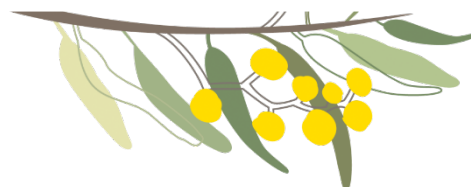




SHIRE OF WOODANILLING



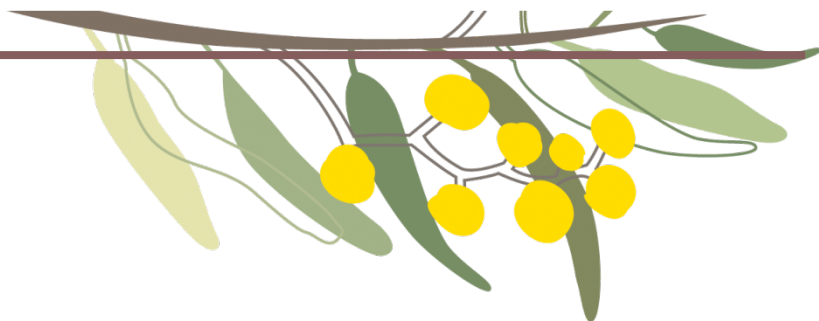
ATTACHMENTS TO
ORDINARY MEETING
OF COUNCIL
Agenda
15 February 2022

ATTACHMENT 8.1.1: Minutes of Ordinary Meeting held 21 December 2021

ATTACHMENT 9.1.1: Minutes Local Emergency Management Committee Meeting held 8 December 2021



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Minutes 21st December 2021

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ORDINARY MEETING OF COUNCIL MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting opened 4.38pm

1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

Cr Dale Douglas declared an interest affecting impartiality to item 15.2 WWLZ Information Report – Rushy Swamp Bird Hide.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr S Jefferies

Shire President

Cr D Douglas

Cr HR Thomson

Deputy Shire President

Cr B Smith

Cr P Morrell

Stephen Gash

Chief Executive Officer

Cr T Brown

Sue Dowson

Deputy CEO

Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

Nil

8. CONFIRMATION OF COUNCIL MEETING MINUTES:**8.1. SPECIAL MEETING OF COUNCIL HELD – 04/11/2021****COUNCIL DECISION ITEM 8.1 SPECIAL MEETING OF COUNCIL – 04/11/2021**

Moved Cr Smith seconded Cr Brown

That the Minutes of the Special Meeting of Council held 4th November 2021 be confirmed as a true and correct record of proceedings without amendment.

CARRIED 6/0

8.2. ORDINARY MEETING OF COUNCIL HELD – 23/11/2021**COUNCIL DECISION ITEM 8.2 ORDINARY MEETING OF COUNCIL – 23/11/2021**

Moved Cr Smith seconded Cr Brown

That the Minutes of the Ordinary Meeting of Council held 23rd November 2021 be confirmed as a true and correct record of proceedings without amendment.

CARRIED 6/0

9. CONFIRMATION OF OTHER MEETING MINUTES:

Nil

10. OFFICER'S REPORTS

Cr Thomson left the room at 4.48pm at the request of the presiding member as a nomination received would give rise to an impartiality interest.

10.1.CONFIDENTIAL - AUSTRALIA DAY COMMUNITY CITIZENSHIP AWARDS

Proponent	Various
Owner	
Location/Address	3316 Robinson Road, Woodanilling
Author of Report	Colleen Pollard, ASO
Date of Meeting	21 December 2021
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	ADM0143
Attachments	Confidential nominations under separate cover

BRIEF SUMMARY

To consider nominations for the Australia Day Community Citizenship and Sports Star Awards

The Awards are:

- Community Citizen of the Year (Youth)
- Community Citizen of the Year (Senior)
- Active Citizenship (Group or Event)
- Shire of Woodanilling Sports Star of the Year (Under 25)
- Shire of Woodanilling Sports Star of the Year (Over 25)
- Long Service Award

BACKGROUND/COMMENT

Nominations closed on December 10, 2021 and all nominations received will be tabled at the December Council meeting.

The Australia Day Council requires that all names are to be submitted by 10 December 2021 to

enable the certificates to be ready for presentation on Australia Day.

The nomination form link was included on staff emails, on the Shire Website and Facebook page, the October Wongi and nomination forms were placed at the local store, Tavern and Shire office.

Nomination forms were also emailed to councillors.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995:

S.5.23. Meetings generally open to public

1. (1) Subject to subsection (2), the following are to be open to members of the public;

(a) All council meetings; and

(b) All meetings of any committee to which a local government power or duty has been delegated.

2. (2) If a meeting is being held by a council or by a committee referred to in subsection (1) (b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part or the part if the meeting deals with any of the following –

(b) the personal affairs of any person;

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

As the Awards remain confidential until presentations, no consultation has occurred.

RISK MANAGEMENT

Insignificant (1)

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION – ITEM 10.1 AUSTRALIA DAY COMMUNITY CITIZENSHIP AWARDS

Moved Cr Morrell seconded Cr Brown

That Council consider this matter in committee, pursuant to S.5.23 (2) (b) of the Local Government Act and agreed to award the following:-

- Community Citizen of the Year (Senior)
- Active Citizenship (Group or Event)
- Shire of Woodanilling Sports Star of the Year (Under 25)
- Long Service Award

And the winners remain confidential until the Australia Day award Presentations.

CARRIED 6/0

Cr Thomson returned to the meeting at 4.58pm

10.2. APPLICATION FOR TEMPORARY ACCOMMODATION

PROPERTY DETAILS			
Assessment No:	A549	Owner:	B & N Groenewold
Corresp. No:	685	Date Received:	16 December 2021
Lot/Street No:	168		
Street Name:	Prosser Road	Suburb:	Woodanilling

PURPOSE:	
Description of Proposed Use:	Temporary Accommodation
Nature of any existing buildings and or/use:	Vacant Land
Zoning:	Local Rural
Zoning Use Code:	Rural/Residential
Heritage Listed:	N/A
Setback variation required:	N/A
Policy Applicable:	Y – Policy 97 – Temporary Accommodation
Attachments:	Site Plan, Locality Plan and Applicants Correspondence.
Officer:	Jennifer Dowling – Town Planner

BRIEF SUMMARY

This application is for approval to occupy the approved outbuilding as temporary occupation during the construction of the dwelling at the site. Council has the ability to approve this temporary use with conditions under Town Planning Scheme No. 1 and the Caravan and Camping Grounds Act 1995 and Regulations 1997.

It is this Officer's recommendation to approve this application with conditions.

BACKGROUND/COMMENT

The lot is currently vacant with only the slabs poured for the proposed dwelling and outbuilding. The applicant has sought and had approved a building licence for both the shed and the dwelling. The applicants have shown commitment to the project in that they have commissioned and supplied all appropriate consultant reports regarding Bushfire Assessment Levels and Energy Efficiency.

Mr Groenewold has extensive experience within the building industry in Western Australia. The landowners currently reside at a rental property in Woodanilling however this is to become unavailable shortly into the New Year. Due to a suitable rental shortage, the landowners have been unable to secure a property to rent until the construction of their home is complete. They do not wish to relocate from Woodanilling whilst their home is completed, preferring to remain residing in the town.

It is now proposed that once the shed is constructed and the effluent disposal system is installed, that the landowners will reside at the site to hasten the construction and also to prevent theft of building materials and equipment.

STATUTORY/LEGAL IMPLICATIONS

Planning and Development Act 2005 - Town Planning Scheme No.1.

The land is zoned Local Rural with the purpose of the land being for rural residential purposes. The Scheme does not specifically define 'Temporary Accommodation' and therefore Council must establish if the use is consistent with the zone. In this instance where all approvals for the construction of both a dwelling and a shed have been issued, it is considered that the use is consistent with the zone and can be granted temporary planning approval subject to conditions under 10.6 of the Scheme.

Caravan Parks and Camping Grounds Act 1995 – Caravan Parks and Camping Regulations 1997.

Part 2 of the Regulations relates to the general requirements for caravanning and camping. Under these regulations camping at a site other than at a caravan or camping ground is restricted to a maximum 3 nights in any period of 28 consecutive days. To address situations which require an additional period of time, there is provisions for the Local Government to approve an additional time period. Regulation 11 2 states;

- (2) Written approval may be given for a person to camp on land referred to in sub regulation (1)(a) for a period specified in the approval which is longer than 3 nights —
- (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or
 - (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or
 - (c) despite paragraph (b), by the local government of the district where the land is situated —
 - (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
 - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.

POLICY IMPLICATIONS

Shire of Woodanilling Policy Manual – Adopted 2018.

Council's Policy No 97 – Temporary Accommodation, guides Council in respect to determining approval for Temporary Accommodation during the construction of a residential dwelling. The current Council policy relates to Local Rural and Regional Rural zoned land. Council is not bound by this policy and therefore can make determinations on a case by case basis.

FINANCIAL IMPLICATIONS

There is no fee applicable to this proposal however all required building and planning fees have been paid in relation to the licences and approvals for the dwelling and outbuilding.

STRATEGIC IMPLICATIONS

There are no legal strategic policies at this stage as there is not a valid Local Planning Strategy however, a perceived strategic implication could be considered population growth within Woodanilling and the encouragement of new permanent residents to district.

CONSULTATION/COMMUNICATION

There is no consultation requirement under the TPS No. 1. The Caravan and Camping Regulations 1997 do not require Public Consultation.

RISK MANAGEMENT

Insignificant 1: Low (1)

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION - ITEM 10.2 APPLICATION FOR TEMPORARY ACCOMMODATION

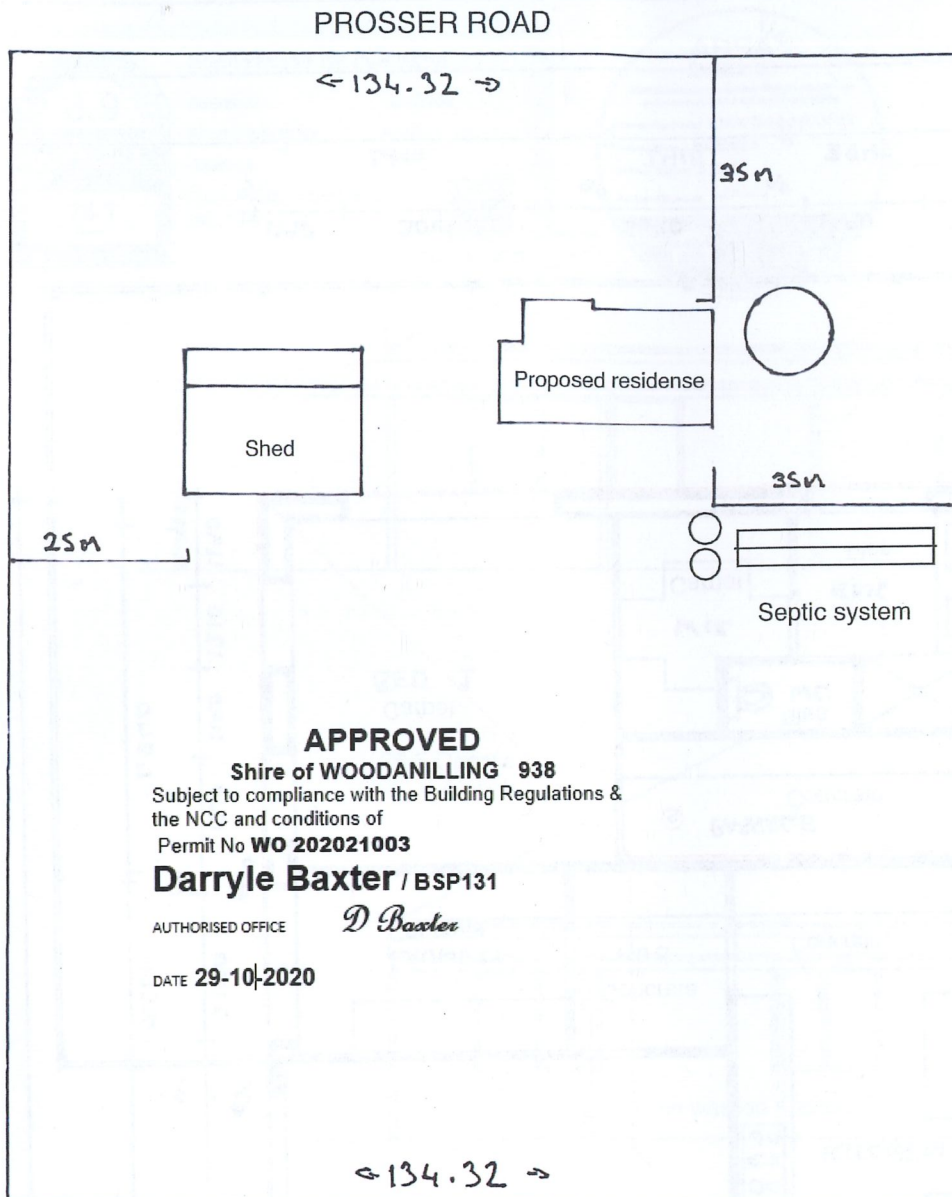
Moved Cr Morrell seconded Cr Brown

- 1) That Council resolve that the granting of Planning Consent at the site is consistent with the objectives of TPS No 1; and
- 2) That Planning Consent be granted for a period of 12 months for temporary accommodation at 168 Prosser Road Woodanilling; and
- 3) The CEO is authorised to grant approval under both the Town Planning Scheme No. 1 and the Caravan and Camping Grounds Act (1995) and Regulations (1997).

Advice Notes:

- a) This approval is a conditional approval for a period of 12 months only; and
- b) Any extension of time will require the prior approval of the CEO of the Shire of Woodanilling

CARRIED 6/0

**APPROVED**

Shire of WOODANILLING 938

Subject to compliance with the Building Regulations & the NCC and conditions of

Permit No **WO 202021003****Darryle Baxter** / BSP131

AUTHORISED OFFICE

*D Baxter*DATE **29-10-2020**

Proposed

NORTH

GENERAL NOTES:

1. INSULATION - TO COMPLY WITH CHECKSHEET SUPPLIED
 2. VENTILATION - TO COMPLY WITH CHECKSHEET SUPPLIED
 3. PLUMBING - TO COMPLY WITH CHECKSHEET SUPPLIED
 4. IDENTIFICATION OF SERVICES
 5. SUBMIT A SATISFACTORY
 6. ALL STEEL ROOF FLASHING
 7. ALL TIMBER ROOF FLASHING
 8. PROVIDE ADDITIONAL
 9. TIE DOWN LIGHTWEIGHT
 10. DRIVEWAY AND CRACKS
 11. ROOF RUNOFF TO
 12. DOWNPIPES ARE NOT
 13. A DURABLE NOTICE TO COMPLY WITH THE
 14. PROVIDE FLASHING
 15. ALL WET AREA DE
 16. ALL MASONRY TO
- INSULATION REQUIRE
ROOF/CEILING (R-VALUE
STEEL SHEETING SA
MANUFACTURERS SP
INSTALL NEW BRAD
SPECIFICATIONS.
WALLS - (R-VALUE 2.8
INSTALL NEW KING
MANUFACTURERS SP
NO INSULATION IN S

Climate File	49		
Address	Lot 168 Prosser Road, Woodanilling		
	Load Limit MJ/m ²	Predicted Load MJ/m ²	
Heating	85	74.1	Complies
Cooling	47	2	Complies

Drawing number A-1

A549

Bradley Groenewold
3357 ROBINSON ROAD
WOODANILLING
WA 6316
MOB : 0481293197
Email : bradley@southernstonewood.com

To the CEO of Woodanilling shire.

I am writing to request permission to live in our shed while we build our family home. As per our discussion on site we will build in all the amenities required as per the Australian standards. We are looking to have the shed habitable by February 2022.

Should you need any further information please don't hesitate to call.

Bradley Groenewold
7/12/2021

LOT 168 PROSSER ROAD

168 Prosser Road Woodanilling

Carlisle St

Carlisle St

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10.3. ADDITIONAL OVERSIZE OUTBUILDING PRIOR TO A DWELLING

PROPERTY DETAILS			
Assessment No:	A532	Owner:	Dundas Specialised Materials
Corresp. No:	BA726	Date Received:	27 th November 2021
Lot/Location No:	147 (Garstone Road is the address on title)		
Street Name:	McDonald Road	Suburb:	Woodanilling

PURPOSE:	
Description of Proposed Use:	Additional Oversize Outbuilding prior to a dwelling
Nature of any existing buildings and or/use:	Vacant Land
Zoning:	Local Rural
Zoning Use Code:	Local Rural/Rural residential
Heritage Listed:	N/A
Setback variation required:	N/A
Policy Applicable:	Y
Attachments:	Location Plan, Site Plan, Elevations, Minuted Item (09/02/2010), LPS Policy No. 2 – Sheds/Outbuildings, Covering Letter.

BACKGROUND:

An application has been received by Council for an additional oversized outbuilding to be constructed on a Local Rural zoned lot prior to the approval for a single dwelling at the site. The site is generally cleared and is 3.8484 acres in area. The proposal meets the setback requirements for a Local Rural zone.

An oversized outbuilding and water tank was approved at the OCM 9th February 2010 (item attached) on the then vacant lot subject to conditions. These conditions were as follows;

- This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.*
- The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.*
- Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.*
- An application for a Building Licence being submitted and approved by the Shire prior to any construction works being commenced.*
- The building hereby permitted shall only be used for purposes incidental to the residential or rural use of the property and shall not be used for any commercial or industrial purpose and shall not be used for human habitation*
- Non-reflective natural colours which blend with the landscape to the satisfaction of the Building Surveyor being used on the external walls of all buildings except for rainwater tanks. Please note that unpainted zincalume cladding does not apply.*

That outbuilding was constructed and the water tank installed in the subsequent months after Planning and Building approval.

The application as presented before council now does not meet all the policy requirements for this zone and therefore requires specific consideration by Council. There are several options regarding the determination of this application and these are detailed below.

COMMENT:

The proposed additional outbuilding is to have an area of 234m² consisting of a lock up area 180m² (18x10) and a lean to area of 54m² (9x6). It is not unusual in regional areas and indeed larger Peri Urban properties adjacent to metropolitan areas to establish lockup outbuildings with the provision for carports and for the storage of maintenance equipment.

Generally, the form of maintenance equipment that is used on this type of property is that of a small tractor, slasher and firefighting equipment. Currently there are several large pieces of earthmoving equipment located at the site.

A letter has been supplied in support of the application and this is attached. The applicant ascertains that the additional shed is required for water catchment and to store materials and machinery for the construction of the new house however an application for a dwelling has yet to be received.

In the absence of a valid house approval, Council must consider any possible land use implications that the additional large outbuilding may have for the site. In particular, it must be established if approval would set an undesirable precedent for the development of other local rural zoned lots in the area. It must also be considered whether or not approval can be considered as in the interest of orderly and proper planning.

Council may choose one of three options regarding this proposal. Those being;

- a. Approve the application for an additional oversize outbuilding at the site with conditions;
- b. Refuse the application on the basis of the deviation to the policy and the perceived precedent approval may set; or
- c. Defer the further assessment of the application until such time as approval has been sought and approved for a single dwelling at the site.

STATUTORY/LEGAL IMPLICATIONS***Planning and Development Act 2005 - Town Planning Scheme No.1.***

The land is zoned Local Rural with the purpose of the land being for rural residential purposes. Any other land use should be ancillary to this purpose.

POLICY IMPLICATIONS***Local Planning Policy 2. –Sheds/Outbuildings.***

This policy requires that any outbuildings are not to exceed a cumulative area of 72m² in area and are to have a maximum height of 4.2m. The policy also stipulates that an outbuilding is not to be constructed on a vacant Local Rural zoned lot without the prior approval for a dwelling. This policy was first adopted in 2005 with subsequent amendments in July 2008, October 2011, December 2011 and finally in September 2017.

The proposal before Council does not meet the requirements of the TPS Policy 2 - Sheds/Outbuildings in that the cumulative area of the outbuildings is far in excess of the 72m² the policy stipulates (378m²) and that there is no approval for a dwelling being sought at this time.

FINANCIAL IMPLICATIONS

The required fee of \$147.00 is yet to be paid.

STRATEGIC IMPLICATIONS

There are no legal strategic policies at this stage as there is not a valid Local Planning Strategy however, a perceived strategic implication could be considered population growth within Woodanilling and the encouragement of new permanent residents to district.

CONSULTATION/COMMUNICATION

There are no consultation requirements under the TPS No. 1.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION – ITEM 10.3 ADDITIONAL OVERSIZE OUTBUILDING PRIOR TO A DWELLING

Moved Cr Douglas seconded Cr Smith

That in respect to the application for an additional outbuilding at Lot 147 Garstone/McDonald Road Woodanilling, that Council resolves;

To defer the further assessment of the application until such time as approval has been sought and approved for a single dwelling at the site.

CARRIED 6/0

Advice Note:

Shire Staff to assist the applicant with any further information that may be required to consider visual amenity as part of the shed application.

Shire of Woodanilling, Council Minutes**9 February 2010****10.6. APPLICATION FOR PLANNING APPROVAL – SHED & TANK - ROBERTSON**

PROPERTY DETAILS			
Assessment No:	532	Owner:	I & M Robertson
Corresp. No:	9639	Date Received:	5 Feb 2010
Lot/Location No:	147		
Street Name	Garstone Road	Suburb:	Woodanilling

PURPOSE:	
Description of Proposed Use: Shed & Water tank	Description as defined in Zoning Table:
Nature of any existing buildings and or/use:	Vacant Land
Zoning:	Local Rural
Zoning Use Code:	D
Heritage Listed:	No
Setback variation required:	No
Policy Applicable:	Yes - Sheds

BACKGROUND:

To approve the development of a shed & tank on Lot 147 Garstone Road, Woodanilling.

OFFICER'S RECOMMENDATION & COUNCIL DECISION – ITEM 10.6 APPLICATION FOR PLANNING APPROVAL – SHED & TANK - ROBERTSON

That Council approve the development of Lot 147 Garstone Road, Woodanilling subject to the following conditions:

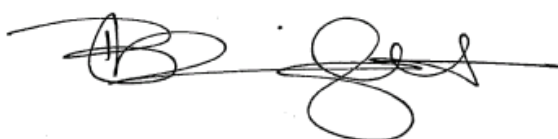
1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.
2. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
3. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
4. An application for a Building Licence being submitted and approved by the Shire prior to any construction works being commenced.
5. The building hereby permitted shall only be used for purposes incidental to the residential or rural use of the property and shall not be used for any commercial or industrial purpose and shall not be used for human habitation
6. Non-reflective natural colours which blend with the landscape to the satisfaction of the Building Surveyor being used on the external walls of all buildings except for rainwater tanks. Please note that unpainted zincalume cladding does not apply.

CARRIED 4/0

VOTING REQUIREMENTS:

Simple Majority.

AUTHORS SIGNATURE



Att: Jenifer Dowling

147 McDonald Rd, Woodanilling WA 6316

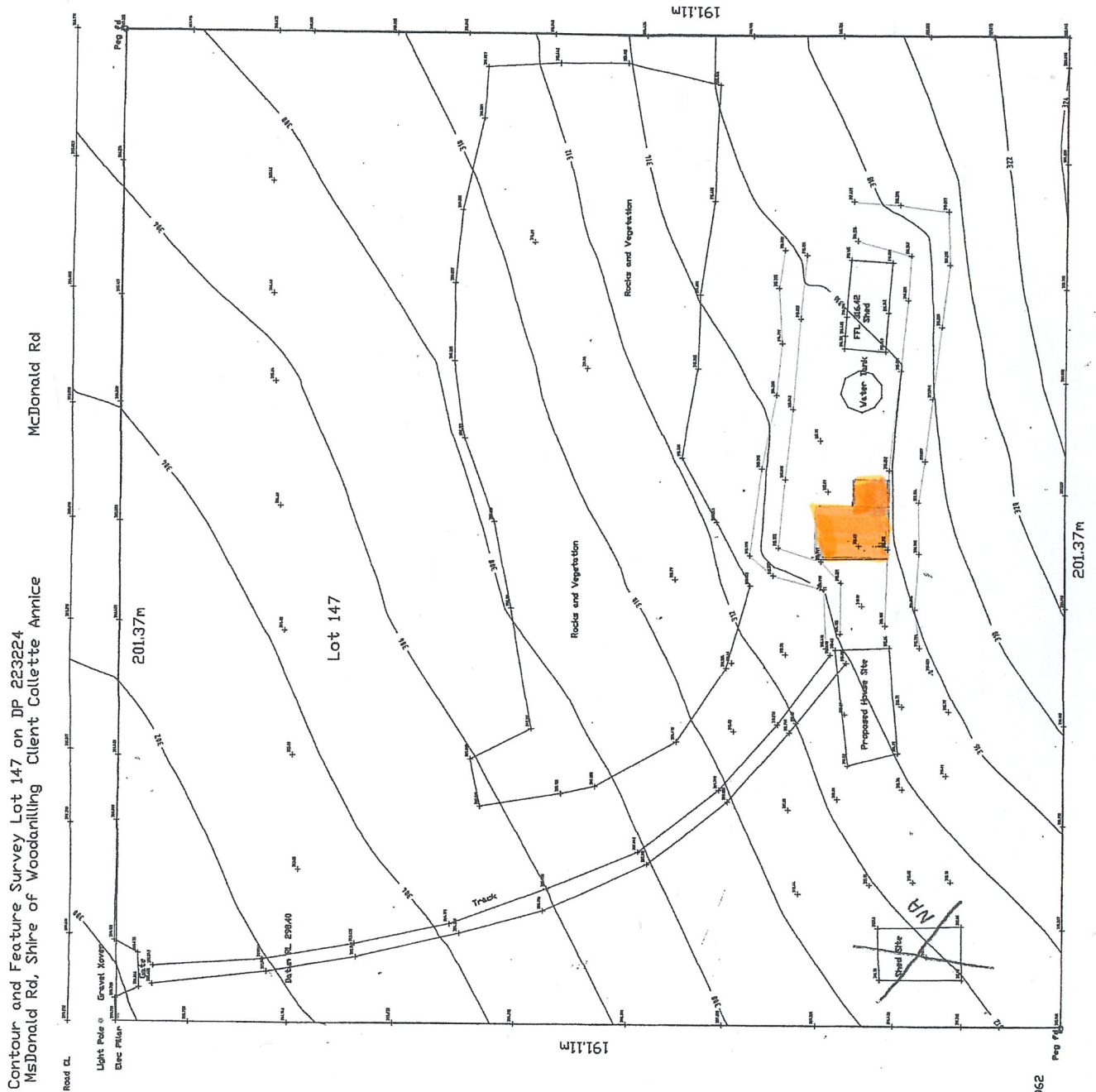
Shayne Annice

Explanation for another shed on our lifestyle block at Woodanilling.

1. Having just retired and relocated to Woodanilling, I would like to build a new shed.
2. The existing shed on the block is going to be used for storage of caravan and other small items and part of the shed is proposed to be an art studio. My wife is an artist and has longed for a dedicated studio.
3. The existing shed and proposed new shed are instrumental as water catchment. We are in the process of getting a house designed for this block and need all the water catchment available.
4. Proposed new shed – this shed will be for machinery storage and have a secure lock up section. This will store building materials and sundries required to build our house. After that it use, it will house my hobbies.

Shayne Annice

27th November 2021



Proposed shed



North
05/06/21
Contour Int 2m
MGA 94 and AHD
Scale 1:1200 @ A4 plot
No Water or Sewer available
Electricity available
PH and KE Gow (Licensed Surveyors) 0428250962

PLANS DRAWN BY
NOB BUILDINGS
 P 1300 553 779 F 1300 554 882
 E john@nobuildings.com.au
 www.nobuildings.com.au

JOB DETAILS

PROPOSED PROJECT: Annied25282 | 10m x 18m x 4.5m - Enclosed Building

CUSTOMER: Norseman Concrete, Shayne Annica

SITE: 147 McDonald Rd, Woodanilling, WA, 6316

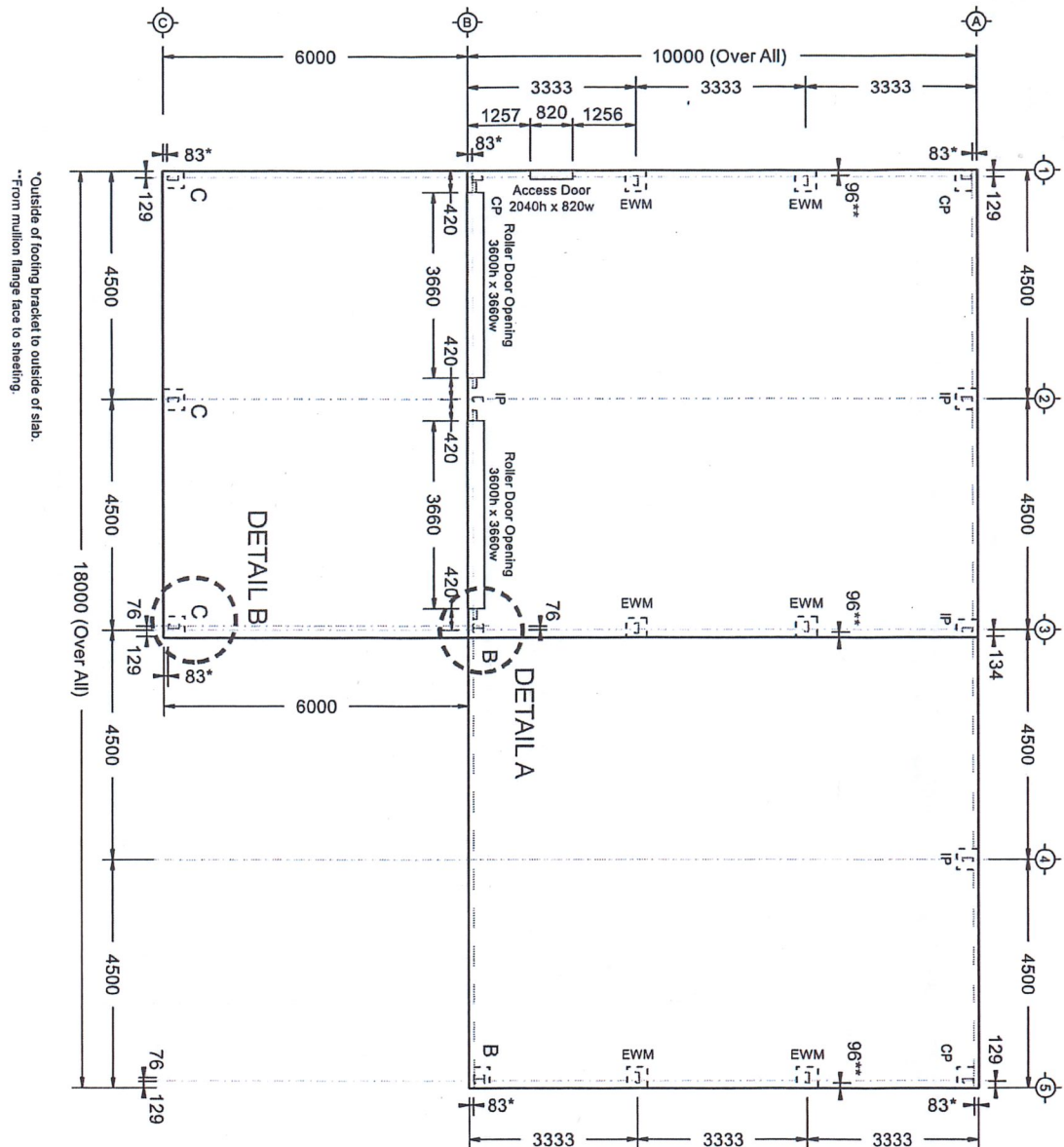
DRAWING DETAILS

DRAWING NO.: AP25282

DRAWING TYPE: Engineering Drawing

DRAWING SCALE: 1:100

FLOOR PLAN



DETAIL A

SUPPORT COLUMN
C20019
ROLLER DOOR POST
C20015
PORTAL COLUMN
C20019

DETAIL B

LEAN-TO COLUMN
C25024

C	Col Size	C26024
	Perf Size	Ø 450 X 1500
B	Col Size	3C20019
	Perf Size	Ø 450 X 1500
CP	Col Size	C20019
	Perf Size	Ø 450 X 1500
IP	Col Size	C20019
	Perf Size	Ø 450 X 1500

George Zuev
NER 326457

25 MAY 2021

JOB DETAILS

PROPOSED PROJECT: Annico25282 | 10m x 18m x 4.5m - Enclosed Building

CUSTOMER: Norseman Concrete, Shayne Annice

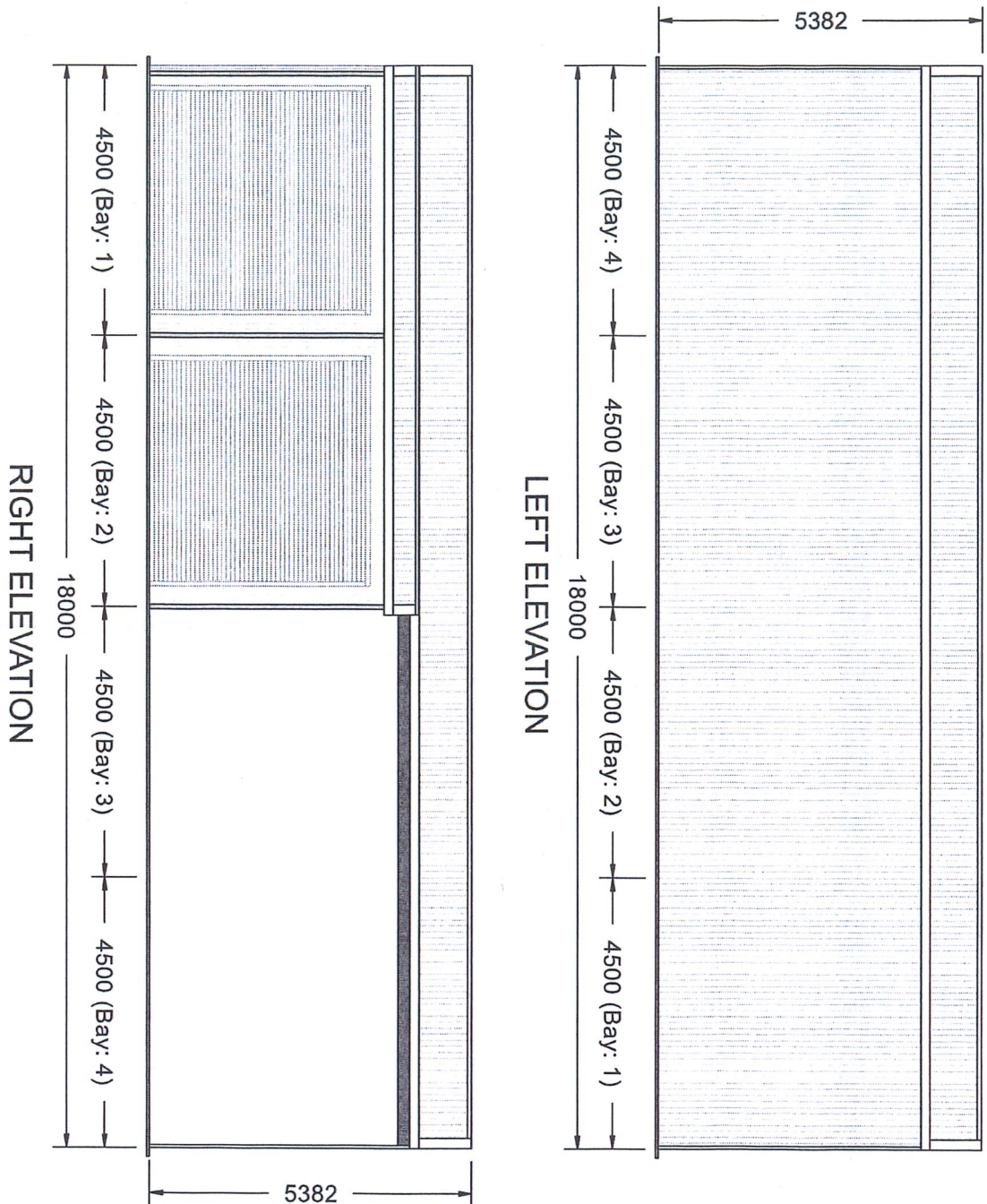
SITE: 147 McDonald Rd, Woodanilling WA, 6316

DRAWING DETAILS

DRAWING NO.: AP25282

DRAWING TYPE: Architectural Drawings

DRAWING SCALE: 1:65



George Zuev
 NER 326457

25 MAY 2021

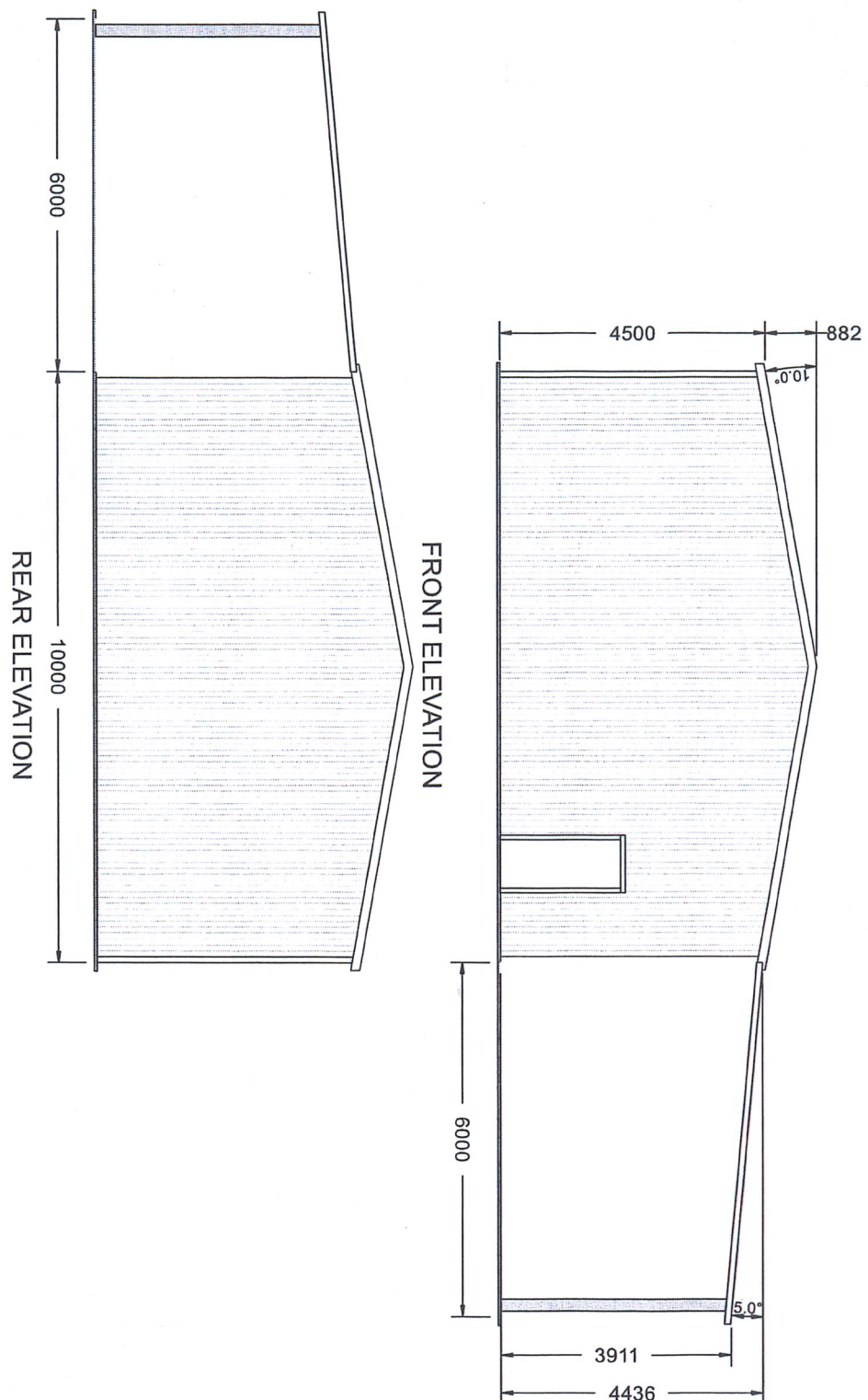
PLANS DRAWN BY
now BUILDINGS
P 1300 553 779 F 1300 554 882
E john@nowbuildings.com.au
www.nowbuildings.com.au

JOB DETAILS

PROPOSED PROJECT: Annico25282 | 10m x 18m x 4.5m - Enclosed Building
CUSTOMER: Norseman Concrete, Shayne Annica
SITE: 147 McDonald Rd, Woodanilling, WA, 6316

DRAWING DETAILS

DRAWING NO.: AP25282
DRAWING TYPE: Architectural Drawings
DRAWING SCALE: 1:73



George Zuev
NER 326457

25 MAY 2021

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Local Planning Policy No 2

Sheds / Outbuildings

Policy Area

This Policy applies to the whole Shire.

Objective

In order to clarify the interpretation and application of Scheme provisions in relation to the development of sheds (outbuildings) and to maintain the character of the Shire and to ensure an adequate standard of residential accommodation.

Background

Town Planning Scheme No 1 does not specifically define or list outbuildings as a separate use of land.

Within 'residential' areas outbuildings when developed in conjunction with a house are governed by the provisions of the Residential Design Codes (2015) and are defined as an enclosed non-habitable structure that is detached from any dwelling.

Carports and garages which abut or are attached to a dwelling are not included in this Policy.

Clause 8.2 (b)(iv) of the Scheme nominates the acceptable standards for outbuildings are a maximum area of 72 m² with a maximum height of 4.2m.

Clause 5.4.3 of the R Codes requires that outbuildings do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Within 'rural' areas outbuildings are normally considered as being ancillary to the main use of the property. Such uses defined within the Scheme include,

Use Class	Regional Rural	Local Rural
Agriculture - extensive	P	P
Agriculture - intensive	D	D
Industry - rural	D	A
Rural home business	D	A
Rural pursuit	P	D

Setback from lot boundaries *		
All boundaries	20m	
Front and rear		10m
Side		5m

Clause 5.5 of the Scheme allows Council to consider variations to the setbacks from boundaries.

Policy Statement

1. Outbuildings will not require Planning Approval from Council in the Residential and Local Rural Zones provided that:

- A dwelling already exists on the lot subject to the application;
- The aggregate of all outbuildings does not exceed 72 m² in size;
- The outbuilding does not exceed 4.2m in height;
- All buildings Are setback from lot boundaries in accordance with the R Codes and BCA requirements; and
- The outbuilding in the Residential Zone is placed behind the main residential building line. The building line means the setback of the existing dwelling even where this is greater than prescribed in the Scheme.

2. Outbuildings in the Regional Rural Zone do not require a Planning Approval provided that they are to be setback more than 20m from any lot boundaries; unless a reduced setback is approved by Council. This includes farm buildings and sheds provided that they are not being used for commercial or industrial uses as defined or classified by the Scheme;
3. Outbuildings in the Commercial and Industrial Zones require a Planning Approval;
4. Outbuildings will not be approved on vacant land within the Residential Zone.
5. Outbuildings are not to be used for human habitation at any time.
6. Council in considering any application for an outbuilding will have specific regard to the proposed use and location of the outbuilding and how this might impact on the surrounding properties. It may require any such applications to be advertised and may (if it approves any such application) impose conditions relating to:-
 - The provision of landscaping;
 - In the Residential and Local Rural Zones the use of non-reflective natural colours which blend with the natural landscape;
 - The site being so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance
 - Ensuring that the outbuilding shall only be used for purposes incidental to the residential or rural use of the property.

Adoption

Adopted by Council at its meeting of 20 December 2005

Amended by Council at its meeting of 15 July 2008

Amended by Council at its meeting of 18 October 2011

Amended by Council at its meeting of 20 December 2011

Amended by Council at its meeting of 19 September 2017

10.4. AVALON CARAVAN PARK LICENCE

PROPERTY DETAILS			
Assessment No:	A242	Owner:	V Watson & K Parkhill
Corresp. No:	BA638	Date Received:	N/A
Lot/Street No:	25995		
Street Name:	Great Southern Highway	Suburb:	Woodanilling

PURPOSE:	
Description of Proposed Use:	Caravan Park Licence
Nature of any existing buildings and or/use:	Caravan Park
Zoning:	Local Rural
Zoning Use Code:	Local Rural (Additional Use)
Heritage Listed:	N/A
Setback variation required:	N/A
Policy Applicable:	
Attachments:	Site Plan, Locality Plan and Works Specification Notice Schedule 7 Caravan and Camping Grounds Regulations 1997.
Officer:	Jennifer Dowling – Town Planner

BRIEF SUMMARY

This application is for approval to issue a licence for the continuing use of the land occupy conditions under Town Planning Scheme No. 1 and the Caravan and Camping Grounds Act 1995 and Regulations 1997.

It is this Officer's recommendation to approve a Licence with conditions.

BACKGROUND/COMMENT

The site has been operating as a caravan park for a number of years. Council's file records indicate approvals and correspondence dating back to 1996 however, for the purpose of this report, the acceptance of this land use will be assessed on the inclusion of the use into the Town Planning Scheme - Schedule 2 as an 'Addition Use 1' that was gazetted on the 8th July 2005. That inclusion was as;

No.	Description of Land	Additional Use	Conditions
1.	Lots 55 and 56 Robinson Road, Woodanilling	Service Station Restaurant Shop	The development of any of the uses listed requires the prior approval of Council and will be subject to such conditions as Council stipulates. The development of a shop shall be ancillary to the <u>existing use of the site as a caravan park</u> or as a Service Station, unless Council is satisfied that it is for tourist purpose, i.e. a gallery.

Over the years, the park has operated under a number of operators to varying degrees of success however due to a number of reasons the standard of the park has declined in several areas for the past few years prompting concerns by officers and local residents.

Several inspections to ascertain compliance with the Caravan and Camping Regulations have been undertaken by Council's consultant Environmental Health Officer, Deputy Chief Executive Officer and more recently Council's Town Planner.

As a result of these inspections a number of issues of non-compliance were identified resulting in the issue of a Prohibition Notice (*Notice*) on the 22nd of October 2020(attached). As a result of the *Notice*, a Works Specification Notice (attached) was issued and Council Officers have been working with the applicant to rectify the issues to enable the lifting of the *Notice*.

The park operators have co-operated with Council Officers and all onsite vans have been removed from the park area and are in the process of being sold. The operators have conceded that the availability of the previous onsite vans have on occasion, attracted an undesirable element to the park. It was decided that the removal of that style of accommodation was in the favour of the ongoing management and reputation of the park. Initially all vans were moved and stored at the rear of the site and several have now been removed off site altogether. It is now the operator's preference to have 'grey nomads' as the preferred patrons.

The operator has had the whole of site surveyed by a Licenced Surveyor including a drone survey to pick up the current state of the site. This survey included the location of lighting, effluent disposal, all buildings and the installed play areas, camper's kitchen and cabins (plan attached). Electrical compliance has been issued and all the required plumbing works, including installation of a slop hopper, Chemical waste dump point and the connection of the one long term site connected to wastewater disposal has been completed.

The park operator has complied with all required conditions and whilst monitoring by Council will be required on a regular basis, it is considered that the commitment to the upgrade and compliance at the park recently displays a readiness to meet licence conditions and that a conditional licence can now be issued.

STATUTORY/LEGAL IMPLICATIONS

Planning and Development Act 2005 - Town Planning Scheme No.1.

The land is zoned Local Rural with an 'Addition Use' noted in Schedule 2 within TPS No.1. This permits at Council's discretion the addition development of a service station, shop and restaurant.

Caravan Parks and Camping Grounds Act 1995 – Caravan Parks and Camping Regulations 1997.

The Regulations define the minimum standards for a caravan park and Schedule 7 specifically notes all requirements. Schedule 7 has been used to guide compliance for the park. (attached)

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The applicable fee has been paid.

STRATEGIC IMPLICATIONS

Theme 1

Community Well-Being

GOALS

Short Term

- CW.11** Develop Community Pride programs that are reflected by the high standard of maintenance and development of private properties within the town

CONSULTATION/COMMUNICATION

None required.

RISK MANAGEMENT

Insignificant 1: Low (1)

VOTING REQUIREMENTS

Absolute Majority

ITEM 10.4 OFFICER'S RECOMMENDATION AVALON CARAVAN PARK LICENCE

That Council resolve that the CEO be authorised to issue a Form 2 Licence under the Caravan and Camping Grounds Act 1995, sec7(4) subject to the following conditions:

- A Maximum of 19 short stay sites (including two cabins) and one long stay site,
- Occupant of long stay site is to be an employee of the Licence Holder, employed for the purpose of Parks Maintenance.
- Agreement with the long stay site to be formalised in writing and supplied to the Shire,
- Comply with requirements of Caravan Park and Camping Grounds Regulations 1997.

With Special Conditions to which section 13 of the Act applies:

- The Manager of the Park is to be available at the office of the Caravan Park during normal Office hours,
- A register is to be maintained of all occupiers of the site and must be readily available for inspection by the occupiers of the facility,
- The Licence and plan of facility must be displayed in a prominent position at the office of a caravan park and must be visible at all hours.

In accordance with Section 220 of the Act must not enter a caravan or camp facility more than once in any period of 4 weeks however a mandatory inspection will be undertaken no less than once every 3 months to ensure compliance with the Regulations.

COUNCIL RESOLUTION ITEM 10.3 TO TREAT THE MATTER AS CONFIDENTIAL

Moved Cr Douglas seconded Cr Thomson

That part 5.23(2) (d) of the Local Gov Act. Legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting

CARRIED 6/0

COUNCIL DECISION – ITEM 10.4 AVALON CARAVAN PARK LICENCE

Moved Cr Thomson seconded Cr Douglas

That council defer the application pending legal advice on the basis of compliance with previous requirements and the suitability of the applicant to hold a licence under section 6 of the Caravan Parks and Camping act 1995.

CARRIED 6/0

Reason for change:

Councillors raised concern that continued non-compliance and the previous criminal implications linked to the site.

RESOLUTION TO RE OPEN THE MEETING TO THE PUBLIC

Moved Cr Douglas seconded Cr Thomson

To reopen the meeting to the Public.

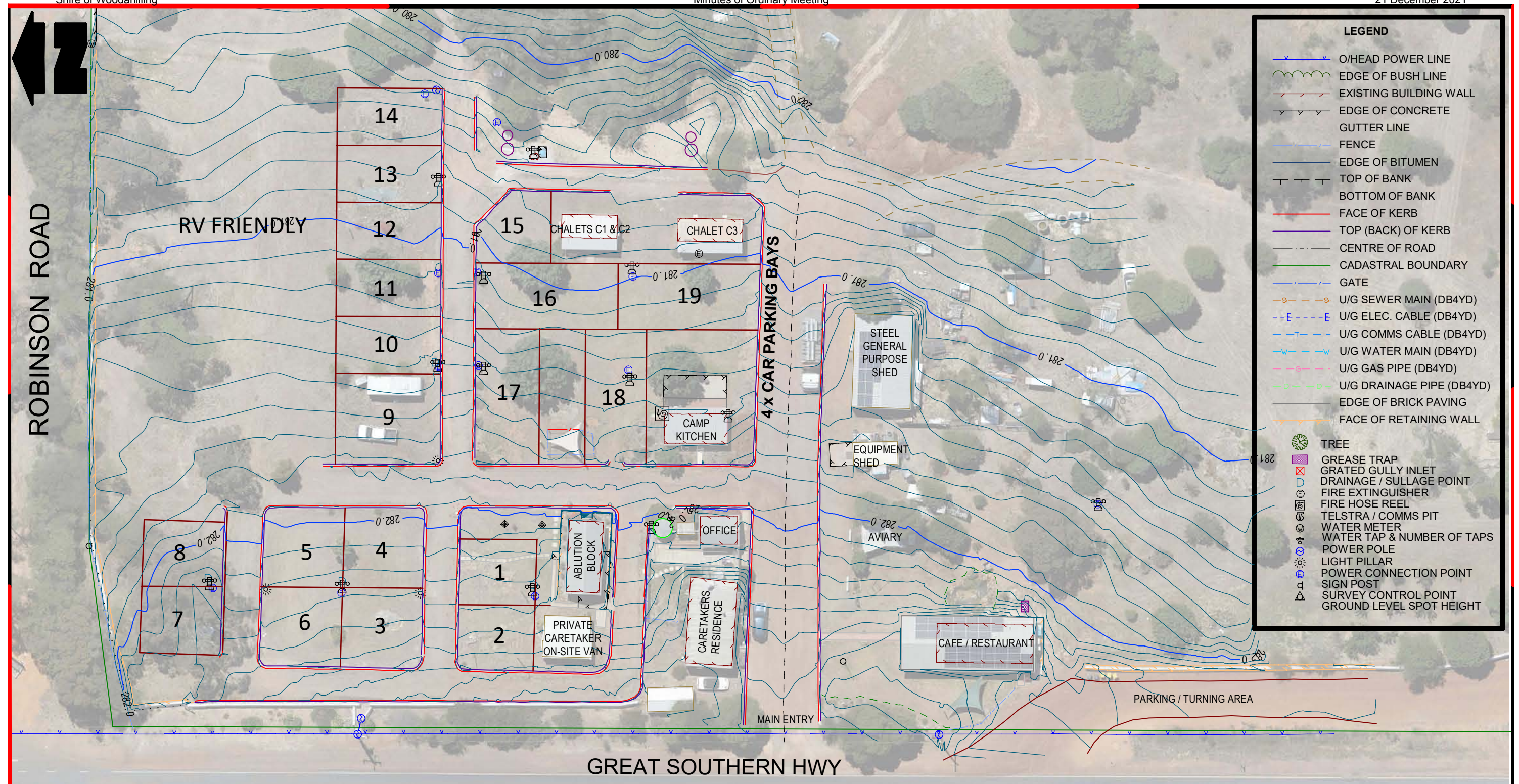
CARRIED 6/0

Advise:

The CEO read aloud the decision that was resolved behind closed doors.

11. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED

Nil



HEIGHT DATUM : AHD
COORDINATE SYSTEM : MGA2020

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ACCEPTS NO RESPONSIBILITY FOR ANY INACCURACY OF THE HIGH WATER MARK POSITION
OR THE CADASTRAL INFORMATION, NOR INAPPROPRIATE USE OF THIS INFORMATION THE
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CADASTRAL DATABASE. NO RESPONSIBILITY CAN BE ACCEPTED FOR ANY DAMAGE CAUSED
TO ANY UNDERGROUND SERVICE OR ANY LOSS OR INJURY SO SUFFERED IF ENQUIRY AND
VERIFICATION HAVE NOT BEEN COMPLETED IN ACCORDANCE WITH THIS NOTE.

NOTES
Only above ground features have been located.
Areas & dimensions are subject to final survey
Sewer information is as supplied by the
Water Corporation of W.A. and has not been
surveyed on site except where shown.
SOIL - not surveyed
VEGETATION - partly cleared
KERB - mountable
WIND - southerly
SEWER - no
POWER - o/head

The information shown on this drawing is
current as at the date of survey.
Earthworks/setout dimensions may vary on
site at builders discretion. Sewer/drainage
may vary from schematic presentation.
check minimum clearance. Retaining not
included/in addition to contract remains
owners responsibility. For easements check
Certificate of Title. this is a site survey only,
the location of boundary pegs or fences in
relation to boundary is not guaranteed.

LOT 56 GREAT SOUTHERN HWY WOODANILLING CARAVAN PARK FEATURE & CONTOUR SURVEY

CLIENT : VALERIE WATSON

SURVEY DATE : 20/11/2021

PLAN : DP160235

C/T VOL FOL : 1837 / 526

MAP REF :

AUTHORITY :

SCALE 1:500

JOB No 5428

DRAWING No DWG5428-02

ORIGINAL SHEET
SIZE
A3

1 of 1

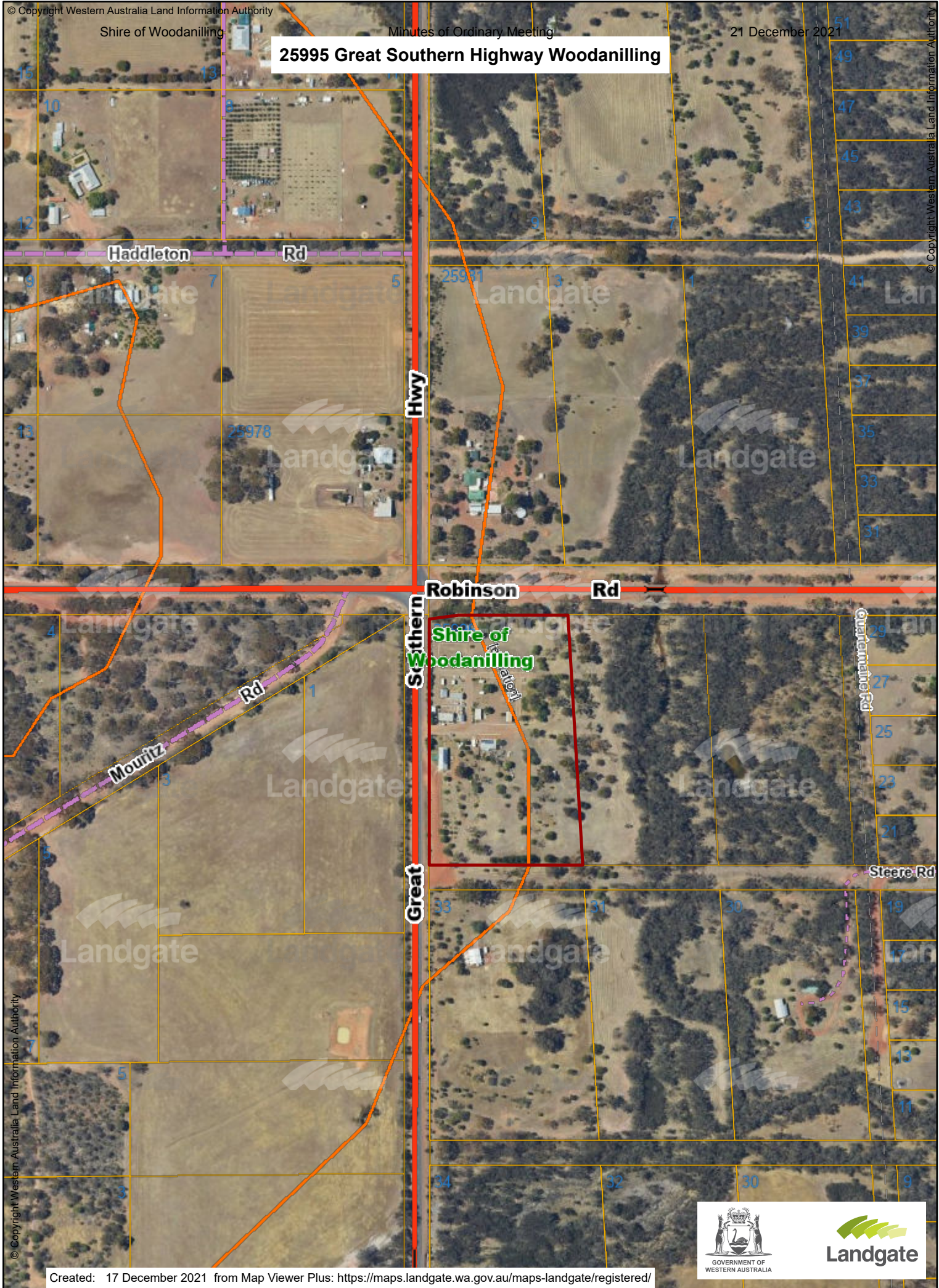


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ISO 9001

25995 Great Southern Highway Woodanilling



Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 1** General provisions**cl. 1****Schedule 7 — Caravan parks and camping grounds**

[Regs. 17, 23, 34(3)(a), 39(2)(a) and 40(2)(a).]

Division 1 — General provisions**1. Only one caravan on caravan site**

There may be only one caravan used for habitation on a caravan site at any one time, unless otherwise specified in this Schedule.

2. Caravans to be freely movable from sites

A facility is to be set out so that a caravan situated on any site is able to be moved, either under its own power or by being towed, as soon as any services attached to it are disconnected without the caravan or any vehicle towing the caravan, entering or causing disruption to any other site on the facility.

3. Tent may be on caravan site

- (1) A tent may be on a caravan site.
- (2) A tent may be on a caravan site where there is a caravan only if the caravan is occupied by a person or people who are associated with the person or people occupying the tent.

4. Limit to number of people on site

- (1) No more than 10 people, or such lesser number as is approved, are to camp at a site at any one time, other than as described in subclause (2).
- (2) More than 10 people may camp on a site in a camping ground at the one time if the licence holder of the facility agrees that the tents of a group of people who are associated may be pitched together on the site.

[Clause 4 amended: Gazette 25 Aug 2000 p. 4917.]

5A. Length of stay at nature based parks

- (1) A person cannot be an occupier at a nature based park for more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.

Caravan Parks and Camping Grounds Regulations 1997

Caravan parks and camping grounds
Distances between caravans, camps, buildings, etc.

Schedule 7**Division 2****cl. 5**

- (2) Subclause (1) does not apply to the manager of the facility.
- (3) Subclause (1) applies only to stays that commence on or after 1 January 2015.

[Clause 5A inserted: Gazette 12 Dec 2014 p. 4727.]

5. On-site caravans

An on-site caravan is to have —

- [(a) deleted]*
- (b) a refrigerator; and
- (c) a stove.

[Clause 5 amended: Gazette 25 Aug 2000 p. 4917.]

6. Part D3 of Building Code “Access for People with Disabilities” to be complied with

- (1) A caravan park is to comply with Part D3 of the Building Code in as far as the provisions of that Part can be applied to a caravan park.
- (2) For the purpose of applying Part D3 of the Building Code to a caravan park —
 - (a) a reference to a building of “Class 3” is to be taken to be a reference to a caravan park; and
 - (b) a reference in that Part to a “*sole-occupancy unit*” is to be taken to be a reference to a park home at the caravan park owned, or under the control of, the licence holder of the park.

Division 2 — Distances between caravans, camps, buildings, etc.**7. Local government or licence holder may increase minimum distances in particular cases**

- (1) The distances specified in this Division are minimum distances only and, if, in a particular case, the licence holder of a facility or the local government directs in writing that a distance is to be increased, then the distance is to be increased as directed.

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 2** Distances between caravans, camps, buildings, etc.**cl. 8**

- (2) A local government may only direct that a distance be increased under subclause (1) in a respect of a facility which has fire extinguishers.

8. Position of caravans, annexes and camps

- (1) There is to be at least 3 m between a caravan, annexe or camp on a site in a facility and —
- (a) a caravan, annexe or camp on any other site; or
 - (b) any building on the facility that is not on a site.
- (2) There is to be at least 3 m between any camp described in clause 4(2) and the camp of any person who is not a member of the group.
- (3) There is to be at least 1 m, or such shorter distance as is approved under subclause (3a), between any caravan, camp, annexe or other structure or building and any facility road.
- (3a) A shorter distance may only be approved under subclause (3) if the distance was shorter than 1 m —
- (a) on 1 July 1997; and
 - (b) at the commencement of the *Caravan Parks and Camping Grounds Amendment Regulations 2000*.
- (4) There is to be at least 6 m between a caravan, camp, annexe or other structure or building on a facility and any land reserved or set aside by the Government of the State for a road unless —
- (a) a shorter distance is approved; or
 - (b) in the case of a camp, the local government is satisfied that it is safe to pitch the camp closer to such land, but a camp is not to be pitched closer than 2.5 m from such land.
- (5) There is to be at least 1 m between the boundary of a facility and a caravan, camp, annexe or other structure or building on the facility.

[Clause 8 amended: Gazette 25 Aug 2000 p. 4917.]

9. Position of carports, en suites and other buildings

- (1) There is to be at least 1 m between an open sided building attached to a caravan and —
- (a) any other caravan, annexe or camp; or

Caravan Parks and Camping Grounds Regulations 1997

Caravan parks and camping grounds

Schedule 7

Buildings, fences and hard stands

Division 3**cl. 11**

- (b) any other open sided building attached to a caravan on another site.
- (2) There is to be at least 2 m between a building, other than an open sided building, attached to a caravan and —
 - (a) any other caravan, annexe or camp; or
 - (b) any other building on another site.
- (3) There is to be at least 1 m between an open sided double carport and a caravan, annexe, camp or other structure or building on another site.
- (4) There is to be at least 2 m between a free standing storage shed on a site and a caravan, annexe or other building or structure on another site.
- (5) An open sided double carport is not to be attached to a caravan if it is to be used by the occupants of a caravan on another site.
- (6) There is no minimum distance between a caravan, annexe, camp or any other building or structure and an en suite on the same site.
- (7) In this clause —

open sided double carport means a double carport that is an open sided building.

[Clause 9 amended: Gazette 25 Aug 2000 p. 4918.]

Division 3 — Buildings, fences and hard stands

[10. deleted]

11. Buildings on facility

- (1) Buildings on a facility, other than a nature based park, may be only of the following types —
 - (a) manager's house;
 - (b) office;
 - [(c), (d) deleted]*
 - (e) restaurant;
 - (f) shop;

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 3** Buildings, fences and hard stands**cl. 11**

- (g) recreational facilities;
 - (h) a building classified as a Class 10a building under the Building Code;
 - [(i) deleted]*
 - (j) any other building approved.
- (2) A building referred to in subclause (1) may not be located on a site, unless it is —
 - (a) a building classified as a Class 10a building under the Building Code; and
 - (b) approved by the licence holder of the facility and the local government; and
 - (c) for the use of the occupier of the site.
- (3) A residential building at a facility, other than a manager's house, may not be occupied by the one person, or group of persons, for an aggregate period of more than 6 months in any consecutive period of 12 months.
- (4) Buildings on a nature based park may be only of the following types —
 - (a) manager's house;
 - (b) any of the following buildings classified as a Class 10a building under the Building Code —
 - (i) toilets;
 - (ii) an ablution block;
 - (iii) washing-up facilities;
 - (iv) a carport or pergola;
 - (v) a storage shed;
 - (c) a campers' kitchen, if approved.
- (5) A building referred to in subclause (4)(b)(i), (ii) or (iii) or (c) must not be located on a site.
- (6) A carport, pergola or storage shed may be on the manager's residence site at a nature based park but otherwise must not be on a site.

Caravan Parks and Camping Grounds Regulations 1997

Caravan parks and camping grounds

Schedule 7

Buildings, fences and hard stands

Division 3**cl. 12**

- (7) Subclauses (4), (5) and (6) do not apply to a building on a nature based park if the building's construction and location is in accordance with approval given before 1 January 2015.

[Clause 11 amended: Gazette 25 Aug 2000; p. 4918 12 Dec 2014 p. 4727-8.]

12. Storage sheds

- (1) A storage shed —
- (a) is not to exceed 6 m² in area and, unless forming part of a carport, 2.1 m in height; and
 - (b) is to be built of light weight portable material.
- (2) There must be no more than one storage shed on a nature based park.
- (3) Subclause (2) does not apply to a storage shed on a nature based park if the shed's presence is in accordance with approval given before 1 January 2015.

[Clause 12 inserted: Gazette 12 Dec 2014 p. 4728.]

13. Paved areas and areas under some annexes

- (1) Every long stay site is to have either or both of the following —
- (a) a hard stand for a vehicle other than the caravan;
 - (b) such additional amount of space as is approved on the side of the facility road next to the site for at least one such vehicle to park.
- (2) The construction of —
- (a) a hard stand on a site; and
 - (b) an area under an annexe attached to an on-site caravan; and
 - (c) an area under an annexe on a long stay site,
- is to be as approved.

14. Fences

- (1) A fence on a site is —
- (a) not to be higher than 1.2 m; and
 - (b) to be built of lightweight material or mesh.

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 4** Roads and parking**cl. 15**

- (2) A fence on a site is to be built in accordance with the prior written approval of the licence holder of the facility.
- (3) There is to be no fence in the set back area prescribed under clause 8(3) between a facility road and a caravan.

[Clause 14 amended: Gazette 25 Aug 2000 p. 4919.]

Division 4 — Roads and parking**15. Facility roads in facilities other than nature based parks**

- (1A) This clause applies to facilities other than nature based parks.
 - (1) A facility entrance road is to be at least 6 m wide.
 - (2) A facility road which is a one way road is to be at least 4 m wide, or such shorter distance as is approved under subclause (3a).
 - (3) A facility road which is a 2 way road is to be at least 6 m wide, or such shorter distance as is approved under subclause (3a).
- (3a) A shorter distance may only be approved under subclause (2) or (3) if the distance was shorter —
 - (a) on 1 July 1997; and
 - (b) at the commencement of the *Caravan Parks and Camping Grounds Amendment Regulations 2000*.
- (4) Subject to subclause (5), a facility road is to be constructed and maintained as is approved.
- (5) A facility road in a transit park need not be paved or sealed.

[Clause 15 amended: Gazette 25 Aug 2000 p. 4919 and 20; 12 Dec 2014 p. 4728.]

16A. Facility roads in nature based parks

- (1) This clause applies to nature based parks.
- (2) A facility entrance road is to be at least 6 m wide or a narrower width that is approved.
- (3) A facility road which is a one way road is to be at least 4 m wide or a narrower width that is approved.

- (4) A facility road which is a 2 way road is to be at least 6 m wide or a narrower width that is approved.
- (5) A local government may approve of a narrower width under subclause (2), (3) or (4) for a nature based park only if it is satisfied that the management plan for the facility adequately deals with traffic access and egress.
- (6) A facility road is to be constructed and maintained as is approved but need not be paved or sealed.

[Clause 16A inserted: Gazette 12 Dec 2014 p. 4728-9.]

16. Parking

- (1) A vehicle is not to be parked on any facility road, other than in accordance with clause 13(1)(b).
- (2) If parking for at least one vehicle, other than the caravan, is not provided on a site then parking is to be provided for a vehicle near the site.

[Clause 16 amended: Gazette 25 Aug 2000 p. 4919.]

17. Car parks

- (1) A facility, other than a nature based park or a transit park, is to have a car park which is constructed and maintained as is approved.
- (2) Part of a car park may be a grassed area, if approved.
- (3) A car park on a facility is to have at least one parking space per 20 caravan sites on the facility, and not less than 4 parking spaces in any event.
- (4) In calculating how many parking spaces are required in a car park in a facility, 2 camp sites are equal to one caravan site.

[Clause 17 amended: Gazette 25 Aug 2000 p. 4920.]

Division 5 — Recreational areas

18. Recreational areas

- (1) At least $\frac{1}{10}$ of the total area of a facility is to be recreational area.
- (2) Facility roads are not included in calculating recreational areas.

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 6** Ablution and toilet facilities**cl. 19**

- (3) Unless the local government approves otherwise, $\frac{2}{3}$ of the recreational area of a facility is to be in the one area.
- (4) In a facility, except a transit park or a nature based park, there is to be —
- (a) recreational facilities for children which are protected from the weather, and enclosed as is approved; and
 - (b) a building for communal or recreational activities, as is approved.

[Clause 18 amended: Gazette 25 Aug 2000 p. 4920.]

Division 6 — Ablution and toilet facilities**19. Location of toilets and showers**

- (1) There is to be at least one toilet and one shower within 90 m of each site on a facility other than a nature based park.
- (2) The location of toilets and showers in a nature based park is to be as approved.
- (3) Subclauses (1) and (2) apply despite anything else in this Division.

[Clause 19 inserted: Gazette 12 Dec 2014 p. 4729.]

20. Number of showers, toilets and hand basins, except at transit parks and nature based parks

- (1) This clause applies to all facilities except transit parks and nature based parks.
- (2) A facility is to have at least as many showers, toilets and hand basins as is specified in the following Table opposite the number of sites the facility has.
- (3) Instead of each 600 mm of urinal trough there may be provided —
- (a) a wall hung urinal; or
 - (b) with approval, a pedestal toilet.

Caravan Parks and Camping Grounds Regulations 1997

Caravan parks and camping grounds

Schedule 7

Ablution and toilet facilities

Division 6**cl. 20**

**All caravan parks and camping grounds
(except transit parks and nature based parks)
showers, toilets and hand basins**

No. of sites	Toilets			No. of showers (each sex)	No. of hand basins (each sex)
	Male		Female		
	No. of pedestals	mm of urinal trough	No. of pedestals		
1-10	1	600	1	1	1
11-15	1	600	2	2	2
16-20	2	600	2	2	2
21-30	2	1 200	3	3	3
31-40	3	1 200	4	4	4
41-45	3	1 800	5	5	5
46-50	4	1 800	5	5	5
51-60	4	1 800	6	6	6
61-75	5	2 400	7	7	7
76-80	5	2 400	8	8	7
81-90	6	2 400	8	8	8
91-100	6	3 000	9	9	8
101-105	7	3 000	9	9	9
106-120	7	3 000	10	10	9
121-140	8	3 600	11	11	10
141-145	8	3 600	12	12	11
146-150	9	3 600	12	12	11
151-160	9	3 600	12	12	11
161-170	9	4 200	12	12	12
171-180	10	4 200	14	12	12
181-190	11	4 800	14	14	13
191-200	12	4 800	14 plus 1 for every 20 sites over 190	14	13
over 200	12 plus 1 for every 25 sites over 200	4 800 plus 600 mm for every 30 sites over 200	—	14 plus 1 for every 20 sites over 200	13 plus 1 for every 30 sites over 200

[Clause 20 amended: Gazette 25 Aug 2000 p. 4920.]

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 6** Ablution and toilet facilities**cl. 21****21. Number of showers, toilets and hand basins at transit parks**

- (1) A transit park is to have at least as many showers, toilets and hand basins as is specified in the following Table opposite the number of sites the facility has.
- (2) A local government may approve of the use of ablution and toilet facilities located on a property adjoining a transit park by occupiers of the transit park if —
 - (a) the owner of the property agrees in writing; and
 - (b) the ratio of showers, toilets and hand basins is not less than that permitted under subclause (1).
- (3) Instead of each 600 mm of urinal trough there may be provided —
 - (a) a wall hung urinal; or
 - (b) with approval, a pedestal toilet.

**Transit camps
showers, toilets and hand basins**

No. of sites	Toilets			No. of showers (each sex)	No. of hand basins (each sex)
	Male		Female		
	No. of pedestals	mm of urinal trough	No. of pedestals		
1-10	1	0	1	1	1
11-17	1	600	1	1	1
18-20	2	600	2	1	1
21-25	2	600	2	2	2
26-34	2	1 200	2	2	2
35-50	2	1 200	3	2	2

[Clause 21 amended: Gazette 25 Aug 2000 p. 4920.]

22. Calculation of sites for cl. 20 and 21

In calculating the number of sites a facility has for the purposes of clauses 20 and 21 —

- (a) a site with an en suite is not included; and
- (b) a site used by a caravan with ablution, toilet and laundry facilities is not included; and

- (c) 2 camp sites are equal to one site.

23. Number of toilets, showers, hand basins at nature based parks

- (1) A nature based park is to have at least 2 toilets for every 20 sites, unless otherwise approved.

Note for this subclause:

Clause 47 applies if a local government gives approval for a nature based park to have fewer than 2 toilets for every 20 sites.

- (2) A nature based park is to have at least as many showers and hand basins as is approved.
- (3) Subclause (1) does not apply to a nature based park the licence for which was granted before 1 January 2015 until the licence is transferred or a new licence is granted in relation to that facility.

[Clause 23 inserted: Gazette 12 Dec 2014 p. 4729.]

24. Showers

Each shower is to be enclosed in a cubicle which has —

- (a) an area for dressing; and
- (b) a lockable door which either opens outwards or can readily be removed from the outside; and
- (c) a permanently affixed seat, clothes hook and soap holder; and
- (d) hot water (not less than 45°C), unless otherwise approved for a nature based park; and
- (ea) cold running water; and
- (e) ventilation as is approved.

[Clause 24 amended: Gazette 12 Dec 2014 p. 4730.]

25. Babies bath

- (1) Each ablution block, other than at a transit park or a nature based park, is to have a babies' bath which —
- (a) has a capacity of 45 L; and
 - (b) is of stainless steel or other suitable material; and
 - (c) has a drain plug; and

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 6** Ablution and toilet facilities**cl. 26**

- (d) is next to at least 0.45 m² of waterproof bench, which has a minimum width of 450 mm; and
 - (e) has hot and cold taps connected to a water mixing device which keeps the temperature of the running water at not more than 38°C.
- (2) Where a facility is to have a baby bath, at least one baby bath is to be located in a facility in a position and area so that a male or female person in a wheelchair can use it to bath a baby.

[Clause 25 amended: Gazette 25 Aug 2000 p. 4920.]

26. Hand basins

- (1) Each hand basin is to have —
 - (a) a drain plug; and
 - (b) hot water (not less than 45°C), unless otherwise approved for a nature based park; and
 - (c) cold running water.
- (2) Towel rails or hooks, and a mirror and shelving is to be provided near hand basins.
- (3) A building containing toilets is to have at least one hand basin, which need not be in compliance with subclause (1) other than that it has cold running water.
- (4) At least one hand basin is to be located in an ablution block in a facility in a position and area so that a male or female person in a wheelchair can use it.

[Clause 26 amended: Gazette 12 Dec 2014 p. 4730.]

27. Power points

- (1) An ablution block is to have at least one power point, unless otherwise approved for a nature based park.
- (2) Unless otherwise approved for a nature based park, if an ablution block contains more than 4 hand basins, there is to be at least one power point for —
 - (a) each group of 4 hand basins; and

- (b) any number of hand basins remaining less than 4.
- (3) At least one power point is to be located in an ablution block in a facility in a position and area so that a male or female person in a wheelchair can use it, unless otherwise approved for a nature based park.

[Clause 27 amended: Gazette 12 Dec 2014 p. 4730.]

28. Toilets

- (1) Each pedestal toilet is to be enclosed in a cubicle which has —
 - (a) a toilet roll dispenser; and
 - (b) a coat hook; and
 - (c) ventilation as is approved; and
 - (d) a lockable door which either opens outwards or can readily be removed from the outside.
- (2) A urinal is to be attached to the floor or the wall of the building.

29. Napkin disposal units

- (1) Each building on a facility which contains female toilets is to have at least one approved napkin disposal unit.
- (2) If a building on a facility contains more than 10 female toilets, there is to be at least one approved napkin disposal unit for —
 - (a) each group of 10 toilets; and
 - (b) any number of toilets remaining less than 10.
- (3) Each building containing toilets and any area in a building set aside for changing babies napkins is to contain an approved napkin disposal unit.

Division 7 — Laundry facilities

30. Laundry facilities

- (1) A caravan park or camping ground, other than a nature based park, is to have at least as many laundry facilities, as described in subclauses (2) and (3), as is specified in the following Table opposite the number of sites the facility has.

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 7** Laundry facilities**cl. 30**

- (2) A laundry facility where there is access to a supply of electricity is to comprise —
- (a) a washing machine that is connected to a supply of hot (not less than 45°C) and cold running water, or which is capable of heating water to that temperature; and
 - (b) a trough with a drain plug and hot (not less than 45°C) and running cold water; and
 - (c) at least 0.3 m² of bench space suitable for ironing clothes, with access to a power point; and
 - (d) one electric clothes drier or 60 m of washing line.
- (3) A laundry facility where there is no access to a supply of electricity comprises —
- (a) a copper and an adequate fuel supply; and
 - (b) a trough with a drain plug and hot (not less than 45°C) and cold running water; and
 - (c) at least 0.3 m² of bench space suitable for ironing; and
 - (d) 60 m of washing line.
- (4) A laundry facility is to have in, or next to it, a slop hopper which is located, installed and maintained as is approved.
- (5) The entry threshold and door types and widths in a laundry facility are to be in accordance with AS 1428.1—1993 “General requirements for access — Buildings” and the benches are to be in accordance with AS 1428.2 — 1992 “Enhanced and additional requirements — Buildings and facilities”.

Table of laundry facilities

No. of sites	No. of laundry facilities
Up to 60	1 per 20 sites
61-120	1 per 30 sites
Over 120 sites	1 per 50 sites

[Clause 30 amended: Gazette 12 Dec 2014 p. 4730.]

Division 8 — Washing up facilities for campers**31. Washing up facilities for campers**

- (1) A camping ground is to have at least one trough for the washing of utensils used for cooking and eating for each 20 camp sites, unless otherwise approved for a nature based park.
- (2) There is to be at least one washing up trough within 90 m of each camping site, unless otherwise approved for a nature based park.
- (3) Each trough is to be of stainless steel and to have —
 - (a) a drain plug; and
 - (b) hot water (not less than 45°C), unless otherwise approved for a nature based park; and
 - (ca) cold running water; and
 - (c) a capacity of at least 45 L; and
 - (d) next to it, at least 0.5 m² of waterproof bench.

[Clause 31 amended: Gazette 12 Dec 2014 p. 4730-1.]

Division 9 — Lighting**32. Lighting**

- (1) Each ablution block and each building containing a toilet is to be lit at night so that light of an intensity of not less than 100 lumens per square metre radiates throughout the building.
- (2) A building containing a laundry facility is to be lit at night so that light of an intensity of not less than 160 lumens per square metre radiates throughout the building.
- (3) The grounds of a caravan park or camping ground are to be lit at night so that occupants have sufficient visibility to go to and return from the nearest ablution block, and the nearest building containing a toilet, in safety.
- (4) Subclauses (1), (2) and (3) apply to a nature based park unless otherwise approved but the local government is not to give its approval unless it is satisfied that it is not reasonably practicable for a power source for lighting to be provided at the facility.

[Clause 32 amended: Gazette 12 Dec 2014 p. 4731.]

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 10** Fire fighting equipment**cl. 33****Division 10 — Fire fighting equipment****33. Fire hose reels**

- (1) Unless clause 35 applies, or the facility is a park home park to which clause 34 applies, every site, caravan, camp, building and other structure in a facility is to be within reach of the nozzle end of a fire hose when the hose is fitted to the reel and laid to avoid any obstructions or other physical barriers.
- (2) A fire hose in a facility is to be on a fire reel which is to be installed in accordance with the requirements of —
 - (a) AS 1221-1991 “Fire Hose Reels”; and
 - (b) AS 2441.1-1988 “Installation of Fire Hose Reels”.

34. Park home parks

If a park home park serviced by a fire brigade constituted under a written law of the State has a water supply, which in the opinion of the officer in charge of that brigade, is adequate for fire fighting then a fire hydrant is to be installed in the park home park to the satisfaction of that officer.

35. Fire extinguishers

- (1) Where a local government is of the opinion that a facility’s water supply is not adequate to operate fire hoses effectively, the facility is to have fire extinguishers, in accordance with this clause.
- (2) Fire extinguishers in a facility are to be in accordance with the requirements of AS 2444-1995 “Portable fire extinguishers — Selection and location”.
- (3) A facility, other than a nature based park, is to have at least one extinguisher for every 6 sites.
- (4) A facility, other than a nature based park, is to have an extinguisher not more than 30 m from each site, located in a central position in an area accessible to all persons in the facility.
- (5) A nature based park is to have at least one extinguisher in an area accessible to all persons in the facility.

[Clause 35 amended: Gazette 12 Dec 2014 p. 4731.]

36. Fire equipment to be maintained, accessible and ready

- (1) Fire equipment at a facility is to be accessible and ready for use at all times.
- (2) Fire equipment at a facility is to be maintained in accordance with the requirements of Part 1 or 2, as is appropriate, of AS 1851 “Maintenance of Fire Protection Equipment”.

Division 11 — Electricity**37. Electricity to sites**

- (1) All caravan sites at a facility are to be supplied with electricity, unless the local government has exempted a facility from this requirement.
- (2) All long stay sites are to have a separate meter to record the electricity, if any, supplied to that site.

Division 12 — Water supply**38. Terms used**

In this Division —

potable water means drinking water within the meaning of the “Guidelines for Drinking Water Quality in Australia 1987” published for the National Health and Medical Research Council and the Australian Water Resources Council by the Australian Government Publishing Service, Canberra;

tap means a tap which is connected to a supply of water.

[Clause 38 amended: Gazette 12 Dec 2014 p. 4731.]

39. AS 3500.1

AS 3500.1—1992 “National plumbing and drainage code, Part 1: Water Supply” is to be complied with at a facility with respect to any supply of potable water.

40. Tap at transit park and nature based park

There is to be a centrally located tap at a transit park and a nature based park for use by all occupiers, unless otherwise approved.

[Clause 40 amended: Gazette 25 Aug 2000 p. 4920.]

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 13** Waste water, sewage and drainage**cl. 41**

41. Tap at camping ground

There is to be at least one tap within 30 m of each camping site at a camping ground.

42. Potable water for sites

- (1) A supply of potable water of at least 300 L per day, or such lesser amount as is approved under subclause (2), is to be available for use by each site at a facility.
- (2) The local government may, with the written approval of the Chief Health Officer (within the meaning of the *Public Health Act 2016* section 4(1)), approve of a lesser quantity of water than that specified in subclause (1) being available at a facility.

[Clause 42 amended: Gazette 10 Jan 2017 p. 177.]

43. Long stay sites to have own tap or connection

Subject to clause 42, there is to be a tap or water connection point with a supply of potable water at every long stay site.

44. Tap within 10 m of short stay sites

There is to be a tap connected to a supply of potable water within at least 10 m of every short stay site on a facility, unless otherwise approved.

Division 13 — Waste water, sewage and drainage**45. Term used: AS/NZS 3500.2.2**

In this division —

AS/NZS 3500.2.2 means AS/NZS 3500.2.2: 1996 “National Plumbing and Drainage. Sanitary plumbing and drainage —Acceptable solutions.”.

46. Waste water disposal

- (1) Each —
 - (a) caravan site at a facility is to be no more than 10 m; and

Caravan Parks and Camping Grounds Regulations 1997

Caravan parks and camping grounds

Schedule 7

Miscellaneous

Division 14**cl. 47**

- (b) camp site at a facility is to be no more than 30 m,
from a sullage waste water dump point which is in accordance with
the requirements of AS/NZS 3500.2.2, or the facility is to utilize other
approved means of dealing with sullage.
- (2) A long stay site with a caravan which has ablution, toilet or laundry
facilities is to have a sewage connection point which is in accordance
with the requirements of AS/NZS 3500.2.2.

[Clause 46 amended: Gazette 12 Dec 2014 p. 4732.]

47. Communal chemical soil waste dump point

- (1) Subclause (2) applies to all facilities except —
- (a) park home parks; and
 - (b) transit parks; and
 - (c) nature based parks that have at least 2 toilets for every
20 sites.
- (2) There is to be a communal chemical soil waste dump point that is —
- (a) in accordance with the requirements of AS/NZS 3500.2.2;
and
 - (b) connected to an approved waste water disposal system; and
 - (c) readily accessible to all occupiers at the facility.
- (3) Subclause (2) does not apply to a nature based park the licence for
which was granted before 1 January 2015 until the licence is
transferred or a new licence is granted in relation to that facility.

[Clause 47 inserted: Gazette 12 Dec 2014 p. 4732.]

Division 14 — Miscellaneous**48. Cyclone activity**

- (1) If a facility is in an area in a cyclonic region each caravan, annexe or
other building or structure on a site is to be made safe, and in
particular is to be tied down using anchor points, as approved, capable
of securing the caravan, annexe or other building or structure in winds
at design wind speed for that area, during any cyclonic activity or
while there is warning of possible impending cyclonic activity.

Caravan Parks and Camping Grounds Regulations 1997**Schedule 7** Caravan parks and camping grounds**Division 14** Miscellaneous**cl. 49**

- (2) The requirement in subclause (1) for the use of anchor points applies to a nature based park unless otherwise approved but the local government is not to give its approval unless it is satisfied, having regard to the facility's risk management strategy, that anchor points are not necessary.

[Clause 48 amended: Gazette 25 Aug 2000 p. 4919; 12 Dec 2014 p. 4732.]

49. Rubbish

- (1) There is to be at least one rubbish bin with a capacity of not less than 80 L within 90 m of each site, other than sites at nature based parks or transit parks.
- (2) Rubbish bins at nature based parks and transit parks are to be provided as is approved.
- (3) Rubbish bins at facilities are to be water and vermin proof.
- (4) Rubbish bins are to be emptied, and the rubbish removed from the facility, as is necessary but at least once a week.
- (5) Rubbish bins at facilities are to be in a clean and hygienic condition.

[Clause 49 amended: Gazette 25 Aug 2000 p. 4920.]

50. Telephones

- (1) There is to be at least one telephone available at all times for the use of occupiers at a facility, unless otherwise approved.
- (2) Each long stay site and each site with a park home is to have all connections necessary to install a telephone on the site, unless otherwise approved.

51. Postal service

If mail is delivered to a facility by Australia Post —

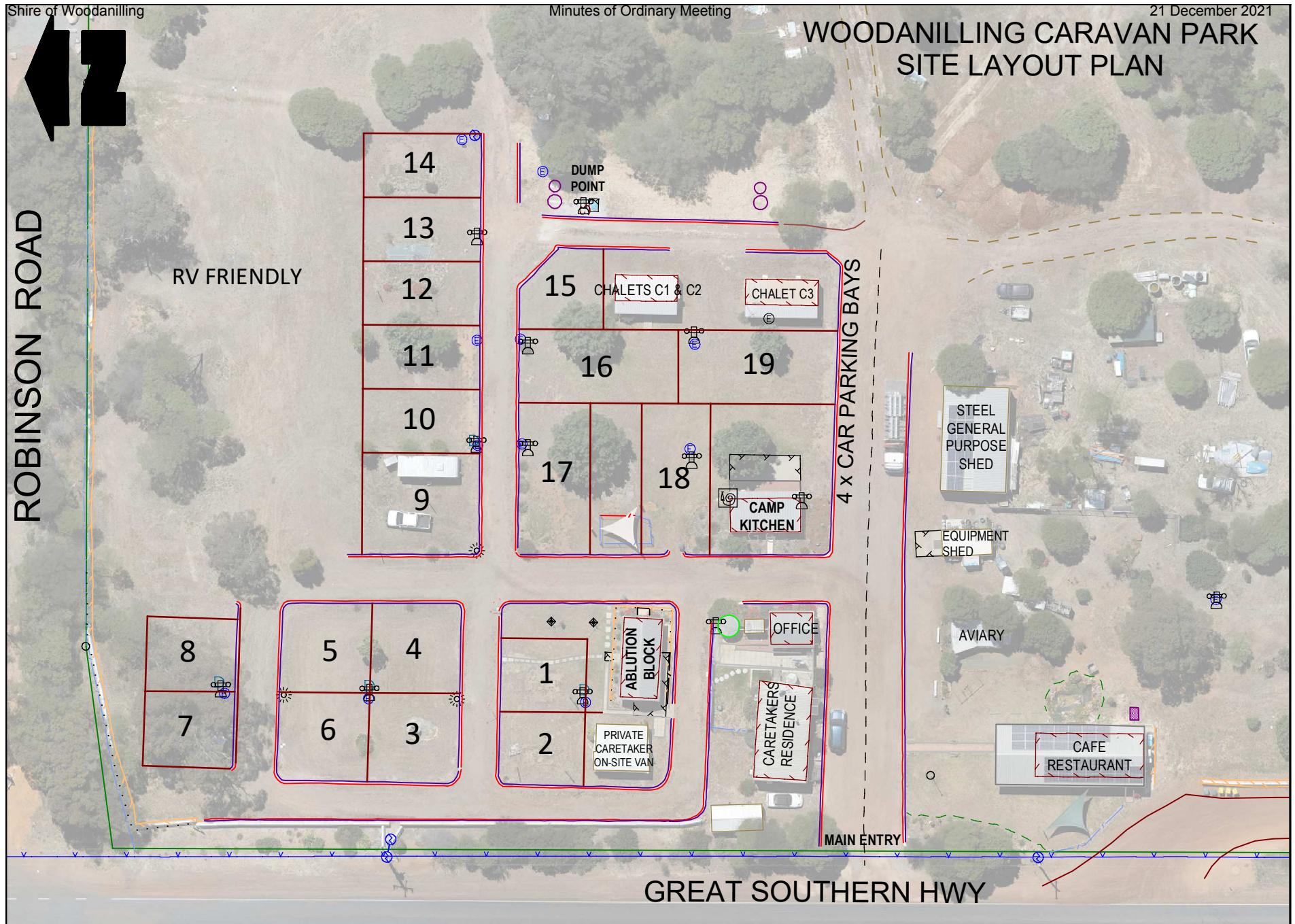
- (a) the occupiers of each long stay site are to have a lockable mail box; and
- (b) there is to be a suitable central area which is open at least 2 hours a day from Monday to Friday from which mail can be collected.

52. Solid fuel fires and appliances

- (1) A caravan, other than a park home, is not to contain any solid fuel appliance.
- (2) A solid fuel fire is to be lit at a facility only in a place set aside by the licence holder of the facility for that purpose.

[Schedule 8 deleted: Gazette 12 Dec 2014 p. 4732.]

WOODANILLING CARAVAN PARK SITE LAYOUT PLAN



Shire of Woodanilling

Caravan Park and Camping Grounds Act 1995
Caravan Park and Camping Grounds Regulations 1997

Works Specification Notice

The Licence Holder
Avalon Caravan Park
55 Robinson Rd,
Woodanilling WA 6316

RECTIFICATION WORKS REQUIRED AT AVALON CARAVAN PARK

The following works at the Avalon Caravan Park are required to be addressed and completed by the **30th June 2021**, to bring the Park into compliance with the Caravan Park and Camping Act and Regulations.

1. The wheels, axles and towing hitches on all in-use onsite caravans must be serviced to ensure compliance.
2. Any cladding applied to the exterior of any onsite van must not inhibit the van's ability to be moved in accordance with Reg. 15(1).
3. The neglected vans (and any associated annexes) on Bays 2 & 3 (the overnighters) and Bays 6, 7 and 9 are to be removed from the bays and stored neatly in another location away from the park area (e.g. behind the large shed) where they should be fully repaired and refurbished before being returned to their permanent positions within the park.
4. Each refurbished van can be returned to their position within the park as they are completed, subject to prior inspection and approval for use as onsite vans being granted by the Shire.
5. The refurbishments of the vans mentioned in (3) above should be completed before **30th June 2021**.
6. Any remaining unfinished vans should be removed by **30th June 2021** unless permission has been sought from the Shire CEO and approval given prior to that date to allow them to remain until refurbished and repositioned.
7. Shire approval should be sought for the construction of an annexe on any of the onsite vans.
8. Internal roads should be inspected and repaired as required to ensure condition is maintained.
9. Visitor's carpark and resident carparking should be clearly defined and signed. A minimum of 4 visitors' bays are required.



10. A recreation area is to be defined and established within the park confines in accordance with the regulations.
11. A mixing tap is to be installed for bath filling to ensure water temperature is no greater than 38degC for the baby bath.
12. Plugs are to be provided to each hand basin.
13. A sanitary napkin disposal unit must be provided in one female toilet.
14. Ablution and toilet lights are to be on at all times during the night at a minimum or on sensors which activate before/as campers enter the facility.
15. Ensure paths of travel are lit at night to enable safe travel between accommodations and the ablutions.
16. Hose reel and extinguishers serviced Nov 2020. C/Park owner to provide certification from the servicing agent for the last servicing event and a copy of an agreement with the agent for ongoing servicing per the Australian Standards.
17. Electrical certification is to be provided for all electrical installations on the site. Certification should include the electrical installations of all onsite vans and chalets.
18. Electrical certification is to be provided for refurbished vans before they are positioned back into the park.
19. Yardman's van to be sited on a serviced bay – an electricity meter should be installed to record electricity used.
20. A scaled plumbing diagram is to be provided showing taps, sullage points, drainage and septic systems in relation to all bays and camping areas. Plan should show distances of each fixture to the closest bays.
21. No sewage connections have been provided – no vans can use internal toilets, showers or washing machines without approved connections to the approved wastewater disposal system.
22. Install a communal chemical soil waste dump point that is —
 - in accordance with the requirements of AS/NZS 3500.2.2; and
 - connected to an approved waste water disposal system; and
 - readily accessible to all occupiers at the facility.
23. No sewage connections have been provided to bays – no vans can use internal toilets, showers or washing machines without approved connections to the approved wastewater system.
24. The onsite van on Bay 8 is in average condition and requires minor repairs to the canvas/plastic side walls of the pop-up. It also requires a full clean before hiring.
25. The chalets require airing and cleaning before use.
26. The park bays and accommodation require more substantial signage to indicate their numbering. The numbers should be painted onto the kerb adjacent to each bay.



27. The vans belonging to a family member at the rear of the site should be repaired or removed. If it is the intention of the owner to store them, they should be stored neatly in a location which is away from the park area (e.g. to the south of the large shed) and repaired such that they are weatherproof.
28. Aside from the vans mentioned in 27 (and excluding the onsite vans being repaired), no caravans belonging to any third party can be stored on the site.
29. The caravan park is licensed as a short-term facility. Formal permission is to be sought from the Shire for any long-term accommodation on the site (i.e. greater than 3 month stays).
30. The accumulations of rubbish and disused material around the site should be removed.
31. Each site intended to be used for onsite vans must have an approved connection for the disposal of wastewater (or sewage, if the van is fitted with a working toilet). Sites currently shown as 1, 2, 3 and 11 have access to gully traps for the disposal of greywater. Connections of onsite vans on any other bay (e.g. on sites 4 and 5) should be installed under the supervision of a licensed plumber and an as-constructed plan produced by the plumber must be provided once the installations have occurred.

At the completion of the required works and after formal notification from yourselves, a further inspection will be undertaken to confirm compliance with this Works Specification Notice.

Yours sincerely,

Sue Dowson

Deputy Chief Executive Officer

30th April 2021



12. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

With the permission of the meeting council considered the timing of the Grant in item 15.2 for the Rushy Swamp Bird Hide and decided a formal resolution was required.

Cr Douglas Left the room at 5.56pm

13.1.MOTION NOT TO PROCEED WITH RUSHY SWAMP**ITEM 13.1 COUNCIL RESOLUTION NOT TO PROCEED WITH RUSHY SWAMP GRANT**

Moved Cr Thomson seconded Cr Morrell

That council not proceed with the Rushy Swamp Grant

CARRIED 5/0

Reason for Change:

Circumstances beyond Councils control regarding the sale of the adjacent land after the grant scope that would prevent delivery within the required time frames.

14. ITEMS FOR DISCUSSION

Nil

15. INFORMATION ITEMS**15.1.ADOPTION OF INFORMATION REPORTS****RECOMMENDATION – INFORMATION REPORT 21/12/2021**

Moved Cr Thomson seconded Cr Brown

That Council endorses the information contained in the following information reports.

CARRIED 6/0

15.2.WWLZ INFORMATION REPORT – FOR THE PERIOD – NOV 2021 – DEC 2021

Cr Douglas Left the room at 5.56pm

MOTION NOT TO PROCEED WITH RUSHY SWAMP

Moved Cr Thomson seconded Cr Morrell

CARRIED 5/0

Cr Douglas returned to the meeting at 5.58pm

GLOSSARY

NLP	- National Landcare Programme
SWCC	- South West Catchments Council
SCNRM	- South Coast Natural Resource Management
GWL	- Gondwana Link
GA	- Greening Australia
EOI	- Expression of Interest

MANAGEMENT COMMITTEE MEETING

Last Meeting: November

Next Meeting: February 2022

LANDCARE COORDINATION FUNDING 2021 / 2022

- SWCC Pollinator Project - \$55,500
- State NRM – Increasing community capacity for feral pig management in the WWLZ - \$27,372
- State NRM – Boardwalk for bird hide – \$26,112
- Community Fauna Education Project - \$133,340
- State NRM – Rushy Swamp Bird hide - \$14,657
- DPIRD – FEED365 – Satellite trial site – approx. \$40,000

STRATEGIC PLANNING

- Revision of constitution to make quorum requirements correct – currently some issues around wording
- MOU between organisation and Shires is under review – to be held off until new Woodanilling CEO is on board.

NON-PROJECT COMMUNITY ACTIVITIES

- Mosquito treatment of Woodanilling water bodies.
- Snake removal request
- Fungi ID request
- Wild dog investigation in Wagin – survey area, erect camera
- Boneseed control in Woodanilling
- Battery recycling drop off
- Seedling species advice for community
- Weed control advice

COMPLETED EVENTS

- CRC snake handling course

- Woodanilling Primary School Habitat Walk

COMING EVENTS

- CRC Nature in Art workshop – Feb 2022

CURRENT/ONGOING PROJECTS:

SWCC – POLLINATOR PROJECT STAGE 2 \$218,000 (OVER 4 YEARS)

- Fencing completed on 2 sites.
- Revegetation completed on Andover
- Site visit completed for Kowald, booked site visit for Andover.
- McDougall still to complete fencing program.

STATE NRM – WAGIN LAKE BOARDWALK - \$26,112

- Extension approved to December 2022. Will monitor site to determine when works can commence.

STATE NRM – INCREASEING COMMUNITY CAPACITY FOR FERAL PIG MANAGEMENT IN WWLZ \$27,372

- Application for funding for contractor to do control works was denied, not enough landholder buy in.
- Information packs delivered to properties detailing pig management strategies and information about what we can provide to help and available local pig contractor.
- Project finishes this month – future work will be reduced.

STATE NRM – HELPING OUR WAGIN-WOODY COMMUNITY TO UNDERSTAND AND PROTECT OUR SPECIES - \$133,340 (OVER 3 YEARS)

- Licence for fauna surveys has been approved. To begin in April 2022
- Several events completed – school incursions at Wagin DHS & Woodanilling PS, CRC events
- Seedling orders for 3 sites submitted to nursery – awaiting confirmation on orders
- Fencing completed at 1 site. Site visit still to be completed for payment – busy with harvest
-

STATE NRM – RUSHY SWAMP BIRD HIDE AND EDUCATION SITE - \$14,657

- Currently completing contracting process

DPIRD – FEED 365 PASTURE TRIALS SATELLITE SITE - \$40,000 (OVER 3 YEARS)

- Just received approval notice this week. DPIRD to contact us to take next steps.

15.3.MONTHLY FINANCIAL REPORTS – FOR THE PERIOD ENDING 30 NOVEMBER 2021

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 November 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2021

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE	
Members of Council	Members of Council, civic reception, functions, public relations, electoral requirements and administration.
Administration	
GENERAL PURPOSE FUNDING	
Rates	Rates, General Purpose Government Grants, Interest on Investments.
General Purpose Revenue	
LAW, ORDER, PUBLIC SAFETY	
Fire Prevention	Supervision of various by-laws, fire prevention and animal control.
Animal Control	
Other	
HEALTH	
Preventative Services	Food Control, meat inspection, water testing and health inspection services.
Community Health	
Other	
EDUCATION AND WELFARE	
Disability Access & Inclusion	Well aged housing and services for youth and aged.
Care of Senior Citizens	
HOUSING	
Staff Housing	Provision and maintenance of staff housing.
COMMUNITY AMENITIES	
Sanitation	Refuse site, cemetery and public conveniences.
Stormwater Drainage	
Town Planning	
Protection of Environment	
Other	
RECREATION AND CULTURE	
Public Halls	Maintenance of halls, parks, gardens and ovals. Library and heritage.
Swimming areas	
Libraries	
Other	
TRANSPORT	
Road Construction	Road construction and maintenance, footpaths and traffic signs.
Road Maintenance	
Road Plant Purchases	
Transport Licensing Agency	
ECONOMIC SERVICES	
Rural Services	Area promotion, pest control and building control.
Tourism	
Building Control	
Other	
OTHER PROPERTY AND SERVICES	
Private Works	Private works, public works overheads and plant operation.
Public Works Overheads	
Plant Operating Costs	
Stock Control	
Salaries and Wages	

**STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Opening funding surplus / (deficit)	1(c)	485,418	485,418	486,834
Revenue from operating activities				
Governance		30,000	12,500	2
General purpose funding - general rates	6	822,811	342,838	850,034
General purpose funding - other		409,726	170,719	201,473
Law, order and public safety		42,043	17,518	22,458
Health		0	0	225
Education and welfare		106,500	44,375	31,363
Housing		23,700	9,875	10,094
Community amenities		31,500	13,125	24,660
Recreation and culture		4,205	1,752	1,921
Transport		348,728	145,303	55,582
Economic services		46,280	19,283	8,026
Other property and services		23,000	9,583	11,245
		1,888,493	786,871	1,217,083
Expenditure from operating activities				
Governance		(277,716)	(115,715)	(73,274)
General purpose funding		(19,022)	(7,926)	(5,717)
Law, order and public safety		(115,157)	(47,982)	(63,710)
Health		(35,224)	(14,677)	(18,264)
Education and welfare		(58,005)	(24,169)	(4,914)
Housing		(47,246)	(19,686)	(34,735)
Community amenities		(141,407)	(58,920)	(65,124)
Recreation and culture		(205,676)	(85,698)	(79,323)
Transport		(1,513,920)	(630,800)	(459,524)
Economic services		(95,183)	(39,660)	(25,099)
Other property and services		(188,687)	(78,620)	78,252
		(2,697,243)	(1,123,853)	(751,434)
Non-cash amounts excluded from operating activities	1(a)	852,351	355,146	0
Amount attributable to operating activities		43,601	18,164	465,649
Investing Activities				
Proceeds from non-operating grants, subsidies and contributions	12	1,015,152	422,980	30,274
Proceeds from disposal of assets	7	188,000	78,333	0
Proceeds from financial assets at fair value through profit and loss	9	1,940	808	0
Payments for property, plant and equipment and infrastructure	8	(1,961,087)	(817,120)	(121,186)
Amount attributable to investing activities		(755,995)	(314,998)	(90,912)
Financing Activities				
Transfer from reserves	9	584,290	243,454	0
Transfer to reserves	9	(347,290)	(144,704)	(35)
Amount attributable to financing activities		237,000	98,750	(35)
Closing funding surplus / (deficit)	1(c)	10,021	287,337	861,538

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS**FOR THE PERIOD ENDED 30 NOVEMBER 2021****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

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

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE
FOR THE PERIOD ENDED 30 NOVEMBER 2021

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Opening funding surplus / (deficit)	1(c)	\$ 485,418	\$ 485,418	\$ 486,834
Revenue from operating activities				
Rates	6	822,811	342,838	850,034
Operating grants, subsidies and contributions	11	592,016	246,673	226,438
Fees and charges		345,285	143,869	126,181
Interest earnings		3,725	1,552	1,108
Other revenue		0	0	13,323
Profit on disposal of assets	7	124,656	51,940	0
		1,888,493	786,872	1,217,084
Expenditure from operating activities				
Employee costs		(1,023,663)	(426,526)	(416,970)
Materials and contracts		(509,122)	(212,134)	(208,109)
Utility charges		(85,090)	(35,454)	(18,816)
Depreciation on non-current assets		(888,733)	(370,305)	0
Insurance expenses		(76,537)	(31,890)	(95,771)
Other expenditure		(112,279)	(46,783)	(11,766)
Loss on disposal of assets	7	(1,822)	(759)	0
		(2,697,246)	(1,123,851)	(751,432)
Non-cash amounts excluded from operating activities	1(a)	852,351	355,146	0
Amount attributable to operating activities		43,598	18,167	465,652
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	12	1,015,152	422,980	30,274
Proceeds from disposal of assets	7	188,000	78,333	0
Proceeds from financial assets at fair value through profit and loss	9	1,940	808	0
Payments for property, plant and equipment and infrastructure	8	(1,961,087)	(817,120)	(121,186)
Amount attributable to investing activities		(755,995)	(314,998)	(90,912)
Financing Activities				
Transfer from reserves	9	584,290	243,454	0
Transfer to reserves	9	(347,290)	(144,704)	(35)
Amount attributable to financing activities		237,000	98,750	(35)
Closing funding surplus / (deficit)	1(c)	10,021	287,337	861,538

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 14 for an explanation of the reasons for the variance.

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

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2021

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 December 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(124,656)	(51,940)	0
Less: Movement in liabilities associated with restricted cash		106,341	44,309	0
Less: Fair value adjustments to financial assets through profit and loss		(2,000)	(833)	0
Movement in employee benefit provisions (non-current)		(17,889)	(7,454)	0
Add: Loss on asset disposals	7	1,822	759	0
Add: Depreciation on assets		888,733	370,305	0
Total non-cash items excluded from operating activities		852,351	355,146	0

(b) Adjustments to net current assets in the Statement of Financial Activity

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

		Last Year Closing 30 June 2021	This Time Last Year 30 November 2020	Year to Date 30 November 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(848,911)	(628,875)	(848,946)
Add: Provisions - employee	10	0	0	0
Total adjustments to net current assets		(848,911)	(628,875)	(848,946)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	1,663,683	1,475,353	1,210,215
Rates receivables	3	73,177	147,309	809,765
Receivables	3	33,105	23,911	16,194
Other current assets	4	23,148	9,571	23,148

Less: Current liabilities

Payables	5	(219,528)	(137,670)	(141,269)
Contract liabilities	10	(106,340)	(66,050)	(76,067)
Provisions	10	(131,500)	(147,531)	(131,500)
Less: Total adjustments to net current assets	1(b)	(848,911)	(628,875)	(848,946)

Closing funding surplus / (deficit)

486,834 676,018 861,538

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal - Cash at Bank	Cash and cash equivalents	360,818	0	360,818		NAB	0.10%	NA
Cash on hand - Floats and Petty Cash	Cash and cash equivalents	450	0	450		Cash	0.00%	NA
Reserve - Cash at Bank	Cash and cash equivalents	0	848,947	848,947		NAB	0.10%	NA
Trust - Cash at Bank	Cash and cash equivalents	0	0	0	0	NAB	0.00%	NA
Total		361,268	848,947	1,210,215	0			
Comprising								
Cash and cash equivalents		361,268	848,947	1,210,215	0			
		361,268	848,947	1,210,215	0			

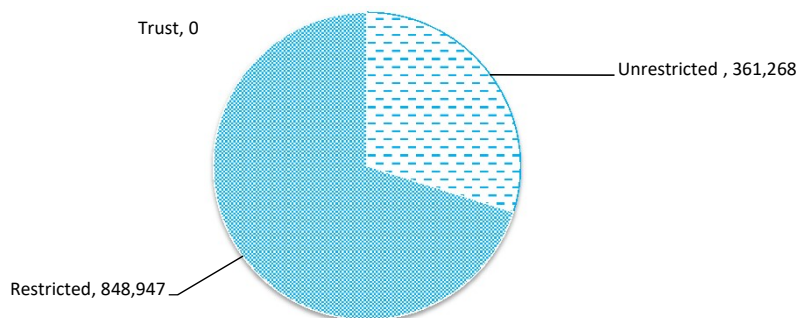
KEY INFORMATION

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

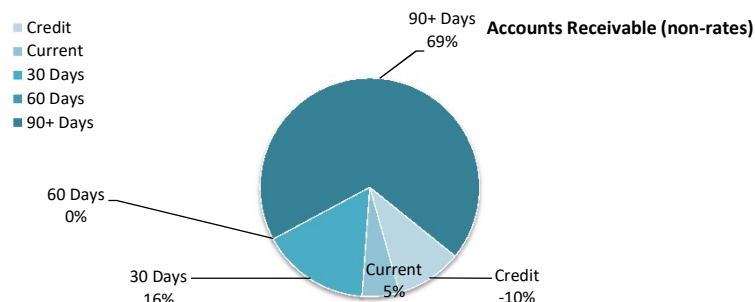
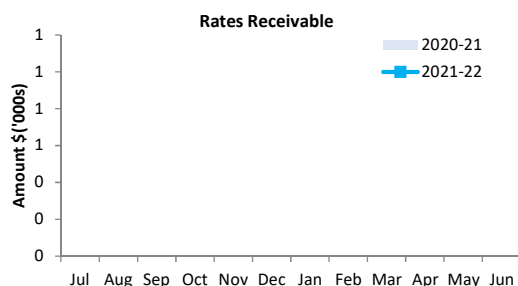
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2021	30 Nov 2021
	\$	\$
Opening arrears previous years	62,125	73,177
Levied this year	770,057	862,016
Less - collections to date	(759,005)	(125,428)
Equals current outstanding	73,177	809,765
Net rates collectable	73,177	809,765
% Collected	91.2%	13.4%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,275)	714	2,079	0	8,929	10,447
Percentage	(12.2%)	6.8%	19.9%	0%	85.5%	
Balance per trial balance						
GST receivable						5,747
Total receivables general outstanding						16,194
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. 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 impairment of receivables is raised when there is objective evidence that they will not be collectible.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 30 November 2021
Other current assets	\$	\$	\$	\$
Inventory				
Fuel and Materials	22,098	0	0	22,098
Prepayments				
Prepayments	1,050	0	0	1,050
Total other current assets	23,148	0	0	23,148
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventory and Prepayment balances are yet to be adjusted for EOFY 2020-2021

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES

NOTE 5

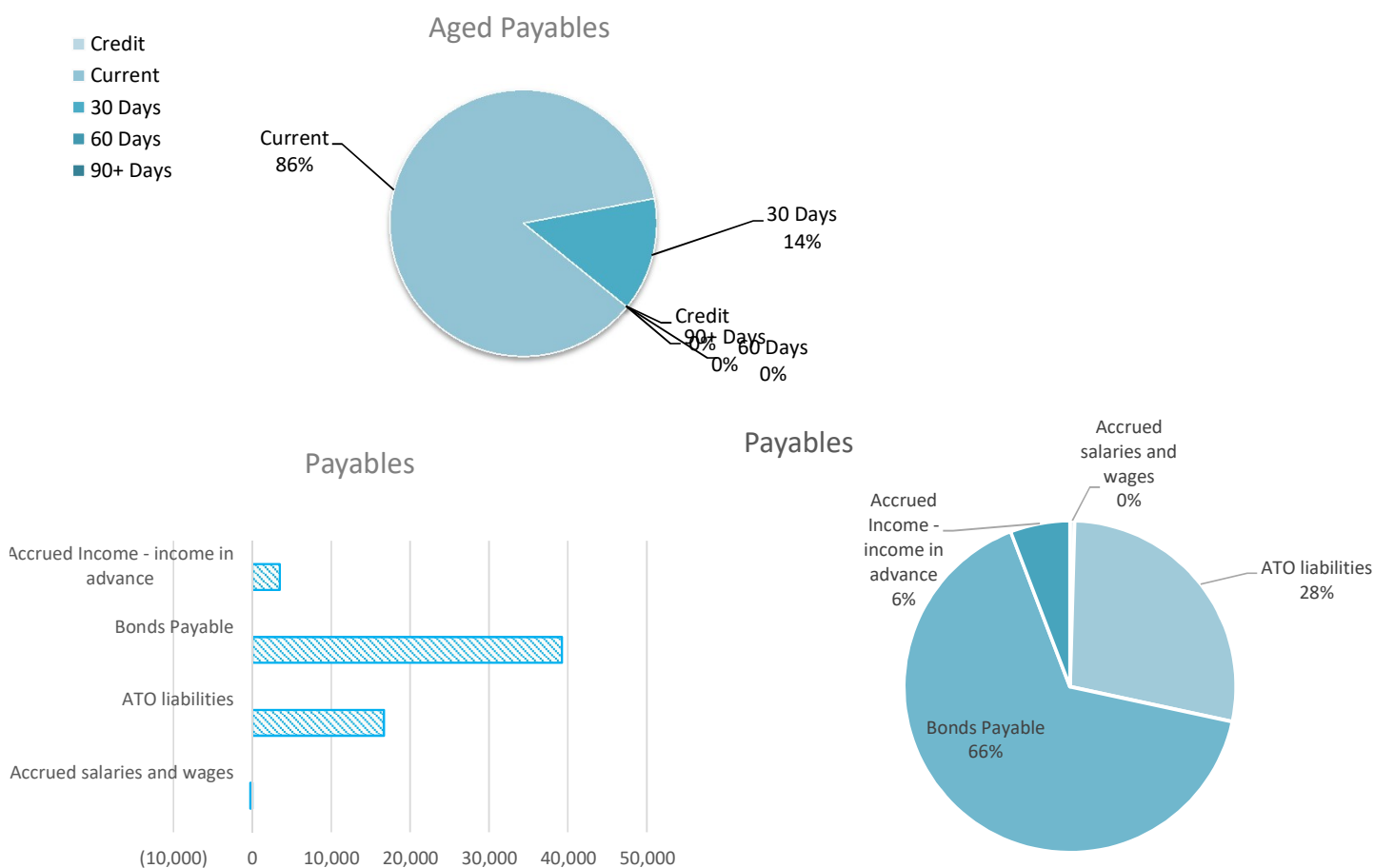
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	70,858	11,332	0	0	82,190
Percentage	0%	86.2%	13.8%	0%	0%	
Balance per trial balance						
Accrued salaries and wages						(263)
ATO liabilities						16,653
Bonds Payable						39,223
Accrued Income - income in advance						3,466
Total payables general outstanding						141,269

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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

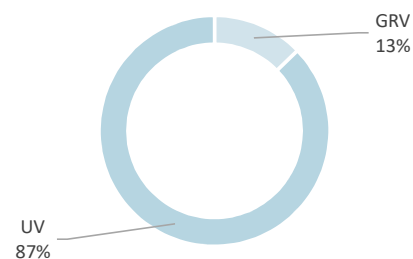
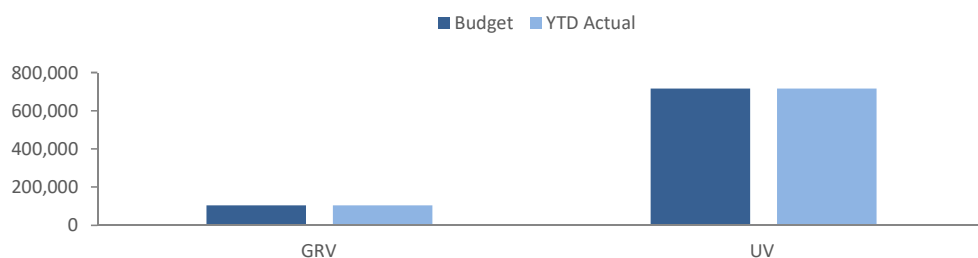
**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue

RATE TYPE	Budget					YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
GRV	0.1195	98	877,300	104,873	104,873	104,872			104,872
Unimproved value									
UV	0.0051	192	139,423,500	716,358	716,358	716,724			716,724
Sub-Total		290	140,300,800	821,231	821,231	821,596	0	0	821,596
Minimum payment	Minimum \$								
Gross rental value									
GRV	430	67		28,810	28,810	28,810			28,810
Unimproved value									
UV	430	23		9,890	9,890	11,610	2,085		13,695
Sub-total		90	0	38,700	38,700	40,420	2,085	0	42,505
Discount					(31,720)				(14,068)
Concession					(5,400)				
Total general rates					822,811				850,033

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

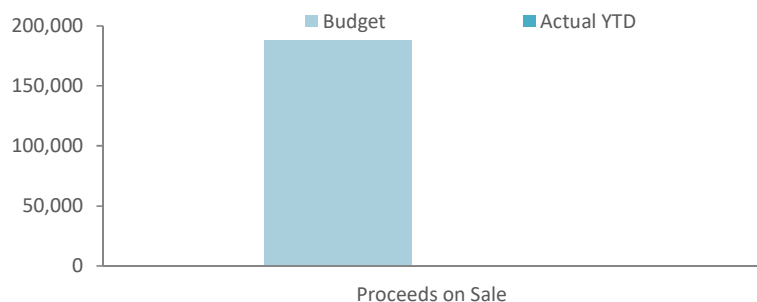


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	By Class:								
	Plant and equipment	65,226	188,000	124,656	(1,822)	0	0	0	0
	By Program:								
	Governance	0	30,000	30,000	0	0	0	0	0
	Transport	65,226	158,000	94,596	(1,822)	0	0	0	0
		65,226	188,000	124,596	(1,822)	0	0	0	0

NOTE:
At the time of report preparation no budget details were available to list possible disposals of assets



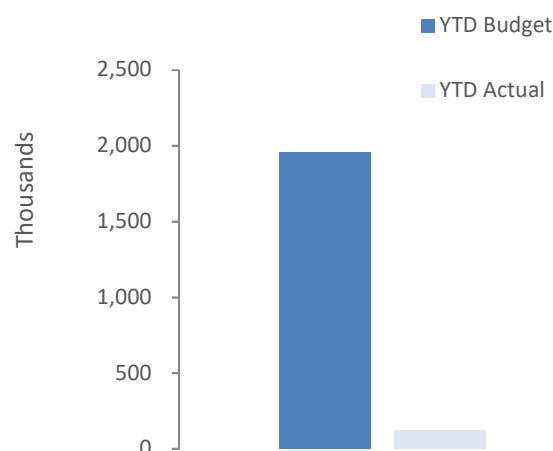
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Furniture and equipment	79,000	32,917	9,473	(23,444)
Plant and equipment	667,000	277,917	580	(277,337)
Infrastructure - roads	1,215,087	506,286	111,133	(395,153)
Payments for Capital Acquisitions	1,961,087	817,120	121,186	(695,934)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,015,152	422,980	30,274	(392,706)
Other (disposals & C/Fwd)	188,000	32,639	0	(32,639)
Cash backed reserves	0	0	0	0
Plant replacement reserve	482,000	200,833	0	(200,833)
Affordable housing reserve	102,290	42,621	0	(42,621)
Contribution - operations	173,645	118,047	90,912	(27,135)
Capital funding total	1,961,087	817,120	121,186	(695,934)

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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

OPERATING ACTIVITIES

NOTE 9

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant replacement reserve	668,887	0	28	125,000	0	(482,000)	0	311,887	668,915
Building reserve	42,083	0	2	152,290	0		0	194,372	42,085
Affordable housing reserve	102,290	0	4		0	(102,290)	0	0	102,294
Office equipment reserve	14,028	0	0		0		0	14,028	14,028
Road construction reserve	21,623	0	1	50,000	0		0	71,623	21,624
Staff leave Reserve	0	0		20,000	0		0	20,000	0
	848,911	0	35	347,290	0	(584,290)	0	611,910	848,946

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 10
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 30 November 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	11	8,086	0	0	8,086
- non-operating	12	98,255	0	(30,274)	67,981
Total unspent grants, contributions and reimbursements		106,341	0	(30,274)	76,067
Provisions					
Annual leave		84,931	0	0	84,931
Long service leave		46,569	0	0	46,569
Total Provisions		131,500	0	0	131,500
Total other current liabilities		237,841	0	(30,274)	207,567
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

NOTE 11

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2021	Current Liability 30 Nov 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding						404,301	168,459	
Grants Commission - General				0	0			118,020
Grants Commission - Roads				0	0			81,631
Law, order, public safety						32,343	13,476	
DFES - Bushfire Brigade	8,086	0	0	8,086	8,086			
ESL Grant				0	0			8,402
Education and welfare						54,000	22,500	
Well Aged Housing Grants				0				
Transport						81,372	33,905	
RRG Direct Funding Grant				0				
Other property and services						20,000	8,333	
Regional Traineeship Grant 2019				0			0	
	8,086	0	0	8,086	8,086	592,016	246,673	208,053
Operating contributions								
Education and welfare								
Income relating to Well Aged Housing								8,905
Housing								
Staff Housing Reimbursements								114
Recreation and culture								
Insurance Recoveries								1,080
Other property and services								
FBT Reimbursements								630
Insurance Recoveries								828
Diesel Fuel Rebates								6,829
	0	0	0	0	0	0	0	18,386
TOTALS	8,086	0	0	8,086	8,086	592,016	246,673	226,438

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

NOTE 12

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2021	Current Liability 30 Nov 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
LCRI Phase 1	7,775	0	(7,775)	0	0			7,775
Law, order, public safety						23,985	9,994	
				0				
Community amenities						54,000	22,500	
				0				
Transport								
Regional Road Group - Project Funding	67,981	0	0	67,981	67,981			
LCRI Phase 2	22,499	0	(22,499)	0	0			22,499
				0		937,167	390,486	
	98,255	0	(30,274)	67,981	67,981	1,015,152	422,980	30,274

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2021

NOTE 14 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Community amenities	11,535	87.89%	▲ Timing	As budget is yet to be loaded into our SynergySoft program, a more detailed breakdown of variances is not able to be provided at this point in time.
Transport	(89,721)	(61.75%)	▼ Timing	
Economic services	(11,257)	(58.38%)	▼ Timing	
Expenditure from operating activities				
Governance	42,441	36.68%	▲ Timing	
Law, order and public safety	(15,728)	(32.78%)	▼ Timing	
Education and welfare	19,255	79.67%	▲ Timing	
Housing	(15,049)	(76.45%)	▼ Timing	
Transport	171,276	27.15%	▲ Timing	
Economic services	14,561	36.71%	▲ Timing	
Other property and services	156,872	199.53%	▲ Timing	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(392,706)	(92.84%)	▼ Timing	
Proceeds from disposal of assets	(78,333)	(100.00%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	695,934	85.17%	▲ Timing	
Financing activities				
Transfer from reserves	(243,454)	(100.00%)	▼ Timing	
Transfer to reserves	144,669	99.98%	▲ Timing	

15.4. MONTHLY RATES AND DEBTORS REPORT – FOR PERIOD ENDING 30/11/2021

OUTSTANDING RATES	30/11/2021
Description	Balance
Rates	\$ 729,885.33
Legal charges	\$ 5,644.53
Penalty charges	\$ 12,465.04
Other Charges	\$ -
Instalment admin Fee	\$ 1.29
Instalment interest	\$ 2.50
Fire breaks	\$ 2,928.29
ESL Penalty	\$ 689.39
Sub total	\$ 751,616.37
Rubbish removal	\$ 17,650.85
Sub total	\$ 17,650.85
ESL	\$ 26,933.89
Sub total	\$ 26,933.89
Rates paid in advance	-\$ 3,052.98
Sub total	-\$ 3,052.98
Grand total	\$ 793,148.13

SUNDRY DEBTORS OUTSTANDING 90 DAYS OR GREATER

CLIENT #	DETAILS	AMOUNT
120	Standpipe Water Charges	\$39.38
504	Funding	\$5400.00
90614	Standpipe Water	\$10.50
168	Funding	\$14650.00
133	Standpipe Water	\$116.48
90519	Standpipe Water	\$107.00
47	Standpipe Water	\$15.41
21118	Standpipe Water	\$255.50
90415	Reimbursement of Costs	\$129.47
161	Salt Dumping	\$1320.00
21010	Standpipe Water	\$275.00
	Total	\$22,318.75

TOTAL SUNDRY DEBTORS OUTSTANDING

30 DAYS AND LESS	60 DAYS	90 DAYS OR GREATER	CREDITS	TOTAL
\$2,793.17	\$0.00	\$8,929.01	(\$1,275.32)	\$10,446.86

15.5.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD 12/11/2021 – 30/11/2021

FOR THE PERIOD 30 NOVEMBER 2021

Transaction ID	Date	Name	Description	Amount
Municipal Account				
EFT Payments				
EFT5858	12/11/2021	West Australian Newspaper	advertising	-627.50
EFT5859	12/11/2021	Viponds Paints	paint for banners	-286.22
EFT5860	12/11/2021	Katanning Districts Carpet Care	cleaning contract	-630.00
EFT5861	12/11/2021	The Wagin District Farmers Co-operative	refreshments	-85.56
EFT5862	12/11/2021	Wagin Mowers	parts	-107.80
EFT5863	12/11/2021	Wagin Ag Centre Ltd- Marley Trading Trust	vehicle repairs	-434.35
EFT5864	12/11/2021	T/as Marleys Diesel & Ag GR & VT Cattanach T/As V & G Canvas And Trimming	banners	-417.05
EFT5865	12/11/2021	BGL Solutions	maintenance	-244.48
EFT5866	12/11/2021	Amedeo Della Vecchia	Refund-Double Payment	-666.75
EFT5867	12/11/2021	CGS Tyres	parts	-1242.50
EFT5868	12/11/2021	ATO	penalty-late fee	-444.00
EFT5869	12/11/2021	Synergy	25 Sep to 24 Oct 2021	-596.55
EFT5870	12/11/2021	Woodanilling Store	groceries	-244.40
EFT5871	12/11/2021	Great Southern Fuel Supplies	bulk diesel	-7917.79
EFT5872	12/11/2021	Construction Training Fund	BCITF 2021	-1548.89
EFT5873	12/11/2021	Emerald Garden	wreath	-90.00
EFT5874	12/11/2021	Department of Mines, Industry Regulation & Safety	Building Services Levy 2020/2021	-1862.22
EFT5875	12/11/2021	BTW Rural Supplies	PARTS	-908.95
EFT5876	12/11/2021	Great Southern Zone of WALGA	annual subscription 21/22	-770.00
EFT5877	12/11/2021	St Lukes Medical Centre	employee medical	-132.00
EFT5878	12/11/2021	Katanning Hardware	hardware	-22.90
EFT5879	12/11/2021	Landgate Valuation & Property Analytics	investigations	-750.20
EFT5880	12/11/2021	Great Southern Waste Disposal	rubbish collection	-2614.04
EFT5881	12/11/2021	Staff Christmas Club	Payroll deductions	-594.00
EFT5882	12/11/2021	Kenmare Hall Committee	Kenmare Hall purchases	-835.62
EFT5883	12/11/2021	Widespread Contracting	maintenance	-1386.00
EFT5884	12/11/2021	Officeworks	stationery	-268.74
EFT Total Payments				- 25,728.51
Cheque Payments				
15342	12/11/2021	Petty Cash Recoup	petty cash	-209.90
Total Cheque Payments				- 209.90
Direct Debit Payments				
DD3824.1	03/11/2021	Telstra	11 Oct to 10 Nov	-199.14
DD3830.2	13/11/2021	Telstra	25 Oct to 24 Nov 2021	-321.94
DD3832.1	04/11/2021	Water Corporation	1 Sep to 31 Oct 2021	-789.69
DD3832.2	09/11/2021	Water Corporation	12 Aug to 18 Oct 2021	-107.74
DD3832.3	11/11/2021	Water Corporation	17 Aug to 20 Oct 2021	-1791.94
DD3838.1	01/11/2021	Westnet	monthly hosting	-1.59
DD3842.1	03/11/2021	Aware Super	Superannuation contributions	-747.84
DD3842.2	03/11/2021	Australian Superannuation	Payroll deductions	-409.82
DD3842.3	03/11/2021	Hesta	Payroll deductions	-447.84
DD3842.4	03/11/2021	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3842.5	03/11/2021	REST	Superannuation contributions	-145.88
DD3842.6	03/11/2021	OnePath Custodians	Superannuation contributions	-98.66
DD3847.1	04/11/2021	NAB - Credit Card	card fee	-194.85
DD3855.1	10/11/2021	Aware Super	Superannuation contributions	-756.04
DD3855.2	10/11/2021	Australian Superannuation	Superannuation contributions	-559.40
DD3855.3	10/11/2021	Hesta	Payroll deductions	-426.60
DD3855.4	10/11/2021	Colonial Select Personnel Super	Superannuation contributions	-102.63

FOR THE PERIOD 30 NOVEMBER 2021

DD3855.5	10/11/2021	REST	Superannuation contributions	-177.52
DD3855.6	10/11/2021	OnePath Custodians	Superannuation contributions	-111.06
DD3855.7	10/11/2021	QSuper - Payclear	Superannuation contributions	-131.58
DD3861.1	17/11/2021	Aware Super	Superannuation contributions	-754.02
DD3861.2	17/11/2021	Australian Superannuation	Superannuation contributions	-478.62
DD3861.3	17/11/2021	Hesta	Payroll deductions	-422.76
DD3861.4	17/11/2021	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3861.5	17/11/2021	REST	Superannuation contributions	-186.77
DD3861.6	17/11/2021	OnePath Custodians	Superannuation contributions	-85.69
DD3861.7	17/11/2021	QSuper - Payclear	Superannuation contributions	-87.72
DD3865.1	14/11/2021	Telstra	25 sep to 24 Oct 2021	-321.94
DD3867.1	24/11/2021	Aware Super	Superannuation contributions	-754.31
DD3867.2	24/11/2021	Australian Superannuation	Superannuation contributions	-478.62
DD3867.3	24/11/2021	Hesta	Payroll deductions	-422.76
DD3867.4	24/11/2021	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3867.5	24/11/2021	REST	Superannuation contributions	-186.77
DD3867.6	24/11/2021	OnePath Custodians	Superannuation contributions	-85.69
DD3867.7	24/11/2021	QSuper - Payclear	Superannuation contributions	-87.72
DD3870.1	20/11/2021	SkyMesh	internet contract	-125.00
DD3870.2	24/11/2021	ClickSuper	transaction fee	-6.60
DD3872.2	30/11/2021	Telstra	11 Nov to 10 Dec	-210.18

Total Direct Debit Payments	- 12,524.82
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Municipal Account List of Payments Total	- 38,463.23
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Cr Thomson thanked Stephen Gash for his time as CEO during his time as President.

16. CLOSURE OF MEETING

Meeting closed 6.05pm



LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) Minutes Wednesday 8th December 2021 2pm.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting opened 2.05pm

1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cindy Pearce
Sue Dowson

CESM Chairperson
DCEO Woodanilling

Adam Majio
Matt Castaldini

Shire of Kent
CESM Kent

Ethan Giacomel	DBCA Katanning	Denise Gobbart	Katanning Shire
Roy George	Katanning Police	John Goodheart	Katanning Shire
Robyn Millar	WACHS Gt Southern	Damon Childs	DFES UGS & GS
Simon Vogel	DFES UGS	Phil Schupp	Dep Communities
Apologies:			
Cr Jermaine	Shire of Kent	Sonia Brooker	St John Ambo
Cr Gray	Shire of Kent	Carlos Correia	Katanning Police
Mitch Davies	DBCA	John Paul Collins	DPIRD
Stephen Gash	Shire of Woodanilling	Lyn Lucas	SES

3. CONFIRMATION OF PREVIOUS MINUTES

Held on the 2nd September 2021 at the Shire of Kent offices.

Moved Denise Gobbart seconded Simon Vogel.

ACTIONS NOT COMPLETED FROM LAST LEMC MEETING

Cindy and Matt to action:

- Letter to DEMC re Telstra notifying agencies when communications are going to be disconnected for maintenance or goes off line.
- Letters to neighbouring local Governments seeking a monetary donation towards a generator for the Welfare Centre at Katanning Leisure Centre.

4. STANDING ITEMS

4.1. CONTACT DETAILS LEMA AND ANIMAL WELFARE PLAN

Updates for resources and contact lists. Agencies to notify the Committee of any changes or inclusions to the contact lists. Updates to be forwarded to Cindy for Katanning and Woodanilling changes.

Department of Health Welfare Plan update will be forward through.

4.2. INCIDENT SUPPORT GROUP (ISG) ACTIVATIONS

Notice of any activations since the last LEMC meeting in September 2021.

Nil

4.3. POST INCIDENT REPORTS

Notice of any post incidents since the last meeting in September 2021

Nil

4.4. LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

Adoption of the updated document. Kent and Woodanilling to be endorsed.

ADOPTION OF LEMA AND ANIMAL WELFARE PLAN

Moved Phil Schupp seconded John Goodheart

That the Local Emergency Management Plan and the Animal Welfare Plan for the Shire of Woodanilling be adopted with no changes.

CARRIED

4.5. EXERCISE SCHEDULE

An exercise in March to be confirmed by OIC of Police.

Start working on the exercise for March it will be an aircraft crash. To be held at the airport in Katanning.

4.6. ISSUES TO BE RAISED AT DEMC

Notice of any issues to be raised at the next DEMC meeting.

Letter to DEMC re Telstra notification to agencies during maintenance shut downs.

5. AGENCY REPORTS

Around the table agencies and local governments.

Department of Communities - Phil Schupp

Response awareness for pandemic

Losses thru vaccinations 10 to 12 people won't be returning to work in 2022, no psychologists available locally.

Reassessing the workforce.

Unaccompanied minors WACCS – OSAG decision.

How we will deal with the in home care once the borders are opened.

Response and activations within the great southern – rely on ready response groups, 4 to 5 hrs to activate. PPE all good to go but might need further stock if an event takes place.

DFES Report Woodanilling LEMC

District Officer Damon Childs

I am acting in this position until mid - April.

2021/22 Fire Season

High Threat Period commenced on 2nd December 2021, this entails:

- On call 24/7 a Level 3 Pre-formed team.
- Increased air operations/ bombers at multiple locations throughout State.
- State Duty Roster Staff increased, all positions filled until Late March.
- Increased mobilising to incidents.

Recent Incidents in LG

553630 - SUGG RD CARTMETHICUP: 1 confirmed fatality, to limit exposure to local crews of a Critical Incident, it was decided to request a career appliance from Bunbury to complete extrication for WAPOL.

Training

Rural Fire Awareness training held on 7 December 2021 and planned for 14 December, this is planned for farmer response and other LG crews.

COVID

As you are aware, under the Health Orders set down by the Chief Health Officer-WA, all volunteers have until 31 December 2021 to provide proof they have received at least one COVID-19 vaccination dose, and must be fully vaccinated by 31 January 2022. To ensure we offer volunteers every opportunity to fulfil their obligation a range of options have been developed.

An email was sent to all registered BGU Volunteers (with an email address) last Friday, providing them with the following options.

These include:

1. Upload Digital Vaccination Certificate in the Volunteer Hub
2. Via email
3. In person: present and provide proof of vaccination certificate at a regional office or with DFES supervisor.
4. BGU leader/s collection: This is entirely optional and at the discretion the volunteer team. BGU leaders may collect and collate on behalf of members and provide package to DFES supervisor / nominated staff for data entry.

Katanning Health Campus – Robyn Millar

New fire emergency plans endorsed by REOC.

2 mock fire drills completed. False alarm yesterday.

Evidence required to show proof of covid vaccinations to enter the hospital.

Volunteers are required to show proof of flu vac to enter the aged unit.

17th Nov 21 all employees to be vaccinated.

Covid project officer working with the Local Governments, if a testing clinic is required. The Rec Centre noted as the location for this said clinic.

With the recommendation of 90% vaccination the hope is that people will be able to stay at home and not impact on hospitals.

Police – Roy George

Weather heating up.

Two officers transferring, waiting for replacements for those officers.

New Sergeants will be new to EM roles. They will be trained up ASAP.

100% double vaccination.

Business as usual for Katanning Police.

Assisting the health department by increasing vaccination of CALD and Indigenous residents. Misconceptions about the vaccination. Aboriginal Health is going door to door to encourage.

Shire of Katanning – Denise Gobbart

All staff have been issued with letters 2 or 3 who are not vaccinated as yet.

DPIRD – Ethan Giacomel

All bushfire season preparedness such as equipment servicing and training has been undertaken. Two water bombers are currently based in Northam and two in Esperance to assist with harvest fires. If the current placements are extended beyond the 15th of December we are looking at the options of basing them out of Narrogin or Katanning. They come self-sufficient with some support staff so would not require local support for re-loaders unless an extended bushfire was to occur.

100% vaccinated in the Katanning office.

Kent CESM – Matt Castaldini

BFB training mandatory folding out. Covid vaccinations a bit of a challenge with farmers. Discussions about welfare centres and locations. Some training has been completed 67 attendees.

Shire of Kent – Adam Majio CEO

Upgrading of Welfare Centres and installation of generator plugs.

Covid Vaccination notices sent out only one person not vaccinated so far.

Shire of Katanning and Woodanilling -CESM Cindy Pearce

Training for volunteers under the new WHS direction has taken a lot of time with many volunteers from Woodanilling completing the 3 hour Rural Fire Awareness Course. Volunteers have been asked to forward their Covid Certificates to the Shire of Woodanilling Office for recording.

Shire outside staff have been trained in Rural Fire Awareness and those that may be using machinery on the fire ground will be attending a Machinery Supervision Course with a date still to be set.

Information re mandatory Covid and Training is yet to be circulated through the Katanning Shire Bushfire Brigade volunteers and the training information circulated.

NBN Connection to Woodanilling Shire office has been completed and Katanning Leisure Centre is being down this week.

Katanning Animal Welfare Plan – there are still funds to be expended and the Rangers are working with the Equestrian Group to improve facilities (water supply) to the stables at the rear of KLC.

Emergency Water supply tanks x 3 will be located at the following locations in the New Year, Church Road, Robinson /Albany Hwy and within the Woodanilling town site. These were secured through funding.

Water Bomber Refill training took place a few weeks back with a good turnout.

Mitigation on UCL land within the Katanning town site has been completed. Approx. 60 infringements have been issued with a number of property owners have taken offence at receiving an infringement.

Three fires to date with 2 close to Katanning town site, very lucky the wind direction has been on our side.

Visited the Woodanilling Primary School Monday to talk with the children about Bushfire Plans, Plans for their pets and smoke alarms.

Shire of Woodanilling – Sue Dowson DCEO

Covid vaccination with staff at around 90% with the hope of 100% by the New Year.

Letters to BFB volunteers and the community where posted out today explaining the WHS and Covid – 19 vaccination requirements to anyone entering a fire ground.

A register has been created at the Shire to record all Volunteer, BFB and Staff vaccination certification.

Town fire compliance is looking good.

Fire yesterday with a great response by local brigades to get on top of it and controlled in good time. A great outcome from the local brigades.

The Chair of the meeting extended thanks to Stephen Gash for his knowledge and experience to the LEMC over the past 3 years

6. GENERAL BUSINESS

Kent CEO Adam Majio – Meeting schedules suggested in Oct/November and the availability of connecting electronically to encourage full attendance for members.

Katanning Central Brigade FCO asked that the LEMC discuss concerns re 3 people with disabilities living on hobby farms on the outskirts of Katanning, what are they going to do in an emergency? This had been raised in the past. Cindy spoke with Adam Smith to confirm nothing had changed from previous conversations as to who is responsible for the welfare of these people. The outcome from the past and meeting discussion across agencies being that they are required to have a bushfire plan for their own safety and cannot rely on agencies to manage their welfare under emergency conditions. CESM is happy to assist them in writing a plan that incorporates triggers for different scenarios. Contact with their health care agencies might be warranted as to any plans already in place. Bushfire ready group to be encouraged in the area.

7. ITEMS LISTED FOR INFORMATION

Nil

8. NEXT MEETING

February - date to be determined.

9. CLOSURE OF MEETING

Meeting closed at 3.05pm