. 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. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members. The functions of LEMC are [s. 39 of the Act]: • To advise and assist the local government in establishing local emergency management for the district; • To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and • To carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Agency Roles and Responsibilities

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

Agency roles	Description of responsibilities
Controlling Agency	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: • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.
Hazard Management Agency	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.' [*Emergency Management Act 2005* s4]. The HMAs are prescribed in the *Emergency Management Regulations 2006.* Their function is to: • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s50 & 53 Act] • Coordinate the development of the State Hazard Plan for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	A Combat Agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)
Public Authorities and Others	The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district' [*Emergency Management Act 2005* s 41(2) (b)]. The allocation of roles and responsibilities to Public Authorities should, as far as possible, follow the State Emergency Management Arrangements. As the Department of Communities (DoC), do not have a permanent presence in the Shire of Irwin, in the case of an emergency incident, where Emergency Relief and Support is required, the Shire of Irwin will provide a limited short term support function until the DoC arrives.

PART 2 – MANAGING RISK

Emergency Risk Management

The Shire of Irwin conducted community emergency risk assessment workshops during 2017. The workshops were conducted with due regard to the relevant legislation, policy and is compliant with AS/NZS ISO 31000:2009 Risk management – Principles and guidelines and conducted in conformity with the following National and State Risk Management Guidelines:

- Handbook 10 National Emergency Risk Assessment Guidelines 2015
- Western Australia Emergency Risk Management Local Government Handbook 2017

The workshops resulted in the production of the Shire of Irwin Emergency Risk Management Report. A reduced content copy of this report is included in Appendix 7

Critical Infrastructure

A list of identified critical infrastructure is included in Appendix 4.

Emergencies Likely to Occur

The following hazards were identified through the Shire of Irwin community emergency risk assessment workshops. These arrangements are based on the premise that the Controlling Agency responsible for the below risks will develop, test and review appropriate emergency management plans for their hazard. It is recognised that the HMAs and Combat Agencies may require Shire of Irwin resources and assistance in emergency management. The Shire of Irwin is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan (WESTPLAN)	Local Plan (Date)
Fire (incorporating Bushfire, & Urban Fire)	Fire & Emergency Services Commissioner	Shire of Irwin; DFES, or; Parks & Wildlife Service	Shire of Irwin VBFBs; VFRS; DFES, and/or; Parks & Wildlife Service SJA	Shire of Irwin; DFES; WA Police; SES; Dept. of Communities; Dept. of Health; BoM; Western Power	Fire	Bushfire Response Plan 2018
Road Crash	Commissioner of Police	WA Police	VFRS SJA	Shire of Irwin; DFES; WA Police; SES; Shire of Irwin VBFBs; Silver Chain; Western Power; Australian Red Cross; Dept. of Communities; DER; Dept. of Health; DMIRS (DG Division); Main Roads WA; RFDS	Crash Emergency	

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan (WESTPLAN)	Local Plan (Date)
Electricity Supply Disruption	Coordinator of Energy	Public Utilities Office or Western Power	Western Power	Dept. of Communities; Dept. of Education; Dept. of Health; DFES; DMIRS; DWER; Parks & Wildlife Service; Shire of Irwin; Main Roads WA; WA Police; Western Power; Water Corporation	Energy Supply Disruption	
Hazardous Materials	Fire & Emergency Services Commissioner	DFES	VFRS SJA	WA Police; DFES HEAT; Dept. of Health; Dept. of Communities; Dept. of Commerce (WorkSafe); ChemCentre; DWER; Shire of Irwin	Hazardous Materials Emergencies	

Emergency management strategies and priorities

PRIORITY	STRATEGY
Bush Fire	Conduct yearly mitigation burning to reduce risk
Cyclone/Storm	Community awareness and regular maintenance of low-level flood / river crossings. Building upgrades both encouraged and promoted via education.
Road Crash	Ensure driver education is regularly encouraged, request for regular traffic Police patrols of local highways is undertaken.
Electricity Supply Disruption	Back up / restorative power solutions are in place within the shire provided by responsible agency
Hazardous Materials	Notifications of material movements are provided to HMA and Combat agencies. Education as to handling is promoted.

PART 3 – COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Irwin agrees to provide assistance/support, if the required resources are available, through the Incident Support Group when and if formed.

Incident Support Group

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of 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.

Activation Triggers for an ISG

An ISG is activated by the Incident Controller when an incident requires the coordination of multiple agencies or a Level 2 incident is declared. (Refer State EM Response Procedure 2 – Incident Level Declaration).

Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to 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.

Frequency of Meetings

The 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 objectives by agencies sharing information and resources. It is strongly recommended that minutes are maintained for each meeting.

Reporting

Agency Liaison Officers should provide at each meeting of the ISG:

- consolidated reports on agency response activities;
- agency specific impact assessment;
- resource status;
- significant issues.

The Controlling Agency will provide at each meeting of the ISG:

- a current situation report;
- update on outcome of previous meeting;
- detail significant issues;
- assistance required;
- record outcomes of meeting;
- details of next meeting (if known).

Location of ISG Meetings

Suitable locations for Incident Support Group meetings are contained within Appendix 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.

Emergency management agencies may speak publicly on their respective activities and tasks during an emergency, consistent with their areas of expertise.

The controlling agency and emergency management agencies will clear their own public information according to their own processes and procedures.

(Refer: State Emergency Public Information Plan located on the State Emergency Management Committee website).

Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

The Australian Warning System (AWS) is a new national approach to information and warnings during emergencies like bushfire, flood, storm, extreme heat and severe weather. Seek guidance from the DFES.

Local Systems

The concept of “one source, one message” is to be adhered to during the response to an emergency. Any public information regarding the emergency should be authorised by the Incident Controller before being broadcast.

Where supplementary communication services are used, the key message shall direct the public to the HMAs website. This ensures consistency of message and avoids confusion and/or contradiction.

Supplementary communication avenues available include:

- **SMS Service.** The Shire of Irwin has an SMS service to advise registered users of Harvest and Vehicle Movement Bans. This service can be subscribed to by contacting the Shire's Administration Centre.
- **Facebook.** The Shire of Irwin maintains a strong Facebook presence. This service is accessible by contacting the Shire's Administration Centre.
- **Shire of Irwin website.** The Shire of Irwin maintains its own website. There are prepared messages available to be turned on as required.
- **Agency websites.** Many agencies maintain their own website inclusive of emergency messages. Some of these may be available during an emergency.
- **Public Information Phone Lines.** A number of agencies maintain info lines. These are heavily publicised during emergencies.

Finance Arrangements

State Emergency Management Policy 5.12 – Funding for Emergency Response, State Emergency Management Plans 5.4 - Funding for Emergency Responses and 6.10 – Financial Assistance, and State Emergency Management Recovery Procedure 2 – Emergency Management Funding outlines the responsibilities for funding during multi-agency emergencies.

While recognising the above provisions, the Shire of Irwin 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 occurs to ensure the desired level of support is achieved.

PART 4 – EVACUATION AND EMERGENCY RELIEF AND SUPPORT

Special Needs Groups

The 'at risk' groups within the Shire of Irwin community have been identified so that the Controlling Agency will be able to identify locations that require special attention or resources, especially when considering evacuation.

A list of identified Special Needs Groups is included in Appendix 5.

Evacuation

The actual act of evacuating a community is the responsibility of the Controlling Agency, and the local government with the assistance of its LEMC. The Shire of Irwin and its LEMC have a clear responsibility to undertake pre-emergency evacuation planning. The Shire of Irwin are committed to the safety of the community and work in partnership with WA Police, DFES, the LEMC and broader community.

(Refer: Western Australia Community Evacuation in Emergencies Guideline located on the State Emergency Management Committee website).

Routes and Maps

As the Shire of Irwin covers an area of over 2300 sq. km. it is not practical to include detailed maps in these arrangements. Local maps will be produced by the Shire of Irwin in support of any emergency incident.

General maps of the area are included within Appendix 6.

Emergency Relief and Support

The Department of Communities (formerly Child Protection & Family Support) has the role of managing emergency relief and support (formerly welfare).

The Local Emergency Management Plan for the Provision of emergency relief and support has been developed by the Department of Communities.

Evacuation Centre Coordinator

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

- Establish, chair and manage the activities of the Local Emergency Relief and Support Coordination Group (LERSCG), where determined appropriate by the District Director;
- Prepare, promulgate, test and maintain the Local Emergency Relief and Support Plans;
- Represent the department and the Emergency Relief and Support function on the Local Emergency Management Committee and Local Recovery Committee;
- Establish and maintain the Local Evacuation Centre;
- Ensure personnel and organisations are trained and exercised in their Emergency Relief and Support responsibilities;
- Coordinate the provision of emergency relief and support services during response and recovery phases of an emergency; and
- Represent the department on the Incident Management Group when required.

Local Government Liaison Officer

The Local Government Liaison Officer is nominated by the local government to coordinate emergency relief and support response during emergencies and liaise with the local evacuation centre coordinator.

This role will provide assistance to the Local Evacuation Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Irwin's Local Government Liaison Officer will be determined by the location of the emergency, and the nearest evacuation/emergency relief and support centre.

Register.Find.Unite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other.

Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

The activation of this process will be the responsibility of the Local Evacuation Centre Coordinator.

Animals (including assistance animals)

The Shire of Irwin Ranger team will assist in the control and management of animals during emergencies.

The Shire will open or make available the following areas as required.

- Shire of Irwin pound – situated at the Shire's Works Depot

Movement of animals would be carried out by privately owned stock crates.

Animal facilities, including boarding kennels, catteries, horse facilities and stock yards are included within the Local Recovery Plan – Resources.

Evacuation Centres

Possible venues that can be utilised as Evacuation Centres are listed within Appendix 2 and the Department of Communities Emergency Relief and Support Plan. The location depends on the nature, location and extent of the emergency.

PART 5 – RECOVERY

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The Local Recovery Coordinator for the Shire of Irwin is the Chief Executive Officer.

The Shire of Irwin's recovery arrangements are documented in the **Local Recovery Plan**.

PART 6 – EXERCISING, REVIEWING AND REPORTING

Each LEMC is to conduct at least one local level exercise involving their local government area at least annually. Scenarios that are applied need to contemplate a range of situations and extend beyond those that exercise only limited parts of the arrangements as they apply to specific HMA exercises.

The Aim of Exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

Frequency of Exercises

State EM Policy 4.8 - Exercising, State EM Plan 4.7 – Exercises and Training, and State EM Preparedness Procedure 19 – Exercise Management outline the State's arrangements for Emergency Management exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

The Shire of Irwin conduct annual desktop or practical exercises as required. The exercises are multi-agency and test different elements of the arrangements on a regular basis.

Types of Exercises

Some examples of exercise types include:

- Discussion (seminars, workshops, desktop exercises)
- Functional (drills, games)
- Field or full deployment (large scale)
- 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

Reporting of Exercises

The Irwin LEMC provides an exercise report to the Midwest Gascoyne DEMC on completion of debrief.

Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy 2.5 – Local Arrangements, and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to State EM Policy 2.5 – Local Arrangements, 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.

If a major review takes place, a full approval process is required (refer State EM Preparedness Procedure 8 – Local Emergency Management Arrangements).

If the amendments are minor, the Shire of Irwin is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC, and the SEMC.

Review of Resources Register

The LEMC Executive Officer shall have the Contact and Resources Register checked and updated annually, but ongoing updates may occur at any time.

Review of Local Emergency Management Committee Positions

The Shire of Irwin in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

(Refer State EM Preparedness Procedure 7 – Local Emergency Management Committee).

APPENDIX 2 – EVACUATION CENTRE

	Details
Establishment/Facility:	**Irwin Recreation Centre**
Physical Address	Ridley Street (off Point Leander Drive), Port Denison
General Description of the Complex	Sporting facility, two commercial kitchens, two function rooms, two stadiums. Not suitable in tsunami.
Telephone No	9955 9200
Fax No	Nil
Email Address	reccentre@irwin.wa.gov.au reception@irwin.wa.gov.au



Contacts:

Name	Position	Work Contact	A/Hrs Contact
Shane Ivers	CEO	9927 0000	Refer Contact list
Laurie Smith	Coordinator Recreation Services	9955 9200	
Shannon Stubbs	CESM	9927 0000	Refer Contact list

Access Details:

	Details
Keys	Refer Contacts. Available at the Shire.
Alarm	Yes
Security	Yes
Universal Access	Yes

Accommodation Numbers

	Details
Sitting / Standing (1sqm per person)	3040 people
Sleeping (4sqm per person)	760 people
Duration	Unlimited

Recreation Centre - Amenities

Item	Yes/No	Notes
Toilets:		
Note: Located within the Recreation Centre, some have external access.		
Male Toilets:		
Toilets	Yes	23 Male & Female combined
Urinals	Yes	2
Hand Basins	Yes	
Showers	Yes	25 Male & Female Combined (1 x communal)
Female Toilets:		
Toilets	Yes	23 Male & Female combined
Hand Basins	Yes	
Showers	Yes	25 Male & Female Combined (1 x communal)
Disabled Facility:		
Pan and Hand basin	Yes	
Shower & Toilet	Yes	1
Kitchen Facilities:		
Stoves (types)	Yes	2 x commercial stoves, 1 x Domestic
Refrigeration	Yes	2 sml, 2 Double fridge, Coolroom, 2 Chest Freezers
Microwave	Yes	3
Boiling Water Unit	No	
Urn	Yes	2 plus 3 kettles
Dining Facilities:		
Tables	Yes	20 round, 12 rectangle
Chairs	Yes	270
Cutlery and Crockery	Yes	Approx. 200 people
General Facilities:		
Rooms	Yes	2 x Function Rooms; 2 x Sport Halls; 1 x Gym; Reception Area; Squash Court; Creche
RCD Protected	Yes	
Power Points	Yes	
Generator Port	Yes	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	
Heating	Yes	A/C units
Lighting (internal)	Yes	
Lighting (external)	Yes	Oval lights
Telephone Lines	Yes	2 lines
Internet Access	Yes	Shire Network, STAND
Hot Water System (type)	Yes	LPG and Electric (Large LPG Storage tank onsite)
Bins	Yes	18 x 240L
Septic/Deep Sewerage	Yes	Sewerage

Item	Yes/No	Notes
Amenities Areas:		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	
Recreation Rooms	Yes	
BBQs	Yes	
Conference Rooms	Yes	Refer General Facilities
Meeting Rooms	Yes	Refer General Facilities
Swimming Pool	No	
Oval	Yes	With lighting towers
External Facilities:		
Power Outlets	Yes	4 (2 North, 2 South)
Water	Yes	2
Parking	Yes	95 plus oval and gravel areas
Area for Tents	Yes	On the oval
Toilets	No	Can access toilet on building directly
Caravan/Articulated Vehicles	Yes	On or around the Oval
Other:		
Surrounded by bush	No	Some bushland areas to North and West of centre Within Bushfire Prone Area
Built on flood plain	No	
Positioned on coast	Yes	150m from Ocean
Access to the site		via Ridley Street entrance
Mobile phone coverage	Yes	
Pet friendly	No	External Only
Main power board location	Yes	East Side on Building, Green Cabinet Carpark
Water stop cock location	Yes	via Ridley Street entrance

APPENDIX 3 – LOCAL GOVERNMENT RESOURCES

Shire of Irwin Plant List

Item Description	Size	No of Items
Dozer – Caterpillar, tracked	D4H	1
Grader - Caterpillar	12M	1
Telehandler – JCB		1
Loader – Caterpillar, Possi-Track	226D	1
Loader – Cat, wheeled	950	1
Roller – Bomag, multi-tyred	BW25RH	1
Roller- Steele CAT	CS64B	1
Mobile Generators		2
Truck – Isuzu, tipper	NQRBC 3 Tonne	2
Trucks-UD prime movers	GW26	2
Truck – Hino, Prime Mover	SS1EkLG	1
Freightliner- Semi prime mover	Cascadia 126	1
Pump Trailers	Custom Made	2
Trailer - Side Tipper		4
Trailer – Drop Deck, low loader, and widener		2
Tri-axle Semi Water tanker		1
Fuel Tank on Ute (Capability)		2
Mobile traffic lights		1
Signs Trailer		2
Mobile variable message board		1

Refer to Local Recovery Plan - Resources for other suppliers.

Incident Support Group Meeting Locations

Facility	Address
Shire of Irwin Council Chambers	Waldeck Street, Dongara
Irwin Rec Centre	Ridley Street, Port Denison

APPENDIX 4 – CRITICAL INFRASTRUCTURE

Item	Location	Description	Owner	Contact Details	Community Impact Description
Irwin River Bridge	Point Leander Drive	Vehicle & Pedestrian Bridge	Main Roads WA	9956 1200	Loss of access to sections of the community.
Pell Bridge	Brand Highway	Vehicle Bridge	Main Roads WA	9956 1200	Loss of emergency services communication.
Mountain Bridge	Midlands Road	Vehicle Bridge	Main Roads WA	9956 1200	Loss of access to sections of the community.
Brand Highway	Shire of Three Springs in south, to City of Greater Geraldton Border in north.	Main Arterial Roadway	Main Roads WA	9956 1200	Loss of access to sections of the community.

Item	Location	Description	Owner	Contact Details	Community Impact Description
Midlands Road Indian Ocean Drive Brand Highway	Various	Main Arterial Roadway	Main Roads WA	9956 1200	Loss of access to sections of the community
Mt Horner Repeater		Communications Tower	Shire of Irwin	9927 0000	Loss of communication network.
Communications Towers (Golf Course)	Golf Course Rd Pt Denison	Communications Tower	Telstra & Node One	0418605626	Loss of radio, television, and communication networks.
High Voltage Electricity Network		Electrical Infrastructure	Western Power	13 10 87	Loss of widespread electrical services.

Item	Location	Description	Owner	Contact Details	Community Impact Description
Waste water Treatment Plant	Blenheim Road	Water Infrastructure	Water Corporation	9420 3431	Loss of waste treatment for townsite.
Allanooka Bore Fields, and water pipeline	Allanooka Springs Road, and Water Supply Road	Water Infrastructure	Water Corporation	9420 3431	Loss of water supply for townsite.
Telstra Tower	Springfield and Irwin	Mobile Phone Tower	Telstra	0418 605 626	Loss of communications.
Telstra Tower & Communication Facility	Armstrong St	Exchange & Mobile phone tower	Telstra	0418 605 626	Internet & Phone communications.

Item	Location	Description	Owner	Contact Details	Community Impact Description
Power Generators	Transfer Station, Springfield	Backup Power Supply for Town	Western Power	0418 480 953	Loss of power.
Airport	Kailis Drive	Airport	Shire of Irwin	9927 0000	Access via air, impacts on Royal Flying Doctor Services.

APPENDIX 5 – SPECIAL NEEDS GROUPS

Education and Childcare Centres

Name	Description	Address	Phone	Contact	No People	Emergency Plan in place?
Dongara District High School	Primary & Secondary School	Cave Way Dongara	9927 0100	Janine Calver		Yes
Dongara Community Playgroup	Childcare/Playgroup	Moreton Terrace Dongara				

Nursing Homes, Retirement Villages, and Hospitals/Health Care

Name	Description	Address	Phone	Contact	No People	Emergency Plan in place?
Dongara Medical Centre Five gums Family Medical Practice	Medical Centre	290 Point Leander Dr, Dongara	9927 2907	Sasha Risinger	6-8	Yes
Dongara – Port Denison Health Centre (Hospital)	Medical Centre	Blenheim Rd Port Denison		Tricia Pavelka	65 Staff 12 Residents	Yes
Port Denison Retirement Village	Retirement Village	225 Ocean Dr Port Denison 119 Point Leander Dr, Port Denison	9927 0000	Shire of Irwin	Total: 39 Units	
Independent Living Units	Health Care	2 Henry Rd Port Denison	9927 0000	Shire of Irwin	Total: 6 Units	

Caravan Parks and Camping Facilities

Name	Description	Address	Phone	Contact	No People	Emergency Plan in place?
Dongara Top Tourist Park	Caravan Park	8 George St Port Denison	08 9927 1210.	Tim Saulsman	Potential Max 600	Yes.
Dongara Denison Beach Holiday Park (Big 4)	Caravan Park	250 Ocean Dr Port Denison	(08) 9927 1131	Maria Palamara Brian Whitmarsh	Staff – 14 Max Guests - 395	Yes
Seaspray Beach Holiday Park	Caravan Park	79-81 Church St Dongara				Yes
Leander Reef Holiday Park	Caravan Park	123 Point Leander Dr Port Denison		Debbie Thompson	36 cabins/sites Potential 100	Yes
Western Flora Tourist Park	Caravan Park	Brand Highway Eneabba				
Cliff Head Coastal Node	Camping Facility	Indian Ocean Dr Arrowsmith	9927 0000	Shire of Irwin		
7 Mile Beach	Camping Facility	Seven Mile Road Bonniefield	9927 0000	Shire of Irwin		
Freshwater Point	Camping Facility	Indian Ocean Dr Arrowsmith	9927 0000	Shire of Irwin		
Knobby Head	Camping Facility	Indian Ocean Dr Arrowsmith	9927 0000	Shire of Irwin		

Hotels, B & Bs, and Holiday Houses/Units

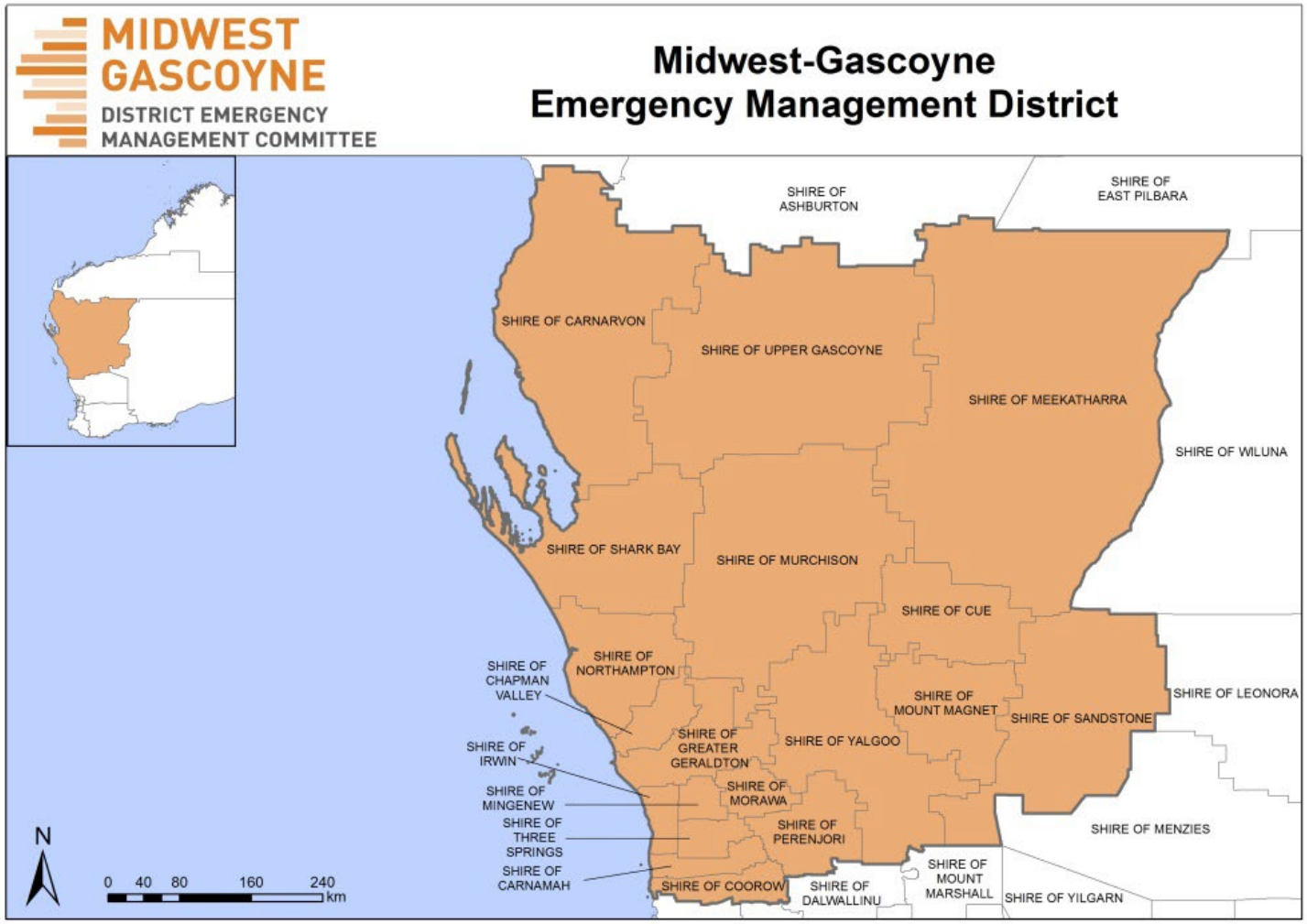
Name	Description	Address	Phone	Contact	No People	Emergency Plan in place?
Dongara Hotel Motel	Hotel	12 Moreton Tce Dongara	08 9927 1023	Nic Grove Lachlan Grove	28 rooms 2/3 people per room. 68 beds total.	Yes
Priory Hotel	Hotel	11 St Dominics Rd, Dongara	08 9927 1023	Nic Grove	20 rooms total. 3 Persons max per room. 60 Possible	Yes
Old Mill Motel	Hotel	58 Waldeck St Dongara	08 99 271200	Bev Clarke	Max 90	Fire Evac Plan
Breeze Inn Travellers Lodge	B & B	32 Waldeck St Dongara	9927 1332			
Thalassa Beach House	Holiday House	2 Coles Way Port Denison	9381 3439	Chrissie Quackenbush	8 (max.)	
Rockpool Beach House	Holiday House	4 Samuel St Port Denison			10 (max.)	
Dongara Guest House	Holiday House	11 Turton Hts Dongara			11 (max.)	
Denison Waterfront Holiday Accommodation	Holiday House	(The Waterfront House) 68 Point Leander Dr Port Denison		Ruth Cousins	8 (max.)	Nil
		(The Cream House) 35 George St Port Denison			10 (max.)	Nil
Driftwood Cottage	Holiday House	14 Plester St Port Denison			8 (max.)	
Lazy Lobster Holiday Units & Chalets	Holiday Unit	45 Hampton St Port Denison	08 9927 1023	Nic Grove	6 rooms Max 26 Persons	

Culturally and Linguistically Diverse (CaLD)

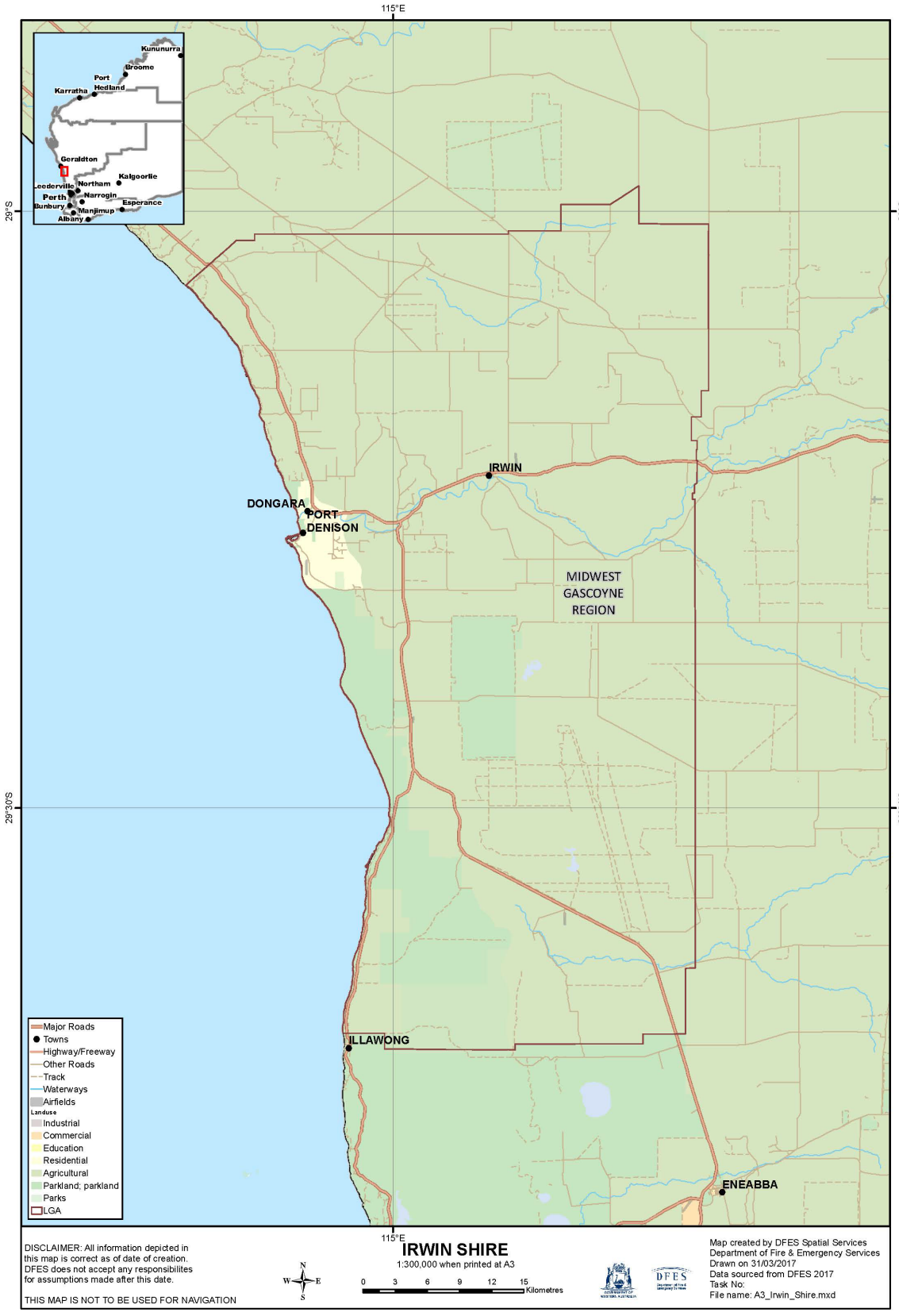
Residential throughout the community.

APPENDIX 6 – MAPS

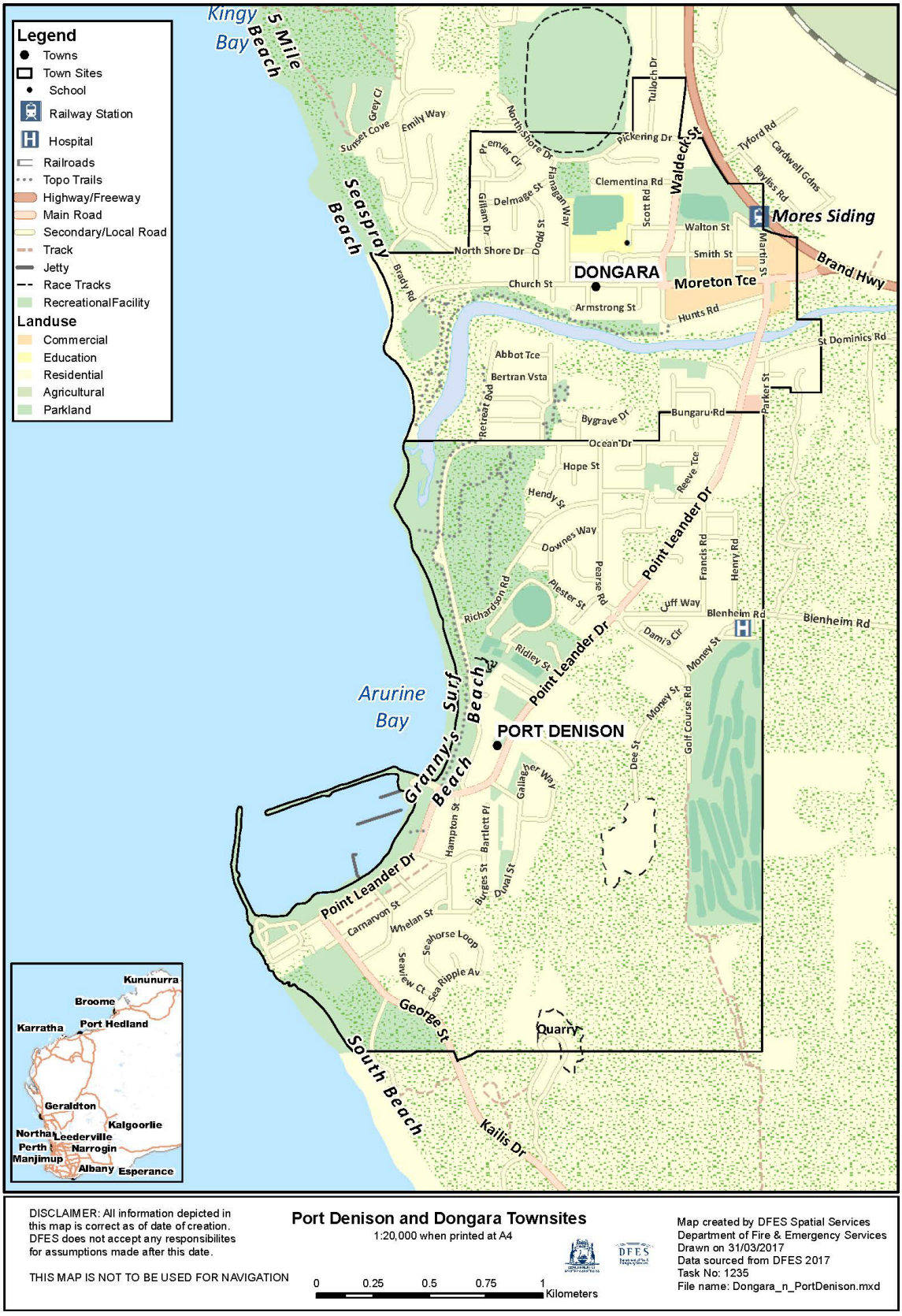
[Midwest Gascoyne Emergency Management District]



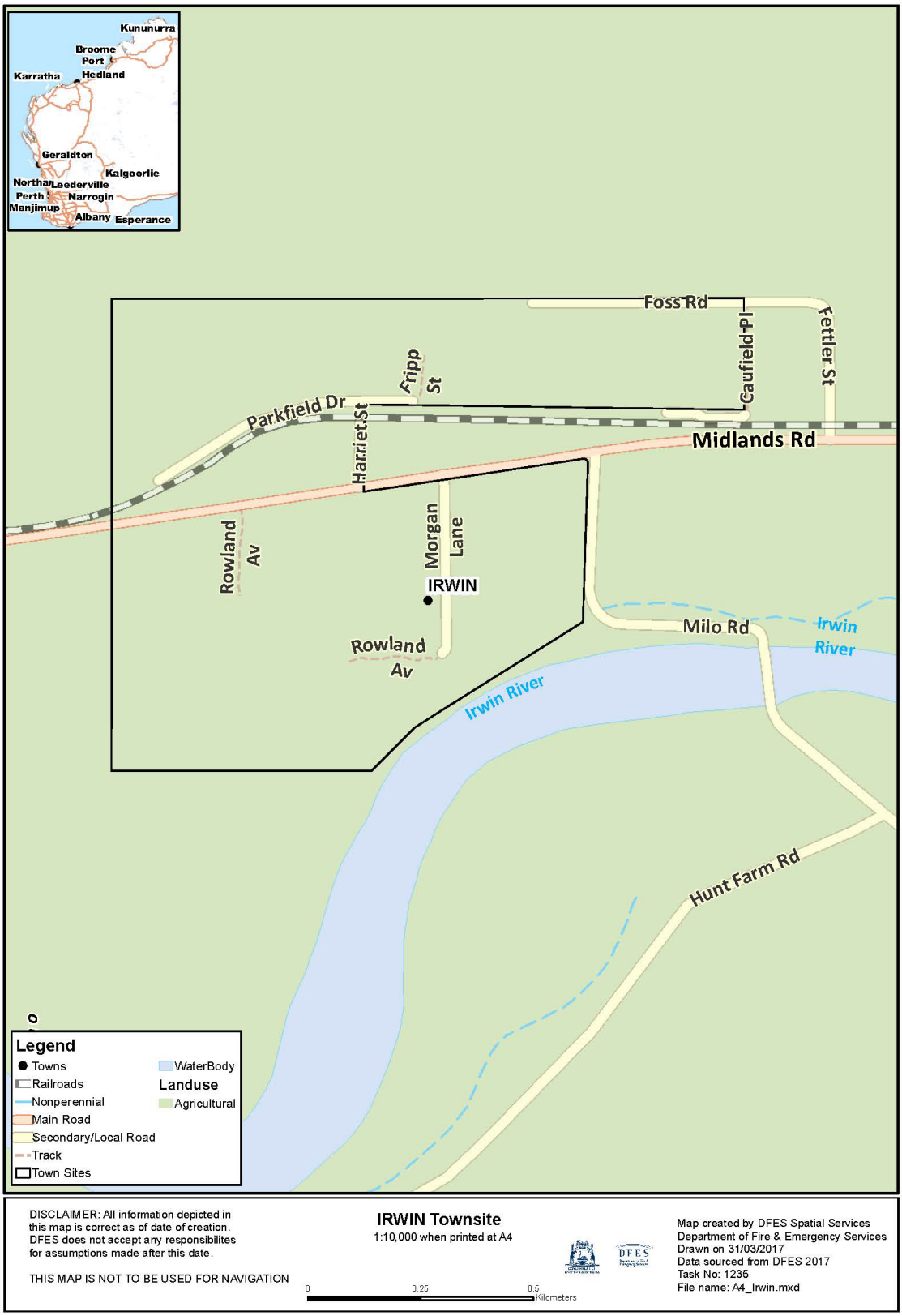
Shire of Irwin (Local Government boundary)



Dongara – Port Denison townsite



Irwin townsite



APPENDIX 7 – EMERGENCY RISK MANAGEMENT REPORT

Local Government name:	Shire of Irwin

Hazard(s) assessed:	**Date of risk assessment workshop(s):**
Fire	6/03/2019
Road crash	6/03/2019
HAZMAT: Chemical	6/06/2019
Electricity supply disruption	6/06/2019

Risk assessment workshop coordinator:	**Kyle Pollitt**
Risk assessment workshop facilitator:	**Brendan Wilson**

Other persons who aided in workshop development (including scenario development):

Name:	Task/responsibility:
Brendan Wilson	**DFES District Advisor (MWG)**
Dr Heather Taylor	**Program Leader – Hazards, Vulnerabilities & Risk**
Dr Grant Wilson	**Senior Risk & Resilience Researcher**
Anna Gstaettner	**Risk & Resilience Researcher**

Tailored Risk Criteria elements used in the risk assessment workshops: Scenario Details and Priority Risks Reviewed available upon request.

Shire of Irwin – 2021 population and economic data

Population: 3,680

- Population:3,680
- ~15% are Youths (0-15 YOA)
- ~30 % are Senior (65+ YOA)
- 2,784 reside in Dongara and Port Denison

Gross Area Product: $205m

- Gross area product: $205 Million
- Significant industries: Manufacturing and Construction, Agriculture, Fishing, and Mining
- Manufacturing and Construction (42.7% of gross income)

Built Infrastructure

- Water and waste water treatment facilities on fringe of gazetted town site
- Significant communications infrastructure located in agricultural areas
- Railway lines for industry dissecting the Shire (for mining and agriculture use)
- High Voltage Electricity Network
- Gas and Oil Pipelines throughout the Shire (DBNGP, Triangle, Lattice, AWE, APA Group)

Social Setting

- 1 District High School (Students: ~110 Primary; ~390 Secondary)
- 2 Aged Persons facilities (~60 persons)
- 3 Fuel Stations (located on main thoroughfares)
- 2 main supermarkets, and a number of small businesses providing goods and services
- Number of historic buildings
- 2 ovals, and a Recreation Centre (with associated sporting facilities)
- Racecourse

Public Administration

- All normal Local Government services
- 1 Police and 1 (Volunteer) Fire Station
- 2 Bush Fire Brigades
- Medical Centre/Hospital
- 1 GP clinic
- (Volunteer) Ambulance Service
- Water Corporation Depot

Environment

Nature Reserves used for tourism and conservation (Beekeepers, Yardanogo, Mt Adams)

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

28 May 2024

Item 10.2.1

Attachment 1

Local Emergency Management Committee (LEMC)
(Irwin)
Unconfirmed Minutes 7 May 2024

Shire of Irwin Local Emergency Management Committee (LEMC) Meeting

held in the Council Chambers

Tuesday, 7 May 2024

Minutes

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

CESM Shannon Stubbs declared the meeting open at 10.04pm and welcomed the members and agency/industry representatives to the meeting.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendees

Shane Ivers	Shire of Irwin CEO
Mark Leonard	Shire of Irwin Shire President
Shannon Stubbs	Community Emergency Services Manager
Catherine Macartney	St Johns Ambulance
Patrick Whitehouse	Main Roads WA
Peter Summers	Shire of Irwin CBFCO
Louise Smith	Triangle Energy
Freya Contos*	Mitsui E&P
Ashleigh Thurn*	Department of Communities
Erin Bond*	Department of Communities
Sue Mearns*	Shire of Irwin (Minute Taker)

(Online Attendees)*

Guest

Nil

Apologies

Janine Calver	Dongara District High School
Josh Velasquez	Telstra
Candy Hudson	NEMA
Trish Pavelka	Dongara Hospital - DoH
Michael Redway*	APA Group – Mondarra
Neal Boonzaaier	WA Police Force
Jerry Treloar	Western Power Corporation
Andrew Snell	Water Corporation
Jess Henriques	DBCA
Nathon McMullen	Western Power

3 PRESENTATIONS

3.1 Nil

4 BUSINESS ARISING

4.1

COMMITTEE DECISION:	
Moved: Patrick Whitehouse	**Seconded: Shane Ivers**
That the Minutes of the 21 February 2024 LEMC Meeting, as previously circulated, be adopted as true and accurate recording of that meeting.	

4.2 Action Items from previous minutes

Nil

5 CORRESPONDENCE IN

6 CORRESPONDENCE OUT

7 GENERAL BUSINESS

7.1 Agency Updates

Mitsui E & P – Freya Contos
Ms Contos provided the following updates:

- Not a lot has changed since the previous meeting.
- Continuing with construction and planning to bring in gas to start the commissioning (potentially end of month but probably June).
- Noise Management Plan is in place for new drillings.
- Teams are engaging with Landowners to provide them with information about current and future works.
- Workers will be transported and utilizing the Temporary Accommodation Village during shutdowns and in the lead up to
- Upcoming decommissioning works are to be conducted in the area but should not impact on any roads.
- No road closures at this stage.
- Short term gas flaring will be conducted in September.
- New wells are continually being drilled and tested, but as mentioned, no gas flaring until later in the year.

Main Roads WA - Patrick Whitehouse
Mr Whitehouse advised that in relation to emergency events, it is business as usual and although a number of bushfires have occurred the last few weeks, which have resulted in road closures, none of these have been within the Shire of Irwin.

It was to be noted that the closure of Indian Ocean Drive has increased the traffic on Brand Highway however there have been no further incidents to report.

Mr Whitehouse spoke to confirm that:

- If there were to be a traffic accident or emergency incident on parts of Indian Ocean Drive within the Shire of Irwin, that Emergency Service Vehicles utilise the detours currently in place (instead of using Fobs to access Boom Gates) as these will provide easier access;
- Main Roads WA have Emergency Management Plans in place should an emergency situation arise within the 'closed' section of Indian Ocean Drive, including Boom Gate access.

At this point Shane Ivers, Shire of Irwin CEO mentioned the restrictions introduced by the Department of Transport in relation to overweight Campbells trucks being restricted to travelling at 40kph whilst on the Shire's 70kph portion of Brand Highway.

Mr Ivers confirmed that the matter has been discussed with Councillors whose preference was that the speed limit remain at 70kph for all vehicles (including Campbells trucks), in the interest of safety.

Department of Communities - Ashleigh Thurn

Ms Thurn commenced by introducing and welcoming Erin Bond to the Committee. Erin has recently commenced as the Department of Communities Regional Manager for the Midwest and Goldfields. Ms Thurn then commented on the following:

State-wide Audit Evacuation Centres

- Department of Communities (Communities) is conducting audits of the State's nominated evacuation centres.
- The audits are to identify hazard-specific risks relevant to the region and to identify opportunities for local governments to upgrade facilities to mitigate these risks.
- Communities would like to engage with local governments (LGs) and WALGA to discuss opportunities through the Disaster Ready Fund grants for 2025 to improve these facilities and mitigate risks in emergency events.

Local EM Information

- Evacuation Centre Training will be a priority for all the regions over the next 6 months. Can all LEMC members please identify staff that require training. Ideally it would be best suited to conduct this training in a gazetted evacuation centre.
- Exercising - please ensure that any exercises that occur that the department of Communities are invited. We would be happy to consider an inject to this exercise if it is appropriate.
- The Communities Emergency Relief and Support (ERS) Directorate would like to acknowledge and thank all of our local and state partners for the assistance and support provided over the 2023-24 season.

Dept of communities 2023/2024 High Threat Season

- Since October 2023, there has been a total of 40 events supported by Communities including:
  - Activation under the AUSRECEPLAN– Israel and Gaza repatriation
  - Pre-planning undertaken for 3 high threat weather events, that didn't result in activation.
  - 457 people were supported during events through our client management system.
  - 1 active and declared recovery event (under Disaster Recovery Funding Arrangements) - Mariginiup Fire.
  - Just prior to Christmas 2023, there were 6 activations supported by Communities over just 2 days (20-22 December).

Ashleigh confirmed that the DoC team looks forward to working with you all over the coming months as we prepare for the 2024-25 season.

Emergency Relief and Support (ERS) recruitment

- A recruitment process has been completed to appoint a Midwest Gascoyne specific Regional Coordinator. AJ Geary commences 13 May 2024.
- Ashleigh Thurn confirmed that (she) has the substantive position of Regional Officer across both regions.

Evacuation centre training

- An evacuation centre training schedule will be implemented for Communities staff and LEMC stakeholders. The intent is each month evacuation centre training is held in a different Local government's evacuation centre. This is to ensure individuals are well equipped to assist during and after an emergency event.
- The evacuation centre training schedule will be shared with staff and stakeholders when completed.
- Evacuation Centre Training will be a priority for all the regions over the next 6 months. Can all LEMC members please identify staff that require training. Ideally it would be best suited to conduct this training in a gazetted evacuation centre.
- Exercising please ensure that any exercises that occur that the department of Communities are invited. We would be happy to consider an inject to this exercise if it is appropriate.

Midwest Gascoyne Activations

As Ex TC Lincoln transited West across the Pilbara coast and south, an evacuation centre was prepared in Exmouth.

Shire of Irwin CESM – Shannon Stubbs

The CESM confirmed that one of his main focusses during 2024/25 will be obtaining disaster relief funding to continue the works already commenced on cyclone rating the Evacuation Centre.

St Johns Ambulance -

Catherine McCartney confirmed that it was business as usual for St John Ambulance with AED Training recently being performed at the Dongara Denison Bowling Club.

Combined SJA and DFES training being organised to assist in preparing SJA volunteers if the need arises for them to attend a bush fire incident.

Shire of Irwin Shire President - Mark Leonard

Cr Leonard confirmed that the 3G switch off has been extended.

Shire of Irwin CEO – Shane Ivers

Mr Ivers spoke to the following matters:

Dongara Town Hall

It was confirmed that the Dongara Town Hall would be utilised as the local Emergency Command Centre moving forward. Rec Centre staff will be looking at that.

Generators

Mr Ivers advised that generators have been installed at the transfer station and is currently supporting half of the town including the hospital.

Telstra Tower

The new 5G Telstra Tower has been installed behind the Shire's Administration Centre and it was positive to note that in an outage we will still have mobile coverage.

Black Spot funding
Mr Ivers confirmed that Shire Officers are investigating Black Spot Funding in relation to improving the layout of the 5 leg roundabout on Port Leander Drive, specifically relating to access to the Hospital by Ambulances.

Community Works
Landscaping and upgraded signage has been actioned adjacent to the Hospital – route should be clear now.

DFES
No representatives except Shannon (CESM)

Changing of the guard – recruited some new Area Officers which sit just above the CESM roles and also recruited a District Officer. Leigh Mulholland is the new District Officer to cover our area.

7.2 LEMA Review & Business Plan

CESM has now completed the LEMA for the Irwin Shire, and it has been reviewed by the DFES District Emergency Management Advisor. Major risks for Irwin Shire which include road crashes, bushfires, cyclones and storms, now have the Shire of Irwin response to deal with those incidents listed.

Attendees endorsed the LEMA Business Plan as provided. Will now be forwarded for listing as an Agenda item for the Shire Council to endorse.

7.3 Member/Agency Contact Update
Updates are ongoing and the recently issued list is up to date, however please contact Shannon if you have any amendments and/or additions.

7.4 Exercise/Training
2024 LEMC Exercise to be arranged (Second Half of 2024).

Date by next meeting as much advance noticing – 6 August 2024 – training exercise event. Schools and child care facilities.

High risk event – ideas from all for the will be a desktop.

Email Shannon with any ideas so he can get in touch with the schools and obtain their support.

What exercise would we get the most out of for the community.

7.5 Grants/Funding

Currently only LGGS (ESL) – been submitted and accepted for the year. Given the Shire a little bit more than applied for.

Awaiting Community Water Supply Program to start again.

7.6 OASG/ISG Activations

Nil

8 SETTING OF FUTURE MEETING DATES

8.1 The below dates have been scheduled for 2024.

- Tuesday 6 August 2024 (LEMC Exercise)

9 CLOSURE

There being no further business, the meeting was closed at 10.43am.