SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Attachment Booklet

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SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item 8.1
Attachment 1
Ordinary Council Meeting Minutes
11 December 2023

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

OF

Ordinary Council Meeting

held on

Monday 11 December, 2023

in the

Council Chambers
11-13 Waldeck Street, Dongara

I certify that this copy of the Minutes is a true and correct record of the meeting held on Monday, 11 December 2023

Signed: ……..
Presiding Elected Member

Date: ……..

AGENDA & BUSINESS PAPERS

Welcome to the Ordinary Council Meeting of the Shire of Irwin.

Please be advised that Ordinary Council Meetings during 2023 will be held on the following dates in the Council Chambers at 11-13 Waldeck Street, Dongara, commencing at **6.00pm**.

DATES	
28 February 2023	27 July 2023
28 March 2023	22 August 2023
26April 2023	26 September 2023
23 May 2023	24 October 2023
27 June 2023	28 November 2023
	11 December 2023

Members of the public are most welcome to attend the Agenda Briefing, the Councillor Information session and the Ordinary Council Meetings.

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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ORDINARY COUNCIL MEETING

held on

11 December 2023

at 6.00pm

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting was declared 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 H M Palmer	
Councillor A J Gillam	
Councillor E Tunbridge	
Councillor P Summers	

Staff

Mr S D Ivers	Chief Executive Officer
Mr M Connell	Manager Development
Mr P Bracegirdle	Manager Community Services
Mr M Jones	Acting Manager Operations
Ms C Bates	Acting Executive Assistant

Guests

Apologies

Miss P Machaka	Manager Finance

Approved Leave of Absence

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question: Terry Domico, Clementina Road, Dongara

Requested to present to Council in the new year.

Response: The Shire administration will be in contact to organise a suitable time for Terry to present to Council in the new year.

4. PUBLIC QUESTION TIME

Question: Bev Ewen, 5 Osborne Way, Port Denison

Given that I have very young grandchildren regularly holidaying at 5 Osborne Way (adjacent to Lot 502), will it be a condition that the dividing fence proposed by the Shire of Irwin completely separate along the entire boundary joining Lots 502 and 501 at a height of 1.8 metres, No 3 Osborne Way from No 5 Osborne Way?

Response: Taken on notice

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. PETITIONS AND DEPUTATIONS

Nil

7. CONFIRMATION OF MINUTES

7.1. Minutes of the Ordinary Council Meeting held 28 November 2023

A copy of the previous Minutes of the Ordinary Council Meeting have been provided to all Councillors under separate cover

RECOMMENDED:
That the Minutes of the Ordinary Council Meeting, held 28 November 2023, as previously circulated, be adopted as a true and accurate recording of that meeting.

COUNCIL DECISION 011223:	
MOVED: Cr Palmer	**SECONDED: Cr Wyse**
That the Minutes of the Ordinary Council Meeting, held 28 November 2023, as previously circulated, be adopted as a true and accurate recording of that meeting.	
VOTING DETAILS:	**7/0**
For: Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Tunbridge, Cr Palmer, Cr Summers	

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Functions, Meetings & Events

11 December 2023	Cr Scott attended Remembrance Day Ceremony
8 December 2023	CEO met with Vesta Wind Farms
13 December 2023	CEO, Shire President & Deputy Shire President to meet with CEO and VP Operated Assets, Mitsui E&P

9. REPORTS

9.1. Officer Reports

CORPORATE AND COMMUNITY	CC01-11/23
Subject:	**CC01-12/23 Accounts for Payment – November 2023**
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 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 November 2023.

Background:
A list of accounts paid under delegated authority is attached showing all payments made during the month of November 2023.

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 – December 2023
CC01-12/23 Attachment 1: Accounts for Payment – November 2023

Officer Recommendation:

RECOMMENDED:

That Council, by Simple Majority, receives the Accounts paid during November 2023 as contained in CC01-12/23 Attachment 1 of the Attachment Booklet – December 2023, represented by:

Payment Type/Numbers	Total Amount
EFT 31227 – 31388	**$1,172,486.57**
Muni Cheques – 32172 – 32178	**$12,326.15**
Direct Debit – Telstra	**$3,638.62**
Direct Debit – WA Treasury Corporation	**$65,350.56**
Direct Debit – Credit Card	**$18,338.70**
Direct Debit – N-Able Pty Ltd	**$1,009.16**
Direct Debit – Australian Phone Company	**$1,081.91**
Direct Debit – Insurance Premium Repayments	**$54,988.22**
Direct Debit – Rental Allowance	**$1,800.00**
Direct Debit – Superannuation	**$54,136.79**
Grand Total	**$1,385,156.68**

COUNCIL DECISION 021223:

MOVED: Cr Scott **SECONDED: Cr Tunbridge**

That Council, by Simple Majority, receives the Accounts paid during November 2023 as contained in CC01-12/23 Attachment 1 of the Attachment Booklet – December 2023, represented by:

Payment Type/Numbers	Total Amount
EFT 31227 – 31388	$1,172,486.57
Muni Cheques – 32172 – 32178	$12,326.15
Direct Debit – Telstra	$3,638.62
Direct Debit – WA Treasury Corporation	$65,350.56
Direct Debit – Credit Card	$18,338.70
Direct Debit – N-Able Pty Ltd	$1,009.16
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Direct Debit – Insurance Premium Repayments	$54,988.22
Direct Debit – Rental Allowance	$1,800.00
Direct Debit – Superannuation	$54,136.79
Grand Total	$1,385,156.68

VOTING DETAILS: **7/0**

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

CORPORATE AND COMMUNITY	CC02-12/23
Subject:	**CC02-12/23 Monthly Financial Statements for the Period Ended 30 November 2023**
Author:	**P Machaka, Manager Finance**
Responsible Officer:	**S Ivers, Chief Executive Officer**
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.

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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 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 30 November 2023.

Background:
The Monthly Financial Statements to 30 November 2023 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 November 2023 is detailed in the attached report and summarised as follows relative to year to date budget expectations:

30/11/2023	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	8,170,876	8,348,699	2%
Operating Expenditure	(5,467,223)	(5,917,144)	8%
Net Operating	2,703,653	2,431,555	
Non-Operating Revenue	100,819	94,297	-6%
Non-Operating Expenditure	(3,027,846)	(1,676,273)	-45%
Net Non-Operating	(2,927,027)	(1,581,976)	
Cash at Bank		3,965,363	
Cash at Bank Restricted		704,267	
Reserve Bank		1,630,322	
Total Cash Funds		6,299,952	

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 – December 2023
CC02-12/23 Attachment 2: Financial Statements for the Period Ended 30 November 2023.

Officer Recommendation:

RECOMMENDED:
That Council by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2023 to 30 November 2023 as contained in Attachment Booklet – December 2023.

COUNCIL DECISION 031223:
MOVED: Cr Palmer **SECONDED: Cr Gillam**
That Council by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2023 to 30 November 2023 as contained in Attachment Booklet – December 2023.
VOTING DETAILS: **7/0**
For: Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Tunbridge, Cr Palmer, Cr Summers

CORPORATE AND COMMUNITY	CC03-12/23
Subject:	**CC03-12/23 Community Assistance Scheme and Events Committee – Community Members**
Author:	**F Boksmati, Community Development Officer**
Responsible Officer:	**P Bracegirdle, Manager Community Services**
File Reference:	**3.0016**
Voting Requirements:	**Absolute Majority**

Council Role:

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Report Purpose:
For Council to consider appointing two (2) community members to join the Community Assistance Scheme and Events (CASE) Committee.

Background:
The role of the CASE committee is to administer, assist and evaluate the distribution of the Community Assistance Scheme funding within budgetary guidelines approved annually by Council. The CASE committee also discuss and provide recommendations to event organisers to stimulate and encourage projects, events or activities to meet the needs of the community and offer the best opportunity to provide economic benefits and potential to market Dongara and Port Denison outside the Shire.

The CASE Committee Terms of Reference for Community Members states that the CASE committee will consist of up to five members and that membership will be:

- Manager, Community Services
- 2 x Elected Members; and
- 2 x Community Members.

The CASE Committee Terms of Reference for Community members also states that the tenure of the committee will be in accordance with Section 5.11 of the Local Government Act (1995) and that membership of the committee continues until;

- The person no longer holds office by virtue of which the person became a member;
- The person resigns from membership of the committee;
- The committee is disbanded; or
- The next ordinary elections day, whichever happens first.

At the October 2023 Ordinary Council Meeting, Cr Palmer and Cr Tunbridge were reappointed as the CASE committee delegates.

The Community Development Officer (CDO) then commenced advertising for Expressions of Interest (EOI) to fill the two (2) vacant committee positions held by community members. Three (3) EOI's were received with one (1) EOI being formally rescinded on 31 October 2023. The two (2) EOI's from the remaining candidates are now being presented to Council for review.

The candidates are:

- Mrs Ann Heitman (current committee member re-nominated)
- Mrs Steph Bligh-Lee (new)

Officer's Comment:
To ensure transparency, the candidates have been presented to Council to consider and appoint. Given the suitability of the expressions of interest received and given that only two expressions of interest have been submitted, it is recommended that these community member vacancies be filled unopposed.

Consultation:
Public Notice for Expressions of Interest to fill the two vacant committee positions held by community members.

Statutory Environment:
Local Government Act 1995

- Section 5.8 Establishment of committees

Policy Implications:
C7 Financial Assistance Funding Policy
Community Assistance Scheme and Events Committee – Terms of Reference for Committee Members

Financial/Resource Implications:
At the August Ordinary Council Meeting, Council adopted the 2023/24 budget including a $30,000 allocation to the Community Assistance Scheme. The CASE committee will make recommendations to Council for the expenditure of this allocation and for future budget allocations.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 - 2031
1.1.1 Identify and support services, events and programs for building capacity, social inclusion and wellbeing (including those catering for families, youth and seniors)
1.2 Arts, culture, heritage and recreation are valued
1.2.2 Support *the strong sporting culture that shapes the Shire of Irwin's identity and lifestyle*
1.2.3 Support *community-initiated projects and activities*
4.1.1 Enhance the Shire's profile through marketing initiatives and community engagement

Attachments:
Attachment Booklet – December 2023
CC03-12/23 Attachment 3: 2023 CASE Committee EOI Candidate Profiles

Officer Recommendation:

RECOMMENDED:
That Council, by Absolute Majority, appoint Ann Heitman and Steph Bligh-Lee as the CASE Committee Community Members for a term of two (2) years or in line with the Local Government Ordinary Election, expiring October 2025.

COUNCIL DECISION 041223:

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

That Council, by Absolute Majority, appoint Ann Heitman and Steph Bligh-Lee as the CASE Committee Community Members for a term of two (2) years or in line with the Local Government Ordinary Election, expiring October 2025.

VOTING DETAILS: **7/0**

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

DEVELOPMENT SERVICES	ID01-12/23
Subject:	**ID 01-12/23 Delegated Authority Report – Development, November 2023**
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.

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Report Purpose:
For Council to receive the Delegated Authority Report – Development, November 2023

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 November 2023, with 13 building permits and 3 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 – December 2023
ID01-12/23 Attachment 4: Delegated Authority Report – Development, November 2023

Officer Recommendation:

RECOMMENDED:
That Council by Simple Majority, receives the Delegated Authority Report – Development, November 2023 as contained in ID01-12/23 Attachment 1 of the Attachment Booklet – December 2023.

COUNCIL DECISION 051223:	
MOVED: Cr Tunbridge	**SECONDED: Cr Summers**
That Council by Simple Majority, receives the Delegated Authority Report – Development, November 2023 as contained in ID01-12/23 Attachment 1 of the Attachment Booklet – December 2023.	
VOTING DETAILS:	**7/0**
For: Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Tunbridge, Cr Palmer, Cr Summers	

DEVELOPMENT SERVICES	ID02-12/23
Subject:	**ID 02-12/23 Draft 'Advertising Applications for Development Approval' local planning policy**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.00081**
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.

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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 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 advertise a draft 'Advertising Applications for Development Approval' local planning policy.

Background:
The deemed provisions as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*, stipulates the minimum requirements when advertising is required for an application for development approval. The intent of the policy is to further detail the standards for advertising.

The need to advertise is based firstly on any legislative requirement and then the degree to which the application impacts the adjoining land or on other land in the locality.

Officer's Comment:
The objectives of this policy are to provide a consistent and transparent approach to advertising applications which meets the statutory requirements and to assist in the management of stakeholder expectations in relation to the advertising process and the handling of submissions.

The policy details when no advertising is required; advertising to owners / occupiers; advertising to the locality and advertising Shire wide. It also details the requirements of submissions and costs associated with advertising.

The draft policy is contained in ID02-12/23 Attachment 1.

Consultation:
Local planning policies are required to be publicly advertised for a period of not less than 21 days in accordance with the requirements of Part 2, Division 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Statutory Environment:
Part 2, Division 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for the making, amending and revoking of local planning policies.

Policy Implications:
Nil.

Financial/Resource Implications:
Nil.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.1 Continuously improve approval processes.

Attachments:
Attachment Booklet – December 2023
ID02-12/23 Attachment 5: Draft 'Advertising Applications for Development Approval' local planning policy

Officer Recommendation:

RECOMMENDED:

That Council, by Simple Majority:

1. **Advertise the draft 'Advertising Applications for Development Approval' local planning policy as contained in ID02-12/23 Attachment 1 of the Attachment Booklet – December 2023.**

2. **Proceed with the draft 'Advertising Applications for Development Approval' local planning policy as contained in ID02-12/23 Attachment 1 of the Attachment Booklet – December 2023 should no objections be received following the advertising period.**

3. **Should any objections be received following the advertising period then require a further report to be presented to Council.**

COUNCIL DECISION 061223:

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

That Council, by Simple Majority:

1. **Advertise the draft 'Advertising Applications for Development Approval' local planning policy as contained in ID02-12/23 Attachment 1 of the Attachment Booklet – December 2023.**

2. **Proceed with the draft 'Advertising Applications for Development Approval' local planning policy as contained in ID02-12/23 Attachment 1 of the Attachment Booklet – December 2023 should no objections be received following the advertising period.**

3. **Should any objections be received following the advertising period then require a further report to be presented to Council.**

VOTING DETAILS: **7/0**

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

REGULATORY SERVICES	**ID03-12/23**
Subject:	**ID 03-12/23 Proposed Holiday Accommodation – Lot 502 (No. 3b) Osborne Way, Port Denison**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**P1316 – A2191**
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 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 determine an application for development approval for a 'Holiday Accommodation' on Lot 502 (No. 3b) Osborne Way, Port Denison.

This report recommends conditional approval of the application.

Background:
The Shire has received an application for development approval for a 'Holiday Accommodation' on Lot 502 (No. 3b) Osborne Way, Port Denison.

The site is approximately 1.4km south of the Dongara town centre, 1.2km north of the Port Denison Marina and 600m west of the Indian Ocean.

The site contains 2 dwelling units. Unit No. 3a is located at the front of the site with unit 3b (the subject of the application) located to the rear. An outbuilding is also located at the rear of the site however will not be available for use by holiday patrons.

The front unit 3a has been tenanted for some 13 years and the resident has verbally advised that they are fully supportive of the application.

Proposal
The application seeks approval to utilise the existing 2 bed, 1 bath rear residential unit for holiday accommodation purposes which can accommodate up to a maximum 6 guests. Although it will be advertised predominantly for 4 guests with the additional 2 guests able to be accommodated with a sofa bed.

The local company 'Dongara Holiday Homes' will be managing the property on behalf of the owners. 2 uncovered car parking bays are available via the sealed driveway and there is room for boat/trailer parking in a tandem arrangement. No parking is proposed on the verge.

The application for development approval is contained in ID03-12/23 Attachment 1 and the following is an outline of the application.

Applicant / Owner	Donna and Lawrie Cooper
Local Planning Scheme No. 5	'Residential R12.5' zoning
Use Class and Permissibility	Holiday Accommodation – 'A' use
Structure Plan/Precinct Plan	Dongara – Port Denison District Structure Plan
Lot Size	1,061m^2
Existing Land Use	Grouped Dwelling (2 units)
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	No

Location Plan



Officer's Comment:
In considering an application for development approval, cl. 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires a local government to have due regard to the following matters that are relevant to the application as detailed below.

(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area

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

1.6 The Aims of the Scheme

b) to ensure there is a sufficient supply of serviced and suitable land for housing, employment, commercial activities, community facilities, recreation and open space.

c) to provide housing choice and variety with a community identity and high levels of amenity.

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.

h) to safeguard and enhance the character and amenity of the built and natural environment of the Scheme area.

4.2 Objectives of the Zones

4.2.1 Residential Zone

a) To ensure that the Zone be predominantly residential in use.

b) To ensure that any non-residential uses permitted under the provisions of the Scheme, shall be of service to, compatible in character with and of a scale and operation which is not detrimental to the predominant residential use.

c) To ensure that any non-residential use which the local government may at its discretion permit in the Residential Zone, shall not detract from the amenity of the area or adversely affect the lifestyle expected in the predominantly residential environment.

d) To ensure that all residential development within the zone, shall be of a standard that does not adversely affect the overall amenity of other residential development in the zone.

The objectives of the 'Residential' zone do acknowledge that non-residential uses may be permitted in the zone provided they do not compromise the amenity of the area.

It is considered that the application will not compromise the objectives of the zone given the small size and scale of the development (a 2 bedroom unit) and the fact that the application does not involve any change to the existing built form or external appearance of the existing residential building.

4.3 Zoning Table

The application seeks approval for a 'Holiday Accommodation' use class which is defined as:

> ***Holiday accommodation*** *means premises used for short stay accommodation and recreation for holiday purposes but does not include a hotel, motel, bed and breakfast or caravan park.*

The Zoning Table of LPS5 lists 'Holiday Accommodation' as an 'A' use under the 'Residential' zone which means that the use is not permitted unless the local government exercises its discretion after advertising the application.

(fa) any local planning strategy for this Scheme endorsed by the Commission

The Shire of Irwin Local Planning Strategy sets out the long-term planning directions for the Shire and guides land use planning over the next 20 years. Tourism is seen as a significant opportunity for the Shire given its coastal location and the Strategy has specific actions to allow for discretionary approval of holiday homes in residential area.

(m) the compatibility of the development with its setting, including –

(i) the compatibility of the development with the desired future character of its setting; and

(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development

The compatibility of the development with its setting will not change as the application does not involve any change to the existing built form or external appearance of the existing residential building.

(n) the amenity of the locality including the following –
(i) environmental impacts of the development;
(ii) the character of the locality
(iii) social impacts of the development

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*.

It is acknowledged that loss of amenity was raised by submissions and those views are something that Council must balance on the evidence and the application before it. However, in the assessment of the amenity impacts of the application, a distinction must be drawn between what people perceive the impacts of the development will be and the reality of those impacts. It is perfectly reasonable for people to hold particular views, however the mere perception of a loss of amenity is insufficient reason to refuse an application and there must be a real and genuine prospect that the apprehensions expressed in the submissions are more likely than not to eventuate.

The loss of amenity (by social impacts) are considered very minimal for the following reasons:

- The development will be managed by a reputable local company with extensive experience in managing holiday rentals. They have advised that in their 20 years experience they have never had any anti-social issues with their other properties.

- The applicant has provided a management plan that satisfactorily addresses the management commitments in addressing any issues.

- The front unit is tenanted permanently which will also aid in management of the premises and alerting in a timely manner of any issues that arise.

In terms of added security it is recommended that a condition be placed on the approval requiring a diving fence be installed between the site and the adjacent Lot 501 (No. 5) Osborne Way to the west.

It is also recommended that a sign be installed at the front of the site that provides contact details of the manager so that any issues can be reported.

Given the management plan that has been provided with the application and the compatibility of the development with its setting, the likelihood of the application resulting in a loss of amenity is considered negligible and can be managed through the imposition of conditions on the approval.

(s) the adequacy of –
(i) the proposed means of access to and egress from the site
(ii) arrangement for the loading, unloading, manoeuvring and parking of vehicles
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety

Access and egress to the site is proposed from the existing sealed driveway. The development includes the provision of 2 uncovered car parking bays and there is room for boat/trailer parking in a tandem arrangement. No parking is proposed on the verge and a condition is recommended on the approval to enforce this.

Concerns were raised regarding the impact of increased traffic on nearby residents and the safety of reversing a boat/trailer, however it is considered that the scale of the development is such that it would pose no additional traffic issues than what would normally be associated with a residential dwelling.

(x) the impact on the development on the community as a whole notwithstanding the impact of the development on particular individuals

Concerns were raised that the use of the property should be for long-term rentals as there is a lack of this type of accommodation in the area.

Whist the issue of a lack of long-term rental accommodation is acknowledged, it must be noted that this matter is not a relevant planning consideration in itself. It can only be considered in the context of whether this particular application will have a detrimental effect on the community as a whole. Any impact a 2 bedroom holiday accommodation unit in itself would have on the community as a whole is negligible.

(y) any submissions received on the application
The submissions received are discussed in the 'Consultation' section of this report.

Conclusion
Overall, it is assessed that the application has appropriately responded to those relevant matters as prescribed in cl. 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015.*

Council has no control over who will actually utilise the accommodation and indeed there is a reality that noise and social impacts may be present whether the property is tenanted short or long-term. It should also be acknowledged that there is more control over short-term tenants as they can be removed immediately whereas in the case of long-term tenants they are covered by the *Residential Tenancies Act 1987*.

Similar to a home business it is recommended that a condition be placed on the approval requiring the annual renewal of the application. Should it be substantiated that the holiday accommodation is not being appropriately managed, and issues not quickly dealt with, then the Shire can choose not to renew the application.

It is considered that the application complies with the planning framework applicable to the site and the requirements of orderly and proper planning. Conditional approval is therefore recommended.

Consultation:
The application was advertised in accordance with the cl. 64(1)(a) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The advertising involved the following:

- A copy of the application was made available for public inspection at the Shire office;
- The application was published on the Shire's website; and
- A written notice was sent to adjoining landowners within approximately 100m of the site.

In response to the advertising a total of 2 public submissions were received objecting to the application. A copy of the public submissions is contained in ID03-12/23 Confidential Attachment 2 along with the responses by the applicant to the issues raised.

The key relevant planning issues raised in the submissions are summarised below. All submissions have been given due regard and are discussed in further detail in the 'Officer's Comment' section of this report.

- Traffic
- Amenity
- Anti-Social Behaviour
- Loss of Property Value

With regard to the property values, it must be noted that property value is not a relevant planning consideration in itself. In essence the issue for consideration by Council is not whether a proposed development will adversely impact on the value of adjoining property but whether the development will have an adverse impact on the amenity of the locality overall.

Statutory Environment:
In accordance with cl. 68 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* the local government may grant development approval with or without conditions or refuse the application.

Policy Implications:
Nil.

Financial/Resource Implications:
Nil, however costs may be imposed on the Shire should the applicant/owner review Council's decision through the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.1 Continuously improve approval processes.

Attachments:
Attachment Booklet – December 2023
ID03-12/23 Attachment 6: Application for Development Approval

Confidential Attachment Booklet – December 2023
ID03-12/23 Confidential Attachment 1: Public Submissions and Responses

Officer Recommendation:

RECOMMENDED:

That Council, approves the application for development approval for a 'Holiday Accommodation' on Lot 502 (No. 3b) Osborne Way, Port Denison subject to the following conditions:

1. **All development must be carried out in accordance with the approved plans listed below and subject to any modifications required as a result of any condition of this approval.**

   - **Site Plan**
   - **Car Parking Plan**
   - **Floor Plan**

2. **The development approval is valid for a period of 12 months from the date of determination, after which the further renewal of the development approval by the Shire is required annually. It is the responsibility of the landowner/proponent to apply in good time before expiration, and the Shire will not automatically renew the development approval.**

3. **Prior to commencement of the use a sign shall be erected on-site being clearly visible from the street that has the managers name and contact details. Signposting is limited to one sign not exceeding 0.2m^2 (i.e. 1.0m x 0.2m) on the property frontage with the height of the sign from ground level not exceeding 1.5m.**

4. **The landowner/proponent is responsible to ensure that all parking of vehicles (including boats and trailers) associated with the guests are to be provided for within the property boundary and the street verge area is to be kept free of such vehicles.**

5. **The holiday accommodation is restricted to a maximum of 6 guests only at any one time.**

6. **Prior to commencement of the use a dividing fence is to be installed between Lots 501 and 502 Osborne Way, Port Denison.**

7. **The landowner/proponent from time to time is responsible to ensure that all activities and processes associated with the development are carried out at all times and in all respects in accordance with the Management Plan prepared by Dongara Holiday Homes as lodged with the Shire.**

COUNCIL DECISION 071223:

MOVED: Cr Palmer **SECONDED: Cr Wyse**

That Council suspends Clause 10.2 of the Shire of Irwin Meeting Procedures Local Law 2016 at 6.15pm.

VOTING DETAILS: 7/0

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

COUNCIL DECISION 081223:

MOVED: Cr Palmer **SECONDED: Cr Scott**

That Council reconvenes Clause 10.2 of the Shire of Irwin Meeting Procedures Local Law 2016 at 6.29pm.

VOTING DETAILS: 7/0

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

Councillor Scott requested an amendment regarding Condition 6. Both Cr Scott and Cr Wyse spoke to the amendment.

AMENDMENT AND COUNCIL DECISION 091223:

MOVED: Cr Gillam **SECONDED: Cr Scott**

That Council, approves the application for development approval for a 'Holiday Accommodation' on Lot 502 (No. 3b) Osborne Way, Port Denison subject to the following conditions:

6. **Prior to the commencement of the use or the end of February 2024, whichever is the later, a dividing fence on the boundary at 1.8m high is to be installed between Lots 501 and 502 Osborne Way, Port Denison.**

VOTING DETAILS: 7/0

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

SUBSTANTIVE MOTION AND COUNCIL DECISION 101223:

MOVED: Cr Scott **SECONDED: Cr Wyse**

That Council, approves the application for development approval for a 'Holiday Accommodation' on Lot 502 (No. 3b) Osborne Way, Port Denison subject to the following conditions:

1. **All development must be carried out in accordance with the approved plans listed below and subject to any modifications required as a result of any condition of this approval.**

   - **Site Plan**
   - **Car Parking Plan**
   - **Floor Plan**

2. **The development approval is valid for a period of 12 months from the date of determination, after which the further renewal of the development approval by the Shire is required annually. It is the responsibility of the landowner/proponent to apply in good time before expiration, and the Shire will not automatically renew the development approval.**

3. **Prior to commencement of the use a sign shall be erected on-site being clearly visible from the street that has the managers name and contact details. Signposting is limited to one sign not exceeding 0.2m^2 (i.e. 1.0m x 0.2m) on the property frontage with the height of the sign from ground level not exceeding 1.5m.**

4. **The landowner/proponent is responsible to ensure that all parking of vehicles (including boats and trailers) associated with the guests are to be provided for within the property boundary and the street verge area is to be kept free of such vehicles.**

5. **The holiday accommodation is restricted to a maximum of 6 guests only at any one time.**

6. **Prior to the commencement of the use or the end of February 2024, whichever is the later, a dividing fence on the boundary at 1.8 high is to be installed between Lots 501 and 502 Osborne Way, Port Denison.**

7. **The landowner/proponent from time to time is responsible to ensure that all activities and processes associated with the development are carried out at all times and in all respects in accordance with the Management Plan prepared by Dongara Holiday Homes as lodged with the Shire.**

VOTING DETAILS: 7/0

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

OFFICE OF CEO	CEO01-12/23
Subject:	**CEO 01-12/23 Irwin Arrowsmith Advisory Council Funding**
Author:	**S Ivers, Chief Executive Officer**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.0271**
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:
For Council to approve expenditure from the 2023/24 Budget to successfully establish the Irwin Arrowsmith Advisory Council (IAAC) and seek reimbursement after it is operational.

Background:
Council approved expenditure of up to $100,000 at the August 2023 Ordinary Council meeting from the 2023/24 Budget to establish and operate the Irwin Arrowsmith Advisory Council (IAAC).

Officer's Comment:
One of the key objectives of the Irwin Arrowsmith Advisory Council (IAAC) is through good governance to engage and build enduring relationships with the local community that is based on mutual respect and long-term commitment. The IAAC will also focus on critical infrastructure, environmental leadership, support building a skilled workforce and working with First Nations.

Whilst not the primary objective, the IAAC objectives align well with potential funding opportunities that can benefit both the Arrowsmith precinct and the local regional community. An example is the Australian Government's $400 million regional Precincts and Partnerships Program (rPPP). This program seeks to support investment into regional Australia based on a number of principles including growing economies and serving communities. A key differentiator of the rPPP is that it focuses on a partnership approach between governments and communities. There are two grant streams where the first stream is grants of between $500,000 to $5 million for precinct development and planning. The second stream is grants between $5 million and $50 million to enable precinct delivery. It could be enabling infrastructure (roads, pathways, underground infrastructure), public infrastructure, or open spaces between elements or a particular building that activates other investment.

At the August 2023 Ordinary Council meeting, it was recommended that the Shire initially funds the establishment of the IAAC with the view that the Shire is reimbursed once the IAAC is operational. To complete the formation of the IAAC, expenditure is likely to exceed the Council approved $100,000 and approval is sought for a further $50,000 with a reimbursement date for the total amount before 31 December 2024 once it is operational.

The IAAC expenditure to date has primarily focused on workshops facilitated by Ernst & Young regarding critical infrastructure including power transmission, water, roads, workers accommodation and a temporary port. Some of the key points from the workshops:

- Power transmission – whilst at the same time acknowledging the hard work of others, the IAAC was able to recently lodge a Registration of Interest to Western Power and believe that this submission did play a role in securing the recently announced $80 million by the State Government for the initial assessment work for a potential 1.8 GW upgrade from Perth to Geraldton.
- Water – with a possible water shortage looming in the Midwest region, the IAAC has been working on a water supply solution for Arrowsmith and the potential for a desalination plant with the longer-term view that this could assist domestic needs into the future.
- Roads – there is an opportunity to introduce an improved road network in the Arrowsmith region that would allow communities in other Shire's to participate in possible Arrowsmith employment opportunities. Improved roads would also support proposed construction activities and grain/freight transportation.
- Workers accommodation – an immediate need to allow tourists back into town by industry providing the right balance of accommodation for its workers through a variety of strategies including the option for dedicated workers accommodation.

The workshops done to date are critical to enable a rPPP funding submission. It is anticipated that the formation of the IAAC will be completed early 2024 followed by a submission for rPPP funding of up to $5 million to progress further development and planning. If successful with the first stream of rPPP funding, the IAAC will then progress an application for the second stream of funding of up to $50 million to progress precinct delivery. The appropriate consultation will take place to enable the funding submissions.

Consultation:
IAAC thematic workshops facilitated by Ernst & Young.

Statutory Environment:
Local Government Act 1995
Regional Development Commissions Act 1993

Policy Implications:
CP20 - Purchasing

Financial/Resource Implications:
The funds are to be sourced from municipal funds and the 2023/24 Budget amended accordingly during the Budget Review process to account for this expenditure in the first instance. The Shire is then to seek reimbursement of $150,000 from the Irwin Arrowsmith Advisory Council industry members for this expenditure before 31 December 2024 and after the IAAC is operational.

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

Attachments:
Attachment Booklet – December 2023
CEO01-12/23 Attachment 7: OCM Minutes 22 August 2023 Confirmed

Officer Recommendation:

RECOMMENDED:
That Council, by Absolute Majority; **1. Approves expenditure from the 2023/24 Budget of $50,000 for the reasons outlined in this report to continue to establish and operate the Irwin Arrowsmith Advisory Council.** **2. Given the unique nature of supply, approves sole sourcing the provisions of specialist services from Ernst & Young to the value of $95,000 excluding GST.** **3. Authorises the Chief Executive Officer to seek reimbursement of up to $150,000 from the Irwin Arrowsmith Advisory Council industry members to recover Shire expenditure before 31 December 2024.**

COUNCIL DECISION 111223:
MOVED: Cr Summers **SECONDED: Cr Scott** **That Council, by Absolute Majority:** **1. Approves expenditure from the 2023/24 Budget of $50,000 for the reasons outlined in this report to continue to establish and operate the Irwin Arrowsmith Advisory Council.** **2. Given the unique nature of supply, approves sole sourcing the provisions of specialist services from Ernst & Young to the value of $95,000 excluding GST.** **3. Authorises the Chief Executive Officer to seek reimbursement of up to $150,000 from the Irwin Arrowsmith Advisory Council industry members to recover Shire expenditure before 31 December 2024.** **VOTING DETAILS: 7/0** **For: Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Tunbridge, Cr Palmer, Cr Summers**

OFFICE OF CEO	CEO02-12/23
Subject:	**CEO 02-12/23 2022/23 Annual Report and Auditor's Report**
Author:	**Patience Machaka, Manager Finance**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.00337**
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:
For Council to consider and accept the Shire of Irwin Annual Report for the year ending 30 June 2023.

Background:
The *Local Government Act 1995* requires local governments to prepare and accept, by absolute majority, an Annual Report for each financial year by no later than 31 December after that financial year. The presentation of the Annual Report to Council has been delayed due to the timing of the annual performance audit and receival of the audited financial statements.

The *Local Government Act 1995* also requires local governments to hold a general meeting of electors once every financial year and not more than 56 days after accepting the annual report from Auditors. It is therefore proposed to hold the Annual Electors' Meeting on Monday 5 February 2024 directly before the Ordinary Council Meeting.

Officer's Comment:
The 2022/23 Annual Report, prepared in accordance with the requirements of the *Local Government Act 1995*, is presented as an attachment for Councillors' perusal, consideration and acceptance. The report contains the audited annual financial statements and highlights the Shire of Irwin's achievements throughout 2022/23.

The Shire of Irwin's auditors, Pitcher Partners, on behalf of the Office of the Auditor General, have completed an audit of the annual financial statements for the year ended 30 June 2023. The audit report and management letter have been provided to the Shire President and CEO. Pitcher Partners and OAG presented their 2022-23 Audit findings to the Shire of Irwin Audit Committee on 28 November 2023 and Financial Statements, Management Letter and Audit Opinion were provided to the Audit Committee on 11 December 2023, prior to the Ordinary Council Meeting.

Consultation:
Once the 2022/23 Annual Report has been accepted by Council, the Shire is required to give local public notice of the availability of the report as soon as practicable.

Statutory Environment:
Local Government Act 1995
- Section 5.53
- Section 5.27
- Section 5.29
- Section 7.2
- Section 7.12A

Local Government (Administration) Regulations 1996
- Regulation 19B

Local Government (Audit) Regulations 1996
- Regulation 10

Policy Implications:
Nil.

Financial/Resource Implications:
There are no financial or budget implications.

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 – December 2023
CEO02-12/23 Attachment 8: 2022/23 Annual Report

Officer Recommendation:

RECOMMENDED:

That Council, by Absolute Majority;

1. **Receives the Audit Report from the Office of the Auditor General for the year ending 30 June 2023;**

2. **Accepts the 2022/23 Annual Report as presented in Attachment Booklet – December 2023;**

3. **Holds the Annual Electors' Meeting at 5.00pm on Monday 5 February 2024 in the Shire of Irwin Council Chambers; and**

4. **Holds the 5 February 2024 Ordinary Council Meeting in the Shire of Irwin Council after the Annual Electors' meeting.**

Cr Wyse noted the meeting of 5 February is a Special Council Meeting.

COUNCIL DECISION 121223:

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

That Council, by Absolute Majority:

1. **Receives the Audit Report from the Office of the Auditor General for the year ending 30 June 2023;**
2. **Accepts the 2022/23 Annual Report as presented in Attachment Booklet – December 2023;**
3. **Holds the Annual Electors' Meeting at 5.00pm on Monday 5 February 2024 in the Shire of Irwin Council Chambers; and**
4. **Holds the 5 February 2024 Special Council Meeting in the Shire of Irwin Council after the Annual Electors' meeting.**

VOTING DETAILS: 7/0

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

9.2. Committee Reports

The minutes of the Audit Committee meeting to be held Monday 11 December 2023 are to be published and distributed to Council Members immediately before this meeting and then to be formally received at this meeting.

COUNCIL DECISION 131223:
MOVED: Cr Wyse **SECONDED: Cr Scott** **That the Council receive the Minutes of the Shire of Irwin Audit Committee Meeting held Monday 11 December 2023 as distributed to Council Members immediately before this meeting.** **VOTING DETAILS: 7/0** **For: Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Tunbridge, Cr Palmer, Cr Summers**

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

12. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

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

Nil.

14. CLOSURE

The Shire President declared the meeting closed at 6.36pm.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item 8.2
Minutes
Annual Meeting of Electors
25 July 2023

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

of the

Annual Meeting of Electors

Held on

Tuesday, 25 July 2023

in the

Council Chambers
11-13 Waldeck Street, Dongara

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Minutes

of the

ANNUAL MEETING OF ELECTORS

held on

Tuesday 25 July 2023

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors, Staff and members of the Gallery then declared the meeting open at 5.00pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Elected Members

Councillor M Smith	Shire President
Councillor I M Scott	Deputy Shire President
Councillor M Leonard	
Councillor H M Palmer	
Councillor E Tunbridge	
Councillor B Wyse	

Shire Staff

Mr S D Ivers	Chief Executive Officer
Ms P Machaka	Manager Finance
Mr M Connell	Manager Development Services
Mr P Bracegirdle	Manager Community Services
Ms J Morgan	Minute Taker

Electors and Members of the Public (Non electors)

Mr J Arden
Mr N Grove
Mr B Grove

Approved Leave of Absence

Nil

Apologies

Councillor A J Gillam

3. 2021/22 ANNUAL REPORT

S Ivers, Chief Executive Officer (CEO) thanked the Shire President and Councillors for their continued hard work and dedication to the Shire during 2021/22 and commented on the significant emphasis Council placed on the strategic direction of the Shire by adopting the following plans:

- Strategic Community Plan
- Long Term Financial Plan
- Coastal Management Plan
- Port Denison Foreshore Masterplan Concept Design

- Irwin River Walking Trail Amenity Upgrades Masterplan
- Extended Entry Statement Masterplan

The CEO then provided an overview of the 2021/22 Annual Report and highlighted the following:

- The upgrade of Moreton Terrace was completed despite some initial challenges which included contractor availability and inclement weather. The renewal subsequently came to fruition with the official opening ceremony being facilitated by Shane Love MLA.
- The completion of the last 6 units of the Henry Road Independent Living Project.
- Successful running of several events including the Denison Foreshore Sprint, Midwest Show & Shine and Moreton Street Event.
- Acquisition of 500L firefighting vehicle to the Shire's fleet.

The CEO confirmed that approval for the 2023/24 Annual Budget had been received by the Minister of Local Government and that a Special Meeting of Council would be held on 8 August 2023 at which the 2023/24 Annual Budget will be adopted.

4. GENERAL BUSINESS

Nil

5. CLOSURE

There being no further business, the Shire President declared the meeting closed at 5.07pm.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item 8.3
Minutes
Annual Meeting of Electors
5 February 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

Annual Meeting of Electors

held

Monday, 5 February 2024
commencing at 5.00pm

in the

Council Chambers
11-13 Waldeck Street, Dongara

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MINUTES

ANNUAL MEETING OF ELECTORS

held

Monday 5 February 2024

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5.00pm and welcomed Councillors, Staff and Members of the Gallery.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

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

Staff

Mr S Ivers	Chief Executive Officer
Ms P Machaka	Manager Finance
Mr M Jones	Acting Manager of Operations
Mr M Connell	Manager Development Services
Mr S Stubbs	CESM
Ms S Mearns	Minute Taker

Electors and Members of the Public (Non electors)
Bruce Baskerville – Port Denison
Val McAuslane – Dongara

Approved Leave of Absence
Nil

Apologies
Councillor A Gillam
Mr P Bracegirdle – Manager Community Services

3. 2022/23 ANNUAL REPORT

Mr Ivers, CEO provided an overview of the 2022/23 Annual Report and highlighted significant events which occurred during the 2022/23 financial year which included the:

- Shire successfully obtaining over $500,000 of funding for Community Based projects;
- Purchase of a Posi-Track mulcher which was used to assist in fire protection measures;
- Installation of three high capacity water tanks with bores to assist firefighters;
- Refurbishment of the Recreation Centre roof;
- Funding to convert office space at the Denison Bowling Club to a fully accessible ablution;
- Installation of promotional entry statements;
- Completion of the lighting upgrade at Memorial Park and the outdoor area shelter at Henry Road;
- Shire being named as a finalist for the Tidy Towns Sustainable Communities Awards 2022 for work relating to the preservation of our heritage Listed Moreton Bay Fig Trees;
- Successful and well attended 2023 Australia Day Event;
- Annual planting of approximately 90 mature trees along Point Leander Drive;

- Rendering repairs to Denison House;
- Reinforcement of walls at the Shire's transfer station;
- Enhancement of Dongara Library facilities through the 'Inspiring a Connected Irwin' project; and
- Holding of a series of Community Consultation Sessions to provide updates and seeks opinions on the Shire's projects and plans.

Mr Ivers then thanked Council and Staff for their commitment to the Shire and its community members.

The Shire President, Cr Leonard then spoke to thank the CEO and Shire staff for their dedication and also all Councillors for their clear direction.

Cr Leonard then invited questions from the Gallery in relation to the 2022/23 Annual Report.

1. Mr Bruce Baskerville, Port Denison:

Question: With reference to the Moreton Bay Fig Trees, is the Shire of Irwin taking steps to ensure they do not become victims of the Polyphagous Shot-Hole-Borer (PSHB) which is causing trees to be removed in Perth?

Response: *Mr Jones, Acting Manager Operations confirmed that he has been in conversation with the Department of Agriculture and Food who are currently undertaking mapping in the Perth Metropolitan area to ascertain how far reaching the spread of the (PSHB) is. Mr Jones confirmed that the Shire is closely monitoring the potential threat the (PSHB) could have on our Heritage Listed Fig Trees.*

4. GENERAL BUSINESS

The Shire President invited the Gallery to pose any questions relating to General Business.

1. Mr Bruce Baskerville, Port Denison:

Question: Who initiated the meeting between key stakeholders in relation to the Arrowsmith Project?

Response: *Mr Ivers (CEO) confirmed that following recommendations from Government Advisors, the Shire sought collaboration with the State Government in recognition of the substantial economic growth of the Arrowsmith Development.*

2. Ms Val McAuslane – Dongara:

Question: Does the Shire of Irwin have any plans for long term recycling?

Response: *Cr Leonard (Shire President) responded that Councillors have been discussing this issue over the past several years and advised that the question would be 'taken on notice' and a response be provided by Shire Officers.*

5. CLOSURE

There being no further business, the Presiding Member declared the Meeting closed at 5.16pm.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item 10.2
CASE Committee Meeting Minutes
12 February 2024

Shire of Irwin Community Assistance Scheme & Events (CASE) Committee Meeting

held in the Council Chambers

Monday 12 February 2024 at 3.15pm

Minutes

It should be noted that recommendations made by this Committee are not final and will be subject to adoption at a future meeting of Council.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson welcomed the committee and opened the meeting at 3.30pm.
Quorum 50 percent attendance required to proceed.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE/GUESTS

Members

Cr E Tunbridge	Shire of Irwin Elected Member
Ms A Heitman	Community
Mrs S Bligh Lee	Community

Staff

Ms F Boksmati	Community Development Officer **(Chair)**

Apologies

Mr P Bracegirdle	Manager Community Services
VACANT COMMITTEE POSITION	Shire of Irwin Elected Member

Guests
None

3. WELCOME

The Chairperson welcomed the committee and opened the meeting at 3.30pm.
Quorum 50 percent attendance required to proceed. Awaiting appointment of an elected member to the CASE Committee to fill Cr Palmer's vacant position.
First meeting for Steph Bligh Lee – Nominated as newest community committee member with Ann returning to the committee for the third year.

Newly formed committee have voted to elect Farah Boksmati, Community Development Officer as the committee's chair. FB will confirm with the Shire's governance team if this appointment is valid. Elyce will chair in the event the CDO cannot be nominated.

4. CONFIDENTIALITY AND CODE OF CONDUCT

Overview of the Shires Confidentiality and Code of Conduct for Committee Members
CDO ran through the Code of Conduct intent and obtained signatures to ensure understanding of obligations under the Confidentiality and Code of Conduct Agreement before commencing any items of note for the meeting.

5. CONFIRMATION OF MINUTES

COMMITTEE RECOMMENDATION TO COUNCIL 120224:	
MOVED: Enter the Councillor name	**SECONDED:** Enter the Councillor name
That the Minutes of the Shire of Irwin Community Assistance Scheme and Events Committee Meeting held on 12 February 2024, be confirmed as a true and accurate recording of that meeting.	
VOTING DETAILS:	**Carried 0/0**

6. BUSINESS ARISING FROM PREVIOUS MEETING

Review of the Dongara Denison Art Groups acquittal for the Open Studios and Spring Arts Program – Project delivered the Gallery open night celebration, the open studios and gallery opening commencing September to November 2023, 4x art workshops including children and a morning tea/yoga event at Denison house. The acquittal was accepted and the amount of $2,355 will be finalised for payment.

7. GENERAL BUSINESS

7.1. Funding Policy Review

Farah confirmed the breakdown of the Community Assistance Scheme and Events (CASE) funding structure partly administered in consultation with the committee.

- CASE $5000 (or a combination made of the following funding per organisation - as long as the total cumulative value does not exceed $5000)
- Waiver of fees up to $1000
- Sundry Donation – Small grants up to $500

Committee Members were provided copies of the ‘C7 Financial Assistance Funding Policy’ which is also available on the Shire website to access the overarching Policy details pertaining to the funding.

7.2. Terms of Reference Review (TOR) / Update

FB provided an overview of the ToR which details the purpose and expectations of the Committee. A hard copy was issued for future reference.
FB provided clarification on when to declare interest (‘Disclosure of Financial or Impartiality Interests’) as relevant to Committee Members. Confirmed that there are templates that can be used when declaring Interests.

TOR to be reviewed by the Governance Team to address any delays caused by Local Government elections and the election of new/existing councillors to committees.

7.3. CASE Overview – Review of Guidelines and application

All committee members confirmed a good understanding of the guidelines and happy with the template used for CASE Applications.

Elyce suggested to include information relating to where the funding comes in the CASE Application form as well as in the acknowledgement section of the application. This ensures

applicants understand that any projects applied for under case are essentially funded from rates. The information is provided in the Funding Policy available online but not referenced the guideline itself. The committee agreed with the proposed changes.

7.4. NEW BUSINESS ITEMS

7.5. Review New CASE Applications

(Refer to attachments CASE Applications Review – Officer Recommendations – Emailed prior to meeting) and included as attachments to these minutes.

- Irwin Autumn Social Club
  Elyce declared a potential financial interest as her business may be approached to provide this bus service for the group. Elyce has not been approached to quote. The application indicates that the requested amount covers Dry Hire and a driver supplied by the Autumn Centre as in-kind.
  CDO advised that this service was to be considered in lieu of the Shire Community Bus which is no longer available to hire.

- Dongara Denison Lions Club
  Event now in retrospect. Review of application delayed due to Local Government Elections, the seeking and formation of a new committee as well as there being no OCM's held over the Christmas Break. Committee were keen to still review and consider under for CASE Funding.

7.5.1. Activity: Irwin Autumn Social Club Inc.

Support the ongoing cost of bus hire enabling Social Trips for the club and its members January to June 2024.

Attachment 1 – CASE Selection Criteria (provided as separate attachment). Contains Community Development Officer recommendation and feedback with scores applied according to the CASE Selection Criteria.

Funding Requested: $ 3500

Event Description: Support the hire of appropriate transport in lieu of the Shire Bus no longer being available to community groups. The Bus will be used to transport members for social outings to surrounding areas and to other Seniors Clubs

Comments by Committee: Elyce declared a potential financial interest as her business may be approached to provide this bus service for the group. Elyce has not been approached to quote at this stage. The application indicates that the requested amount covers Dry Hire and a driver supplied by the Autumn Centre as in-kind. As the application stands, it was agreed that there is no perceived conflict and a decision could be progressed regarding the application. It is understood that Elyce may still be contacted as a local business owner who provides a transport service.

CDO confirmed that this service was to be considered in lieu of the Shire Community Bus which is no longer available to hire from the Shire and any applications for support with transport services must be considered.

Current quotes are to be sought and provided as part of the Grant Agreement.

Elyce suggested we look into a way of providing means testing as the Autumn Centre, although a Not for Profit, has the funds available in their account. Discussion resulted in an understanding that a community group who successfully manage their

accounts should be reviewed the same as a group who has no funds available to them. This does not have a weighting applied as the application is considered based on the benefits of the project for the Shire of Irwin Community.

The Community Group consists of members in the senior demographic who might not have access to transport. Enables social gathering and a focus of remaining active and for mental health and well-being.

As per the CDO Officer recommendations, the activity aligns with CASE Guidelines and weighted accordingly for approval. The committee voted to recommend the funding request for the full amount.

Funding agreed by Committee: $3,500

7.5.2. Event and Project: Dongara Denison Lions Club – Dongara Denison Lions Club 40th Anniversary Celebration 10/02/24. Project included a new Lions Park Sign installed at the Foreshore, 40th Anniversary Luncheon and a published book re. 40 years of Lions history in the Shire of Irwin)

The project provides an opportunity to thank and recognise the volunteer members, past and present at the luncheon planned. Unveiling of the Lions Park Sign on the Foreshore and publish a book detailing the fourty year history of the club and the contributions they have made to the Dongara Denison Community

Attachment 2 – CASE Selection Criteria (provided as separate attachment). Contains Community Development Officer recommendation and feedback with scores applied according to the CASE Selection Criteria.

Funding Requested: $ 5000
Event Description: Celebrate the 40 Year Milestone of the Dongara Denison Lions Club. Provides an opportunity to thank and recognise the volunteer members, past and present at the luncheon planned. Unveiling of the Lions Park Sign on the Foreshore and publish a book detailing the fourty year history of the club and the contributions they have made to the Dongara Denison Community

Comments by Committee: Event will occur in retrospect as application was received in October when there was no committee and could not take place until February when Council Meetings reconvened.

Any funding support to the Lions makes its way back into the community by way of donations to other groups.

The application ticks all the boxes and criteria for CASE and approved for recommendation for funding.

Funding agreed by Committee: $5000

8. REVIEW RECOMMENDATIONS TO COUNCIL

COMMITTEE RECOMMENDATION TO COUNCIL 120224:	
MOVED: Enter the Councillor name	**SECONDED:** Enter the Councillor name
That Council approves the following funding allocation for the Community Assistance Scheme and approve its allocation from the 2023/2024 financial year budget.	

ORGANISATION	PROJECT DESCRIPTION	GRANT
Dongara Denison Lions Club	Celebrate the 40 Year Milestone and the history of the Dongara Denison Lions Club.	$5000
Irwin Autumn Social Club	To support the hire of appropriate transport enabling social outings for the club and its members.	$3,500
	TOTAL	**$8,500**

VOTING DETAILS: **Carried 0/0**

9. SETTING OF FUTURE MEETING DATES

9.1. CASE Timeframes (Proposed)

- CASE Funding Open on an Ongoing Basis (Until funding per financial year is deplete)
- CASE recommendations submitted for council review – for Tuesday 27 February OCM
- Notification sent to successful applicants by Friday 1 March
- Next CASE Committee Meeting – May TBC

10. MEETING CLOSED

There being no further business, the Chairperson declared the meeting closed at 4:20PM

Organisation: Irwin Autumn Social Club Inc.
Event / Project: Support Bus Hire for Social Trips in 2024
Requested: $3,500
Event Description: Support the hire of appropriate transport in lieu of the Shire Bus no longer being available to community groups. The Bus will be used to transport members for social outings to surrounding areas and to other Seniors Clubs

Eligibility Criteria	Y/N
$5,000 or less	Yes
Public Liability	Yes
Substantial degree of community support and representation	Yes
Detailed budget	No
Not-for-profit or sponsored by incorporated organisation	Yes
Financial statement or treasurer's report	Yes
Previous Funding Received from CASE	No
Sign a grant agreement	Y
Recognise the Shire of Irwin	Y
Acquit grant funds within eight weeks of project completion	Y

Selection Criteria Checklist

	Yes / No	Score	Weighting
1 The capacity of the applicant to successfully complete the project			
They have support as a well established and recognised local club targeting the senior demographic. Previous smaller scale events have been arranged by the club and they run internal programs almost daily.	✓	10	**15**
2 Ability to achieve tangible outcomes for the benefit of the Shire of Irwin Community			
Although the grant is targeting a limited audience, namely members of the Irwin Social Club, there may be opportunities for other senior / non-members to participate The event itself does not provide tangible outcomes to the greater community, but it may renew interest from re-engagement of the club and entice new members. The club engages volunteers within the aged demographic and encourages socialisation and physical activites.	✓	15	**20**
3 A balanced realistic and complete project budget including a cash or in-kind contribution to the project by their group/organisation			
The cost of the bus will be calculated per use - the amount of $3500 being requested is the maximum allowed and any costs incurred over this amount will be borne by the IASC. No breakdown is provided of the proposed schedule and the number of trips anticipated. The application assumes the activities will not be planned unless funding is secured. IASC envisages approximately $1500 in in-kind but will charge a $5 fee per person per trip which should be taken into consideration If they are unsuccessful this project might not proceed if unspported with costs or it will limit the number of outings they can plan. Volunteer hours are not broken down	✓	10	**20**
4 Levels of volunteer participation and wider community participation			
The event willnot been marketed to the wider community on a participation level. The event may work to re-engage our seniors and provide opportunities to participate in activities outside of their normal club activities which are predominantly indoors. Renew interest in the club with potential new members. Focuses on health and well-being, mentally and physically, enabling our local club to visit and socialise with our similar groups. The Club is successfully run by volunteers and has a large member base (120)	✓	15	**25**
5 Effort for cooperative and partnership arrangements with others			
Anticipate collaborative outings with and to surrounding areas and clubs Rhis club is successfully run by volunteers Partnership between organsations as discussions have taken place with other like-minded clubs in the surrounding areas ie. Geraldton QEII etc. The application does not specify these but made apparent by the activities planned and the outcomes anticipated	✓	10	**10**
6 Consideration is made where possible, for services, projects, activities or events to be made accessible by all members of the community			
the club is predominantly made of 120 lcocal members who don't all have access or able to operate a motor vehicle. Social isolation for this demographic is real and this project provides them the opportunity to particiapte and engage socially. I am assuming buses engaged will have to consider mobility impairment as welll as the locations visited although this has not been highlighted in the application	✓	5	**5**
7 Evidence of consultations with relevant others in and out of the Shire of Irwin			
Focuses on health and well-being, mentally and physically, enabling our local club to visit and socialise with our similar groups in the surrounding localities. Provides access to activities and areas they would not otherwise be able to visit The Club is successfully run by volunteers and has a large member base (120) Visits will include surrounding areas and other similar clubs	✓	5	**5**
		70	**100**

Officer Comments / Recommendation
Although the wider community participation is limited, with the Shire Bus no longer being available, I believe the funding should be granted to ensure we provide the senior demographic with every opportunity to engage and socialise.

5 APPLICATION – SHIRE OF IRWIN COMMUNITY ASSISTANCE SCHEME

5.1 Applicant Details

Official Name of Organisation:	IRWIN AUTUMN SOCIAL CLUB INC.
Street Address:	CNR ARMSTRONG & CHURCH STREET.
Postal Address:	AS ABOVE
E-mail:	

Is the organisation GST registered? Yes ☐ No ☑

Is the organisation incorporated? Yes ☑ No ☐

Number of Paid Staff:	NIL
Number of Volunteers:	30
Contact Person:	BILL BROWN
Position Title:	PRESIDENT.
Phone Number (s):	0429 130 698.
E-mail:	ADRI AMOS @ HOTMAIL. COM

5.2 Incorporated Sponsor Details (If Applicable)

Organisation:	
Address:	N.A.
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Irwin Community Assistance Scheme? Yes ☑ No ☐

If *No*, please provide details of previous application/funding:

Briefly outline the nature of your organisation and its primary purpose.

PROVIDE COMPANIONSHIP TO OUR SENIOR POPULATION. MEMBERS AND NON MEMBERS.

5.3 Project Details

Project Name:	BUS HIRE / SOCIAL TRIPS
Project Start Date:	JANUARY 2024.
Finish Date:	JUNE 30TH 2024.
Funds Requested from Council:	$3500.
Project Details:	PROVIDE TRANSPORT IN LIEU OF NO SHIRE BUS TO TRANSPORT CLUB MEMBERS TO SOCIAL OUTINGS.

5.4 Project Details

What is the main purpose of your project?

TO PROVIDE MEMBERS OUTINGS AND SOCIAL VISITS TO SURROUNDING AREAS AND OTHER SENIORS CLUBS.

Please describe how your event/activity meets the ***selection criteria***?
(Please include how the project will benefit the community)

BUS TRIPS WILL ASSIST US TO GIVE MEMBERS THE OPPORTUNITY TO TRAVEL OUT OF TOWN AND DO SOMETHING DIFFERENT TO NORMAL CLUB ACTIVITIES.

How did your organisation identify this need?

IT WOULD BE ADVANTAGEOUS FOR OUR MEMBERS TO VISIT OTHER TOWNS TO MEET AND SOCIALISE WITH OTHER GROUPS.

Main location of activities for this event/activity?
(Please outline the activities involved in your Project)

TRIPS TO GERALDTON AND SURROUNDING DISTRICTS BORDERING THE IRWIN SHIRE.

Describe the target group for your project, and how they will benefit from the project.

SENIORS AND CLUB MEMBERS.
THE FUNDING WILL ENABLE US TO PLAN A RANGE OF OUTINGS OUTSIDE OF OUR USUAL CLUB ACTIVITIES.

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

Commencement date:	1ST JANUARY 2024	Completion date:	30TH JUNE 2024

In line with the Shire of Irwin's commitment to enable accessibility across its functions, describe how your project considered or created opportunities (if any) to engage all members of the community. Ie Was the venue selected due to its accessibility for mobility impaired patrons? Is there disabled parking?

OUR CLUB HAS 120 MEMBERS WHO LIVE LOCALLY, NOT ALL HAVE ACCESS TO A MOTOR VEHICLE. SOCIAL ISOLATION IS A MAJOR ISSUE FOR MANY SENIORS AND OUTINGS AS PLANNED WOULD ASSIST IN BRINGING THEM TOGETHER SOCIALY.

List who will be involved (Including any partnering organisations)

AUTUMN CLUB.

Should available funding be less than the requested amount, how will this affect the delivery and outcomes of the Project?

IT WILL LIMIT THE NUMBER OF OUTINGS WE ANTICIPATE.

List any additional grants that you have applied for/or will apply for in relation to this Project.

NIL.

How will you measure the success of your project?

MEMBERS HAVE BEEN ADVISED OF THIS APPLICATION AND ARE ANXIOUSLY AWAITING ITS APPROVAL

What is the expected longevity of your project?

List the plan incorporated for ongoing maintenance/clean-up for permanent fixtures, or the clean-up/removal at the project end date of non-permanent fixtures?

PROJECT AT THIS TIME IS 6 MONTHS.

How will Council be recognised for its contribution to this project?

COUNCIL HAS AND WILL BE ACKNOWLEDGED AT MEETINGS AND ALSO INCLUDED ON NOTICE BOARD WHEN TRIPS ARE ADVERTISED.

7 Appendix B Budget

Budget – Grant

PROJECT TITLE :						
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
BUS HIRE.	$3500.	$3500.	$350.	**Applicant Contribution**	**Cash**	
					In kind / Volunteer Workers	$1500.
				Grants and Sponsorship		
					Community Assistance Scheme Fund	
				Donated Materials		
				Other Income	$5 FEE PER PERSON PER TRIP.	$1500.
Total Expenses		0	0	**Total Income**		

8 Declaration

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Irwin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Irwin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements.

Name:	WILLIAM BROWN.		
Organisation Name:	IRWIN AUTUMN SOCIAL CLUB INC.		
Position:	PRESIDENT		
Signature:		Date:	15TH NOVEMBER 2023.

9 Checklist

Please attach the relevant documents

- [x] A copy of your organisation's latest financial statement (if available please send audited copy)
- [x] A copy of your Certificate of Incorporation
- [x] A copy of your current Public Liability Insurance Certificate
- [ ] Copies of all relevant quotes as verification to costing's
- [ ] An endorsed letter from the sponsoring organisation

Department of Consumer & Employment Protection
Government of Western Australia

WESTERN AUSTRALIA

Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1011065W

Certificate of Incorporation

This is to certify that

IRWIN AUTUMN SOCIAL CLUB INC.

was on the eighth day of May 2003
incorporated under the
Associations Incorporation Act 1987.

Dated this eighth day of July 2003

Commissioner for Fair Trading

CERTIFICATE

IRWIN AUTUMN SOCIAL CLUB INC.
FINANCE REPORT OCTOBER 2023
OPENING BALANCE $15,213.71

RECEIPTS.			YEAR TO DATE
BOWLS	$290.40		$856.20
GAMES	$ 223.20		$ 803.75
DARTS	$ 40.00		$ 195.10
DRINKS	$ 148.50		$ 388.50
DOOR R.	$ 544.00		$ 1,849.00
DOBBERS	$ 87.00		$ 279.50
BINGO B.	$ 105.00		$ 340.00
$10.RAFFLE	$ 241.60		$ 866.40
SOC.ACT.	$ 177.00		$ 1,345.20
MEMBERS	$ 40.00		$ 1,110.00
$100 NOTE	$200.00		$ 530.00
B B Q RAF.	$ 137.00		$ 137.00
TOTAL REC.	$2,233.70	$17,447.41	$ 8,700.65

EXPENSES.			
CLEANING	$ 360.00		$ 1530.00
ELECTRIC.	$ NIL		$ 429.75
TRANSFER	$ NIL		$ 250.00
I G A	$ 335.00		$ 1,463.00
SOCIAL ACT.	$ 65.00		$ 401.25
BINGO LIC.	$ NIL		$ 80.50
BINGO B.	$ NIL		$ 568.40
MCDONALD	$ 136.70		$ 328.20
$100NOTE	$ NIL		$ 100.00
TOTAL ECP	$ 896.70	$16,550,71	$ 5,151.11

ACC.036131,226258 $ 30.000 BUILDING FUND.
ACC.036131,186567 $ 10,264.18
ACC.036131,138071 $ 16,550.71

A/Cs TO BE PAID.
SUN CITY SOLAR $9685.00.
EBM INSURANCE. $1800.00 ?

EBM

COVER SUMMARY

CLIENT	PLACEMENT WITH/BY	07.09.23
The President/Secretary Irwin Autumn Social Clu CNR Church & Armstrong St DONGARA WA 6525	Chubb Insurance Australia Limited GPO BOX S1330 PERTH WA 6001	

Your account is managed by:

Kelly Hardstaff kellys@ebm.com.au

Julie Ann Sproule julies@ebm.com.au

CLASS OF RISK	PERIOD OF INSURANCE
Business Pack	From: 30th November 2022 To : 30th November 2023 at 4.00pm Local Time
Policy No : EPM0028754	Our Ref : EBM GER A2821 1377035/004

COVER SUMMARY This summary is not a policy document and is only an outline of the cover. The terms, conditions and limitations of the Insurer's policy shall prevail at all times.

Named Insured: Irwin Autumn Social Club

Business Description: Adult, Community and Other Education n.e.c.

Interested Party/s: Nil Advised

Insured Location(s): 13 Waldeck Street, Dongara, WA 6525

Insured Location 1: 13 Waldeck Street, Dongara, WA 6525

Property Damage Section

Year of Construction:	Between 1981 and 1998
Construction:	
Walls	Concrete
Roof	Concrete
Security:	
Deadlocks	Yes
Alarm	No
CCTV	No
Fire Protection:	
Smoke Detectors	Yes
Extinguishers	Yes
Hose Reels	No
Sprinklers	No
Buildings	Not Insured
Contents and Stock	$ 50,000
Limit of Liability	$ 60,000
Flood	Insured
Excess - Earthquake	$20,000 or 1% of the total Property

	Damage Sums Insured at the Insured Location, whichever is the lesser.
Excess - All other claims	$ 250

Theft Section	
Contents and Stock	$ 5,000
Liquor	Not Insured
Tobacco Products	Not Insured
Theft Without Forcible and Violent Entry	Refer to Policy Wording
Theft of Property Insured in the Open Air	Refer to Policy Wording
Excess	$ 250
Money Section	Not Insured
Glass Section	Not Insured
The following Sections apply across all Insured Locations:	
Business Interruption Section	Not Insured
General Property Section	Not Insured
Electronic Equipment Breakdown Section	Not Insured
Machinery Breakdown Section	
Machinery Types	
Refrigerators	$ 800
Refrigerators	$ 400
Refrigerators	$ 1,500
Machinery and Plant Total	$ 2,700
Deterioration of Refrigerated Property	$ 1,000
Excess	$ 500
Public and Products Liability Section	
Limit of Liability	$ 10,000,000 Limit any one Occurrence and in the Aggregate for Products Liability
Property in Your care,custody or control	$ 250,000
Excess	$ 500 each and every Occurrence
Tax Audit	Not Insured

Printable Notes

BUSINESS DESCRIPTION: Seniors Group

Endorsements

Molestation Exclusion
This endorsement varies the standard terms of your policy. It may

expand, reduce, or impose additional conditions on your cover as set out in the standard policy terms and should be read carefully. The following is added to the Public and Products Liability Section, Exclusions:

This Section does not cover any liability directly caused by, arising out of or connected with any actual, threatened or perceived sexual assault, sexual harassment or molestation.

Communicable Disease Exclusion
The Property Damage Section, Exclusions is amended to include the following: Communicable Disease Exclusion

a) Sections 1 and 2 of this Policy do not insure any loss, damage, claim, cost, expense or other sum, directly or indirectly arising out of, or in any way attributable or related to, connected with or contributing concurrently or in any sequence with a Communicable Disease or the fear or threat (whether actual or perceived) of a Communicable Disease.b) This Exclusion applies to all coverage extensions, additional coverages and exceptions in Sections 1 and 2 of this Policy, including but not limited to, any cost to clean-up, detoxify, remove, monitor or test for a Communicable Disease at the Insured Location or Property Insured. The terms of this Exclusion prevail over any direct or apparent inconsistency with any other terms in Sections 1 and 2 of this Policy.c) A Communicable Disease means any of the following, regardless of the means of transmission, whether discovered at the Insured Location, occurring at the Insured Location, or in respect of which there is an occurrence or an outbreak elsewhere:

i. any physical distress, illness, or disease; or

ii. any virus, bacterium, parasite, fungus or other organism, whether deemed living or not, which is capable of causing any physical distress, illness or disease, except where the physical distress, illness or disease is the direct result of the consumption of food or drink provided at the Insured Location or is a Covered Disease as defined in Extension C1 'Restrictions in the Use of the Insured Location Extension' in Section 2 of this Policy; or

iii. any Covered Disease (including a Covered Disease) which is or becomes a quarantinable disease or a listed human disease under the Biosecurity Act 2015 (Cth), as may be amended from time to time and any replacement, successor or functionally similar legislation of Australia (or of the applicable state or territory in Australia in which the Insured Location is located); or

iv. any Covered Disease which is or becomes an epidemic or a pandemic.

For the purposes of this Exclusion:

Covered Disease means Measles; Meningococcal infection/disease; Gastroenteritis; Legionellosis (Legionnaires Disease); Salmonellosis (Salmonella Infection); and Escherichia coli Infection, as defined (if so defined) in the Communicable Diseases Network Australia (CDNA) national surveillance case definitions published by the Department of Health (or otherwise), as at the date of inception or renewal of this Policy, but in each case, excluding variations or mutations of those diseases (unless expressly included in the CDNA definitions) .

In all other respects this Policy remains unaltered.

Total Communicable Disease Exclusion
This endorsement varies the standard terms of your policy. It may expand, reduce, or impose additional conditions on your cover as set

out in the standard policy terms and should be read carefully.

The following is added to the Public and Products Liability Section, Exclusions:

For the purpose of this Exclusion only, Communicable Disease means: any infectious disease, including any virus, bacteria, microorganism, or pathogen that actually or allegedly induces or are capable of inducing physical distress, illness or disease.

We do not cover any liability directly or indirectly arising out of, resulting from, in consequence of,

contributed to or aggravated by Communicable Disease.

This exclusion applies even if the claims against any Named Insured allege negligence or other wrongdoing in the:

a) Supervising, hiring, employing, training or monitoring of others that may be infected with and spread a Communicable Disease
b) Testing for a Communicable Disease;
c) Failure to prevent the spread of a Communicable Disease; or
d) Failure to report a Communicable Disease to authorities.

Policy Exclusions: As per policy wording and any applicable clauses, endorsements or memoranda to the policy

Policy Wording : Chubb/CoverLink Business Pack Chubb16-250-0221

Policy Terms: This insurance is subject to the terms, conditions and limitations of the Insurer's Policy Wording (reference above), schedule and endorsements

If you do not have a copy of the above policy wording, please ask us for a copy.

Terrorism Insurance Act 2003 - Application to this policy

The Insurers of this policy have determined that this policy (or part of it) is a policy to which the Terrorism Insurance Act 2003 applies.

INSURER	POLICY NUMBER	PROPORTION
Chubb Insurance Australia Limited PERTH WA 6001	EPM0028754	100.0000%

EBM
Insurance & Risk

Contact: Kelly Hardstaff
Direct line: 08 99204 777
Email: kellyh@ebm.com.au

BROADFORM / GENERAL LIABILITY

Public & Products Liability

Your Liability premium is based on annual turnover and the number of persons employed in the business.

It has been a while since we have had these details updated. If the information on your renewal is not correct you may be penalised in the event a of a claim.

Please advise me at your earliest convenience of the following details:

Estimated Annual Turnover : $

Number of Employees :

Business Description/Activities :

Should you wish to discuss please contact me on the details above.

Regards

Kelly Hardstaff
Account Manager (Tier 1 Broking)
P 1300 755 112 | F: 1300 365 822 | ebm@ebm.com.au | www.ebm.com.au
New South Wales | Victoria | Queensland | Western Australia | South Australia
Coverholder at Lloyd's | Global Broker Network | Asia Australasia Alliance | National Insurance Brokers Association
Elkington Bishop Molineaux Insurance Brokers Pty Ltd | AFSLN 246986 | ABN 31 009 179 640 | Est 1975

Sums insured

Many policyholders only check their insurance requirements every 12 months, usually prior to the renewal of their policies. Previously, an annual review was generally considered adequate for most businesses. However, given the current economic climate, there are several factors that could significantly affect how insurance policies respond to an insured event.

COVID-19 and the war in the Ukraine, along with other global and local economic factors, continue to impact a multitude of industries and the sectors that support them. Delays with manufacturing, labour shortages and increased commodity prices have seen the cost of remediating property losses increase exponentially.

With this in mind, we recommend you carefully consider and review your insurance requirements outside of the 'normal' 12 month cycle, giving particular emphasis to property sums insured. Furthermore, consideration should also be given to lead times for specialised materials and machinery due to global supply chain issues.

Protecting your assets

Deliberately under-insuring your assets is a risk few can afford to take. While some may be tempted to risk nominating lower sums insured to save on the premium, in the event of a claim – especially one involving a total loss – that decision is likely to be a false economy.

For others, under-insurance is unintentional and stems from not working out how much is really needed to cover potential losses, for example by underestimating rebuilding costs (that is, the cost of the replacement value of assets. The Insurance Council of Australia (ICA) estimates that more than 80% of Australians are underinsured on their properties.

In light of current economic and insurance market conditions, it is important that you check that your sums insured reflect today's costs and risks. It is also prudent to review and update expected reinstatement periods for tangible assets to reflect changes in supply chains and prices. Doing this will help reduce the risk of under- and over-insurance should a claim arise.

Volatile economic conditions

The last couple of years have been tumultuous for economies around the globe. Insurance is not immune from macro and micro economic factors and the prevailing conditions can significantly impact the availability and cost of covers. These factors can also have a significant impact on the policies you currently have (or are seeking), and particularly property insurances.

For example:

- Construction costs
  According to the Cordell Construction Cost Index, residential construction costs increased by 11.0% over the 12 months to September 2022 – the highest annual growth rate outside of the introduction of the GST. Construction costs have risen 20% over the past 12 months. This has a direct impact on the cost to repair or re-build a property.

- Cost of building materials
  The cost of materials continues to rise. Timber, board and joinery, as well as steel products, have risen the most. In 2022, steel products increased by 42.1%, plastic piping by 26.0%, timber, board and joinery by 20.6%, other metal products by 16.2%, glass and mirrors by 14.1%, electrical equipment by 13.9%, ceramic products by 12.6%, plumbing products by 11.5%, cement products by 7.1%, concrete, cement and sand by 3.4%, and installed gas and electric appliances by 2.8% (ABS data, March 2022). A recent building boom in the US has also made it difficult for Australian builders to compete for supplies from China, the source of most construction materials. This adds substantially to the cost of repairs and building – for example, it costs $76,000 more to build an average home in 2022 than it did a year prior.

- Availability of building materials
  Many of the materials needed for building are hard to source. In particular, timber and steel are in short supply. Recent bushfires and floods have decimated local timber supplies, while the war in Ukraine has impacted imported steel shipments. This has led to cost increases and building delays.

- Labour shortages
  Record low unemployment (3.4% in October 2022 – the lowest rate since 1974) has added to skilled and unskilled labour shortages. Within the building industry, the labour shortages are acute – the HIA Trades Availability Index indicates the industry is experiencing the most significant skills shortage in two decades. As a result, Australia is the world's fourth most costly region for labour (International Construction Market Survey). This flows through to the costs to repair damaged property or rebuild.

- Supply chain disruptions
  Global and local disruptions to transport routes have impacted the availability of goods. Supply chain disruptions have made imported goods harder to obtain and seen delivery times blow out. In addition, freight costs have risen. For example, shipping containers cost four times as much as they did a few years ago. The result is higher prices for goods, so the replacement costs are higher.

- Inflation
  CPI is hovering around 7% and is expected to peak at around 8% in Q4 2022. In October 2022, the most significant contributor to the annual rise was new dwellings (+20.4%) which was attributed to ongoing shortages of labour and materials. Increased fuel and utility costs also have a flow-on impact on the cost of goods. Global commodity prices are also being driven up by inflation. Rising inflation erodes the value of insurance covers.

- Spate of natural disasters
  Extreme weather events have exacerbated construction cost rises, by increasing demand for both materials and labour. These events add to repair and replacement costs, especially in affected areas.

- Rising interest rates
  The RBA has been lifting the official cash rate since May 2022, taking rates to the highest level in a decade. This impacts the cost of property financed, which flows through to the insured sums.

- Limited availability of property/assets
  For example, the price of new and used vehicles, and machinery, has increased dramatically due to short supply and long delivery times. Global shortages of raw materials needed to produce goods such as computer chips and furniture has also seen availability decline and prices increase. As a result, the replacement costs of many goods and assets are now much higher.

- Ongoing impacts of COVID 19
  The production and distribution of goods continues to be hindered by the fallout from the global pandemic. In particular, lockdowns in China have had a major impact on the global supply of raw materials and numerous goods central to business operations and commonly found in homes – from paper to furniture and computers. This results in increased prices and longer delivery times, which can erode the value of sums insured.

- War in the Ukraine
  Availability of commodities including metal and minerals, energy and fertilisers, have been affected by the Russian invasion of the Ukraine as production has been affected, along with disruptions to trade at ports. As a result, there is short supply and global prices have increased significantly. In addition, sanctions against Russia have impacted the pricing of commodities such as oil, gas and coal – driving up prices. Again, this can erode the value of sums insured.

Based on these factors, it will cost significantly more to rebuild premises (e.g. shop, office, shed, home) or replace contents (home, business goods or stock-on-hand) after damage or total loss from an insured event.

Calculating sums insured

Tips to determine your sums insured are adequate:

- Base the sum on the cost of replacing your premises and contents on a new-for-old basis.
- Do not base the building sum on its market value.
- Do not rely on the property valuation provided by your bank, as these valuations tend to be conservative.
- Engage a quantity surveyor to determine re-building costs.
- If using an online calculator, be mindful that all the cost variables are accounted for (see below). There are numerous calculators available and the ICA provides a link to CoreLogic's Cordell Sum Sure calculator on its website.
- Ensure the calculations are based on current building costs – prices for materials and labour have increased significantly.

- Do not include the cost of the land, just the property/structures built on it.
- Make sure you allow for current building standards to be implemented – risk mitigation requirements, such as bushfire, cyclone or flood protections, can add substantially to re-build costs.
- Factor in structural improvements that have been made to the property, like sheds, decking and fencing.
- Include the cost of removing debris.
- Include the cost of engaging an architect, and council fees.
- Be sure to have cover for contents, not just the building.
- Do not base the sums on the value of assets in the balance sheet – these figures will factor in depreciation (written down value) and are not an accurate representation of the actual cost to replace them at the time of a loss.
- Use a quantity surveyor to complete a valuation for higher value or bespoke assets to help determine the full replacement value.
- Be sure the sums are adequate to cover the number and value of assets, especially if contents have been added, replaced or upgraded with better quality and more expensive items.
- Include GST.
- Factor in inflation and exchange rates.

Mid-term review

As economic and market conditions evolve, it is prudent to review the insured amounts to be confident that they continue to adequately cover the value of your property assets (home and contents, business premises and stock).

We encourage you to undertake a mid-term review:

- Identify the risks to your property – from physical risks (flood, bushfire, crime rate) to financial and reputational risks.
- Discuss risk mitigation strategies including transferring risks to insurers.
- Consider policy options including features, coverage, claim limits, excesses and premiums (some covers may no longer be available or cover the same risks or at the same levels, while some premiums may have risen significantly).
- Ensure you know and understand policy inclusions and exclusions (what the policy does and does not cover, and in what circumstances).

- Confirm you are meeting your requirements under cover i.e. contract terms and conditions (including disclosure).
- For business owners: Ensure your business inventory and valuations are up-to-date and reflect current costs.
- Engage a quantity surveyor to determine premises replacement costs.
- Check sums insured and limits of liability reflect values and risks.
- Be sure to tell your EBM Account Manager about any changes to your circumstances as your insurer(s) must be advised or you could risk any payout being reduced, claim denied, or the contract cancelled.
- Talk with your EBM Account Manager to get an understanding about what is happening in the insurance marketplace. In general, the property insurance market remains hard (which is characterised by higher premiums, reduced capacity, reduced coverage, increased excesses, tighter risk profiles, more stringent underwriting criteria, and expectations of continuous and improved risk management). It's important to be aware of how insurers are operating as you may find there is no longer any 'wriggle room' and your insurer won't be able to help if you have nominated an inadequate sum insured.

We are here to help

As you renew your policies, or look for additional insurance coverage, your EBM Account Manager will help you secure the products you need with realistic sums insured based on current market conditions and a suitable contingency.

Your EBM Account Manager has the expertise and resources to guide you through the assessment process and help you protect your assets. If you have any questions, please contact your EBM Account Manager on 1300 755 112.

EBM70-221222

Organisation: Dongara Denison Lions Club
Event / Project: 40 Year Anniversary - 10th February 2024
Requested: $5,000
Event Description: Celebrate the 40 Year Milestone of the Dongara Denison Lions Club. Provides an opportunity to thank and recognise the volunteer members, past and present at the luncheon planned. Unveiling of the Lions Park Sign o nthe Foreshore and publish a book detailing the fourty year history of the club and the contributions they have made to the Dongara Denison Community

Eligibility Criteria	Y/N	
$5,000 or less	Yes	
Public Liability	Yes	
Substantial degree of community support and representation	Yes	
Detailed budget	Yes	Quotes provided
Not-for-profit or sponsored by incorporated organisation	Yes	
Financial statement or treasurer's report	Yes	
Two referees	No	
Previous Funding Received from CASE	No	
Sign a grant agreement	Y	
Recognise the Shire of Irwin	Y	
Acquit grant funds within eight weeks	Y	

Selection Criteria Checklist

1 The capacity of the applicant to successfully complete the project	Yes / No	Score	Weighting
They have support as a well established and recognised club with the support of Lions International. Support of a substantial volunteer base. Only 12 members left but one has taken charge of this project in its entirety.	✓	10	**15**
2 Ability to achieve tangible outcomes for the benefit of the Shire of Irwin Community			
The Lions Club book includes highlights of events and projects, worked on with the community and the Shire, over the last 40 years. Although the luncheon is for volunteers/members affiliated with the club, the Lions contribution and involvment in support of most community events - should be given the opportunity to celebrate such a milestone. May renew interest due to re-engagement of the club and entice new members to join. Acknowledges business and community groups. Informs the community of local history and interactions - copies will be made available to the Library in the Local HIstory section, IDHS, the State Library of WA and the National Library Canberra for easy access.	✓	15	**20**
3 A balanced realistic and complete project budget including a cash or in-kind contribution to the project by their group/organisation			
The breakdown of costs is comprehensive and captures anticipated costs clearly. Quotes are attached The book collation, planning of event etc. are all in-kind and run by volunteers (approximately 160 hours)	✓	20	**20**
4 Levels of volunteer participation and wider community participation			
The event has been marketed to the wider community to participate in the Lions Park sign unveling at the Foreshore. This event is to celebrate the 40 Year Milestone of the club and recognise the volunteers (new and old) and affiliates who have contirubted to the success of the club and its ability to support the Dongara Denison Community, projects and events over the last 40 years. . The luncheon will reiterate the positive impact the club has had on the community and for the advocates of the club and its activities. Wholly run by volunteers but have reduced to 12 members. The event may work to re-engage ex-members and renew interest in the club with potential new members. Again, the wider community participation for the luncheon is limited although it invites businesses and members of the community who were integral in establishing and supporting the club to this day are included. The book however, will be available at the library and IDHS to name a few locations, providing easy access to local history for the community and highlights the significant contribution of the LIons Club over the years.	✓	20	**25**
5 Effort for cooperative and partnership arrangements with others			
The organisers are inviting all past and present members, club advocates, affiliates and community organisations who support the club. All businesses providing a service to deliver the event are local or regional (Geraldton - based) Partnership between organsations are apparent for this event. This project informs the community on how volunteering can achieve impressive outcomes via the publication and distribution of the Book - Fourty Years of Lions and the Community Projects	✓	10	**10**
6 Consideration is made where possible, for services, projects, activities or events to be made accessible by all members of the community			
The venue is universally accessible and has access to nearby, accessible amenities	✓	5	**5**
7 Evidence of consultations with relevant others in and out of the Shire of Irwin			
The organisers are working with other community groups and local/regional businesses to deliver this event. Invitations to members past and present who have played an integral part in establishment and running of the club over the 40 years deserve recognition. Ongoing Liaison with the Shire for the reinstatement of the Lions Park signage on the Foreshore. Lions club members, past and present, are invited to the event. Liaison with local service providers Ie. Loca Rag to contribute information IDHS liaison to assist with the information and images published in the book - correct history and dates. Input by most organisations who have dealt with the Lions locally over the last 40 years	✓	5	**5**
		85	**100**

Officer Comments / Recommendation
The 40th Anniversary luncheon and book publication is an adquate way to celebrate and conserve the history and impact the Lions Club has made on the Dongara Denison community. The book will highlight contributions, and affiliations of all associates who supported the club and input back into the community, shaping Dongara Denison into what it is today. I am in support of this funding and what it stands for, and the recognition it delivers for the club.

5 APPLICATION – SHIRE OF IRWIN COMMUNITY ASSISTANCE SCHEME

5.1 Applicant Details

Official Name of Organisation:	Dongara Denison Lions Club
Street Address:	
Postal Address:	PO Box 89 Dongara WA 6525
E-mail:	dongaradlions@gmail.com

Is the organisation GST registered? Yes ☐ No ☑

Is the organisation incorporated? Yes ☑ No ☐

Number of Paid Staff:	nil
Number of Volunteers:	14
Contact Person:	Beverley Sharp
Position Title:	Membership Director, Dongara Denison Lions Club
Phone Number (s):	mob. 0408 905 258
E-mail:	bevsharp@westnet.com.au

5.2 Incorporated Sponsor Details (If Applicable)

Organisation:	
Address:	
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Irwin Community Assistance Scheme? Yes ☑ No ☐

If *No*, please provide details of previous application/funding:

Briefly outline the nature of your organisation and its primary purpose.

Dongara Denison Lions Club are a Service Club of volunteers who work under The Lions International umbrella.

5.3 Project Details

Project Name:	Dongara Denison Lions Club 40th Anniversary
Project Start Date:	1 August 2023
Finish Date:	28 February 2024
Funds Requested from Council:	$5000.00
Project Details:	Hold a luncheon for present and past Lions, invited guests from local Dongara Denison business/community. Following lunch, unveiling the Lions Park sign, involving Shire and Lions personnel. The Dongara Denison public to be invited to attend this part of the event. Publish a book detailing the forty year history of the Dongara Denison Lions Club. This will be of interest locally, copies to the Irwin Shire Library and the Irwin District Historical society, The WA State Library and National Library Canberra. The Irwin Shire will be acknowledged in the book and on any programs or invitations, in the Local Rag. The Midwest Times will be notified of the pending event.

5.4 Project Details

What is the main purpose of your project?

To demonstrate how the Dongara Denison Lions have worked with the Irwin Shire and the community, locally and nationally in supporting the needy.

1. To celebrate forty years of Community Service in the Irwin Shire.

2. To promote Lionism in the Irwin Shire; encouraging new members.

3. To acknowledge local businesses/community who support the Lions.

4. The book will include highlights of events and projects the Community, Irwin Shire and the Lions worked on together over the last forty years.

Please describe how your event/activity meets the ***selection criteria***?
(Please include how the project will benefit the community)

About the applicant on behalf of the Lions, Beverley Sharp.

I have been a rate payer/resident in the Irwin Shire since 1990, being one of the first residents in the racecourse estate part-time until 1996 then full time to present. Prior to 1996 I lived in Perth from September 1994 and in the Pilbara from 1969-1994.

I qualified as a TESOL (Teaching English to Speakers of Other Languages) teacher, serving my Practical component in Hanoi, Vietnam in 2008.
I am a hospital trained Registered Nurse now retired (2015), from a career lasting forty two years.

I completed a Bachelor of Science Degree at ECU graduating in January 2012. On line study, the RN Conversion Degree to give me the equivalent qualification of University trained Registered Nurses.

For the last two and a half years I have been the editor of a newsletter for a large Scottish Pioneer family with national and international connections. I have the ability to write the book.
My computer skills are adequate for the Lions project.

I joined Dongara Denison Lions Club in 2001, have served on the Board of Directors for ten years, currently Vice-President and Membership/Welfare Director.

We aim for this project to inform the community how volunteering can achieve impressive outcomes by publishing and distributing a book on forty years of Lions community projects.

The luncheon/sign unveiling will bring together Lions, past Lions, Shire personnel and members of the present community.

Encouraging new members will ensure the Dongara Denison Lions will be able to continue to work with the Shire promoting events. Lions have been involved in Australia Day, Blessing of the Fleet, local markets, Show and Shine, Larry Lobster Festival, foreshore development, Greening Australia, Clean Up Australia (to name a few events).

We work with local groups for example the North Midlands Football League manning the gate on game day, the Dongara Race day, parking vehicles but in past times also manning the gate, selling programs. Local groups engage Lions for use of the train to entertain kids. Work with Shire at events providing food outlet. We have supplied the Dongara Health Service with approximately $120,000 worth of equipment for the community's health and well being. In 1992 we raised funds to enable the purchase of a new ambulance.

The Yellow Van providing refreshments and socialisation at the markets is currently in recess until we can recruit new members, but the second hand book sales are well patronised. The Easter Annual Big Book sale is a popular well patronised event for the community.

Liaise with Farah Boksmati re events. Currently liaising with Peter Bracegirdle re this application. Liaise with Historical Society for input for the book, Dongara Denison Lion Club's Story. Liaise with the Op Shop Charities for donating to Natural Disasters in WA and Nationally.

Until COVID successfully organised Senior Picnics for the community and surrounding Lions Clubs on our foreshore at Lions Park. We only have twelve active members who are unable to continue so now recruitment measures are constantly happening.

Every week we contribute Lions news to the Local Dongara Rag, and use on-line Dongara Noticeboard to advertise events.

How did your organisation identify this need?

Volunteer numbers are falling across all areas in all communities. We constantly try to recruit new people to join our Lions Club now in 2023 with a membership of fourteen. In 1992 we had a membership of fifty. This event provides an opportunity to show appreciation for the work of Lions, past and present.

New people to town will have an opportunity to learn about the history of Irwin Shire-Lions partnership events. The event will be a celebration and also a Lions recruitment drive.

By unveiling the replacement Lions Park sign at this event, it will be a community event to which all residents will be invited to attend.

Main location of activities for this event/activity?
(Please outline the activities involved in your Project)

Luncheon at the Marine Rescue building with outside caterers.

We plan to hold an unveiling of the replaced Lions Park sign during the event.

The book is being compiled by Lion Beverley Sharp, Membership and Welfare Director, and Vice-President of the Dongara Denison Lions club, from her private address.

Describe the target group for your project, and how they will benefit from the project.

There are several target groups.

The Lions themselves past and present , who were and are members of this community. To acknowledge their volunteering over forty years.

The Irwin Shire, local business houses and the community, to acknowledge their support of our Lions Club.

The Lions fund raising efforts have benefited both local and national entities. By showing gratitude and recognition to our Shire and community we will endeavor to promote continuation of our forty years of volunteering.

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

Commencement date:	1 August 2023	Completion date:	28 February 2024

In line with the Shire of Irwin's commitment to enable accessibility across its functions, describe how your project considered or created opportunities (if any) to engage all members of the community. Ie Was the venue selected due to its accessibility for mobility impaired patrons? Is there disabled parking?

We have chosen the Marine Rescue building.
It is close to where we will unveil the Shire supplied Lions Park sign.
There is adequate room for the expected numbers, good amenities, accessibility for disabled attendees and parking in the area also adequate.
There will be outside catering but a suitable kitchen is available in the building for serving and clean up afterwards.
We will consider transport to the Lions Park from the Marine Rescue Hall if required when attendees register. We anticipate this part of the day to be approximately 30minutes so the public may be invited to bring along chairs, and we will make some chairs available if required.

List who will be involved (Including any partnering organisations)

Dongara Denison Lions Club will be hosting the event.

Past and present Dongara Denison Lions with Lions from Three Springs, Carnamah, and Northampton will be invited.
Invited guests from the Irwin Shire, business houses and community members to be invited.

The general public will be invited to attend the unveiling of the replacement Lions Park sign
and issued an invitation to the Marine Rescue building for drinks and mingling (membership drive) after the unveiling.

Should available funding be less than the requested amount, how will this affect the delivery and outcomes of the Project?

The project will go ahead as outlined with personal guarantee of shortfall from at least three Lions members.

We cannot use funds from our accounts because they come from donations and fund raising within our community.

List any additional grants that you have applied for/or will apply for in relation to this Project.

We have not applied for any further grants. We have obtained local quotes for the supply of food for the luncheon,

We need the services of a book printing business, however there isn't one suitable in Dongara. We have a quote from Guardian Printers in Geraldton, who we know to be used and recommended by the Irwin District Historical Society.

How will you measure the success of your project?

There will be a few measures.

The interest shown by the community,

1. In responding to the luncheon invitation. 60% or more would be a good day.
2. In attending the Lions Park sign unveiling, allowing for weather constraints.

We hope to attract past Lions to attend, but are aware of travel and age impacts.

The most successful measure we could hope for would be to recruit people to join our Dongara Denison Lions Club so we are able to continue our volunteering presence.

What is the expected longevity of your project?

List the plan incorporated for ongoing maintenance/clean-up for permanent fixtures, or the clean-up/removal at the project end date of non-permanent fixtures?

The project will continue over six months.

The book will be available in the National Canberra Library, The WA State Library, the Dongara Library, the Dongara Senior High School Library and the Irwin District Historical Society.

The members of the public may also apply to the Lions for a personal copy whilst they are available; dependent on invitation responses.

The book will be distributed free of charge to invited guests attending the luncheon.

The Marine Rescue Hall will be left clean and tidy as per their conditions of hire.
The public attending the unveiling of the sign will be requested to bring a chair. Depending on visitor response chairs can be made available, and removed the same day.

How will Council be recognised for its contribution to this project?

The funding by the Council will be acknowledged in the cover of the book.

The event will have a program and the shire will be acknowledged accordingly.

Invited guest from the Shire will have opportunities to speak at both the unveiling and during the luncheon.

The Local Rag and The Geraldton Guardian will be notified of the pending event.

7 Appendix B Budget

Budget – Grant

PROJECT TITLE : Dongara Denison Lions Club 40th Anniversary						
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
				Applicant Contribution	**Cash**	61.00
Volunteer labour. Researching archives. scanning photographs interviewing contributors writing the history	160hours@ $25/hr	$4000	$400		**In kind / Volunteer Workers**	$4000
invitation print	100@	$100.00	$10.00			
travel to printer	260kms @ 85c	$221	$22.10			
ISBN/barcode	1 of each	$144.00	$14.40			
programs	100	$100.00	$10.00			
stamps	60@$1.10	$66.00	$6.60			
post x2books $7.50 each	$15.00	$15.00	$1.50	**Grants and Sponsorship**		
print books	100	$2595	$259.50			
Hall Hire	6 hrs $25/hr	$150.00	$15.00			
catering	70x$15.00/head	$1050.00	$105.00			
prawns	6 kg@$30	180.00	18.00			
chicken	4@12.50	50.00	5.00		**Community Assistance Scheme Fund**	$5000
Salad	platters	50.00	5.00			
bottled H_2O	100 4 packs @$10	40.00	4.00	**Donated Materials**	lunch condiments	
lunch condiments	for 100	100.00	10.00			
may hire	chairs					
	microphone					
	gazebo			**Other Income**		
	glasses/cup H_2O / wine					
licence	consuming alcohol in hall	200.00	20.00			
		$9061	$906.10			
Total Expenses		**0**	**0**	**Total Income**		$9061.00

8 Declaration

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Irwin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Irwin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements.

Name:	Beverley Sharp		
Organisation Name:	Dongara Denison Lions Club		
Position:	Vice President, Membership and Welfare Director		
Signature:	BJSharp	Date:	14 September 2023

9 Checklist

Please attach the relevant documents

- [x] A copy of your organisation's latest financial statement (if available please send audited copy)
- [x] A copy of your Certificate of Incorporation
- [x] A copy of your current Public Liability Insurance Certificate
- [x] Copies of all relevant quotes as verification to costing's
- [ ] An endorsed letter from the sponsoring organisation

7 Appendix B Budget

Budget – Grant

PROJECT TITLE : Dongara Denison Lions Club 40th Anniversary						
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
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stamps	60@$1.10	$66.00	$6.60			
post x2books $7.50 each	$15.00	$15.00	$1.50	**Grants and Sponsorship**		
print books	100	$2595	$259.50			
Hall Hire	6 hrs $25/hr	$150.00	$15.00			
catering	70x$15.00/head	$1050.00	$105.00			
prawns chicken Salad	6kg@$30 4@12.50 platters	180.00 50.00 50.00	18.00 5.00 5.00		**Community Assistance Scheme Fund**	$5000
bottled H2O	100 4 packs @$10	40.00	4.00	**Donated Materials**	lunch condiments	
lunch condiments	for 100	100.00	10.00			
may hire	chairs					
	microphone					
	gazebo			**Other Income**		
	glasses/cup H2O/wine					
licence	consuming alcohol in hall	200.00	20.00			
		$9061	$906.10			
Total Expenses		**0**	**0**	**Total Income**		$9061.00

Sunset Takeaway Diner
2/33 Moreton Tce Dongara WA 6525
Phone: 0458165821
sunsettakeawaydiner@gmail.com
ABN: 84 496 388 134

SUNSET TAKEAWAY DINER

Quote

Quote number	Issue date	Expiry date
00000017	22/08/2023	19/09/2023

Bill to

Dongara Denison Lions Club

Item ID	Description	Units	Unit price ($) *including tax*	Tax	Amount ($) *including tax*
	40th Anniversary	50	15.00	GST	750.00
			Tax		$68.18
			Total amount *including tax*		**$750.00**

Notes

Appetizer Food for 50 people in February 2024 for the 40th Anniversary

HI BEV 21-8-23

THE ONLY WEEKEND DAYS WE COULD CATER IN FEBRUARY 2024 ARE:

SAT	3RD	MENS	PENNANTS	2 PM
SAT	10	"	"	"
SUN	11	MENS	SINGLES	
SAT	17	MENS	PENNANTS	
SAT	24	MENS	PENNANTS	

LIONS COULD HAVE THE DINING ROOM SECTION OF THE CLUB THE MEN GATHER AT THE OTHER END ABOUT 2PM TO GO OUTSIDE AND PLAY AT 2.30

PLATTERS OF FINGER FOOD AS WE DISCUSSED WOULD BE $20 PER PERSON ON AN ESTIMATE OF 50 PEOPLE TO INCLUDE:

SAUSAGE ROLLS

PARTY PIES

MINI QUICHES

SANDWICHES - WRAPS

PIZZA SLICES

PRICE TO BE CONFIRMED DEPENDING ON NUMBERS ATTENDING

Sue

Bev Sharp

From: Mal Ennis - Guardian Print <sales@guardianprint.com.au>
Sent: Tuesday, 22 August 2023 1:56 PM
To: bevsharp@westnet.com.au
Subject: Pricing

Afternoon Bev,

Here is the information as requested:

A4 Lions Anniversary Books
Cover – Printed Both Sides Full Colour
Printed on 300gsm Matt Art
Internal - 112PP printed Both Sides Full Colour
Printed on 150gsm Gloss Art
Finish – Perfect Bound
50 x $1,595.00 Inc GST
100 x $2,595.00 Inc GST

Regards,

Mal Ennis Proprietor

Guardian Print & graphics

6 Bradford Street, Geraldton WA 6530
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DONGARA DENISON LIONS CLUB SOCIAL MEETING 4th SEPTEMBER 2023 6.50pm.

Lion President Freda Chandler welcomed us all to the Port Denison Marine Rescue hall.

PRESENT: LIONS... M O'Callaghan, K Wainwright, B Herbert, MJ Pettitt, B Sharp, J Heitman, L Butler, F Chandler D Lundberg, H Money, R Lynch, A Heitman.

VISITOR: Lions Lady Sue Money.

APOLOGIES: Lion J Murray, Lion B Cail.

INVOCATION: Read by Lion Mary Jo Pettitt.

Lion MJ Pettitt celebrated a Birthday on 2nd September. Lion Joyce Murray will be presented with her 30year LION pin at next meeting.

Minutes of 2nd August 2023 meeting was tabled. Accepted by Lion Marjorie O'Callaghan 2nd by Lion Karen Wainwright.
Matters arising from those minutes. NIL.

CORRESPONDENCE: IN=
1. Garvan Institute News Letter.
2. CRC invoice for printing. $16.60
3. Vehicle Insurance notice.
4. Irwin Shire Re: Midwest Show and Shine, 24th September.
5. LIONS ALCCRF (Childrens Cancer research) High Tea fundraiser.
6. LIONS combined State Convention in Perth, November 17th-19th.
7. LIONS Xmas Cake order form.
8. LION Tim Moore, DG's news letter.

Items 4, 5, 7 to be discussed in General Business....
CORRESPONDENCE: Out..... Nil.
Correspondence accepted by Lion Leonie Butler, 2nd by Lion Harry Money.

TREASURERS Report, presented by treasurer Lion Joy Heitman 4th September 2023.

Admin Acc. (Estimated Bank Closing Balance)	$4,153.16
S & P Acc. (Estimated Bank Closing Balance)	$11,503.53

Report moved by treasurer Lion J Heitman, Accp by Lion MJ Pettitt.

OBJECTS: Read by Lion Ray Lynch.

GENERAL BUSINESS: Item 4...Show and Shine... The Lions were prepared to make lunch's for the crew and officials, but that job has already been taken.
Item 5... ALCCRF.... Lion H Money moved we donate $500.00, 2nd by Lion L Butler
Item 7... Discussed ordering more cakes this year as we have been asked to deliver to Geraldton shops. (Geraldton Lions have folded).
State Convention Raffle Books..... all sold, now the secretary want's your money and stubbs please.
Photo's from the Mingenew Expo (Lions Hearing Bus) required for Newsletter.
Lion Freda moved we order 100 SJ. Medic Alert Books plus 2 display boxes. 2nd by lion Diana.
2nd OCTOBER, we will have DG Tim Moore visit us here at the Marine Rescue hall.

Meeting time has now changed back to 6.30pm for 7pm start.
Lion Freda suggested we combine our Christmas lunch with Carnamah and Three Springs. Possibly at the Mingenew Hotel as this is central to each lions club.
Lion Leonie raised $240.00 at the monthly market for the Garvan Institue. Lion Beth Herbert moved we make that up to a tidy $500.00, 2nd by Lion Karen Wainwright. All agreed.
Lion Bev Sharp gave us an update of her research, Re: Dongara/Denison Lions 40years of service. She has arranged for Mr. Bruce Baskerville (Irwin Historic Soc. Chairman) to give a brief chat at our 'special' October 2nd meeting. The historic society have a 'project' that may interest the Lions club.
Lion Leonie Butler asked if she can do a money raffle at the Show and Shine for the Health Centre, but as the Lions are not involved this year we suggested she get permission from the shire.

TAIL TWISTER: Lion MJ Pettitt had great fun squeezing money from us all, but she did come up with some good jokes.

RAFFLE: Drawn by Lions Lady Sue Money, and won by Lion Joy Heitman.

LIONS CODE of ETHICS: Read by Lion Diana Lundberg.

Meeting Closed..... 9.05pm

NOTE..... 2nd OCTOBER is a VERY SPECIAL meeting with our invited guests, so a bit of extra effort with food would be appreciated. Thank you.

Secretary.....

Lion Beverley Joan Sharp
49 Francis Road Port Denison
Postal address: PO Box 475
Dongara WA 6525

12 June, 2023

Irwin Shire President
Irwin Shire Council
11-13 Waldeck Street
Dongara WA 6525

Dear Mr Smith,

I have a question for the next Shire Meeting on 27 June, 2023.

Why is the area on the foreshore between the Kailis building and the old Fisherman's Hall site no longer called 'The Lions Park'?

Background information
I am writing an account of the history of the Dongara Denison Lions Club which will celebrate its 40th Anniversary in February 2024. It has come to my attention that the Lions Club were very involved in the establishment of the Marina area between the Kailis building and the site of the Fisherman's Hall.

We have photographs of the Lions members using their own equipment in 1983-84 and providing labour to grass the area, erect the pine rail fencing which they also purchased with fund raising ventures, and planted the Norfolk Island palms (which the Shire purchased).

The original shelters along the foreshore were built in collaboration with the Shire from the early designing stage. The Shire provided the materials, and the Lions provided the labour. Members of our community remember when a sign was in place to recognize the area, with the sign 'Lions Park' displayed. Present Lions, a few from the 1980s era cannot recall why the sign would have been removed.

I provide this background information as it would be fair to assume this Lions Club history is not known by present councilors. With our 40th Anniversary coming up in 2024 it would be a great outcome if this small portion of the original foreshore development could be dedicated to those community minded Lions, some who still remain in our towns, with a restoration of the sign 'The Lions Park'.

Kind regards,

Lion Beverley Sharp
Membership Director
Dongara Denison Lions Club

correspondence

Bev Sharp

From: Bev Sharp <bevsharp@westnet.com.au>
Sent: Tuesday, 8 August 2023 9:29 AM
To: 'Peter Bracegirdle'
Cc: 'Shane Ivers - Chief Executive Officer'; 'Farah Boksmati'; 'CrTunbridge@irwin.wa.gov.au'; 'Barry Wyse'; 'Isabelle Scott'; 'Andrew Gillam'; 'crsmith@irwin.wa.gov.au'; 'Grant Eva'; 'Mark Leonard'; 'Hayley Palmer'
Subject: RE: Lions Park Name

Hello Peter

On behalf of the Dongara Denison Lions Club I wish to express how pleased we are to be able to retain our Lions Park.

To retain our Lions Park is a very important part of our local history. We requested the signage be replaced and the naming of this area be retained so the work of our Lions will always be recognised and remembered. We particularly thank President Mike and the councillors for taking this on board and
continuing to uphold the Gentleman's Agreement made some forty years ago.

We simply say to all involved in handing down this wonderful decision, "thank you very much".

Peter, we look forward to working with you on the restoration of a sign, and assistance in applying for a Shire CASE grant for our 40th Anniversary celebration 2024.

Kind regards,

Beverley Sharp
Membership Director
Dongara Denison Lions Club

From: Peter Bracegirdle [mailto:pbracegirdle@irwin.wa.gov.au]
Sent: Friday, 28 July 2023 1:16 PM
To: bevsharp@westnet.com.au
Cc: Shane Ivers - Chief Executive Officer <ceo@irwin.wa.gov.au>; Farah Boksmati <fboksmati@irwin.wa.gov.au>
Subject: Lions Park Name

Good Afternoon Bev,

As earlier discussed this morning, this email is to confirm that Council have supported that a continuation of the existing 'gentleman's" agreement (non-gazetted Park naming) between the Shire of Irwin and the Lions remains in place for the reinstallation of new Lions Park sign at the northern end of the Port Denison Foreshore Reserve. The Shire is also pleased to be able to confirm that the new Lions Park signage will remain in place in the future regardless of any renaming that may or may not occur concerning the redeveloped foreshore area.

The Shire of Irwin will also work with your organisation to develop and pay for the new signage and subsequent installation in 2024 to celebrate your organisations 40th Anniversary assisting the local community.

In addition to the above The Shire is also pleased to be able to assist your organisation in applying for a Shire CASE Grant to assist with expenditure acknowledging the 40th Anniversary.

Kind regards
Peter

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Peter Bracegirdle
Manager Community Services

- email : pbracegirdle@irwin.wa.gov.au
- phone 9927 0000 |w: www.irwin.wa.gov.au
- 11-13 Waldeck Street, Dongara WA 6525
- p: PMB 21, Dongara WA 6525

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Bev Sharp

From: Pavelka, Trish <Tricia.Pavelka@health.wa.gov.au>
Sent: Wednesday, 2 August 2023 12:45 PM
To: Bev Sharp
Subject: RE: Dongara Health Service - Wish List

Fabulous thanks Bev

Kind regards

Trish

Tricia Pavelka | Director of Nursing / Health Service Manager
WA Country Health Service – Midwest
Dongara Eneabba Mingenew Health Service
48 Blenheim RD, Dongara WA 6525
PO Box 242 Dongara WA 6525.
P (08) 9927 0207 | F (08) 9927 0240 | M 0417 097 191
Email: tricia.pavelka@health.wa.gov.au W: www.wacountry.health.wa.gov.au

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Care Opinion Australia Find us on LinkedIn

"I respectfully acknowledge the past and present traditional owners of this land that we are working on."



From: Bev Sharp <bevsharp@westnet.com.au>
Sent: Wednesday, 2 August 2023 12:31 PM
To: Pavelka, Trish <Tricia.Pavelka@health.wa.gov.au>
Subject: Re: Dongara Health Service - Wish List

CAUTION External Communication: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks Trish. We will see what we can do. We have a meeting next Monday.

Kind regards,
Bev

Sent from my iPhone

> On 2 Aug 2023, at 12:13 pm, Pavelka, Trish <Tricia.Pavelka@health.wa.gov.au> wrote:
>
> Thanks Bev for your phone call yesterday
>
> As discussed we are looking at a number of projects for the Palliative Care Unit:

1. Build a shade structure eg: patio – Price - TBC
2. Outdoor tables and chairs and small webber for families to enjoy with loved one in palliative care (Approx. $2000)
3. Outdoor wall décor to brighten the space (Approx. $500)

In the RAC we are seeking funds to :

1. Improve privacy between 4 bedrooms with a retractable wall mounted privacy screen (kwikscreens) x 2 required (Approx: $4500 each)
   Here is an example:

<image005.png>

2. Large Wall murals x 2 (Approx. $550 each)

Costing yet to be fully received on all items

Any support would be amazing

Kind regards

Trish

Tricia Pavelka | Director of Nursing / Health Service Manager
WA Country Health Service – Midwest
Dongara Eneabba Mingenew Health Service
48 Blenheim RD, Dongara WA 6525
PO Box 242 Dongara WA 6525.
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<image001.jpg>
<image002.gif>
<image003.gif>

"I respectfully acknowledge the past and present traditional owners of this land that we are working on."

<image004.gif>

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Permit to Consume Alcohol on Shire Property

SHIRE OF IRWIN
DONGARA PORT DENISON
A BRILLIANT BLEND

FRM Permit to Consume REV1

Important Information

Applicants must be 18 years of age and over.

This application is a request for permission to consume alcohol in or on a Shire-owned or Shire-controlled facility ONLY. Under no circumstances does it give the hirer authorisation to sell alcohol directly or indirectly or charge an entry fee into the function.

An Occasional Liquor License must be obtained from the Department of Racing, Gaming & Liquor http://www.rgl.wa.gov.au if the intent is for the sale of alcohol either separately or by way of an inclusive fee/charge, for functions exceeding four hours and/or for functions with 75 or more patrons in attendance.

Once authorised by the Council Delegate, this document serves as the approved permit and will be forwarded back to the applicant. It is the applicants responsibility to obtain the appropriate Licence for the event and retain a copy of the approved Licence together with this application.

Applicant Name	BEVERLEY SHARP		
Organisation	DONGARA DENISON LIONS CLUB		
Postal Address	PO BOX 89 DONGARA.		
Email Address	dongaralions@gmail.com		
Telephone	Mobile 0408 905 258	Home —	Work —
Shire Facility / Venue Location	MARINE RESCUE HALL		
Type of Function, Event or Activity (ie 60th Birthday)	40th Anniversary		
Function Date:	10 February 2024	Number of Attendees	expect 50+
Start Time:	1100	Finish Time:	1600
Type of alcohol being consumed/supplied (beer, wine, etc)	BYO (beer & wine most likely)		
Alcohol Management: How will distribution and storage be managed to ensure persons under the age of 18 do not have access?	Individual cooler bags supervised by owners. Not expecting young people		
Is security being hired for the event?	Yes ☐	No ☑	
Will there be non-alcoholic drink options?	Yes ☑	No ☐	
Will food be provided?	Yes ☑	No ☐	
Application is for:	BYO ☑	Supply / Distribution ☐	Sale of Alcohol ☐
Liquor License Number if applicable			

Conditions

I / We agree and undertake that in the event of this application being approved by the Shire of Irwin, the following conditions will be strictly adhered to:

1. The event organiser accepts full responsibility of the facility/reserve during the specified hire period.
2. The Hirer must comply with the provision of the Liquor License Act 1988, Local Law and Council Policy (under review), for Consumption of Alcohol in/on Shire owned facilities.

3. Only invited guests or bona fide members of the applicant's group, organisation or club will consume alcohol on the premises and no others.
4. Alcohol will not be consumed, supplied or made available to any person under the age of 18.
5. If it is the intention of the applicant to sell alcohol to any person, or exchange for value, either directly or indirectly, a permit must first be obtained from the Department of Racing, Gaming and Liquor.
6. No alcohol will be consumed by or supplied to any person to whom a charge has been made, either directly or indirectly, for admission into the facility, unless a permit has been obtained from the Department of Racing, Gaming and Liquor.
7. Alcohol consumption is restricted to within the premises hired only and is not to be consumed outside these premises. **Consumption on public open space or reserve area is prohibited.**
8. Consumption of Alcohol Permits are valid until 11:30pm at which time consumption must cease. Cleaning activities must be completed by 12:00am.

Acknowledgement

Signed: _____ Bev Sharp Date: 7 December 2023

OFFICE USE ONLY			
Permit Approved		Yes ☑	No ☐
Authorising Officer	SHANE JUERS	Signed	Date 15/12/23
Conditions	N/A		
Permit Application Fee		$	
Copy of Permit Issued	Yes ☐ No ☐	Date	Record#

Bev Sharp

From: MyIdentifiers - Australian ISBN Agency <myidentifiers@thorpe.com.au>
Sent: Wednesday, 6 September 2023 2:45 PM
To: Beverley Sharp
Subject: [MyIdentifiers.com.au] Welcome! Your MyIdentifiers Account Registration is Completed

Note: If you have not yet previously purchased ISBNs from Thorpe-Bowker a one-time New Publisher Fee of $55 (inc. GST) will be added to your cart at checkout.

Dear Beverley

Welcome to Myidentifiers.com.au, and thank you for your registration!

You have successfully completed the registration process. You are considered the administrator of your company to access your online record with us. Your username is listed below:

Username: bevsharp@westnet.com.au

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Department of Consumer & Employment Protection
Government of Western Australia

WESTERN AUSTRALIA

Associations Incorporation Act 1987
(Section 18(6))

Registered No: A0823769M

Certificate of Incorporation on Change of Name

This is to certify that

THE LIONS CLUB OF DONGRA, DENISON & DISTRICTS

which was on the nineteenth day of October 1988
incorporated under the *Associations Incorporation Act 1987*
changed its name on the eleventh day of September 1990 to:

THE LIONS CLUB OF DONGARA DENISON (INCORPORATED)

Commissioner for Consumer Protection

This is a **REPLACEMENT CERTIFICATE** issued on the fifteenth day of October 2007

Chubb Insurance Australia Limited
Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000

ABN: 23 001 642 020
AFSL: 239687

O +61 2 9335 3200
F +61 2 9335 3411
www.chubb.com/au

CHUBB

Certificate of Currency

This certificate (subject to the full payment of the premium) is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below.

This certificate is not a substitute for the Policy of Insurance. The policy, not this certificate, details the rights and obligations of the Insured and the extent of the insurance cover.

To Whom It May Concern:

Class of Business	Public and Products Liability	
Policy Number	01CL440469	
Issuing Office	Melbourne Office	
Insured	The International Association of Lions Clubs	
Policy Period	**Start**	01 September 2023
	Expiry	01 September 2024
	Both days at 4:00PM local standard time of issuing office	
Limit of Liability	Public and Products Liability Combined	AUD 1,000,000 any one Occurrence and AUD 1,000,000 in the Aggregate or as otherwise stated in the Policy Wording
Wording	Chubb Broadform Liability Insurance Policy (Chubb_BF_AU1502).	

Signed for and on behalf of Chubb Insurance Australia Limited.

JUA Underwriting Agency Pty Limited

ACN 004 566 465
ABN 70 004 566 465
AFSL 235411

14 Dover Court, DOVER GARDENS SA 5048

Telephone: 0418 831 426

E-mail: insurance@lions.org.au
Web: www.lionsclubs.org.au/insurance

18 August 2023

CERTIFICATE of CURRENCY
TO WHOM IT MAY CONCERN

This is to confirm that cover has been arranged as set out below and the Insurance is current to the date detailed.

INSURED:	MULTIPLE DISTRICT 201 of LIONS CLUBS INTERNATIONAL Inc. on behalf of ALL LIONS CLUBS, LIONESS CLUBS and LEO CLUBS in AUSTRALIA, PAPUA NEW GUINEA and NORFOLK ISLAND. (This includes bona fide Voluntary Workers of the Club.)
INSURER:	CERTAIN UNDERWRITERS AT LLOYDS – 100% One Lime Street LONDON EC3M 7HA UK
CLASS:	PUBLIC and PRODUCT LIABILITY to the GENERAL PUBLIC. (Legal Liability)
SITUATION:	ANYWHERE in AUSTRALIA, PAPUA NEW GUINEA & NORFOLK ISLAND.
SUM INSURED:	$AUD 19,000,000 in excess of the $AUD 1,000,000 Primary Cover provided under Policy Number 01CL440469 issued by CHUBB INSURANCE AUSTRALIA LIMITED, MELBOURNE.
POLICY No.:	110962703
PERIOD of INSURANCE:	From 1 Sep 2023 to 1 Sep 2024 From Start Date until 4pm on the End Date.

This Certificate is issued as a matter of information only and does not amend, extend or alter the coverage afforded by the Policy. This Certificate is also issued subject to the terms, conditions, exclusions and endorsements of the Policy.

With Kind Regards

Bob Korotcoff

Lion R N (Bob) Korotcoff OAM Past District Governor
AFS Representative Number 000278958
of JUA Underwriting Agency Pty Limited
LIONS Australia Insurance Programme Consultant.

FINANCIAL

Joy Heitman

From: Josh Jos <joshjos@iinet.net.au>
Sent: Thursday, 31 August 2023 10:48 PM
To: joyheitman@bigpond.com
Subject: DDLC Account Audit - P&L Statement and Miscellaneous Financial Listing
Attachments: Lions Club 2022 2023.xlsx

Hi Joy,

I believe the attached P&L statements and Miscellaneous listings are a true and accurate representation of Dongara-Denison Lions Club 2022/2023 financials.

Thank you for allowing me the opportunity to audit DDLC books this year. Your record keeping was spot on.

FYI: I will print a physical copy of the attached documents and place with your return documents.

Kind Regards,
Jocelyn West
Hon Auditor

31 August 2023
Mob. 0429 920 055

Administration Bank Details

BSB 036131

ACC 580273

Account name, Lions Club of Dongara Denison BDS

LIONS CLUB OF DONGARA DENISON
ADMINISTRATION ACCOUNT
PROFIT AND LOSS STATEMENT

	Current Year	Previous Year
Income	**2022 / 2023**	**2021 / 2022**
Balance carried forward	1,871.62	3,726.47
Meals	3,555.00	4,618.10
Raffle & tail twisting	528.60	623.30
Autumn centre fees	277.00	337.00
Member subscriptions	1,995.00	1,865.00
Miscellaneous	0.00	1,500.00
Drive In	4,165.40	0.00
Floats returned	300.00	350.00
Transfer In	200.00	300.00
Sale of Lions Equipment	0.00	109.00
Donations	10.00	0.00
Total income	**11,031.00**	**9,702.40**
Expenses		
Meals	3,685.00	4,595.00
Autumn centre fees	0.00	90.00
Photocopying & stationery	252.90	562.00
Petty cash	100.00	50.00
Lions Club International dues	1300.00	2268.40
Lions dues MD 201W1	2,136.44	1,628.14
Badges & sundries	20.90	484.50
Insurance	523.17	523.41
Auditor	0.00	300.00
Miscellaneous	148.00	280.80
Auditor	300.00	0.00
Floats	300.00	350.00
Transfer Out	200.00	300.00
PO Debit Card	0.00	125.00
Total expenses	**8,966.41**	**11,557.25**
Net profit / loss	**2,064.59**	**-1,854.85**
Balance to be carried forward	**3,936.21**	**1,871.62**

LIONS CLUB OF DONGARA DENISON
ADMINISTRATION ACCOUNT
MISCELLANEOUS LISTING

Miscellaneous - Income	**Current Year 2022 / 2023**	**Previous Year 2021 / 2022**
Dongara Charities - Refund payment	0.00	0.00
Ex club members lunch - Donation in leiu of Christmas gifts	0.00	0.00
Irwin Shire - bus hire bond return	0.00	0.00
Transfer from S&P account	0.00	1,500.00
Total miscellaneous income	**0.00**	**1,500.00**

Miscellaneous - Expenditure	**2022 / 2023**	**2021 / 2022**
Australia Post - Post office box fee	148.00	139.00
Wet & Dry Electrics - Train trailer	0.00	70.00
Kmart & Clean Pak	0.00	71.80
Total miscellaneous expenditure	**148.00**	**280.80**

LIONS CLUB OF DONGARA DENISON
SPENDING & PROJECTS ACCOUNT
PROFIT AND LOSS STATEMENT

	Current Year	Previous Year
Income	**2022 / 2023**	**2021 / 2022**
Balance carried forward	**14,613.10**	**25,106.07**
Donations	2,088.50	3,694.05
Jobs	1,844.00	1,210.00
Markets & Lions childrens' train rides	1,292.15	5,972.20
Second hand books	2,952.30	2,637.10
Raffles	901.00	1,487.65
Christmas cake sales	4,520.00	5,732.49
Lion mints sales	337.35	550.75
Sale of cans	1,278.10	2,644.60
Magic on Morton	893.80	0.00
Floats returned	730.00	1,890.00
Transfers in	10,000.00	20,510.00
Show & shine / Larry lobster festival	350.00	1,350.00
Australia Day Sausage Sizzle - Shire of Irwin	504.52	544.53
Total income	**27,691.72**	**48,223.37**
Expenses		
Donations	12,150.00	16,527.15
Jobs	200.38	1,918.85
Markets & Lions childrens' train rides	168.13	1,254.99
Christmas cake purchase	3,264.34	3,643.19
Lion mints purchase	53.90	453.92
Multiple district dues	632.60	709.60
Magic on Morton	67.94	0.00
Miscellaneous	944.10	160.11
Licence	282.70	330.50
Floats	730.00	2,300.00
Transfers out	10,000.00	30,100.00
Show & shine / Larry lobster festival	164.63	827.50
Australia Day Sausage Sizzle - Shire of Irwin	504.52	490.53
Total expenses	**29,163.24**	**58,716.34**
Net profit / loss	**-1,471.52**	**-10,492.97**
Balance to be carried forward	**13,141.58**	**14,613.10**

LIONS CLUB OF DONGARA DENISON
SPENDING & PROJECTS ACCOUNT
MISCELLANEOUS LISTING

	Current Year	Previous Year
Miscellaneous - Income	**2022 / 2023**	**2021 / 2022**
Total miscellaneous income	**0.00**	**0.00**

Miscellaneous - Expenditure	**2022 / 2023**	**2021 / 2022**
Letters to Father Christmas	65.00	0.00
Emergency medical booklets - Purchase	121.20	0.00
Safety cones for markets	30.00	0.00
Mats for markets	45.90	0.00
Cancer screening bus and expenses	682.00	0.00
Dongara Building & Trade - Bins	0.00	44.00
Dongara Building & Trade - Gas Bottles	0.00	69.90
Dongara IGA	0.00	46.21
Total miscellaneous expenditure	**944.10**	**160.11**

Beverley Sharp
Vice-President and Membership Director
Dongara Denison Lions Club
bevsharp@westnet.com.au
0408 905 258
2 October 2023

Farah Boksmati
Community Development Officer
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

Hello Farah

Please find here listed documentation to accompany the Lions Club application for CASE funding for our 40th Anniversary pending 10 February 2024.
The budget is estimated as we have no numbers of attendees at this time. Anything over the estimate will be covered by Lion Beverley Sharp.

Sundry stationery as per budget details
Prices for catering, from the following local businesses
Sunset Take-Away-Diner
Denison Bowling Club
Seaz Seafood. Verbal and current as prices fluctuate during the year.
Chickens and salad Foodworks. Seasonal prices.

Hall Hire Marine Rescue. Verbal with assurance we can invite attendees to BYO
Water. Current Foodworks shop prices. Verbal as inflation makes it impossible to quote ahead for February 2024.

Guesstimate for sundry items (last item on form)
Guardian Print Geraldton for publishing book
ISBN cost
Certification of Incorporation
Insurance
Financials showing audit letter. Admin Account number should we be fortunate enough to granted this CASE grant.
Correspondence showing liaison with others.
Minutes of Lions meeting 4 September as endorsement proof for my application on behalf of Dongara Denison Lions Club.

I believe within the document when forwarding the Plan of our event I have included all items required for the Selection Criteria.

Yours sincerely
Beverley Sharp

7 Appendix B Budget

Budget – Grant

PROJECT TITLE : Dongara Denison Lions Club 40th Anniversary						
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
				Applicant Contribution	**Cash**	61.00
Volunteer labour. Researching archives. scanning photographs interviewing contributors writing the history	160hours@ $25/hr	$4000	$400		**In kind / Volunteer Workers**	$4000
invitation print	100@	$100.00	$10.00			
travel to printer	260kms @ 85c	$221	$22.10			
ISBN/barcode	1 of each	$144.00	$14.40			
programs	100	$100.00	$10.00			
stamps	60@$1.10	$66.00	$6.60			
post x2books $7.50 each	$15.00	$15.00	$1.50	**Grants and Sponsorship**		
print books	100	$2595	$259.50			
Hall Hire	6 hrs $25/hr	$150.00	$15.00			
catering	70x$15.00/head	$1050.00	$105.00			
prawns	6kg@$30	180.00	18.00		**Community Assistance Scheme Fund**	$5000
chicken	4@12.50	50.00	5.00			
salad	platters	50.00	5.00			
bottled H_2O	100 4 packs @$10	40.00	4.00	**Donated Materials**	lunch condiments	
lunch condiments	for 100	100.00	10.00			
may hire	chairs					
	microphone					
	gazebo			**Other Income**		
	glasses/cup H_2O / wine					
licence	consuming alcohol in hall	200.00	20.00			
		$9061	$906.10			
Total Expenses		**0**	**0**	**Total Income**		$9061.00

DONGARA DENISON LIONS CLUB SOCIAL MEETING 4th SEPTEMBER 2023 6.50pm.

Lion President Freda Chandler welcomed us all to the Port Denison Marine Rescue hall.

PRESENT: LIONS... M O'Callaghan, K Wainwright, B Herbert, MJ Pettitt, B Sharp, J Heitman, L Butler, F Chandler D Lundberg, H Money, R Lynch, A Heitman.

VISITOR: Lions Lady Sue Money.

APOLOGIES: Lion J Murray, Lion B Cail.

INVOCATION: Read by Lion Mary Jo Pettitt.

Lion MJ Pettitt celebrated a Birthday on 2nd September. Lion Joyce Murray will be presented with her 30year LION pin at next meeting.

Minutes of 2nd August 2023 meeting was tabled. Accepted by Lion Marjorie O'Callaghan 2nd by Lion Karen Wainwright.
Matters arising from those minutes. NIL.

CORRESPONDENCE: IN=
1. Garvan Institute News Letter.
2. CRC invoice for printing. $16.60
3. Vehicle Insurance notice.
4. Irwin Shire Re: Midwest Show and Shine, 24th September.
5. LIONS ALCCRF (Childrens Cancer research) High Tea fundraiser.
6. LIONS combined State Convention in Perth, November 17th-19th.
7. LIONS Xmas Cake order form.
8. LION Tim Moore, DG's news letter.

Items 4, 5, 7 to be discussed in General Business....
CORRESPONDENCE: Out..... Nil.
Correspondence accepted by Lion Leonie Butler, 2nd by Lion Harry Money.

TREASURERS Report, presented by treasurer Lion Joy Heitman 4th September 2023.

Admin Acc. (Estimated Bank Closing Balance)	$4,153.16
S & P Acc. (Estimated Bank Closing Balance)	$11,503.53

Report moved by treasurer Lion J Heitman, Accp by Lion MJ Pettitt.

OBJECTS: Read by Lion Ray Lynch.

GENERAL BUSINESS: Item 4...Show and Shine... The Lions were prepared to make lunch's for the crew and officials, but that job has already been taken.
Item 5... ALCCRF.... Lion H Money moved we donate $500.00, 2nd by Lion L Butler
Item 7... Discussed ordering more cakes this year as we have been asked to deliver to Geraldton shops. (Geraldton Lions have folded).
State Convention Raffle Books..... all sold, now the secretary want's your money and stubbs please.
Photo's from the Mingenew Expo (Lions Hearing Bus) required for Newsletter.
Lion Freda moved we order 100 SJ. Medic Alert Books plus 2 display boxes. 2nd by lion Diana.
2nd OCTOBER, we will have DG Tim Moore visit us here at the Marine Rescue hall.

Meeting time has now changed back to 6.30pm for 7pm start.
Lion Freda suggested we combine our Christmas lunch with Carnamah and Three Springs. Possibly at the Mingenew Hotel as this is central to each lions club.
Lion Leonie raised $240.00 at the monthly market for the Garvan Institue. Lion Beth Herbert moved we make that up to a tidy $500.00, 2nd by Lion Karen Wainwright. All agreed.
Lion Bev Sharp gave us an update of her research, Re: Dongara/Denison Lions 40years of service. She has arranged for Mr. Bruce Baskerville (Irwin Historic Soc. Chairman) to give a brief chat at our 'special' October 2nd meeting. The historic society have a 'project' that may interest the Lions club.
Lion Leonie Butler asked if she can do a money raffle at the Show and Shine for the Health Centre, but as the Lions are not involved this year we suggested she get permission from the shire.

TAIL TWISTER: Lion MJ Pettitt had great fun squeezing money from us all, but she did come up with some good jokes.

RAFFLE: Drawn by Lions Lady Sue Money, and won by Lion Joy Heitman.

LIONS CODE of ETHICS: Read by Lion Diana Lundberg.

Meeting Closed..... 9.05pm

NOTE..... 2nd OCTOBER is a VERY SPECIAL meeting with our invited guests, so a bit of extra effort with food would be appreciated. Thank you.

Secretary.....

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item CC01-02/24
Accounts for Payment
December 2023 and January 2024

Shire of Irwin

List of Accounts paid December 2023 and January 2024 for presentation to the Council Meeting 27 February 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT31389	05/12/2023	GERALDTON AUTO WHOLESALERS	PURCHASE OF TWO ISUZU MU-X	-121,925.63
EFT31390	07/12/2023	DPA ENGINEERING	RELOCATION EXPENSES	-3,000.00
EFT31391	19/12/2023	65THIRTY EVENTS & ENTERTAINMENT	STAGE HIRE FOR MAGIC ON MORETON 2023	-1,664.96
EFT31392	19/12/2023	ANDREW JOHN GILLAM	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2023	-2,022.00
EFT31393	19/12/2023	ALTUS TRAFFIC PTY LTD	TRAFFIC MANAGEMENT FOR ROAD PATCHING WORKS	-11,123.86
EFT31394	19/12/2023	ALYKA	FIXING LOOP ERROR IN KENTICO FOR SHIRES WEBSITE	-192.50
EFT31395	19/12/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY SERVICES	-1,212.26
EFT31396	19/12/2023	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENCE RENEWAL	-90.00
EFT31397	19/12/2023	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-191.14
EFT31398	19/12/2023	BABA MARDA ROAD SERVICES	TRAFFIC CONTROL FOR MAGIC ON MORETON 2023 AND GENERIC TRAFFIC MANAGEMENT PLAN FOR MILO CROSSING	-1,222.93
EFT31399	19/12/2023	BARRY WYSE	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2023	-1,922.00
EFT31400	19/12/2023	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION	-3,628.69
EFT31401	19/12/2023	BLACKWOODS	VARIOUS ITEMS FOR STORES AT DEPOT	-599.18
EFT31402	19/12/2023	BL'S BOBCAT AND MECHANICAL SERVICES	PRE FIRE SEASON SERVICING AND FITMENT OF AVL ON TOWN BUSHFIRE BRIGADE VEHICLES & CESM VEHICLE	-8,751.03
EFT31403	19/12/2023	BRAND MECHANICAL SERVICES	MAJOR WORKS AND SERVICE TO GROUND MASTER MOWER, SERVICE AND REPAIRS TO SWEEPER, KUBOTA MOWER AND JOHN DEERE MOWER	-6,807.35
EFT31404	19/12/2023	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-2,998.11
EFT31405	19/12/2023	BOB WADDELL CONSULTANT	ASSISTANCE WITH 2022/23 ANNUAL FINANCIAL REPORT	-41.25
EFT31406	19/12/2023	CENTRAL WEST CONCRETE PTY LTD	TRUCK LOAD OF SAND	-352.00
EFT31407	19/12/2023	CARL JAMES SCUDDER	BUILDING MAINTENANCE WORKS AT DEPOT, COUNCIL CHAMBERS AND THE VILLAGE	-890.00
EFT31408	19/12/2023	CORSIGN WA	VARIOUS SIGNS	-3,459.50
EFT31409	19/12/2023	CIVIC WORKFORCE MANAGEMENT	HR CONSULTANCY SERVICES	-6,249.38
EFT31410	19/12/2023	CENTRAL WEST PEST CONTROL	ANNUAL PEST INSPECTION OF HENRY ROAD UNITS	-1,380.00
EFT31411	19/12/2023	CAROLYN WALKER PUBLIC RELATIONS	CONSULTANCY SERVICES	-24,200.00
EFT31412	19/12/2023	DATA#3 LIMITED	RENEWAL OF ADOBE AND MICROSOFT LICENSES	-22,643.24
EFT31413	19/12/2023	ADISYN	REMOTE IT BACKUP SERVICES	-4,128.30
EFT31414	19/12/2023	DONGARA FREIGHT	FREIGHT CHARGES	-1,048.30
EFT31415	19/12/2023	DELTA CLEANING SERVICES	CLEANING CONTRACT	-38,445.88
EFT31416	19/12/2023	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	GROSS RENTAL VALUATION SCHEDULES	-587.51
EFT31417	19/12/2023	DONGARA & GERALDTON SKIP BINS	TRANSPORT OF MATTRESSES FROM TRANSFER STATION TO MERU	-1,540.00
EFT31418	19/12/2023	DIGIPED PTY LTD	DELIVERY OF SYSTEM TRAINING MATERIAL	-1,100.00
EFT31419	19/12/2023	DONGARA BOBCAT & CONTRACTING SERVICES	CLEAN UP SOUTH BEACH ENTRANCE	-902.00
EFT31420	19/12/2023	DONGARA BODY BUILDERS	MONTHLY SERVICE OF HEAVY PLANT AND TRAILERS, DRUMS FOR CAGE FOOTINGS ON BLENHEIM ROAD, REPAIRS TO DROP DECK TRAILER, AMAZONE, ISUZU TRUCK, SIDE TIPPING TRAILER AND HINO PRIME MOVER	-3,065.15
EFT31421	19/12/2023	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDENS, BUILDING AND ROAD MAINTENANCE SUPPLIES	-782.56
EFT31422	19/12/2023	DONGARA CONCRETE SERVICES	REPLACE FOOTPATH ON WILLIAM STREET, DODD STREET AND HIRE OF CRANE TO ERECT SOLAR LIGHTS ON BLENHEIM ROAD	-10,043.00
EFT31423	19/12/2023	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS AT SHIRE FACILITIES, ABLUTIONS AND THE VILLAGE	-3,662.19
EFT31424	19/12/2023	DONGARA DENISON SMASH REPAIRS	REPAIR SIDE MIRROR ON COMMUNITY RANGER VEHICLE	-313.46
EFT31425	19/12/2023	TYREPOWER DONGARA	TYRES FOR SIDE TRIPPING TRAILERS AND BATTERIES FOR PARKS AND GARDENS AND PUMP TRAILER	-4,513.00
EFT31426	19/12/2023	DONGARA LOCAL RAG	ADVERTISING	-1,017.00
EFT31427	19/12/2023	DONGARA MIDWEST WASTE	EMPTY TRANSFER STATION SEPTIC TANK	-500.00
EFT31428	19/12/2023	DONGARA HOTEL MOTEL	LAND USE AGREEMENT & CATERING	-1,371.67
EFT31429	19/12/2023	DONGARA TOWING & 4X4 RECOVERY	TOWING OF ABANDONED VEHICLE	-203.50
EFT31430	19/12/2023	DONGARA TREE SERVICES	INSPECTION OF FIG TREES ON MORETON TERRACE	-220.00
EFT31431	19/12/2023	EASY AUTO CARE	SERVICE OF TOYOTA PRADOS, HOLDEN COLORADO'S AND HOLDEN TRAILBLAZERS	-3,453.55
EFT31432	19/12/2023	GERALDTON ELITE ELECTRICAL	SUPPLY AND INSTALL FOOTPATH LIGHTING AT MEMORIAL PARK	-3,975.71
EFT31433	19/12/2023	EJAN COMMUNICATIONS	SERVICE AND REPAIRS TO SHIRE FLEET RADIO COMMUNICATIONS INCLUDING REPLACING RADIO IN PRIME MOVER	-7,780.65
EFT31434	19/12/2023	ELYCE TUNBRIDGE	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2023	-1,922.00
EFT31435	19/12/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EMERGENCY SERVICES LEVY QUARTER 2	-83,494.63
EFT31436	19/12/2023	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,475.00
EFT31437	19/12/2023	FUTURE INSTITUTE OF AUSTRALIA	INITIAL PREPARATION OF WHS PRESENTATION	-1,978.90
EFT31438	19/12/2023	DONGARA TOWN BUSHFIRE BRIGADE	DONATION FOR SERVICES AT FORESHORE SPRINT AND MAGIC ON MORETON 2023	-750.00
EFT31439	19/12/2023	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	PRINTER CHARGES - ADMIN, LIBRARY AND REC CENTRE	-972.84
EFT31440	19/12/2023	FAST UX	MIGRATING THE WEBSITE FROM KENTICO TO WORDPRESS	-4,400.00
EFT31441	19/12/2023	GALLERIA TOYOTA	REPAIRS TO TOYOTA PRADO	-3,744.28
EFT31442	19/12/2023	ALL DECOR	SUPPLY AND INSTALL VERTICAL BLINDS IN UNIT 34 THE VILLAGE AND REPLACE CARPET IN OFFICE AT DEPOT	-2,346.00
EFT31443	19/12/2023	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES AND BUILDING CERTIFICATION SERVICES	-43,763.57
EFT31444	19/12/2023	GERALDTON TROPHY & ENGRAVING CENTRE	SINGLE NICHE WALL PLAQUE	-320.00
EFT31445	19/12/2023	GERALDTON HIRE & SCAFFOLDING SERVICES	HIRE OF TEMPORARY FENCE AND FITTINGS FOR SURF BEACH STABILISATION WORKS	-1,913.28
EFT31446	19/12/2023	REFUEL AUSTRALIA	BULK DIESEL AND FUEL CARD PURCHASES	-30,623.26
EFT31447	19/12/2023	GLASS CO WA	REPAIRS TO WINDOWS AT UNIT 34 THE VILLAGE	-261.71
EFT31448	19/12/2023	GERALDTON PHOTOBOOTH	PHOTOBOOTH FOR MAGIC ON MORETON 2023	-800.00
EFT31449	19/12/2023	GRANDSTAND VENTURES PTY LTD	ROVING MAGICIAN FOR MAGIC ON MORETON 2023	-2,750.00

Shire of Irwin

List of Accounts paid December 2023 and January 2024 for presentation to the Council Meeting 27 February 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT31450	19/12/2023	GLOBAL SPILL & SAFETY	RURAL STREET SIGN	-18.81
EFT31451	19/12/2023	GUARDIAN PRINT AND GRAPHICS	CHRISTMAS BANNERS FOR MORETON TERRACE	-6,595.00
EFT31452	19/12/2023	HALLINAN REFRIGERATION & AIRCONDITIONING	REPAIR AIR CONDITIONER IN OFFICE AT ADMIN	-861.96
EFT31453	19/12/2023	HAYLEY PALMER	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2023	-2,022.00
EFT31454	19/12/2023	ISABELLA MARY SCOTT	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2023	-1,922.00
EFT31455	19/12/2023	INCITE SECURITY	SUPPLY AND INSTALL DURESS ALARMS AT TRANSFER STATION, SITE VISIT FOR CCTV STRATEGY, REPAIRS TO REC CENTRE CAMERAS AND REPLACE CAMERAS AT ADMIN AND DEPOT	-6,720.78
EFT31456	19/12/2023	IN-SITU CONSTRUCTION AND MAINTENANCE	STAGE 3 SURF BEACH STABILISATION WORKS	-198,750.75
EFT31457	19/12/2023	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-2,750.00
EFT31458	19/12/2023	IVEY CONTRACTING	EARTHWORKS FOR TRANSFER STATION CARPARK SEALING	-11,265.10
EFT31459	19/12/2023	JASON SIGN MAKERS	SIGNAGE FOR GOLF COURSE ROAD AND MONEY STREET	-497.54
EFT31460	19/12/2023	JCI LOCKSMITHS	KEYS FOR BIN STAND LOCKS, INSTALL ILOC AT DEPOT AND REPAIR LOCK ON POWER OUTLET ON MAIN STREET	-627.50
EFT31461	19/12/2023	JACQUELINE EVANS	REFUND	-60.00
EFT31462	19/12/2023	JOCKS BOBCAT & TRUCK HIRE	INSTALL SAND AT OBELISK PLAYGROUND	-158.40
EFT31463	19/12/2023	JODEY EDWARDS	CONTRACT LANDSCAPING - THE VILLAGE	-4,417.49
EFT31464	19/12/2023	KLEENHEAT GAS	REFILL OF GAS CYLINDER AT REC CENTRE	-5,921.26
EFT31465	19/12/2023	KENNARDS HIRE PTY LTD	HIRE OF LIGHTING TOWER FOR MAGIC ON MORETON 2023	-439.00
EFT31466	19/12/2023	KICK SOLUTIONS	SUPPLY AND INSTALL SOLAR BATTERY LIGHT SYSTEM AND FABRICATE POLE FOR SOLAR INSTALL AT KAILIS DRIVE ENTRY STATEMENT	-9,159.00
EFT31467	19/12/2023	KIRKLAND ELECTRICAL SERVICES	SUPPLY AND INSTALL SOLAR BOLLARD LIGHTS AT THE VILLAGE, INSTALL OF EMERGENCY LIGHTING AT TRANSFER STATION AND ELECTRICAL REPAIRS AT THE VILLAGE	-6,439.40
EFT31468	19/12/2023	MARK LEONARD	PRESIDENT ATTENDANCE FEES OCTOBER TO DECEMBER 2023	-2,500.00
EFT31469	19/12/2023	LG BEST PRACTICES	OUTSOURCED PAYROLL SERVICES	-2,244.00
EFT31470	19/12/2023	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-16,973.36
EFT31471	19/12/2023	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEES	-525.95
EFT31472	19/12/2023	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-206.50
EFT31473	19/12/2023	MARGARET CAMPBELL	REFUND	-805.00
EFT31474	19/12/2023	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT SHIRE FACILITIES, ABLUTIONS AND THE VILLAGE INCLUDING REPLACING HOT WATER SYSTEM AT DRIVE IN AND PLUMBING AUDIT OF UNITS AT THE VILLAGE	-12,755.49
EFT31475	19/12/2023	OFFICEWORKS	STATIONERY CONSUMABLES	-194.27
EFT31476	19/12/2023	PETER JOHN SUMMERS	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2023	-2,022.00
EFT31477	20/12/2023	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-6,615.00
EFT31478	20/12/2023	BATAVIA COAST TRIMMERS	REPAIR SHADE SAIL AT SKATE PARK	-880.00
EFT31479	20/12/2023	VEOLIA ENVIRONMENTAL SERVICES PTY LTD	BINS FOR MAGIC ON MORETON 2023	-913.59
EFT31480	20/12/2023	CORSIGN WA	CUSTOM SIGNAGE	-1,681.90
EFT31481	20/12/2023	DONGARA TOWING & 4X4 RECOVERY	TOWING OF ABANDONED VEHICLE	-192.50
EFT31482	20/12/2023	EASY AUTO CARE	SERVICE OF HOLDEN COLORADO AND REPLACE SHAFT ON HOLDEN COLORADO	-1,299.00
EFT31483	20/12/2023	ELEMENT ADVISORY PTY LTD	PROGRESS PAYMENT - LOCAL PLANNING STRATEGY REVIEW	-9,955.00
EFT31484	20/12/2023	GANESHAN NADARAJAH	TRAVEL POLICY - PRIVATE ACCOMMODATION	-300.00
EFT31485	20/12/2023	GERALDTON HIRE & SCAFFOLDING SERVICES	HIRE OF TEMPORARY FENCING FOR PLAYGROUND REPLACEMENT	-708.47
EFT31486	20/12/2023	MARSDEN'S BECKENHAM TRANSPORT PTY LTD	TRANSPORT OF RETIC TRAILER	-1,098.63
EFT31487	20/12/2023	MIDWEST BOUNCE AND FUN	KIDS ENTERTAINMENT AT MAGIC ON MORETON 2023	-2,222.00
EFT31488	20/12/2023	MAURICE BATTILANA - LOCAL GOVERNMENT CONSULTANT	CONSULTANCY WORK - CONSOLIDATED SERVICES	-1,873.00
EFT31489	20/12/2023	MCDONALD WHOLESALERS	REC CENTRE KIOSK SUPPLIES	-1,101.85
EFT31490	20/12/2023	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICE	-2,584.45
EFT31491	20/12/2023	MIDWEST WINDSCREENS	SUPPLY AND FIT RIGHT HAND FRONT DOOR GLASS ON CAT GRADER	-1,682.50
EFT31492	20/12/2023	MIDWEST FIRE PROTECTION & SAFETY SERVICES	HALF YEARLY INSPECTION & SERVICE OF ALL SHIRE FIRE EQUIPMENT AND MONTHLY SERVICING OF FIRE ALARM SYSTEM AT REC CENTRE	-3,862.43
EFT31493	20/12/2023	MITCHELL & BROWN	REPLACEMENT AND INSTALLATION OF OVEN AT UNIT 30 THE VILLAGE	-2,450.00
EFT31494	20/12/2023	MIDWEST POWER SOLUTIONS	REMOVE AND INSTALL NEW AIR CONDITIONER AT DENISON HOUSE CHAPEL	-3,718.00
EFT31495	20/12/2023	MULLERMIND CREATIVE	PROFESSIONAL PHOTOGRAPHY FOR MAGIC ON MORETON 2023	-748.00
EFT31496	20/12/2023	NAJA BUSINESS CONSULTING SERVICES	CONSULTANCY SERVICES	-3,781.25
EFT31497	20/12/2023	NESTLE AUSTRALIA LIMITED TRADING AS NESPRESSO AUSTRALIA	COFFEE PODS FOR ADMIN	-561.00
EFT31498	20/12/2023	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING	-2,972.35
EFT31499	20/12/2023	ONSHORE CABINETS AND FURNITURE	REMOVE KICK BOARD IN TREATMENT ROOM AT MEDICAL CENTRE TO ASSESS WATER DAMAGE	-220.00
EFT31500	20/12/2023	LOCAL WORKS	STATIONERY CONSUMABLES INCLUDING BULK PAPER ORDER	-2,568.51
EFT31501	20/12/2023	PERTH IRRIGATION CENTRE	RETICULATION PARTS	-5,606.80
EFT31502	20/12/2023	PITCHER PARTNERS	GRANT ACQUITTAL AUDITS	-4,950.00
EFT31503	20/12/2023	PIXIES SCREEN PRINTS	EMBROIDERY, PROTECTIVE CLOTHING FOR OPERATIONS STAFF AND BULK ORDER OF POLO SHIRTS	-4,891.00
EFT31505	20/12/2023	PARTY ON THE GREEN	MINI GOLF ATTRACTION AT MAGIC ON MORETON 2023	-2,183.50
EFT31506	20/12/2023	PURMEC	SET UP CONTROL SYSTEM AND CLEAN AIR CON IN ADMIN AND INSTALL SPLIT SYSTEM AIR CON IN OFFICE AT ADMIN	-7,313.24
EFT31507	20/12/2023	CORNELL PTY LTD TA PROSORT	BIN LIFTER ADAPTER	-93.50
EFT31508	20/12/2023	PROTECT SECURITY GERALDTON	SECURITY SERVICES FOR LICENSED AREA OF MAGIC ON MORETON 2023	-880.00
EFT31509	20/12/2023	ROVING MAD ENTERTAINMENT	ROVING ENTERTAINMENT AT MAGIC ON MORETON 2023	-4,690.00
EFT31510	20/12/2023	RSEA PTY LTD	WATER BARRIERS FOR FORESHORE SPRINT EVENT 2023	-8,823.13
EFT31511	20/12/2023	TCLWA PTY LTD T/AS SAFEROADS WA	POTHOLE PATCHING ON TOWN STREETS	-96,767.00
EFT31512	20/12/2023	SPRAYLINE SPRAYING EQUIPMENT	SPRAY FITTINGS FOR SPRAY RIG	-87.44

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MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT31513	20/12/2023	SUNSET TAKEAWAY DINER	CATERING	-1,902.50
EFT31514	20/12/2023	DONGARA IGA	MONTHLY CONSUMABLES	-2,017.94
EFT31515	20/12/2023	OVO'S CEILINGS - SWEET ORANGE PRODUCTIONS	TRUSS EQUIPMENT HIRE FOR MAGIC ON MORETON 2023	-385.00
EFT31516	20/12/2023	TAJ MECHANICAL	PARTS FOR BOMAG ROLLER	-553.24
EFT31517	20/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-826.27
EFT31518	20/12/2023	TOTAL TOILETS	HIRE OF PORTABLE TOILETS FOR MAGIC ON MORETON 2023	-2,378.20
EFT31519	20/12/2023	T-QUIP	PARTS FOR SWEEPER	-740.00
EFT31520	20/12/2023	TRUCK CENTRE (WA) PTY LTD	BREAKDOWN MAINTENANCE ON NISSAN PRIME MOVER	-991.10
EFT31521	20/12/2023	KM & SF RYAN-TAYLOR TRADING AS TRIBAL SAFETY SOLUTIONS	REMOTE SUPPORT FOR WHS	-2,832.50
EFT31522	20/12/2023	TYREPOWER LIMITED	TYRES FOR JOHN DEERE TRACTOR	-968.53
EFT31523	20/12/2023	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-968.28
EFT31524	20/12/2023	AFGRI EQUIPMENT PTY LTD	PARTS FOR JOHN DEERE TRACTOR	-135.44
EFT31525	20/12/2023	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-602.03
EFT31526	20/12/2023	SYNERGY	VARIOUS ELECTRICITY CHARGES	-10,382.50
EFT31527	20/12/2023	WESTRAC EQUIPMENT	PARTS FOR CAT GRADERS AND INSTALL DRIVE LINE GUARDS AND DEBRIS SEALS ON POSITRACK MULCHER	-15,657.72
EFT31528	20/12/2023	ON HOLD ON LINE	MESSAGES ON HOLD	-231.00
EFT31529	20/12/2023	WESTLINE CONTRACTING	CORE SAMPLES FROM POINT LEANDER DRIVE AND INSTALL LINE MARKING ON FOOTPATHS ON POINT LEANDER DRIVE AND ST DOMINIC'S ROAD	-3,405.60
EFT31530	20/12/2023	WA NEWSPAPERS LTD	ADVERTISING	-223.38
EFT31531	20/12/2023	WHITNEY CONSULTING	GRANT WRITING SUPPORT SERVICES	-6,578.00
EFT31532	20/12/2023	WILLIAM JOHN WILLIS	REFUND	-799.00
EFT31533	20/12/2023	WINCHESTER INDUSTRIES	WASHED AGGREGATE	-3,294.06
EFT31534	20/12/2023	WREN OIL	ADMIN FEE FOR OIL WASTE DISPOSAL	-16.50
EFT31535	20/12/2023	XW ENGINEERING PTY LTD	FABRICATE EXCAVATOR BUCKET	-1,184.55
EFT31536	20/12/2023	WINC AUSTRALIA PTY LTD	PRINTER CHARGES - DEPOT	-352.20
EFT31537	21/12/2023	MIDWEST AUTO GROUP	PURCHASE OF FOUR 2024 FORD RANGER DOUBLE CABS	-199,519.24
EFT31538	24/01/2024	ALYKA	UNIVERSAL ANALYTICS BACKUP AND DOWNLOAD OF CURRENT WEBSITE DATA	-5,032.50
EFT31539	24/01/2024	ATOM	EVAPORATIVE CHILL VESTS FOR CDS WORKERS	-302.89
EFT31540	24/01/2024	BABA MARDA ROAD SERVICES	TRAFFIC CONTROL FOR WORKS ON OCEAN DRIVE, BLENHEIM ROAD, WHELAN STREET, OSBORNE WAY AND FLETCHER STREET	-11,852.70
EFT31541	24/01/2024	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION	-388.18
EFT31542	24/01/2024	TARTS & CO	REMEMBRANCE DAY WREATH FOR RSL CEREMONY	-200.00
EFT31543	24/01/2024	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-786.51
EFT31544	24/01/2024	CASSIE-ANNE JILL ALLINSON	REFUND	-50.00
EFT31545	24/01/2024	CARL JAMES SCUDDER	REMOVE AND REPLACE PAVERS AT THE BACK OF UNIT 9 THE VILLAGE	-700.00
EFT31546	24/01/2024	CLEANPAK TOTAL SOLUTIONS	DISINFECTANT FOR TRANSFER STATION	-133.80
EFT31547	24/01/2024	CAROLYN WALKER PUBLIC RELATIONS	CONSULTANCY SERVICES	-9,240.00
EFT31548	24/01/2024	ADISYN	REMOTE IT BACKUP SERVICES	-4,128.30
EFT31549	24/01/2024	DONGARA FREIGHT	FREIGHT CHARGES	-641.30
EFT31550	24/01/2024	DENISON BOWLING & RECREATION CLUB INC	CHRISTMAS FUNCTION	-4,500.00
EFT31551	24/01/2024	DONEGAN ENTERPRISES PTY LTD	SUPPLY AND INSTALL PLAYGROUND AT FORESHORE SOUTH	-38,720.00
EFT31552	24/01/2024	DONGARA BODY BUILDERS	FIT HYDRAULICS TO PRIME MOVER	-10,373.00
EFT31553	24/01/2024	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDENS, BUILDING AND ROAD MAINTENANCE SUPPLIES	-1,314.12
EFT31554	24/01/2024	DONGARA CONCRETE SERVICES	REPLACE/CONSTRUCT FOOTPATH ON WHELAN STREET, FLETCHER STREET, DODD STREET, CHURCH STREET, WALDECK STREET, OCEAN DRIVE, BLENHEIM ROAD AND INSTALL FOOTING CAGES ON BLENHEIM ROAD	-32,263.00
EFT31555	24/01/2024	DONGARA VETERINARY HOSPITAL	FERAL CAT EUTHANASIA	-350.00
EFT31556	24/01/2024	DONGARA LOCAL RAG	ADVERTISING	-1,116.00
EFT31557	24/01/2024	DONGARA MIDWEST WASTE	SERVICING OF SEPTIC TANKS AT COASTAL NODES AND HIRE OF PORTALOO'S FOR GRANNIES BEACH DURING SCHOOL HOLIDAYS	-9,875.00
EFT31558	24/01/2024	DONGARA HOTEL MOTEL	LAND USE AGREEMENT	-1,321.67
EFT31559	24/01/2024	EASY AUTO CARE	SERVICE OF HOLDEN COLORADO'S	-1,936.15
EFT31560	24/01/2024	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,475.00
EFT31561	24/01/2024	FIVE GUMS FAMILY MEDICAL PRACTICE	RENTAL ALLOWANCE	-8,506.36
EFT31562	24/01/2024	GERALDTON MOWER & REPAIR	EDGER BLADES	-117.60
EFT31563	24/01/2024	REFUEL AUSTRALIA	BULK DIESEL AND FUEL CARD PURCHASES	-11,235.55
EFT31564	24/01/2024	GK CREATIVE	PLEASE SLOW DOOR CONSIDER OUR KIDS STICKERS	-225.00
EFT31565	24/01/2024	GLASS CO WA	MAINTENANCE TO DOORS AND WINDOWS AT UNIT 34 THE VILLAGE AFTER VACANCY	-268.22
EFT31566	24/01/2024	HLS LEGAL	LEGAL SERVICES	-5,985.32
EFT31567	24/01/2024	IVAN HILLARY DE BAUGY	REIMBURSEMENT	-324.50
EFT31568	24/01/2024	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,375.00
EFT31569	24/01/2024	IVEY CONTRACTING	COMPACTION EQUIPMENT FOR ROAD PATCHING WORKS	-4,444.00
EFT31570	24/01/2024	JCI LOCKSMITHS	SECURITY LOCK REPAIRS AT MEMORIAL PARK AND SOUTH BEACH TOILETS	-585.30
EFT31571	24/01/2024	KLEENHEAT GAS	REC CENTRE YEARLY GAS CYLINDER SERVICE CHARGE	-559.21
EFT31572	24/01/2024	KICK SOLUTIONS	EXTRA WORKS FOR KAILIS DRIVE ENTRY STATEMENT	-2,765.00
EFT31573	24/01/2024	BRYAN HENDRICK KLEINSMAN	WORKS ON TYFORD ROAD, TRANSFER STATION AND THE VILLAGE	-6,908.00
EFT31574	24/01/2024	MIDWEST AUTO GROUP	SERVICE OF FORD EVEREST	-425.00
EFT31575	24/01/2024	LINKS MODULAR SOLUTIONS PTY LTD	SWIPE CARDS FOR REC CENTRE GYM	-913.00
EFT31576	24/01/2024	LG BEST PRACTICES	OUTSOURCED PAYROLL SERVICES	-5,412.00
EFT31577	24/01/2024	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-8,487.54
EFT31578	24/01/2024	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEES	-515.95
EFT31579	24/01/2024	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-100.00

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MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT31580	24/01/2024	MARKS WATERTRUCK	WATER TRUCK FOR FIRE EMERGENCY ON BRAND HIGHWAY AND SURF BEACH STABILISATION WORKS AND FILL TRANSFER STATION WATER TANKS	-2,106.50
EFT31581	24/01/2024	MAURICE BATTILANA - LOCAL GOVERNMENT CONSULTANT	CONSULTANCY WORK - CONSOLIDATED SERVICES	-739.00
EFT31582	24/01/2024	MCLEOD'S BARRISTERS & SOLICITORS	LEGAL SERVICES	-1,139.05
EFT31583	24/01/2024	ML COMMUNICATIONS	SITE VISIT COST	-1,595.00
EFT31584	24/01/2024	MIDWEST POWER SOLUTIONS	INSTALL NEW AIR CONDITIONER IN UNIT 34 THE VILLAGE AND BLENHEIM ROAD SOLAR POWER LIGHTS EWP AND ADJUSTMENTS	-4,752.00
EFT31585	24/01/2024	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT SHIRE FACILITIES AND ABLUTIONS INCLUDING THE VILLAGE	-2,423.34
EFT31586	24/01/2024	NAJA BUSINESS CONSULTING SERVICES	CONSULTING SERVICES	-4,141.50
EFT31587	24/01/2024	NATHAN HOBBS	REFUND	-60.00
EFT31588	24/01/2024	OFFICE OF THE AUDITOR GENERAL	AUDIT FEES FOR YEAR ENDED 30 JUNE 2023	-39,589.00
EFT31589	24/01/2024	PLAYMASTER PTY LTD	HOOKS FOR BANNERS ON MORETON TERRACE	-247.50
EFT31590	24/01/2024	PURELY FILTRATION	SERVICE OF OSMOSIS WATER FOUNTAIN AT DEPOT	-1,360.00
EFT31591	24/01/2024	SABAI ACCOMMODATION	ACCOMMODATION	-420.00
EFT31592	24/01/2024	SARA LOUISE SHARMAN	FACEPAINTING SERVICES FOR MAGIC ON MORETON 2023	-140.00
EFT31593	24/01/2024	SETON	PEDESTRIAN RAIL FOR RAMP AT UNIT 21 THE VILLAGE	-741.21
EFT31594	24/01/2024	SHANNON JAMES STUBBS	REIMBURSEMENT	-182.81
EFT31595	24/01/2024	UNIVERSAL PICTURES INTERNATIONAL	RENTAL FEES FOR DRIVE IN MOVIE	-866.25
EFT31596	24/01/2024	AFGRI EQUIPMENT PTY LTD	PARTS FOR JOHN DEERE MOWER	-1,275.42
EFT31597	24/01/2024	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	RENTAL FEES FOR DRIVE IN MOVIE	-644.00
EFT31598	24/01/2024	WA RETURN RECYCLE RENEW LIMITED	COLLECTION BAGS FOR CONTAINER DEPOSIT SCHEME	-202.00
EFT31599	24/01/2024	SYNERGY	VARIOUS ELECTRICITY CHARGES	-8,297.14
EFT31600	24/01/2024	XW ENGINEERING PTY LTD	CUSTOM SIGN TRAILER	-11,856.21
32179	06/12/2023	SHIRE OF IRWIN	PETTY CASH RECONCILIATION INCLUDING GRATUITY, LICENCE AND TRANSFER FEES, FUEL REIMBURSEMENT AND STATIONERY CONSUMABLES	-911.75
32180	15/12/2023	WATER CORPORATION	VARIOUS WATER CHARGES	-58,525.00
32181	15/12/2023	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32182	20/12/2023	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-400.00
32183	16/01/2024	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32184	16/01/2024	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-6,418.80
DD22606.1	11/12/2023	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING	-657.76
DD22608.1	13/12/2023	TELSTRA AUSTRALIA	SATELLITE PHONE CHARGES	-272.08
DD22612.1	27/12/2023	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-90.00
DD22632.1	02/01/2024	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-3,459.96
DD22634.1	08/01/2024	TELSTRA AUSTRALIA	SATELLITE CHARGES	-272.08
DD22636.1	12/01/2024	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING	-978.63
DD22638.1	24/01/2024	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-90.00
DD22640.1	30/01/2024	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-3,438.04
DD22578.1	07/12/2023	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
DD22614.1	27/12/2023	WA TREASURY CORPORATION	LOAN 103 - PLANT PURCHASES	-106,592.92
DD22648.1	08/01/2024	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
DD22650.1	23/01/2024	WA TREASURY CORPORATION	LOAN GUARANTEE FEES TO 31 DECEMBER 2023	-19,233.01
CR 041223	04/12/2023	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT HOSTING, SUBSCRIPTION AND EQUIPMENT, ACCOMMODATION, PROFESSIONAL DEVELOPMENT, ,CHRISTMAS DECORATIONS, TRANSFER STATION LICENCE RENEWAL, FURNITURE & EQUIPMENT AND REC CENTRE EXPENSES	-20,005.19
CR 020124	02/01/2024	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT HOSTING, SUBSCRIPTION AND EQUIPMENT, ADVERTISING, ACCOMMODATION, PROFESSIONAL DEVELOPMENT, EVENT EXPENSES AND REC CENTRE EXPENSES	-23,432.42
DD22610.1	18/12/2023	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-1,040.82
DD22656.1	16/01/2024	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-1,088.35
DD22602.1	04/12/2023	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD22604.1	04/12/2023	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - ADMIN	-865.69
DD22644.1	03/01/2024	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - ADMIN	-865.82
DD22646.1	03/01/2024	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD22618.1	29/12/2023	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENT - SEVENTH INSTALMENT	-54,988.22
DD22642.1	30/01/2024	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENT - EIGHTH INSTALMENT	-54,988.22
DD22581.1	14/12/2023	STEWART CHIPENDO	RENTAL ALLOWANCE	-900.00
DD22616.1	28/12/2023	STEWART CHIPENDO	RENTAL ALLOWANCE	-900.00
DD22652.1	11/01/2024	STEWART CHIPENDO	RENTAL ALLOWANCE	-900.00
DD22654.1	25/01/2024	STEWART CHIPENDO	RENTAL ALLOWANCE	-900.00
DD22600.1	01/12/2023	VESTONE CAPITAL PTY LTD	GYM EQUIPMENT RENTAL	-10,554.20
DD22579.8	05/12/2023	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-294.87
DD22579.1	05/12/2023	ASGARD SUPERANNUATION	SUPERANNUATION	-1,107.71
DD22579.2	05/12/2023	AUSTRALIAN SUPER	SUPERANNUATION	-3,408.22
DD22579.3	05/12/2023	AWARE SUPER PTY LTD	SUPERANNUATION	-18,207.76
DD22579.4	05/12/2023	CBUS SUPER	SUPERANNUATION	-279.56
DD22579.5	05/12/2023	HESTA SUPER	SUPERANNUATION	-416.02
DD22579.6	05/12/2023	HOSTPLUS	SUPERANNUATION	-1,920.65
DD22579.7	05/12/2023	MERCER	SUPERANNUATION	-562.92
DD22620.8	19/12/2023	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-491.80
DD22620.1	19/12/2023	ASGARD SUPERANNUATION	SUPERANNUATION	-1,377.52
DD22620.2	19/12/2023	AUSTRALIAN SUPER	SUPERANNUATION	-6,882.22
DD22620.3	19/12/2023	AWARE SUPER PTY LTD	SUPERANNUATION	-24,751.32

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DD22620.4	19/12/2023	CBUS SUPER	SUPERANNUATION	-286.32
DD22620.5	19/12/2023	HESTA SUPER	SUPERANNUATION	-581.88
DD22620.6	19/12/2023	HOSTPLUS	SUPERANNUATION	-1,253.59
DD22620.7	19/12/2023	MERCER	SUPERANNUATION	-573.63
DD22628.8	02/01/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-237.52
DD22628.1	02/01/2024	ASGARD SUPERANNUATION	SUPERANNUATION	-1,129.87
DD22628.2	02/01/2024	AUSTRALIAN SUPER	SUPERANNUATION	-3,180.24
DD22628.3	02/01/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-17,663.43
DD22628.4	02/01/2024	CBUS SUPER	SUPERANNUATION	-300.16
DD22628.5	02/01/2024	HESTA SUPER	SUPERANNUATION	-423.79
DD22628.6	02/01/2024	HOSTPLUS	SUPERANNUATION	-1,480.76
DD22628.7	02/01/2024	MERCER	SUPERANNUATION	-606.78
DD22629.8	16/01/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-391.42
DD22629.1	16/01/2024	ASGARD SUPERANNUATION	SUPERANNUATION	-1,192.32
DD22629.2	16/01/2024	AUSTRALIAN SUPER	SUPERANNUATION	-3,288.26
DD22629.3	16/01/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-20,115.75
DD22629.4	16/01/2024	CBUS SUPER	SUPERANNUATION	-341.05
DD22629.5	16/01/2024	HESTA SUPER	SUPERANNUATION	-246.09
DD22629.6	16/01/2024	HOSTPLUS	SUPERANNUATION	-1,687.79
DD22629.7	16/01/2024	MERCER	SUPERANNUATION	-519.04
				-2,073,713.27

Sundry Creditors as at 31/01/2024 **0.00**

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

15 February 2024
DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 041223

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
1/11/2023	5th Street Furniture	Furniture for Doctor	$ 3,900.00
2/11/2023	Liner Jack Pty Ltd	Accommodation for Doctor	$ 750.00
2/11/2023	Links Modular	Program - Rec Centre	$ 264.50
6/11/2023	Liner Jack Pty Ltd	Refund - Accommodation for Doctor	-$ 150.00
7/11/2023	JAMF Software	Subscription - IT	$ 533.83
8/11/2023	Spotify	Rec Centre Gym Music	$ 12.99
9/11/2023	Liner Jack Pty Ltd	Accommodation for Acting EA	$ 4,460.00
10/11/2023	BP Ex Kwinana	Fuel	$ 223.89
16/11/2023	CPP Convention Centre	Parking	$ 24.23
16/11/2023	Attained	IT - Virtual Machine Fees	$ 209.00
28/11/2023	NAB	Card Fee	$ 9.00
			$ 10,237.44

P.BRACEGIRDLE CREDIT CARD EXPENSES

Date	Payee	Description	Amount
31/10/2023	WA Newspapers	Advertising	$ 223.38
1/11/2023	Western Power	Power Connection Application Fee	$ 498.91
1/11/2023	KMART	Items for Doctors House	$ 367.00
8/11/2023	WPEngine.com	IT - Website	$ 320.17
8/11/2023	Tourism Council	Training Registration Fees	$ 300.00
9/11/2023	KMART	Christmas Decorations	$ 137.00
9/11/2023	Bunnings	Christmas Decorations	$ 107.30
15/11/2023	Officeworks	Stationery	$ 86.73
15/11/2023	MarketForce	Advertising	$ 560.45
20/11/2023	Apple	iCloud Storage Fee	$ 1.49
28/11/2023	BadgeLink	Name Badges for Councillors	$ 70.50
28/11/2023	Seaspray Caravan Park	Accommodation	$ 60.00
28/11/2023	NAB	Card Fee	$ 9.00
			$ 2,741.93

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	Amount
30/10/2023	CodeTwo	Email Signature for Office 365 Subscription	$ 130.88
2/11/2023	Auvik Networks	Network Management	$ 540.75
3/11/2023	Amazon Web Services	Web Hosting	$ 90.30
3/11/2023	WiperTech	Wiper blades	$ 227.00
10/11/2023	Cung Huynh Pty Ltd	Error	$ 3.50
10/11/2023	Lenovo	IT Equipment	$ 68.99
10/11/2023	DWER - Water	Transfer Station Licence Renewal	$ 1,303.50
13/11/2023	Microsoft	Licence/s	$ 29.59
13/11/2023	Microsoft	Licence/s	$ 22.77
13/11/2023	Microsoft	Licence/s	$ 22.75
13/11/2023	Microsoft	Licence/s	$ 83.05
13/11/2023	Lenovo	IT Equipment	$ 1,742.34
13/11/2023	Microsoft	Licence/s	$ 1,291.95
13/11/2023	SafetyCulture	i-Auditor Subscription	$ 250.80
13/11/2023	Microsoft	Licence/s	$ 172.26
13/11/2023	Microsoft	Licence/s	$ 111.98
14/11/2023	Zoom	IT Subscription	$ 439.70
16/11/2023	KeyKo	IT - Website Wildcard	$ 222.40
22/11/2023	Australian Waste Management	Bin Stand Lock Keys	$ 137.00
28/11/2023	CodeTwo	Email Signature for Office 365 Subscription	$ 125.31
28/11/2023	NAB	Card Fee	$ 9.00
			$ 7,025.82

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT $ 20,005.19

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 020124

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
29/11/2023	Seek	Advertising	$ 401.50
29/11/2023	Seek	Advertising	$ 401.50
1/12/2023	Seek	Advertising	$ 401.50
4/12/2023	ASIC	Current Company Information Enquiry Fee	$ 10.00
4/12/2023	Liner Jack Pty Ltd	Accommodation for Acting EA	$ 7,260.00
4/12/2023	Terry Truck Rentals	Car Hire - Doctor	$ 1,481.28
4/12/2023	Links Modular	Program - Rec Centre	$ 264.50
5/12/2023	Badgelink	Councillor Name Badges	$ 27.00
7/12/2023	The Perth Mint	Citizenship Coins	$ 26.40
7/12/2023	JAMF Software	Subscription - IT	$ 529.09
8/12/2023	Spotify	Rec Centre Gym Music	$ 12.99
14/12/2023	Big Fat Unicorn Café	Catering	$ 208.59
15/12/2023	CPP Convention Centre	Parking	$ 24.23
18/12/2023	Attained	IT - Virtual Machine Fees	$ 209.00
19/12/2023	Denison Bowling Club	Function	$ 1,558.00
22/12/2023	Tarts & Co	Flowers for Citizenship Ceremony	$ 140.00
27/12/2023	Terry Truck Rentals	Car Hire - Doctor	$ 1,477.38
27/12/2023	Canva	Annual Subscription	$ 167.88
28/12/2023	NAB	Card Fee	$ 9.00
			$ 14,609.84

P.BRACEGIRDLE CREDIT CARD EXPENSES

Date	Payee	Description	Amount
5/12/2023	Merchandising Libraries	Shelf Dividers for Library	$ 509.26
8/12/2023	Australia Day Council	Australia Day Materials	$ 272.00
13/12/2023	IBIS	Accommodation	$ 360.00
14/12/2023	Western Australia Police	Corporate Gun Licence	$ 166.00
15/12/2023	Dongara CRC	Business Directory	$ 12.50
15/12/2023	Australia Post	Staff Service Recognition Gift Vouchers	$ 973.80
18/12/2023	Apple	iCloud Storage Fee	$ 1.49
18/12/2023	Pannari	Library Volunteer Lunch	$ 531.60
18/12/2023	Seaz Food	Food for Function	$ 160.20
19/12/2023	Drive In Eftpos	Testing of Drive In Eftpos	$ 15.00
22/12/2023	Red Dot	Materials for Citizenship Ceremony	$ 6.00
22/12/2023	Australia Post	Corporate Gun Licence	$ 166.00
27/12/2023	Bunnings	Cash Box for Drive In	$ 24.34
27/12/2023	Dongara Taxi	Taxi for Function	$ 139.55
28/12/2023	NAB	Card Fee	$ 9.00
			$ 3,346.74

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	Amount
1/12/2023	JB Hi-Fi	IT Equipment	$ 84.99
1/12/2023	JB Hi-Fi	IT Equipment	$ 203.99
4/12/2023	Paddle.Net	IT - Website	$ 45.28
4/12/2023	GO Fax Pty Ltd	E-Fax Service - Medical Centre	$ 15.00
4/12/2023	WPO365	IT - Website	$ 544.90
4/12/2023	Auvik Networks	Network Management	$ 540.75
4/12/2023	Duplicator Pro	IT - Website	$ 311.48
4/12/2023	Amazon Web Services	Web Hosting	$ 249.14
4/12/2023	Elementor	IT -Website	$ 154.57
5/12/2023	Envato	IT - Website	$ 87.59
5/12/2023	Pie Calender	Licence/s	$ 60.84
5/12/2023	Woffice	IT - Website	$ 108.20
6/12/2023	Ezi Business	Christmas Messaging	$ 982.08
7/12/2023	Envato	IT - Website	$ 106.40
11/12/2023	Microsoft	Licence/s	$ 22.75
11/12/2023	Microsoft	Licence/s	$ 172.26
12/12/2023	Microsoft	Licence/s	$ 29.59
12/12/2023	Microsoft	Licence/s	$ 22.77
12/12/2023	Microsoft	Licence/s	$ 83.05
12/12/2023	Microsoft	Licence/s	$ 1,291.95
12/12/2023	Microsoft	Licence/s	$ 111.98
13/12/2023	Ezi Business	On Hold Messaging	$ 29.70
15/12/2023	Go Daddy	Domain Registration	$ 51.80
27/12/2023	GO Fax Pty Ltd	E-Fax Service - Medical Centre	$ 15.00
28/12/2023	Canva	Subscription Fee	$ 19.99
28/12/2023	CodeTwo	Email Signature for Office 365 Subscription	$ 120.79
28/12/2023	NAB	Card Fee	$ 9.00
			$ 5,475.84

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT $ 23,432.42

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item CC02-02/24
Monthly Financial Report
31 January 2024

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 January 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2024

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

INTEREST EXPENSES
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		$	$	$	$	$	%		
Opening Funding Surplus (Deficit)	1	973,616	744,915	744,915	**744,915**	0	0%		
Revenue from operating activities									
Rates	6	6,338,638	6,338,638	6,322,398	**6,363,456**	41,058	1%	▲	
Operating Grants, Subsidies and Contributions	12	602,978	602,978	221,848	**224,494**	2,646	1%	▲	
Fees and Charges		2,541,697	2,541,697	1,925,124	**1,855,045**	(70,079)	(4%)	▼	
Service Charges		0	0	0	**0**	0			
Interest Earnings		211,311	211,311	123,567	**172,235**	48,668	39%	▲	S
Other Revenue		527,100	527,100	138,921	**126,541**	(12,380)	(9%)	▼	S
Profit on Disposal of Assets	7	114,707	114,706	5,508	**0**	(5,508)	(100%)	▼	
Gain FV Valuation of Assets		0	0	0	**0**	0			
		10,336,431	**10,336,430**	**8,737,366**	**8,741,771**				
Expenditure from operating activities									
Employee Costs		(3,706,031)	(3,706,031)	(2,168,563)	**(2,639,446)**	(470,883)	(22%)	▼	S
Materials and Contracts		(3,689,148)	(3,689,148)	(2,130,905)	**(2,399,258)**	(268,353)	(13%)	▼	S
Utility Charges		(501,047)	(501,047)	(262,990)	**(242,169)**	20,821	8%	▲	
Depreciation on Non-Current Assets		(4,518,458)	(4,518,458)	(2,635,682)	**(2,810,888)**	(175,206)	(7%)	▼	
Interest Expenses		(278,367)	(278,367)	(130,873)	**(121,129)**	9,744	7%	▲	
Insurance Expenses		(266,279)	(266,279)	(196,674)	**(207,558)**	(10,884)	(6%)	▼	
Other Expenditure		(211,016)	(211,016)	(122,830)	**(117,125)**	5,705	5%	▲	
Loss on Disposal of Assets	7	0	0	0	**0**	0			
Loss FV Valuation of Assets		0	0	0	**0**	0			
		(13,170,345)	**(13,170,345)**	**(7,648,517)**	**(8,537,574)**				
Operating activities excluded from budget									
Add back Depreciation		4,518,458	4,518,458	2,635,682	**2,810,888**	175,206	7%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	(114,707)	(114,706)	(5,508)	**0**	5,508	100%	▲	
Movement in Leave Reserve (Added Back)		4,769	4,769	4,200	**4,481**	281	7%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**0**	0			
Movement in Employee Benefit Provisions		0	0	0	**0**	0			
Rounding Adjustments		0	0	0	**0**	0			
Movement Due to Changes in Accounting Standards		0	0	0	**0**	0			
Loss on Asset Revaluation		0	0	0	**0**	0			
Adjustment in Fixed Assets		0	0	0	**0**	0			
Amount attributable to operating activities		**1,574,606**	**1,574,606**	**3,723,223**	**3,019,566**				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	7,247,034	7,247,034	311,182	**285,142**	(26,040)	(8%)	▼	
Proceeds from Disposal of Assets	7	2,209,126	2,209,126	0	**0**	0			
Land Held for Resale	8	0	0	0	**0**	0			
Land and Buildings	8	(382,690)	(382,690)	(171,493)	**(24,681)**	146,812	86%	▲	S
Plant and Equipment	8	(2,017,500)	(2,017,500)	(1,212,205)	**(1,171,661)**	40,544	3%	▲	
Furniture and Equipment	8	(60,000)	(60,000)	(49,574)	**(58,096)**	(8,522)	(17%)	▼	
Infrastructure Assets - Roads	8	(2,531,040)	(2,531,040)	(1,593,509)	**(616,882)**	976,627	61%	▲	S
Infrastructure Assets - Drainage	8	0	0	0	**0**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0**	0			
Infrastructure Assets - Public Facilities	8	0	0	0	**0**	0			
Infrastructure Assets - Other	8	(5,985,564)	(5,985,564)	(843,221)	**(524,260)**	318,961	38%	▲	S
Amount attributable to investing activities		**(1,520,634)**	**(1,520,634)**	**(3,558,820)**	**(2,110,439)**				
Financing Activities									
Proceeds from New Debentures		1,029,000	1,029,000	1,029,000	**1,029,000**	0	0%		
Repayment of Debentures	9	(720,751)	(720,751)	(311,272)	**(296,807)**	14,465	5%	▲	
Repayment of Lease Financing	9	(32,860)	(32,860)	(19,159)	**(23,513)**	(4,354)	(23%)	▼	
Advances to Community Groups		(100,000)	(100,000)	0	**0**	0			
Proceeds from Advances		0	0	0	**0**	0			
Self-Supporting Loan Principal	9	57,539	57,539	57,539	**17,034**	(40,505)	70%	▼	
Transfer to Restricted Cash - Other		0	0	0	**0**	0			
Transfer from Restricted Cash - Other		17,285	17,285	0	**0**	0			
Transfer from Reserves	10	799,066	799,066	0	**0**	0			
Transfer to Reserves	10	(2,076,317)	(2,076,317)	0	**(42,882)**	(42,882)	100%	▲	s
Amount attributable to financing activities		**(1,027,038)**	**(1,027,038)**	**756,108**	**682,832**				
Closing Funding Surplus (Deficit)	1	**549**	**(228,152)**	**1,665,426**	**2,336,874**				

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

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

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 January 2024

	30 June 2023	31-Jan-2024
	$	$
CURRENT ASSETS		
Cash and cash equivalents	3,685,139	5,639,434
Trade and other receivables	958,316	1,332,190
Other financial assets	34,193	17,159
Inventories	32,618	32,618
TOTAL CURRENT ASSETS	4,714,781	7,021,401
NON-CURRENT ASSETS		
Trade and other receivables	43,472	43,472
Other financial assets	315,011	315,011
Property, plant and equipment	41,635,542	42,155,806
Infrastructure	65,760,799	64,848,221
Right-of-use assets	218,795	195,803
TOTAL NON-CURRENT ASSETS	107,973,619	107,558,312
TOTAL ASSETS	112,688,400	114,579,713
CURRENT LIABILITIES		
Trade and other payables	877,137	648,760
Other liabilities	546,405	1,468,084
Lease liabilities	32,860	9,347
Borrowings	576,842	280,035
Employee related provisions	705,081	705,081
TOTAL CURRENT LIABILITIES	2,738,324	3,111,307
NON-CURRENT LIABILITIES		
Lease liabilities	104,720	104,720
Borrowings	4,885,433	5,914,433
Employee related provisions	68,744	68,744
TOTAL NON-CURRENT LIABILITIES	5,058,897	6,087,897
TOTAL LIABILITIES	7,797,221	9,199,204
NET ASSETS	**104,891,179**	**105,380,509**
EQUITY		
Retained surplus	39,650,349	40,096,806
Reserve accounts	1,600,342	1,643,225
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	**104,891,179**	**105,380,518**

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

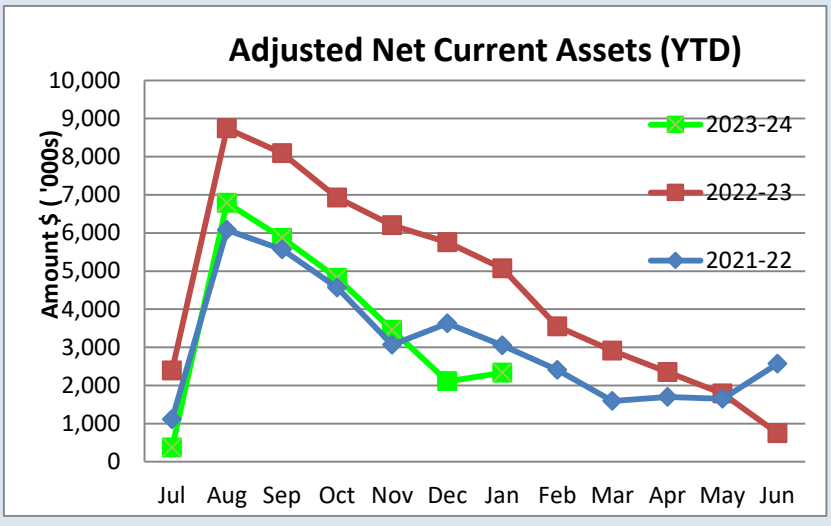
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/01/2023	Year to Date Actual 31/01/2024
		$	$	$
Current Assets				
Cash Unrestricted	2	1,474,777	4,193,577	3,291,702
Cash Restricted - Reserves	2	1,600,342	1,415,152	1,643,225
Cash Restricted - General	2	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	2	236,084	238,381	330,572
Receivables - Rates	3	329,597	1,079,168	925,100
Receivables - Other	3	667,427	771,955	424,250
Inventories	4	32,618	21,521	32,618
		4,714,781	8,093,689	7,021,401
Less: Current Liabilities				
Payables	5	(641,053)	(311,288)	(318,188)
Contract Liabilities	11	(515,074)	(768,521)	(1,436,753)
Financial Liabilities	5	(31,331)	(31,331)	(31,331)
Bonds & Deposits	14	(236,084)	(238,381)	(330,572)
Loan and Lease Liability	9	(609,702)	(275,573)	(289,382)
Provisions	11	(705,081)	(469,818)	(705,081)
		(2,738,324)	(2,094,912)	(3,111,307)
Less: Cash Reserves	10	(1,600,342)	(1,415,152)	(1,643,225)
Add Back: Component of Leave Liability not Required to be funded		167,227	223,543	171,708
Add Back: Loan and Lease Liability		609,702	275,573	289,382
Less : Loan Receivable - clubs/institutions		(34,193)	(16,910)	(17,159)
Less : Restricted Cash General	15	(373,935)	0	(373,935)
Net Current Funding Position		**744,915**	**5,065,832**	**2,336,865**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD Surplus(Deficit)
$2.34 M

Last Year YTD Surplus(Deficit)
$5.07 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	31 Jan 24
	$	$
Opening Arrears Previous Years	365,548	373,069
Levied this year	6,849,083	7,155,762
Less Collections to date	(6,841,562)	(6,560,259)
Equals Current Outstanding	373,069	968,572
Net Rates Collectable	**373,069**	**968,572**
% Collected	94.83%	87.14%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	26,430	4,409	908	218,700	250,448
Percentage	11%	2%	0%	87%	
Balance per Trial Balance					
Sundry Debtors					250,448
Receivables - Other					173,802
Total Receivables General Outstanding					**424,250**

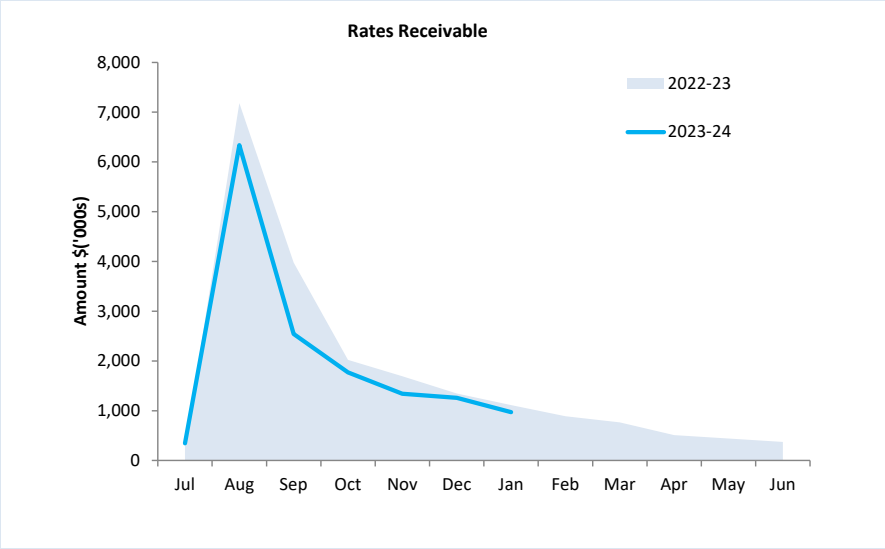
Amounts shown above include GST (where applicable)

KEY INFORMATION

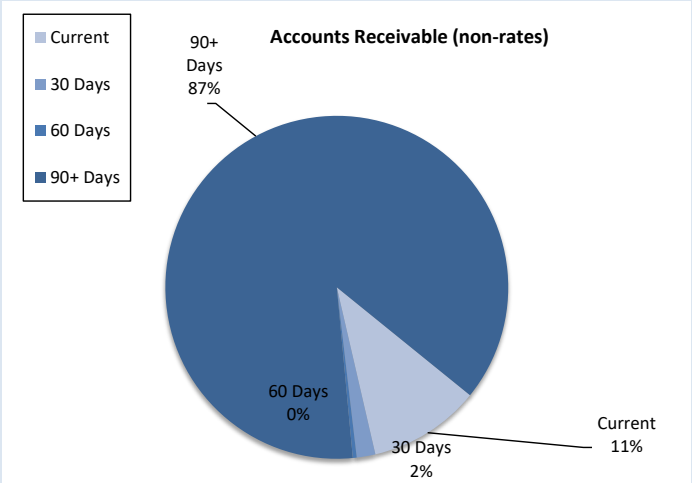
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
87%	$968,572



Debtors Due
$424,250

Over 30 Days
89%

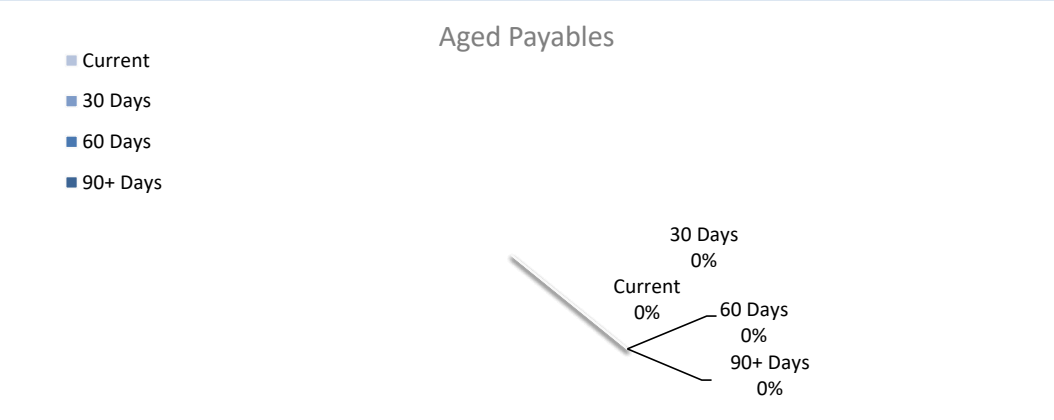
Over 90 Days
87%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	0	0	0	0	0
Percentage	0%	0%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					0
Other creditors					221,948
ATO liabilities					96,240
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					**349,519**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

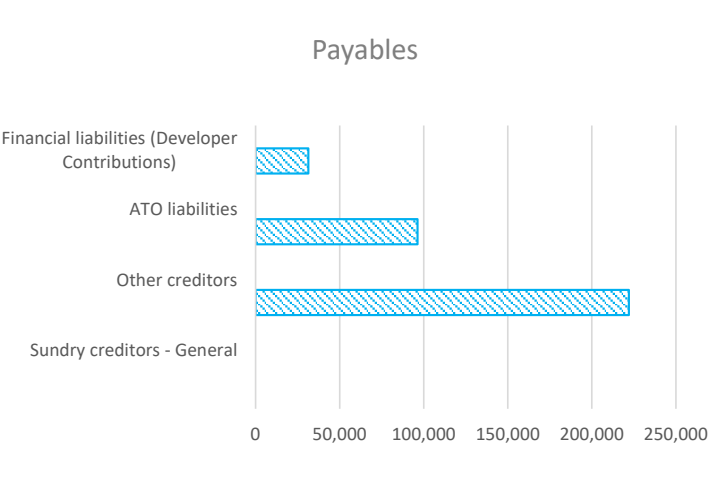
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

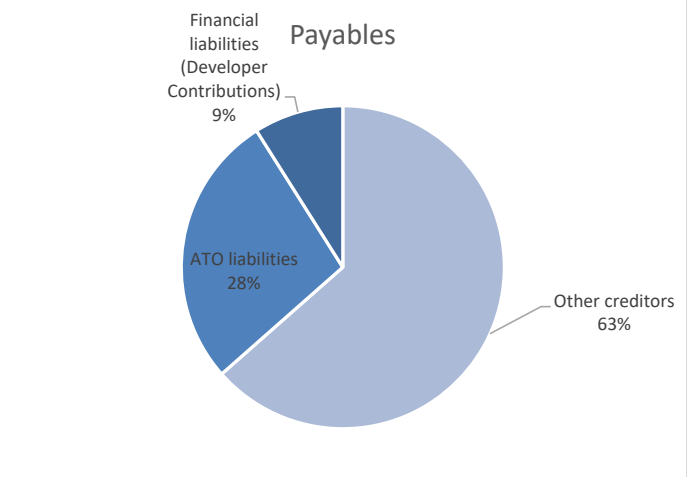


Creditors Due
$349,519

Over 30 Days
0%

Over 90 Days
0%





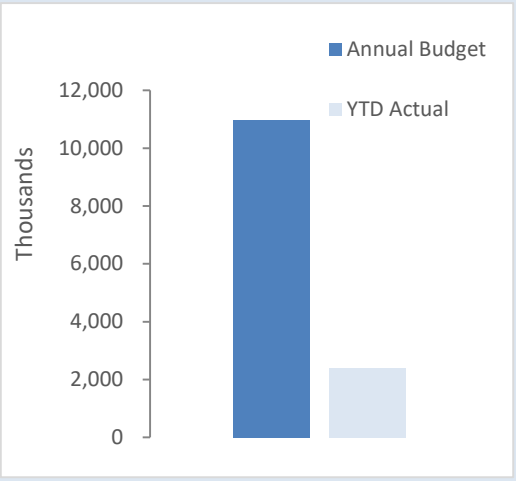
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	382,690	171,493	382,690	**24,681**	(146,812)
Plant and Equipment	2,017,500	1,212,205	2,017,500	**1,171,661**	(40,544)
Furniture and Equipment	60,000	49,574	60,000	**58,096**	8,522
Infrastructure Assets - Roads	2,531,040	1,593,509	2,531,040	**616,882**	(976,627)
Infrastructure Assets - Drainage	0	0	0	**0**	0
Infrastructure Assets - Footpaths	0	0	0	**0**	0
Infrastructure Assets - Public Facilities	0	0	0	**0**	0
Infrastructure Assets - Other	5,985,564	843,221	5,985,564	**524,260**	(318,961)
Capital Expenditure Totals	10,976,794	3,870,002	10,976,794	**2,395,581**	(1,474,421)
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	7,247,034	311,182	7,247,034	**285,142**	(26,040)
Borrowings	1,029,000	1,029,000	1,029,000	**1,029,000**	0
Other (Disposals & C/Fwd)	2,209,126	0	2,209,126	**0**	0
Council contribution - Cash Backed Reserves					
Various Reserves		0	0	**0**	0
Council contribution - operations		**2,529,820**	**491,634**	**1,081,439**	(1,448,381)
Capital Funding Total		**3,870,002**	**10,976,794**	**2,395,581**	**(1,474,421)**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	$10.98 M	**$2.4 M**	**22%**

Capital Grant	Annual Budget	YTD Actual	% Received
	$7.25 M	**$.29 M**	**4%**

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

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

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Recreation And Culture								
1.00	BOWLING CLUB ACCESSIBLE ABLUTIONS RENOVATIONS	2834	1311	CJ107	(14,690)	(14,690)	(8,561)	(14,691)	(6,130)
0.00	DONGARA PUBLIC TOWN HALL	2834	1311	CJ130	(240,000)	(240,000)	(99,960)	0	99,960
0.14	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDEI	2834	1311	CJ121	(70,000)	(70,000)	(29,155)	(9,990)	19,165
0.00	RSL - CAPITAL RENEWAL WORKS	2834	1311	CJ142	(8,000)	(8,000)	(4,662)	0	4,662
0.00	RUSS COTTAGE-ASBOSTOS REMOVAL	3344	1311	CJ141	(50,000)	(50,000)	(29,155)	0	29,155
	Total - Recreation And Culture				**(382,690)**	**(382,690)**	**(171,493)**	**(24,681)**	**146,812**
0.06	**Total - Buildings**				**(382,690)**	**(382,690)**	**(171,493)**	**(24,681)**	**146,812**
	Plant & Equipment								
	Fire Prevention								
0.00	NEW CESM VEHICLE	0784	1312	V951	(90,000)	(90,000)	0	0	0
0.00	PORTABLE VARIABLE MESSAGE BOARD	0784	1312	CJ156	(25,000)	(25,000)	(25,000)	0	25,000
0.00	STATIC VARIABLE MESSAGE BOARD UPGRADES	0784	1312	CJ157	(30,000)	(30,000)	(30,000)	0	30,000
	Total - Fire Prevention				**(145,000)**	**(145,000)**	**(55,000)**	**0**	**55,000**
	Health								
0.00	DOCTORS VEHICLES	4975	1312	V950	(82,000)	(82,000)	(41,000)	0	41,000
	Total - Health				**(82,000)**	**(82,000)**	**(41,000)**	**0**	**41,000**
	Recreation & Culture								
1.00	TORO Z MASTER MOWER	2844	1312	V868	(37,000)	(37,000)	(34,040)	(37,135)	(3,095)
0.00	OPERATIONAL TOOLS & EQUIPMENT	2865	1312	CJ28	(6,500)	(6,500)	(3,787)	0	3,787
0.00	GENERATOR - RECREATION CENTRE	2844	1312	CJ105	(45,000)	(45,000)	(45,000)	0	45,000
0.00	GROUNDMASTER MOWER ENC CAB	3534	1312	V888	(50,000)	(50,000)	(20,825)	0	20,825
	Total - Recreation & Culture				**(138,500)**	**(138,500)**	**(103,652)**	**(37,135)**	**66,517**
	Transport								
0.87	PRIME-MOVER & TWO TIPPERS	3534	1312	V850	(620,000)	(620,000)	(465,510)	(540,505)	(74,995)
0.00	RETICULATION TRAILER FIT OUT	3534	1312	V895	(10,000)	(10,000)	(5,831)	(9,890)	(4,059)
0.00	NEW ISUZU FTS 139-260	3534	1312	V884	(110,000)	(110,000)	(54,978)	0	54,978
0.00	NEW SIGN TRAILER	3534	1312	V886	(10,000)	(10,000)	(5,831)	(10,778)	(4,947)
0.00	TRUCK	3534	1312	V885	(70,000)	(70,000)	(40,817)	(81,800)	(40,983)
0.00	NEW HEAVY DUTY DROP DECK TRAILER	3534	1312	V866	(120,000)	(120,000)	(106,100)	(106,100)	0
0.67	NEW PLANT TRAILER FOR POSI TRACK	3534	1312	V887	(15,000)	(15,000)	(8,743)	(10,123)	(1,380)
1.02	UTE SUP ROADS	3534	1312	V870	(44,000)	(44,000)	0	(45,076)	(45,076)
1.02	UTE RURAL ROAD - MAINTENANCE	3584	1312	V889	(44,000)	(44,000)	0	(45,076)	(45,076)
0.00	PROJECTS SUPERVISOR	3584	1312	V890	(44,000)	(44,000)	(44,000)	0	44,000
1.02	VEHICLE - PATROL OFFICER	3584	1312	V891	(44,000)	(44,000)	0	(45,076)	(45,076)
0.00	NEW DEPOT POOL	3584	1312	V892	(44,000)	(44,000)	0	0	0
1.24	MANAGER VEHICLE	3584	1312	V893	(44,000)	(44,000)	0	(54,534)	(54,534)
0.00	NEW MANAGER VEHICLE	3584	1312	V894	(44,000)	(44,000)	0	0	0
0.94	EXCAVATOR AND TRAILER	3584	1312	V896	(30,000)	(30,000)	(30,000)	(28,287)	1,713
1.02	OPS MAINTENANCE SUPEVISOR VEHICLE	3584	1312	V898	(44,000)	(44,000)	(44,000)	(45,076)	(1,076)
1.00	EHO VEHICLE	3584	1312	V899	0	0	0	(56,318)	(56,318)
	Total - Transport				**(1,337,000)**	**(1,337,000)**	**(805,810)**	**(1,078,637)**	**(216,510)**
0.66	**Total - Plant & Equipment**				**(1,702,500)**	**(1,702,500)**	**(1,005,462)**	**(1,115,773)**	**(53,993)**
	Furniture & Equipment								
	Recreation & Culture								
1.06	REC CENTRE CARPET	2824	1312	CJ133	(25,000)	(25,000)	(14,574)	(26,591)	(12,017)
	Total - Recreation & Culture				**(25,000)**	**(25,000)**	**(14,574)**	**(26,591)**	**(12,017)**
	Other Property & Services								
0.19	ERP SYSTEM IMPLEMENTATION	0264	1314	CJ145	(300,000)	(300,000)	(198,000)	(55,889)	142,111
0.84	INFORMATION TECHNOLOGY HARDWARE >$5K	0264	1314	CJ150	(35,000)	(35,000)	(35,000)	(29,465)	5,535
0.00	TOWN MAINTENANCE TRUCK TOOLS & EQUIPMENT	5201	1312	CJ53	(15,000)	(15,000)	(8,743)	0	8,743
	Total - Other Property & Services				**(350,000)**	**(350,000)**	**(241,743)**	**(87,394)**	**154,349**
0.30	**Total - Furniture & Equipment**				**(375,000)**	**(375,000)**	**(256,317)**	**(113,985)**	**142,332**
	Roads								
	Housing								
0.00	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	2586	1317	CJ45	(30,150)	(30,150)	(17,577)	0	17,577
	Total - Housing				**(30,150)**	**(30,150)**	**(17,577)**	**0**	**17,577**
	Transport								
0.01	RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	(148,698)	(148,698)	(118,942)	(1,778)	117,164
0.38	RURAL ROAD RESHEETING	6614	1317	CJ97	(74,086)	(74,086)	(59,260)	(27,875)	31,385
0.00	RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	6644	1317	CJ131	(449,763)	(449,763)	(230,587)	0	230,587
0.00	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	(182,708)	(182,708)	(106,526)	0	106,526
0.52	PIGGERY LANE -SLK 0.00 - 0.000 4KM	6644	1317	CJ135	(152,797)	(152,797)	(89,082)	(79,767)	9,315
0.00	VEGETATION PROGRAM	6644	1317	CJ136	(156,750)	(156,750)	(91,392)	0	91,392
1.53	RRG GRANT - MOUNT ADAMS ROAD (SLK 12.0 - 22.6)	6674	1317	CJ108	(27,761)	(27,761)	(22,201)	(42,355)	(20,154)
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SL	6674	1317	CJ138	(463,000)	(463,000)	(347,250)	(1,376)	345,874
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SL	6684	1317	CJ139	(347,500)	(347,500)	(191,125)	0	191,125
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SL	6684	1317	CJ140	(196,500)	(196,500)	(108,075)	0	108,075
0.97	BLENHEIM ROAD	6694	1317	CJ24	(85,859)	(85,859)	(85,856)	(83,097)	2,759
1.74	R2R - WATER SUPPLY ROAD -SLK 0.00 - 0.000 6KM	6754	1317	CJ134	(215,468)	(215,468)	(125,636)	(374,588)	(248,952)
	Total - Transport				**(2,500,890)**	**(2,500,890)**	**(1,575,932)**	**(636,392)**	**939,540**

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
	Level of completion indicator, please see table at the top of this note for further detail.				$	$	$	$	$
0.25	**Total - Roads**				**(2,531,040)**	**(2,531,040)**	**(1,593,509)**	**(636,392)**	**957,117**
	Infrastructure - Other								
	Housing								
0.50	THE VILLAGE - SOAKWELLS & DOWNPIPES	2585	1318	CJ46	(10,000)	(10,000)	(5,831)	(5,002)	829
0.00	TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	(8,440)	(8,440)	(4,921)	0	4,921
	Total - Housing				**(18,440)**	**(18,440)**	**(10,752)**	**(5,002)**	**5,750**
	Community Amenities								
0.00	TRANSFER STATION CONCRETE BUND FOR OIL TANKS	1964	1318	CJ118	(34,000)	(34,000)	(34,000)	0	34,000
1.01	TRANSFER STATION CARPARK	1964	1318	CJ152	(36,560)	(36,560)	(21,315)	(37,001)	(15,686)
	Total - Community Amenities				**(70,560)**	**(70,560)**	**(55,315)**	**(37,001)**	**18,314**
	Recreation And Culture								
1.10	SURF BEACH STABILISATION	8054	1318	CJ87	(187,551)	(187,551)	(109,347)	(206,587)	(97,240)
1.14	BOAT RAMP DESIGN	8054	1318	CJ120	(88,876)	(88,876)	(88,874)	(101,197)	(12,323)
0.00	DONGARA ENTRY STATEMENTS - BRAND HIGHWAY	2864	1318	C481	(17,300)	(17,300)	(10,087)	0	10,087
0.00	GRANNY'S BEACH RETICULATION	2864	1318	CJ146	(5,000)	(5,000)	(2,912)	0	2,912
0.00	FORESHORE PLAYGROUND - CORE PRECINCT	2864	1318	CJ153	(700,000)	(700,000)	(190,796)	0	190,796
0.00	FORESHORE PAVILLION - CORE PRECINCT	2864	1318	CJ154	(700,000)	(700,000)	(175,000)	0	175,000
0.00	GOLF CLUB ENTRY STATEMENT	2864	1318	CJ123	(8,760)	(8,760)	(5,103)	0	5,103
0.00	TREE PLANTING	2864	1318	CJ49	(12,000)	(12,000)	(6,993)	0	6,993
	Total - Recreation And Culture				**(1,719,487)**	**(1,719,487)**	**(589,112)**	**(307,783)**	**281,329**
	Transport								
0.96	DRAINAGE, KERBING & FOOTPATH RENEWAL	6794	1318	CJ94	(56,360)	(56,360)	(32,858)	(54,005)	(21,147)
0.00	BLENHEIM ROAD LANDSCAPING	6794	1318	CJ147	(15,000)	(15,000)	(8,743)	0	8,743
0.92	SIGNAGE RENEWAL - TOWN & RURAL	6794	1318	CJ111	(5,000)	(5,000)	(2,912)	(4,622)	(1,710)
0.66	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	(16,000)	(16,000)	(9,324)	(10,610)	(1,286)
0.00	MILO CROSSING UPGRADE	6794	1318	CJ124	(4,000,000)	(4,000,000)	(134,205)	0	134,205
	Total - Transport				**(4,092,360)**	**(4,092,360)**	**(188,042)**	**(69,237)**	**118,805**
	Economic Services								
0.55	KAILIS DRIVE ENTRY STATEMENT	3914	1318	CJ36	(84,717)	(84,717)	0	(46,259)	(46,259)
	Total - Economic Services				**(84,717)**	**(84,717)**	**0**	**(46,259)**	**(46,259)**
0.08	**Total - Infrastructure - Other**				**(5,985,564)**	**(5,985,564)**	**(843,221)**	**(468,417)**	**374,804**
0.21	**Grand Total**				**(10,976,794)**	**(10,976,794)**	**(3,870,002)**	**(2,359,248)**	**1,567,072**

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Interest Earnings	48,668	39%	▲	S	Permanent	High market interest rates and the Shire's high cash balance have resulted in a positive variance of $49k for Interest Earnings.
Expenditure from operating activities						
Employee Costs	(470,883)	(22%)	▼	S	Timing	It is anticipated that the timing variance of 22% or $471k reflected in Employee Costs will align closer to budget by June 2024.
Materials and Contracts	(268,353)	(13%)	▼	S	Timing	Materials and Contracts are above ytd budget by 13%. Expenditure will be reviewed as part of the 2023-24 Annual Budget Review and will be monitored to ensure spend aligns to annual budget at June 2024.
Investing Activities						
Land and Buildings	146,812	86%	▲	S	Timing	Variance is due to timing of construction works.
Infrastructure Assets - Roads	976,627	61%	▲	S	Timing	Variance is due to timing of construction works.
Infrastructure Assets - Other	318,961	38%	▲	S	Timing	Variance is due to timing of construction works.
Financing Actvities						
Repayment of Debentures	14,465	5%	▲		Timing	Timing of Loan repayments
Transfer to Reserves	(42,882)	(100%)	▼	S	Timing	This is a timing difference which will align to budget by the end of the financial year

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item CC03-02/24
Monthly Financial Report
December 2023

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 December 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 DECEMBER 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

INTEREST EXPENSES
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		$	$	$	$	$	%		
Opening Funding Surplus (Deficit)	1	973,616	744,915	744,915	**744,915**	0	0%		
Revenue from operating activities									
Rates	6	6,338,638	6,338,638	6,319,898	**6,363,456**	43,558	1%	▲	
Operating Grants, Subsidies and Contributions	12	602,978	602,978	203,873	**214,075**	10,202	5%	▲	
Fees and Charges		2,541,697	2,541,697	1,806,521	**1,696,752**	(109,769)	(6%)	▼	
Service Charges		0	0	0	**0**	0			
Interest Earnings		211,311	211,311	96,422	**149,863**	53,441	55%	▲	S
Other Revenue		527,100	527,100	155,198	**117,959**	(37,239)	(24%)	▼	S
Profit on Disposal of Assets	7	114,707	114,706	5,508	**0**	(5,508)	(100%)	▼	
Gain FV Valuation of Assets		0	0	0	**0**	0			
		10,336,431	**10,336,430**	**8,587,420**	**8,542,105**				
Expenditure from operating activities									
Employee Costs		(3,706,031)	(3,706,031)	(1,879,329)	**(2,137,121)**	(257,792)	(14%)	▼	S
Materials and Contracts		(3,689,148)	(3,689,148)	(1,832,695)	**(2,217,328)**	(384,633)	(21%)	▼	S
Utility Charges		(501,047)	(501,047)	(250,483)	**(234,106)**	16,377	7%	▲	
Depreciation on Non-Current Assets		(4,518,458)	(4,518,458)	(2,259,156)	**(1,979,598)**	279,559	12%	▲	S
Interest Expenses		(278,367)	(278,367)	(119,871)	**(92,415)**	27,456	23%	▲	S
Insurance Expenses		(266,279)	(266,279)	(157,943)	**(174,447)**	(16,504)	(10%)	▼	S
Other Expenditure		(211,016)	(211,016)	(90,984)	**(106,790)**	(15,806)	(17%)	▼	S
Loss on Disposal of Assets	7	0	0	0	**0**	0			
Loss FV Valuation of Assets		0	0	0	**0**	0			
		(13,170,345)	**(13,170,345)**	**(6,590,461)**	**(6,941,806)**				
Operating activities excluded from budget									
Add back Depreciation		4,518,458	4,518,458	2,259,156	**1,979,598**	(279,559)	(12%)	▼	S
Adjust (Profit)/Loss on Asset Disposal	7	(114,707)	(114,706)	(5,508)	**0**	5,508	100%	▲	
Movement in Leave Reserve (Added Back)		4,769	4,769	3,600	**3,762**	162	5%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**0**	0			
Movement in Employee Benefit Provisions		0	0	0	**0**	0			
Rounding Adjustments		0	0	0	**0**	0			
Movement Due to Changes in Accounting Standards		0	0	0	**0**	0			
Loss on Asset Revaluation		0	0	0	**0**	0			
Adjustment in Fixed Assets		0	0	0	**0**	0			
Amount attributable to operating activities		**1,574,606**	**1,574,606**	**4,254,207**	**3,583,658**				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	7,247,034	7,247,034	302,932	**276,051**	(26,881)	(9%)	▼	
Proceeds from Disposal of Assets	7	2,209,126	2,209,126	0	**0**	0			
Land Held for Resale	8	0	0	0	**0**	0			
Land and Buildings	8	(382,690)	(382,690)	(165,439)	**(24,681)**	140,758	85%	▲	S
Plant and Equipment	8	(2,017,500)	(2,017,500)	(1,200,559)	**(1,161,329)**	39,230	3%	▲	
Furniture and Equipment	8	(60,000)	(60,000)	(29,982)	**(58,096)**	(28,114)	(94%)	▼	S
Infrastructure Assets - Roads	8	(2,531,040)	(2,531,040)	(1,497,892)	**(567,468)**	930,424	62%	▲	S
Infrastructure Assets - Drainage	8	0	0	0	**0**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0**	0			
Infrastructure Assets - Public Facilities	8	0	0	0	**0**	0			
Infrastructure Assets - Other	8	(5,985,564)	(5,985,564)	(811,743)	**(457,194)**	354,549	44%	▲	S
Amount attributable to investing activities		**(1,520,634)**	**(1,520,634)**	**(3,402,683)**	**(1,992,718)**				
Financing Activities									
Proceeds from New Debentures		1,029,000	1,029,000	100,000	**100,000**	0	0%		
Repayment of Debentures	9	(720,751)	(720,751)	(300,060)	**(285,561)**	14,499	5%	▲	
Repayment of Lease Financing	9	(32,860)	(32,860)	(16,422)	**(23,513)**	(7,091)	(43%)	▼	
Advances to Community Groups		(100,000)	(100,000)	0	**0**	0			
Proceeds from Advances		0	0	0	**0**	0			
Self-Supporting Loan Principal	9	57,539	57,539	18,000	**17,034**	(966)	5%	▼	
Transfer to Restricted Cash - Other		0	0	0	**0**	0			
Transfer from Restricted Cash - Other		17,285	17,285	0	**0**	0			
Transfer from Reserves	10	799,066	799,066	0	**0**	0			
Transfer to Reserves	10	(2,076,317)	(2,076,317)	0	**(36,003)**	(36,003)	100%	▲	S
Amount attributable to financing activities		**(1,027,038)**	**(1,027,038)**	**(198,482)**	**(228,042)**				
Closing Funding Surplus (Deficit)	1	**549**	**(228,152)**	**1,397,957**	**2,107,813**				

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

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

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 December 2023

	30 June 2023	31-Dec-23
	$	$
CURRENT ASSETS		
Cash and cash equivalents	3,685,139	4,757,223
Trade and other receivables	958,316	1,697,161
Other financial assets	34,193	17,159
Inventories	32,618	32,618
TOTAL CURRENT ASSETS	4,714,781	6,504,161
NON-CURRENT ASSETS		
Trade and other receivables	43,472	43,472
Other financial assets	315,011	315,011
Property, plant and equipment	41,635,542	42,377,898
Infrastructure	65,760,799	65,323,976
Right-of-use assets	218,795	202,433
TOTAL NON-CURRENT ASSETS	107,973,619	108,262,790
TOTAL ASSETS	112,688,400	114,766,951
CURRENT LIABILITIES		
Trade and other payables	877,137	606,382
Other liabilities	546,405	1,228,444
Lease liabilities	32,860	9,347
Borrowings	576,842	291,281
Employee related provisions	705,081	705,081
TOTAL CURRENT LIABILITIES	2,738,324	2,840,535
NON-CURRENT LIABILITIES		
Lease liabilities	104,720	104,720
Borrowings	4,885,433	4,985,433
Employee related provisions	68,744	68,744
TOTAL NON-CURRENT LIABILITIES	5,058,897	5,158,897
TOTAL LIABILITIES	7,797,221	7,999,432
NET ASSETS	**104,891,179**	**106,767,519**
EQUITY		
Retained surplus	39,650,349	41,490,696
Reserve accounts	1,600,342	1,636,345
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	**104,891,179**	**106,767,528**

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

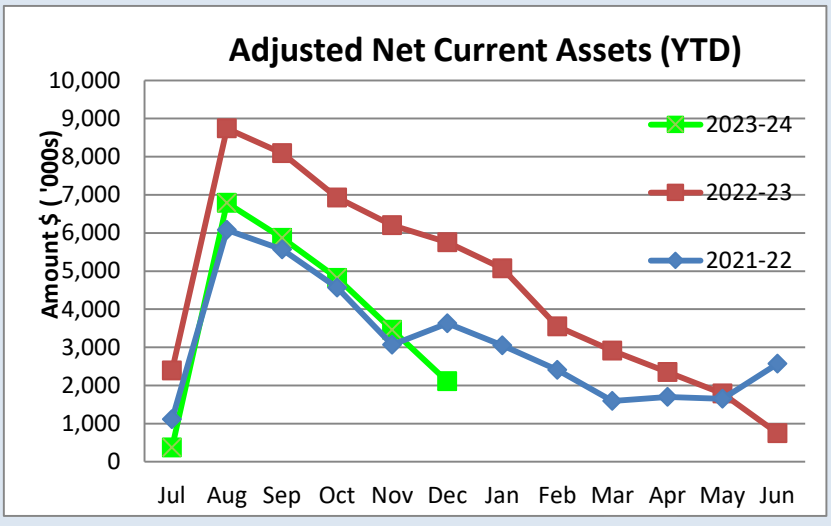
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/12/2022	Year to Date Actual 31/12/2023
		$	$	$
Current Assets				
Cash Unrestricted	2	1,474,777	4,517,787	2,417,071
Cash Restricted - Reserves	2	1,600,342	1,410,946	1,636,345
Cash Restricted - General	2	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	2	236,084	238,501	329,872
Receivables - Rates	3	329,597	1,311,566	1,215,402
Receivables - Other	3	667,427	824,537	498,918
Inventories	4	32,618	21,521	32,618
		4,714,781	8,698,794	6,504,161
Less: Current Liabilities				
Payables	5	(641,053)	(285,793)	(276,810)
Contract Liabilities	11	(515,074)	(712,866)	(1,197,113)
Financial Liabilities	5	(31,331)	(31,331)	(31,331)
Bonds & Deposits	14	(236,084)	(238,501)	(329,572)
Loan and Lease Liability	9	(609,702)	(287,842)	(300,628)
Provisions	11	(705,081)	(469,818)	(705,081)
		(2,738,324)	(2,026,151)	(2,840,535)
Less: Cash Reserves	10	(1,600,342)	(1,410,946)	(1,636,345)
Add Back: Component of Leave Liability not Required to be funded		167,227	222,879	170,989
Add Back: Loan and Lease Liability		609,702	287,842	300,628
Less : Loan Receivable - clubs/institutions		(34,193)	(16,910)	(17,159)
Less : Restricted Cash General	15	(373,935)	0	(373,935)
Net Current Funding Position		**744,915**	**5,755,507**	**2,107,804**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD Surplus(Deficit)
$2.11 M

Last Year YTD Surplus(Deficit)
$5.76 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

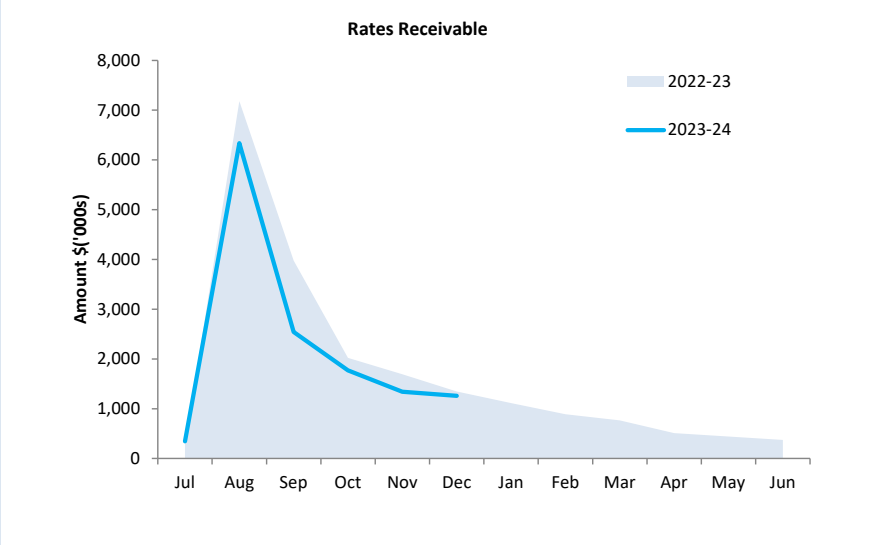
Receivables - Rates & Rubbish	30 June 2023	31 Dec 23
	$	$
Opening Arrears Previous Years	365,548	373,069
Levied this year	6,849,083	7,155,616
Less Collections to date	(6,841,562)	(6,269,812)
Equals Current Outstanding	373,069	1,258,874
Net Rates Collectable	**373,069**	**1,258,874**
% Collected	94.83%	83.28%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	21,378	157,410	3,833	113,752	296,373
Percentage	7%	53%	1%	38%	
Balance per Trial Balance					
Sundry Debtors					251,597
Receivables - Other					247,321
Total Receivables General Outstanding					**498,918**

Amounts shown above include GST (where applicable)

KEY INFORMATION

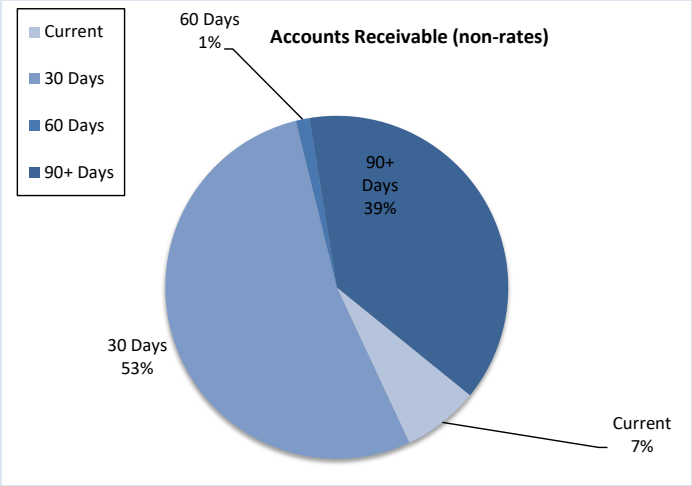
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
83%	$1,258,874

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
$498,918

Over 30 Days
93%

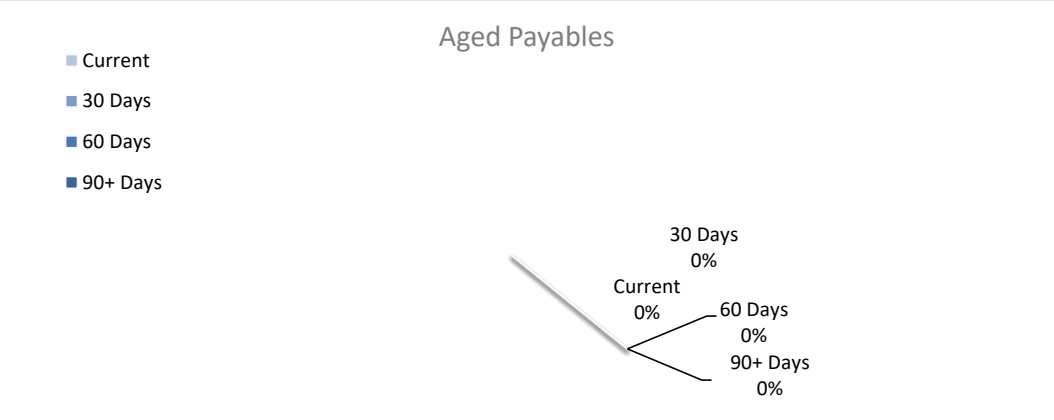
Over 90 Days
38%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	0	0	0	0	0
Percentage	0%	0%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					248
Other creditors					199,215
ATO liabilities					77,348
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					**308,141**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

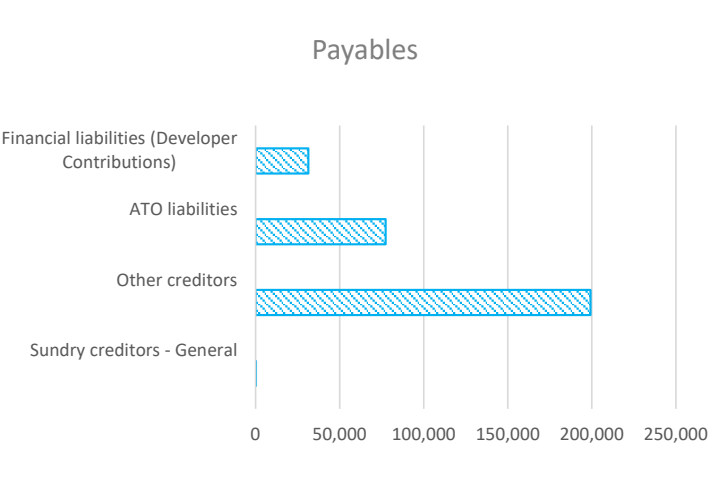
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

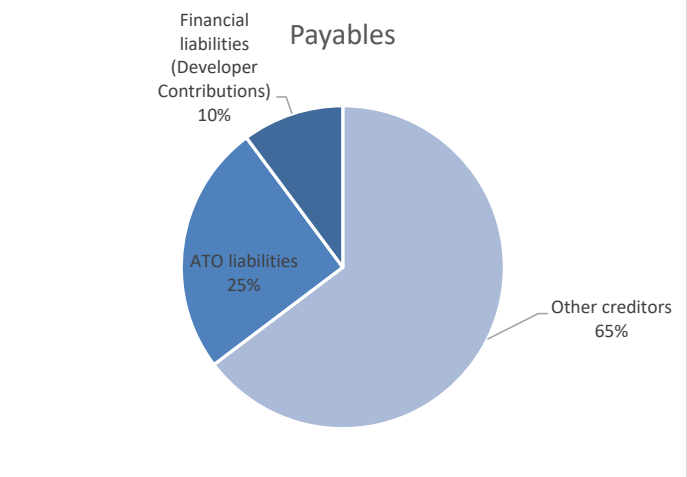


Creditors Due
$308,141

Over 30 Days
0%

Over 90 Days
0%





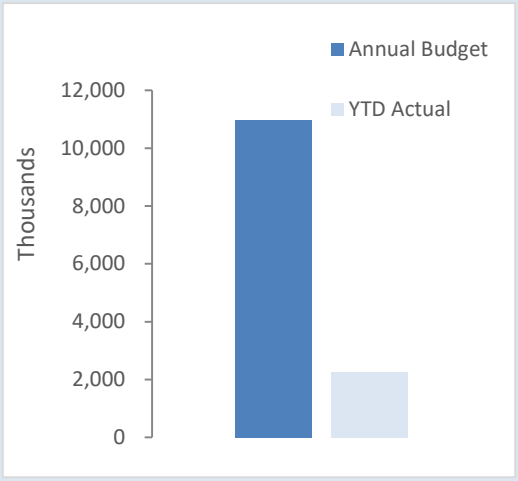
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	382,690	165,439	382,690	**24,681**	(140,758)
Plant and Equipment	2,017,500	1,200,559	2,017,500	**1,161,329**	(39,230)
Furniture and Equipment	60,000	29,982	60,000	**58,096**	28,114
Infrastructure Assets - Roads	2,531,040	1,497,892	2,531,040	**567,468**	(930,424)
Infrastructure Assets - Drainage	0	0	0	**0**	0
Infrastructure Assets - Footpaths	0	0	0	**0**	0
Infrastructure Assets - Public Facilities	0	0	0	**0**	0
Infrastructure Assets - Other	5,985,564	811,743	5,985,564	**457,194**	(354,549)
Capital Expenditure Totals	10,976,794	3,705,615	10,976,794	**2,268,769**	(1,436,846)
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	7,247,034	302,932	7,247,034	**276,051**	(26,881)
Borrowings	1,029,000	100,000	1,029,000	**100,000**	0
Other (Disposals & C/Fwd)	2,209,126	0	2,209,126	**0**	0
Council contribution - Cash Backed Reserves					
Various Reserves		0	0	**0**	0
Council contribution - operations		**3,302,683**	**491,634**	**1,892,718**	(1,409,965)
Capital Funding Total		**3,705,615**	**10,976,794**	**2,268,769**	**(1,436,846)**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	$10.98 M	$2.27 M	21%

Capital Grant	Annual Budget	YTD Actual	% Received
	$7.25 M	$.28 M	4%

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

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

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Recreation And Culture								
1.00	BOWLING CLUB ACCESSIBLE ABLUTIONS RENOVATIONS	2834	1311	CJ107	(14,690)	(14,690)	(7,338)	(14,691)	(7,353)
0.00	DONGARA PUBLIC TOWN HALL	2834	1311	CJ130	(240,000)	(240,000)	(99,960)	0	99,960
0.14	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDEI	2834	1311	CJ121	(70,000)	(70,000)	(29,155)	(9,990)	19,165
0.00	RSL - CAPITAL RENEWAL WORKS	2834	1311	CJ142	(8,000)	(8,000)	(3,996)	0	3,996
0.00	RUSS COTTAGE-ASBOSTOS REMOVAL	3344	1311	CJ141	(50,000)	(50,000)	(24,990)	0	24,990
	Total - Recreation And Culture				**(382,690)**	**(382,690)**	**(165,439)**	**(24,681)**	**140,758**
0.06	**Total - Buildings**				**(382,690)**	**(382,690)**	**(165,439)**	**(24,681)**	**140,758**
	Plant & Equipment								
	Fire Prevention								
0.00	NEW CESM VEHICLE	0784	1312	V951	(90,000)	(90,000)	0	0	0
0.00	PORTABLE VARIABLE MESSAGE BOARD	0784	1312	CJ156	(25,000)	(25,000)	(25,000)	0	25,000
0.00	STATIC VARIABLE MESSAGE BOARD UPGRADES	0784	1312	CJ157	(30,000)	(30,000)	(30,000)	0	30,000
	Total - Fire Prevention				**(145,000)**	**(145,000)**	**(55,000)**	**0**	**55,000**
	Health								
0.00	DOCTORS VEHICLES	4975	1312	V950	(82,000)	(82,000)	(41,000)	0	41,000
	Total - Health				**(82,000)**	**(82,000)**	**(41,000)**	**0**	**41,000**
	Recreation & Culture								
1.00	TORO Z MASTER MOWER	2844	1312	V868	(37,000)	(37,000)	(32,930)	(37,135)	(4,205)
0.00	OPERATIONAL TOOLS & EQUIPMENT	2865	1312	CJ28	(6,500)	(6,500)	(3,246)	0	3,246
0.00	GENERATOR - RECREATION CENTRE	2844	1312	CJ105	(45,000)	(45,000)	(45,000)	0	45,000
0.00	GROUNDMASTER MOWER ENC CAB	3534	1312	V888	(50,000)	(50,000)	(20,825)	0	20,825
	Total - Recreation & Culture				**(138,500)**	**(138,500)**	**(102,001)**	**(37,135)**	**64,866**
	Transport								
0.87	PRIME-MOVER & TWO TIPPERS	3534	1312	V850	(620,000)	(620,000)	(465,510)	(540,505)	(74,995)
0.00	RETICULATION TRAILER FIT OUT	3534	1312	V895	(10,000)	(10,000)	(4,998)	(9,890)	(4,892)
0.00	NEW ISUZU FTS 139-260	3534	1312	V884	(110,000)	(110,000)	(54,978)	0	54,978
0.00	NEW SIGN TRAILER	3534	1312	V886	(10,000)	(10,000)	(4,998)	0	4,998
0.00	TRUCK	3534	1312	V885	(70,000)	(70,000)	(34,986)	(81,800)	(46,814)
0.00	NEW HEAVY DUTY DROP DECK TRAILER	3534	1312	V866	(120,000)	(120,000)	(106,100)	(106,100)	0
0.67	NEW PLANT TRAILER FOR POSI TRACK	3534	1312	V887	(15,000)	(15,000)	(7,494)	(10,123)	(2,629)
1.03	UTE SUP ROADS	3534	1312	V870	(44,000)	(44,000)	0	(45,372)	(45,372)
1.03	UTE RURAL ROAD - MAINTENANCE	3584	1312	V889	(44,000)	(44,000)	0	(45,372)	(45,372)
0.00	PROJECTS SUPERVISOR	3584	1312	V890	(44,000)	(44,000)	(44,000)	0	44,000
1.03	VEHICLE - PATROL OFFICER	3584	1312	V891	(44,000)	(44,000)	0	(45,372)	(45,372)
0.00	NEW DEPOT POOL	3584	1312	V892	(44,000)	(44,000)	0	0	0
1.24	MANAGER VEHICLE	3584	1312	V893	(44,000)	(44,000)	0	(54,534)	(54,534)
0.00	NEW MANAGER VEHICLE	3584	1312	V894	(44,000)	(44,000)	0	0	0
0.94	EXCAVATOR AND TRAILER	3584	1312	V896	(30,000)	(30,000)	(30,000)	(28,287)	1,713
1.03	OPS MAINTENANCE SUPEVISOR VEHICLE	3584	1312	V898	(44,000)	(44,000)	(44,000)	(45,372)	(1,372)
1.00	EHO VEHICLE	3584	1312	V899	0	0	0	(56,318)	(56,318)
	Total - Transport				**(1,337,000)**	**(1,337,000)**	**(797,064)**	**(1,069,045)**	**(215,663)**
0.65	**Total - Plant & Equipment**				**(1,702,500)**	**(1,702,500)**	**(995,065)**	**(1,106,180)**	**(54,797)**
	Furniture & Equipment								
	Recreation & Culture								
1.06	REC CENTRE CARPET	2824	1312	CJ133	(25,000)	(25,000)	(12,492)	(26,591)	(14,099)
	Total - Recreation & Culture				**(25,000)**	**(25,000)**	**(12,492)**	**(26,591)**	**(14,099)**
	Other Property & Services								
0.18	ERP SYSTEM IMPLEMENTATION	0264	1314	CJ145	(300,000)	(300,000)	(198,000)	(55,150)	142,850
0.84	INFORMATION TECHNOLOGY HARDWARE >$5K	0264	1314	CJ150	(35,000)	(35,000)	(17,490)	(29,465)	(11,975)
0.00	TOWN MAINTENANCE TRUCK TOOLS & EQUIPMENT	5201	1312	CJ53	(15,000)	(15,000)	(7,494)	0	7,494
	Total - Other Property & Services				**(350,000)**	**(350,000)**	**(222,984)**	**(86,655)**	**136,329**
0.30	**Total - Furniture & Equipment**				**(375,000)**	**(375,000)**	**(235,476)**	**(113,246)**	**122,230**
	Roads								
	Housing								
0.00	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	2586	1317	CJ45	(30,150)	(30,150)	(15,066)	0	15,066
	Total - Housing				**(30,150)**	**(30,150)**	**(15,066)**	**0**	**15,066**
	Transport								
0.01	RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	(148,698)	(148,698)	(111,510)	(1,778)	109,732
0.34	RURAL ROAD RESHEETING	6614	1317	CJ97	(74,086)	(74,086)	(55,557)	(25,472)	30,085
0.00	RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	6644	1317	CJ131	(449,763)	(449,763)	(208,951)	0	208,951
0.00	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	(182,708)	(182,708)	(91,308)	0	91,308
0.52	PIGGERY LANE -SLK 0.00 - 0.000 4KM	6644	1317	CJ135	(152,797)	(152,797)	(76,356)	(79,200)	(2,844)
0.00	VEGETATION PROGRAM	6644	1317	CJ136	(156,750)	(156,750)	(78,336)	0	78,336
1.53	RRG GRANT - MOUNT ADAMS ROAD (SLK 12.0 - 22.6)	6674	1317	CJ108	(27,761)	(27,761)	(20,814)	(42,355)	(21,541)
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SL	6674	1317	CJ138	(463,000)	(463,000)	(347,250)	(1,376)	345,874
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SL	6684	1317	CJ139	(347,500)	(347,500)	(191,125)	0	191,125
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SL	6684	1317	CJ140	(196,500)	(196,500)	(108,075)	0	108,075
0.82	BLENHEIM ROAD	6694	1317	CJ24	(85,859)	(85,859)	(85,856)	(70,060)	15,796
1.58	R2R - WATER SUPPLY ROAD -SLK 0.00 - 0.000 6KM	6754	1317	CJ134	(215,468)	(215,468)	(107,688)	(341,180)	(233,492)
	Total - Transport				**(2,500,890)**	**(2,500,890)**	**(1,482,826)**	**(586,978)**	**895,848**

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

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

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
0.23	**Total - Roads**				**(2,531,040)**	**(2,531,040)**	**(1,497,892)**	**(586,978)**	**910,914**
	Infrastructure - Other								
	Housing								
0.50	THE VILLAGE - SOAKWELLS & DOWNPIPES	2585	1318	CJ46	(10,000)	(10,000)	(4,998)	(5,002)	(4)
0.00	TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	(8,440)	(8,440)	(4,218)	0	4,218
	Total - Housing				**(18,440)**	**(18,440)**	**(9,216)**	**(5,002)**	**4,214**
	Community Amenities								
0.00	TRANSFER STATION CONCRETE BUND FOR OIL TANKS	1964	1318	CJ118	(34,000)	(34,000)	(34,000)	0	34,000
0.95	TRANSFER STATION CARPARK	1964	1318	CJ152	(36,560)	(36,560)	(18,270)	(34,791)	(16,521)
	Total - Community Amenities				**(70,560)**	**(70,560)**	**(52,270)**	**(34,791)**	**17,479**
	Recreation And Culture								
0.99	SURF BEACH STABILISATION	8054	1318	CJ87	(187,551)	(187,551)	(93,726)	(185,690)	(91,964)
1.14	BOAT RAMP DESIGN	8054	1318	CJ120	(88,876)	(88,876)	(88,874)	(101,197)	(12,323)
0.00	DONGARA ENTRY STATEMENTS - BRAND HIGHWAY	2864	1318	C481	(17,300)	(17,300)	(8,646)	0	8,646
0.00	GRANNY'S BEACH RETICULATION	2864	1318	CJ146	(5,000)	(5,000)	(2,496)	0	2,496
0.00	FORESHORE PLAYGROUND - CORE PRECINCT	2864	1318	CJ153	(700,000)	(700,000)	(190,796)	0	190,796
0.00	FORESHORE PAVILLION - CORE PRECINCT	2864	1318	CJ154	(700,000)	(700,000)	(175,000)	0	175,000
0.00	GOLF CLUB ENTRY STATEMENT	2864	1318	CJ123	(8,760)	(8,760)	(4,374)	0	4,374
0.00	TREE PLANTING	2864	1318	CJ49	(12,000)	(12,000)	(5,994)	0	5,994
	Total - Recreation And Culture				**(1,719,487)**	**(1,719,487)**	**(569,906)**	**(286,886)**	**283,020**
	Transport								
0.86	DRAINAGE, KERBING & FOOTPATH RENEWAL	6794	1318	CJ94	(56,360)	(56,360)	(28,164)	(48,323)	(20,159)
0.00	BLENHEIM ROAD LANDSCAPING	6794	1318	CJ147	(15,000)	(15,000)	(7,494)	0	7,494
0.92	SIGNAGE RENEWAL - TOWN & RURAL	6794	1318	CJ111	(5,000)	(5,000)	(2,496)	(4,622)	(2,126)
0.66	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	(16,000)	(16,000)	(7,992)	(10,610)	(2,618)
0.00	MILO CROSSING UPGRADE	6794	1318	CJ124	(4,000,000)	(4,000,000)	(134,205)	0	134,205
	Total - Transport				**(4,092,360)**	**(4,092,360)**	**(180,351)**	**(63,555)**	**116,796**
	Economic Services								
0.52	KAILIS DRIVE ENTRY STATEMENT	3914	1318	CJ36	(84,717)	(84,717)	0	(43,746)	(43,746)
	Total - Economic Services				**(84,717)**	**(84,717)**	**0**	**(43,746)**	**(43,746)**
0.07	**Total - Infrastructure - Other**				**(5,985,564)**	**(5,985,564)**	**(811,743)**	**(436,551)**	**375,192**
0.21	**Grand Total**				**(10,976,794)**	**(10,976,794)**	**(3,705,615)**	**(2,267,636)**	**1,494,297**

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Interest Earnings	53,441	55%	▲	S	Permanent	Interest earnings have exceeded budget expectations by $53k, driven by a combination of high market interest rates, and the Shire's high cash balance.
Other Revenue	(37,239)	(24%)	▼	S	Timing	A timing variance of $37k is reflected within Other Revenue.
Expenditure from operating activities						
Employee Costs	(257,792)	(14%)	▼	S	Timing	Employee expenses reflect a variance of 14% above ytd budget. It is anticipated that actual spend will align to annual budget by the end of the financial year.
Materials and Contracts	(384,633)	(21%)	▼	S	Timing	Materials and Contracts are above ytd budget by 21%. Expenditure will be reviewed as part of the Annual Budget Review and budget amendments will be actioned, if required.
Depreciation on Non-Current Assets	279,559	12%	▲	S	Timing	This variance reflected within Depreciation is expected to reduce by the end of the financial year.
Interest Expenses	27,456	23%	▲	S	Timing	This is a timing variance which is expected to align to budget as the year progresses.
Insurance Expenses	(16,504)	(10%)	▼	S	Timing	Timing of Instalments .
Other Expenditure	(15,806)	(17%)	▼	S	Timing	Other Expenditure ended the period with a timing difference of 17%.
Investing Activities						
Land and Buildings	140,758	85%	▲	S	Timing	Variance is due to timing of construction works.
Furniture and Equipment	(28,114)	(94%)	▼	S	Timing	Expenditure within Furniture and Equipment has exceeded ytd budget by $28k. This will be reviewed during the Annual Budget Review, and should a budget amendment be required, this will be actioned accordingly.
Infrastructure Assets - Roads	930,424	62%	▲	S	Timing	Variance is due to timing of construction works.
Infrastructure Assets - Other	354,549	44%	▲	S	Timing	Variance is due to timing of construction works.
Financing Actvities						
Transfer to Reserves	(36,003)	(100%)	▼	S	Timing	This is a timing difference which will align to budget by the end of the financial year

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item CEO01-02/24 Attachment 1 Cost Estimate for Extraordinary Election

WESTERN AUSTRALIAN
Electoral Commission

Mr Shane Ivers
Chief Executive Officer
Shire of Irwin
PMB 21
DONGARA WA 6525

Dear Mr Ivers,

Councillor vacancy – Local Government Extraordinary Election – Cost Estimate

I refer to an email of 9th February 2024 enquiring if the Commission can provide a Cost Estimate to undertake an extraordinary election for the Shire of Irwin.

As you are aware, if a declaration has been made under section 4.20(4) of the *Local Government Act 1995*, the local government is required to meet the expenses of the Commissioner in connection with the election to the extent required by regulations.

As such, to assist with the Council's decision under section 4.20(4) of the *Local Government Act 1995*, the Commission has estimated the cost to conduct your Council's election as a postal election at approximately $24,000 (inc GST) which is based on the following assumptions:

- 2820 electors;
- response rate of approximately 40%;
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

Costs not included in this estimate:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns;
- local government staff members to issue replacement votes; and
- the cost of any casual staff to assist the Returning Officer on election day or night

Level 2, 66 St Georges Terrace PERTH WA 6000
GPO Box F316 PERTH WA 6841
T | (08) 9214 0400
E | waec@waec.wa.gov.au
W | www.elections.wa.gov.au

This cost estimate is **not** to be taken as my written agreement to be responsible for the conduct of the local government extraordinary election for the Shire of Irwin in accordance with section 4.20(4) of the *Local Government Act 1995*.

I will provide that written agreement upon receiving written confirmation from you that:

A. Your Council agrees to the costs estimate of approximately $24,000 as set out above; and
B. You agree that, upon receiving my written agreement, the following two motions will be presented to your Council (**unchanged**):

    1. 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;

    2. 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.

For the Commission to conduct the extraordinary election as a postal election, your Council will then need to pass the above two motions (**unchanged**) by an absolute majority *after* receiving my written agreement.

If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely

Robert Kennedy
ELECTORAL COMMISSIONER

9th February 2023

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item ID01-02/24
Record of Exercise of Delegated Powers or Duties December 2023 and January 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Records of exercise of delegated powers or duties – Development, December 2023 and January 2024

Function	Officer	Date of decision	Decision	Description	Address
Building Permit	Manager Development	4 December 2023	Granted	Telecommunications Tower	Lot 65 (No. 3) Armstrong Street, Dongara
		5 December 2023	Granted	Shed	Lot 305 (No. 43) Northshore Drive, Dongara
		13 December 2023	Granted	Storage Shed x 3	Lot 11945 Mount Adams Road, Arrowsmith
		13 December 2023	Granted	Garage	Lot 239 (No. 18) Bayliss Road, Dongara
		15 December 2023	Granted	Patio	Lot 39 (No. 12) Canny Place, Port Denison
	Environmental Health Officer / Building Surveyor	8 January 2024	Refused	Garage	Lot 746 (No. 11) Bertran Vista, Port Denison
		12 January 2024	Granted	Swimming Pool	Lot 282 (No. 17) Tulloch Drive, Dongara
		29 January 2024	Granted	Retaining Wall	Lot 694 (No. 10) Salvado View, Port Denison
		31 January 2024	Granted	Shed	Lot 1146 (No. 763) Milo Road, Milo
Development Approval	Manager Development	5 December 2023	Granted	Single House (Patio, Garage and Retaining Wall)	Lot 103 (No. 35) Pearse Road, Port Denison
		13 December 2023	Granted	Building Envelope Relocation	Lot 101 Padbury Road, Bookara
		18 December 2023	Granted	Light Industry (Shade Structure)	Lot 139 (No. 3) Moore Road, Dongara
		9 January 2024	Granted	Light Industry (Shade Structure) – Amended Plans	Lot 139 (No. 3) Moore Road, Dongara
		10 January 2024	Granted	Single House (Outbuilding)	Lot 72 (No. 5) Illyarie Road, Springfield
		22 January 2024	Granted	Single House (Carport)	Lot 339 (No. 6) Richardson Road, Port Denison
		29 January 2024	Granted	Single House (Outbuilding)	Lot 560 (No. 42) Ocean Drive, Port Denison

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item ID02-02/24
Attachment 1
Proposed Local Planning Scheme Amendment No. 19 – Special Use (Roadhouse) Rezoning Lot 16 Brand Highway, Dongara

SHIRE OF IRWIN

LOCAL PLANNING SCHEME NO. 5

AMENDMENT NO. 19

AYTON BAESJOU
PLANNING

ABN: 15 061 140 172

59 Peels Place
Albany WA 6330
Ph 9842 2304 Fax 9842 8494

MINISTER FOR PLANNING

PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

LOCAL AUTHORITY:	**SHIRE OF IRWIN**
DESCRIPTION OF LOCAL PLANNING SCHEME:	**LOCAL PLANNING SCHEME No. 5**
TYPE OF SCHEME:	**DISTRICT SCHEME**
SERIAL No. OF AMENDMENT:	**AMENDMENT No. 19**

PROPOSAL:

i. To rezone portions Lot 16 Brand Highway, Dongara from the Light Industrial and Special Residential zones to the Special Use Zone.

ii. To include Lot 16 Brand Highway, Dongara within Schedule 4 – Special Use Zones along with associated Permitted Uses and Specific Conditions.

LOCAL PLANNING SCHEME No. 5

AMENDMENT No. 19

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2. REPORT
3. EXECUTION

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME

SHIRE OF IRWIN

LOCAL PLANNING SCHEME No. 5

DISTRICT SCHEME

AMENDMENT No. 19

RESOLVED that the local government pursuant to Section 72 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

I. Rezoning portions Lot 16 Brand Highway, Dongara from the Light Industrial and Special Residential zones to the Special Use Zone.

II. Including Lot 16 Brand Highway, Dongara within Schedule 4 – Special Use Zones along with associated Permitted Uses and Specific Conditions.

III. Amending the Scheme Maps accordingly.

The amendment is a Complex Amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason.

- It is an amendment that is not addressed by any local planning strategy.

Dated this _____ day of _____ _____

_____
CHIEF EXECUTIVE OFFICER

SHIRE OF IRWIN

LOCAL PLANNING SCHEME NO. 5

AMENDMENT NO. 19

PROPOSED ROADHOUSE
& ASSOCIATED USES
LOT 16 BRAND HIGHWAY, DONGARA

PLANNING REPORT

AYTON BAESJOU
PLANNING

ABN: 15 061 140 172

59 Peels Place
Albany WA 6330
Ph 9842 2304 Fax 9842 8494

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APPENDIX A: TRANSPORT IMPACT STATEMENT- LOT 16 MOORE ROAD - DONALD VEAL CONSULTANTS

APPENDIX B: BUSHFIRE MANAGEMENT PLAN- LOT 16 MOORE ROAD - BIODIVERSE SOLUTIONS PTY LTD

December 2021 - Modified in accordance with Council Resolution dated 13 December 2021.

March 2022 - Modified in accordance with WAPC Attachment 3 Schedule of Modifications.

1. INTRODUCTION

United Petroleum Pty Ltd propose to establish a Roadhouse on Lot 16 Brand Highway, Dongara.

Lot 16 is zoned Light Industry and Special Residential with a portion in the Local Reserve under the provisions of the Shire of Irwin Local Planning Scheme No. 5. As the use "Roadhouse" is not a permitted use within these zones and as there is no specific zone set aside for the "roadhouse", it is proposed to amend the zoning on the site. This amendment will include the land in the Special Use zone along with associated development provisions. This action meets with the convention under Scheme No. 5 as the Special Use zone accommodates the bulk of the Shire's other Roadhouses.

Local Planning Scheme No. 5 identifies the use "Roadhouse" as "land and a building or buildings used primarily as a service station, but with a supplementary use as a restaurant, take away food outlet or as a shop providing an approved, limited range of day-to-day travel commodities and services and may include motor vehicle repairs."

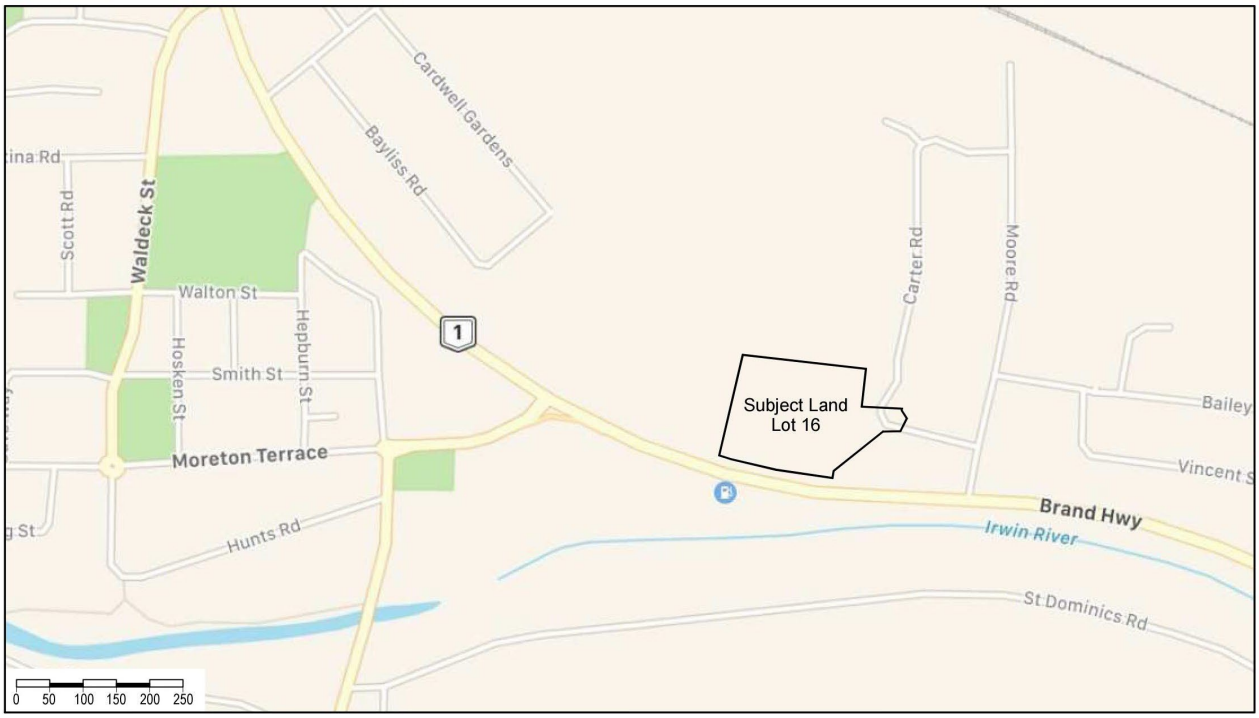
The following report provides the background and supports the amendment of Scheme No. 5

2. BACKGROUND

2.1 Location, Area & Zoning

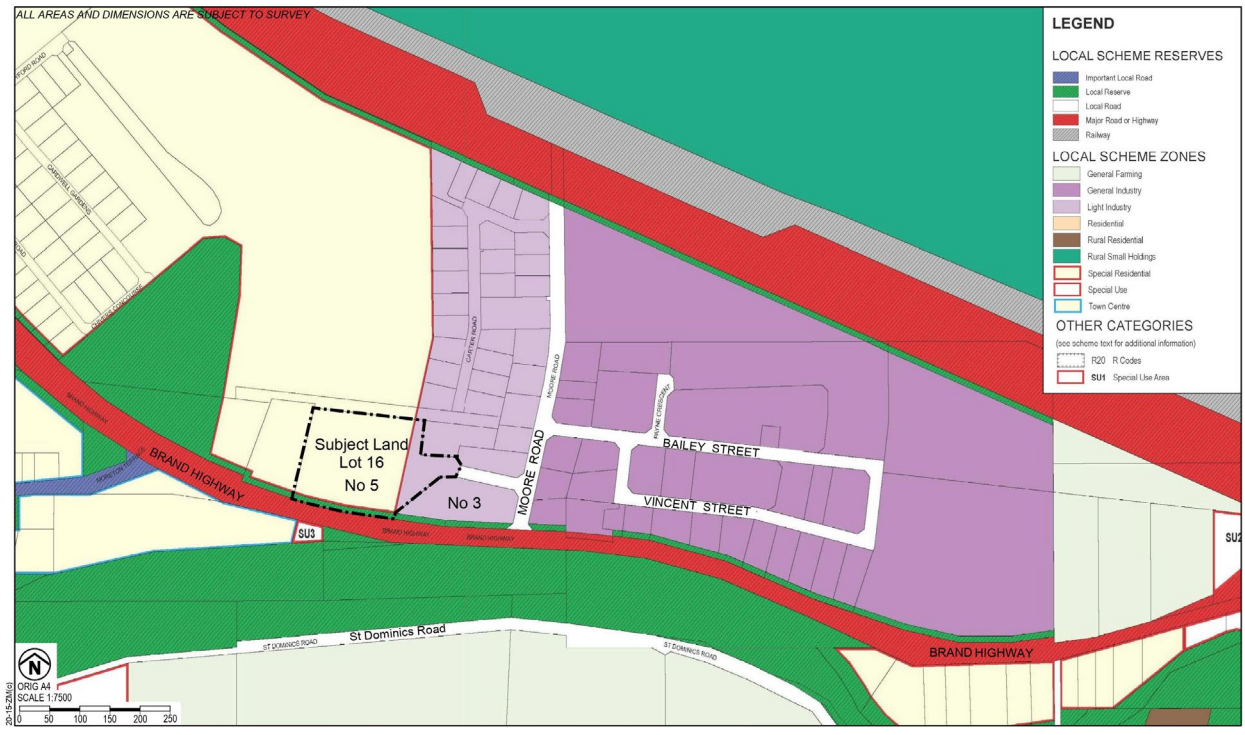
The subject land is located to the west of the entrance to the Dongara Industrial Estate on the south west corner of Moore Road and the Brand Highway intersection.

The site is approximately 2km to the east of the town centre. Refer to the Location Plan below.



Location Plan

Lot 16 is 3.3753ha in area with the eastern portion zoned Light Industry and the western portion Special Residential under the provisions of the Local Planning Scheme No. 5. In addition, a thin strip of the lot abutting Brand Highway is included in the Local Reserve.



Excerpt - Local Planning Scheme No. 5

In terms of surrounding Scheme No. 5 zoning, refer to the Zoning Map and below:

- Land to the north is zoned a mixture of Light Industry (eastern portion) and Special Residential (western portion).
- Land to the south is zoned a mixture of Light Industry (eastern portions) and a thin strip of Parks and Recreation Reserve in the area fronting Brand Highway.
- Land to the west is zoned Special Residential.
- Land to the east, on the opposite side of Moore Road, is zoned General Industry.

The Parks & Recreation Reservation that runs parallel with the Brand Highway on its northern side provides for a row of trees to partially screen the industrial area and limit direct access onto the Highway.

While a Roadhouse is permitted in the General Industry zone which exists on the opposite side of Moore Road, the use is not permitted in the prevailing zones.

The amendment is a "Complex Amendment" under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it is a proposal that is not specifically addressed by the Local Planning Strategy. As a result, there are formal referral requirements to the Environmental Protection Authority as well as specific WA Planning Commission assessment and public advertising requirements.

Given this use is a specific landuse activity that does not lend to broad scale zoning categories, it is not surprising that the Local Planning Strategy does not proactively include specific provision for the activity on the particular identified parcel of land. With this noted, the proposal does not conflict with the broader scale proposals of the Local Planning Strategy or any of its specific Policy Actions.

It is for these reasons that throughout both the State and the Shire, such landuse activities are often specifically zoned following the preparation and approval of a detailed proposal and are then included within either Special Use or Additional Use zones.

2.2 Site Description

Lot 16 is vacant and slopes very gently down to Brand Highway to the south. The lot comprises cleared pasture in the south with scrubby regrowth in the north. Soils appear sandy and without unconventional or compromising qualities for conventional construction or development methods.

The site has a 20m frontage to a public road leg accessing Moore Road in the east and an approximate 172m frontage to Brand Highway to the south.

With the area abutting Brand Highway being unfenced, the parking and maneuvering of private vehicles has extended from the road reserve into the land, particularly in the south west opposite the existing BP Roadhouse and associated Café. This area has been cleared and graveled and is utilised as an informal roadside stopping area, particularly for caravans and trucks.

Being located on the entrance to town between urban areas and the industrial estate, the site has access to all conventional infrastructure services.

Water

The site has good access to reticulated water supplies. Reticulation mains exist in the western verge of Moore Road and the northern verge of Brand Highway with distribution mains in the eastern verge of Moore Road and northern verge of Brand Highway. Reticulation mains are also provided with street hydrants as necessary.

Sewer

The are no deep sewer services in the area. The closest such services are located in the Tyford/Cardwell Gardens residential area and in the town urban area, both some 750m to the west. As a result, the existing rural, semi-rural and industrial activities in the area use on site treatment technologies proven effective in the capable local soils.

Electrical Power

The site has good access to electrical power supplies. Low voltage overhead distribution lines exist in the western verge of Moore Road with high voltage overhead distribution lines running east-west centrally within the 20m wide Lot 70 to the north. Low voltage underground cables are located in the western verge of Moore Road and the southern verge of Brand Highway.

Telecoms

The site has access to telecom services both wireless/mobile and landline. Telstra and NBN copper and optical cables exist on both sides of the Moore Road reserve and in the northern verge of the Brand Highway.

2.3 Landuse Context

Lot 16 is located in an area of transition between the existing developed urban areas and the developing Dongara Industrial Estate. This is reflected by the western portion of the site being zoned for possible Special Residential development as a transition from the residential areas further west and the industrial zoning that exists on the eastern portion of the land and continues further east.

While zoning within the area promotes Industrial, Special Residential and Parks (Local Reserve) activities, the area accommodates the following land uses and activities:

- Developed and vacant industrial lots to the east with activities such as garden supplies, storage units, upholstery, vehicle body repair, mechanical repairs, freight depot.

- To the west, Lot 11 at 1.2ha is a smaller rural retreat block accommodating the remaining listed historic Tyford Farm buildings (two stone dwellings, stone rainwater tank and privy). While this site has been used for holiday accommodation purposes, the current use is rural retreat living.

- Land further west and north remains vacant and is either grazed or cropped as a part of existing and adjoining broadacre agricultural operations.

- Apart from the existing BP Roadhouse and Café, land to the south of the Highway is mainly vacant accommodating remnant vegetation and parkland clearing in the environs of the Irwin River.

3. PLANNING CONTEXT

3.1 Regional Strategies

WAPC Mid-West Regional Planning and Infrastructure Framework 2015

Dongara is identified as a Sub-Regional Centre on the MWRPIF. Development of the townsite is promoted to support the population and economic activities within the surrounding hinterland. Development and infrastructure to support the important and growing tourism and petroleum (gas) sectors are strongly supported.

The development proposal will provide and improve service for these sectors as well as the local community.

WAPC DLPH Guilderton to Kalbarri Sub-Regional Strategy 2019

Dongara is also identified as a Sub-Regional Centre on the GKSRS. The Strategy strongly promotes Dongara-Denison as a service centre on the regionally important tourist and transport route (see following plan).

As above, the development proposal will provide for and improve the function of Dongara as a service centre by providing a new full-service roadhouse facility on the entrance to town, co-located with industrial development but designed and laid out to contemporary high standards.

3.2 State Planning Policies & Guidelines

State Planning Policy 3.7 – Planning for Bushfire Protection

The land is located within an identified Bushfire Prone Area and a Bushfire Management Plan has been prepared to SPP3.7 standards.

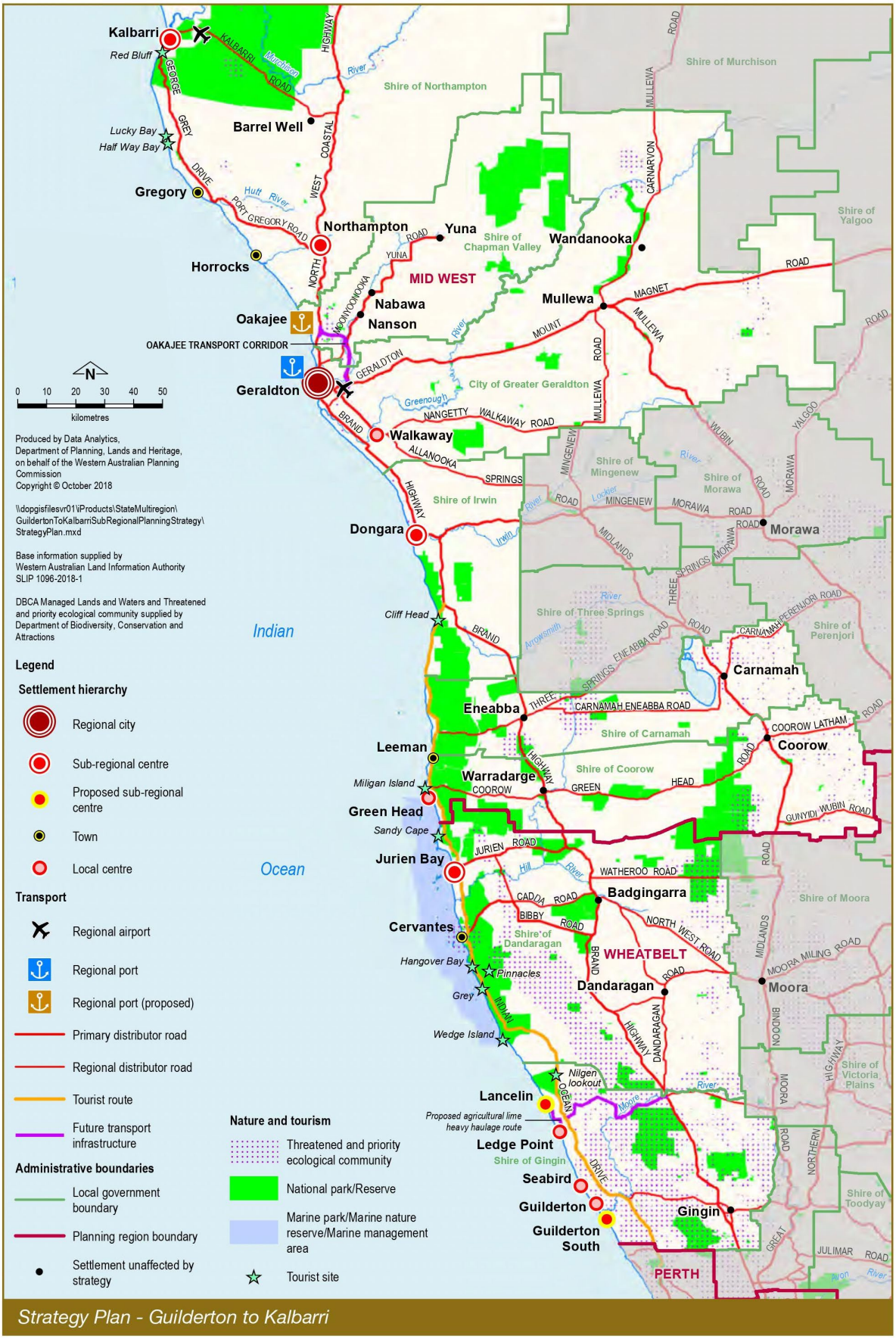
The development meets and accommodates all necessary fire protection requirements and can be accommodated within BAL-19 and BAL-12.5 zones. At the Development Application stage of development, a "Risk Management Plan" will need to be prepared.

State Planning Policy 5.4 - Road and Rail Noise

Under SPP 5.4, Brand Highway is identified as a "Strategic Freight and/or Major Traffic Route" wherein triggers for noise sensitive development exist within 300m of the carriageway.

In this instance, the development proposed is both dependent on the "Major Traffic Route" function of the Highway and does not trigger application of the policy.

WAPC DLPH Guilderton to Kalbarri Sub-Regional Strategy 2019



WAPC/DPLH Transport Impact Assessment Guidelines 2016

These guidelines set out the circumstances where a Transport Impact Assessment (TIA) is required for individual developments, the form and scope of assessments as well as their approval requirements.

The proposed development triggers the need for a TIA. As a result, one has been prepared in accord with the guidelines and is included within Appendix A.

3.3 Development Control Policies

WAPC DC5.1 Regional Roads (Vehicular Access) 1998

DC5.1 provides guidance for the control of development adjacent to "regional roads" particularly with regards access control, maintenance of road function and safety of through and turning traffic. Brand Highway falls within the description of "regional road".

The Transport Impact Statement and concept design have been prepared to and specifically meet the requirements of this policy.

3.4 Local Strategies

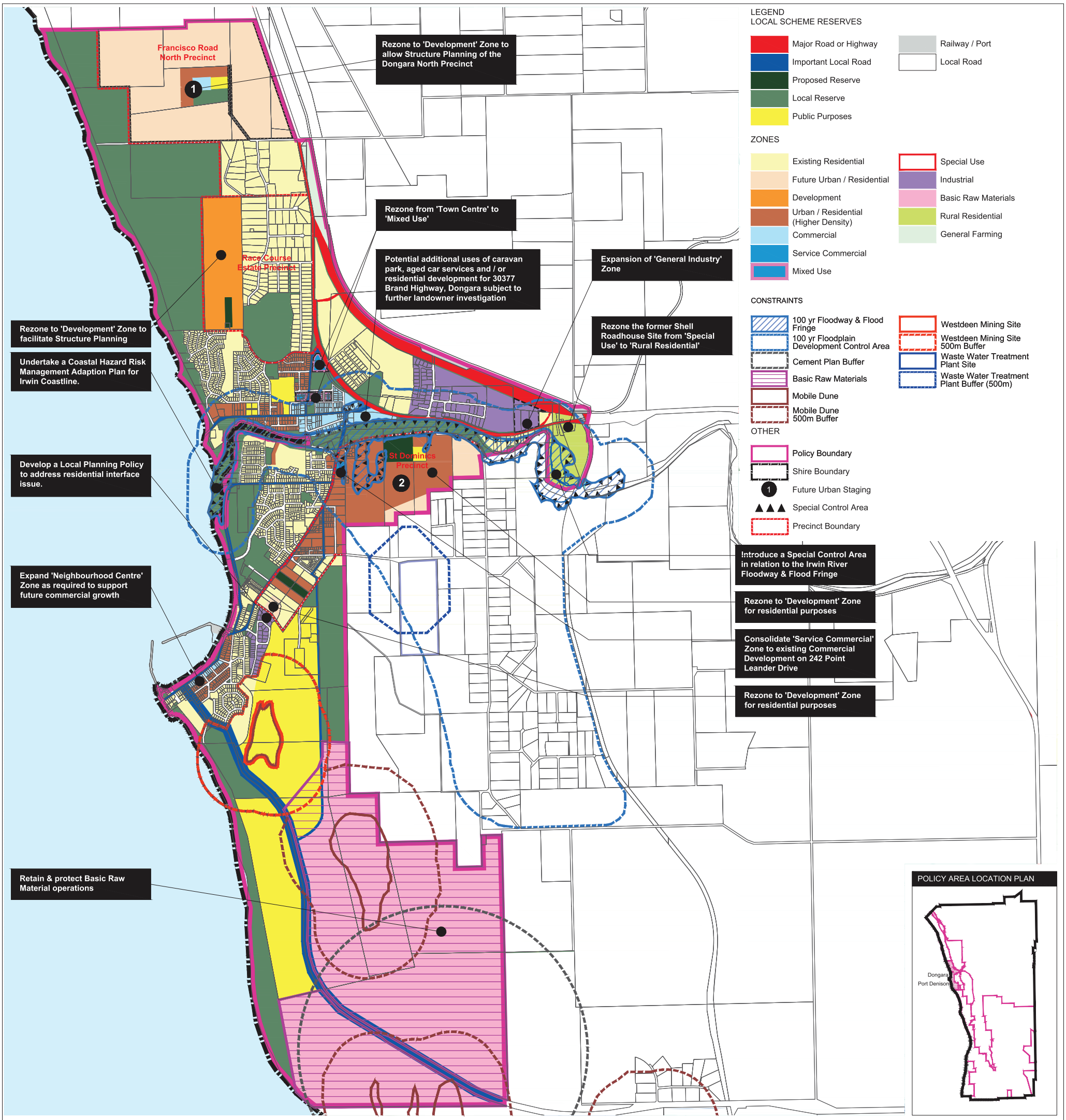
Shire of Irwin Local Planning Strategy 2017

The Local Planning Strategy (LPS) sets out the Shires vision for specific policy areas. Policy Area B of the Strategy shows the eastern portion of the subject land zoned Industrial and the western portion zoned Residential.

Other relevant recommendations of the LPS include:

- Expand industrial area to provide for possible significant shortfall by 2025.
- Promote businesses leveraging opportunities provided by Brand Highway.
- Extension of the Commercial area east to just south of the subject land.
- Provide for tourist and transport support services.
- Require traffic assessments for developments that may have impact on Brand Highway.

Figure 3 - Policy Area B



POLICY ACTIONS

1.1.1 The Shire shall not support the release of new housing land within the:

1. Residential zone, by way of Local Structure Plans; or
2. Rural Residential and Rural Smallholdings by way of rezoning;

unless the demand for housing is adequately aligned with the supply of housing land within these zones, after consideration of the Shire's Housing Land Audit and Market Analysis.

1.1.2 Promote the orderly release of land for residential purposes generally on the following basis:

1. Promote density infill of existing vacant residential zoned land as a priority in accordance with the Dongara Port Denison District Structure Plan. Promote the delivery of diversity of lot / dwelling product within these areas;
2. Prioritise the delivery of residential land in close proximity to the town centre and existing services over land identified for future urban;
3. Following the infill of existing zoned and serviced land, release future urban land in the following priority order:
   i. Dongara North Precinct;
   ii St Dominics Precinct.
4. Subdivision of land within the Rural Residential zone that is not serviced by reticulated services will not be supported.

1.1.3 New urban land is to be rezoned to a 'Urban Development' Zone to require the preparation of a structure plan prior to subdivision and development.

1.1.4 Specifically rezone Lot 250 Oceanside Boulevard to 'Development' Zone to facilitate structure planning to achieve a varied lot mix within the parameters of Special Residential and Residential R12.5.

1.1.5 Rezone the former Shell Roadhouse Site at 30183 Brand Highway, Dongara from 'Special Use' to 'Rural Residential' to integrate the site with the zoning of surrounding land.

1.1.6 30377 Brand Highway, Dongara is identified as potentially being suitable for additional land uses such as caravan park, aged care services and / or residential development. Any proposal would need to be progressed by the landowner and will be assessed on its individual merits.

1.2.1 Expand the existing 'General Industrial' zone located on Brand Highway eastwards in accordance with the DSP.

1.3.1 Introduce Development Contribution Areas by way of Special Control Areas within the Local Planning Scheme to establish the statutory requirement for development contributions.

1.3.2 Develop a Development Contribution Plan and cost schedule to provide a framework for the collection of developer contributions towards key infrastructure.

1.4.1 Consolidate the new 'Commercial' zone by rezoning surplus commercial land to 'Mixed Use' generally in accordance with the recommendations of the Dongara Town Centre Revitalisation Plan.

1.4.2 Undertake a detailed review of the 2009 Town Centre Precinct plan in light of the recommendations contained in the Town Centre Revitalisation Plan to ensure appropriate use and development outcomes are achieved and incorporated into the Local Planning Scheme.

1.4.3 Rezone the existing 'Service Commercial' zoned land on Point Leander Drive to a 'Urban Development' zone for residential purposes so that key retail tenancies are not 'pulled' from the existing core town centre area.

1.4.4 Undertake a feasibility analysis to explore options for location of a larger supermarket site to support the district. This analysis should examine issues around site area requirements, land tenure issues, landowner intensions, site selection criteria with a view to protecting the viability of the existing town centre and other matters.

1.4.5 Expand the Commercial zone to support future commercial growth in Port Denison in accordance with the recommendation of the Dongara Port Denison District Structure Plan.

1.5.1 Undertake a Land Audit of the Shire's assets and determine recommendations for development/lease/sale of excess land.

1.6.1 Undertake the recommendations of the Site Selection Study in relation to identifying a site for a new Waste Management Facility.

1.6.2 Undertake a site selection study to identify future sites for cemetery use.

1.6.3 Undertake a site selection study to identify future sites for re-location of the pistol club.

1.7.1 Prepare a set of Design Guidelines for lots along Point Leander Drive located adjacent to the foreshore to ensure objectives relating to character, amenity and a positive aesthetic contribution to the adjacent public realm are met.

Shire of Irwin Dongara – Port Denison District Structure Plan 2014

The Dongara – Port Denison District Structure Plan (DPDDSP) acted as an interim LPS providing guidance to the general layout of existing and proposed layout of general landuses and guidance for the development of more detailed Local Structure Plans and development proposals (see following plan).

Similar to the subsequent LPS, the DPDDSP shows the eastern portion of the subject land under the Industrial category and generally promotes the extension of the commercial area east to just south of the subject land and providing for tourist and transport support services.

Shire of Irwin Industrial Land Strategy 2017

Similar to above, the Industrial Land Strategy (ILS) shows the eastern portion of the land in the General Industrial Estate.

The ILS acknowledges the likely imminent "dramatic increase" in demand for industrial land resulting from the burgeoning mining, agribusiness and infrastructure sectors.

The ILS promotes expansion of the shire's industrial areas as well as the investigation of an incubator site.

Local Planning Scheme - Shire of Irwin Local Planning Scheme No. 5

Eastern portions of Lot 16 are under the Light Industry zone, western portions are under the Special Residential zone while a thin strip of the lot abutting Brand Highway is included in the Local Reserve. Further analysis of the Scheme is included above in Section 2.1.

Shire of Irwin Dongara – Port Denison District Structure Plan 2014

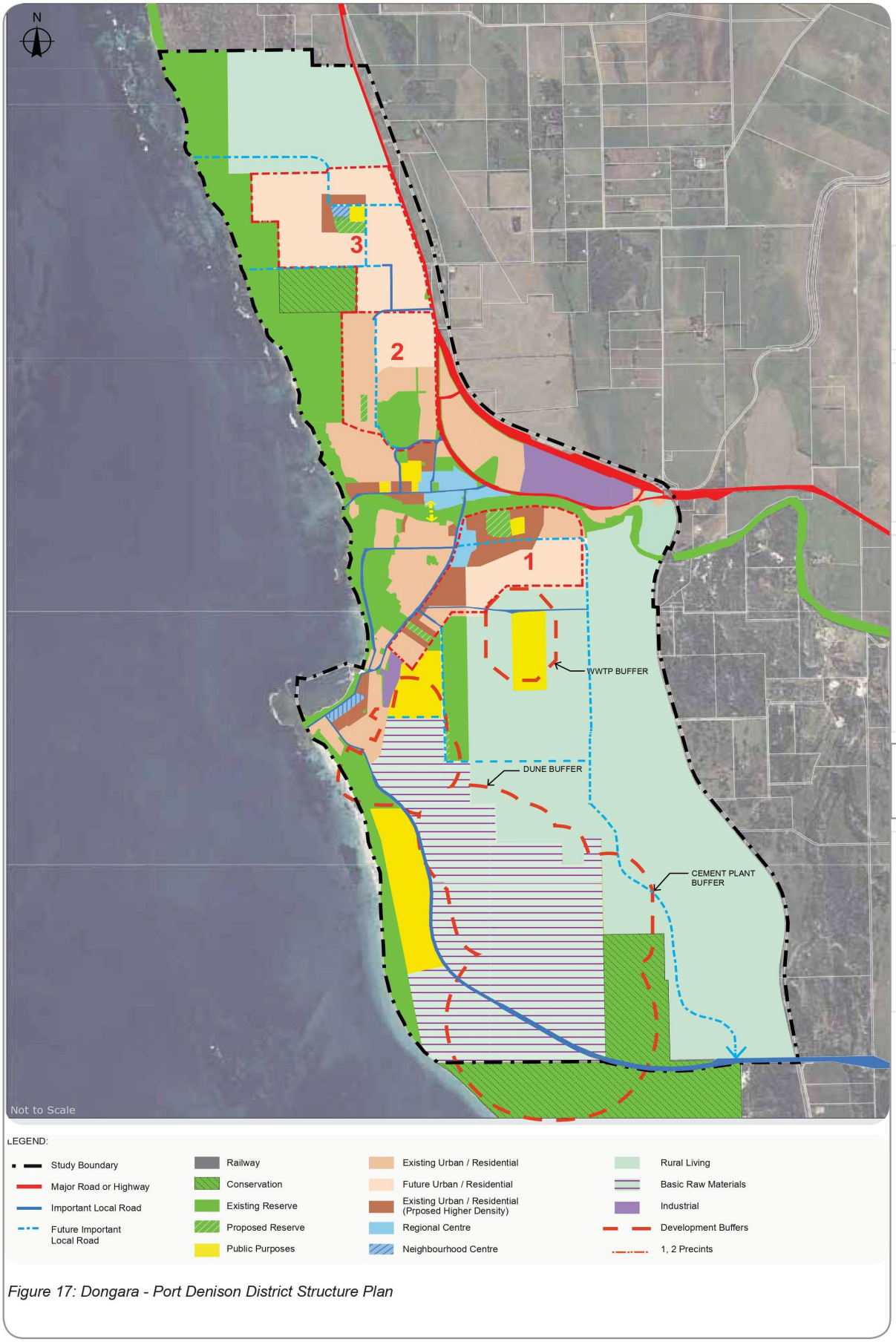


Figure 17: Dongara - Port Denison District Structure Plan

Environmental Guidance - EPA 2005 Environmental Guidance for the Assessment of Environmental Factors – Separation Distances No. 3

The EPA's Guidance Statement No. 3 notes that service stations potentially have "gaseous, noise, odours and risk impacts". Separation distances of 50 metres for service stations operating during normal hours and 200 metres for a non- freeway service station operating 24 hours a day are nominated as a guide.

`The nearest residential dwellings to the west on Lot 11 are located approximately 145 metres distance from the service station site and 155 metres from the nearest petrol bowsers.
Improved technology and regulations associated with a modern service station have removed the potential gaseous odours and risk impacts. As a result of these improvements, it is now common practice for service stations to be located within residential areas and to incorporate cafes/restaurants and take away food outlets.

As noted in section 2.2 above, an existing service station is already in closer proximity to the residential dwellings on Lot 11 and is located diagonally opposite on the south side of the Brand Highway. An associated informal roadside stopping area has also been developed opposite this service station on the northern side of the Brand Highway for vehicles, including caravans and trucks.

Noise associated with traffic on the Brand Highway will mitigate any impact that noise associated with the proposed service station will have on the residential area to the west. A large shed is located on the eastern boundary of Lot 11 which provides a buffer to the proposed service station. Additional planting along the western boundary of Lot 16 will be provided to further screen and buffer development on the subject land.

It is also proposed to remove the informal roadside stopping area which will be a significant improvement on the amenity of the residences on Lot 11. Provision will instead be made for trucks and caravans to park within the proposed service station as shown on the attached concept plan. These vehicles will be required to exit the site via Moore Road to the east which will minimise any impact on lot 11.

Summary Table

Planning Instrument	Compliance	Comment
WAPC Mid-West Regional Planning and Infrastructure Framework 2015	No Conflict	Proposal generally promotes aims by providing additional tourist, transport & industry service.
WAPC DLPH Guilderton to Kalbarri Sub-Regional Strategy 2019	No Conflict	Proposal generally promotes aims by providing additional tourist, transport & industry service.
State Planning Policy 3.7 – Planning for Bushfire Protection	Compliant	Meets SPP3.7. Compliant Bushfire Management Plan prepared. At Development Application stage of development, a "Risk Management Plan" will need to be prepared.
State Planning Policy 5.4 - Road and Rail Noise	Compliant	Meets SPP5.4.
WAPC/DPLH Transport Impact Assessment Guidelines 2016	Compliant	Meets Guidelines. Compliant Assessment prepared.
WAPC DC5.1 Regional Roads (Vehicular Access) 1998	No Conflict	Access to and from Brand Highway is supported By Main Roads WA.
Shire of Irwin Local Planning Strategy 2017	No Conflict	Proposed use is site specific and outside the scope and general landuse categories included in the LPS.
Shire of Irwin Dongara – Port Denison District Structure Plan 2014	No Conflict	Proposed use is site specific and outside the scope and general landuse categories included in the DSP.
Shire of Irwin Industrial Land Strategy 2017	No Conflict	Proposed use compatible with aims of ILS.
Shire of Irwin Local Planning Scheme No. 5	Non-Compliant	Proposed use not included within prevailing zone. Proposed use is identified in the Scheme with best practice under a Special Use zoning. Scheme Amendment (this process) required.
EPA 2005 Environmental Guidance for the Assessment of Environmental Factors – Separation Distances No. 3	Compliant	Meets specific requirements for proposed use.

4. DEVELOPMENT PROPOSAL

United Petroleum Pty Ltd propose to establish a Roadhouse on Lot 16 Brand Highway, Dongara. The Roadhouse is to occupy some 1.3ha of the existing 3.37ha site. The Roadhouse is to be located in the south east third of the site adjacent to existing industrial operations and connecting directly to existing industrial Moore Road. The portion of land concerned is cleared and flat, primed for development. The proposal will provide a rest stop and facilities for truck drivers as well as a 24/7 Roadhouse. It is anticipated that between 4 to 8 permanent jobs will be created together with an investment of around $5 m. The associated convenience store will service the industrial area as well as the passing trade.

The proposed roadhouse falls within the Local Planning Scheme No. 5 definition as "land and a building or buildings used primarily as a Roadhouse, but with a supplementary use as a restaurant, take away food outlet or as a shop providing an approved, limited range of day-to-day travel commodities and services and may include motor vehicle repairs."

A Concept Plan has been prepared as a guide for the development of the Roadhouse. Refer overleaf. The main components of this plan include:

- Double Car Bowsers (8) under Canopy.
- Double Truck Bowsers (3) under Truck Canopy.
- Provision for Truck/Trailer (5), Caravan (5), private vehicle and convenience parking (21 incl ACROD Bay).
- Roadhouse & Convenience shopping.
- Road access to both Brand Highway and Moore Road, traffic circulation and manoeuvring areas including all constructed accessways and hardstand.
- Road access and internal traffic design informed by an MRWA approved Transport Impact Statement (see Appendix A).
- Setbacks and buffers to adjoining developed and vacant land.
- Provision for drainage and landscaping areas (including landscaping of the frontage to the highway both inside and outside of the future 10m wide "reserve" and a 10m wide landscape buffer adjacent to the western boundary.
- A Bushfire Management Plan completed to SPP3.7 requirements. (See Appendix B).
- Provision for future connection to Carter Road (industrial) as shire planning proceeds.

Development of balance of Property to be subject to preparation of a Local Development Plan

MOORE ROAD

BRAND HWY

INTERIM ISSUE ONLY
DATE: 09.09.2021

1 PROPOSED SITE PLAN
SCALE: 1:500 @ A1

NOTE:
THIS FEASIBILITY STUDY IS SUBJECT TO THE FOLLOWING:
- FEATURE SITE SURVEY
- PLANNING ADVICE
- TRAFFIC ADVICE

LANDSCAPE PLAN REQUIRED

N

a	aa	a	a	xx.xx.2018
revision/ issue	description	drawn	checked	alpha

project: PROPOSED ROADHOUSE
location: 5 MOORESROAD, DONGARA

Drawn: MS
checked: NP

description: PROPOSED SITE PLAN

scale: 1:500 @ A1

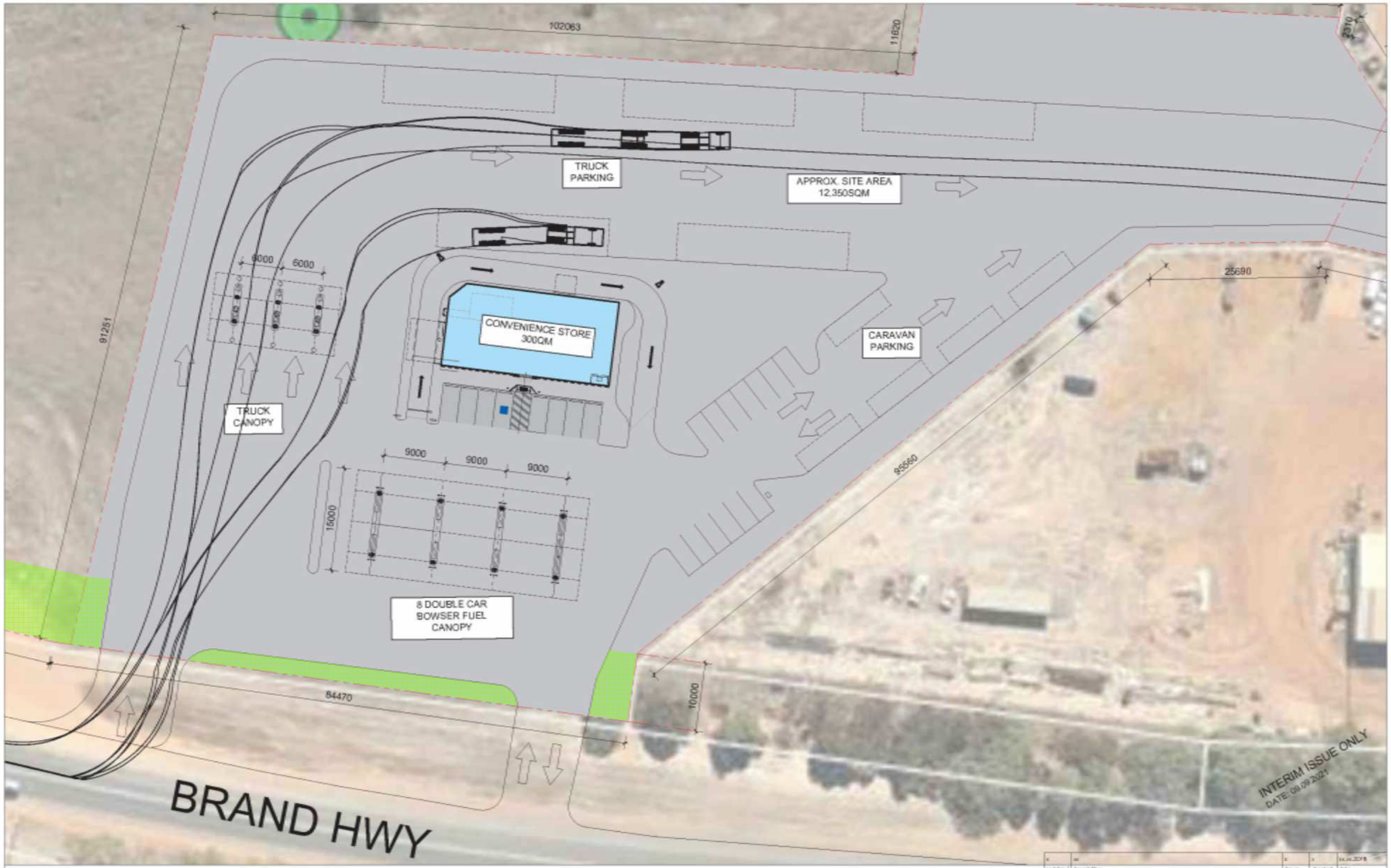
date: 09.09.2021

project no: 33.21

DWG no: SK06

Hodge Collard Preston ARCHITECTS

Third Floor, 28 Richardson Street, West Perth, WA 6005
PO Box 7123, West Perth, WA 6872
Phn: (08) 9322 5144
Fax: (08) 9322 5142
Email: admin@hcparch.com



1 PROPOSED SITE PLAN
SCALE: 1:250 @ A1

NOTE:
THIS FEASIBILITY STUDY IS SUBJECT TO THE FOLLOWING:

- FEATURE SITE SURVEY
- PLANNING ADVICE
- TRAFFIC ADVICE

LANDSCAPE PLAN REQUIRED

N

a	aa		s	y	xx.xx.20YY
revision/ date	description		drawn	checked	date

project: PROPOSED ROADHOUSE
location: 5 MOORESROAD, DONGARA

drawn: MS
checked: NP

description: PROPOSED SITE PLAN

scale: 1:@25 @ A1
date: 09.09.2021
project no: 33.21
dwg no / rev: SK07 / P

Hodge Collard Preston ARCHITECTS
Ground Floor, 28 Richardson Street, West Perth, WA 6005
PO Box 1143, West Perth, WA 6872
Phn: (08) 9321 5144
Fax: (08) 9321 5145
Email: admin@hcparch.com

The balance land will be retained in a low fuel state, predominantly under pasture pending future planning, assessment and approvals.

The Special Use zone provides the discretion for a number of uses to be considered within the balance of the property to the west of the Roadhouse. The proponents have no plans to develop the balance of the property at this stage, however, it is prudent to anticipate that the site maybe developed in the future. Given the nature of the proposed Roadhouse, which will cater for large trucks, it is considered that light and service industry uses, including a Showroom and/or Warehouse would be compatible and by definition, also be compatible with the "Special Residential" uses to the west and north. DVC Consultants advise that the access provided for the Roadhouse would be capable of also accommodating an appropriate use of the balance of the property. A separate accessway to and from Brand Highway is not proposed.

It is recommended that development of the balance of the property be subject to the preparation of a Local Development Plan which would address key issues such as access, bushfire management, suitability with adjacent landuse and landscaping / buffers.

With regards to the land further west and north currently identified in planning strategies for Special Residential subdivision and development, it is noted that:

- The WA Planning Commission via the Department for Planning, Lands & Heritage has the intention to phase out Special Residential zones and replace these with suitable low-density R-Design Codes.
- Subdivision and development of Special Residential zones, pursuant to cl5.26 of the scheme is dependent on an Outline Development Plan. These requirements have been superseded by the Planning & Development Regulations which now dictate Local Structure Plan requirements.

This LSP process will commence at the time adjoining landowners seek to pursue higher development. The LSP will identify constraints and issues associated with the development of this land and identify particular subdivision and development measures necessary to accommodate future development, such as:

- Bushfire Safety.
- Buffers to and impact from the Highway.
- Integration with surrounding landuse and development (including the subject land and light and general industry in the locality as well as adjoining Special Residential development areas).
- Access restrictions associated with the Highway (controlled access).
- Access and servicing provision including integration with adjoining Special Residential development areas.

The Transport Impact Statement, attached in Appendix A, is based on the Concept Plan layout and concludes:

- All transport and traffic aspects and impacts from the development will not have an adverse impact on the surrounding area.
- The development proposed is assessed as a "moderate impact" development based on assessment standard criteria. It is not a "high" or significant impact proposal.
- There are no traffic capacity issues associated with the proposal.
- Intersections, site access and internal layout will not have significant impact on traffic and existing road use and intersections.

5. MANAGEMENT PROVISIONS

The Special Use zone provisions of the scheme provide for the identification of specific Special Uses and the conditions under which these uses can be exercised.

Common with contemporary Roadhouse activities, the identified uses are "Roadhouse, Restaurant, Car Park, Convenience Store, Fast Food Outlet & Manager's Accommodation". In accord with prudent and proper planning, also included is "Incidental Uses to the Permitted uses" which may be considered by council on a case-by-case basis.

Conditions are proposed to provide council with the framework to assess and approve development application/s. Commensurate with other similar uses these are to be brief and simply address the most significant development and site issues, i.e.:

- Development to generally follow that depicted on the Concept Plan for the proposed Roadhouse.
- Traffic Assessment to be prepared and implemented. Assessment to be approved by MRWA and Council prior to development.
- Bushfire Management Plan to be prepared and implemented. Plan to be approved by Council prior to development. At the Development Application stage, a "Risk Management Plan" will be required to be prepared in accordance with SPP3.7 guidelines.
- Landscaping Plan to be prepared and implemented. Plan to be approved by Council and include landscaping within 10m of the western portions of Brand Highway outside of the Roadhouse development footprint and a 10m wide landscape buffer adjacent to the western boundary.
- Development of the balance of the property will require a Local Development Plan to be prepared to the satisfaction of the Shire.

6. CONCLUSION

This report confirms that the Amendment is consistent with the planning framework and the site is both suitable and capable of accommodating the Roadhouse use.

Implementation of the Amendment will facilitate a new future for the site and will be a catalyst for positive change in the locality, as proposed by the Local Planning Strategy.

The Amendment establishes the appropriate zoning for the site and future development. Existing and proposed Local Planning Scheme No. 5 provisions will ensure that development will be effectively managed.

Appendix A

Transport Impact Statement

Lot 16 Moore Road

Donald Veal Consultants



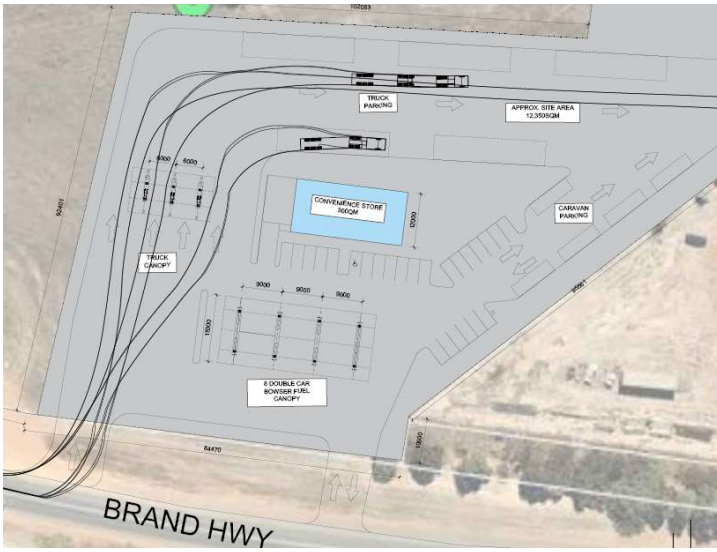
October 2021

Final Rev 2

5 Moore Road, Dongara

Prepared For: Convenience Retail Group Pty Ltd

Transport Impact Statement Report



T: +61 8 9274 7076

E: Admin@dvcworld.com

6 Burgess St Midland WA 6056
PO Box 5060 Midland WA 6056
www.dvcworld.com

DOCUMENT ISSUE AUTHORISATION

Issue	Rev	Date	Description	Prepared by	Checked by	Approved by
0	0	16/04/2021	Draft Report	KPL	DNV	DNV
1	0	21/04/2021	Final Report	KPL	DNV	DNV
1	1	22/04/2021	Final Report -minor edits	KPL	DNV	DNV
1	2	1/10/2021	Final Report -revised layout	KPL	DNV	DNV

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Donald Veal Consultants Pty Ltd

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1. INTRODUCTION

1.1 BACKGROUND

This Transport Impact Statement has been prepared by Donald Veal Consultants (DVC) on behalf of Convenience Retail Group Pty Ltd, with regard to the proposed development of the service station, truck stop and convenience store on a portion of the site at 5 Moore Road, Dongara. The site is located approximately 1 km from the town centre of Dongara at near the intersection of Moore Road and Brand Highway as shown in **Figures 1.1 & 1.2**.

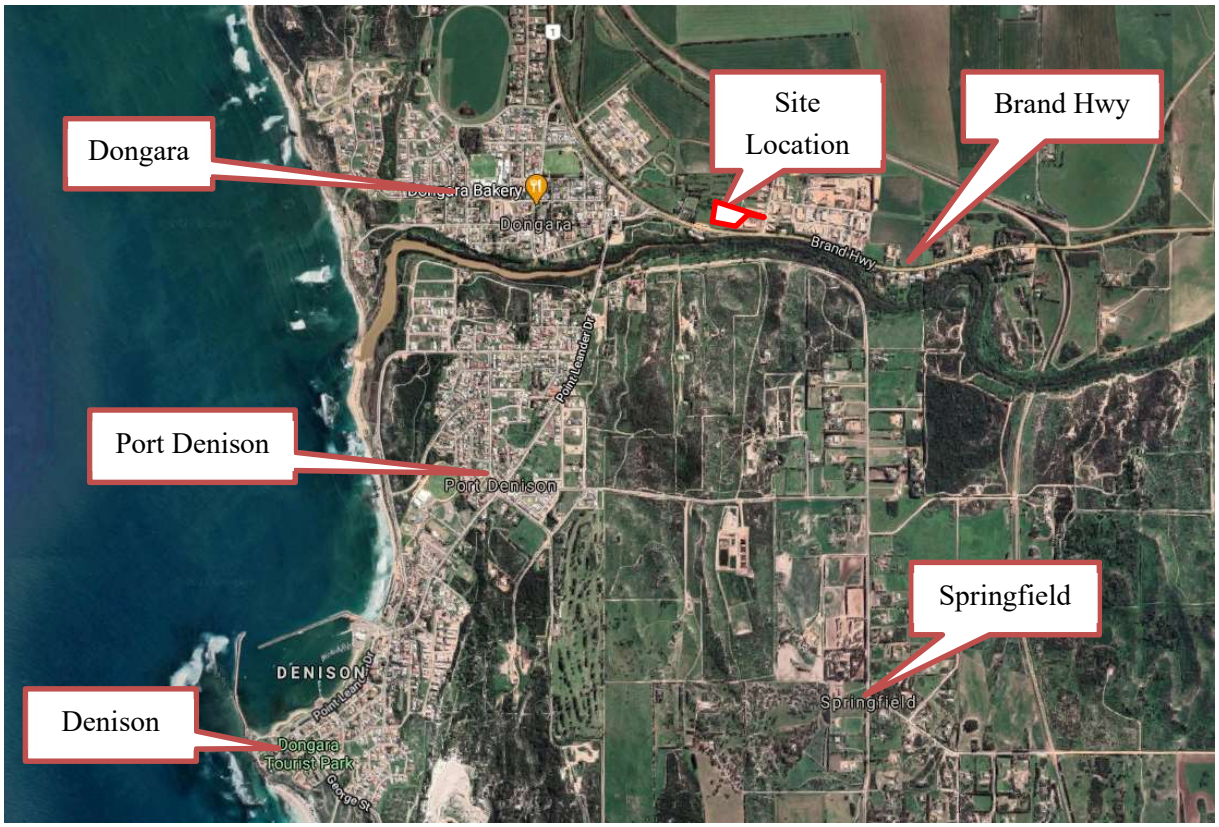


Figure 1.1: Site Location - Local Context *Source: GoogleMaps*

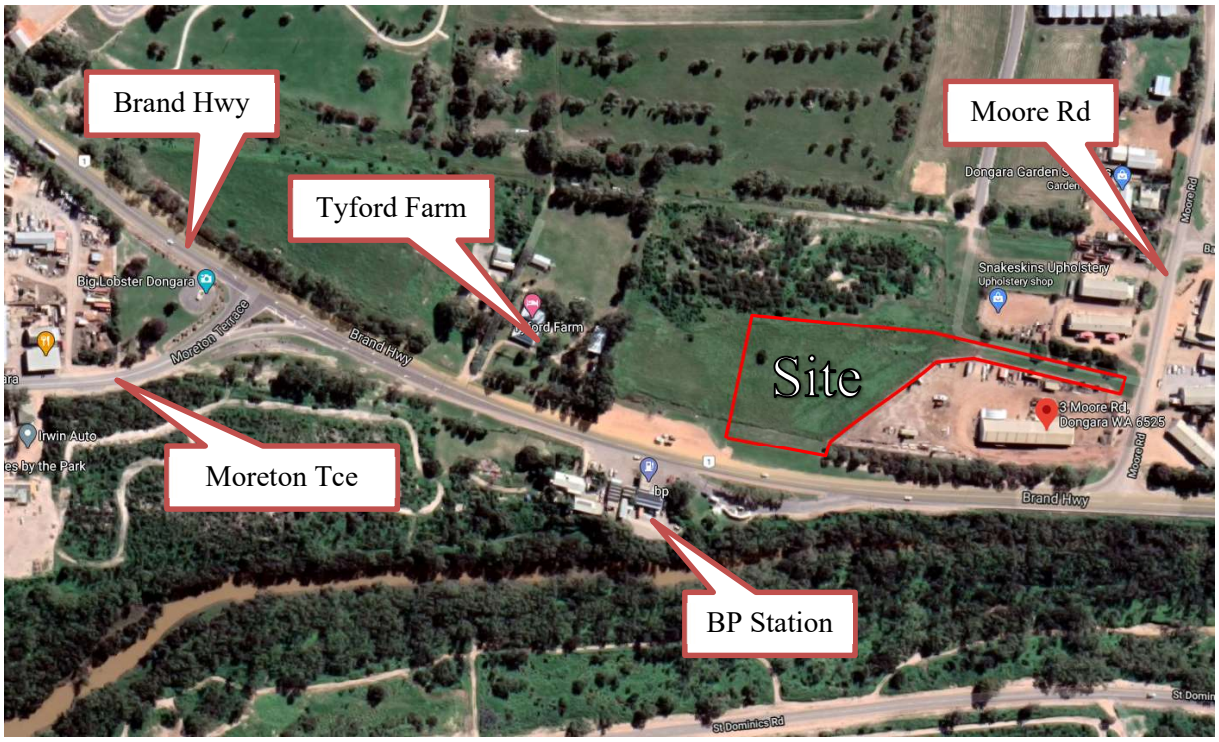


Figure 1.2: Site location – Detailed ***Source: GoogleMaps***

1.2 SCOPE OF ASSESSMENT

This Transport Impact Statement has been prepared in accordance with the Western Australian Planning Commission's (WAPC's) *Transport Assessment Guidelines for Developments Volume 4 Individual Developments* (August 2016).

The intent of this report is to provide the approving authority with sufficient transport information to confirm that the proponent has adequately considered the transport aspects of the development and that it would not have an adverse transport impact on the surrounding area.

It is expected that the vehicles generated during the peak hour will primarily be "passing trade", that is vehicles which are already on the road network. Hence the additional traffic generated is likely to be significantly less than 100 vehicles per hour (vph).

The level of transport generation is therefore considered to be that of a 'moderate impact' development. A "moderate impact" development is one that generates between 10 - 100 *additional* vehicle trips in the development's peak hour. Thus, only a brief Transport Impact Statement is required.

2. CURRENT SITUATION

2.1 LAND USE

Number 5 Moore Road is located partly within the Dongara Light Industrial Estate and the 'Special Residential 'area located immediately to the west of the industrial area. See zoning plan in **Figure 2.1**. The existing buildings on the site will remain as a separate business, unaffected by the proposed development. The remainder of the site is undeveloped and the portion that is subject to this development proposal is largely cleared of vegetation. Tyford Farm borders the western and northern boundaries of the site and Brand Highway forms the southern boundary. An existing service station, limited to serving light vehicles is located opposite the site on the south side of Brand Highway.

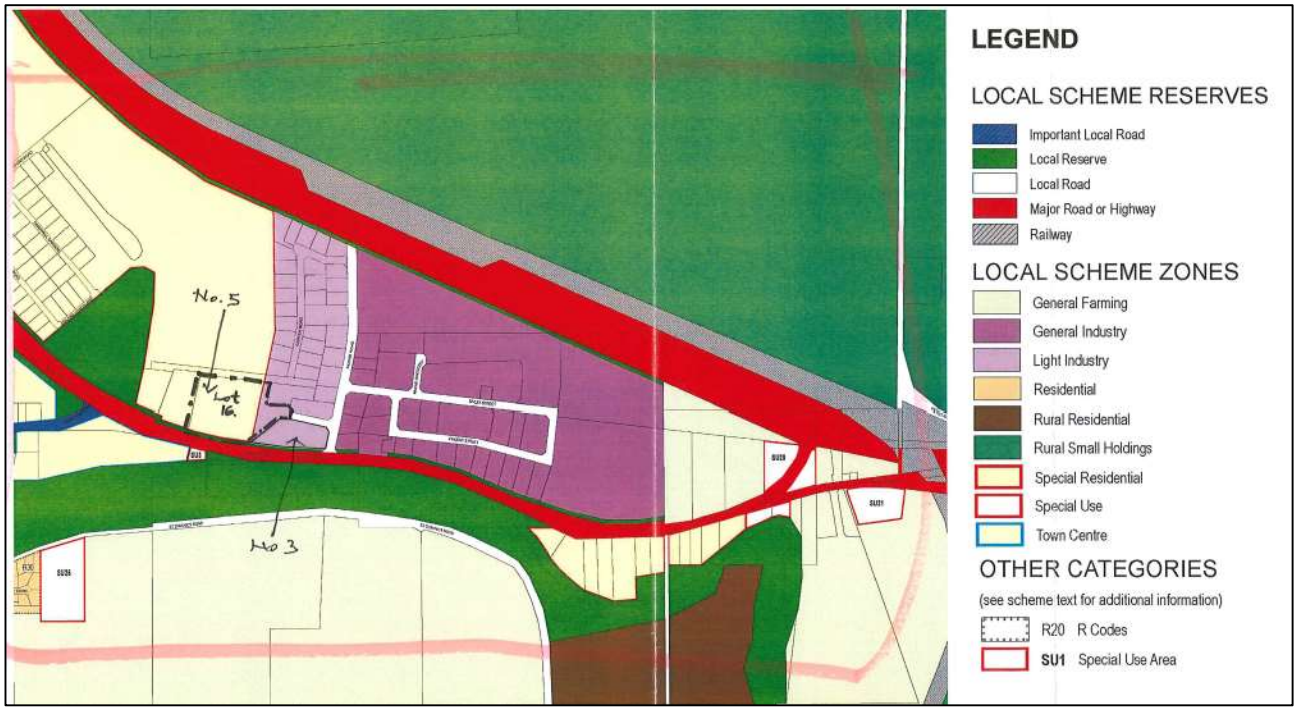


Figure 2.1: Local Scheme Zoning *Source: Local Planning Scheme*

2.2 LOCAL ROAD NETWORK

The road network in the immediate vicinity of the site consists primarily of Brand Highway abutting the southern boundary of the site and Moore Road, which abuts the eastern boundary. The site currently has access from Moore Road only.

Brand Highway and Moore Road are both constructed as undivided single carriageway roads with one lane in each direction. The speed limit along Brand Highway adjacent to the site is 70 km/h, whilst Moore Rd is subject to the speed limit of 60 km/h.

The T-intersection of Brand Highway with Moore Road is 'giveway' controlled and has a left-turn pocket for traffic turning onto Moore Road from Brand Highway as shown in **Figure 2.2**.



Figure 2.2: Existing Layout of Brand Hwy and Moore Rd intersection ***Source: GoogleMaps***

2.3 ROAD HIERARCHY CLASSIFICATION

Brand Highway is classified as a Primary Distributor Road under Main Roads Western Australia's (MRWA) Functional Road Hierarchy, while Moore Road is classified as an Access Road. Brand Highway and Moore Road therefore come under the auspices of MRWA and the Shire of Irwin, respectively. The road hierarchy classification of the surrounding road network is shown in **Figure 2.3**.

2.4 RAV NETWORK

Brand Highway and Moore Road are both classified as RAV 7 in MRWA's RAV network.

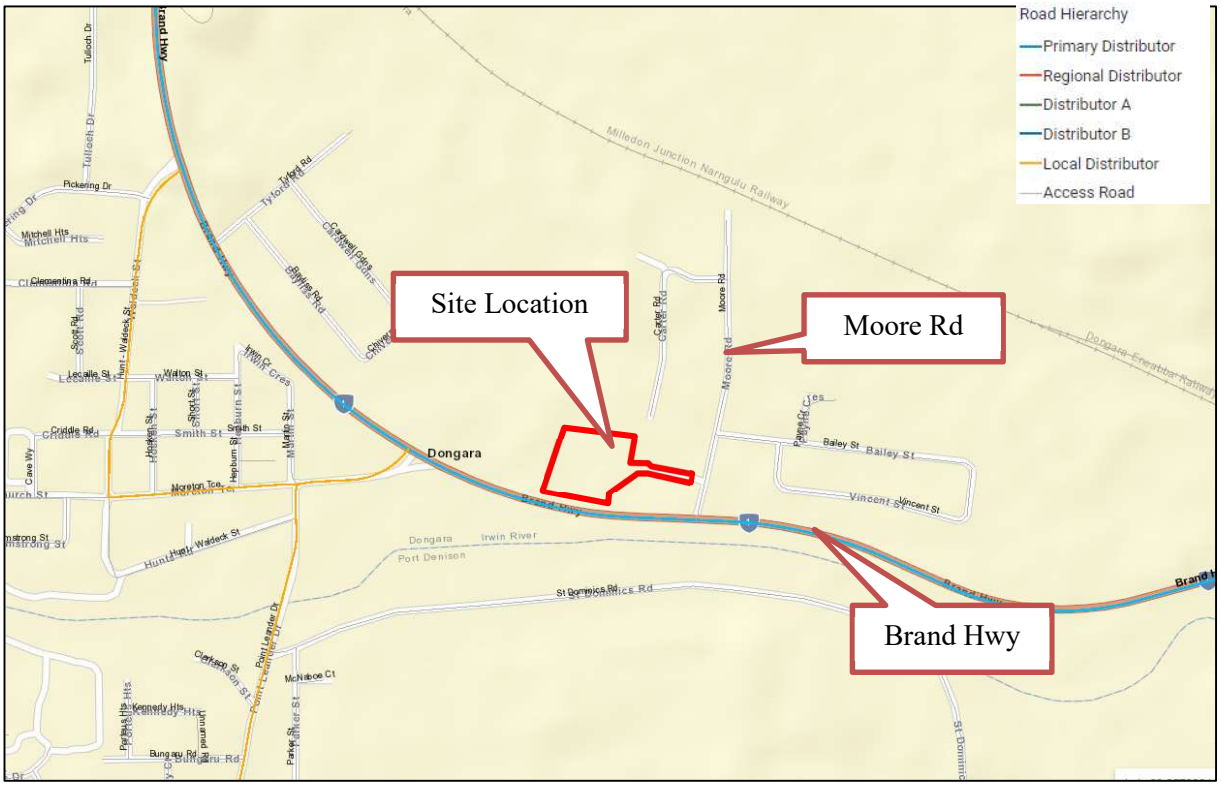


Figure 2.3: Road hierarchy of surrounding road network *Source: Crash Map*

2.5 EXISTING TRAFFIC VOLUMES

The latest available daily traffic data for Brand Highway was sourced from MRWA's Traffic Map (see **Figure 2.4**). The nearest count site is South of Bonniefield Rd East, which is to the north of Dongara, towards Geraldton. Of the 3,180 vehicles per day (vpd) travelling on this portion of Brand Highway on an average day in 2020/21, some 1,514vpd were recorded as travelling southbound, and 1,666 vpd northbound. In the morning peak hour (10am to 11am) the recorded traffic volumes were 152vph southbound and 140vph northbound. Almost 14% of traffic in this location consisted of heavy vehicles.

The traffic data for Brand Highway to the west of Midlands Road (South of Moore Road) recorded 2,711 vpd and 246 vph at peak in 2020/21 with some 16% of heavy vehicles.

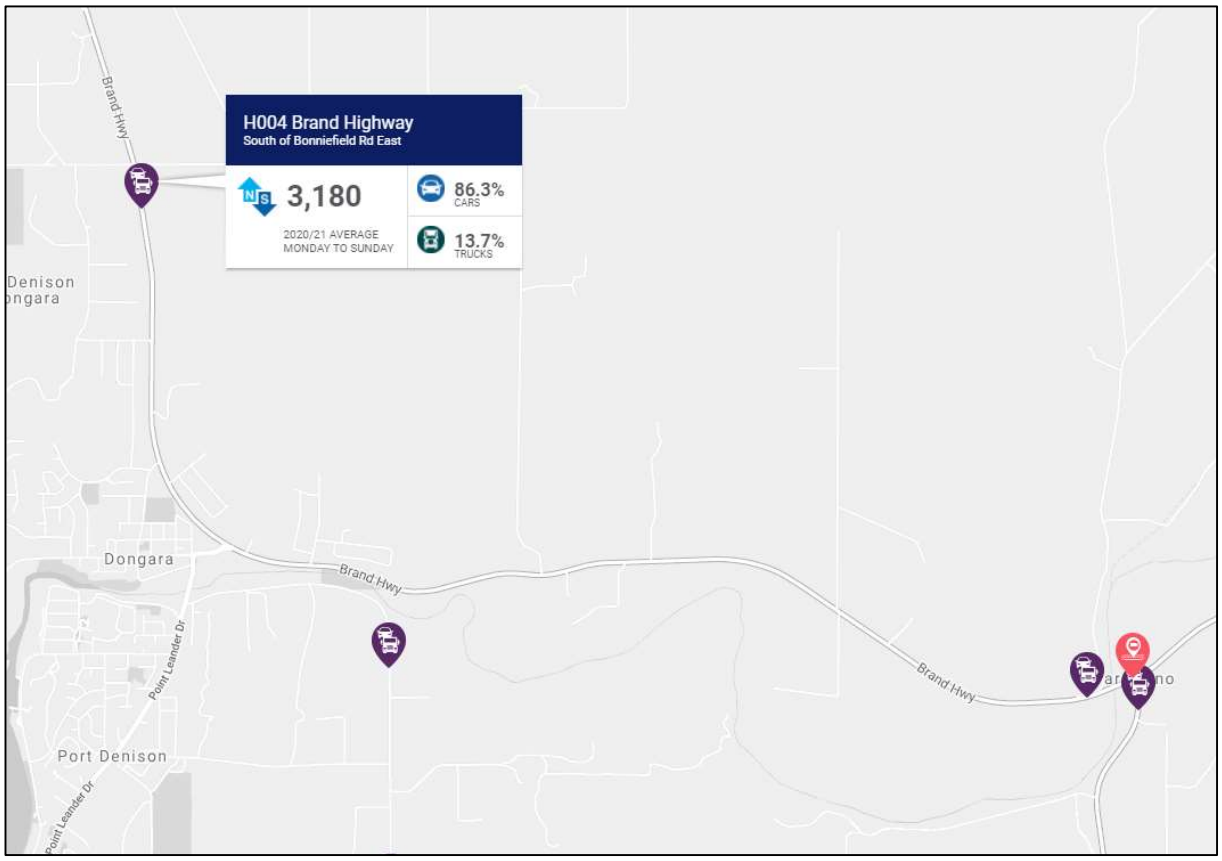


Figure 2.4: Traffic Data *Source: Main Roads Traffic Map*

2.6 CRASH HISTORY

According to MRWA's CARS database, there have been three recorded crashes on Brand Highway over a 1 km section either side of Moore Road between SLK 303.21 and 304.21, including its intersections in the latest reporting period being from January 2016 to December 2020, as shown in **Figure 2.5**. Two of these crashes was classified as major property damage, and one resulted in minor property damage. There have been no injury crashes recorded in this 5-year period.

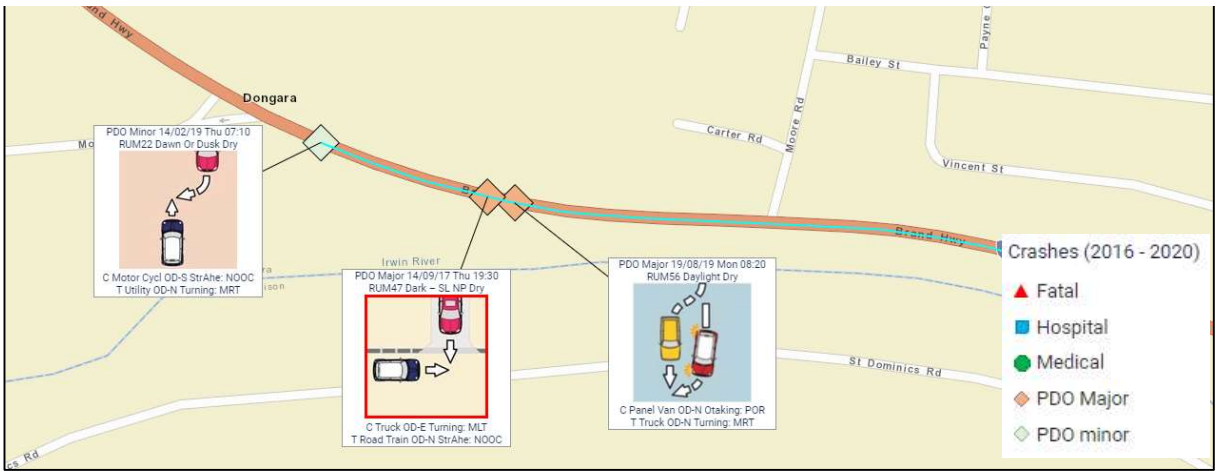


Figure 2.5: Crashes History adjacent Site *Source: Crash Map*

2.7 PLANNED CHANGES TO THE ROAD NETWORK

The Landgate map shows that Carter Road is planned at some stage to link its existing southern end through to Moore Road via a portion of the subject land as indicated in **Figure 2.6**. We are not aware of any other modifications to the road network in this vicinity.

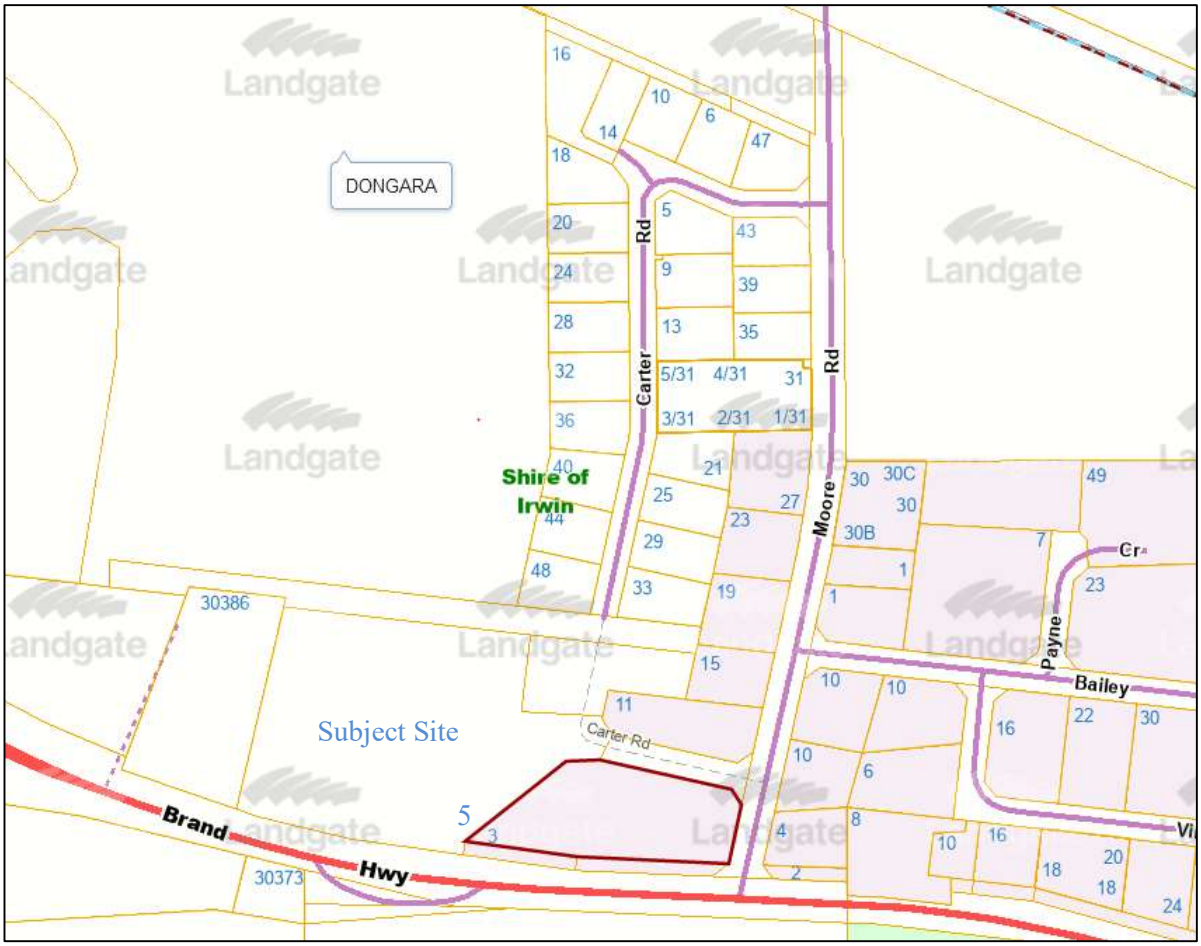


Figure 2.6: Landgate Map showing indicative link for Carter Road ***Source: Landgate Map***

3. PROPOSED DEVELOPMENT

3.1 DEVELOPMENT PROPOSAL

The proposed development consists of a service station and convenience store on part of number 5 Moore Road, Dongara. The development proposal would comprise a fuel canopy with 16 bowsers for light vehicles (8 double sided bowsers), 3 double sided truck diesel bowsers capable of refuelling 4 trucks simultaneously, a 300m^2 convenience store with a drive through facility and associated vehicle parking for light vehicles, caravans and trailers and trucks plus manoeuvring areas, signage and landscaping. The General Layout Plan is shown in **Figure 3.1**.

Parking for customers will be in 20 bays including one ACROD bay plus one bay for Air/Water, five caravan/trailer parking bays and five truck parking lots as shown in **Figure 3.2**. Fifteen of the car bays are shown adjacent to the building including the ACROD bay, and an additional five car bays plus the Air/Water bay are located against the south-eastern boundary of the site.



Figure 3.1: Proposed Site Layout ***Source: Hodge Collard Preston Architects***

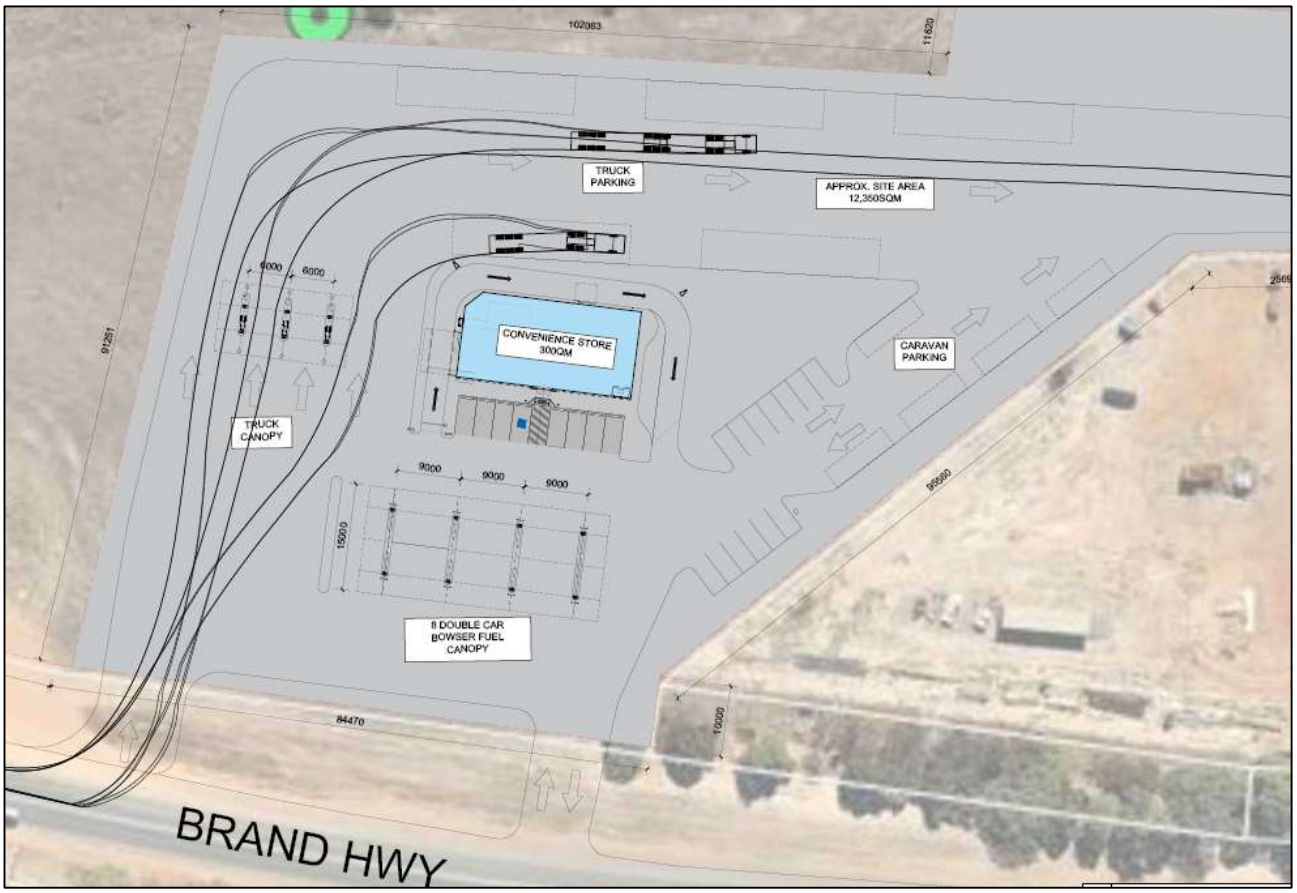


Figure 3.2: Proposed Site Internal Layout ***Source: Hodge Collard Preston Architects***

3.2 ACCESS ARRANGEMENTS

Three vehicular access driveways are proposed, two onto Brand Highway and one onto Moore Road, adopting the alignment of the future Carter Road connection. The western driveway onto Brand Highway will be for inbound movements only and carry all truck traffic entering the site plus provide an option for light vehicles and those towing caravans or trailers. Both left and right turn in movements will be permitted. The eastern driveway onto Brand Highway will cater for all light vehicle movements in and out. Large trucks will not be permitted to enter or exit via this crossover. The connection through to Moore Road will be restricted to exiting traffic only and will carry all exiting trucks plus any light vehicles that wish to use this route.

Longer term, if Carter Road is fully connected between its southern end and Moore Road then the service station access would become a driveway access at the right-angled bend on Carter Road.

4. TRAFFIC ASSESSMENT

In order to assess the potential traffic impacts associated with the site, a trip generation exercise was undertaken. The impact of a development is typically assessed with regard to the number of trips that it will generate and how they will dissipate through the road network. The components of the development generating trips are:

- 16 fuel bowsers for light vehicles;
- 6 fuel bowsers for up to 4 trucks to refuel; and
- A 300m^2 convenience store with drive through facility.

4.1 TRIP GENERATION

Research data suggests that approximately 56 % of urban service station trips are typically passing trade and hence already on the road network. However, in this location, at the regional area in the Shire of Irwin and on a major highway, the expectation is that the proportion of passing trade would be higher, especially for truck traffic.

Oft-quoted, published sources of trip generation rates tend to base their rates for service stations on trip rates per bowser. The Institution of Transportation Engineers (ITE) Trip Generation Rates Handbook (USA publication), for example, uses a peak rate of 13.4 trips/hour/bowser. Using this rate and the 16 bowsers for light vehicles would suggest that some 214 trips could be expected in the peak hour, of which 56% or 120 trips attributed to passing trade (60 inbound and 60 outbound). However, this would require one in five passing motorists to pull into the service station for fuel based on the traffic count on Brand Highway north of the site or one in three if the southern count site figures are used. Clearly, this level of activity is not realistic.

Based on previous studies we have assumed a generous trip generation rate of 2% of passing traffic, which is likely to be high, especially given the close proximity of the BP service station on the south side of Brand Highway. This indicates a peak hour volume of 8 passing trips, plus another 6 generated trips for the light vehicle bowsers.

The truck bowsers may attract a further 6 trips and the convenience store possibly another 40 trips resulting in a total of 60 trips (30 inbound and 30 outbound movements) in the peak hour.

On a daily basis, outside peak holiday periods, the site may attract 50 truck visits and possibly 250 light vehicle visits plus a further 100 vehicle trips exclusively for the drive through facility totalling 400 visits (400 inbound and 400 outbound movements).

4.2 INTERNAL SITE MOVEMENTS

The site layout has been carefully designed for ease of access to the fuel bowsers and parking bays. Large trucks will be able to refuel at one of four bowser bays. They will then be able to either park on site or exit via Carter Road and Moore Road. Vehicles towing caravans or trailers can refuel and either park up and then exit via the same route as larger trucks or use either exit crossover if simply refuelling.

The majority of car parking bays are on the same central island as the convenience store which means that vehicle occupants do not cross any traffic aisles between their vehicle and the store.

4.3 INTERSECTION ANALYSIS

With three access points to the site, the additional peak hour trip generation is not considered to have any significant traffic impact on any intersection on the road network and under WAPC's Transport Impact Assessment Guidelines, no detailed technical analysis is required.

There are no expected traffic capacity issues on the road network associated with the development proposal.

5. OTHER ISSUES

5.1 SERVICE DELIVERIES

Service deliveries to the site will include fuel for the petrol and diesel holding tanks and various goods for the shop. Fuel is expected to be delivered to the site by 19m tankers. There is ample room to accommodate the tanker. At this stage details of the fuel farm filling points are not available. Their appropriateness should be confirmed with a swept path once determined. Fuel deliveries will occur out of peak traffic periods.

Other smaller service vehicles would be able to access the site via either of the Brand Highway crossovers.

No formal loading bay has been provided for delivery trucks. Such vehicles would typically deliver during non-busy periods and would either park in the car bays at the front of the building, in front of the bin store, at one of the bowsers or possibly within one of the caravan/trailer bays. These deliveries would be fairly infrequent and would not significantly affect operations of the filling station or convenience store.

5.2 RUBBISH COLLECTION

Rubbish collection would be undertaken from within the site and not along the road verge. Rubbish bins will be stored in an enclosure to the west of the convenience store as shown in **Figures 3.1**and **3.2**.

5.3 PARKING

The Shire of Irwin Town Planning Scheme No. 5 is prescriptive on the parking requirement for Service Station use and requires a minimum of 20 car parking bays.

The proposed development provides a total of 20 formal car bays including an ACROD bay plus 5 caravan/trailer bays and 5 truck bays.

DVC considers that the provision of formal parking bays meets and indeed exceeds the minimum requirement of the Shire's Town Planning Scheme, and is therefore adequate for the proposed development.

6. SUSTAINABLE TRANSPORT

6.1 PEDESTRIANS & CYCLISTS

There are no pedestrian or cyclist facilities in the vicinity of the site which is located within the Dongara Industrial Estate. Four bicycle racks are recommended to be included on the area to the east of the convenience store to cater for any demand for bicycle parking.

6.2 PUBLIC TRANSPORT

There are no bus routes adjacent to the site along this part of Brand Highway or Moore Road.

7. SUMMARY AND CONCLUSION

7.1 SUMMARY

This Transport Impact Statement has been prepared by Donald Veal Consultants (DVC) on behalf of Convenience Retail Group Pty Ltd, with regard to a proposed service station and convenience store in Dongara, within the Shire of Irwin. The development will be located near the southeast of the intersection of Brand Highway and Moore Road.

Traffic volumes along Brand Highway are reported to be in the order of 3,180 vehicles per day (vpd) on an average day in 2020/21. In the morning peak hour (10am to 11am) the recorded traffic volumes were 292vph. Almost 14% of traffic in this location consisted of heavy vehicles. The crash history on Brand Highway in this location recorded no injury crashes over 5-years and only 3 property damage crashes.

The development proposal would comprise a fuel canopy with 16 bowsers for light vehicles, 3 double sided truck diesel bowsers capable of refuelling 4 trucks simultaneously, a 300m^2 convenience store with drive through facility and associated vehicle parking for light vehicles, caravans and trailers and trucks plus manoeuvring areas, signage and landscaping. The area to be developed is currently vacant land.

Three vehicular access driveways are proposed, two onto Brand Highway and one onto Moore Road. The western driveway onto Brand Highway will be for inbound movements only and carry all truck traffic entering the site plus provide an option for light vehicles and those towing caravans or trailers. Both left and right turn in movements will be permitted. The eastern driveway onto Brand Highway will cater for all light vehicle movements in and out. Large trucks will not be permitted to enter or exit via this crossover. The connection through to Moore Road will be restricted to exiting traffic only and will carry all exiting trucks plus any light vehicles that wish to use this route.

Longer term, if Carter Road is fully connected between its southern end and Moore Road then the service station access would become a driveway access at the right-angled bend on Carter Road.

Based on previous studies a total of 60 trips (30 inbound and 30 outbound movements) are expected in the peak hour and a daily traffic generation, outside peak holiday periods, of some 50 truck visits and possibly 250 light vehicle visits plus a further 100 light vehicle visits generated by the drive through facility, totalling 400 visits in all, being 400 inbound and 400 outbound movements.

Internal circulation works well with ample manoeuvring space for all customer traffic, delivery tankers and other service vehicles.

Adequate parking is provided which satisfies the Shire of Irwin's Town Planning Policy No. 5. Four bicycle racks are recommended to be included to cater for any demand for bicycle parking.

7.2 CONCLUSION

We conclude, based on the assessment described in this report, that the development proposal will have no significant adverse impact on the capacity or safety of the surrounding road network. We therefore fully support the development application in terms of its traffic and road safety impact and recommend its approval.

Appendix B

Bushfire Management Plan

Lot 16 Moore Road

Biodiverse Solutions Pty Ltd

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 16, No 5 Moore Road			
Suburb: Dongara		State: WA	P/code: 6525
Local government area: Shire of Irwin			
Description of the planning proposal: Rezoning			
BMP Plan / Reference Number: AB0047 BMP BAL Contour Plan	Version: 1.0	Date of Issue: 04/11/2021	
Client / Business Name: RPD3 Pty Ltd			

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	☐	☒
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	☐	☒

Is the proposal any of the following special development types (see SPP 3.7 for definitions)?

Unavoidable development (in BAL-40 or BAL-FZ)	☐	☒
Strategic planning proposal (including rezoning applications)	☒	☐
Minor development (in BAL-40 or BAL-FZ)	☐	☒
High risk land-use	☒	☐
Vulnerable land-use	☐	☒

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

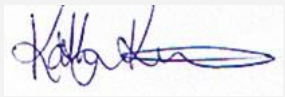
The proposal is a rezoning, future site development is considered a high risk land use.

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Kathryn Kinnear	Level 2	BPAD30794	01/02/2022
Company: Bio Diverse Solutions		Contact No.: 9842 1575	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner 

Date 05/11/2021

Bushfire Management Plan and BAL Contour Plan

Site Details					
Address:	Lot 16, No 5 Moore Road				
Suburb:	Dongara	**State:**	W.A.	**Postcode**	6525
Local Government Area:	Shire of Irwin				
Description of Building Works:	N/A				
Stage of WAPC Planning	Rezoning				

Report Details			
Report / Job Number:	AB0047	**Report Version:**	Final
Assessment Date:	9 September 2020	**Report Date:**	5 November 2021
BPAD Practitioner	Kathryn Kinnear (Level 2)	**Accreditation No.**	BPAD 30794



BIO DIVERSE SOLUTIONS

BPAD Bushfire Planning & Design Accredited Practitioner Level 2

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Figure 7: DFES emergency access plan home page (DFES, 2021).

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Appendix: A: Vegetation Classifications to AS3959-2018

Appendix: B: Schedule 1 - WAPC Asset Protection Zone (APZ) standards to apply

Appendix: C: SoI current S33 fire notice

1. Introduction

Bio Diverse Solutions (Bushfire Consultants) were commissioned to prepare a Bushfire Management Plan (BMP) to accompany a rezoning to the Shire of Irwin (SoI) at Lot 16, No 5 Moore Road Dongara (the "subject site").

The Bushfire Management Plan (BMP) is developed to assess the proposal to ensure it is consistent with the current and endorsed 'Guidelines for Planning in Bushfire Prone Areas Version 1.3 (WAPC, 2017)' and 'State Planning Policy 3.7 (WAPC, 2015)' and the Department of Planning, Lands and Heritage (DPLH) 'Position Statement: Tourism Land Uses in Bushfire Prone Areas' (DPLH, 2019b).

1.1 Location

The subject site is located to the north east of the townsite of Dongara, to the west of the current light industrial area within the suburb of Dongara in the municipality of the SoI, as shown in Figure 1.



Figure 1: Location Mapping of the subject site.

1.2 Development Proposal

The development proposal includes the rezoning for the subject land from Light industry, local reserve and Special Residential to enable a future fuel station site. The rezoning is proposed under SoI Local Planning Scheme (LPS) No. 5 Amendment No 19 to rezone portions of Lot 16 Moore Road Dongara from Light Industrial and special residential zones to Special Use Zones. Refer to Site Plan Figure 2 and the proposed development plan Figure 3.



Figure 2: Site plan.

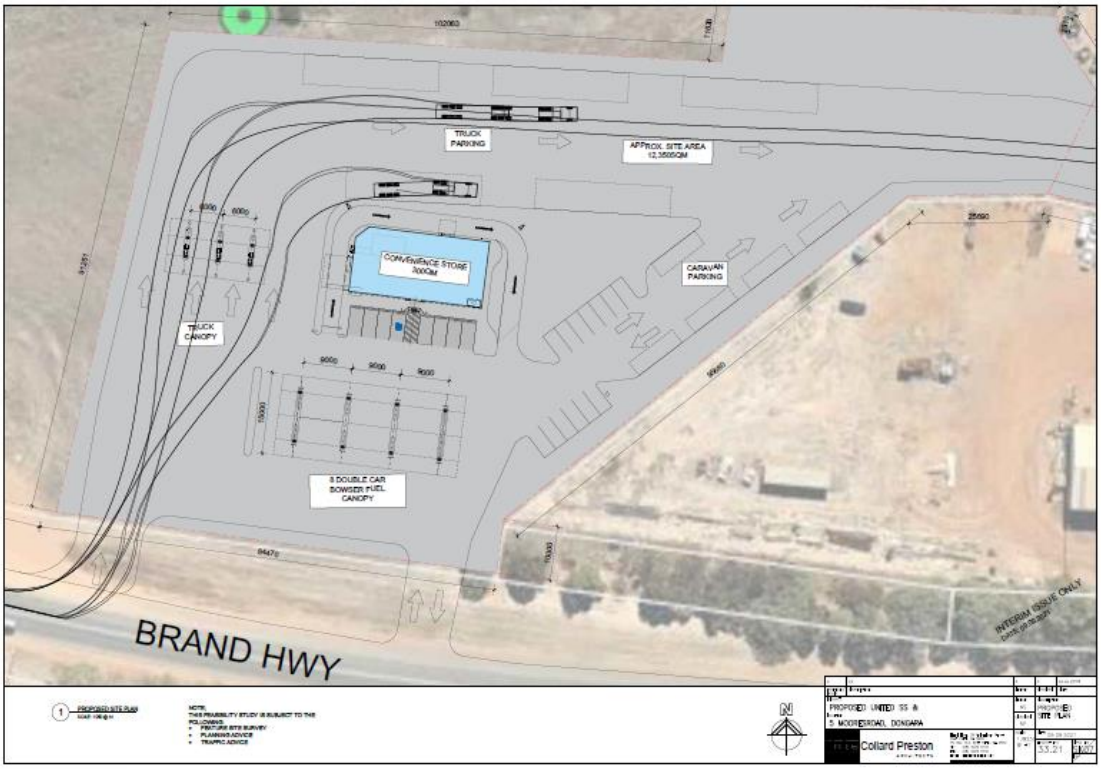


Figure 3: Development proposal

The publicly released Bushfire Prone Area Mapping (OBRM, 2019) shows that the subject site is partially located within a Bushfire Prone Area (within 100m of >1ha of bushfire prone vegetation) and as such is subject to a planning assessment of the bushfire risks. Bushfire Prone Area Mapping (OBRM, 2019) is shown in Figure 4.

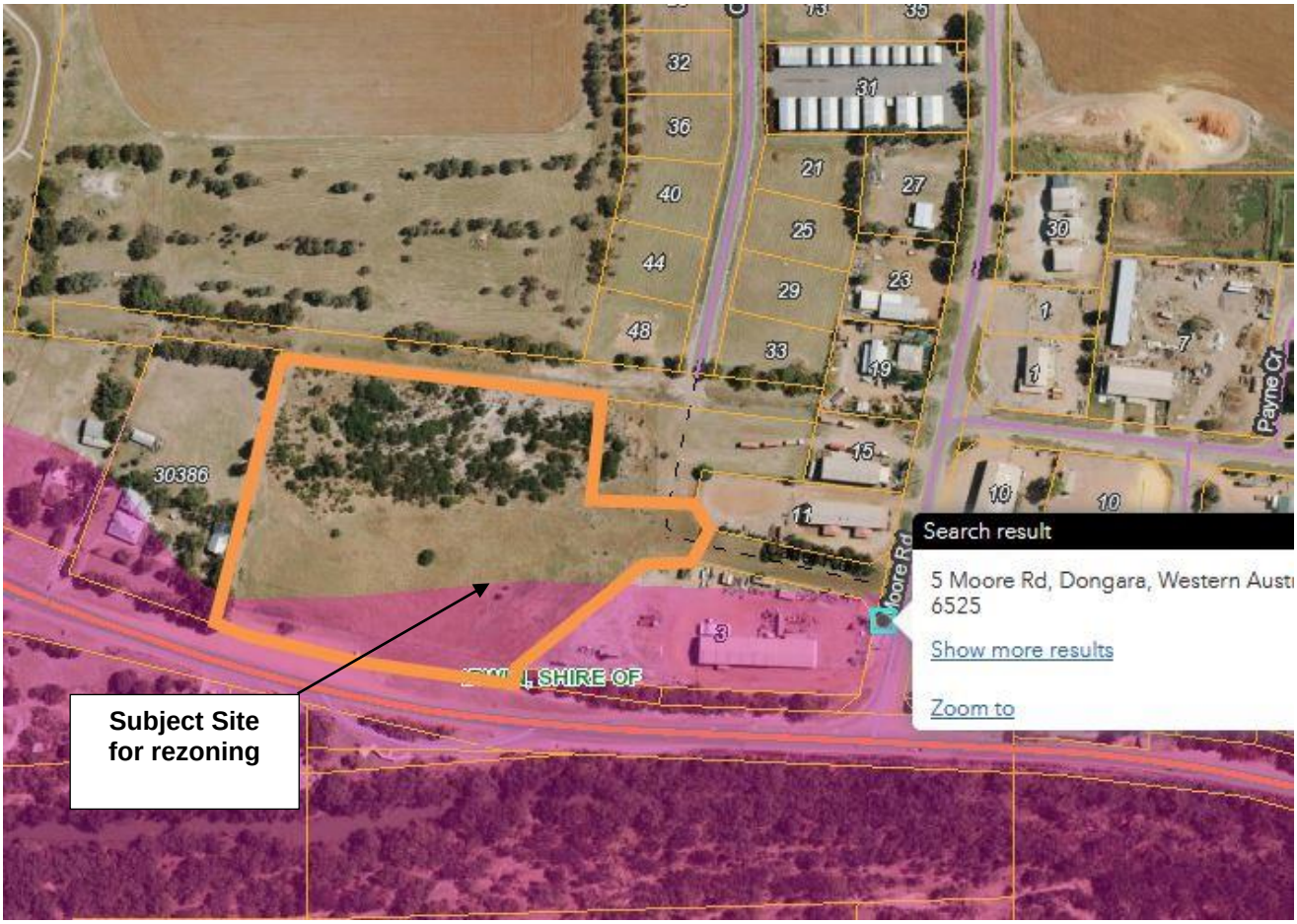


Figure 4: Map of Bushfire Prone Areas and relevance to subject site (OBRM, 2019).

1.3 Statutory Framework

This document and the recommendations contained within are aligned to the following policy and guidelines:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Scheme) Regulations 2015;*
- State Planning Policy (SPP) 3.7 Planning in Bushfire Prone Areas 2015 (WAPC, 2015);
- Guidelines for Planning in Bushfire Prone Areas v1.3 2017 (WAPC, 2017);
- *Building Act 2011;*
- *Building Regulations 2012;*
- Building code of Australia (National Construction Code) (NCC, n.d.);
- *Fire and Emergency Services Act 1998*.
- AS3959-2018 “Construction of Buildings in Bushfire Prone Areas” current and endorsed standards;
- *Bushfires Act 1954*;
- *Environmental Protection Act 1986;*
- *Environmental and Protection and Biodiversity Conservation Act 1999 (EPBC Act);*
- *Biodiversity and Conservation Act 2016;*and
- Shire of Irwin Fire Management Notice (SoI, 2021/2022).

The BMP has been prepared to assess the proposal to WAPC guidelines for rezoning purposes. The rezoning planning application to the SoI and Department of Planning, land and Heritage is to rezone the land for part of the subject lot to be developed into a roadhouse. The High risk land use component has not been assessed within

the scope of this BMP and as per SPP 3.7 allows for this land use to be assessed at a later stage of planning. The development of a fuel station (roadhouse) with fuel storage is deemed a "High Risk" land use as per SPP 3.7 and requires a risk management plan is to be prepared by a suitably qualified person and approved by DFES and the SoI at Development Approval stages, as per the requirements of the WAPC guidelines (2017). Also see further information Section 4.5 of this report.;

1.4 Suitability Qualified Bushfire Practitioner

Kathryn Kinnear (nee White), has 10 years' operational fire experience with Department of Biodiversity Conservation and Attractions (DBCA) (formerly CALM) from 1995-2005. Kathryn has the following national accreditation in bushfire planning, management and fire fighting operations:

- Accredited BPAD Level 2 Bushfire Practitioner (BPAD 30794);
- Incident Control Systems;
- Operations Officer;
- Prescribed Burning Operations;
- Fire and Incident Operations;
- Wildfire Suppression 1, 2 & 3;
- Structural Modules – Hydrants and hoses, Introduction to Structural Fires, and Fire extinguishers; and
- Ground Controller.

Kathryn Kinnear currently has the following Tertiary Qualifications:

- BAS Technology Studies & Environmental Management;
- Diploma Business Studies; and
- Graduate Diploma of Environmental Management.

Kathryn Kinnear has over 26 years of experience in environmental management and bushfire planning. Bio Diverse Solutions are Corporate Silver members of Fire Protection Australia Association (FPAA) and Kathryn is a committee member of the FPAA Bushfire Working Group Western Australia. Kathryn is a suitably qualified practitioner to prepare the BMP for the rezoning of Lot 16 Moore Road Dongara.

2 Environmental Considerations

2.1 Native Vegetation – modification and clearing

The rezoning of this land involves management of the vacant land and vegetation on site into a low threat state. To the north of the land there is regrowth acacia scrub, in the south there is mixed paddock grasses. The subject site is located within the "Urban/Rural Interface" area as designated in the SoI Firebreak Notice (SoI, 2021/2022), refer to Appendix C.

Analysis of aerial photography indicates the land has been cleared for agricultural pursuits since 2010/2012 with the acacia scrub regrowing in the north of the site from circa 2015. Clearing within 20 years to maintain pasture is an exemption under the EPA Clearing Native Vegetation regulations as per regulation 5, item 14. The balance of land for the rezoning proposal (north and western areas of the subject site) is to remain as vacant land and kept in a low fuel state. The Acacia scrub *(Acacia acuminata)* is not deemed a Threated Ecological Community (TEC) as listed by the federal Environmental Biodiversity Protection Act (EPBC) or the WA Biodiversity Conservation Act. Site inspection by Kathryn Kinnear (Environmental and Bushfire Consultant) revealed the vegetation to be degraded and previously grazed by stock. A biological survey of the remnant vegetation on the subject site is not perceived to be required for the area to be maintained in a low fuel state.

As part of the ongoing requirement of this BMP, vegetation on site (and in the balance of land) will be managed in a low threat state as per the WAPC Asset Protection Zone (APZ) Standards (refer to Appendix B). This low fuel zone will be managed in perpetuity as per the requirements as outlined in Section 6 of this report.

2.2 Revegetation or landscaping

There is no revegetation/landscaping proposed for this rezoning application and any future landscaping on or adjacent to the site will be done so as to not negatively impact the BAL rating. It is recommended that landscaping plans are reviewed by the accredited BPAD bushfire practitioner at Development Approval stages to ensure the BAL rating is not increased through the landscaping or streetscaping program.

3 Bushfire Assessment Results

The bushfire assessment for this site has followed the Bushfire Attack Level (BAL) Assessment process and included:

- Vegetation classification to AS3959-2018;
- Assessment of the Subject Site to 150m from the building; and
- Allocation of category of BAL to AS3959-2018.

3.1 Assessment Inputs

Bushfire Assessment inputs for the site has been calculated using the Method 1 BAL Assessment procedure as outlined in AS3959-2018. This incorporates the following factors:

- WA adopted Fire Danger Index (FDI), being FDI 80;
- Vegetation Classes;
- Slope under classified vegetation; and
- Distance between proposed development site and classified vegetation.

3.1.1 Vegetation Classification

Site assessment occurred on the 20th September 2021 by leading Principal Director and Bushfire Consultant of Bio Diverse Solutions, Kathryn Kinnear (BPAD 30794). All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified in the following pages and shown on the Vegetation Classes Map, Figure 5. A summary of the Plot data assessed as per Clause 2.2.3 of AS 3959-2018 is provided below in Table 1 below, detailed plot data is provided in Appendix A.

Table 1: Vegetation Classification Table (in accordance with AS 3959-2018) of the subject site

Plot Number	Vegetation Type (Table 2.3)	Slope (Table 2.4.3)
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Scrub Type D	Upslope/flat
5	Forest Type A	Upslope/flat
6	Forest Type A	Downslope >0-5 degrees
7	Forest Type A	Downslope >10-15 degrees
8	Woodland Type B	Upslope/flat
9	Grassland Type G	Downslope >0-5 degrees

Plot Number	Vegetation Type	Effective Slope
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Scrub Type D	Upslope/flat
5	Forest Type A	Upslope/flat
6	Forest Type A	Downslope >0-5 degrees
7	Forest Type A	Downslope >10-15 degrees
8	Woodland Type B	Upslope/flat
9	Grassland Type G	Downslope >0-5 degrees

Figure 5: Vegetation Classes

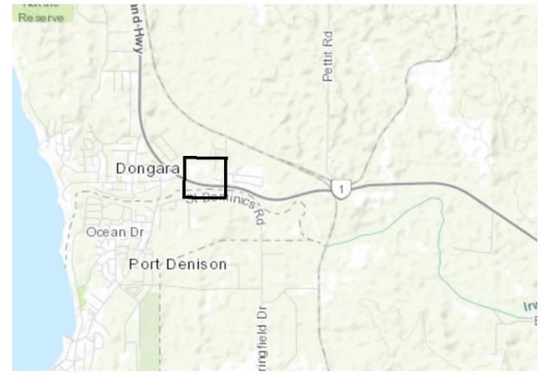
Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382

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Overview Map Scale 1:100,000

Legend

- Subject Site
- 100m Assessment Boundary
- 150m Assessment Boundary
- Cadastre
- 2m Contours
- Separation Distance
- Slopes Degrees
- Photo Point
- Future Low Fuel
- Vegetation/Plot Boundary

Vegetation

- Forest Type A
- Woodland Type B
- Scrub Type D
- Grassland Type G
- Low fuel or non vegetated 2.2.3.2

Scale
1:2,000 @ A3
GDA MGA 94 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Ayton Baesjou Planning
Lot 16 (No. 5) Moore Road
Dongara, WA 6525

Vegetation Classes

BAL Assessor	*QA Check*	*Drawn by*
KK	CVDM	GSK
STATUS	*FILE*	*DATE*
FINAL	AB0047	04/10/2021

3.2 Assessment Outputs

A Method 1 BAL calculation (in the form of BAL contours) has been completed for the proposed subdivision in accordance with AS3959-2018 methodology. The BAL rating gives an indication of the level of bushfire attack (i.e. the radiant heat flux) that may be received by proposed buildings and subsequently informs the standard of building construction required to increase building tolerance to potentially withstand such impacts in line with the assessed BAL.

The assessed BAL ratings for the subdivision are depicted as BAL contours, as shown on Figure 6 and Table 2.

Table 2: AS3959 Determined BAL Rating for the subject site (to lot boundary).

Plot Number	Vegetation Type (Table 2.3)	Slope (Table 2.4.3)	Separation (m)	BAL Allocation	Modified BAL Contour
1	Excluded 2.2.3.2 (e)	N/A	N/A	BAL – LOW	BAL – LOW
2	Excluded 2.2.3.2 (f)	N/A	N/A	BAL – LOW	BAL – LOW
3	Grassland Type G	Upslope/flat	0m	BAL – FZ	BAL – FZ
4	Scrub Type D	Upslope/flat	0m	BAL – FZ	BAL – FZ
5	Forest Type A	Upslope/flat	0m	BAL – FZ	BAL – FZ
6	Forest Type A	Downslope >0-5 degrees	17m	BAL – FZ	BAL – FZ
7	Forest Type A	Downslope >10-15 degrees	40m	BAL – 40	BAL – 40
8	Woodland Type B	Upslope/flat	30m	BAL – 19	BAL – 19
9	Grassland Type G	Downslope >0-5 degrees	6m	BAL – FZ	BAL – FZ

Assumptions/comments on BAL Contour Plan:

- Method 1 (AS3959-2018) Simplified procedure was used for vegetation classification and BAL Assessment process;
- The BAL Contour Plan was prepared by an Accredited Level 2 Bushfire Planning Practitioner (BPAD30794);
- The BAL Contour Map (Figure 6) has been prepared in accordance with Department of Planning (WAPC) Guidelines for Planning in Bushfire Prone Areas (Version 1.3; WAPC, 2017);
- The vegetation within the subject site (part of Plot 3 Grassland Type and Scrub Type D) has been excluded as this vegetation will be modified to a low threat state, see Future Low Fuel on Figure 5 Vegetation Classes Map;
- Vegetation off site to the lot boundary is not within the control of the land owners;
- Rezoning and development plan as supplied by the client (Figure 2 and 3); and
- Subject site is located in a Bushfire Prone Area, see Figure 4 (OBRM, 2019).

Plot Number	Vegetation Type	Effective Slope
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Scrub Type D	Upslope/flat
5	Forest Type A	Upslope/flat
6	Forest Type A	Downslope >0-5 degrees
7	Forest Type A	Downslope >10-15 degrees
8	Woodland Type B	Upslope/flat
9	Grassland Type G	Downslope >0-5 degrees

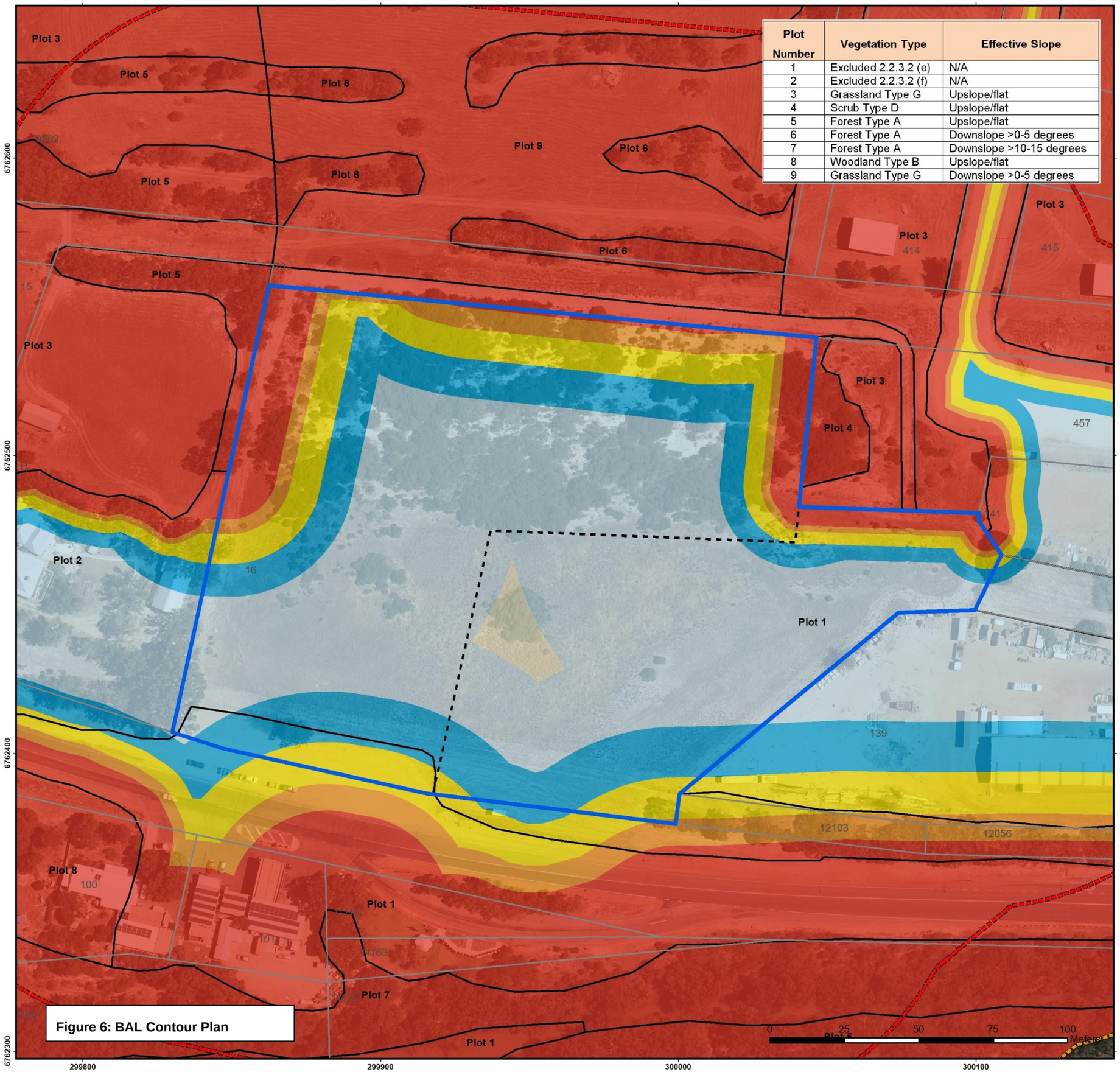


Figure 6: BAL Contour Plan

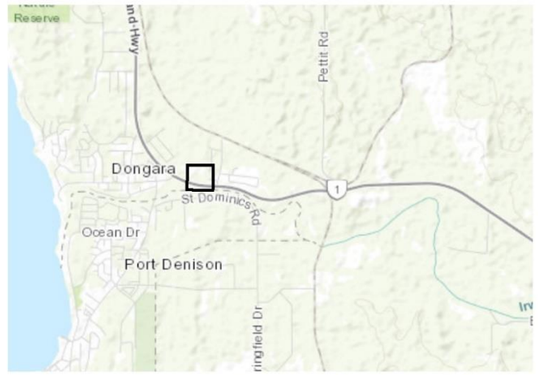
Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382

BPAD Bushfire Planning & Design Accredited Practitioner Level 2

BIO DIVERSE SOLUTIONS



Overview Map Scale 1:100,000

Legend

- Subject Site
- 100m Assessment Boundary
- 150m Assessment Boundary
- Cadastre
- Proposed Subdivision Boundary
- Vegetation/Plot Boundary

BAL Contours

- BAL-FZ
- BAL-40
- BAL-29
- BAL-19
- BAL-12.5
- BAL-LOW

Scale
1:1,250 @ A3
GDA MGA 94 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Ayton Baesjou Planning
Lot 16 (No. 5) Moore Road
Dongara, WA 6525

BAL Contour Plan

BAL Assessor	*QA Check*	*Drawn by*
KK	**BT**	**CV**
STATUS	*FILE*	*DATE*
FINAL	**AB0047**	**06/10/2021**

4 Identification of bushfire hazard issues

4.1 Bushfire hazard level

The identified bushfire risks associated with the subject site is the continuous vegetation to the north and south of the subject site. This area presents as predominantly Forest Type A and Grassland Type G which are defined as Extreme Bushfire Hazard Level (BHL) and Moderate BHL (respectively). Under hot, dry and unstable conditions (Severe to Catastrophic bushfire weather) the subject site is most at risk from bushfire from these directions.

Surrounding the subject site to the north and north west is continuous paddock/pasture (Grassland Type G), if left unmanaged this grassland vegetation poses a moderate BHL to the proposed development and existing lot. To the east and west of the development site, industrial and a farmhouse present as predominately low fuel, presenting a Low BHL. To the south is a thin band of remnant riparian vegetation associated with the foreshore of the Irwin River potential fire run from the south is probable, crossing the Brand Highway (Low BHL), noting potential spotting and radiant heat from a bushfire can occur up to 1km and therefore ember attack and radiant heat from the south possible with bushfires from this direction as shown on the BAL Contour Plan (Figure 6)

The proposed fuel station (roadhouse) development can be located in BAL-19 and BAL-12.5 zones. The balance of land will need to be maintained in a low fuel condition in order to not increase the bushfire risk of the proposed fuel station (roadhouse). Building to BAL and AS3959 only applies to Class 1, 2 and 3 buildings, it is recommended that the proposed building is built to BAL 19 or the National Construction Code (NCC) building requirements as determined by the building surveyor at development application stages.

4.2 Landscape risk

Analysis of the vegetation types and corresponding bushfire fuels (to AS3959-2018) outlines the contiguous vegetation to the north west, north, north east and south which correspondingly has the highest risk of fire run into the subject site. Forest Type A are classified as Extreme BHL and present extreme risks to the subject site. To the south spotting and radiant heat potential from bushfire on high south, southwest or south easterly wind speeds could occur from the foreshore of the Irwin River.

4.3 Access

The subject lot is presently accessed from the road reserve to the east from Moore Road. The subject site also has road frontage to the south onto the Brand Highway which is not currently utilised by the land owner and truck and car parking is evident from the adjacent road house to the south of the subject lot. Future access from the Brand Highway and Moore Road is contemplated in the rezoning and subsequent Development Application (DA) to the SoI. The subject lot confirms to the requirements of the WAPC guidelines and allows for two way access in alternative directions at the completion of the rezoning.

4.4 Water Supply

A reticulated water supply is currently available to the site. The nearest Water Corporation WA standard reticulated mains exists at the verge of Moore Road and the northern verge of Brand Highway with distribution mains in the easter verge of Moore Road and northern verge of Brand Highway.

4.5 High risk land use

A ‘high risk land use’ is defined as “a land use which may lead to the potential ignition, prolonged duration and/or increased intensity of a bushfire. Such uses may also expose the community, firefighters and the surrounding environment to dangerous, uncontrolled substances during a bushfire event”. The WAPC guidelines provide examples of what constitutes a high-risk land use, these include:

Required Additional Information – Flammable On-site Hazards

Development applications for a high-risk land use are to include a risk management plan that addresses the required bushfire risk management measures for any flammable onsite-hazards.

Required Additional Information - Inability to Comply with SPP 3.7

Proposed high risk land uses that cannot meet full compliance with SPP 3.7 and cannot fully comply with the bushfire protection criteria contained in the Guidelines, including if the proposed site is subject to BAL-40 or BAL-FZ, will generally not be supported unless:

1. Sufficient justification can be provided for support as 'unavoidable development' because the "development represents exceptional circumstances where full compliance with SPP 3.7 would be unreasonable as no alternative location exists and it can be proven that it is not contrary to the public interest", as determined by the decision maker.

(Source: State Planning Policy No. 3.7: Planning in Bushfire Prone Areas - December 2015 (SPP 3.7) s7 and pm6.6 and Guidelines for Planning in Bushfire Prone Areas - WAPC 2017 v1.3 (Guidelines) s5.6.

The WAPC guidelines (WAPC, 2017) provides examples of what constitutes a high-risk land use presented but not limited to; service stations, landfill sites, bulk storage of hazardous materials, fuel depots and certain heavy industries as well as military bases, power generating land uses, saw-mills, highways and railways. The proposed future roadhouse, commercial premises, parking centre is a service station with bulk and mixed storage of hazardous materials, falling under the criteria High-Risk Land Use

The subject lot is not deemed unavoidable development as it complies with meeting BAL 29 or less on the balance of land and the future roadhouse site. Areas of BAL FZ and BAL 40 allocated to the subject site can be avoided in any future development of the special use zoning. A risk management plan is to be prepared by a suitably qualified person and approved by DFES and the SoI at Development Approval stages, as per the requirements of SP 3.7.

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5 Assessment against the Bushfire Protection Criteria

5.1 Compliance table

The Guidelines for Planning in Bushfire Prone Areas (WAPC, 2017) outlines bushfire protection criteria which subdivision and development proposals are assessed for compliance. The bushfire protection criteria (Appendix 4, WAPC, 2017) are performance-based criteria utilised to assess bushfire risk management measures and they outline four elements, being:

- Element 1: Location
- Element 2: Siting and Design of Development;
- Element 3: Vehicle Access; and
- Element 4: Water.

5.2 Compliance Table

The subject site and rezoning proposal will be assessed and are required to meet the “Acceptable Solutions” of each element of the bushfire mitigation measures (WAPC, 2017). The proposal will be assessed against all elements of the bushfire protection criteria (Table 3).

Table 3: Bushfire protection criteria applicable to the subject site

Element	Acceptable Solution	Applicable or not Yes/No	Proposal meets Acceptable Solution
Element 1 – Location	A1.1 Development Location	Yes	Compliant The rezoning proposal allows for buildings located within the subject lot that will be subject to a BAL rating of BAL-29 or lower. BAL-29, BAL-19, BAL-12.5 or BAL-Low (depending on final location of buildings) can apply as demonstrated on Figure 6. The provision of this statement relies on the subject lot 16 Moore Road to be maintained in a low fuel condition. Existing regrowth acacia scrub in the north of the subject lot is to be maintained by the land owner in perpetuity (refer to Section 5.3). Application of BAL/AS3959 or the NCC to be applied to buildings located in the WA bushfire prone area mapping and actioned at DA stages. Proposal meets Acceptable Solution A1.1.
Element 2 – Siting and Design	A2.1 Asset Protection Zone (APZ)	Yes	Compliant APZ standards to Schedule 1 (Appendix B) will apply to the whole of the subject site. Standards and techniques to be applied are as per Section 5.3 of this report and Schedule 1 WAPC APZ standards (WAPC, 2017) Appendix B of this reports in ownership by the developer/landowner at all times. Any landscaping/streetscaping is to conform to WAPC APZ standards (WAPC, 2017). Any landscaping or streetscaping plans are to be reviewed by the BPAD accredited practitioner at DA stages to ensure the bushfire risk is not increased to the subject site. Proposal meets Acceptable Solution A2.1.
Element 3 – Vehicular Access	A3.1 Two Access Routes	Yes	Compliant The subject lot is presently accessed from Moore Road to the east. The subject lot also fronts the Brand Highway. Both access points and future crossovers into the subject site allows for two-way access to the east and west in a bushfire emergency. Proposal meets Acceptable Solution A3.1.
	A3.2 Public Road	Yes	Compliant. Establishing Moore Road to a public road standard will be required at subsequent stages of planning (DA). All public roads will meet the technical requirements established by the guidelines, see Table 4. The Brand Highway meets Main Roads WA (MRWA) minimum technical standards and any modification to this road reserve will be at the approval of MRWA. Proposal meets Acceptable Solution A3.2.
	A3.3 Cul-de-sacs	No	No Cul-de-sacs are proposed. Not assessed to A3.3.
	A3.4 Battle axes	No	No Battle axes are proposed. Not assessed to A3.4.

Table 3 cont.

Element	Acceptable Solution	Applicable or Not Yes/No	Proposal meets Acceptable Solution
Element 3 – Vehicular Access	A3.5 Private driveways	Yes	Compliant. Internal driveways are to be installed by the new lot owner at DA stages when the building location(s) are confirmed and are to meet minimum technical requirements as shown in Table 4. Proposal meets Acceptable Solution A3.5.
	A3.6 Emergency Access Ways	No	No emergency access ways are proposed. Not assessed to A3.6.
	A3.7 Fire Service Access Ways	No	No fire service access ways are proposed. Not assessed to A3.7.
	A3.8 Firebreaks	No	Compliant The subject site is located within the "Urban/Rural Interface" area as designated in the SoI Firebreak Notice (SoI, 2021/2022) Firebreaks are required by the SoI and are to be applied as per the requirement of the annual gazetted fire notice. A copy of the current notice is provided in Appendix C. Firebreaks are to be maintained by the landowners as it applies to the property. Proposal meets Acceptable Solution A3.8.
Element 4 – Water	A4.1 Reticulated areas	Yes	Compliant. The development will be provided with reticulated scheme water in accordance with the specifications of the relevant water supply authority (Water Corporation WA) (WCWA). This is detailed in the approved engineering drawings and subject to approval from WCWA and the SoI at DA condition and clearance stages, meeting the Acceptable Solution. Fire hydrant (street) outlets are required, these must be installed to WCWA standards installed in accordance with the Water Corporation's No 63 Water Reticulation Standard (WC, 2016) and are to be identified by standard pole and/or road markings and installed by the Developer. Proposal meets Acceptable Solution A4.1.
	A4.2 Non-reticulated areas	No	Not assessed to A4.2.
	A4.3 Individual lots in non-reticulated areas	No	Not assessed to A4.3.

Further to the provisions of Element 2 in Table 3 above, the following vehicular access standards (Table 4) are to apply.

Table 4: Vehicular Access Technical Requirements (WAPC, 2017)

Technical requirements	Public Roads	Private Driveways
Minimum trafficable surface (m)	6*	4
Horizontal clearance (m)	6	6
Vertical clearance (m)	4.5	4.5
Maximum grades	1 in 10	1 in 10
Minimum weight capacity (t)	15	15
Maximum crossfall	1 in 33	1 in 33
Curves minimum inner radius (m)	8.5	8.5

5.3 Other bushfire mitigation measures

The bushfire risk assessment (Section 4.0) has outlined the extreme bushfire risks adjacent to the site for any future development of new facilities. The following section outlines additional measures to assist in mitigating the bushfire risk for the proposed rezoning and any subsequent development.

5.3.1 Minimise ignition sources

There is little control of offsite ignition sources, however the following is recommended to be undertaken by the developer while in ownership of the land.

Prior to the bushfire season (August/September) the following activities are undertaken:

- Mowing, slashing and brush cutting (noting illegal to do so on Total fire ban days);
- Maintenance of road access into and out of the site.
- Noting to any sub-contractors elements of these bushfire mitigation requirements and are aware of their obligations through contractual requirements.

During the designated fire periods maintenance activities internal to the site should be planned and risk assessed prior to commencement. This includes but not limited to:

- Mowing, slashing and brush cutting (noting illegal to do so on Total fire ban days);
- Welding, grinding and hot works (not undertaken on Total fire ban days) ;
- Temporary waste disposal areas and green waste dumps – ensure piles are not exceeding 1.5m high and have bare mineral earth surrounding (min of 10m); and
- A water tender (min of 200L) fast attack unit is on site during the fire season or any future construction periods.

The land manager and any subcontractors on site are responsible for safety in during the bushfire season and are to ensure safety of the site and adjacent properties at all times from potential ignition sources.

5.3.2 Fuel reduction and APZ management

Fuel reduction through mechanical slashing and mowing will be required to be undertaken regularly to ensure all internal grasses are maintained. Any future buildings are to be inspected regularly for build-up of wind-borne debris and leaf accumulation in gutters and at penetrations to buildings (doors, windows, etc). For any future buildings or construction sites (associated with the future DA), the lessee or site manager is to be responsible for implementation of the maintenance schedule which should generally reflect the following actions, refer to Table 5.

Table 5: Maintenance Schedule

Frequency	*Activity*
Weekly **(during fire designated periods operations and preparations prior to a bushfire event)**	Check all buildings for wind borne debris build up and remove.
	Check waste materials collected from site are correctly sorted and stored (i.e. green waste, refuelling in designated areas only).
	Check personal safety equipment before each use.
	Check dust filters on outdoor equipment.
	Visually check vehicles and equipment for leaks or potential oil spills, check on fuel storage areas (if applicable).
	Check signage, gates and access gates are unlocked and accessible on emergency cues points.
	Check noise and spark suppression devices on equipment prior to working.
	Check gutters are free from vegetation or overhand.
	Trimming and removing dead plants or leaf litter.
	Pruning climbing vegetation (such as vines) on a trellis, to ensure it does not connect to a building, particularly near windows and doors.
	Removing vegetation in close proximity to a water tank to ensure it is not touching the sides of a tank.
	Check fire firefighting water tanks are full and serviceable.
	Check outdoor objects around buildings (see list below).
	Raking and cleaning underfloor spaces (if applicable).
Monthly	Mowing, slashing and maintaining grasses, more frequent during spring and Autumn growth periods.
	Whipper snipper/grass cutter around all buildings.
	Ensure all driveways, internal roads and tracks are traversable and no erosion or washouts.
	Ensure public access is restricted in construction periods and signage in place.
	Check no combustible materials are store near buildings or penetrations of building s(windows doors etc), includes but not limited to – gas bottles, fences stored combustible material, vines, plants etc.
Yearly **(prior to designated fire period)**	Undertake any fuel reduction burning (if applicable).
	Maintain firebreaks and fire service access tracks, check gates can easily be opened and closed.
	Check locks are in working order, check gates which are not eb locked (i.e. for emergency access) are not locked).
	Ensure weeds or woody material is not encroaching into the APZ area around any future buildings (20m minimum), attend to any dead material through trimming and pruning, raking and removing to green waste
	Any material from pre fire season preparation is either disposed to green waste or burn in piles away for the buildings with a 10m mineral earth break around the pile

The above is recommended to be combined into the bushfire risk assessment prepared by a Level 3 bushfire practitioner at DA stages. Any future leases or managers of the land are to be made aware of this BMP report, its obligations and management requirements. Prior to a fire event best practice recommends that objects within the APZ zone (20m around buildings) are moved away from the building.

Objects may include, but are not limited to:

- Door mats
- Outdoor furniture
- Potted plants
- Shade sails or umbrellas
- Plastic garbage bins
- Firewood stacks
- Flammable sculptures
- Playground equipment and children's toys.

These should always be considered in the proximity to buildings and stored appropriately when not in attendance at site. Any replanting or landscaping should consider techniques as documented in the Country Fire Authority's Landscaping for Bushfire: Garden Design and Plant Selection (CFA, 2012) – Plant Selection Key or aim for plants within the APZ that have the following characteristics:

- Grow in a predicted structure, shape and height.
- Are open and loose branching with leaves that are thinly spread.
- Have a coarse texture and low surface-area-to-volume ratio.
- Will not drop large amounts of leaves or limbs, that require regular maintenance.
- Have wide, flat, and thick or succulent leaves.
- Trees that have bark attached tightly to their trunk or have smooth bark.
- Have low amounts of oils, waxes, and resins (which will often have a strong scent when crushed).
- Do not produce or hold large amounts of fine dead material in their crowns.
- Will not become a weed in the area.

5.3.3 Barrier Fencing

In November 2010, the Australian Bushfire CRC issued a "Fire Note" (Bushfire CRC, 2010), which outlined the potential for residential fencing systems to act as a barrier against radiant heat, burning debris and flame impingement during bushfire. The research aimed to observe, record, measure and compare the performance of commercial fencing of Colourbond steel and timber (treated softwood and hardwood).

The findings of the research found that:

"*.. Colourbond steel fencing panels do not ignite and contribute significant heat release during cone calorimeter exposure"* (exposure to heat)

.."Colourbond steel (fencing) had the best performance as a non-combustible material. It maintained structural; integrity as a heat barrier under all experimental exposure conditions, and it did not spread flame laterally and contribute to fire intensity during exposure"

It is also noted that non-combustible fences are recommended by WAPC (2017), through APZ standards: Fences and sheds within the APZ are constructed using non-combustible materials e.g. colourbond iron, brick, limestone, metal post and wire. The developer will be encouraged to build Colourbond or non-combustible fences where applicable.

5.3.4 Evaporative Air Conditioners

Evaporative air conditioning units can catch fire as a result of embers from bushfires entering the unit. These embers can then spread quickly through the home causing rapid destruction. It can be difficult for fire-fighters to put out a fire in the roof spaces of homes.

It is also recommended that any new buildings:

- Ensure that suitable external ember screens are placed on roof top mounted evaporative air conditioners compliant with AS3959-2018 (current and endorsed standards) and that the screens are checked annually; and
- Maintain evaporative air conditioners regularly as per DFES recommendations, refer to the DFES website for further details: http://www.dfes.wa.gov.au

5.3.5 Individual fire plan

Land owners should prepare their own individual fire plans, as they need to make a commitment to develop a bushfire survival plan detailing preparations and actions to take if a bushfire threatens. By compiling information as outlined above, the individual lot owner can be prepared for their response in a bushfire emergency. Home owners should not rely on emergency personnel to attend their home and thus it is stressed to prepare an individual bushfire emergency plan regarding their intentions and property. This Bushfire Management Plan is not an individual bushfire emergency plan. More information can be gained from the DFES website (s) (Figure 7) located at:

www.dfes./wa.gov.au

www.emergency.wa.gov.au

The DFES FDR ratings and warning systems are shown over the page in Figure 8.

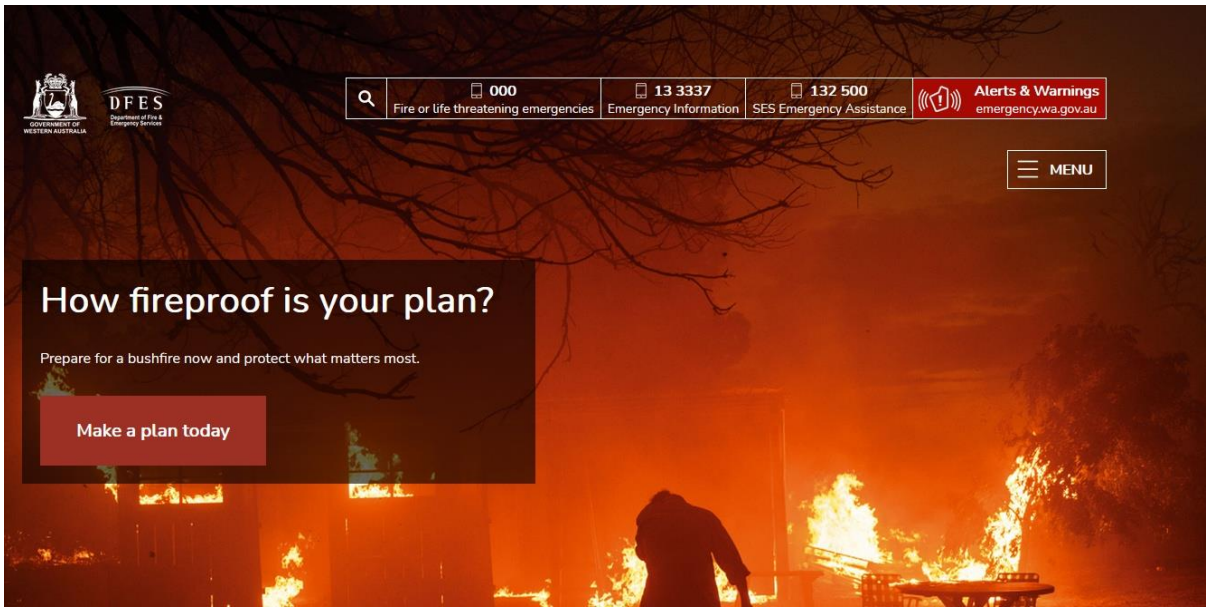


Figure 7: DFES emergency access plan home page (DFES, 2021).

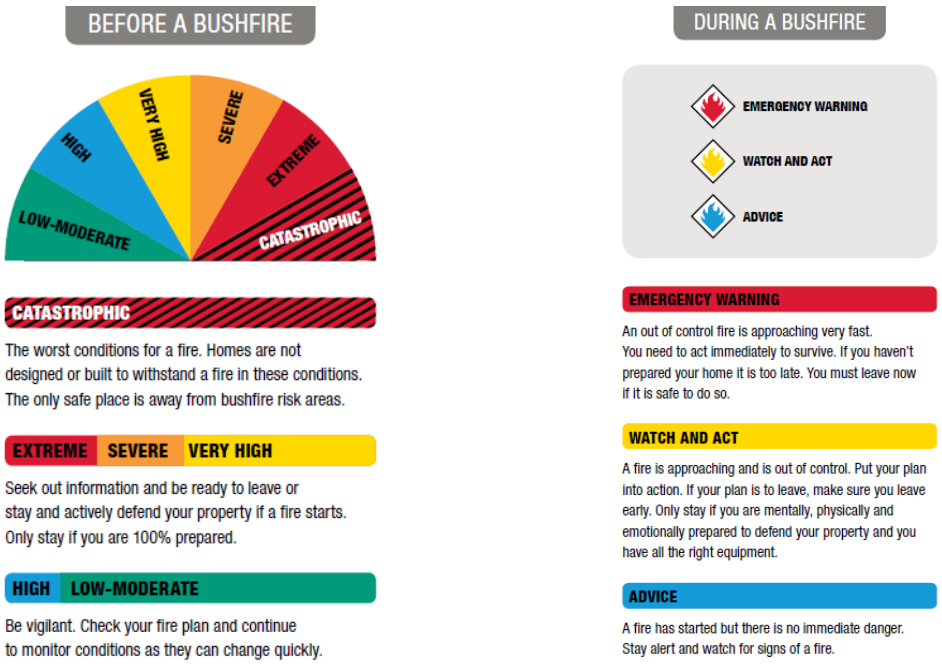


Figure 8: DFES Warning Systems (DFES, 2021).

6 Implementation Actions

The responsibilities of the developer(s), Landowners and local government are shown in Table 6 and 7.

6.1 Developer's and landowners responsibility

It is recommended the developer be responsible for the following:

Table 6: Implementation actions current land owners/developer.

Developer		
No	**Implementation Action**	**D/A Clearance**
1	Continue to manage lots in ownership as per the SoI Fire Management Notice.	✓
2	Ensure public roads are constructed to the required standards stated in the BMP.	✓
3	All buildings WA bushfire prone area mapping are to be located in BAL-29, BAL-19 and BAL-12.5 zones. Increased construction standards to BAL/AS3959-2018 or application of the NCC by the building surveyor applies.	✓
4	Landscaping plans are reviewed by the accredited BPAD bushfire practitioner at Development Approval stages	✓
5	Ensure reticulated water is suppled in accordance with the Water Corporation's No 63 Water Reticulation Standard (WC, 2016) and hydrants are to be identified by standard pole and/or road markings.	✓
6	Ensure prospective buyers (if applicable) are aware of the BAL Contour Plan and the applicable BAL to their property through provision of BAL Contour Plan. Update the BAL contour plan and provide certification of BAL Contour at Development Approval Stages	✓
7	Prior to sale (if applicable) the subject site is to be compliant with the relevant local government's annual firebreak notice issued under s33 of the *Bushfires Act 1954*.	✓
8	Any future leases or managers of the land are to be made aware of this BMP report, its obligations and management requirements.	
9	The BMP should be reviewed and updated as a minimum every 5 years or as the site conditions are changed.	
10	A risk management plan is to be prepared by a suitably qualified person and approved by DFES and the SoI at Development Approval stages, as per the requirements of SP 3.7.	

6.3 Local Government Responsibility

It is recommended the local government be responsible for the following:

Table 7: Implementation actions Shire of Irwin

LGA		
No	**Implementation Action**	**D/A Clearance**
1	All buildings in the WA bushfire prone area mapping are to be located in BAL-29, BAL-19 and BAL-12.5 zones. Increased construction standards to BAL/AS3959-2018 or application of the NCC by the building surveyor applies.	✓
2	All public roads, driveways crossovers and access ways designated/ installed for access into the subject site areas are to be to the minimum technical standards as required by WAPC (Table 4). To be demonstrated to SoI at Planning approval/building approval stages.	✓
3	Ensure reticulated water is suppled in accordance with the Water Corporation's No. 63 Water Reticulation Standard (WC, 2016) and hydrants are to be identified by standard pole and/or road markings.	✓
4	Monitor landowner compliance with the Bushfire Management Plan and the annual SoI Fire Management Notice as gazetted annually by the SoI.	✓
5	A risk management plan is to be prepared by a suitably qualified person and approved by DFES and the SoI at Development Approval stages, as per the requirements of SP 3.7.	✓

7 Disclaimer

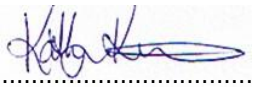
The recommendations and measures contained in this assessment report are based on the information available at the time of writing following the instructions of the regulatory authorities and following the requirements of the Australian Standards 3959-2018 – Building in Bushfire Prone Areas, WAPC State Planning Policy 3.7 (WAPC, 2015), WAPC Guidelines for Planning in Bushfire Prone Areas (WAPC, 2017) Vers 1.3, and applying best practise as described by Fire Protection Association Australia. These are considered the minimum standards required to balance the protection of the dwellings and occupants with the aesthetic and environmental conditions required by local, state and federal government authorities. They DO NOT guarantee that a building will not be destroyed or damaged by a bushfire, people injured, or fatalities occur either at the site or while evacuating. All surveys and forecasts, projections and recommendations made in this assessment report and associated with this proposed development are made in good faith on the basis of the information available to the fire protection consultant at the time of assessment. The achievement of the level of implementation of fire precautions will depend amongst other things on actions of the landowner or occupiers of the land, over which the bushfire consultant has no control. Notwithstanding anything contained within, the consultant/s will not, except as the law may require, be liable for any loss or other consequences (whether or not due to negligence of the bushfire consultant) arising out of the services rendered by the consultant.

AS3959-2018 disclaimer: It should be borne in mind that the measures contained within this Standard (AS3959-2018) cannot guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the unpredictable nature and behaviour of fire and extreme weather condition.

Building to AS3959-2018 is a standard primarily concerned with improving the ability of buildings in designated bushfire prone areas to better withstand attack from bushfire thus giving a measure of protection to the building occupants (until the fire front passes) as well as to the building itself (AS3959, 2018).

8 Certification

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level (s) stated in this document have been prepared in accordance with the requirements of AS 3959-2018 and the Guidelines for Planning in Bushfire Prone Areas Ver 1.3 (WAPC, 2017).

SIGNED, ASSESSOR:  DATE: 5/11/2021

Kathryn Kinnear, Bio Diverse Solutions

Accredited Level 2 Bushfire Practitioner (Accreditation No: BPAD30794)

9 Revision Record

Revision	Prepared By	Summary	Reviewed By	Date
Draft Id 2/11/2021	Kathryn Kinnear	Internal QA review	Melanie Haymont	4/11/2021
Draft Id 2 4/11/2021	Kathryn Kinnear	Internal Technical review	Jason Benson	4/11/2021
Vers 1.0 Final Id 5/11/2021	Kathryn Kinnear	Issued to client as final		

10 References

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Western Australian Planning Commission (WAPC) (2017). *Guidelines for Planning in Bushfire Prone Areas Version 1.3.* Western Australian Planning Commission and Department of Planning WA, Government of Western Australia.

11 Appendices

Appendix A: Vegetation Classifications to AS3959-2018

Appendix B: Schedule 1 - WAPC Asset Protection Zone (APZ) standards to apply

Appendix C: Shire of Irwin Firebreak Notice 2021-2022

Appendix A

Vegetation Classifications to AS3959-2018

Vegetation classification to AS3959-2018

Site Details			
Address:	Lot 16 (No. 5) Moore Road		
Suburb:	Dongara	**State:**	W.A.
Local Government Area:	Shire of Irwin		
Stage of WAPC Planning	Rezoning		

BMP Plan Details			
Report / Job Number:	AB0047	**Report Version:**	Final
Assessment Date:	20 September 2021	**Report Date:**	4 November 2021
BPAD Practitioner	Kathryn Kinnear	**Accreditation No.**	BPAD 30794

Vegetation Classification

Site assessment occurred on the 11th February 2020 by Kathryn Kinnear (BPAD 30794, Level 2). All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified in the following pages and shown on the Vegetation Classes Map Page 3.

Plot number	Vegetation Type (Table 2.3)	Slope (Table 2.4.3)
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Scrub Type D	Upslope/flat
5	Forest Type A	Upslope/flat
6	Forest Type A	Downslope >0-5 degrees
7	Forest Type A	Downslope >10-15 degrees
8	Woodland Type B	Upslope/flat
9	Grassland Type G	Downslope >0-5 degrees

Plot Number	Vegetation Type	Effective Slope
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Grassland Type G	Upslope/flat
4	Scrub Type D	Upslope/flat
5	Forest Type A	Upslope/flat
6	Forest Type A	Downslope >0-5 degrees
7	Forest Type A	Downslope >10-15 degrees
8	Woodland Type B	Upslope/flat
9	Grassland Type G	Downslope >0-5 degrees

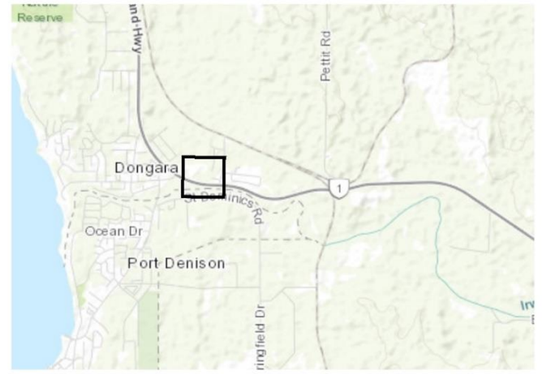
Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382

BPAD Bushfire Planning & Design Accredited Practitioner Level 2

BIO DIVERSE SOLUTIONS



Overview Map Scale 1:100,000

Legend

- Subject Site
- 100m Assessment Boundary
- 150m Assessment Boundary
- Cadastre
- 2m Contours
- Separation Distance
- Slopes Degrees
- Photo Point
- Future Low Fuel
- Vegetation/Plot Boundary

Vegetation

- Forest Type A
- Woodland Type B
- Scrub Type D
- Grassland Type G
- Low fuel or non vegetated 2.2.3.2

Scale
1:2,000 @ A3
GDA MGA 94 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Ayton Baesjou Planning
Lot 16 (No. 5) Moore Road
Dongara, WA 6525

Vegetation Classes

BAL Assessor	QA Check	Drawn by
KK	CVDM	GSK
STATUS	**FILE**	**DATE**
FINAL	AB0047	04/10/2021

Plot	1	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (e)



Location: East and south of the subject site.

Description: Roads, buildings and hardstand areas. Includes water bodies.

As per exclusion clause 2.2.3.2 (e) of AS3959-2018.

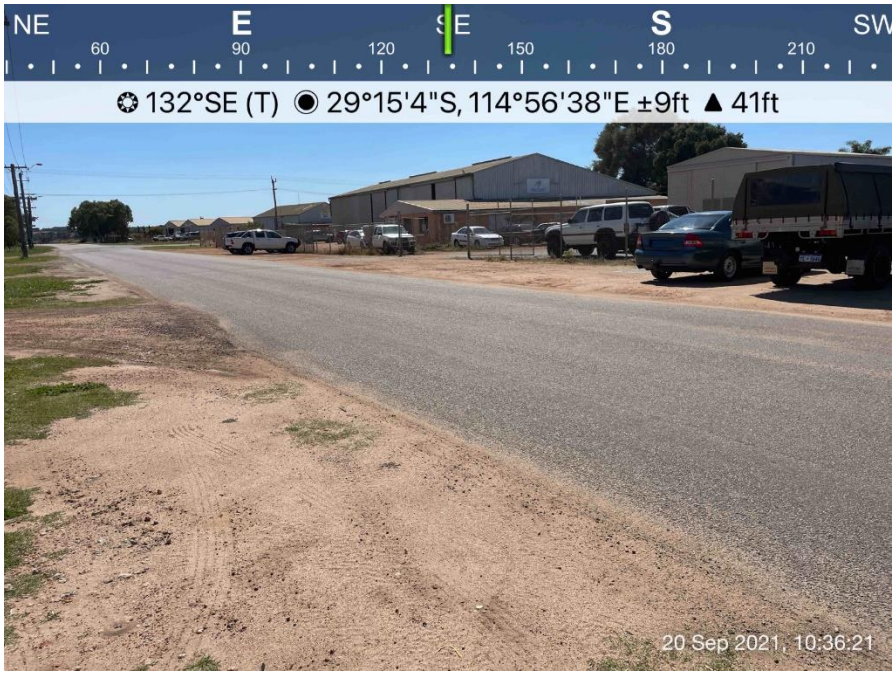
Photo Id 1: View to the west-northwest along the Brand Highway through Plot 1, located to the southeast of the subject site.

Plot	1 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (e)



Additional Photo of Plot 1

Photo Id 2: View to the south-southwest towards hardstand area parallel to the Brand Highway, located to the south, internal to the subject site.

Plot	1 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (e)
			**Additional Photo of Plot 1**
Photo Id 3: View to the south-southwest towards industrial lot hardstand area adjacent to the Brand Highway, located to the east of the subject site.			
Plot	**1 cont.**	**Classification or Exclusion Clause**	**Low fuel or non-vegetated areas exclusion 2.2.3.2 (e)**
			**Additional Photo of Plot 1**
Photo Id 4: View to the southeast along Moore Road, located to the east of the subject site.			

Plot	1 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (e)
			**Additional Photo of Plot 1**

Photo Id 5: View to the east-southeast towards industrial lot hardstand area, located to the east of the subject site.

Plot	1 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (e)
			**Additional Photo of Plot 1**

Photo Id 6: View to the west northwest towards existing fuel station adjacent to the Brand Highway, located to the south of the subject site.

Plot	2	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (f)



Location: Internal to the west, south and east, and external to the west, south and east of the subject site.

Description: Firebreaks, Asset Protection Zone (APZ) areas associated with existing residential areas, parks and verges in a managed state.

Excluded as per AS3959 exclusion clause 2.2.3.2 (f).

Available fuel loading: <2 t/ha.

Photo Id 7: View facing east-northeast towards managed roadside vegetation, to the southeast of the subject site.

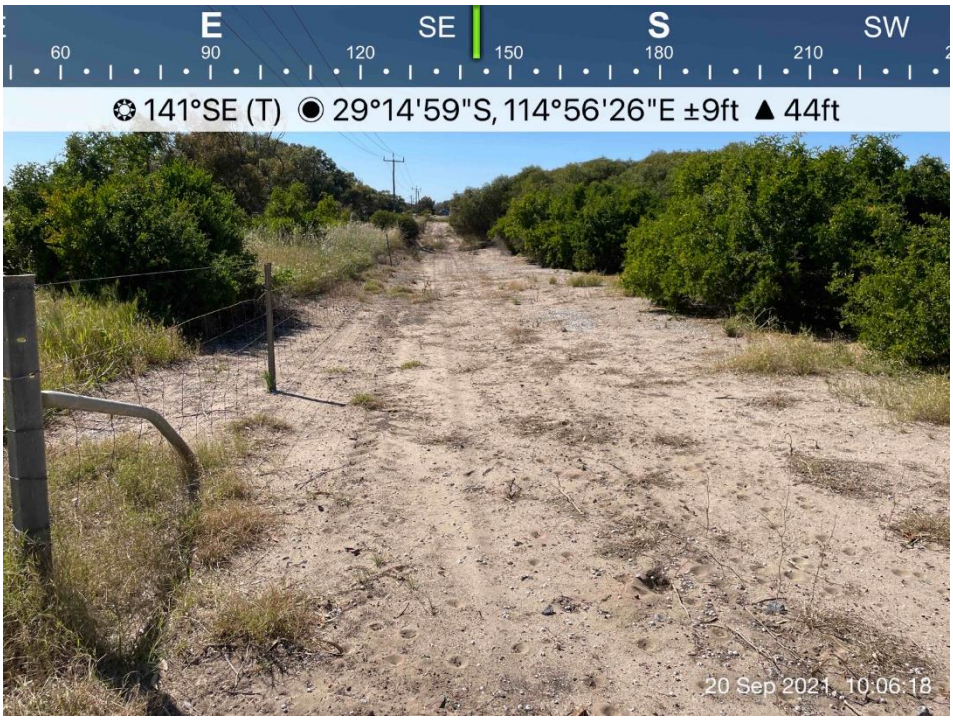
Plot	2 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (f)



Additional Photo of Plot 2.

Photo Id 8: View facing west towards managed roadside vegetation, located internal to the subject site, to the southwest.

Plot	2 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (f)
			**Additional Photo of Plot 2.**
Photo Id 9: View to northeast along the western perimeter firebreak internal to the site.			

Plot	2 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (f)
			**Additional Photo of Plot 2.**
Photo Id 10: View to southeast along a firebreak, located to the north, external to the site.			

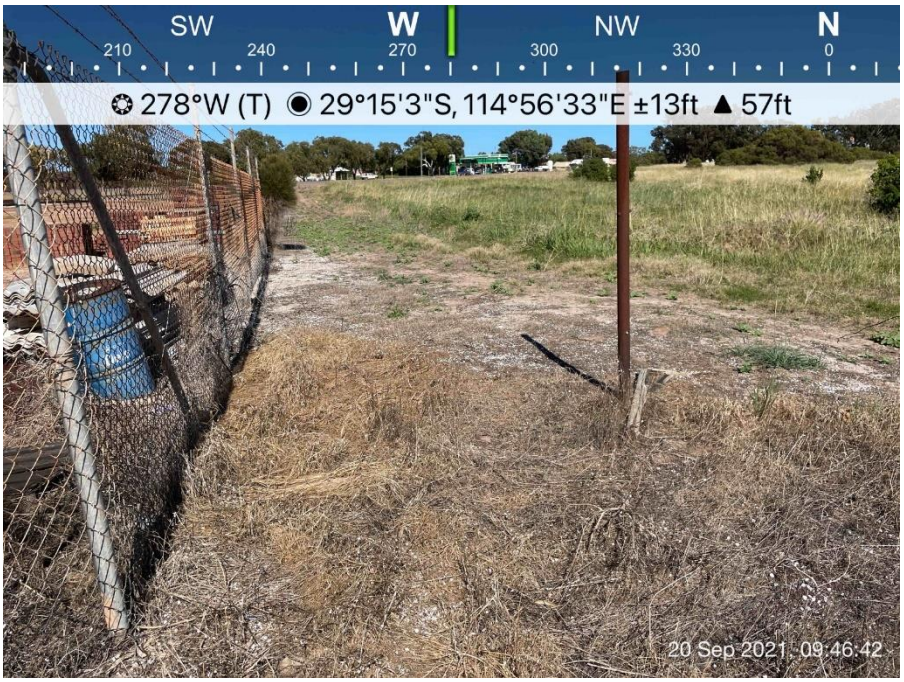
Plot	2 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (f)
			**Additional Photo of Plot 2.**

Photo Id 11: View to west along the eastern firebreak, located to the east, internal to the site.

Plot	3	Classification or Exclusion Clause	Grassland Type G
			**Location:** Located internal to the site and external to the northeast, northwest and west of the subject site. **Separation Distance:** 0-6m. **Description:** Unmaintained paddock grasses, of Rye grass and Veldt grass, Wild crops of hay and other mixed species. **Average vegetation height:**300-400mm. **Vegetation Coverage:** <10% trees. **Available fuel loading**: 4.5 t/ha. **Effective slope:** Upslope/flat.

Photo Id 12: View to the north-northwest towards grassland, located to the south, internal to the subject site.

Plot	3 cont.	Classification or Exclusion Clause	Grassland Type G
			**Additional Photo of Plot 3**

Photo Id 13: View to the north towards grassland, located west, internal to the subject site.

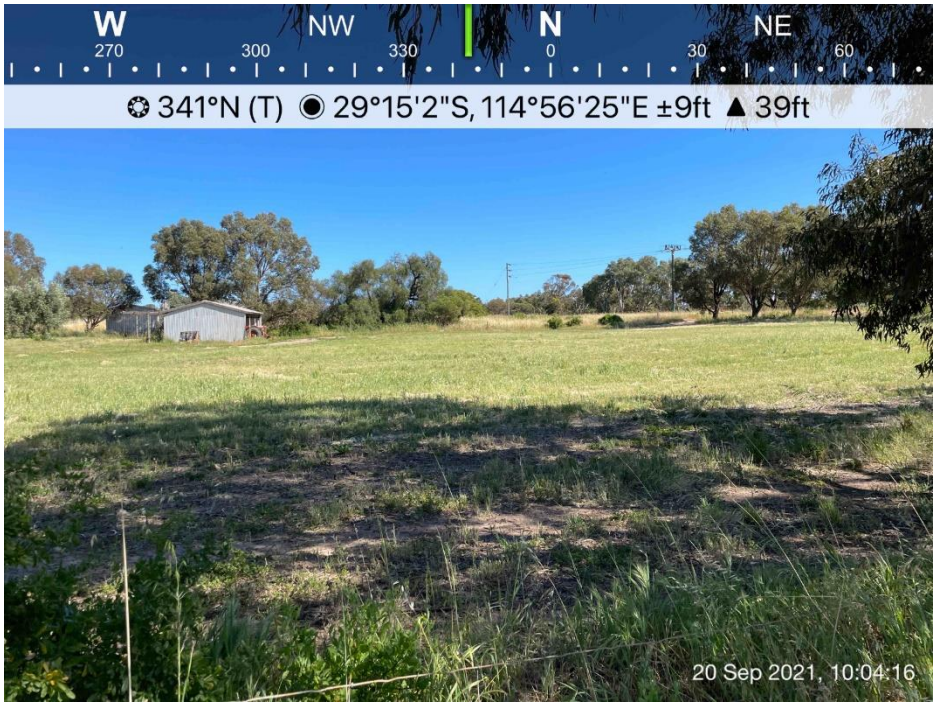
Plot	3 cont.	Classification or Exclusion Clause	Grassland Type G
			**Additional Photo of Plot 3**

Photo Id 14: View to the north-northwest towards grassland, located external to the site in adjacent property west of the subject site.

Plot	3 cont.	Classification or Exclusion Clause	Grassland Type G
			**Additional Photo of Plot 3**
Photo Id 15: View to the west-northwest towards grassland, located external to the site in adjacent property northwest of the subject site.			

Plot	3 cont.	Classification or Exclusion Clause	Grassland Type G
			**Additional Photo of Plot 3**
Photo Id 16: View to the northwest towards grassland, located external to the site in adjacent property northeast of the subject site.			

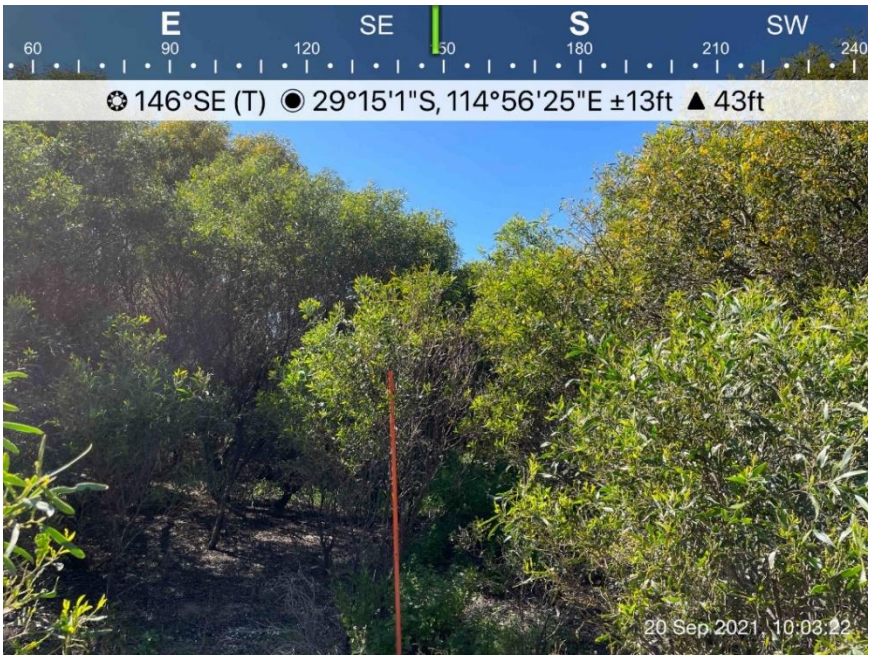
Plot	3 cont.	Classification or Exclusion Clause	Grassland Type G
			**Additional Photo of Plot 3**

Photo Id 17: View to the northeast towards grassland, located external to the site in adjacent property northeast of the subject site.

Plot	3 cont.	Classification or Exclusion Clause	Grassland Type G
			**Additional Photo of Plot 3**

Photo Id 18: View to the west-southwest towards grassland, located external to the site in adjacent property northeast of the subject site.

Plot	4	Classification or Exclusion Clause	Scrub Type D



Location: internal to the subject site in the north and external to the east.

Separation Distance: 0m.

Description: *Acacia acuminata* scrub, previously cleared, in a regrowth state. Grassy understorey, on rocky outcrop.

Average vegetation height: 3m.

Vegetation Coverage: 30% foliage cover.

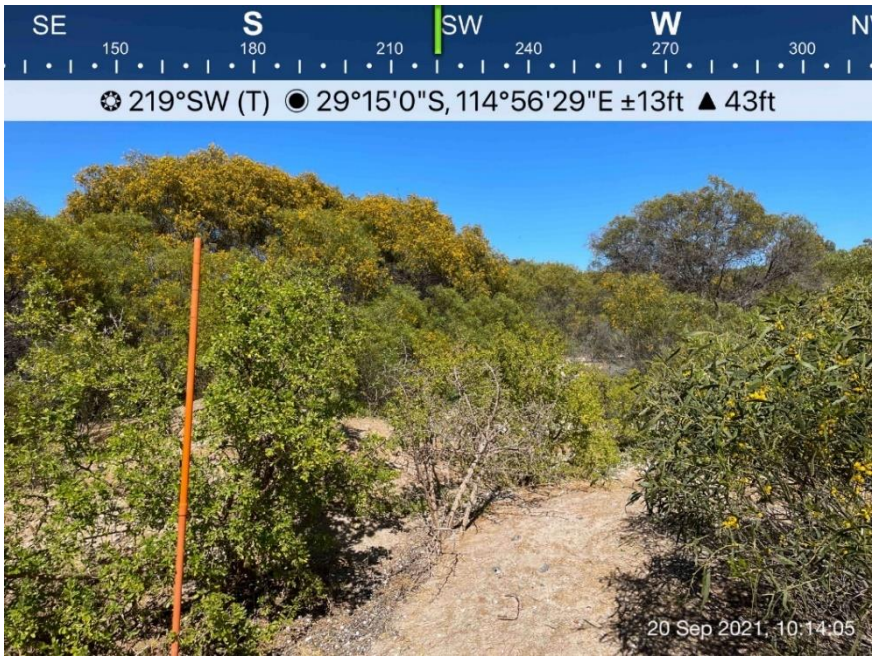
Available fuel loading: 25 t/ha.

Effective slope: Upslope/flat.

Analysis of aerial photography indicates the land has been cleared for agricultural pursuits since 2010/2012 with the Acacia scrub (plot 4) regrowing in the subject lot from circa 2015.

Photo Id 19: View facing southeast towards scrub vegetation, located internal to the west of the subject site. Note 2m height staff.

Plot	4 cont.	Classification or Exclusion Clause	Scrub Type D



Additional Photo of Plot 4

Photo Id 20: View facing southwest towards scrub vegetation, located internal in the north of the subject site. Note 2m height staff.

Plot	5	Classification or Exclusion Clause	Forest Type A
			**Location:** Internal to the east and external to the northwest, west, east and south of the subject site. **Separation Distance:** 0m. **Description:** Planted trees not always in single rows with dense mixed grasses and weeds, unmanaged, not deemed in low fuel condition. Canopy connection occurs or will occur in the future. **Average vegetation height:** 12m. **Vegetation Coverage:** 30-70% foliage cover. **Available fuel loading**: 25-35 t/ha. **Effective slope:** Upslope/flat.
Photo Id 21: View facing west towards forest vegetation located to the northwest of the subject site. Note orientation in photo not correct.			

Plot	5 cont.	Classification or Exclusion Clause	Forest Type A
			**Additional Photo of Plot 5**
Photo Id 22: View facing north towards forest vegetation located in informal road reserve and adjacent lot to the east of the subject site. Note precautionary principle used, likely to be cleared and managed as part of the extension of the road.			

Plot	5 cont.	Classification or Exclusion Clause	Forest Type A
			**Additional Photo of Plot 5**
Photo Id 23: View to the southwest towards forest vegetation, located adjacent to the Irwin River to the south of the subject site.			
Plot	**6**	**Classification or Exclusion Clause**	**Forest Type A**
			**Location:** North of the subject site. **Separation Distance:** 17m. **Description:** In the north, planted Eucalypts as windbreaks, not always in single rows, scrubs and tall grasses, unmanaged, not deemed in low fuel condition. Canopy connection occurs or will occur in the future. **Average vegetation height:** 12m. **Vegetation Coverage:** 30-70% foliage cover. **Available fuel loading**: 25-35 t/ha. **Effective slope:** Downslope >0-5 degrees.
Photo Id 24: View facing east-southeast towards forest vegetation, located to the north of the subject site.			

Plot	6 cont.	Classification or Exclusion Clause	Forest Type A
			**Additional Photo of Plot 6.**
Photo Id 25: View facing north towards forest vegetation, located to the north of the subject site.			

Plot	6 cont.	Classification or Exclusion Clause	Forest Type A
			**Additional Photo of Plot 6.**
Photo Id 26: View facing north-northeast towards forest vegetation (background), located to the northeast of the subject site. Access restricted so distance photograph used.			

Plot	7	Classification or Exclusion Clause	Forest Type A
			**Location:** South, southwest and southeast of the subject site. **Separation Distance:** 40m. **Description:** Flooded gums, Acacia, Melaleuca, Casuarina trees, dense mid-storey of juvenile trees, scrubs and herbs. Riverine vegetation associated with the Irwin River. Weed infesting (kikuyu, cape weed, rye grass, wild oats) at edge adjacent to low fuel areas. **Average vegetation height:** 12m. **Vegetation Coverage:** 30-70% foliage cover. **Available fuel loading**: 25-35 t/ha. **Effective slope:** Downslope >10-15 degrees. Measured in direction of fire run and from top of bank (north) to south side of banks.

Photo Id 27: View facing south-southeast towards forest vegetation, located adjacent to the Irwin River to the south of the subject site.

Plot	7 cont.	Classification or Exclusion Clause	Forest Type A
			**Additional Photo of Plot 7**

Photo Id 28: View facing south towards forest vegetation, located adjacent to the Irwin River to the south east of the subject site.

Plot	8	Classification or Exclusion Clause	Woodland Type B
			**Location:** Southwest of the subject site. **Separation Distance:** 30m. **Description:** Planted Eucalypts and some tall isolated scrubs. Not canopy connected, borderline managed but precautionary principle used. **Average vegetation height:** 6-8m. **Vegetation Coverage:** 10-30% foliage cover. **Available fuel loading**: 15-25 t/ha. **Effective slope:** Upslope/flat.

Photo Id 29: View facing northwest towards open woodland area, located to the southwest of the subject site.

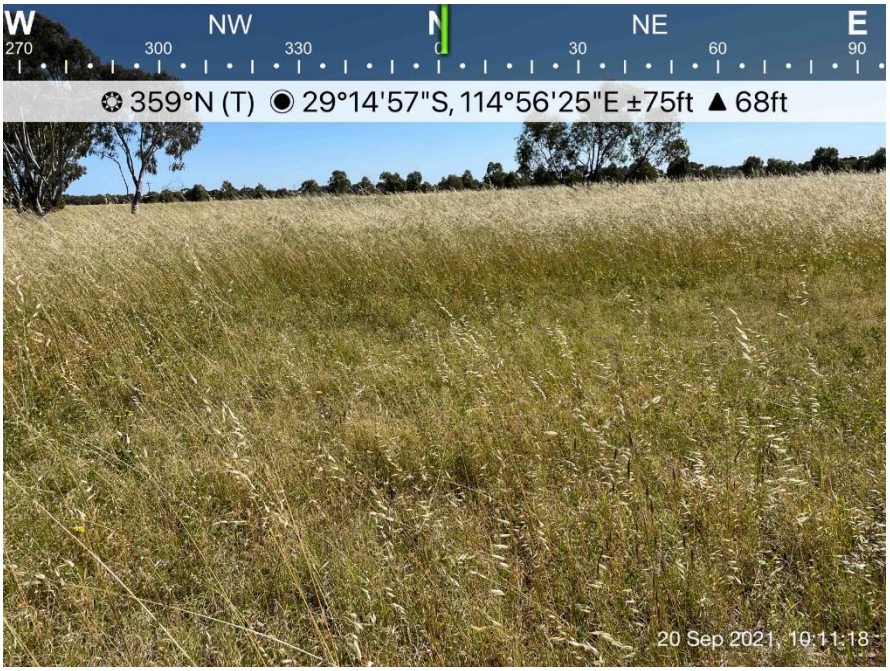
Plot	9	Classification or Exclusion Clause	Grassland Type G
			**Location:** North of the subject site. **Separation Distance:** 6m. **Description:** Paddock grasses, unmaintained Rye grass and Veldt grass, Wild crops of hay and other mixed species. **Average vegetation height:** 300-500mm. **Vegetation Coverage:** <10% trees. **Available fuel loading**: 4.5 t/ha. **Effective slope:** Downslope >0-5 degrees.

Photo Id 30: View facing north towards grassland, located to the north of the subject site

Plot	9 cont.	Classification or Exclusion Clause	Grassland Type G
			**Additional Photo of Plot 9**
Photo Id 31: View to the east towards grassland, located to the north west of the subject site. Note orientation of photo not correct.			

COMMENTS ON VEGETATION CLASSIFCATIONS:

- Distances from vegetation were made based on surface fuels to edge of lot (subject site) boundary;
- Effective slopes were measured in the field using a Nikon Forestry Pro and represented on the respective plots;
- Method 1 (AS3959-2018) Simplified procedure was used for vegetation classification Assessment process;
- All vegetation was classified within the subject site and within 150m of the lot boundaries to AS3959 Table 2.3; and
- The perimeter of the vegetation was measured using field GPS and notations on field GIS maps.

CERTIFICATION

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2018.

SIGNED, ASSESSOR: ..... DATE: 4/11/2021

Kathryn Kinnear , Bio Diverse Solutions
Accredited Level 2 BAL Assessor (Accreditation No: BPAD30794)

REVISION RECORD

Revision	Prepared By	Summary	Reviewed By	Date
Draft Id 29/09/2021	Kathryn Kinnear	Internal Review	Charlize Van Der Mescht	29/09/2021
Final Id 31/07/2020	Kathryn Kinnear	Technical review	Jason Benson	4/11/2021

Appendix B

Schedule 1 - WAPC Asset Protection Zone (APZ) standards to apply

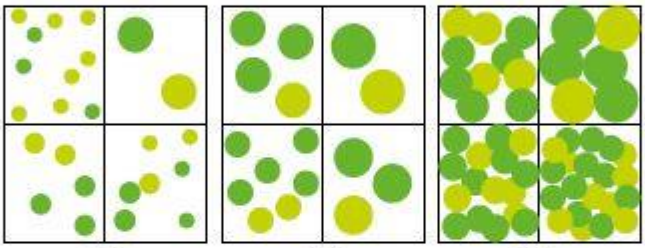
WAPC Schedule 1:Standards for APZ

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Figure 18: Tree canopy cover – ranging from 15 to 70 per cent at maturity



- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.

Appendix C

Shire of Irwin Firebreak Notice 2021-2022

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

FIREBREAK NOTICE 2021 - 2022

First and final notice - Deadline 15 October 2021

TO ALL LAND OWNERS AND/OR OCCUPIERS OF LAND IN THE SHIRE OF IRWIN

Firebreaks must be installed and maintained clear of flammable materials from
15 OCTOBER 2021 up to and including **30 APRIL 2022**

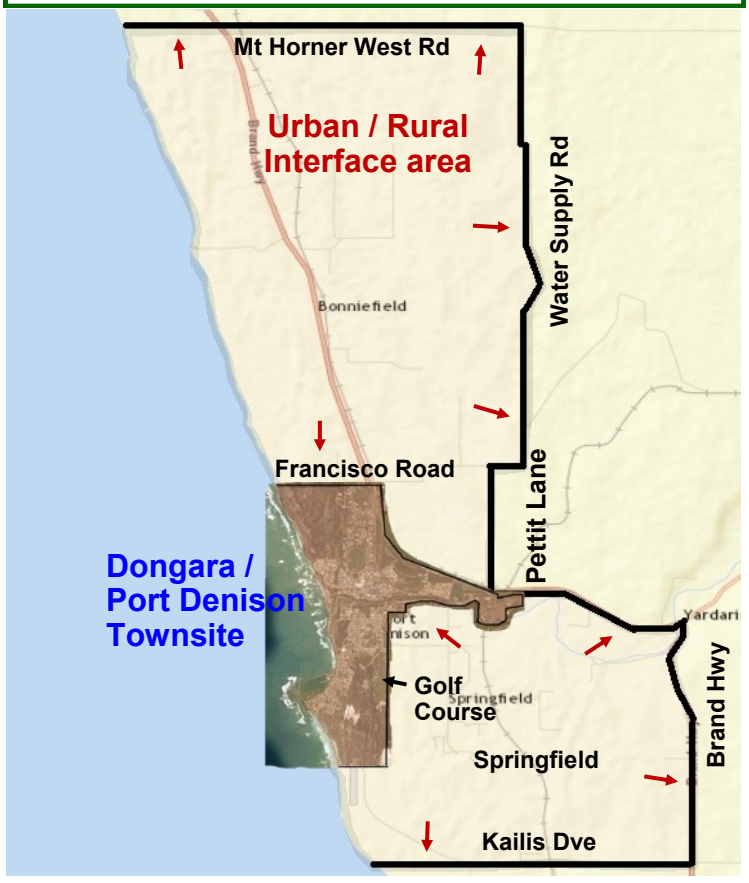
1. **RURAL LAND** (Land other than that within the Dongara Port Denison and Irwin Town Sites):
On or before 15 October 2021 and thereafter up until and including 30 April 2022 you shall observe the following:

1.1 Have firebreaks not less than two (2) metres in width and within one hundred (100) metres of the perimeter of any building or haystack or groups of buildings or haystacks situated on the land. Such firebreaks must completely encircle the said buildings and/or hay stacks.

1.2 Have firebreaks not less than two (2) metres in width immediately abutting any building or haystack or groups of buildings or haystacks situated on the land.

1.3 Have firebreaks not less than five (5) metres in width around all uncleared land that is in contact with a boundary, including land upon which the regeneration of bush has occurred.

1.4 All landowners in the **Urban/Rural Interface Area** (All land south from Mt Horner West Road, west of Water Supply Road and Pettit Lane and thereafter south and west of Brand Highway to Kailis Drive) have the option of either installing a two metre firebreak, or a twenty metre slashed or heavily grazed firebreak to a maximum height of 100mm immediately inside and along all boundaries of land.



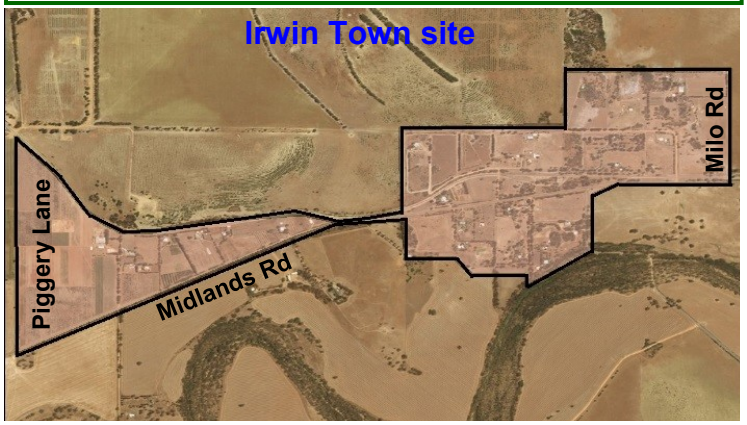
2. **TOWN SITE LAND** (Land situated within the Town Sites of Dongara Port Denison and Irwin**).**
On or before 15 October 2021 and thereafter up until and including 30 April 2022 you shall observe the following:

2.1 Have vacant land cleared of all flammable material (Slashed to a maximum height of 100mm) where the area of the land is 5000 square metres or less.

2.2 Have firebreaks not less than three (3) metres in width immediately inside and along all boundaries of land exceeding 5000 square metres in area.

2.3 Have firebreaks not less than three (3) metres in width immediately abutting all buildings

2.4 Have firebreaks not less than five (5) metres in width around all uncleared land that is in contact with a boundary, including land upon which the regeneration of bush has occurred.



HARVESTING

No person shall operate harvesting machinery during the restricted or prohibited burning period on any land unless they have a mobile and operational fire fighting unit with a capacity of at least 400 litres, situated in or immediately adjacent to the paddock where harvesting operations are being conducted.

VARIATIONS TO FIREBREAK NOTICE

If it is impracticable to clear firebreaks or to remove flammable material from the land, you may apply in writing to the Shire of Irwin or its duly authorised officer by 16 September for an alternative solution.

ASSET PROTECTION ZONE (APZ)

All properties that are subject to an approved Bushfire Management Plan with the establishment of an APZ must maintain this APZ to the required standard at all times.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

FIRE INFORMATION 2021 - 2022

IMPORTANT DATES

FIREBREAKS - required between 15 October and 30 April (inclusive)

BURNING:

RESTRICTED - 15 October to 31 October (inclusive)
PROHIBITED - 1 November to 28 February (inclusive)
RESTRICTED - 1 March to 7 April (inclusive)
PROHIBITED on Very High to Catastrophic Fire Danger Rating

CAMPFIRES - Prohibited 1 October to 30 April



FIRE DANGER RATING (FDR)

Keep up to date on
www.emergency.wa.gov.au

PERMITS

Not valid on days of Very High to Catastrophic Fire Danger Rating

When to obtain permits

Permits are required for burning of windrows, stubble, grass or bush at any time during the restricted burning periods. Permits are required for all areas.

How to obtain permits

Permits can be obtained from the Shire Office or from your local Permit Issuing Officer if you live in other areas of the Shire. When applying for a permit you will need to provide the lot number and street name of the property for which the permit is to apply.

Permit Issuing Officers

TOWNSITE AREAS

SHIRE OFFICE	9927 0000
Community Ranger	(M) 0427 110 237
M Butcher	(M) 0408 956 741
G Crabb	(M) 0427 150 072
H Campbell	(M) 0427 931 058
S Boyd	(M) 0427 366 557

RURAL AREAS

A Gillam	(M) 0427 717 174
G Crabb	(M) 0427 150 072
P Summers	(M) 0429 086 270

GARDEN REFUSE AND RUBBISH

Prohibited on days of Very High to Catastrophic Fire Danger Rating

PROHIBITED BURNING SEASON

No garden rubbish or refuse is permitted to be burnt in an open fire during the prohibited burning season. It may only be burnt in an approved incinerator.

RESTRICTED BURNING SEASON

Small heaps (up to one cubic metre) of garden refuse may be burnt on the ground between 6:00 pm and 11:00 pm BUT ONLY AFTER a 5 metre wide, fire-break has been cleared around the fire and at least one able bodied person is in attendance at all times. A permit is not required.

Approved incinerator

The incinerator is to be constructed of steel, brick or a combination of these materials. Every incinerator shall be constructed or covered to prevent the emission of sparks or burning material.

Barbecues

Gas and electric barbecues are permitted at any time.

Registering your burn

Please don't forget to register your burn with the DFES Communications Centre on 08 9395 9209.

Failure to comply with this Firebreak Notice may result in a penalty of up to $5,000.
A person is also liable to pay the direct costs of performing the work specified in this Notice.
Penalties also apply for offenses related to burning.

TELEPHONE NUMBERS

EMERGENCY: 000 (in case of fire)

Shire of Irwin: Community Ranger 0427 110 237
Administration 9927 0000

In the event of not being able to contact anyone on these numbers, please refer to the Permit Issuing Officers listed above.

PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF IRWIN

LOCAL PLANNING SCHEME No. 5

AMENDMENT No. 19

The Shire of Irwin under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

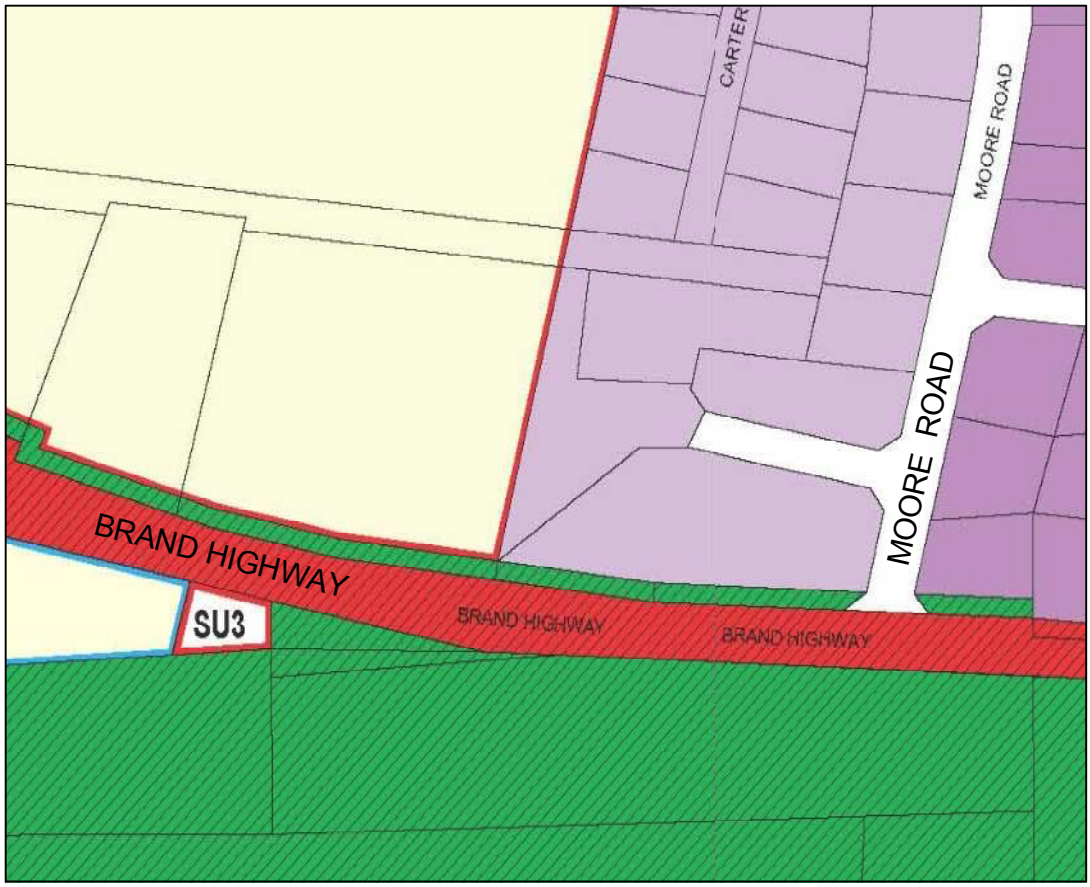
i. Rezoning portion Lot 16 Brand Highway, Dongara from the Light Industrial and Special Residential zones to the Special Use Zone.

ii. Including Lot 16 Brand Highway, Dongara within Schedule 4 – Special Use Zones along with associated Permitted Uses and Specific Conditions as follows:

No.	LOCATION	LAND PARTICULARS	PERMITTED USES	SPECIFIC CONDITIONS
30	Brand Highway, Dongara	Lot 16	+ Roadhouse + Caretaker's dwelling + Incidental uses to the permitted uses **DISCRETIONARY USES** + Industry – Light + Industry – Service + Showroom + Warehouse	1. Development Approval is required for all development, being permitted and discretionary listed uses. 2. Transport Impact Statement to be prepared and implemented. Assessment to be approved by MRWA and Council prior to development. 3. Bushfire Management Plan to be prepared and implemented. Plan to be approved by Council prior to development. Preparation of a "Risk Management Plan" required at Development Approval stage. 4. Landscaping Plan to be prepared and implemented. Plan to be approved by Council and include landscaping within the 10m wide Local Reserve (POS) area abutting the northern boundary of the Brand Highway and a 10m wide landscaped buffer adjacent to the western boundary. 5. Prior to the development of any listed discretionary use, a Local Development Plan is to be prepared to address any interface with adjoining land, to the satisfaction of the Local Government.

iii. Amending the Scheme Maps accordingly.

Existing Zoning



LEGEND

LOCAL SCHEME RESERVES

- Local Reserve
- Local Roads
- Major Road or Highway

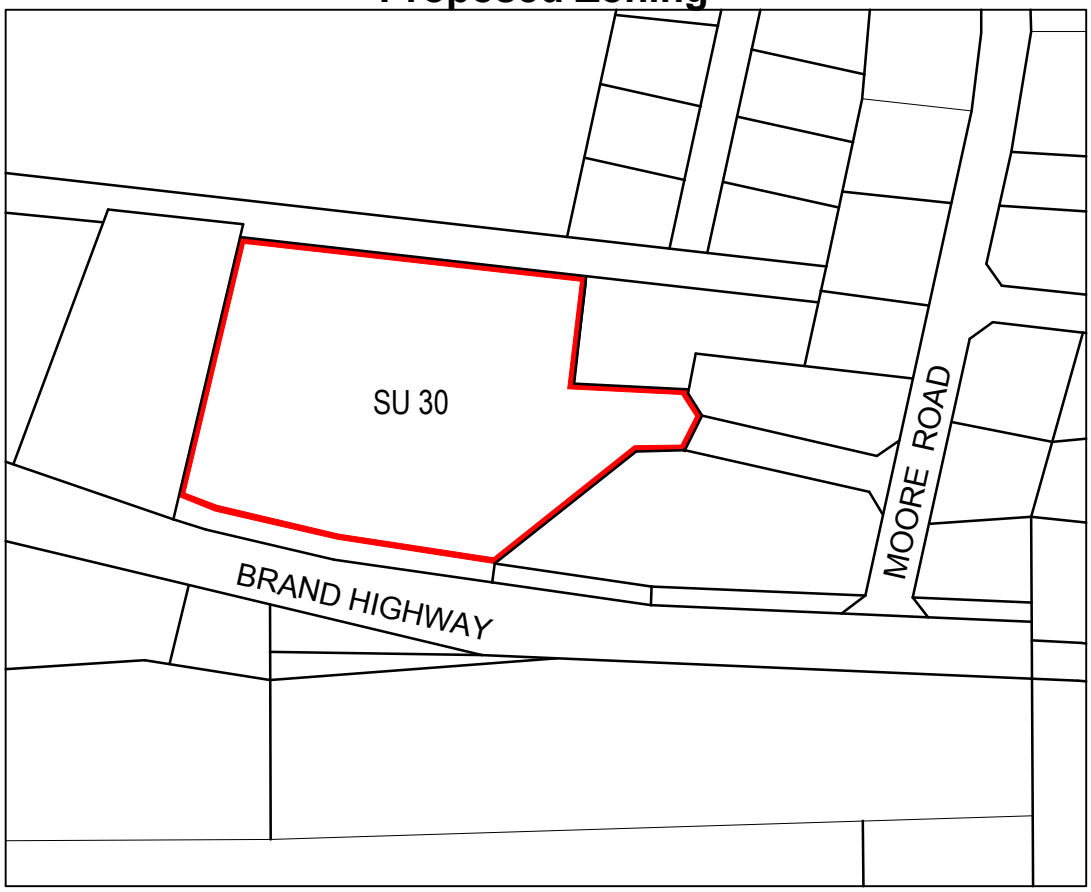
LOCAL SCHEME ZONES

- General Industry
- Light Industry
- Special Residential
- Special Use
- Town Centre

OTHER CATEGORIES

- SU 30 — Special Use Area

Proposed Zoning



20-15-ZP(b)

AYTON BAESJOU
PLANNING
59 Peels Place
ALBANY WA 6330
Ph 9842 2304 Fax 9842 8494

SHIRE OF IRWIN
LOCAL PLANNING SCHEME 5
AMENDMENT NUMBER 19

N

ORIG A4
SCALE 1:4000

0 20 40 60 80 100

COUNCIL ADOPTION

This Complex Amendment was adopted by resolution of the Council of the Shire of Irwin at the Meeting of the Council held on the _____ day of _____, 20_____.

_____

Shire President

_____

Chief Executive Officer

COUNCIL RESOLUTION TO ADVERTISE

By resolution of the Council of the Shire of Irwin at the Ordinary Meeting of the Council held on the _____ day of _____, 20_____, proceed to advertise this Amendment.

_____

Shire President

_____

Chief Executive Officer

COUNCIL RECOMMENDATION

This Amendment is recommended for approval by resolution of the Shire of Irwin at the Ordinary Meeting of the Council held on the _____ day of _____, 20_____ and the Common Seal of the Shire of Irwin was hereunto affixed by the authority of a resolution of the Council in the presence of:

_____

Shire President

_____

Chief Executive Officer

WAPC ENDORSEMENT (r.63)

_____

Delegated Under S.16
of the PD Act 2005

_____

Date

APPROVAL GRANTED

_____

Minister for Planning

_____

Date

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item ID02-02/24
Attachment 2
Schedule of Submissions
Local Planning Scheme Amendment No. 19

Schedule of Submissions – Local Planning Scheme Amendment No. 19

Submission Number	Submitter / Address	Summary of Submission	Recommendation / Comment
1	Public	Conditional support. Our support for the proposal is conditional upon the extension of Carter Road to link through Lot 16 and then to Moore Road, being constructed in the initial stages of the proposed development.	**Note Submission** The proponent has failed to satisfactorily address the traffic impacts of the proposed development.
2	Public	We would require as part of the development a physical barrier screening the roadhouse to reduce noise and visual pollution (such as a solid 1.8m high fence and green belt of native trees and shrubs).	**Note Submission** Any screening and fencing requirements should be dealt with at the development application stage.
3	Public	No objection in principle. Carter Road to remain 2-way as entry and egress to the light industrial area and extended to Moore Road.	**Note Submission** The proponent has failed to satisfactorily address the traffic impacts of the proposed development.
4	Public	Object. The proposed increase in heavy vehicle movements would seriously impede access to our property. The increase in noise from the extra heavy vehicle movements would be significant. Roads will need to be upgraded to meet heavy vehicle road construction specifications. The development of Lot 16 should be moved to the west end of the property therefore negating the need to divert heavy vehicle traffic onto Moore Road.	**Uphold Submission** The proponent has failed to satisfactorily address the traffic impacts of the proposed development.

Schedule of Submissions – Local Planning Scheme Amendment No. 19

Submission Number	Submitter / Address	Summary of Submission	Recommendation / Comment
5	Public	Object. The proposed development is in the south east corner of the site limiting frontage to Brand Highway and thereby requiring the use of Moore Road as an exit from the development for heavy vehicles. If the developer better utilised the site, there would be adequate area for vehicular entry and exit onto Brand Highway without imposing on the road users and businesses on Moore Road. The development will impose unacceptable burdens in the way of traffic congestion, road damage and risk to other road users and businesses. The Traffic Management Plan forming part of the application does not refer to traffic movements, traffic counts, type of traffic or risks associated for traffic currently using Moore Road. Neither does the plan refer to any traffic movements, planning or risks associated with vehicles entering the proposed site from the south off Brand Highway. There is no reference to slip lanes in the application. There will be multiple traffic conflicts at the Moore Road intersection with Brand Highway. Moore Road fails the minimum state and national requirements as a RAV route on several levels including sight distance, road minimum widths and swept path turning clearances for heavy vehicles.	**Uphold Submission** The proponent has failed to satisfactorily address the traffic impacts of the proposed development.

5 continued		When the northern transport corridor is completed a development of this nature will be superfluous. The old Shell service station site is more appropriate. A development of this nature so close to the business centre of Dongara will draw people away from established businesses in the town and tourists will be less likely to turn in to use and enjoy what our town offers.	**Dismiss Submission** The suitability of other sites is not a relevant planning consideration in itself, and the Shire is bound to assess the planning merits of the application that is submitted. There is no evidence to support the view that the rezoning will deter people from frequenting other business in the locality.
6	Consultant	Object. The intended development does not meet the definition of a 'Roadhouse'.	**Dismiss Submission** The land use classification and detailed assessment of the proposed development will occur at the development application stage.
		The amendment does not provide clear guidance on other uses for the remainder of the site.	**Dismiss Submission** The amendment proposes a range of conditions applicable to the 'Special Use' zone. In particular the requirement for a local development plan to be prepared for the site for any discretionary uses.
		There are deficiencies with the Bushfire Management Plan (BMP).	**Note Submission** DFES has also stated that they are not satisfied that the Bushfire Management Plan has adequately considered how compliance with the bushfire protection criteria can be achieved at subsequent planning stages.
		The Transport Impact Statement (TIS) is considered inadequate.	**Uphold Submission** The proponent has failed to satisfactorily address the traffic impacts of the proposed development.

6 continued		The site is located within Aboriginal heritage sites. It is not clear that the amendment has considered this matter.	**Note Submission** Any development is required to comply with the requirements of the *Aboriginal Heritage Act 1972*.
		The amendment has not adequately addressed the EPA's guidance statement regarding separation distances for sensitive uses.	**Dismiss Submission** The amendment has addressed this issue. Further details will be required and assessed at the development application stage.
		The amendment does not demonstrate how on-site sewerage will be treated.	**Uphold Submission** The proponent has failed to satisfactorily address how wastewater disposal from the proposed development will be managed.
7	Water Corporation	Reticulated water is currently available to the subject area. However, anticipated water demand would need to be discussed with the Water Corporation to determine if there is adequate available capacity in the network. Reticulated sewerage is not immediately available to serve the subject area. Significant work and cost would be required to provide a service. The Shire should consider if onsite treatment and disposal of wastewater is appropriate.	**Note Submission** The comment is applicable to the actual development on the site and will be assessed at the development application stage. The onus will be on the developer to ascertain infrastructure requirements for any particular development.
8	Main Roads WA (MRWA)	Main Roads does not support the rezoning proposal at this time. Main Roads controls access of this section of the Brand Highway. When Lot 16 was created as part of a subdivision (WAPC Ref: 113072), it was conditioned and cleared with no access to the Brand Highway. Main Roads retain this position regarding access onto the Brand Highway, until a detailed Traffic Impact Assessment, 15% design and report is completed to Main Roads satisfaction.	**Uphold Submission** The proponent has failed to satisfactorily address the traffic impacts of the proposed development.

9	Department of Health (DoH)	*Water Supply and Wastewater Disposal* The proposal does not include a Site and Soil Evaluation (SSE). Therefore, to further support the proposal the following is required: • A SSE report is required and to be undertaken by a qualified consultant and conducted during the wettest seasonal time of the year only as per AS/NZS 1547:2012 requirements. • The proposed volumes of wastewater are required to be identified and need to include factors such as the number of staff, patron numbers and patrons using amenities such as showers, café/restaurant or other water sources, using the prescribed volumes as per *Health (Treatment of Sewage and Disposal of Effluent and Liquid Wastes) Regulations*, 1974. • The lot is located within the Irwin River Estuary catchment area and is therefore captured under the Government Sewage Policy as a sewage sensitive area. As such a secondary treatment wastewater system will be required; • Scaled drawings detailing the proposed building envelopes, hard stand areas, application/disposal area and exclusion zones (with measurements shown) are required for the proposal	**Uphold Submission** The proponent has failed to satisfactorily address how wastewater disposal from the proposed development will be managed.
		Food Act Requirements and Pest Management Plan All food related areas to comply with the provisions of the Food Act 2008, and the proposal must have a plan to manage pests.	**Note Submission** The comments are applicable to the actual development on the site and will be assessed at the development application stage.

9 continued		*Chemical Hazards* The service station is 145m from the nearest residence (sensitive land-use), which is within the 200m distance for non-freeway 24-hour service stations. Although the Department does not have concerns over the separation distance for this proposal, we are concerned about the justification provided by the proponent. No evidence is provided about improved technology and regulation that have removed the potential gaseous odours and risk impacts and it **should not** be common practice to locate service stations within close proximity to residential areas if they do not conform with the relevant separation distance.	**Dismiss Submission** The amendment has addressed this issue. Further details will be required and assessed at the development application stage.
10	Department of Mines, Industry Regulation and Safety (DMIRS)	No objection. This proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.	**Note Submission**
11	Department of Biodiversity, Conservation and Attractions (DBCA)	No comments on the application.	**Note Submission**
12	Department of Primary Industries and Regional Development (DPIRD)	No objection. Any clearing that may occur will require an appropriate permit.	**Note Submission** The comments are applicable to the actual development on the site and will be assessed at the development application stage.
		A roadhouse has the potential to generate large amounts of sewage due to the number of people stopping there, and this will need to be considered when designing the facility to ensure no spillage of sewerage occurs that could contaminate the groundwater and the Irwin River or generate obnoxious odours. A soil and site assessment is recommended to assist in the design of the onsite sewerage system.	**Uphold Submission** The proponent has failed to satisfactorily address how wastewater disposal from the proposed development will be managed.

12 continued		The proponent should discuss with the adjacent landowners options for managing noise. One option could include the construction of a sound wall between their property and the roadhouse. A vegetated screen would also be worthwhile.	**Note Submission** Any screening and fencing requirements should be dealt with at the development application stage.
13	Department of Jobs, Tourism, Science and Innovation (JTSI)	No comments to make and is supportive of the amendment.	**Note Submission**
14	Department of Fire and Emergency Services (DFES)	The Department is not satisfied that the Bushfire Management Plan has adequately considered how compliance with the bushfire protection criteria can be achieved at subsequent planning stages. As the modifications will not affect the scheme amendment, it is recommended that the amendment proceed and the applicant be advised that these modifications be undertaken to support subsequent stages of the planning process.	**Note Submission** The comments are applicable to the actual development on the site and will be assessed at the development application stage.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item ID03-02/24
Attachment 1
Proposed Local Planning Scheme 5 Amendment No 21

SHIRE OF IRWIN

Local Planning Scheme No. 5

Amendment No. 21

Lot 18 (No. 9) Francis Road, Port Denison

Amendment of Residential R-Coding from R12.5 to R30

September 2023

FORM 2A

Planning and Development Act 2005

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Shire of Irwin
Local Planning Scheme No. 5

Amendment No. 21

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Amending the Residential R-Coding of Lot 18 (No. 9) Francis Road Port Denison from “R12.5” to “R30”; and

2. Modifying the Scheme Map accordingly.

The Amendment is a ‘standard amendment’ under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;

2. The amendment has minimal impact on land in the scheme area that is not the subject of the amendment; and

3. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this _____ day of _____ 20 _____.

_____
(Chief Executive Officer)

SCHEME AMENDMENT REPORT

1.0 INTRODUCTION

This amendment seeks to amend the Residential R-Coding of Lot 18 (No. 9) Francis Road, Port Denison from R12.5 to R30. Once finalised, the amendment will enable Lot 18 to accommodate medium-density housing consistent with the objectives of the Shire of Irwin's Local Planning Strategy and Local Planning Scheme No. 5.

2.0 BACKGROUND

2.1 Location

Lot 18 is located in the district of Port Denison within the Shire of Irwin. The site is located some 900m from the coast and approximately 1.5km from the Port Denison harbour.



Figure 1 – Location Plan

2.2 Site Area

Being 1.0114 hectares in size, Lot 18 is regular in shape with a depth of approximately 113m and a width of approximately 98m.

2.3 Ownership

Lot 18 is currently owned by the private developer N.A.W (WA) Pty Ltd. Upon finalisation of this amendment, the developer will be seeking to subdivide the property.

2.4 Current and Surrounding Land Uses

The Shire of Irwin has approved the development of two dwellings on the property, which are currently under construction. The balance of the land is vacant. There is an existing single dwelling on each of Lot 16 Francis Road and Lot 17 Point Leander Drive located to the west and north of Lot 18 respectively. Nearby Lots 24 and 25 Francis Road are vacant. A row of residential lots, each approximately 500m^2 in size is located immediately to the south of Lot 18.

2.5 Physical Characteristics

Lot 18 slopes down from a high point of 18m AHD at the northeast corner to a low point of 11.5m AHD at the southwest corner of the lot.

2.6 Infrastructure

Water, sewer and power services and NBN (Fibre to the Node) are available for extension along Francis Road.

3.0 PLANNING CONTEXT

3.1 Regional Planning Context

The 2019 WAPC *Guilderton to Kalbarri Sub-regional Strategy* states the following:

- Dongara-Port Denison is identified as a sub-regional centre that aims to support population and economic activities within its hinterland through the provision of goods and services.

- Urban growth within the Dongara-Port Denison sub-regional centre is promoted and encouraged.

- There is sufficient zoned land with the Dongara-Port Denison sub-regional centre to accommodate short and medium-term housing demands.

3.2 Local Planning Strategy

The 2017 Shire of Irwin Local Planning Strategy stated, inter alia the following objectives relevant to this amendment:

- Consolidating the Dongara town centre with a view to improving the vibrancy, attractiveness and functionality of the centre.

- Identifying new urban land to support population growth and development.

- Providing for more diverse housing opportunities to improve housing choice within the District, including the opportunity to ‘age in place’.

The Strategy refers to the outcomes of the adopted 2014 *Dongara – Port Denison District Structure Plan* confirming that there is an oversupply of residential land in the townsite. In response to the oversupply, the Strategy confirms to defer consideration of out-lying residential areas in favour of promoting the '*density infilling of existing vacant zoned residential land.*' Consequently, Lot 18 was identified in the Strategy as *Urban/Residential (Higher Density).*

3.3 Dongara – Port Denison District Structure Plan

The 2014 *Dongara – Port Denison District Structure Plan* arose as an outcome of the *Shire of Irwin Strategic Community Plan*, which describes the long-term desired aspirations for the Dongara and Port Denison townsites. The structure plan sought to balance residential expansion against the consolidation of existing Residential zoned land. Lot 18 was identified as existing Residential Zoned land and was included in the structure plan as *"Existing Urban/Residential (Proposed Higher Density)."*

3.4 Public Open Space Strategy

The 2011 Shire of Irwin Public Open Space Strategy provides a framework for the future distribution of public open space for the Dongara / Port Denison area. The Strategy identifies Ayelia Park (abutting Lot 18 to the north) as a 'local park'. Ayelia Park is currently 689m^2 in size. The Strategy recommends the upgrading of the park to Neighbourhood park status and adding additional land to the park.

4.0 PROPOSAL

4.1 Detailed Proposal

The amendment seeks to amend the Residential R-Coding of Lot 18 from R12.5 to R30, which will enable the land to be developed and/or subdivided for medium-density housing.

Under the existing R12.5 code Lot 18 has a maximum potential of 12 dwellings. Under the R30 code a 260m^2 minimum and 300m^2 average lot size can be achieved, which will provide for an increase in the maximum development potential of Lot 18 to 33 dwellings.

4.2 Planning Justification

The suitability of Lot 18 for medium-density housing has been supported by the Shire of Irwin in the adoption of its various strategic planning documents. Both the *Dongara – Port Denison District Structure Plan* and the *Local Planning Strategy* identify Lot 18 as being suitable to accommodate medium-density housing.

Lot 18 is located well within the townsite boundary and is conveniently located to take advantage of the services and facilities available in the townsite. The infill of this area, particularly with medium-density housing, represents a logical planning outcome that will provide for the orderly and proper development of the Dongara and Port Denison townsites.

4.3 Servicing

The development or subdivision of Lot 18 can be readily achieved through the connection of existing services along Francis Road. Water, sewer and telecommunication services can be made available through the normal extension of services.

4.4 Road Network

While Lot 18 enjoys direct road access to Francis Road, consideration should be given to the ultimate development and/or subdivision of the adjoining Lots 16 and 17. To this end, it is proposed to adopt a local development plan to ensure that the area is developed in an efficient manner.

The local development plan should determine an appropriate road network to enable Lots 16, 17 and 18 to be developed in an efficient and orderly manner. To this end, it would be desirable to provide a suitable connecting road between Ayelia Parkway through Lots 16, 17 and 18 and returning to Point Leander Drive. The provision of such a connection would avoid the need for the subdivision or development of Lots 16, 17 and 18 to be serviced by separate culs-de-sac and, importantly, avoid the possibility of creating a connecting road that would act as an undesirable 'rat run' between Francis Road and Point Leander Drive.

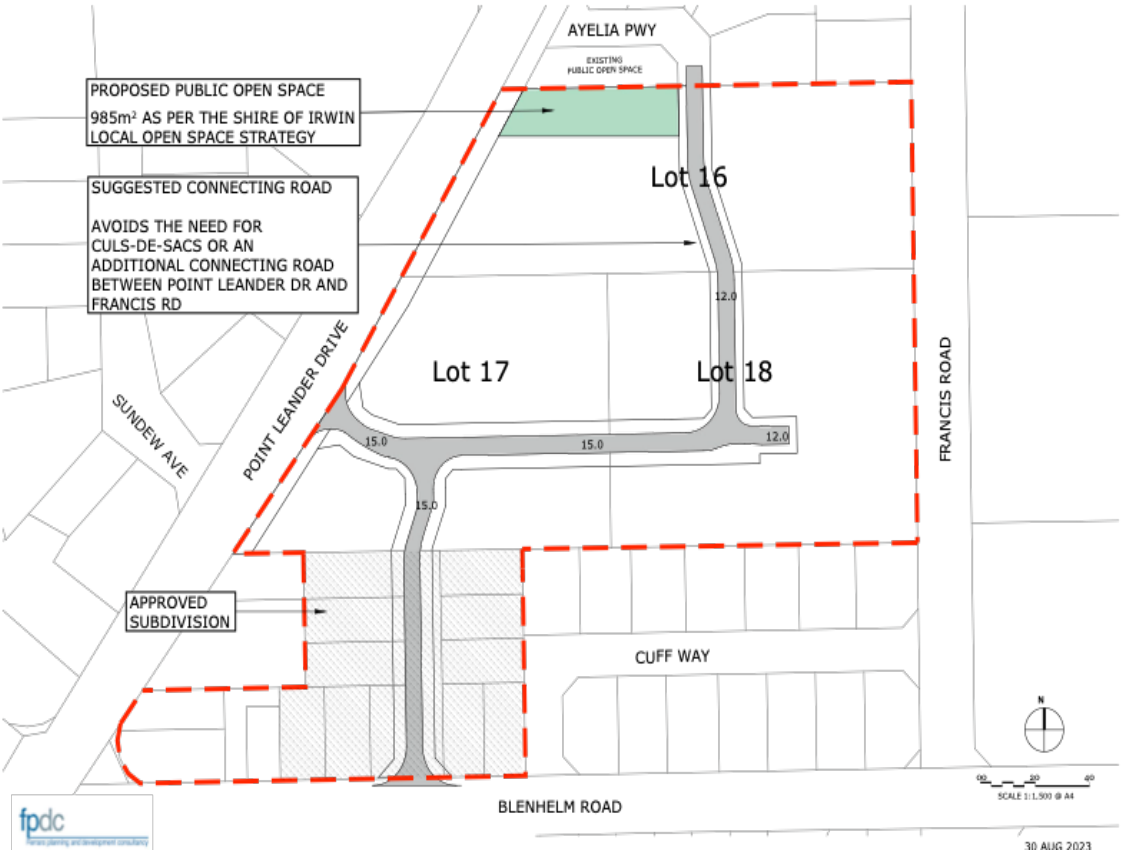


Figure 2 – Future Road Network

4.5 Public Open Space

In light of the recommendations of the *Public Open Space Strategy,* consideration will need to be given to expanding the existing Ayelia Park to provide a more usable local park. To this end, consideration will need to be given to expanding this park at the time of subdivision.

Any future residential subdivision of Lot 16 will enable the park to be expanded through the standard 10% public open space contribution. At this stage, it is anticipated that the subdivision of Lot 16 will require some 985m^2 of land to be ceded for public open space. Locating this future open space adjacent to the existing open space will ensure that Ayelia Park will be of a sufficient size to be both functional and useable as a future neighbourhood park and achieve the anticipated outcomes of the open space strategy.

The subdivision of Lots 17 and 18 will require the payment of cash in lieu of public open space. These funds could then be used to further implement the recommendations of the open space strategy.

4.6 Local Development Plan

The implementation of the desired road network outcome and public open space provision for Lots 16, 17 and 18 will require some coordination. To this effect, the Shire is of the view that the preparation and adoption of a local development plan, detailing the proposed road alignment and public open space contributions would be sufficient to provide for the orderly and proper planning of this area, as opposed to a structure plan.

It is intended that the Shire will progress the adoption of a Local Development Plan pursuant to the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* concurrently with the approval of this amendment.

5.0 CONCLUSION

The proposal to recode Lot 18 Francis Road from R12.5 to R30 will enable the lot to be developed or subdivided for medium-density residential housing. This outcome is consistent with the objectives detailed in both the Shire of Irwin *Local Planning Strategy* and the *Dongara – Port Denison District Structure Plan*. This site is centrally located in the townsite and enjoys convenient access to the town's services and facilities.

The proposal for medium-density housing will not have any adverse impact on the amenity of the nearby residential areas, while enabling the development of a wider range of housing types and will assist in delivering important and long establishing housing objectives for the town.

Figure 3 – Local Development Plan

SHIRE OF IRWIN LOCAL PLANNING SCHEME NO 5
LOCAL DEVELOPMENT PLAN PROVISIONS

This local Development Plan (LDP) has been prepared pursuant to Clause 52(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015* - Schedule 2 - Deemed Provisions.

Road Access

The plan of subdivision for Lots 16, 17 and 18 shall each include arrangements for the extension of Ayelia Parkway to Point Leander Drive and Blenhelm Road as shown on this LDP.

Public Open Space

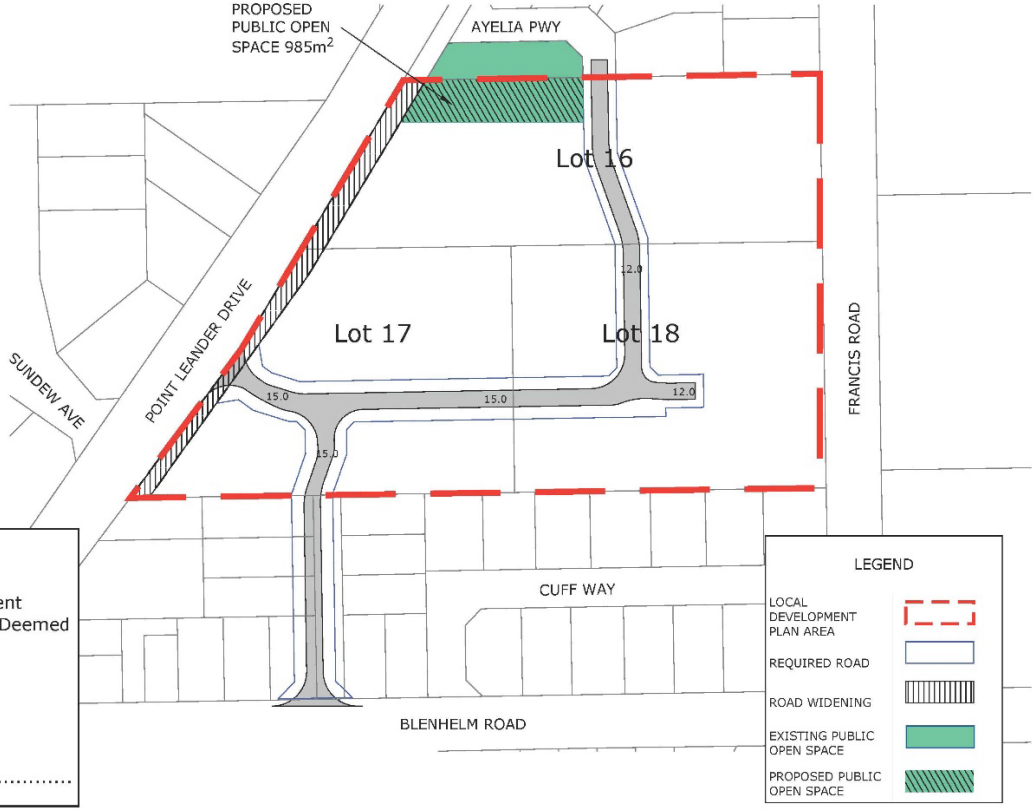
The plan of subdivision for Lot 16 shall include 10% of the gross subdivisible area to be shown as public open space at the location shown on this LDP.

The Shire of Irwin will request that Lots 17 and 18 contribute 10% of the gross subdivisible area as a cash in lieu payment at the time of subdivision.

Approval

Pursuant to Clause 52(1)(1) of the Planning and Development (Local Planning Schemes) Regulations - 2015 Schedule 2 - Deemed Provisions this Local Development Plan is hereby approved.

AUTHORISED OFFICER..... DATE.....



fpdc
Peters planning and development consultancy

30 AUG 2023 (3)

Local Development Plan Lots 16 and 18 Francis Road and Lot 17 Point Leander Drive, Port Denison

Planning and Development Act 2005

RESOLUTION TO AMEND LOCAL PLANNING SCHEME

Shire of Irwin
Local Planning Scheme No. 5

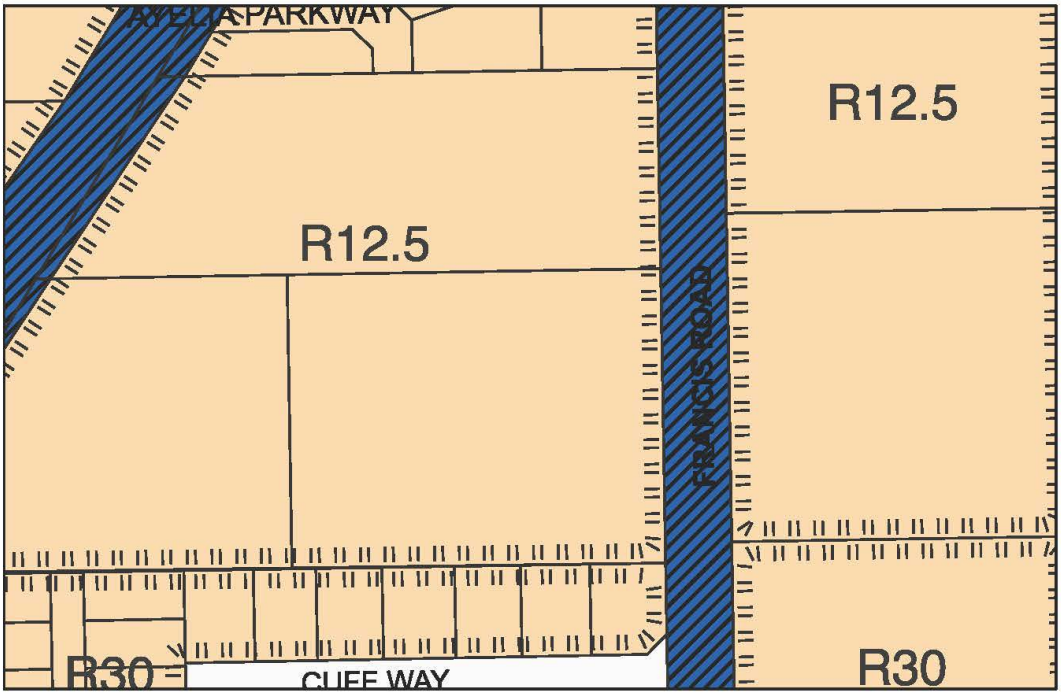
Amendment No. 21

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

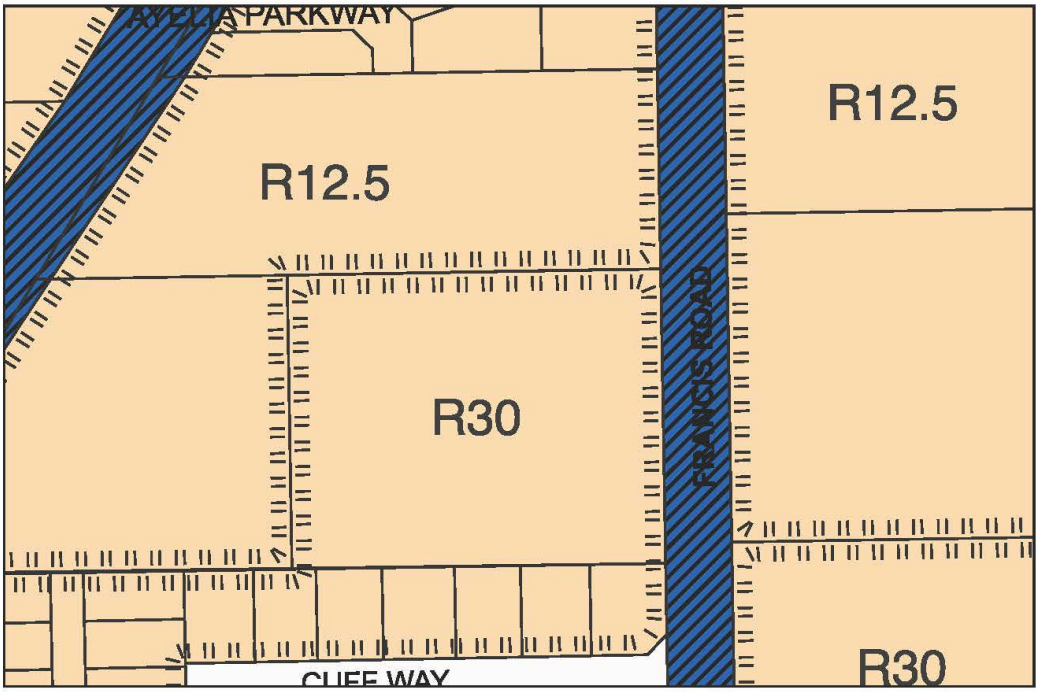
1. Amending the Residential R-Coding of Lot 18 (No. 9) Francis Road Port Denison from “R12.5” to “R30”; and

2. Modifying the Scheme Map accordingly.

LOT 18 FRANCIS ROAD PORT DENISON
PROPOSED LOCAL PLANNING SCHEME AMENDMENT



EXISTING SCHEME



PROPOSED AMENDMENT

COUNCIL ADOPTION

This standard Amendment was adopted by resolution of the Council of the Shire of Irwin at the Ordinary Meeting of the Council held on the

_____ day of _____ 20 _____.

_____
(Shire President)

_____
(Chief Executive Officer)

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Irwin at the Ordinary Meeting of the Council held on the

_____ day of _____ 20 _____

proceed to advertise this Amendment.

_____
(Shire President)

_____
(Chief Executive Officer)

COUNCIL RECOMMENDATION

This Amendment is recommended for **support** by resolution of the Shire of Irwin at the Ordinary Meeting of the Council held on the

_____ day of _____ 20 _____

and the Common Seal of the Shire of Irwin was hereunto affixed by the authority of a resolution of the Council in the presence of:



_____
(Shire President)

_____
(Chief Executive Officer)

WAPC ENDORSEMENT (r.63)

_____
DELEGATED UNDER S.16
OF THE P&D ACT 2005

_____
DATE

APPROVAL GRANTED

_____
MINISTER FOR PLANNING

_____
DATE

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item ID03-02/24
Attachment 2
Schedule of Submissions

Schedule of Submissions – Local Planning Scheme Amendment No. 21

Submission Number	Submitter / Address	Summary of Submission	Recommendation / Comment
1	Department of Fire and Emergency Services (DFES)	Despite not being in a bushfire prone area, there are areas that are bushfire prone in the near vicinity and therefore DFES is supportive of the approach to adopt a Local Development Plan to prevent the creation of dead-ends or cul-de-sacs.	**Note Submission**
2	Water Corporation	Reticulated water is currently available to the subject area. All water main extensions, if required for the development site, must be laid within the existing and proposed road reserves. Reticulated sewerage is currently available to the subject area. All sewer main extensions, if required for the development site, should be laid within the existing and proposed road reserves, A contribution for water and sewerage headworks may also be required. In addition, the developer may be required to fund new works or the upgrading of existing works and protection of all works.	**Note Submission** The comment is applicable to the actual subdivision/development on the site and will be assessed at the subdivision/development application stage. The onus will be on the developer to ascertain infrastructure requirements for any particular subdivision/development.
3	Department of Water and Environmental Regulation (DWER)	The site is located within an area identified as a sensitive water resource area due to the proximity to the Irwin River estuary. However, as any development will be connected to reticulated sewer, DWER has no objection to the proposal.	**Note Submission**
4	Public	Object. I am more concerned about the conduct of the developer. Previous block work on Lot 18 has caused considerable disturbance and possible structural damage to existing properties. Noise and vibration caused disturbance for a number of days. I object to having to endure such inconsiderate machinery use again – and the distress and damage it causes.	**Note Submission** The comments are noted, however are not applicable to the rezoning of the land. The issues raised are matters that are dealt with at the subdivision/development stage.
5	Department of Education (DoE)	No objections as the there will be no adverse impact to the Dongara District High School from a student accommodation perspective.	**Note Submission**

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item ID04-02/24
Attachment 1
Proposed Road Closure

EXPLANATORY NOTE

THIS PLAN WAS PREPARED TO ACCOMPANY AN APPLICATION TO CLOSE AND AMALGAMATE A PORTION OF ROAD RESERVE AND IS NOT TO BE USED FOR ANY OTHER PURPOSE OR BY ANY OTHER PERSON. HILLE, THOMPSON & DELFOS ACCEPT NO RESPONSIBILITY FOR ANY LOSS OR DAMAGE CAUSED TO ANY PERSON WHO MAY RELY ON THE INFORMATION ON THIS PLAN FOR A PURPOSE FOR WHICH IT WAS NOT INTENDED.

THE SERVICES SHOWN ON THIS PLAN HAVE BEEN PLOTTED FROM THE RECORDS OF THE RELEVANT AUTHORITIES. PRIOR TO ANY DEMOLITION, EXCAVATION OR CONSTRUCTION ON THE SITE, THE RELEVANT AUTHORITIES SHOULD BE CONTACTED.

THE SUBJECT AREA IS DESIGNATED AS BUSHFIRE PRONE.

AERIAL PHOTO SOURCED FROM LANDGATE - CAPTURED APRIL 2023

SURVEY DATA WAS SOURCED FROM QUANTUM SURVEY: 23211FS01.DWG

SUBJECT BOUNDARY
ABUTTING BOUNDARY
EXISTING BOUNDARY TO BE REMOVED
APPLICATION AREA

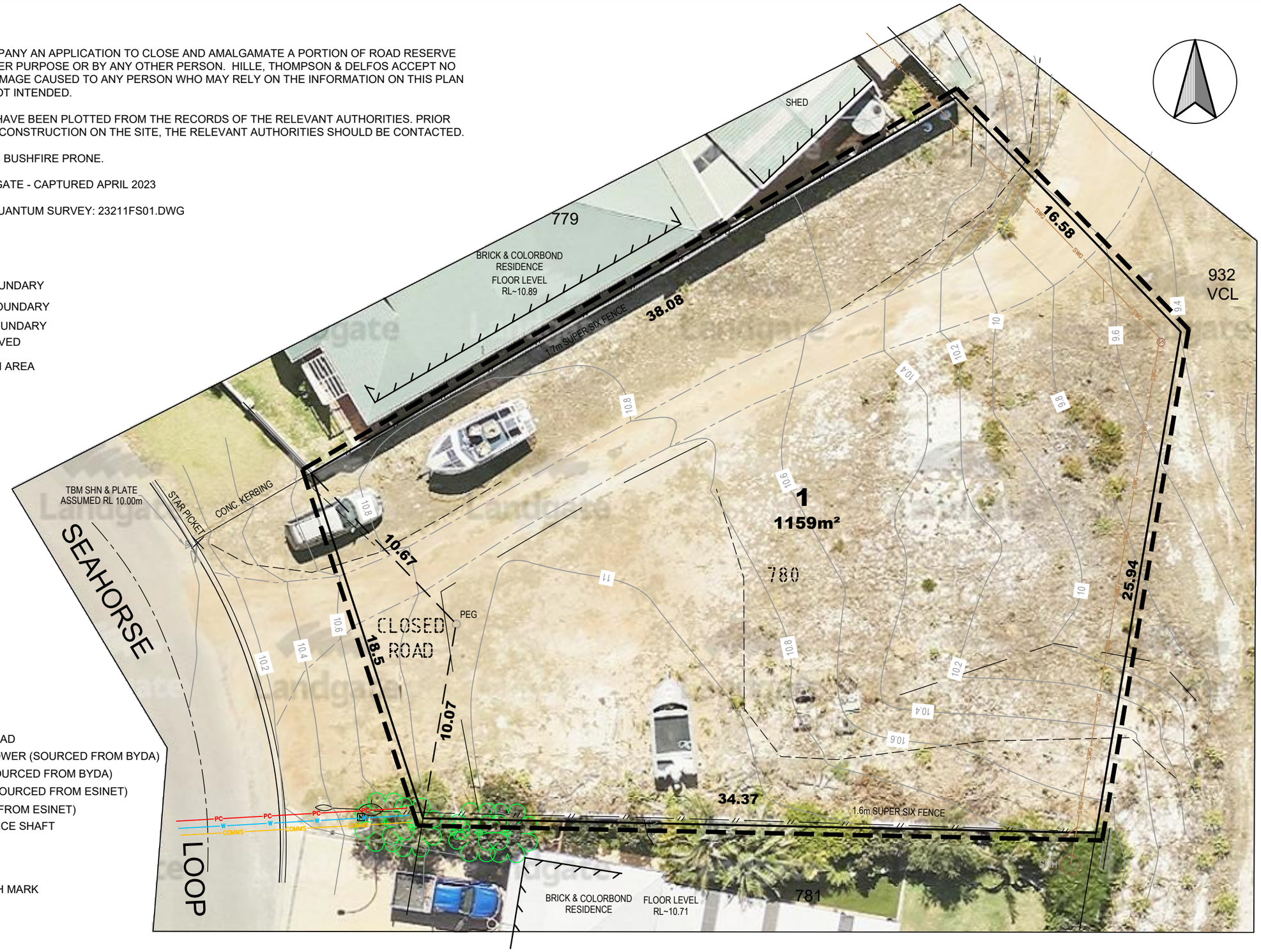
No. OF EXISTING LOTS : 1

LOT 780 (C/T 2111-675): 1116m²

PROPOSED CLOSED ROAD : 43m²

TOTAL AREA : 1159m²

No. OF PROPOSED LOTS : 1



RETAINING WALL
FENCE
TOP OF BANK
BOTTOM OF BANK
BUILDING
EDGE OF TRACK
CENTRELINE OF ROAD
UNDERGROUND POWER (SOURCED FROM BYDA)
NBN/ &TELSTRA (SOURCED FROM BYDA)
SEWER GRAVITY (SOURCED FROM ESINET)
WATER (SOURCED FROM ESINET)
SEWER MAINTENANCE SHAFT
LIGHT POLE
MAILBOX
SURVEY PEG
TEMPORARY BENCH MARK
SEWER MANHOLE
VEGETATION

00 4 8 12
ALL DISTANCES ARE IN METRES

0	16/08/23	ORIGINAL ISSUE	GT

REVISIONS

COMPILED BY:	BC	14/08/23
DRAWN BY:	GT	16/08/23
CHECKED BY:		
APPROVED BY:		

AREA FILE: 1562
CONT. INT'VAL: 0.2 m
V DATUM: ASSUMED
H DATUM: JCG94
FIELD Bk:

HTD
SURVEYORS & PLANNERS
HILLE, THOMPSON & DELFOS
24 Durlacher Street, GERALDTON W.A.
PHONE: (08) 9921 3111
EMAIL: htdsurveys@htds.com.au
WEBSITE: http://www.htds.com.au

BEST PRACTICE CERTIFICATION ISO9001 QUALITY MANAGEMENT SYSTEM

CLIENT: DAVID HIRD

LOT 780 on DP 219443

PROPOSED ROAD CLOSURE & AMALGAMATION

SEAHORSE LOOP, PORT DENISON - SHIRE OF IRWIN

SCALE 1 : 200 (ALL DISTANCES IN METRES) | SHEET SIZE A3 | DWG No. 30523AS1-1-0

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item ID05-02/24
Attachment 1
Business Plan
Proposed Major Land Transaction

Business Plan – Proposed Major Land Transaction

Seaspray Beach Holiday Park

Lot 94 (Reserve 25412) Church Street, Dongara

Shire of Irwin – November 2023

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5 Advertising and Submissions 5

1 Introduction

This Business Plan details the proposal by the Shire of Irwin ('Shire') for the disposal by lease of Reserve 25412 being Lot 94 on Deposited Plan 191394 Church Street, Dongara ('site').

Reserve 25412 is vested in the Shire for the purpose of *"Caravan Park"*. The Shire has been granted care, control and management of the site under a Management Order with the power to lease for any term not exceeding 50 years, subject to the consent of the Minister for Lands.

The Shire currently leases the site to McWhite Pty Ltd for the use of the site as a caravan park which is operated as the *Seaspray Beach Holiday Park*. The current lease expires in 2029 and the lessee has approached the Shire seeking a new lease of the site for the maximum term of 50 years.

2 Purpose of the Business Plan

The purpose of this Business Plan is to:

1. Advise the community that the Shire proposes to undertake a Major Land Transaction for the site to be disposed of by way of a proposed new lease to the current lessee.

2. Provide the opportunity for the community to make submissions on the plan.

3. Satisfy the requirements of the *Local Government Act 1995*.

3 Background

The site is accessed from Church Street, Dongara and has a beach front location in the area commonly known as 'Seaspray'.



The site has been used as a caravan park since 1999 and has been progressively developed over time with a mix of chalets and caravan bays. The site has been leased to the current lessee since 2007.

4 Statutory Requirements

The proposed leases constitute a disposal of property under s. 3.58 of the *Local Government Act 1995* and a 'Major Land Transaction' under s. 3.59. The Shire must prepare a Business Plan and the plan is to include an overall assessment of the major land transaction and is to include details of:

a) its expected effect on the provision of facilities and services by the local government;
b) its expected effect on other persons providing facilities and services in the district;
c) its expected financial effect on the local government;
d) its expected effect on matters referred to in the local government's current plan;
e) the ability of the local government to manage the performance of the transaction; and
f) any other matter prescribed for the purpose of this subsection.

4.1 Expected effect on the provision of facilities and services by the Shire

The disposal of the site by lease is not expected have any adverse effect on the provision of facilities and services by the Shire. The site has been leased for a caravan park for a number of years and this would continue for the maximum term of another 50 years.

4.2 Expected effect on other persons providing facilities and services in the district

There are two other caravan parks within the Dongara / Port Denison localities, all of which have similar beach frontage and offer similar accommodation options. All sites are crown reserves with management orders to the Shire and power to lease.

The leasehold disposal of the land is not expected to have any adverse effect on the other caravan parks or persons providing facilities and services in the district. The lessee's willingness to enter into a new lease indicates that there is sufficient demand for the facilities and services offered by the caravan park. Indeed, maintaining current caravan park accommodation options is likely to attract more visitors to the area, in turn having a positive economic impact for the local community and other businesses.

4.3 Expected financial effect on the Shire of Irwin

The current lease rent was initially $12,000 per annum and subject to an ongoing annual review being the rent paid for the previous year multiplied by the C.P.I. Increment or the Current Market Rent, whichever is the greater. Recent income generated from the lease rent is:

- 2022/23 – $23,595.93
- 2021/22 – $21,970.14
- 2020/21 – $21,624.15

A licensed property valuer has recently valued the disposal on the basis of 'Market Rental Value' which was determined at $30,000 per annum.

A positive financial effect as a result of the transaction is the continuing income received from the lease rent. It is proposed that the lease rent be modified to 4% of the Gross Revenue for the preceding year or the current market rent, whichever is the lesser. Rent reviews will be undertaken every 5 years.

The development and improvement of the site would be at the cost of the lessee and would not result in any costs being incurred by the Shire. Legal costs associated with the preparation of the lease would be recoverable from the Lessee.

4.4 Expected effect on matters referred to in the local government's plan for the future

The proposed disposal aligns with, and would support the achievement of the following objectives, outcomes and strategies of the Shire's Strategic Community Plan 2021 – 2031:

Objective 2 – A prosperous and diverse economy
Outcome 2.1 – Opportunities are maximized to promote economic growth and local development
Strategy 2.1.5 – Leverage opportunity and investment, and promote retail development

Objective 4 – Leading the community with engaged and progressive governance
Outcome 4.2 – Effective governance, management and prudent financial management
Strategy 4.2.1 – Ensure compliance whilst embracing innovation and better practice principles

4.5 Ability of the Shire to manage the undertaking

The Shire has sufficiently qualified and experienced staff to manage the proposed disposal by way of a new lease. The Shire has also provided budget funding to appoint professional consultants and legal representatives to assist with the transaction.

The Shire has managed previous leases on the site and currently manages the leases for the other two caravan park sites in the Dongara / Port Denison localities.

4.6 Any other matter prescribed for the purpose of this subsection

The site is located in a coastal hazard risk area as identified in the Shire's Coastal Hazard Risk Management and Adaptation Plan (CHRMAP). The CHRMAP identifies the need to monitor the area and allow natural processes to occur. The lease will contain a disclosure notifying that the site is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years.

5 Advertising and Submissions

The Shire is required under s. 3.59 of the *Local Government Act 1995* to give statewide public notice of the Major Land Transaction under consideration and invite public submissions for a period of not less than six weeks.

A notice will be placed in the West Australian on Saturday 21st October 2023 and in the Dongara Denison Local Rag on Wednesday 25th October 2023. The Business Plan will also be available to view on the Shire's website www.irwin.wa.gov.au and will be available for inspection at the Shire's Administration Centre located at 11-13 Waldeck Street, Dongara.

Submissions are to be made in writing to the Chief Executive Officer and must be received no later than 4.00pm on Monday 18th December 2023.

Submissions can be emailed to reception@irwin.wa.gov.au or posted to:

Chief Executive Officer
Shire of Irwin
PMB Box 21
DONGARA WA 6525

Submissions should be clearly marked ***'Business Plan – Seaspray Beach Holiday Park'***

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item ID06-02/24
Attachment 1
Business Plan
Proposed Major Land Transaction



Business Plan – Proposed Major Land Transaction
BIG4 Dongara Denison Beach Holiday Park
Lot 502 (Reserve 25826) Ocean Drive, Port Denison

Shire of Irwin – November 2023

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4.5 Ability of the Shire to manage the undertaking 5

4.6 Any other matter prescribed for the purpose of this subsection 5

5 Advertising and Submissions 5

1 Introduction

This Business Plan details the proposal by the Shire of Irwin ('Shire') for the disposal by lease of Reserve 25826 being Lot 502 on Deposited Plan 425295 Ocean Drive, Port Denison ('site').

Reserve 25826 is vested in the Shire for the purpose of *"Recreation Camping and Caravan Park"*. The Shire has been granted care, control and management of the site under a Management Order with the power to lease for any term not exceeding 30 years, subject to the consent of the Minister for Lands.

The Shire currently leases the site to Phobos Nominees Pty Ltd for the use of the site as a caravan park which is operated as the *BIG4 Dongara Denison Beach Holiday Park*. The current lease expires in 2026 and the lessee has approached the Shire seeking a new lease of the site for the maximum term of 30 years.

2 Purpose of the Business Plan

The purpose of this Business Plan is to:

1. Advise the community that the Shire proposes to undertake a Major Land Transaction for the site to be disposed of by way of a proposed new lease to the current lessee.

2. Provide the opportunity for the community to make submissions on the plan.

3. Satisfy the requirements of the *Local Government Act 1995*.

3 Background

The site is accessed from Ocean Drive, Port Denison and has a beach front location abutting what is commonly known as 'Grannies Beach'.



In late 2020 the Shire supported the expansion of the caravan park at the northern end of the site to formalise an area that had been used by the park for several years. In early 2022 a small portion of land on the southern end of the site was excised to facilitate improved access to Grannies Beach and facilitate future works to make the beach a more functional and practical space.

The site has been used as a caravan park since 2000 and has been progressively developed over time with a mix of chalets and caravan bays.

4 Statutory Requirements

The proposed lease constitutes a disposal of property under s. 3.58 of the *Local Government Act 1995* and a 'Major Land Transaction' under s. 3.59. The Shire must prepare a Business Plan and the plan is to include an overall assessment of the major land transaction and is to include details of:

a) its expected effect on the provision of facilities and services by the local government;
b) its expected effect on other persons providing facilities and services in the district;
c) its expected financial effect on the local government;
d) its expected effect on matters referred to in the local government's current plan;
e) the ability of the local government to manage the performance of the transaction; and
f) any other matter prescribed for the purpose of this subsection.

4.1 Expected effect on the provision of facilities and services by the Shire

The disposal of the site by lease is not expected have any adverse effect on the provision of facilities and services by the Shire. The site has been leased for a caravan park for a number of years and this would continue for the maximum term of another 30 years.

The revenue derived from the lease would assist the Shire with undertaking ongoing coastal protection works and implementing the Port Denison Foreshore Masterplan.

4.2 Expected effect on other persons providing facilities and services in the district

There are two other caravan parks within the Dongara / Port Denison localities, all of which have similar beach frontage and offer similar accommodation options. All sites are crown reserves with management orders to the Shire and power to lease.

The leasehold disposal of the site is not expected to have any adverse effect on the other caravan parks or other persons providing facilities and services in the district. The lessee's willingness to enter into a new lease indicates that there is sufficient demand for the facilities and services offered by the caravan park. Indeed, maintaining current caravan park accommodation options is likely to attract more visitors to the area, in turn having a positive economic impact for the local community and other businesses.

4.3 Expected financial effect on the Shire

The current lease rent is the annual amount equal to 6% of the Gross Sales for the preceding year or $20,000, whichever is the greater. Recent income generated from the lease rent is:

- 2022/23 – $122,844.37
- 2021/22 – $123,796.82
- 2020/21 – $69,643.16

A licensed property valuer has recently valued the disposal on the basis of 'Market Rental Value' which was determined at $49,000 per annum.

A positive financial effect as a result of the transaction is the continuing income received from the lease rent. The lease rent is proposed to be 6% of the Gross Revenue for the preceding year or the current market rent, whichever is the greater. Rent reviews will be undertaken every 5 years.

This lease rent takes into consideration the substantial coastal protection works that have been established to the west of the site.

The development and improvement of the site would be at the cost of the lessee and would not affect the Shire. Legal costs associated with preparation of the lease would be recoverable from the Lessee.

4.4 Expected effect on matters referred to in the local government's plan for the future

The proposed disposal aligns with, and would support the achievement of the following objectives, outcomes and strategies of the Shire's Strategic Community Plan 2021 – 2031:

Objective 2 – A prosperous and diverse economy
Outcome 2.1 – Opportunities are maximized to promote economic growth and local development
Strategy 2.1.5 – Leverage opportunity and investment, and promote retail development

Objective 4 – Leading the community with engaged and progressive governance
Outcome 4.2 – Effective governance, management and prudent financial management
Strategy 4.2.1 – Ensure compliance whilst embracing innovation and better practice principles

4.5 Ability of the Shire to manage the undertaking

The Shire has sufficiently qualified and experienced staff to manage the proposed disposal by way of a new lease. The Shire has also provided budget funding to appoint professional consultants and legal representatives to assist with the transaction.

The Shire has managed previous leases on the site and currently manages the leases for the other two caravan park sites in the Dongara / Port Denison localities.

4.6 Any other matter prescribed for the purpose of this subsection

The site is located in a coastal hazard risk area as identified in the Shire's Coastal Hazard Risk Management and Adaptation Plan (CHRMAP). The CHRMAP identifies the need for coastal protection structures to protect/defend areas from erosion. The lease will contain a disclosure notifying that the site is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years.

5 Advertising and Submissions

The Shire is required under s. 3.59 of the *Local Government Act 1995* to give statewide public notice of the Major Land Transaction under consideration and invite public submissions for a period of not less than six weeks.

A notice will be placed in the West Australian on Saturday 21st October 2023 and in the Dongara Denison Local Rag on Wednesday 25th October 2023. The Business Plan will also be available to view on the Shire's website www.irwin.wa.gov.au and will be available for inspection at the Shire's Administration Centre located at 11-13 Waldeck Street, Dongara.

Submissions are to be made in writing to the Chief Executive Officer and must be received no later than 4.00pm on Monday 18th December 2023.

Submissions can be emailed to reception@irwin.wa.gov.au or posted to:

Chief Executive Officer
Shire of Irwin
PMB Box 21
DONGARA WA 6525

Submissions should be clearly marked ***'Business Plan – Dongara Denison Beach Holiday Park'***

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

27 February 2024

Item ID06-02/24 Attachment 3 Submissions

From: Richard Burt <richard@fowlergroup.com.au>
Sent: Monday, 18 December 2023 1:58 PM
To: Murray Connell
Cc: Shane Ivers
Subject: RE: Big 4 Holiday Park Lease

Good afternoon Murray,

Thank you for your email of last week.

With respect to the Lease rent payment, I offer the following observations and comments for your consideration;

- It is understood the two other Caravan Parks in Dongara/Port Denison have significantly larger land holdings in similar coastal areas (as detailed previously in my email dated 23 November 2023) and pay 'the lesser of' rent at a reduced rate of 4% compared to the Big 4 which pays 'the greater of' rent at a rate of 6%.
- It is acknowledged a sea wall was installed to protect the Grannies Beach section of coastline following the development of the marina sea wall.
- Our understanding dating back to the time of construction was that the wall wasn't installed for the exclusive benefit of the Big 4 Caravan Park.
- If the wall had been installed for the benefit of the Big 4 with a higher rent charged historically and into the future, why is Item 10 and Clause 6 required in the proposed Lease?
- Our request therefore is the rent rate be reduced to 4% with Item 10 and clause 6 left in the Lease as drafted.

Regards,

Richard Burt
Chief Executive Officer
Fowler Group of Companies

P 08 6145 0012 M 0488 910 903
E richard@fowlergroup.com.au