

SHIRE OF
WESTONIA
A vibrant community lifestyle

AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia

Thursday 17th March 2022

Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 17th March 2022 the Council Chambers, Wolfram Street, Westonia.

Lunch – 1.00 pm

Audit Committee Meeting – 1.30 pm – 2.30 pm

Discussion Period – 2.30pm – 3.00 pm

Afternoon Tea – 3.00 pm – 3.30 pm

Council Meeting – 3.30 pm

A handwritten signature in black ink, appearing to read 'Bill Price'.

BILL PRICE

CHIEF EXECUTIVE OFFICER

14 March 2022



Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Westonia for any act, omission or statement or intimation occurring during Council meetings.

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

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does that persons or legal entity's own risk.

In particular and without derogating in any way from the board disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation made by any member or Officer of the Shire of Westonia during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Westonia.

The Shire of Westonia warns that anyone who has any application lodged with the Shire of Westonia must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Westonia in respect of the application.



SHIRE OF WESTONIA
A vibrant community lifestyle

STRATEGIC COMMUNITY

SNAPSHOT

PLAN

2018-2028

CORE DRIVERS

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community.
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny.

OUR VALUES

Respect – We value people and places and the contribution they make to the Shire.

Inclusiveness – Be receptive, proactive, and responsive.

Fairness and Equity – Provide services for a variety of ages and needs.

Communication – Create opportunities for consultation with the broad community.

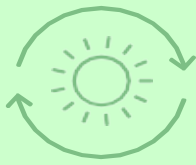
OUR VISION

A vibrant community lifestyle

MISSION

Provide leadership and direction for the community.

ECONOMIC



Support growth and progress, locally and regionally...

Efficient transport connectivity in and around our Shire.

- Continue to utilise our Road Management Plan, which incorporates a road hierarchy, minimum service levels and maintenance policy.
- RAV Ratings and Shire boundaries are consistent across local government boundaries.
- Lobby and build enduring partnerships with key Government Departments to improve Great Eastern Hwy.
- Actively participate in the Secondary Freight Network group.
- Develop and implement a Road Asset Plan highlighting key funder and strategic partnerships to support sustainability.
- Develop a Gravel Reserve Policy which identifies future gravel reserves and recognises cost to local government.
- Educate road users about road safety and driving on gravel roads.
- Optimal and safe use of our plants and equipment assets.
- Ensure that appropriate RAV vehicles traverse correct RAV routes.
- Maintain our airport with a view to improvements to meet commercial and recreational aviation needs.

Facilitate local business retention and growth.

- Council recognises the opportunity of partnering with Westonia Progress Association, works closely and supports them to help achieve their economic development projects and our strategic goals.
- Council continue to have a role in facilitating the presence of a Co-op in our community.
- Enhance local economic activity by supporting the growth of tourism in our Shire and region including applying for funding to improve tourist facilities.
- Improve our online tourism presence.
- We forward plan to improve the economic diversity in our community.
- In partnership with Council, the mine develops long term business plans for current mine assets.
- Investigate options for multipurpose accommodation if vacancies arise in mine accommodation.

SOCIAL



Provide community facilities and promote social Interaction...

Plan for community growth and changing demographics.

- Develop the Town Planning Scheme.
- Plan and develop residential and industrial land.
- Community safety and ease of access around town is a priority.
- Our lifestyle, facilities and sense of community is promoted.
- The CEACA project continues to expand the number of universally designed dwellings in our town.
- We support our emergency services.
- We enable visiting health professionals to our community.
- The Community Resource Centre receives external funding to provide preventative health and community development initiatives to the community.
- We facilitate healthy and active ageing in place
- Our cemetery is well presented.

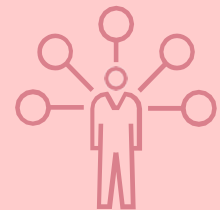
Our community has the opportunity to be active, socialised and connected.

- We collaborate and encourage active engagement in local clubs and community initiatives that support a healthy lifestyle.
- Investigate motor sport opportunities around the Shire.
- Preserve and celebrate our local history.
- Support our volunteers and clubs to remain strong, dynamic, and inclusive.
- Encourage lifelong learning.
- Children and youth have active and social opportunities.
- Continue to provide high standard and accessible shire facilities.
- Retain and expand Westonia's unique tourism experience.

Natural spaces are preserved and bring us value.

- Sustainably manage our reserves and open spaces.
- Participate in best practice waste management.
- Work collaboratively to meet legislative compliance with managing weeds and pests as well as our environmental health standards.
- Investigate renewable energy generation technologies.

GOVERNANCE



Continually enhance the Shire's organisational capacity to service the needs of a growing community...

Be progressive and capture opportunities.

- Be open to local productivity/ best practice and cost saving opportunities locally and regionally.
- Investigate joint resourcing and tendering
- Advocate and develop strong partnerships to benefit our community.
- Be prepared by forward planning our resources and focusing on continuous improvement.
- Identify risks and opportunities after the life of the mine.

The community receives services in a timely manner.

- Meet our legislative and compliance requirements.
- Work towards optimal management of our assets.
- Work to develop Councillor and staff skills and experience to provide career and succession opportunities within the Shire.
- Inside and outside staff are multi skilled to understand the business of local government and provide a seamless service to the community.
- Communicate and engage with our community regularly.

Financial resources meet the ongoing needs of the community.

- Seek external funding for significant capital improvements that deliver upon our strategic objectives.
- Investigate ways to reduce reliance on operational grants given the current State and Federal Government priorities.

Shire of Westonia: - A vibrant community lifestyle.



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1. DECLARATION OF OPENING

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 3.30pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr KM Day	President (via MS Teams)
Cr RM Crees	Deputy President
Cr DL Geier	
Cr WJ Huxtable	
CR RS Corsini	
Cr RA Della Bosca	

Staff:

Mr.AW Price	Chief Executive Officer
Mrs JL Geier	Manager of Corporate Services

Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Ordinary Meeting of Council held on 17th February 2022 be confirmed as a true and correct record.

That the minutes of the the Audit Committee Meeting held 17th March 2022 at be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

OFFICER RECOMMENDATIONS

That the CEACA meeting draft minutes held Monday 28th February be accepted.

That the WEROC Board meeting minutes Tuesday 1st March be accepted.

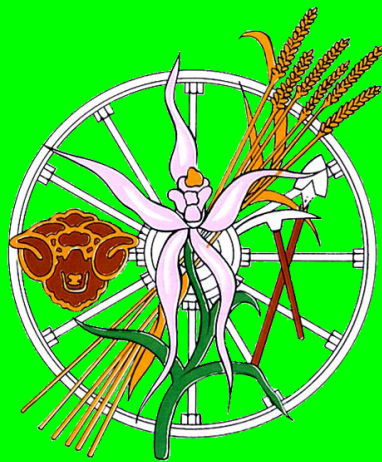
That the NEWTRAVEL general meeting minutes held Thursday 23rd February be accepted.

That the Great Eastern Country Zone minutes held Monday 14th February 2022 via MS Teams be accepted.

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

The President, Cr Day advised having attended the following meetings:

Shire of Westonia



RECEIVAL OF MINUTES

MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC (CEACA) MANAGEMENT COMMITTEE MEETING HELD AT 11.00AM ON MONDAY, 28 FEBRUARY 2022 AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE, BATES STREET, MERREDIN

1. OPENING & INTRODUCTION

Chair opened the meeting at 11.05am and explained Baptistcare had advised the previous evening that they were unable to attend due to a combination of illness and isolation.

2. PRESENTATION – BAPTIST

See above – this presentation has been postponed.

The Member for the Shire of Mt Marshall and CEO from the Shire of Westonia provided positive feedback on recent meetings with Catholic Homes. The Member for the Shire of Mt Marshall advised that he was uncomfortable displaying Catholic Homes' brochures as he did not want to be seen to be promoting just one organisation.

ACTION ITEM:

CEACA Executive Officer to ask Baptistcare to send their promotional material directly to all shires for display purposes.

3. MEETING MATTERS

3.1 Record of Attendance and Apologies

Attendance

Terry Waldron - Chairperson (CEACA), Richard Marshall - Executive Officer (CEACA), Stephen Strange - Shire of Bruce Rock, Darren Mollenoyux - Shire of Bruce Rock, Raymond Griffiths – Shire of Kellerberrin, Monica Gardiner – Delegated Member Shire of Kellerberrin, John Nuttall – Shire of Mt Marshall, Tony Sachse – Shire of Mt Marshall, Mark McKenzie – Shire of Merredin, Louis Geier - Shire of Westonia, Bill Price – Shire of Westonia, Quentin Davies - Shire of Wyalkatchem, Peter Klein - Shire of Wyalkatchem, Nic Warren – Shire of Yilgarn, Wayne Della Bosca – Shire of Yilgarn, Baptistcare Representatives.

Apologies

Rod Forsyth – Shire of Kellerberrin, Jannah Stratford – Shire of Koorda, Darren Simmons – Shire of Koorda, Tony Sachse – Shire of Mt Marshall, Lisa Clack – Shire of Merredin, Gary Shadbolt – Shire of Mukinbudin, Dirk Sellenger – Shire of Mukinbudin, Jo Trachy – CEACA Operations Manager.

3.2 Declaration of Quorum

The Chairperson advised a quorum is present (7 of 9 shires present).

3.3 Conflicts of Interest

Chair asked for any conflicts of interest and noted the new form developed to record noted conflicts of interest to be included in the meeting papers.

There were no declarations of conflicts of interest.

3.4 Minutes of the Management Committee Meeting – 8 November 2021

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 8 November 2021 be accepted as a true and accurate record of proceedings.

CARRIED

3.5 Matters Arising / Action Items

The CEACA Action Items list was distributed to the attendees prior to the meeting and was noted by Members.

The CEACA Executive Officer advised the status of the Action Points from previous meetings. In relation to Shires which have resigned CEACA Membership, the constitution states they may be re-admitted at some later date on terms agreed by the Management Committee.

4. MATTERS FOR DECISION

4.1 Approval of Policies

The Chairperson explained that the policies are a requirement of the funding agreement with State Government, including the need to review and update the policies from time to time.

The CEACA Executive Officer made the following comments:

- The CEACA Executive Officer explained that the CEACA Operations Manager had reviewed and updated all policies and he had reviewed the seven Governance policies, which required approval by the Management Committee.
- The CEACA Executive Officer provided an overview of the policies with a focus on the Delegations of Authority.
- The CEACA Executive Officer advised that there is some overlap and duplication in the *Applications and Allocations* and *Eligibility and Rent Setting* policies which should be combined into one policy in due course.

Various questions were raised in relation to the Applications and Allocations and Eligibility and Rent Setting policy.

- The CEO, Shire of Kellerberrin and the delegated Member for the Shire of Kellerberrin advised that the paragraph providing for CEACA to reserve the right to renew a lease if a tenant exceeds the income threshold by 25% in two consecutive years should be removed as it is not intended to remove retired people from their home. The CEACA Executive Officer advised that this is not the intention and would not happen in practice. The paragraph is there in case a tenant's income increases significantly after they have taken a unit and they are then above the income threshold, even though eligible people may be on the waiting list.
- The CEO, Shire of Kellerberrin advised he understood there was a right for Shires to allocate a restricted number of units as they saw fit, without reference to the CEACA Allocations Matrix. Other Members had no recollection of such a right and it was suggested that he may be referring to CEACA's right to be able to sell a restricted number of units, which was subsequently changed to all shires only offering units for rent.
- The CEO, Shire of Kellerberrin advised there is some inconsistency between information in the application form and the matrix. It was agreed to review the application form to ensure it is consistent with the Allocations Matrix.

RESOLUTION

Following discussion on the revised policies and the response to various queries it was RESOLVED to approve the updates to the Governance policies.

CARRIED

4.2 Allocations Matrix Review & Application and Allocations Process

The applications and allocations process has been reviewed by the CEACA Operations Manager and CEACA Executive Officer following queries raised at the previous Management Committee Meeting.

The Management Committee are satisfied that the policies are as previously approved by the CEACA Management Committee and are operating in accordance with the terms of the Funding Agreement with State Government, as recently confirmed by DPIRD in a meeting with the CEACA Chairperson and CEACA Executive Officer.

4.3 Shire of Nungarin Request for Land Transfer

The Chairperson referred to a letter from the Shire of Nungarin dated 1 November 2021 (copy distributed to all attendees prior to the meeting). The following points were made or noted:

- The CEACA Executive Officer had set out various options for dealing with Nungarin's response.
- There was a lengthy discussion on the various options and consequences thereof.
- The CEO, Shire of Yilgarn advised that the way this matter is dealt with could set a precedent for any future resignations from CEACA and hence the matters should be fully explored prior to providing a written response to Nungarin.
- The Member for Shire of Bruce Rock advised that wherever possible, arrangements should be tightened up so that Shires are not able to simply walk away from CEACA, as Nungarin and Trayning shires have done.
- It was noted that a big part of Nungarin and Trayning shires resigning as Members was due to the level of annual fee (\$20k) they were asked to pay.

RESOLUTION

It was agreed that the Chairperson and CEACA Executive Officer would attempt to meet with the Shire of Nungarin Council to discuss the issues and report back to the Members at the next CEACA Management Committee meeting.

CARRIED

ACTION ITEM

CEACA Chairperson and CEACA Executive Officer to set up a meeting with the Shire of Nungarin Council.

5. MATTERS FOR DISCUSSION

5.1 CEACA Executive Officer Report

The CEACA Executive Officer provided a summary of his report and commented as follows:

- Discussions have begun with Therapy Focus, a large NDIS provider in Perth, which is looking to expand their services in the Wheatbelt. They have been asked to present at the next CEACA Management Committee meeting.
- Planning is underway to determine the number of additional units required by each shire and those shires that have not returned the survey to date were asked to do so.
- The Chairperson provided a brief overview of the recent meeting with Cole Thurley, Chief of Staff to the Minister for Regional Development, noting that units for "Workers Accommodation" as well as aged care housing was of interest to Mr Thurley. A meeting will also be arranged with John Carey, Minister for Housing.
- Defect rectification work is underway and is being financed from the Project bank account held with Shire of Merredin. It is necessary to receive details from the Shire of Merredin on these funds in order to complete the planning for the rectification work. The CEACA Executive Officer noted that the CEO from the Shire of Merredin has advised this is being worked on by a consultant standing in for the Shire Corporate Services Manager, who is on extended leave.
- The Income & Expenditure account for the first six months shows a healthy surplus in excess of budget.
- The Member for the shire of Mt Marshall asked if the CEACA Executive Officer had a view on the likely rate of CEACA subscription for FY23 and whether an operating surplus may allow for a reduction in the fee.
- The CEACA Executive Officer advised that it was too early to tell, as we only had six monthly accounts; however, he would be able to model this over the next couple of months for consideration by the Executive Committee.

5.2 CEACA Operations Manager Report

The CEACA Executive Officer made the following comment:

- Issues with tenants and units arise daily and they are promptly dealt with by the Operations Manager. Present focus is planning and organisation of defect rectification work.
- The problems with downpipes were discussed. It was noted that further work has been undertaken and quotes received in order to provide an appropriate and proportionate solution to the problems.

Questions:

- The Member for Westonia Shire asked that CEACA management raise issues in future with the shire following the recent tree removal in Westonia, which had caused an issue with the tenant next door. The CEACA Executive Officer thanked the Member for his feedback and advised management had investigated this and received advice prior to a decision to remove the tree. Shires will be consulted on local issues as appropriate.

6. MEETING CLOSURE

The Chairperson thanked everyone for attending and there being no further business, the meeting closed at 12:50pm

7. NEXT MEETING

The next meeting will be held in approximately 3 months' time (details to be advised).

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on _____.

Signed _____

Person presiding at the meeting at which these minutes were confirmed.



WEROC Inc. Board Meeting MINUTES

Tuesday 1 March 2022

Videoconference
Meeting commenced at 9.30am

WEROC Inc. | Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn

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WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia, Yilgarn

Minutes of the Board Meeting held via videoconference on Tuesday 1 March 2022 commencing at 9.30am.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Ms. Emily Ryan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 9.34am.

2. RECORD OF ATTENDANCE AND APOLOGIES

Rule 6.4 of the WEROC Inc. Constitution states that “representatives of Local Governments must be sitting Councillors or the Chief Executive Officer and must be approved by the WEROC Inc. Board”.

Rule 6.5 of the Constitution states that if a nominated representative is withdrawn “written notice of the revocation of power as Representative must be given by the Local Government Member to the Executive Officer of WEROC along with the name of the succeeding representative”.

The nominated representatives for the Shire of Westonia as of 30 October 2021 are Mr. Jamie Criddle and Ms. Karin Day. As Mr. Criddle is no longer the Chief Executive Officer of the Shire of Westonia, the Council at its ordinary meeting held on 17 February 2022, resolved to withdraw Mr. Criddle as its representative to WEROC Inc. and name Mr. Bill Price as the succeeding representative. The WEROC Executive Officer was advised of this in writing on Tuesday 22 February 2022.

Recommendation: That the WEROC Inc. Board approve the appointment of Mr. Bill Price as the Shire of Westonia representative for a term commencing 1 March 2022 and expiring 30 October 2023.

RESOLUTION:

Moved: Mr. Mark McKenzie

Seconded: Mr. Darren Mollenoyux

That the WEROC Inc. Board approve the appointment of Mr. Bill Price as the Shire of Westonia representative for a term commencing 1 March 2022 and expiring 30 October 2023.

CARRIED

2.1 Attendance

Ms. Emily Ryan (Chair)

Ms. Lisa Clack

Mr. Bryan Close

Mr. Tony Crooks

Mr. Wayne Della Bosca

Mr. Raymond Griffiths

Mr. Mark McKenzie (Deputy Chair)

Mr. Darren Mollenoyux

Ms. Joanne Soderlund

Mr. Bill Price

Mr. Mark Crees, proxy and voting delegate for Ms. Karin Day

Ms. Tanya Nicholls, proxy and voting delegate for Ms. Glenice Batchelor

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Ms. Karin Day

Ms. Glenice Batchelor

2.3 Guests

Mr. Nic Warren, Chief Executive Officer Shire of Yilgarn

Ms. Hannah Rodgers, WA Business, Industry and Regional Outreach Officer, Department of Home Affairs. Joined the meeting at 9.55am and left at 10.24am.

3. DECLARATIONS OF INTEREST

NIL

4. PRESENTATIONS

4.1 Ms. Hannah Rodgers, Department of Home Affairs, 10.00am

At the WEROC Inc. Board Meeting held on 22 November 2022, under Agenda item 7.5, Review of the WEROC Inc. Strategic Plan 2020, the Shire of Yilgarn proposed an investigation into the establishment of a designated area migration agreement (DAMA) be added as an action under the priority focus area of inter-council cooperation. All Shires were supportive of this, and the action has been incorporated into the revised Plan.

Ms. Hannah Rodgers, WA Business, Industry and Regional Outreach Officer with the Department of Home Affairs will join the meeting and provide some details on the DAMA process and what level of detail is required in order to develop and submit a regional business case that is tailored to the needs of the Eastern Wheatbelt. Ms. Rodgers will also explain the role of the Designated Area Representative for the region and the resources to undertake this function.

Comments from the meeting:

- Ms. Rodgers provided the following overview of a DAMA and a Designated Area Representative (DAR):
 - A DAMA is a formal agreement between the Australian Government and a DAR.
 - A DAR can be a Local Government as is the case with the South-West DAMA.
 - Operating under an agreement-based framework, the DAMA program comprises two-tiers: 1. An overarching five-year deed of agreement with the DAR; and 2. Individual labour agreements with employers.
 - Once a DAMA is in place, local employers who have been endorsed by the DAR can apply to enter into individual labour agreements with the Australian government.
 - Key benefits of a DAMA include:
 - (i) they are tailored to the skills and labour needs for your region
 - (ii) provide a greater choice of occupations than the standard skilled migration pathways
 - (iii) offer greater flexibility to attract a broader range of applicants; and
 - (iv) offer a pathway to permanent residency enabling regions to attract and retain workers.
 - A key principle of a DAMA is that it will facilitate the capacity building of Australian workers through the transfer of skills and knowledge from skilled migrant workers.

- Ms. Rodgers advised that the process to develop a business case and negotiate a DAMA is both complex and time consuming and recommended that further research and investigation be undertaken to determine if this is a viable option for the Eastern Wheatbelt.
- Mr. Wayne Della Bosca questioned whether seasonal work fits within the scope of a DAMA. Ms. Rodgers advised that the employment needs to be full time and ongoing so seasonal work would fall under a different Visa pathway.
- Ms. Emily Ryan queried how many employers are using the South-West DAMA. Ms. Rodgers advised that the agreement was only recently finalized, and they have not been provided with that data as yet.

Ms. Rodgers left the meeting at 10.24am and did not return.

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Monday 22 November 2021

Minutes of the WEROC Inc. Board Meeting held in Kellerberrin on Monday 22 November 2021 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held Monday 22 November 2021 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Wayne Della Bosca

Seconded: Ms. Tanya Nicholls

That the Minutes of the WEROC Inc. Meeting held Monday 22 November 2021 be confirmed as a true and correct record.

CARRIED

5.2 Business Arising – Status Report as of 14 February 2022

Actions Arising from the WEROC Inc. Board Meeting held on 22 November 2021.

Agenda Item	Action(s)	Status
Item 7.2 WEROC Inc. Bank Account Review and Appointment of Signatories	The Executive Officer to arrange the necessary paperwork to appoint Ms. Emily Ryan and Mr. Raymond Griffiths as signatories to the WEROC Inc. Community Solutions One account	All necessary paperwork has been completed and processed by Westpac. Ms. Emily Ryan and Mr. Raymond Griffiths are now signatories to the WEROC Inc. account and are able to enter and co-approve payments.
Item 7.3 AGO Holiday Planner	The Executive Officer to proceed with a half-page advertisement in the 2022 Australia's Golden Outback Holiday Planner in collaboration with the Central Wheatbelt Visitors Centre and Pioneers Pathway at a cost of \$684.70 +GST.	The graphic design and publishing of the advertisement was completed by Premium Publishers in late December 2021. The holiday planner is now available online. The co-operative advertisement partly funded by WEROC Inc. is on page 25.
Item 7.4 WEROC Inc. Tourism Projects	1) The Executive Officer to circulate a template for Shire's to provide a summary of tourism projects in progress, planned or desired under each of the four priority areas – caravan/camping, trails,	On 26 November 2021, the Executive Officer sent via email, an excel spreadsheet for Shire's to provide their planned, progressing, and desired tourism projects.

	<p>events, and nature/parks/reserves.</p> <p>2) Each Shire to send the summary of tourism priorities to the Executive Officer prior to the next meeting to facilitate further discussion on next steps for tourism.</p>	
<p>Item 7.5 Review of the WEROC Inc. Strategic Plan</p>	<p>1) The Executive Officer update the WEROC Inc. Strategic Plan as per the discussion and direction provided by the Board; and</p> <p>2) As an immediate priority, the Executive Officer to draft a request for quote for the provision of workplace health and safety services.</p>	<p>The revised Strategic Plan is presented for endorsement under Agenda item 7.1.</p> <p>The Executive Officer drafted a request for quote in December 2021. This was sent to CEO's for comment on 12 December 2021 before being sent to workplace health and safety advisory service consultants on 20 December 2021.</p> <p>The quotes received are presented for discussion under Agenda item 7.3.</p>
<p>Item 7.6 Decisions arising from presentation by Mr. Samuel Green from ASK Waste Management</p>	<p>Each Shire to consider the four options proposed by ASK Waste Management and a fifth option of establishing a greenfield site, and advise the Executive Officer of their preferred options by the end of the year</p>	<p>After being advised of the preferred options by each WEROC Local Government, the Executive Officer emailed ASK Waste Management on 22 December 2021 and requested that they proceed with the following three scenarios for assessment in the Landfill Rationalisation Study:</p> <p>Option 2: Two regional landfills in Merredin and Southern Cross</p> <p>Option 3: A single regional landfill in Southern Cross plus utilise the NEWROC proposed regional landfill</p> <p>Option 5: A Greenfields site.</p> <p>A query raised by the Shire of Yilgarn regarding the cost of adding <i>Option 4. A single regional landfill in Southern Cross, plus utilise Avon Waste's Northam landfill</i>, was also forwarded at this time. ASK Waste Management advised that a fourth option would cost an additional \$1,480 + GST.</p> <p>On 28 January the Executive Officer emailed WEROC CEOs to ascertain their support of this additional expense. The Shire of Merredin requested at this time that consideration be given to also adding <i>Option 1. Single regional landfill in Merredin</i>. The Executive Officer emailed ASK Waste Management on the same day to question whether the cost to include</p>

		this option would be \$1,480 +GST. No response was received. On 15 February the Executive Officer sent a follow up email on this matter and requested an update on progress with the strategic waste management plan and landfill rationalisation study.
Item 9.1 Central Wheatbelt Visitors Centre MoU	The Executive Officer to request that Ms. Robyn McCarthy, Manager of the Central Wheatbelt Visitors Centre (CWVC) contact each Shire individually to discuss and answer any questions they may have about the services provided by the CWVC before the MoU is signed.	The Executive Officer emailed Ms. McCarthy on 26 November 2021 with the request that she contact each of the MoU signatories to discuss the services offered by the CWVC. On 6 December 2021 Ms. McCarthy responded and advised that she would contact the Local Government’s individually to discuss the MoU and services provided by the CWVC.

Recommendation:

That the status report as of 14 February 2022 be received.

Comments from the meeting:

- The Executive Officer advised that ASK Waste Management provided a verbal update on progress with the WEROC Strategic Waste Management Plan and Landfill Rationalisation Study. Delays have occurred due to COVID, and the documents will not be delivered by their scheduled completion date in February 2022.
- Ms. Lisa Clack advised that the Shire of Merredin have provided additional data to ASK Waste Management which indicates that the Merredin landfill site could have the capacity to act as a regional landfill for up to 40 years.

RESOLUTION:

Moved: Mr. Raymond Griffiths

Seconded: Mr. Mark McKenzie

That the status report as of 14 February 2022 be received.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 1 February 2022

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 February 2022

Attachments: Nil

Voting Requirement: Simple Majority

At the WEROC Inc. Board Meeting held on 27 April 2021 the budget for the financial year commencing 1 July 2021 and ending 30 June 2022 was adopted. At the WEROC Inc. Board Meeting held on 11 August 2021 it was resolved to increase the consultant expenses budget for the 2021-22 financial year to \$70,000.

The revised WEROC Inc. Budget 2021-22 is used as the basis for the financial report.

An explanation for each of the notations on the financial report is provided below.

Note 1	Annual Financial contributions paid by Member Local Governments.
Note 2	GST received.
Note 3	GST Refund for Q4 BAS 2020-21 and Q2 BAS 2021-22
Note 4	Executive Officer services for the months of July to December 2021.
Note 5	Executive Officer travel to Board and other meetings.
Note 6	Monthly subscription fee for Xero accounting software.
Note 7	Payment to Audit Partners Australia for completing the audit of WEROC finances for the 2020-21 financial year.
Note 8	Payments to ASK Waste Management for the WEROC Strategic Waste Management Plan, 150 Square Strategic Solutions for the WEROC Tourism Audit and NEWTRAVEL for the Agri-tourism workshop.
Note 9	Payments to Code Research Australia for the annual website hosting fee and a mandatory safety upgrade.
Note 10	Payments to Local Community Insurance Services for insurances for WEROC Inc. including workers compensation, Cyber insurance, Public and Products Liability, Associations and Officials Liability and Personal Accident – Volunteer Workers.
Note 11	Payment to the Australian Tax Office for Q1 BAS 2021-22

WEROC Inc.
ABN 28 416 957 824
1 July 2021 to 30 June 2022

		Budget 2021/2022	Actual to 31/01/2022	Notes
INCOME				
0501	General Subscriptions	\$72,000.00	\$72,000.00	1
504.01	Consultancy & Project Reserve	\$0.00	\$0.00	
0575	Interest received	\$0.00	\$0.00	
584	Other Income	\$0.00	\$0.00	
	GST Output Tax	\$7,200.00	\$7,200.00	2
	GST Refunds	\$5,209.05	\$4,405.00	3
	Total Receipts	\$84,409.05	\$83,605.00	
EXPENSES				
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$30,450.00	\$17,998.64	4
1661.02	Executive Officer Travel and Accommodation	\$2,162.40	\$689.18	5
1661.03	WEROC Executive Officer Recruitment	\$780.00	\$0.00	
1687	WEROC Financial Services Accounting	\$795.40	\$318.15	6
1687.03	WEROC Financial Services Audit	\$1,000.00	\$879.95	7
1585	WEROC Consultant Expenses	\$70,000.00	\$34,127.50	8
1850	WEROC Management of WEROC App & Website	\$360.00	\$655.00	9

1801	WEROC Meeting Expenses	\$500.00	\$0.00	
1851	WEROC Insurance	\$6,000.00	\$5,583.38	10
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	
1853	WEROC Incorporation Expenses	\$0.00	\$0.00	
1930	WEROC Sundry	\$300.00	\$0.00	
3384	GST Input Tax	\$11,434.78	\$5,654.30	
	ATO Payments	\$3,654.28	\$4,743.00	11
Total Payments		\$129,436.86	\$70,649.10	
Net Position		-\$45,027.81	\$12,955.90	
OPENING CASH 1 July		\$193,194.46	\$190,684.49	
CASH BALANCE		\$148,166.65	\$203,640.39	

Recommendation:

That the WEROC Inc. financial report for the period 1 July 2021 to 31 January 2022, be received.

RESOLUTION:

Moved: Ms. Lisa Clack

Seconded: Mr. Wayne Della Bosca

That the WEROC Inc. financial report for the period 1 July 2021 to 31 January 2022, be received.

CARRIED

6.2 Income & Expenditure

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 February 2022

Attachments: Nil

Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 November 2021 to 31 January 2022 is provided below.

Date	Description	Debit	Credit
Opening Balance		\$231,346.69	
02 Nov 2021	Payment: Code Research Australia	396.00	0.00
09 Nov 2021	Payment: Australia's Golden Outback	3,300.00	0.00
15 Nov 2021	Payment: 150 Square Pty Ltd	4,070.00	0.00
22 Nov 2021	Payment: ATO	4,743.00	0.00
06 Dec 2021	Payment: 150 Square Pty Ltd	2,844.80	0.00
06 Dec 2021	Payment: Code Research Australia	225.50	0.00
09 Dec 2021	Payment: ASK Waste Management	10,000.00	0.00
10 Dec 2021	Payment: ASK Waste Management	2,600.50	0.00
13 Jan 2022	Payment: 150 Square Pty Ltd	2,495.50	0.00
17 Jan 2022	ATO	0.00	2,969.00

TOTAL	\$30,675.30	\$2,969.00
Closing Balance	\$203,640.39	

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 November 2021 to 31 January 2022 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2021 to 31 January 2022 totalling \$30,675.30 be approved.

RESOLUTION:

Moved: Mr. Raymond Griffiths

Seconded: Ms. Tanya Nicholls

That the WEROC Inc. summary of income and expenditure for the period 1 November 2021 to 31 January 2022 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2021 to 31 January 2022 totalling \$30,675.30 be approved.

CARRIED

7. MATTERS FOR DECISION

7.1 WEROC Inc. Revised Strategic Plan

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 February 2022

Attachments: Attachment 1: WEROC Inc. Strategic Plan (Revised Dec 21)

Consultation: WEROC Inc. Board

Financial Implications: Nil

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 22 November 2021 the Executive Officer presented the WEROC Inc. Strategic Plan 2020 for review. The Board discussed the Plan and determined as follows:

- The strategic aspects of the plan (i.e., vision, mission, values and strategic priorities) should largely remain the same but some actions need to be revised.
- Amendments to the Plan should include:
 - (a) Change Priority 1. Regional Waste Management to Sustainability and incorporate actions around climate change readiness as well as waste.
 - (b) Maintain the title and objective of Priority 2. Tourism Product Development but amend actions.
 - (c) Maintain the title and objective of Priority 3. Strengthening our economy through local business development but amend actions.
 - (d) Maintain the title, objectives, and actions of Priority 4. Digital Connectivity.
 - (e) Change Priority 5. Ranger and Regulatory Services Solution to Inter-Council Cooperation and include actions around public health planning, workplace health and safety and a designated area migration agreement.

Executive Officer Comment:

As per the direction provided by the Board, the WEROC Inc. Strategic Plan has been revised as follows:

	ORIGINAL	REVISED
Priority 1.	Regional Waste Management	Sustainability
Objective	<i>Deliver cost savings and greater efficiencies to WEROC Member Councils in managing waste</i>	<i>Progress toward using resources in a socially and economically sustainable way to protect the natural environment and adapt to a changing climate</i>
Actions	<ul style="list-style-type: none"> Review existing waste management service delivery across the WEROC region Complete a cost-benefit analysis for ownership of a shared truck Develop a WEROC waste management plan 	<ul style="list-style-type: none"> Complete the WEROC Strategic Waste Management Plan and Landfill Rationalization Study Identify opportunities to support local sustainability initiatives including the 'Drought Resilience Adoption and Innovation Hub' in Merredin Monitor the Regional Climate Alliance Program pilot and apply for future funding opportunities as they arise
Priority 2.	Tourism Product Development	No change
Objective	<i>Increase the WEROC regional visitor economy</i>	<i>No change</i>
Actions	<ul style="list-style-type: none"> Review existing waste management service delivery across the WEROC region Conduct an audit of tourism assets across the WEROC region. Undertake desktop research to identify trends in tourism product development and future target markets. Develop a list of priorities for investment 	<ul style="list-style-type: none"> Implement priority actions arising from the 2021 WEROC Tourism Product Audit. Continue to work with the Central Wheatbelt Visitors Centre and other regional tourism groups on cooperative marketing initiatives. Investigate the potential to establish a destination development officer as a dedicated tourism resource across the WEROC Local Government
Priority 3.	Strengthening our economy through local Business development	No change
Objective	<i>Sustained economic recovery post COVID-19</i>	<i>No change</i>
Actions	<ul style="list-style-type: none"> Develop a targeted business improvement program with a focus on online reputational management and improved frontline customer service Develop a project plan/business case to support and application for funding to implement the program 	<ul style="list-style-type: none"> Facilitate the delivery of the Customer Service Institute of Australia's, Customer Service Excellence Program. Lend support to initiatives of regional chambers of commerce and the Wheatbelt Business Network
Priority 4.	Digital Connectivity	No change

Objective *High-capacity telecommunications network and linkages that support digital access and connectivity* No change

- Actions No change
- Establish partnerships to collaboratively address deficiencies in digital connectivity and capacity
 - Liaise with key stakeholders including the Wheatbelt Development Commission, NEWROC and ROEROC
 - Work with telcos to target improvements in fixed and mobile connectivity
 - Support existing initiatives that aim to improve digital connectivity across the WEROC region

Priority 5.	Ranger & Regulatory Services Solution	Inter-council cooperation
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Objective	<i>Achieve greater efficiency for WEROC Member Councils in delivering ranger and regulatory services</i>	<i>Achieve greater efficiency and cost savings for WEROC Member Councils through resource sharing</i>
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- | | | |
|---------|--|--|
| Actions | <ul style="list-style-type: none"> • Complete a review of existing ranger service delivery across Member Councils • Investigate avenues to fund a Regional Community Emergency Services Manager (CESM) • Implement a ranger and regulatory service solution for WEROC Member Councils | <ul style="list-style-type: none"> • Develop a suite of record keeping policies aligned to the new Standard for Records Management. • Develop a Regional Public Health Plan that links to local Public Health Plans • Investigate the feasibility of establishing a workplace health and safety advisor position to support WEROC Local Governments in meeting compliance with the Work Health and Safety Act 2020 • Investigate a designated area migration agreement (DAMA) for the Eastern Wheatbelt. |
|---------|--|--|

Recommendation:

That the Board adopt the revised WEROC Inc. Strategic Plan.

RESOLUTION:

Moved: Ms. Tanya Nicholls

Seconded: Mr. Mark McKenzie

That the Board adopt the revised WEROC Inc. Strategic Plan.

CARRIED

7.2 Designated Area Migration Agreement

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 February 2022

- Attachments:** *Attachment 2: Perdaman Global Services Quote to assist with DAMA submission*
- Attachment 3: Fact Sheet Designated Area Migration Agreements*
- Attachment 4: Visa Options Matrix*
- Attachment 5: DAMA Business Case Submission Template*
- Attachment 6: DAMA DAR Role Overview*
- Attachment 7: DAMA Workforce Needs Survey*
- Consultation:** Noelene Murray, Chief Executive Officer, Perdaman Global Services
- Sally Roworth, Economic Development Project Officer, City of Karratha
- Sharon Garner, HR Coordinator, Shire of Dardanup
- Financial Implications:** The quote from Perdaman Global Services is \$38,500 (inc. GST). WEROC has \$35,872 remaining in the consultancy budget for 2021-22 and approximately \$18,000 +GST owing to ASK Waste Management. If the Board determine to proceed with a DAMA submission and to engage the services of Perdaman the project would either need to be deferred to the next financial year or the consultancy budget extended.
- Voting Requirement:** Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 22 November 2022, under Agenda item 7.5, Review of the WEROC Inc. Strategic Plan 2020, the Shire of Yilgarn proposed an investigation into the establishment of a designated area migration agreement (DAMA) be added as an action under the priority focus area of inter-council cooperation. All Shires were supportive of this, and the action has been incorporated into the revised Plan.

To progress this action, the Executive Officer contacted Mr. Nic Warren, Chief Executive Officer, Shire of Yilgarn to obtain additional information on the proposed DAMA. Mr. Warren supplied various informational documents (e.g., fact sheet, business case template, etc.) which are provided as attachments, and contact details for Mr. Steve Lanyi, Assistant Director, WA Business, Industry and Regional Outreach (BIRO), Department of Home Affairs. The Executive Officer subsequently contacted Mr. Lanyi to advise of WEROC's interest in establishing a DAMA for the Eastern Wheatbelt. Mr. Lanyi requested some detail on the types of occupations that might be included in the business case for the Eastern Wheatbelt and how many employers would likely want to access lower skilled workers. This information was supplied to Mr. Lanyi based on input provided from the WEROC CEO's.

Executive Officer Comment:

Through an online search, the Executive Officer established that there have been several recent DAMA submissions from other regions in Western Australia. In December 2021, the South-West, led by the Shire of Dardanup, became the ninth region in Australia and the second in WA (a Goldfields DAMA was established in 2019) to enter into a DAMA with the Commonwealth Government. The South-West DAMA covers 12 Local Government Areas:

- City of Busselton
- City of Bunbury
- Shire of Capel
- Shire of Collie
- Shire of Augusta/Margaret River
- Shire of Boyup Brook
- Shire of Bridgetown/Greenbushes
- Shire of Dardanup

- Shire of Donnybrook/Ballingup
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

The City of Karratha in partnership with the Town of Port Headland and RDA Pilbara lodged an application for a DAMA in late 2021 and are expecting to be notified of the outcome in early 2022. The Executive Officer contacted the City of Karratha and the Shire of Dardanup to gain some additional information about the application process. Both the Pilbara and South-West submissions were assisted by Ms. Noelene Murray, Chief Executive Officer, Perdaman Global Services. The Executive Officer requested a quote from Ms. Murray to assist with an Eastern Wheatbelt DAMA if the Board determine to proceed with a submission. The quote is provided as an attachment.

Recommendation:

That the presentation by Ms. Hannah Rodgers and the additional information supplied be considered, and the Board determine what, if any, further action is required on this matter.

Comments from the meeting:

- The Shire of Bruce Rock advised that they are experiencing skills shortages. One of the Shire’s largest employers, Bruce Rock Engineering is struggling to fill roles. The Shire is also feeling the pinch with five works crew positions being vacant for several months and a low number of applications. They foresee that this is going to be a long-term problem, and something needs to be done to fill the gap.
- The Shire of Kellerberrin similarly advised that local businesses are finding it increasingly difficult to attract skilled workers. The Shire believes that if there is something WEROC can do to assist local employers and attract new people to the community, it can only benefit us.
- The Shire of Yilgarn suggested that we possibly need to do more ground truthing and that it might be worth getting a consultant in to do a preliminary business case.
- The Shire of Tammin questioned whether, as was the case in the Pilbara, there is any scope for our local Regional Development Australia committee to assist with the DAMA application process.
- The Shire of Merredin noted that a DAMA could be a critical economic enabler for all WEROC Shires and suggested that it might be worthwhile doing some initial investigation now but wait until the 2021 ABS data is available in mid-2022 to do the bulk of the assessment.

RESOLUTION:

Moved: Mr. Raymond Griffiths

Seconded: Ms. Lisa Clack

That:

- 1) The Executive Officer contact Regional Development Australia Wheatbelt to see if they have any capacity to work with WEROC to progress with an Eastern Wheatbelt DAMA.
- 2) WEROC will proceed with some initial groundwork to determine the local businesses/employers that are interested in the scheme and list of occupations to be covered under the agreement. Perdaman Global Services may be used to assist with this work.

CARRIED

7.3 WEROC Inc. WHS Advisory Services

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 February 2022

Attachments: Attachment 8: Perth Workplace Safety Consultants Quote

Attachment 9: Safety Solutions WA Statement of Requirement

Attachment 10. Safety Solutions WA Quote

Attachment 11. Safety Solutions WA Staff Qualifications

Attachment 12. Perth WHS Consultancy Quote

Financial Implications: WEROC Inc. do not have sufficient finances to cover the cost of the Workplace Health and Safety Advisory Consultant. Shire’s wishing to participate would therefore be required to make an additional financial contribution.

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 22 November 2022, under Agenda Item 7.5 Review of the WEROC Inc. Strategic Plan, the Shire of Kellerberrin requested that a workplace health and safety officer be considered as a shared resource across WEROC. The Shire of Bruce Rock advised that they had already been approach by a neighbouring Shire about entering into a shared resource arrangement and the Shire of Merredin advised that they were doing their own internal capacity building in this space. Both Shire’s indicated that they were happy to be involved in the conversation but were not able to commit. All other Shire’s were supportive of the suggestion and the Board resolved that as an immediate priority, the Executive Officer was to draft a request for quote for the provision of workplace health and safety advisory services.

As directed, the Executive Officer drafted a request for quote which was sent to WEROC CEOs for comment on 12 December 2021. The document was revised based on the feedback provided before being sent to workplace health and safety consultants on 20 December 2021.

Executive Officer Comment:

The Executive Officer received three responses to the Request for Quote. Given that the Shire’s of Bruce Rock and Merredin were not certain of their participation, the Executive Officer requested that consultants provide a quote to work with four Shires and all six Shires. A summary of the quotes received is provided below:

	6 Shires	4 Shires	Travel & Accommodation
Perth WHS	\$166,660 +GST (\$27,777 per Shire) 124 days = day rate of \$1,344	\$160,580 +GST. (\$40,145 per Shire) 120 days = day rate of \$1,338	Included in the quoted price. If Covid prevents travel to the region, additional work will be undertaken remotely, and the fee will be reduced accordingly.
Perth Workplace Safety Consultants	\$185,000 + GST (\$30,833 per Shire) 2120 hours = 265 days = day rate of \$698	\$146,000 + GST (\$36,500 per Shire) 1680 hours = 210 days = day rate of \$695	30 days in the field will cost an additional \$9,559.50 for travel and accommodation
Safety Solutions WA	Proposed a day rate of \$1,440 +GST rather than a fixed fee.		Travel and accommodation will be added to invoices plus a 10% administration fee. A flat rate of \$100 per day will also be charged for meals and incidentals.

Recommendation:

That the Board consider the service proposals and quoted prices and determine what, if any, further action is required on this matter.

Comments from the meeting:

- Mr. Raymond Griffiths proposed that any workplace health and safety advisory role needs to work with Chris Gilmore from LGIS and provide a higher level of service than the administrative support Local Governments already receive.
- Members expressed concern that the limited number of contact hours per week proposed by the consultants, will not be sufficient to cover all six Shires.
- Mr. Nic Warren suggested that it might be cheaper to employ someone locally on a resource sharing basis. This would also enable more on the ground contact hours.
- Ms. Joanne Soderlund suggested that any financial contribution toward a shared resource be scaled in proportion to the size of the Shire as the resource requirements of larger Shires will be greater than the smaller Shires such as Tammin.
- Ms. Lisa Clack advised that the Shire of Merredin already have an additional resource to assist with workplace health and safety, but an in-house model might be preferable and as such they are still interested in being involved in the discussion.
- Mr. Darren Mollenoyux recommended that the matter be referred to the WEROC CEO Committee for further discussion.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Mr. Nic Warren

That the matter be referred to the WEROC Inc. CEO Committee for further consideration.

CARRIED

7.4 WEROC Inc. Tourism Projects

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: Nil

Date: 14 February 2022

Attachments: Nil

Financial Implications: Unknown

Voting Requirement: Simple Majority

Background:

At the WEROC Board Meeting held on 22 November 2021 the Board discussed the priorities for collaborative tourism product development and resolved as follows:

RESOLUTION: *Moved: Mr. Darren Mollenoyux* *Seconded: Ms. Karin Day*

That:

- 1) *The agreed tourism priorities for WEROC be caravan and camping, nature, parks and reserves, events, and trails.*
- 2) *Each Shire provide the Executive Officer with information on tourism projects planned, in-progress or desired under each of the four priority areas before the next meeting to facilitate further discussion on next steps.*

Executive Officer Comment:

On 26 November 2021, the Executive Officer sent a template to WEROC CEOs with a request that they provide detail of tourism projects in progress or recently completed, planned but not yet commenced and any possible projects that WEROC could consider for collaborative action. A summary of information supplied through this, and an earlier survey conducted as part of the Tourism Product Audit is provided below:

The Shire of Westonia:

Current/recent projects: expansion of the Westonia Caravan Park, new toilets and shelters installed at various tourist sites, in the process of converting the old Westonia Primary School into a 40-room camp facility.

Possible collaborative projects for WEROC:

- Under the theme of nature, parks and reserves would like to explore camp hosting at popular parks and reserves (e.g., Baladjie and Elachbutting).
- Under the theme of Trails would like to include bike trails (e.g., at Baladjie) within the scope of an Eastern Wheatbelt Trails Master Plan.
- Support progressing with actions under the caravan and camping strategy (e.g., develop a caravan and camping strategy, improve digital access to online bookings and visitor information, etc.)

Shire of Tammin:

Current/recent projects: revamping Kadjininy Kep. Initial focus on paving area and getting hydrology models going.

Planned projects: structured camping area, collaborate with DBCA to advocate for upgrade of reserves within the Shire, better signage to sites in the Shire and possibly a developing drive trail.

Possible collaborative projects for WEROC: trails maps, app for trails in the area and an event such as the 'Ord Valley Muster' which goes over 10 days however done as a progressive trail with different events held at different locations in the WEROC Shires.

Shire of Bruce Rock:

Current/recent projects: main street revitalisation project, upgrading facilities at granite outcrops (one has been redeveloped, one has recently received funding and one is in the planning phase), reviewing and improving all directional signage and promotional material

Planned project: planning is underway to develop a trail (the 'Rock Trail') to connect the three granite outcrops and create a larger attraction with more cohesive storytelling. Also planning to develop a Shire of Bruce Rock Trails Master Plan.

Shire of Yilgarn:

Current/recent projects: Developed a new Tourism Strategy for the Yilgarn District and a dedicated tourism website including social media platforms. The Shire have also done a major rebrand.

Shire of Kellerberrin:

Possible collaborative projects for WEROC: Better promotion of existing events and scheduling to ensure events throughout the region do not clash.

Shire of Merredin:

Current/recent projects: Merredin Peak RV site/Njaki Njaki Reserve public toilet refurbishment, trail audit proposed for consideration in the 2022-23 budget to determine additional signage/marker requirements on key walking trails at Merredin Peak.

Planned projects: CBD redevelopment – Stage 1A Pioneer Park redevelopment, Stage 1B Apex Park upgrade.

Recommendation:

That the Board discuss and agree on priority actions for implementation.

RESOLUTION: **Moved:** Mr. Nic Warren **Seconded:** Ms. Lisa Clack

That the matter be referred to the WEROC Inc. CEO Committee for further consideration.

CARRIED

8. EMERGING ISSUES

NIL

9. OTHER MATTERS (FOR NOTING)

9.1 Eastern Wheatbelt Destination Development Officer

At the WEROC Inc. Board Meeting held in Southern Cross on 11 August 2021, Mr. Marcus Falconer, CEO of Australia's Golden Outback (AGO) presented to the Board and advised, amongst other matters, that AGO would be trailing a destination development officer position in the Shire of Esperance. The position would be funded by the Shire but report to AGO. Mr. Falconer suggested that this model could work in the Eastern Wheatbelt and be co-funded by Pioneers Pathway, NEW Travel, Roe Tourism and WEROC. At the time the Board determined that a wait and see approach would be taken and once the Esperance model had been tried and tested, the concept would be reconsidered.

On 27 January 2022, Ms. Robyn McCarthy, Manager Central Wheatbelt Visitors Centre, provided an update to the Executive Officer on new developments with regard to a destination development officer for the Eastern Wheatbelt. Ms. McCarthy advised that AGO are proposing to support the NewTravel Tourism Officer position, currently held by Ms. Linda Vernon, by providing for one extra day per week (at a cost of \$12,000 +GST) from 1 July 2022, which is to be dedicated to product/destination development. NEWROC are also committing an additional \$12,000+GST to NewTravel in 2022-23 to increase Ms. Vernon's role to three days per week.

NewTravel have a preliminary outline to enter into this partnership with AGO however the agreement has not yet been finalized.

9.2 Golden Pipeline Heritage Trail MoU

Attachment 13. The Golden Pipeline MoU

On 21 February 2022, Ms. Robyn McCarthy sent an email requesting that the Executive Officer add the expiration of the Golden Pipeline MoU, as an item for noting at the WEROC Inc. Board Meeting on 1 March 2022.

Ms. McCarthy advised that the existing MoU (provided as an attachment) is due to expire on 24 February 2022. Ms. McCarthy has contacted the National Trust of Western Australia to ask if they intend for this MoU to be renewed. This has been referred on to their senior manager for consideration.

All WEROC Shire's with the exception of Bruce Rock are currently signatories to the MoU. Given that the stated aim and objectives of the MoU are concentrated around the establishment of the Golden Pipeline Heritage Trail, a major review and revision would likely be needed to make it relevant. There are several sites along the trail that need major repair and are currently inaccessible to visitors, so establishing priorities for this work might be an appropriate focus if the MoU is revised and renewed.

9.3 RAV Network Changes

Mr. Raymond Griffiths advised that at the latest meeting of the Regional Road Group a concern was raised over changes to the Restricted Access Vehicle (RAV) network without consultation with Local Government's or proper notification of the changes.

Ms. Joanne Soderlund advised that a Main Roads representative who attended the Regional Road Group meeting indicated that they were not aware that this had happened and conceded that this should not occur without consultation with Shires.

10. FUTURE MEETINGS

The approved schedule of meeting dates and locations for 2022, which was endorsed at the WEROC Inc. Board Meeting on 22 November is provided below.

In light of the meeting on 1 March being held virtually, it is suggested that the next meeting be held in Westonia. Given that there is a Great Eastern Country Zone meeting on 26 April it cannot be held on that date. It is therefore proposed that the meeting be moved to Monday 2 May 2022.

Date	Time	Host Council
Tuesday 1 March	9.30am	Westonia
Tuesday 26 April	1.00pm (following the Zone meeting)	Kellerberrin
Monday 27 June	1.00pm (following the Zone meeting)	Merredin
Monday 5 September	9.30am	Tammin
Monday 21 November	9.30am	Bruce Rock

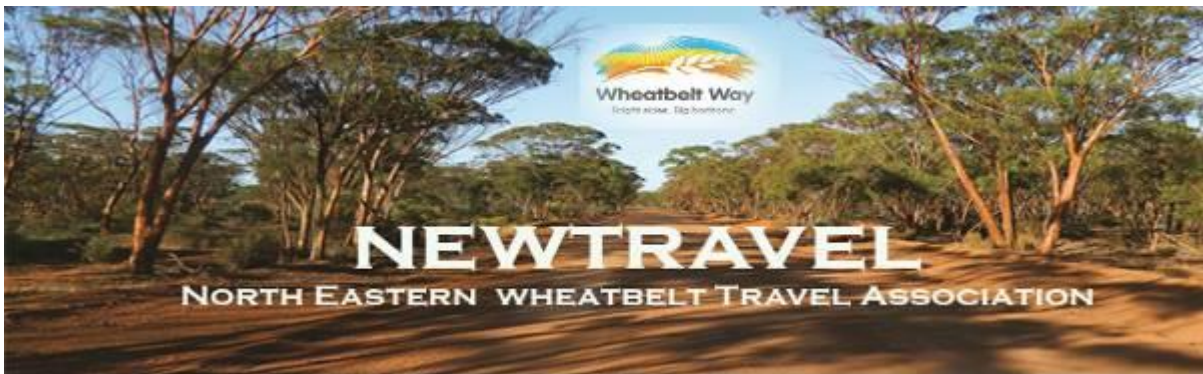
RESOLUTION: **Moved:** Ms. Emily Ryan **Seconded:** Mr. Raymond Griffiths

That the next meeting of the WEROC Inc. Board will be held in Westonia on Monday 2 May 2022.

CARRIED

11. CLOSURE

There being no further business the Chair declared the meeting closed at 10.45am.



Minutes – GENERAL MEETING

General Meeting to be held on Thursday 23rd February 2022, 10am
at Westonia Miners Hall.

Opening 10.20am

Attendees:

NEWTRAVEL MEMBER

Koorda CRC
Shire of Dowerin
Shire of Koorda
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Westonia

Beacon CRC
Westonia CRC
AGO

MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)
Rebecca McCall (CEO)
Lana Foote (DCEO)
Cr Megan Beagley

Stacey Geier

Nancy Dease
Jill Glass

ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)

Enza Beetles
Dana Hutchinson
Charli West
Rebecca Watson
Louise Sellenger
Cr Bill Huxtable
Lani Hale

Marcus Falconer

Apologies:

Dukin Short-Term Stay
Mukinbudin CRC
Shire of Westonia
Shire of Trayning
Shire of Mt Marshall
Shire of Wyalkatchem
Shire of Nungarin

Shire of Mukinbudin

Jessica McCartney
Bill Price
Leanne Parola (CEO)
Cr Tanya Gibson
Stephanie Elvidge
Cr Kerry Dayman
Cr Pippa deLacy
Cr Sandie Ventris

Madeline Hayles

John Nuttall (CEO)

Leonard Long

1. Previous Minutes

1.1 Confirmation (Previous Meeting Minutes click [Here](#))

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Nungarin on 28th October 2021 be confirmed as a true and correct record of proceedings.

Moved: Lana Foote

Seconded: Stacey Geier

CARRIED

1.2 Business arising from previous minutes - Nil

2. Correspondence

2.1 Correspondence In

2.1.1 Various Emails inward.

2.2 Correspondence Out

2.2.1 Various Emails outward.

2.2.2 Cultural Tourism Grant Accelerator Submission

RESOLUTION:

That the NEWTRAVEL inward correspondence is accepted and the outward correspondence be endorsed.

Moved: Rebecca McCall

Seconded: Lana Foote

CARRIED

2.3 Business arising from Correspondence

Nil

3. Financial Report

Cheque Acc Opening Balance 1 October 2021		\$43,495.66
INCOME		
	WEROC Contribution towards July 2021 Agritourism Forum	\$500.00
	AGO Contribution towards July 2021 Agritourism Forum	\$1,000.00
	Shire of Mukinbudin 2021/22 Contribution	\$7,900.00
	Koorda CRC 2021/22 Membership	\$500.00
	Shire of Koorda 2021/22 Contribution	\$7,900.00
	Shire of Dowerin 2021/22 Contribution	\$7,900.00
	Shire of Wyalkatchem 2021/22 Contribution	\$7,900.00
	Nungarin CRC 2021/22 Membership	\$50.00
	Shire of Mt Marshall 2021/22 Contribution	\$7,900.00
	Shire of Nungarin 2021/22 Contribution	\$7,900.00
	Shire of Trayning 2021/22 Contribution	\$7,900.00
	RoeTourism Contribution towards July 2021 Agritourism Forum	\$300.00
	Benni Truck N Auto 2021/22 Membership	\$100.00
	Total Income	\$57,750.00
EXPENSES		
Press Advertising	Australia's Golden Outback – contribution towards regional marketing for 2021-2022.	\$3,300.00
	Premium Publishers – Advertising in AGO 2022 Regional Planner	\$2,750.00
Photography	Creative Spaces – Aaron Brown Photographer	\$4,732.20
Brochures & Guidebooks	10,000 Wheatbelt Way DL Brochures	\$
Postage & Freight	Mukinbudin Trading Post – Postage Sep 2021	\$107.40
Internet Marketing	Lex Porebski – Winner Prize of Photo Competition	\$500.00
Tourism Officer Services & Support	Mukinbudin CRC – Social Media Support Jul, Aug, Sep 2021	\$750.00
	Vernon Contracting – Tourism Officer Services for September	\$1,210.00
	Vernon Contracting – Tourism Officer Services for October	\$1,320.48
	Vernon Contracting – back pay for new contract for months of Jul, Aug, Sep, Oct 2021.	\$6,600.00
	Vernon Contracting – Tourism Officer Services for November	\$2,860.00
	Vernon Contracting – Tourism Officer Services for December	\$2,860.00
	Alyce Ventris – Social Media Support Oct & Nov	\$500.00
	Alyce Ventris – Social Media Support Dec	\$250.00
Website & App	Park Cedar – App crash resolved	\$480.00
	The Digital Broker – 50% deposit	\$5,775.00
Signage	Jason Signs – Welcome to the Wheatbelt Way Sign – Wyalkatchem	\$1001.08
	Total Expenditure	\$34,996.16
Cheque Acc Closing Balance 31 January 2022		\$66,249.50
Other Income		
Outstanding Payments	Executive Media – Autumn Edition of Caravanning Australia	\$950.00
	AGO – 2022 AGO Holiday Planner Half Panel - regional advert	\$1,995.40
	Vernon Contracting – Tourism Officer Services for January	\$2,860.00
		\$5,804.40
Ending Financial Position at 18 February 2022		\$60,444.10

Signage Funds Remaining

Total Signage Funds	\$2,642.18
Jason Signs – Welcome to the Wheatbelt Way Sign – Wyalkatchem	\$1,001.08
Funds remaining	\$1,641.10

RESOLUTION:

That the NEWTRAVEL financial report is accepted as presented.

Moved: Lana Foote

Seconded: Stacey Geier

CARRIED

4.0 NEWTRAVEL Tourism Officer (0.2FTE) August - October 2021 Report

Main Activities	Description	Progress/Update
1. NewTravel Administration		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> Attended October NEWTRAVEL meeting
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> October Meeting Minutes prepared and circulated.
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> Monthly financials completed and accounts paid.
2. Marketing		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> Implemented 2021-2022 Marketing Plan Activities.
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> Wheatbelt Way Open Road Adventure campaign for October-November 2021 Summer in the Wheatbelt Way campaign for December 2021 – January 2022.
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> Distributed as required.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	Interview with the Sunday Times - Shayling Ngo, 11 th January 2022
3. Website and Social Media		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> New website design and re-development underway. Update existing website as required
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> 37 Wheatbelt Way enquiries (website, email, socials, chat and phone).
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> Posting and sharing of Wheatbelt Way content daily on Facebook and Instagram weekly.
4. Stakeholder Communications		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> Negotiate agreement with AGO for funding contribution to Tourism Officer position.
b. Communicate with members.	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> Monthly E-news to NEWTRAVEL stakeholders Quarterly newsletter subscribers.
	Provide information and updates as identified.	<ul style="list-style-type: none">
5. Maintenance and Monitoring		
	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> Compiled the Jul- Oct Visitor Statistics Quarterly Marketing Report produced

a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	• Not completed
6. Supporting additional activities		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	-
	Carry out research and manage projects as required	•
	Other	•

Rebecca McCall suggested that perhaps Curtin Students could be offer subsidised or free accommodation if undertaking project work for NEWTRAVEL.

Action – invite Shayling Ngo from the Sunday Times out to the Wheatbelt Way.

5.1 Wheatbelt Way Visitor Statistics

A reminder that the reporting periods are:

- 1. July – October*
- 2. November – February*
- 3. March – June*

If Shires could please submit their complete Excel spreadsheets within the fortnight of the end of each period it would be greatly appreciated.

Snapshot Report:

Review the October 2021 Visitor Snapshot report [here](#).

Please can all participating Shires send in Visitor Statistics Data for your accommodation for the period 1 November 2021 to 28 February 2022 by no later than **the 14th of March 2022**.

5.2 Social Media and Marketing Report

NEWTRAVEL's primary purpose is to market and promote the Wheatbelt Way self-drive route and the tourism assets in the NEWTRAVEL area. We also engage with visitors and tourists through our promotional activities.

The 2021 -2022 Marketing Overview for NEWTRAVEL can be viewed [here](#).

A full report on NEWTRAVEL's Social Media analytics and marketing activities was provided at the meeting and circulated with the minutes this can be viewed [here](#).

Linda asked for input and discussion from members about holding a 2022 Wheatbelt Way Photo Competition. Suggestions included:

- Themes could be animals, people, nature & outcrops, weather.
- Add a towns box on the entry form for people to select which town the photo was taken in.
- Consider the possibility of having smaller prizes of \$100 per town.
- Consider holding the photo competition in the April – May months, for a shorter competition.

ACTION – Linda to send out dropbox link to members for access to the 2021 Photo Competition entries.

To access the **2021 Wheatbelt Way Photo Competition Entries**,
Please click on [this link](#).

If you use this imagery, please make sure that you reference the photographer where possible.

6.0 General Business

6.1 AGO Partnership Opportunity

BACKGROUND:

At the July 2021 NEWTRAVEL Meeting AGO spoke of a potential opportunity to partner with NEWTRAVEL to extend the Tourism Officer position and focus on destination development for the Wheatbelt Way.

COMMENT:

Linda has since been further exploring and developing this partnership opportunity from AGO together with Marcus. See attached partnership to commence from 1 July 2022 to contract the Tourism Officer for 1 day per week to work on destination development activities.

This would make the Tourism Officer Position have funding for up to 3 days per week. Linda would like to seek sub-contracting for some of the marketing activities and look at a commitment of 2-2.5 days per week from 1 July 2022.

View [AGO Proposal here](#) - \$12,000 +GST

OUTCOME:

Marcus addressed the meeting and informed that AGO had additional funding available for opportunity to provide funds to NEWTRAVEL for the April – June 2021 financial quarter to commence the NEWTRAVEL Strategic Plan.

Rebecca asked that there be an opportunity for a joint press release to announce the NEWTRAVEL and AGO partnership. Marcus agreed that would be possible and perhaps best also to announce the new NEWTRAVEL Strategic Plan.

RESOLUTION:

That the NEWTRAVEL financial report is accepted as presented.

Moved: Lana Foote

Seconded: Stacey Geier

CARRIED

6.2 NEWTRAVEL Strategic Plan

BACKGROUND:

The current [NEWTRAVEL Strategic Plan](#) was last developed together with Caroline Robinson. It was to cover the period 2019-2021. This was supported by a [Directions document](#).

COMMENT:

Some questions from the Tourism Officer for members to consider and provide direction on:

How do NEWTRAVEL wish to address reviewing and updating the Strategic Plan?

What does destination development mean for the Wheatbelt Way?

What does destination development look like to you for the Wheatbelt Way?

What is NEWTRAVEL'S role in destination development?

Also is this the appropriate time to reflect on:

How effective are NEWTRAVEL meetings for you?

What do you want to get out of attending a NEWTRAVEL meeting?

Are you happy with the format?

OUTCOME:

- Marcus gave some context to the AGO Strategic Plan.
- Agritourism Development Strategy focus for the Wheatbelt and Esperance region by AGO.
- Possibility to replicate the AGO Strategic Plan pillars, with local relevant actions.
- Opportunity to look beyond just marketing to infrastructure and capability building.
- Need an engagement plan – particularly to develop a local tourism industry.
- Tap on shoulder and going to local/targeted groups approach needed.
- Timeline of approx. 4mths to be completed by end of July 2022.
- NEWTRAVEL to invoice AGO for this activity and NEWTRAVEL to engage a consultant direct.
- Sub-committee of Rebecca Watson, Kim Storer, Louise Sellenger and Lana Foote to work on this with Linda Vernon. (Utilise Zoom!)
- Do a survey of members on NEWTRAVEL meeting needs, consider perhaps 2 face to face NEWTRAVEL meetings a year and 2 online meetings a year, consider using more sub-committee approach.
- What is NEWTRAVEL'S role in Destination Development? (to be considered as a part of the Strategic planning process).

6.3 Heyscape – Tiny Accommodation Opportunity

BACKGROUND:

[Heyscape](#) offer cosy, secluded tiny cabins, stylishly appointed with knockout views. Perfect places for you to relieve the stresses of modern life. Take yourself off grid and truly relax with a deep digital detox – no notifications, no distractions, no worries. Rest. Unplug. Enjoy!

As a rule of thumb, they look for property bigger than 100acres, where cabins can be far enough to provide the guests with a real sense of seclusion. However, they have looked at smaller properties with a peculiar shape that can offer the seclusion we look for. Check out there flyer [here](#).

Some more information about the Heyscape accommodation is provided below:

"Our cabins are fully off the grid, powered by solar panels paired to batteries, and connected to a 4,500L tank adjacent to the cabins.

Waste from the cabin is handled as follows:

- Grey water from the shower, bathroom sink and kitchen sink go to a grease trap, followed by a sedimentation tank to end up leaching back into the ground. The grease trap and sedimentation tank are emptied as required by our team.*
- We use composting toilets with a cartridge placed under the cabin that gets replaced every 6 weeks. Once removed, the cartridge is closed and placed at the back of the property so nature can do its job and decompose the waste back to dust, which is disposed of, and the cartridge is then put back in service.*
- Waste from the bins is to be removed by guests at the end of their stays. Cleaners also take away any waste left behind.*

All operational aspects of the cabins are handled by Heyscape:

- We would find a local cleaner to service the cabins on your land (unless someone from your team would like to provide this service)*
- All bookings and customer relation aspects are handled by our "Guest Experience team"*
- All maintenance aspects are dealt with by our 3 builders who build all our cabins, unless they are small enough to be dealt by someone local (changing a gas bottle, tightening a screw etc..) for which we can include a schedule of rate in the contract.*

COMMENT:

Their aim is to have 100 cabins in WA in the next 5 years. They can currently make 2 cabins a month. Their basic model is that they find a willing landowner and then do the whole development application process (at their own cost), manufacture, install and operate the cabin. The landowner gets \$100 a week per cabin, regardless of occupancy level. So, one would generate \$5,200 a year for the landowner.

AGO think that the Wheatbelt would be a good fit, particularly for farm stay type places and Marcus has asked is there a project that the Wheatbelt Way could look would be to identify potential landowners/sites along the Wheatbelt Way that might be interest partnering with Heyscape? If we got a few on board, it would aid future promotion of the Wheatbelt Way and help develop the accommodation offering.

RECOMMENDATION:

For members information and direction

OUTCOME:

- Linda and Marcus to create an Intro Pack to be provided to identified landholders.
- Local Government members to assist with an EOI in local papers and a tap on the shoulder approach to potential landholders.
- Once several landholders have expressed an interest, to hold a Zoom information session and Q&A.

6.3 Storytowns

BACKGROUND:

Regional Arts WA [Cultural Tourism Grant](#) funding opportunity was available in December-January 2022.

COMMENT:

A Experience application was submitted to develop a series of podcasts in partnership with [Storytowns](#). An application for the same activity was also submitted by the Shire of Goomalling for the Pioneers' Pathway.

It is anticipated that this product would be a marketing tool that will help to increase visitor numbers with memorable stories, add cultural relevance and legacy, reveal unknown stories and facts about the region, retention of visitors, stories will travel - word of mouth.

If successful it is hoped that a total of 12, 7 minute geolocated townscape podcasts would be created.

If successful with both grants it is anticipated that funding of \$20,000 would be received. This leaves a shortfall of \$10,000.00. It is planned to see if NEWTRAVEL and the Pioneers' Pathway 2021-2022 or 2022-2023 Marketing Budgets have any scope within the existing and planned budgets to contribute towards the shortfall. It is also hoped that each member local government saw this a valuable marketing tool and may be able to contribute up to \$833.30.

This project if successful is to commence 1 April 2022 and be completed by 30 September 2022.

View supporting documentation:

[Wheatbelt Way and Pioneers Pathway Proposal](#)

[Storytowns Quote](#)

[Storytowns Prospectus](#)

RECOMMENDATION:

For members information.

OUTCOME:

ACTION – Linda to communicate to Local Government CEOs the Storytowns opportunity and ask for the financial commitment and also use this as opportunity to remind them of the 2022-2033 NEWTRAVEL financial commitments and timely to check and audit the Wheatbelt Way sites in their Shires and consider any identified maintenance and upgrades in their budgets. (also, to send a 1 page infographic of NEWTRAVELs past 12mths).

6.4 2022 Perth Caravan and Camping Show

BACKGROUND:

Perth Caravan & Camping Show, taking place this year on Wed 23 – Sun 27 March 2022 at Claremont Showgrounds. This is a key marketing opportunity for the Wheatbelt!

COMMENT:

As a part of our regional marketing activities “The Wheatbelt” is represented at this tradeshow event by NEWTRAVEL, Shire of Merredin, RoeTourism and Pioneers’ Pathway.

Linda has indicated that she is available to set up Tuesday and attend on Wednesday and Thursday to represent the region.

A half-day, full day or consecutive days are optional and a great opportunity for visitor centre and CRC staff providing visitor information for your local government or Local Tourism Organisation to promote your region to prospective visitors.

Staff or volunteers will also be required to set up and pack up the stand (bump-in on Tuesday 22 March and bump out on Sunday 27 March).

Once the number of volunteers is established, AGO will provide a FREE pass which will cover your entry for your roster.

The Perth Caravan & Camping Show is operating under a WA Department of Health Covid Safe Event Plan. For more information about the Show’s CovidSafe Policy, [click here](#). Further information on the show can be found on the [Perth Caravan & Camping Show website](#).

RECOMMENDATION:

For members information and opportunity to volunteer.

PLEASE NOTE THAT SINCE THE MEETING THIS EVENT HAS NOW BEEN CANCELLED.

6.4 RAC Pitch

BACKGROUND:

NEWTRAVEL had in early January through Rebecca McCall the CEO at the Shire of Dowerin an opportunity to present a short pitch to the RAC through Patrick Walker, Group Executive, Social and Community Impact at RAC WA to look at developing a formal 3-year partnership with NEWTRAVEL, NEWROC and possibly the NEWROC Town Team movement and maybe Curtin University (based on these existing partnerships that NEWROC and NEWTRAVEL have already).

COMMENT:

A [2 page pitch](#) was developed and presented. Feedback was received from RAC to develop a more detailed proposal which is currently underway and will be presented to the NEWTRAVEL meeting.

RECOMMENDATION:

For members information and any direction.

OUTCOME:

- Linda presented the more detailed draft proposal to the meeting which can be [viewed here](#). Further feedback and direction is welcomed.
- Suggestion to link in with WALGA, Roadwise and Cliff Simpson.
- Look at how we could work on or leverage other existing campaigns or focus areas of, drink driving, seatbelts, road safety and bikes and the “Enjoy the Ride “campaign.
- Direction given to invest some NEWTRAVEL funds into getting outside support to finish the detailed proposal to then present to RAC.

7. Reports

7.1 Member Reports

Opportunity for members to provide meeting with an update or exchange on key tourism related activities and initiatives. A quick verbal report to be presented by member delegates. Full written reports or information can be found if link is indicated on name below.

Westonia

- Slow visitation over summer.
- Hosting the CMCA Rally in late March early April, 5 days, 300 people.
- WEROC Student immersion program changed to a virtual space – possibly not so successful this year.
- 1 Man and a Bike episode of Westonia aired in December 2021.
- Miniature silos have been installed.
- Improving the camping areas at Elachbutting and Baladjie.
- Descendants of Alfred Weston have provided original photo portrait of Alfred Weston to be on display in the Hood-Penn Museum.

Koorda

- Drive-In has commenced for the year with 60 people attending and 18 hampers sold in February for 1 movie screening.
- Gardens have been completed at the Koorda Caravan Park.
- Koorda Short-Stay Accommodation is now back open and under new management.

Mt Marshall

- New shelter at Billiburning has been installed.
- New Mt Marshall Shire Brochure.
- Waddouring Reserve, gates open this weekend hoping to let locals use it first before wider advertising.
- WAORRA Round 3 event in Bencubbin still planning to go ahead on the June long-weekend.
- Birding Group looking at a return visit and exploring the possibility of Bird Hides at some locations in the Shire.
- Beacon Caravan Park and Camp Kitchen upgrades are planned.
- New signs have been installed at facilities and at Lake McDermott.
- New mannequins are ordered for the Beacon Museum.
- New Beacon brochure being produced.

Dowerin:

- New Community Development Officer started in part-time capacity in Dana Hutchison.
- Town Team funding received Tin Dog upgrades and to link in with the Faces of the Field Days project.

- The Dowerin CRC is refurbishing the Visitor Centre component of the CRC, just on hold at present due to COVID limitations on using the Dowerin Work Camp.
- Dowerin brand merchandise being sourced for sale.
- New owners of the Dowerin Roadhouse and Bear Pantry Café.
- New businesses to town in a Plumber, Competent Solutions Training, Wheatbelt Engineering.
- Curtin student annual visit is planned for early April.
- Tin Dog Walk trail upgrades happening but behind schedule.
- Hosted the AGO Board meeting early this week.
- The Dowerin Field Day focus for 2022 is to just hold a safe event.

Mukinbudin

- Caravan Park has still been busy over summer, mainly with contractors.
- Sally Putt was engaged to develop a [Mukinbudin Caravan Park website](#) and it is now live.
- Nature Playground is currently under construction and hoping to be completed shortly.

7.0 Other Business

- **New Brochures:** Marcus advised that the new [25 Epic Road Trips in Australia's Golden Outback Booklet](#) and the [2022 AGO Road Trip Planner](#) were now available for distribution.

You can do this by going to the [Vanguard Press Distribution website](#) and [signing up for an account \(free\)](#) and then ordering the brochures you need to restock your Visitor Centre.

8.0 Next Meeting

The General Meeting will be held on Thursday 28th July 2022 in Mukinbudin.

9.0 Meeting Close 12.37pm



Great Eastern Country Zone

Minutes

Hosted via MS Teams

Commenced at 9:39am
Monday, 14 February 2022

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Great Eastern Country Zone

Meeting held via MS Teams

Commenced at 9:39am on Monday, 14 February 2022

following a roll call

Microsoft Teams meeting

Join on your computer or mobile app

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Minutes

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Attendance

Shire of Bruce Rock	President Cr Stephen Strange Deputy President Cr Anthony Cook Mr Darren Mollenoyux, Chief Executive Officer, non-voting delegate
Shire of Cunderdin	Mr Stuart Hopley, Chief Executive Officer, non-voting delegate
Shire of Dowerin	Ms Rebecca McCall, Chief Executive Officer, non-voting delegate
Shire of Kellerberrin	Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer
Shire of Kondinin	Mr David Burton, Chief Executive Officer, non-voting delegate
Shire of Koorda	President Cr Jannah Stratford Mr Darren Simmons, Chief Executive Officer, non-voting delegate
Shire of Merredin	President Cr Mark McKenzie Ms Lisa Clack, Chief Executive Officer, non-voting delegate
Shire of Mount Marshall	President Cr Tony Sachse Mr John Nuttall, Chief Executive Officer, non-voting delegate
Shire of Mukinbudin	Mr Dirk Sellenger, Chief Executive Officer, non-voting delegate
Shire of Narembeen	President Cr Kellie Mortimore Mr David Blurton, Chief Executive Officer, non-voting delegate
Shire of Nungarin	President Cr Pippa de Lacy Mr Leonard Long, Chief Executive Officer, non-voting delegate

Shire of Tammin	Ms Joanne Soderlund, Chief Executive Officer, non-voting delegate
Shire of Trayning	President Cr Melanie Brown Deputy President Cr Geoff Waters
Shire of Westonia	President Cr Karin Day Mr Bill Price, Chief Executive Officer, non-voting delegate
Shire of Wyalkatchem	President Cr Quentin Davies Mr Peter Klein, Chief Executive Officer, non-voting delegate
Shire of Yilgarn	President Cr Wayne Della Bosca Deputy President Cr Bryan Close Mr Nic Warren, Chief Executive Officer, non-voting delegate
Guests:	Martin Aldridge MLC, Member for the Agricultural Region Russell Colyer-Cockburn, WACHS Regional Director Jacinta Herbert, WACHS Nancy Bineham, Department of Health Mandy Walker, Director Regional Development, RDA Wheatbelt Inc Shannon Arnott, Water Corporation, Regional Manager, Goldfields and Agricultural Regions
WALGA Representatives	Tony Brown, Executive Manager Governance & Organisational Services Nick Sloan, WALGA Chief Executive Officer Rebecca Brown, Acting Covid-19 Lead/ Manager Waste and Recycling, Strategy , Policy and Planning Kathy Robertson, WALGA Executive Officer Governance Cliff Simpson, Road Safety Advisor, WALGA
Apologies	President Cr Alison Harris, Shire of Cunderdin President Cr Robert Trepp, Shire of Dowerin Cr Darrel Hudson, Shire of Dowerin President Kent Mouritz, Shire of Kondinin Deputy President Cr Beverley Gangell, Shire of Kondinin Deputy President Cr Buster Cooper, Shire of Koorda Cr Donna Crook, Shire of Merredin Deputy President Cr Nick Gillett, Shire of Mt Marshall President Cr Gary Shadbolt, Shire of Mukinbudin Deputy President Cr Scott Stirrat, Shire of Narembeen Deputy President Cr Gary Coumbe, Shire of Nungarin President Cr Glenice Batchelor, Shire of Tammin Ms Leanne Parola, Chief Executive Officer, Shire of Trayning Deputy President Cr Mark Crees, Shire of Westonia Deputy President Cr Owen Garner, Shire of Wyalkatchem Hon Colin de Grussa MLC Mia Davies MLC, Member for the Agricultural Region Kathleen Brown, Electorate Officer, Office of Hon Mia Davies MLA Ammar Mohammed, A/Regional Manager Wheatbelt, Main Roads Samantha Cornthwaite, Department of Local Government, Sport & Cultural Industries – Acting Regional Manger Wheatbelt Renee Manning, Wheatbelt Development Commission, Principal Regional Development Officer

Attachments

The following are provided as attachments to the agenda:

1. Wheatbelt RDA Report
2. Minutes – GECZ meeting, 22 November 2021
3. Minutes – GECZ Executive Committee meeting, 4 February 2022
4. Local Government Agricultural Freight Group
5. Wheatbelt District Emergency Management
6. WALGA Roadwise Report
7. Local Government Reform Proposal Submission
8. WALGA President's Report

State Council Agenda – via link: [State Council Agenda March 2022](#)

3. **DECLARATIONS OF INTEREST**

Nil

4. **ANNOUNCEMENTS – ZONE CHAIR**

As this meeting is being held online, please note the following protocols:

- Zone Chair or Zone Executive Officer, will go through the attendance list.
- Please mute your microphone once attendance has been taken.
- Please use the hand symbol if you wish to speak.
- Once identified by the Chair, please turn on your camera and unmute your microphone.
- Cameras do not need to be turned on for the duration of the meeting (if connection is unreliable)

The WALGA Great Eastern Country Zone would like express our support to all Local Governments and their residents regarding the catastrophic bushfires that have occurred this month, and particularly over 6 – 8 February 2022. We wish you all well in the recovery, which will no doubt be over a considerable time frame.

5. **GUEST SPEAKERS / DEPUTATIONS**

5.1 Covid-19

1. Russell Colyer-Cockburn – WACHS Regional Director

Mr Russell Colyer-Cockburn provided a region specific Covid-19 update to the Zone

2. Rebecca Brown - WALGA/Acting Covid-19 Lead

Ms Brown answered Zone queries on matters related to directions or Covid response matters.

5.2 WALGA Update

WALGA CEO Nick Sloan provided an update on WALGA matters and also an update on Emergency Management issues as a member of the State Emergency Management Coordination Committee (SEMC)

5.3 Regional Subsidiaries

Mr Tony Brown provided an update on the topic of Regional Subsidiaries as per attached presentation.

6. MEMBERS OF PARLIAMENT

Martin Aldridge MLC, Member for the Agricultural Region provided an update to the Zone.

7. AGENCY REPORTS

7.1 Department of Local Government, Sport and Cultural Industries

Samantha Cornthwaite, Department of Local Government, Sport & Cultural Industries – Acting Regional Manager Wheatbelt was an apology for the meeting.

Noted

7.2 Wheatbelt Development Commission

Renee Manning, Wheatbelt Development Commission - Principal Regional Development Officer, was an apology for the meeting.

Noted

7.3 Main Roads Western Australia

Ammar Mohammed, A/Regional Manager Wheatbelt, Main Roads, was an apology for the meeting.

Noted

7.4 Wheatbelt RDA

Mandy Walker, Director Regional Development RDA Wheatbelt presented to the Zone, a report was attached to the agenda.

Noted

7.5 Water Corporation

Shannon Arnott, Water Corporation, Regional Manager, Goldfields and Agricultural Regions, provided an update to the Zone

Noted

A break was taken at 11:00am.

The meeting resumed at 11:08am

MINUTES

8.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Monday 22 November 2022 (Attachment 2)

The Minutes of the Great Eastern Country Zone meeting held on Monday 22 November 2022 have previously been circulated to Member Councils.

RECOMMENDATION

Moved: Cr Geoff Waters
Seconded: Cr Mark Mackenzie

That the Minutes of the Great Eastern Country Zone meeting held Monday 22 November 2021 are confirmed as a true and accurate record of the proceedings.

CARRIED

8.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Monday 22 November 2021

Spelling errors to Cr Sachse's name to be corrected.

8.3 Confirmation of Minutes from the Great Eastern Country Zone meeting of the Executive Committee held Friday 4 February 2022 (Attachment 3)

The Minutes of the Great Eastern Country Zone meeting held on Monday 22 November 2022 have previously been circulated to Member Councils.

RECOMMENDATION

Moved: Cr Quentin Davies
Seconded: Cr Melanie Brown

That the Minutes of the Great Eastern Country Zone meeting held Monday 22 November 2022 are confirmed as a true and accurate record of the proceedings.

CARRIED

8.4 Business Arising from the Minutes of the Great Eastern Country Zone Meeting of the Executive Committee, Friday 4 February 2022

8.4.1 Item 4.2.1, Elected Member Training

The Zone resolved as followed in June 2021:

ZONE RESOLUTION:

*Moved: Cr Glenice Batchelor
Seconded: Cr Geoff Waters*

That the Great Eastern Country Zone endorse the Committee's recommendation of providing a Training rebate of \$1,000, to Zone members Councils payable per head through their Local Government for Elected Members to complete their Universal Training.

Comment:

The Committee discussed further clarity was needed on how to claim these funds, and when they can be claimed.

Local Governments are asked to send in an invoice to the Zone Executive Officer for reimbursement of Training on the completion of all 5 training units. A Local Government can claim \$1,000 per Elected Member when an Elected Member has completed the training courses.

Noted

8.4.2 Item 5.4, Strategic Priorities

The Committee discussed what the priority items are for the Zone next 12 months. After lengthy consideration, the following priorities were identified:

1. Covid-19
2. Regional Health Services to include:
 - Hospitals
 - Aged Care
 - Future of Nurse Practitioner Service
3. St John Ambulance Service – Impact on Volunteers and the provision of the service generally.
4. Regional Subsidiaries
5. Transport – Road Network
6. Telecommunications
7. Education
8. Review of GROH Housing issues

RECOMMENDATION

Moved: Cr Geoff Waters
Seconded: Cr Quentin Davies

That the Zone endorse the above items as priority issues for the next 12 months.

CARRIED

8.4.3 Item 5.8, Zone Meeting Day

Background:

As raised at the Zone meeting in November, the Executive Officer was asked to assess the possibility of changing the Zone meeting day.

At the Executive Committee meeting, the Executive Officer was then asked to specifically evaluate the option of holding the Zone meeting on the second Thursday of the month.

Executive Officer Comment:

Tony Brown will provided advice that the if the Zone meeting was held on the second Thursday of the month, the State Council agenda will not be ready for the agenda to go out.

Based on this advice, the Zones meeting will remain on a Monday.

Noted

8. ZONE BUSINESS

Nil

9. ZONE REPORTS

10.1 Zone President Report

Zone President Cr Tony Sachse, will provide a report to the Zone.

RECOMMENDATION

Moved: Cr Pippa Delacey
Seconded: Cr Kelli Mortimore

That the Zone President's Report be received.

CARRIED

10.2 Local Government Agricultural Freight Group

Cr Tony Sachse, has provided the below information for the Zone, as well as supporting documents (Attachment 4)

A meeting was held at WALGA in Perth on 26th November 2021. The minutes of this meeting are attached to this report. A further meeting was held by zoom on 4th February 2022. The minutes of this meeting are not currently available.

Both meetings dealt with correspondence to the Hon Rita Saffioti MLA, Minister for Transport; Planning; Ports, Government of Western Australia, and to the Hon Barnaby Joyce MP, Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development. At the February 2022 meeting, resolutions were passed to send correspondence to these Ministers, Shadow Ministers and some Federal and State politicians. The correspondence covered aspects of transport within our region and was specific to the different Federal and State responsibilities in this regard. This correspondence will be attached to the minutes of the February 2022 LGAFG meeting in due course.

Noted

10.3 Wheatbelt District Emergency Management Committee

Cr Tony Sachse, has provided the below information for the Zone, as well as supporting documents (Attachment 5)

The Wheatbelt DEMC has not met since the last WALGA GECZ meeting on Monday 22nd November 2021. The next meeting is scheduled for 16th March 2022.

The Wheatbelt Operational Area Support Group (OASG), and in relation to the COVID 19 pandemic, continue to be held on an "as needs basis" by the Dept of Health. Information from the Wheatbelt OASG has been sent out to GECZ members as it has been released over the period.

The OASG had a short catch up to discuss the opening of WA and Australia in early 2022 and preparedness for "Living with COVID on Wednesday 15th December 2021. The minutes of this meeting are attached.

Commander Brad Sorrell and Superintendent Paul Daly (WA Police Force – Operation Tide) held a meeting for the Wheatbelt OASG on Monday 17 January 2022 to conduct an Emergency Management Discussion Exercises (DISCEX).

The purpose of the exercise was to test the response capabilities, decision making process and authority escalation concerning a potential COVID-19 outbreak within the Wheatbelt District. The exercise focused on three core capabilities:

1. Emergency Response
 - a) Command Control and Coordination
 - b) Situational Assessment

- c) Evacuation
 - d) Agency Interoperability
2. Resources
- a) People
 - b) Finances
 - c) Equipment
3. Community Involvement
- a) Alerts / Warning
 - b) Public Information
 - c) Risk Awareness and Understanding

The OASG held a short catch up to discuss the opening of WA and Australia early next year and preparedness for “Living with COVID” on Wednesday, 19th January 2022. The minutes of this meeting are not currently available. There was information regarding the Covid Vaccination Roll Out in the Wheatbelt. Vaccination roll out – Wheatbelt population total and Aboriginal population % plus mandatory booster for Health staff by 1 Feb.

Also discussed were COVID-19 site plans that are under review and attempts to try and streamline this. COVID Surge testing and COVID-19 swabbers was also discussed. Also, the Preparation for border opening – surge staffing planning. Other matters were DFES Bush Fire preparedness and response this season as well as other Agencies response for “Living with Covid”.

The next meeting is scheduled for 16th February 2022.

Wheatbelt Human Services Manages Forum (WHSMF): The last meeting was on 9th December 2021. The minutes of the meeting are attached.

RECOMMENDATION

Moved: Cr Melanie Brown
Seconded: Cr Stephen Strange

That the Wheatbelt District Emergency Management Committee Report and attachments be received.

CARRIED

10.4 Regional Health Advocacy Group

Cr Alison Harris was an apology for the meeting.

Noted

10.5 WALGA Roadwise

Cliff Simpson, Road Safety Advisor (Wheatbelt North), Infrastructure, provided a report to the Zone. The report was attached to the agenda.

RECOMMENDATION

Moved: Cr Mark McKenzie
Seconded: Cr Kelli Mortimore

That the WALGA Roadwise Report be received.

CARRIED

10.6 Catastrophic Bushfire 6-8 February 2022

Cr Stephen Strange, Shire of Bruce Rock

Cr Strange provided a report on the recent bush fire in the district, noting the power and telecommunications issues.

10. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

11.1 State Councillor Report

Cr Stephen Strange, Shire of Bruce Rock

Cr Strange acknowledged the passing of former WALGA President, Troy Pickard.

Mr Pickard was committed to bringing about positive change for his local communities in Stirling and Joondalup and a passionate advocate for the sector at both the State and National level as President of WALGA and the Australian Local Government Association.

Across his 15 years of service as an Elected Member, Troy made an immense contribution to the local communities of Stirling and Joondalup, both as a Councillor and in leadership roles of Deputy Mayor and Mayor. Mr Pickard made great strides in representing the WA Local Government sector in his roles as WALGA President from 2010 and 2015 and Deputy President for three years prior; and on the national stage as ALGA President from 2014 to 2016 and Deputy President from 2010 to 2014.

Troy will be sadly missed and we offer our condolences to his family and friends.

December 2021 State Council Meeting

The December State Council meeting was held at WALGA on Wednesday, 1 December 2021. This was the first meeting of the new State Council for 2021-23 following the Zone election process in November 2021.

Five new State Councillors were elected:

- Cr Helen Sadler (Central Metropolitan Zone)
- Cr John Daw (East Metropolitan Zone)
- President Cr Laurene Bonza (Goldfields Esperance Country Zone)
- President Cr Chris Pavlovich (Great Southern Country Zone), and
- Cr Carl Celedin (South East Metropolitan Zone).

December 2021 State Council Strategic Forum

State Council received presentations and discussed a number of issues in the strategic forum:

- Presentation from the Minister for Housing; Local Government, Hon. Minister John Carey MLA, outlining his Ministerial priorities
- The Acting Director General of the Department of Local Government, Sport and Cultural Industries, Lanie Chopping, provided a presentation on the activities and direction of the Department.
- State Council discussed a process for composing a sector submission on the *Local Government Act 1995* legislative reform proposals.
- A proposal by the Secretariat to undertake a constitution and governance review was discussed. State Council later endorsed the proposal during the State Council meeting (Agenda item 5.11).

RECOMMENDATION

Moved: Cr Quentin Davies

Seconded: Cr Pippa Delacey

That the State Councillor Report be received.

CARRIED

11.2 WALGA Status Report

By Tony Brown, Executive Officer



BACKGROUND

Presenting the Status Report for February 2022 which contains WALGA's responses to the resolutions of previous Zone Meetings.

COMPLETE ZONE STATUS REPORT FEBRUARY 2022

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none">All Local Governments be guaranteed, as a minimum, one flexible refund point in their area.A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends <p>The State Government provide appropriate funding for the refund points.</p>	<p>The Container Deposit Scheme was launched in October 2020. To date the Scheme has delivered over 200 refund points across WA. This will increase to the required 229 by 1 October 2021.</p> <p>WALGA will continue to advocate for, as a minimum, one flexible refund point per Local Government area. WALGA has also raised with Government the definitions of flexible refund points and how this is applied. The former Environment Minister indicated the definitions would be reviewed in May 2021 and WALGA and other stakeholders would be consulted as part of the process.</p> <p>MWAC provided a Submission to the Department of Water and Environmental Regulation regarding this matter and will continue to advocate for these matters.</p>	Ongoing	<p>Nicole Matthews A/Executive Manager, Strategy, Policy and Planning nmatthews@walga.asn.au 9213 2039</p>
Great Eastern C	2020 February 26 Zone Agenda Item 7.1 Federal Government Drought Communities	<p>That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.</p>	<p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none">That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	Ongoing	<p>Nicole Matthews A/Executive Manager, Strategy, Policy and Planning nmatthews@walga.asn.au 9213 2039</p>

			<p>RESOLUTION 37.1/2020</p> <p>WALGA has continued its advocacy on drought assistance for Western Australia with representations to the Hon David Littleproud MP, Minister for Agriculture, and Northern Australia; the Hon Alannah MacTiernan MLC, Minister for Regional Development and Food; Hydrogen Industry; and WA Federal Government members, including meetings between the WALGA Deputy President and Senators Dean Smith and Slade Brockman. WALGA also met with Minister MacTiernan's Chief of Staff on this issue.</p> <p>Correspondence from Minister Littleproud received in October 2020 indicated that details of the Commonwealth's Regional Drought Resilience Planning Program were still being worked through with the WA Government, which was yet to commit to co-funding the program. WALGA subsequently sought an assurance that Minister MacTiernan remained committed to 'working with the Minister for Water to ensure WA local government optimally benefit from the Future Drought Fund'.</p> <p>On 4 July 2021 it was announced that the WA Government had been allocated \$1.3m of the \$9.85m available under the Regional Drought Resilience Planning Program for 2021-22 to undertake planning for the Northern Midwest, Southern Wheatbelt and Great Southern Inland regions. This work will be led by Regional Development Commissions working with Local Governments and is due for completion by 30 June 2022.</p> <p>The WA Government's application to the National Water Grid Fund seeking \$3.65 million in Federal funding to support the State's \$3.65 million investment to refurbish 70 agricultural area dams in dryland communities was unsuccessful. The Minister for Water has indicated that he is working closely with the Minister MacTiernan, to secure Federal funding for priority WA water projects in WA.</p>		
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ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

The Zone noted that updated information on Federal Government Drought assistance is required.

RECOMMENDATION

Moved: Cr Melanie Brown
Seconded: Cr Kellie Mortimore

That the Great Eastern Country Zone WALGA February 2022 Status Report be noted.

CARRIED

11.3 Review of WALGA State Council Agenda's – Matters for Decision

11.3.1 Special State Council Meeting Agenda – 23 February 2022

The full State Council Agenda can be found via link: [State Council Special Meeting Agenda 23 February 2022](#) and attached (Attachment 7)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

3.1 Local Government Reform Proposal Submission

1. That the recommendations contained in the '*Local Government Reform Proposal Submission*' be endorsed.
2. That WALGA: a. seek assurance from the Minister for Local Government that further detail on the proposed reforms will be provided to the sector for comment prior to the formulation of a draft Local Government Act Amendment Bill; and b. seek a formal commitment from the Minister for Local Government that WALGA actively participates in the legislative drafting process necessary to formulate a draft Local Government Act Amendment Bill.

Comment

Item 2.2 Standardisation of Crossovers

The Shire of Kondinin raised the issue that Some townsite areas of our Shire do not have crossovers. This needs to be flexible to allow for areas where crossovers are not present, which would be many areas in regional WA.

RECOMMENDATION

Moved: Cr Stephen Strange
Seconded: Cr Geoff Waters

1. That the recommendations contained in the '*Local Government Reform Proposal Submission*' be endorsed, **subject to:**
 - a. **Item 2.2: Support on the basis that there cannot be a one size fits all State-wide approach to crossovers.**

2. That WALGA:

- a. seek assurance from the Minister for Local Government that further detail on the proposed reforms will be provided to the sector for comment prior to the formulation of a draft Local Government Act Amendment Bill; and
- b. seek a formal commitment from the Minister for Local Government that WALGA actively participates in the legislative drafting process necessary to formulate a draft Local Government Act Amendment Bill.

CARRIED

11.3.2 Ordinary State Council Meeting Agenda – 2 March 2022

The full State Council Agenda can be found via link: [State Council Agenda 2 March 2022](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

5.1 Short-Term Accommodation Regulatory Scheme

That the draft Short-Term Accommodation Regulatory Reform submission be endorsed

Matters for Noting

- 6.1 COVID-19 – Update
- 6.2 2022-23 Federal Budget Submission
- 6.3 Detection of Polyphagous Shot-hole Borer and Implications for Local Government
- 6.4 State Planning Policy 2.9: Planning for Water - Submission
- 6.5 Submission to Salaries and Allowances Tribunal – Local Government Remuneration Inquiry

RECOMMENDATION

Moved: Cr Quentin Davies

Seconded: Cr Bryan Close

That the Great Eastern Country Zone

1. Supports Matters for Decision, item 5.1 as listed above in the March 2022 State Council Agenda; and
2. Notes all Matters for Noting and Organisational Reports as listed in the March 2022 State Council Agenda.

CARRIED

11.4 WALGA President's Report

The WALGA President's Report is provided (Attachment 8)

RECOMMENDATION

Moved: Cr Mark McKenzie

Seconded: Cr Pippa Delacey

That the Great Eastern Country Zone notes the WALGA President's Report

CARRIED

11. EMERGING ISSUES

12. URGENT BUSINESS

12.1 Road works during a Total fire ban

Cr Day raised the issue of Main Roads ban on roadworks during fire bans and how it is not practical.

Resolved

That an Agenda item on this issue be prepared for the next meeting of the Zone.

13. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held either in-person or via MS Teams on Tuesday, 26 April 2022, commencing at 9:30am.

14. CLOSURE

There being no further business the Chair declared the meeting closed at **12:05pm**.

8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **17th March 2022**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person And Impartiality** interest were made at the Council meeting held on **17th March 2022**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	



In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity** interest were made at the Council meeting held on **17th March 2022**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

9. MATTERS REQUIRING A COUNCIL DECISION

9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

9.1.1 ACCOUNTS FOR PAYMENT

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Manager of Corporate Services
File Reference:	F1.3.3 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.1 List of Accounts
Signature:	Officer  CEO 

Purpose of the Report

Executive Decision

Legislative Requirement

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits June be obtained.

Comment

Attached is a copy of Accounts for Payment for the month of February 2022. The credit card statements currently show: -

CEO **February 2022 \$6,430,79** associated with the purchase of 100GB Skymuster Activ8me-Administration Office 100GB Skymuster Activ8me - CEO 100G, Standard Annual Plan SurveyMonkey 14/02/22 to 13/02/23, 10.2-inch iPad Wi Fi + Cellular 256GB — Space Grey Smart Keyboard for iPad (9th generation, Refreshments Council Electors Meeting 8th Feb 2022, Various consumable Items - Gardens Various shade cloth, accessories and consumable items, Cooperate Uniforms, Malwarebytes Endpoint Protection - Workstations, Servers & Anti Spam Recurring, Ethernet Cable 2m Blue Master Lock Wall Mountable Combination Lock Key Safe Comsol Dual Port USB Wall Charger 3.4A/17W White SanDisk Cruzer Blade USB Flash 32GB 3 Pack Delivery Fee, Malwarebytes Endpoint Protection - Workstations, Servers & Anti Spam/Domain Microsoft 365 Business Standard Recurring Sub ID 1049450 & 1049449 15/2/22-14/3/22, Microsoft 365 Business Standard Recurring 18/2/22 - 17/3/22 #1047021, Microsoft Office365 Business Standard Recurring 17/2/22 - 16/3/22, P10.Canter - Diesel purchase Perth Trip, P14 - Toyota Landcruiser - Diesel purchase, Post Box Renewal 2022, 04104 - Refreshments - 1 x bottle Cognac 14204 - protective equipment - 2 x boxes face masks, Monthly subscription to Canva, Councillors Ipad Telstra recharge vouchers, 1x Gift Voucher for the Palace Hotel Southern Cross and Registered Postage & Bank Fees

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulations 12 & 13 requires the list of accounts to be presented to Council. Payments are made by staff under delegated authority from the CEO and Council.



Policy Implications

Council does not have a policy in relation to payment of accounts.



Strategic Implications

Accounts for payment are presented to Council in the interests of accountability and provide information on Council expenditure.



Financial Implications

Expenditure in accordance with the 2021/2022 Annual Budget.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That February 2022 accounts submitted to today's meeting on Municipal vouchers numbered from 3978 to 3982, and D/Debits from EFT5425 to EFT5468 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$651,269.43 be passed for payment.

Attachment 9.1.1

Shire of Westonia



Accounts for Payment

for period ending
28th February 2022

List of Accounts Due & Submitted to Council February 2021/2022

Chq/EFT	Date	Name	Description	Amount	Bank	Type
BS	01/02/2022	WESTNET - WESTNET INTERNET PROVIDER FEE	WESTNET INTERNET PROVIDER FEE	-66.00	1	FEE
BS	03/02/2022	FEE - BANK FEES	BANK FEES	-136.50	1	FEE
BS	09/02/2022	TELSTRA CORPORATION LIMITED	Telephone Usage & Service Charges	-2546.96	1	CSH
3978	09/02/2022	Water Corporation	Water Use and Service Charge	-4565.62	1	CSH
3979	09/02/2022	Synergy	Power Usage - Streetlight account	-624.80	1	CSH
EFT5425	09/02/2022	JASMINE L GEIER	Admin Maintenance	-500.00	1	CSH
EFT5426	09/02/2022	Copier Support	Maintenance - Administration & CRC Photocopiers	-1626.21	1	CSH
EFT5427	09/02/2022	Toll Transport Pty Ltd	Freight Charges	-28.89	1	CSH
EFT5428	09/02/2022	Ron Bateman & Co	Plant Operations - Parts & Repairs	-62.57	1	CSH
EFT5429	09/02/2022	Two Dogs Home Hardware	Maintenance Parks & Gardens	-337.00	1	CSH
EFT5430	09/02/2022	Carrabin Roadhouse (Rythdale P/L)	Medical Rooms Expense	-88.00	1	CSH
EFT5431	09/02/2022	Liberty Oil rural Pty Ltd	Plant Operations - Fuel & Oils	-13302.50	1	CSH
EFT5432	09/02/2022	GT Auditing Services	Annual Truck Audit	-968.00	1	CSH
EFT5433	09/02/2022	Hersey's Safety Pty Ltd	Various Consumable Items	-43.57	1	CSH
EFT5434	09/02/2022	Della Bosca Transport	MRWA Project Construction	-21397.67	1	CSH
EFT5435	09/02/2022	Westonia Community Cooperative Limited	January Statement payments	-458.54	1	CSH
EFT5436	09/02/2022	Marketforce	Advertising - LG Tenders Housing	-556.18	1	CSH
EFT5437	09/02/2022	Mech Tech Diesel Services Pty Ltd	Plant Maintenance	-3624.72	1	CSH
EFT5438	09/02/2022	Merredin Panel & Paint	Plant Operations - Consumable Items	-379.50	1	CSH
EFT5439	09/02/2022	Ramsay Construction Pty Ltd	Contract EHO	-715.00	1	CSH
EFT5440	09/02/2022	Mineral Crushing Services (WA) Pty Ltd	Roads Construction Council	-688.19	1	CSH
EFT5441	09/02/2022	Australian College Of Training	Training Expenses Administration	-264.95	1	CSH
EFT5442	09/02/2022	Wessie Pty Ltd	Roads Construction Council	-16450.00	1	CSH
EFT5443	09/02/2022	McWilliam Clan Pty Ltd t/a D & T McWilliam	Warralakin rd reconstruction	-18414.00	1	CSH
EFT5444	09/02/2022	Graham L & Diane Jones	Various Parts, Repairs & Maintenance	-3475.89	1	CSH
EFT5445	09/02/2022	FleetNetwork Pty Ltd	Periodic Lease - J Criddle	-1976.98	1	CSH
EFT5446	09/02/2022	Industrial Automation Group Pty Ltd	Maintenance Standpipes	-880.00	1	CSH
EFT5447	09/02/2022	Combined Tyres Pty Ltd	Tyres & tubes	-1683.00	1	CSH
EFT5448	09/02/2022	(A)POD Pty Ltd t/a Donovan Payne Architects	Consultant Fees Expense	-25960.00	1	CSH
EFT5449	09/02/2022	Scott Printers Pty Ltd	Walgoolan History Group	-7540.50	1	CSH
DD3376.1	13/02/2022	Aware Super - Accumulation	Payroll deductions	-5012.81	1	CSH
DD3376.2	13/02/2022	BT Panorama Super	Payroll deductions	-892.53	1	CSH
DD3376.3	13/02/2022	MLC Masterkey	Superannuation contributions	-231.14	1	CSH

DD3376.4	13/02/2022	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-84.03	1	CSH
DD3376.5	13/02/2022	Colonial Mutual Superannuation Pty Ltd	Superannuation contributions	-225.74	1	CSH
PAYROLL	14/02/2022	PAYROLL	Payroll Liability FE 13/02/2022	-27543.57	1	CSH
3980	14/02/2022	Cash	Petty Cash Recoup 14/02/22	-438.30	1	CSH
DD3377.1	14/02/2022	Bankwest Corporate Mastercard	Bank Fees - Purchase interest	-1854.62	1	CSH
EFT5450	21/02/2022	DG and RJ Perrin	Deposit Property @ 13 Pyrite Street, Westonia WA 6423	-10000.00	1	CSH
3981	22/02/2022	Water Corporation	Water Bills - Shire properties and Standpipes	-166993.88	1	CSH
3982	22/02/2022	HI-LO CONSTRUCTION	Building & House Maintenance	-8123.50	1	CSH
EFT5451	22/02/2022	Avon Waste	Refuse collection and maintenance	-2459.23	1	CSH
EFT5452	22/02/2022	Copier Support	Maintenance - Admin & CRC Printers	-803.56	1	CSH
EFT5453	22/02/2022	Toll Transport Pty Ltd	Parts 7 Pool Water Samples	-37.90	1	CSH
EFT5454	22/02/2022	Ron Bateman & Co	Various Consumable Parts - Water Cart	-212.07	1	CSH
EFT5455	22/02/2022	Centek Constructions	Ceiling & Gutter Repairs St Lukes Church	-1743.50	1	CSH
EFT5456	22/02/2022	Liberty Oil rural Pty Ltd	Purchase of Stock - Diesel and Unleaded	-8374.60	1	CSH
EFT5457	22/02/2022	Department Of Planning, Lands & Heritage	Lease Rent Agreement L175214 - Changed to O388484	-171.61	1	CSH
EFT5458	22/02/2022	Bitutek Pty Ltd	Bitumious Products - sealing various roads	-185580.35	1	CSH
EFT5459	22/02/2022	Great Southern Fuel Supplies	Fuel Card Purchases January 2022	-360.02	1	CSH
EFT5460	22/02/2022	Moore Australia (WA) Pty Ltd	Training Expences Admin	-1045.00	1	CSH
EFT5461	22/02/2022	Mech Tech Diesel Services Pty Ltd	PW Lendlease Great Eastern Highway	-31669.21	1	CSH
EFT5462	22/02/2022	Ancor Electrical	Stadium Maintenance	-3458.40	1	CSH
EFT5463	22/02/2022	WA Contract Ranger Services P/L	Animal Control - Ranger Services	-374.00	1	CSH
EFT5464	22/02/2022	150 Square Pty Ltd	Consultant Fees Expense	-5445.00	1	CSH
EFT5465	22/02/2022	Distinctive Pools Pty Ltd	Consultant Fees Expense	-2640.00	1	CSH
EFT5466	22/02/2022	Audit Partners Australia	Audit Fees Expense	-660.00	1	CSH
EFT5467	22/02/2022	Scintex Pty Ltd	Plant Maintenance - Small plant	-514.95	1	CSH
EFT5468	22/02/2022	Graham L & Diane Jones	Rates refund for assessment A6886 32 SCHEELITE ST WESTONIA WA 6423	-489.56	1	CSH
BS	25/02/2022	2VNET - 2VNET MONTHLY MAINTENANCE FEE	2VNET MONTHLY MAINTENANCE FEE	-578.95	1	FEE
DD3392.1	27/02/2022	Aware Super - Accumulation	Payroll deductions	-5557.44	1	CSH
DD3392.2	27/02/2022	BT Panorama Super	Payroll deductions	-892.53	1	CSH
DD3392.3	27/02/2022	MLC Masterkey	Superannuation contributions	-231.14	1	CSH
DD3392.4	27/02/2022	Wealth Personal Superannuation and Pension Fund	Superannuation contributions	-102.18	1	CSH
DD3392.5	27/02/2022	Colonial Mutual Superannuation Pty Ltd	Superannuation contributions	-225.74	1	CSH
DD3392.6	27/02/2022	C-Bus	Superannuation contributions	-225.74	1	CSH
PAYROLL	28/02/2022	PAYROLL	Payroll Liability FE 27/02/2022	-30127.10	1	CSH

BS	28/02/2022	Bankwest Corporate Mastercard	Various consumable Items - Gardens	-6430.79	1	CSH
BS	28/02/2022	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-10097.00	1	FEE



-651269.43

The above list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal vouchers numbered from 3978 to 3982, and D/Debits from EFT5425 to EFT5468 Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments totalling \$651269.43 submitted to each member of the Council on Thursday 17 March 2022, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.



CHIEF EXECUTIVE OFFICER

9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – FEBRUARY 2022

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Manager of Corporate Services
File Reference:	F1.3.3 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.2 Monthly Statement of Financial Activity
Signature:	Officer  CEO 

Purpose of the Report

- Executive Decision Legislative Requirement

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Comment

The Monthly Statement of Financial Activity for the period ending February 2022 is attached for Councillor information, and consists of:

1. Summary of Bank Balances
2. Summary of Outstanding Debtors
3. Balance Sheet
4. Budget v Actuals Schedules

Statutory Environment

General Financial Management of Council
Council 2021/2022 Budget
Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 section 6.4

Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 15%.

Strategic Implications

The Monthly Statement of Financial Activity is a record of Council's activities and financial performance during the reporting period.

Financial Implications

There is no direct financial implication in relation to this matter.

Voting Requirements

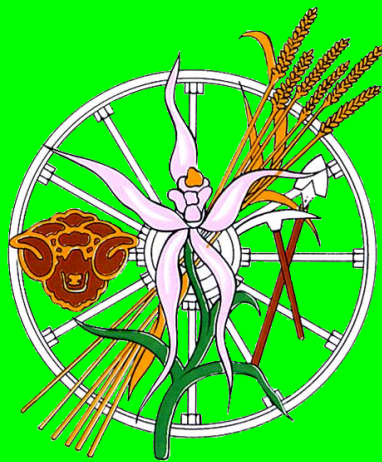
- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That Council adopt the Monthly Financial Report for the period ending February 2022 and note any material variances greater than \$10,000 or 15%.

Attachment 9.1.2

Shire of Westonia



Monthly Statement of Financial Activity

for period ending
28th February 2022

SHIRE OF WESTONIA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 28 FEBRUARY 2022

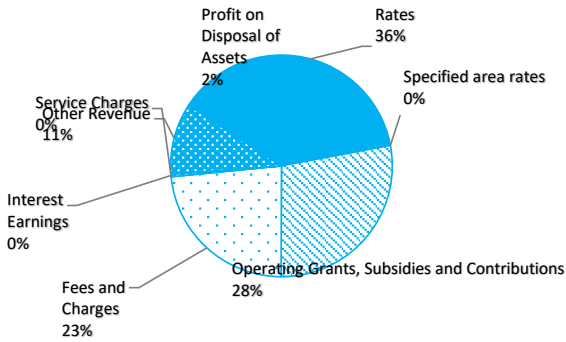
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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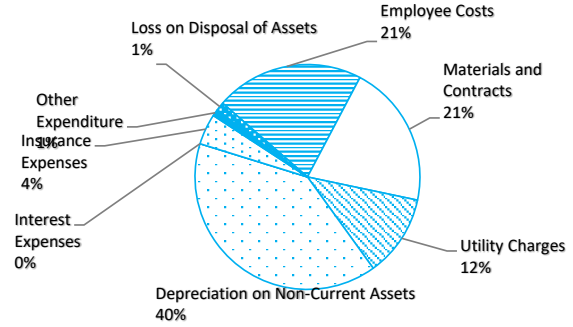
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Note 14 Explanation of Material Variances	23
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OPERATING ACTIVITIES

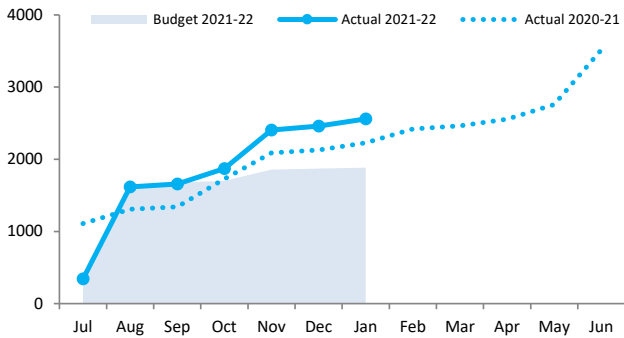
OPERATING REVENUE



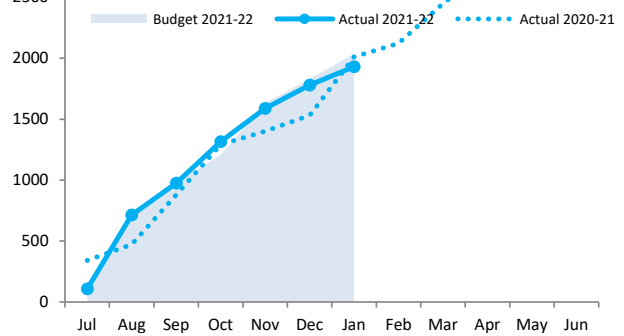
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

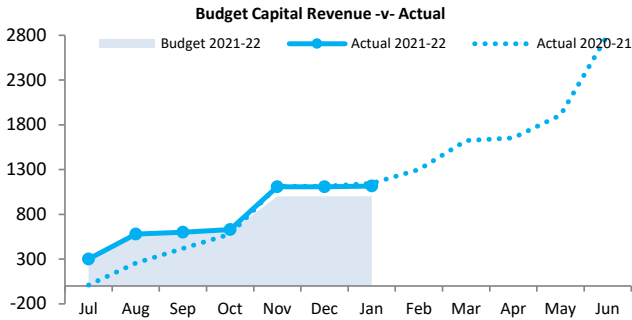


Budget Operating Expenses -v- YTD Actual

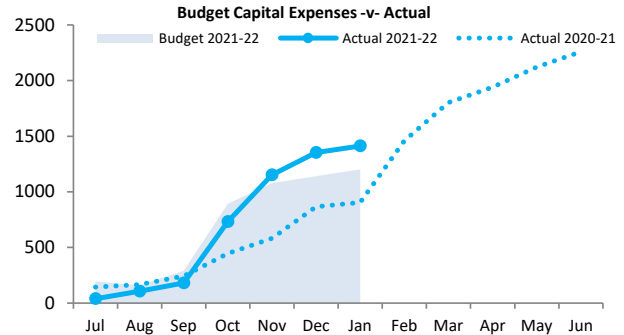


INVESTING ACTIVITIES

CAPITAL REVENUE



CAPITAL EXPENSES

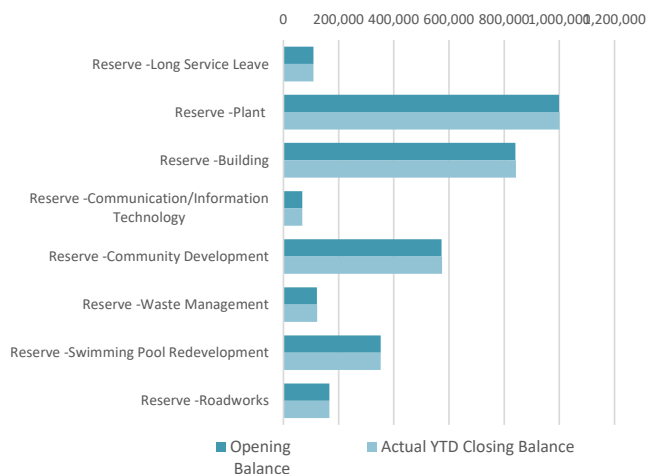


FINANCING ACTIVITIES

BORROWINGS

Shire has
NO current
Borrowings

RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.57 M	\$0.57 M	\$1.70 M	\$1.13 M
Closing	(\$0.06 M)	\$2.25 M	\$1.75 M	(\$0.50 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$1.24 M	27.7%
Restricted Cash	\$3.24 M	72.3%
Total	\$4.48 M	

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	(\$0.00 M)	
0 to 30 Days		100.0%
30 to 90 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.04 M	96.4%
Trade Receivable	\$0.40 M	% Outstanding
30 to 90 Days		0.0%
Over 90 Days		54.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.21 M	\$0.85 M	\$1.13 M	\$0.28 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.07 M	
YTD Budget	\$1.06 M	0.4%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.84 M	
YTD Budget	\$0.85 M	(1.9%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.70 M	
YTD Budget	\$0.26 M	170.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.16 M)	\$0.05 M	(\$1.06 M)	(\$1.11 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.32 M	
Adopted Budget	\$1.33 M	(75.8%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.87 M	
Adopted Budget	\$3.44 M	(45.6%)

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.48 M	
Adopted Budget	\$0.95 M	(49.0%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.32 M	\$0.79 M	(\$0.01 M)	(\$0.80 M)

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal	\$0.00 M

Refer to Note 8 - Borrowings

Reserves	
	\$
Reserves balance	\$3.24 M
Interest earned	\$0.01 M

Refer to Note 9 - Cash Reserves

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2022

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of resources.

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control, waste disposal compliance and operation of health clinic.

EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

Maintenance of senior citizen centre (old school). Provision and maintenance of home and community care programs and youth services.

HOUSING

To help ensure adequate staff, community and

Provision and maintenance of staff, community and aged housing.

COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, operation of rubbish disposal sites, litter control, protection of the environment, cemetery and public conveniences.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resource which will help the social well being of the community

Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

To help promote the shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

OTHER PROPERTY AND SERVICES

To monitor and control council's overheads operating accounts.

Private works operation, plant repair and operation costs and engineering operation costs.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	568,159	568,159	1,696,184	1,128,025	198.54%	▲
Revenue from operating activities							
Governance		1,150	864	0	(864)	(100.00%)	
General purpose funding - general rates	6	1,062,630	1,062,630	1,066,903	4,273	0.40%	
General purpose funding - other		652,517	648,402	624,121	(24,281)	(3.74%)	
Law, order and public safety		42,400	32,651	27,983	(4,668)	(14.30%)	
Health		2,000	600	600	0	0.00%	
Education and welfare		8,750	7,522	7,200	(322)	(4.28%)	
Housing		164,000	124,138	116,658	(7,480)	(6.03%)	▼
Community amenities		11,200	10,692	10,146	(546)	(5.11%)	
Recreation and culture		128,700	67,112	49,774	(17,338)	(25.83%)	▼
Transport		541,500	126,500	204,273	77,773	61.48%	▲
Economic services		88,500	83,101	294,661	211,560	254.58%	▲
Other property and services		209,000	97,642	589,904	492,262	504.15%	▲
		2,912,347	2,261,854	2,992,223	730,369		
Expenditure from operating activities							
Governance		(336,313)	(256,349)	(282,532)	(26,183)	(10.21%)	▼
General purpose funding		(38,500)	(21,746)	(20,341)	1,405	6.46%	
Law, order and public safety		(86,130)	(62,034)	(67,525)	(5,491)	(8.85%)	▼
Health		(38,200)	(25,732)	(20,193)	5,539	21.53%	▲
Education and welfare		(43,050)	(24,667)	(22,501)	2,166	8.78%	
Housing		(179,096)	(111,462)	(136,625)	(25,163)	(22.58%)	▼
Community amenities		(134,266)	(80,854)	(61,855)	18,999	23.50%	▲
Recreation and culture		(828,148)	(568,349)	(553,633)	14,716	2.59%	
Transport		(1,551,000)	(1,025,968)	(911,570)	114,398	11.15%	▲
Economic services		(382,900)	(265,277)	(439,079)	(173,802)	(65.52%)	▼
Other property and services		(25,000)	42,276	(296,373)	(338,649)	801.04%	
		(3,642,603)	(2,400,162)	(2,812,227)	(412,065)		
Non-cash amounts excluded from operating activities	1(a)	935,340	983,759	945,993	(37,766)	(3.84%)	
Amount attributable to operating activities		205,084	845,451	1,125,989	280,538		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12	945,600	548,189	482,380	(65,809)	(12.00%)	▼
Proceeds from disposal of assets	7	1,331,000	888,000	321,570	(566,430)	(63.79%)	▼
Payments for property, plant and equipment and infrastructure	8	(3,436,000)	(1,388,185)	(1,868,439)	(480,255)	(34.60%)	▼
Amount attributable to investing activities		(1,159,400)	48,005	(1,064,489)	(1,112,494)		
Financing Activities							
Transfer from reserves	9	795,000	795,000	0	(795,000)	(100.00%)	▼
Transfer to reserves	9	(473,500)	(6,479)	(6,479)	0	0.00%	
Amount attributable to financing activities		321,500	788,521	(6,479)	(795,000)		
Closing funding surplus / (deficit)	1(c)	(64,657)	2,250,136	1,751,205	(498,931)	(22.17%)	▼

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.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 5.00% 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 28 FEBRUARY 2022

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.

NATURE OR TYPE DESCRIPTIONS

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
FOR THE PERIOD ENDED 28 FEBRUARY 2022

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	568,159	568,159	1,696,184	1,128,025	198.54%	▲
Revenue from operating activities							
Rates	6	1,062,630	1,062,630	1,066,903	4,273	0.40%	
Operating grants, subsidies and contributions	11	924,517	853,970	838,088	(15,882)	(1.86%)	
Fees and charges		310,250	258,899	699,853	440,954	170.32%	▲
Interest earnings		18,750	14,725	10,807	(3,918)	(26.61%)	
Other revenue		36,200	24,964	311,042	286,078	1145.96%	▲
Profit on disposal of assets	7	560,000	46,666	65,531	18,865	40.43%	▲
		2,912,347	2,261,854	2,992,224	730,370		
Expenditure from operating activities							
Employee costs		(1,028,434)	(718,201)	(600,255)	117,946	16.42%	▲
Materials and contracts		(788,056)	(437,185)	(578,572)	(141,387)	(32.34%)	▼
Utility charges		(167,150)	(102,168)	(330,645)	(228,477)	(223.63%)	▼
Depreciation on non-current assets		(1,495,340)	(1,030,425)	(1,116,952)	(86,527)	(8.40%)	▼
Insurance expenses		(117,000)	(95,156)	(124,386)	(29,230)	(30.72%)	▼
Other expenditure		(46,623)	(17,027)	(26,390)	(9,363)	(54.99%)	▼
Loss on disposal of assets	7	0	0	(35,025)	(35,025)	0.00%	▼
		(3,642,603)	(2,400,162)	(2,812,225)	(412,063)		
Non-cash amounts excluded from operating activities	1(a)	935,340	983,759	945,993	(37,766)	(3.84%)	
Amount attributable to operating activities		205,084	845,451	1,125,992	280,541		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	945,600	548,189	482,380	(65,809)	(12.00%)	▼
Proceeds from disposal of assets	7	1,331,000	888,000	321,570	(566,430)	(63.79%)	▼
Payments for property, plant and equipment	8	(3,436,000)	(1,388,185)	(1,868,439)	(480,255)	(34.60%)	▼
		(1,159,400)	48,005	(1,064,489)	(1,112,494)		
Amount attributable to investing activities		(1,159,400)	48,005	(1,064,489)	(1,112,494)		
Financing Activities							
Transfer from reserves	9	795,000	795,000	0	(795,000)	(100.00%)	▼
Transfer to reserves	9	(473,500)	(6,479)	(6,479)	0	0.00%	
Amount attributable to financing activities		321,500	788,521	(6,479)	(795,000)		
Closing funding surplus / (deficit)	1(c)	(64,657)	2,250,136	1,751,205	(498,931)	(22.17%)	▼

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.

BASIS OF PREPARATION

The financial report 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 Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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 appears at Note 13 to these financial statements.

SIGNIFICANT ACCOUNTING POLICIES

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.

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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 May 2022

(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	(560,000)	(46,666)	(65,531)
Movement in inventory (non-current)				(140,453)
Add: Loss on asset disposals	7	0	0	35,025
Add: Depreciation on assets		1,495,340	1,030,425	1,116,952
Total non-cash items excluded from operating activities		935,340	983,759	945,993

(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 28 February 2021	Year to Date 28 February 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(3,230,514)	(2,808,400)	(3,236,993)
Add: Provisions - employee	10	207,351	100,558	207,351
Total adjustments to net current assets		(3,023,163)	(2,707,842)	(3,029,642)

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

Current assets				
Cash and cash equivalents	2	4,652,867	4,552,451	4,478,252
Rates receivables	3	20,533	65,192	39,243
Receivables	3	253,788	27,435	404,858
Other current assets	4	92,137	7,864	102,411
Less: Current liabilities				
Payables	5	(92,627)	(16,854)	(36,567)
Provisions	10	(207,351)	(100,558)	(207,351)
Less: Total adjustments to net current assets	1(b)	(3,023,163)	(2,707,842)	(3,029,642)
Closing funding surplus / (deficit)		1,696,184	1,827,688	1,751,204

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.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
PETTY CASH and FLOATS	Cash and cash equivalents	870	0	870	0		NIL	On Hand
MUNCIPAL BANK ACCOUNT	Cash and cash equivalents	1,240,389	0	1,240,389	0	BankWest	Variable	Cheque Acc.
RESERVE FUND	Cash and cash equivalents	0	3,236,993	3,236,993	0	BankWest	Variable	Term Deposit
TRUST FUND CASH AT BANK	Cash and cash equivalents	0	0	0	41,322	BankWest	Variable	Cheque Acc.
Total		1,241,259	3,236,993	4,478,252	41,322			
Comprising								
Cash and cash equivalents		1,241,259	3,236,993	4,478,252	41,322			
		1,241,259	3,236,993	4,478,252	41,322			

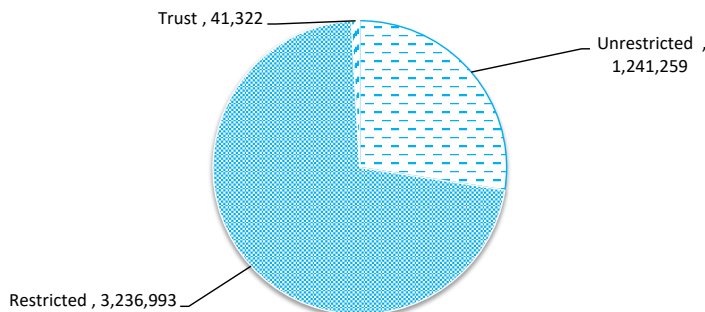
KEY INFORMATION

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

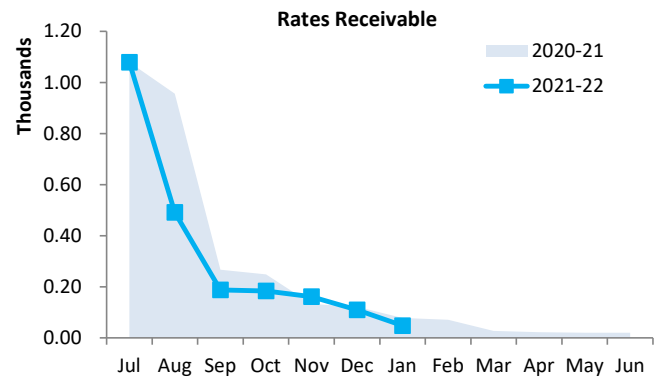


Corporate MasterCard	Transaction Summary	Total Amount	Institution	Interest Rate	Period End Date
		\$			
Card # **** *270 Criddle, Jameon C	Spotify swimming Pool	18.99	Bankwest	17.99%	28-Feb-22
Card # **** *693 Price, Arthur W	100GB Skymuster Activ8me-Administration Office 100GB Skymuster Activ8me - Standard Annual Plan Surveymonkey 14/02/22 to 13/02/23	469.50	Bankwest	17.99%	28-Feb-22
	10.2-inch iPad Wi Fi + Cellular 256GB — Space Grey Smart Keyboard for iPad (9	134.40			
	Refreshments Council Electors Meeting 8th Feb 2022	293.00			
	Various consumable Items - Gardens Various shade cloth, accessories and consu	529.00			
	Cooperate Uniforms	2607.86			
	Malwarebytes Endpoint Protection - Workstations, Servers & Anti Spam Recurring	185.00			
	Comsol Lightning to USB Cable 3m Black Jackson Modular Extension Lead 5m W	50.00			
	Malwarebytes Endpoint Protection - Workstations, Servers & Anti Spam/Domai	314.07			
	Microsoft 365 Business Standard Recurring 18/2/22 - 17/3/22 #1047021	264.99			
	Microsoft Office365 Business Standard Recurring 17/2/22 - 16/3/22	60.72			
	P10.Canter - Diesel purchase Perth Trip	30.25			
	P14 - Toyota Landcruiser - Diesel purchase	89.01			
	Post Box Renewal 2022	93.07			
	04104 - Refreshments - 1 x bottle Cognac 14204 - protective equipment - 2 x bc	104.00			
	Monthly subscription to Canva	125.90			
	Councillors Ipad Telstra recharge vouchers	8.99			
	1x Gift Voucher for the Palace Hotel Southern Cross and Registered Postage	750.00			
	Bank Fees	255.55			
		46.49			
		6,430.79			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 June 2021	28 Feb 2022
	\$	\$
Opening arrears previous years	11,466	20,533
Levied this year	1,067,757	1,066,903
Less - collections to date	(1,058,690)	(1,048,193)
Equals current outstanding	20,533	39,243
Net rates collectable	20,533	39,243
% Collected	98.1%	96.4%

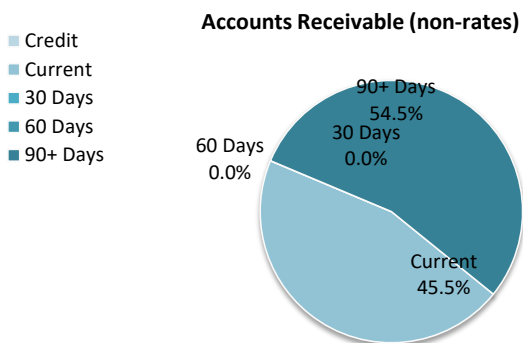


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	184,235	0	0	220,623	404,858
Percentage	0.0%	45.5%	0%	0%	54.5%	
Balance per trial balance						
Sundry debtors		150,404	0	0	220,623	371,027
GST receivable		(13)	0	0	0	(13)
Trust		32,222	0	0	0	32,222
Income Received in Advance		1,622	0	0	0	1,622
Total receivables general outstanding						404,858

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.



Other current assets	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 28 February 2022
	\$	\$	\$	\$
Inventory				
Fuel and materials	7,414	12,244		19,658
Land held for resale - cost	84,723	42,454	(44,424)	82,753
Total other current assets	92,137	54,698	(44,424)	102,411
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

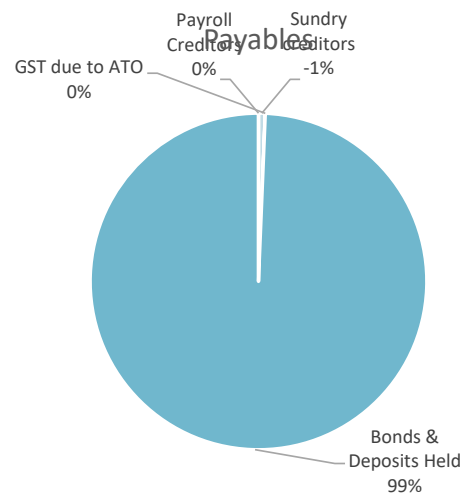
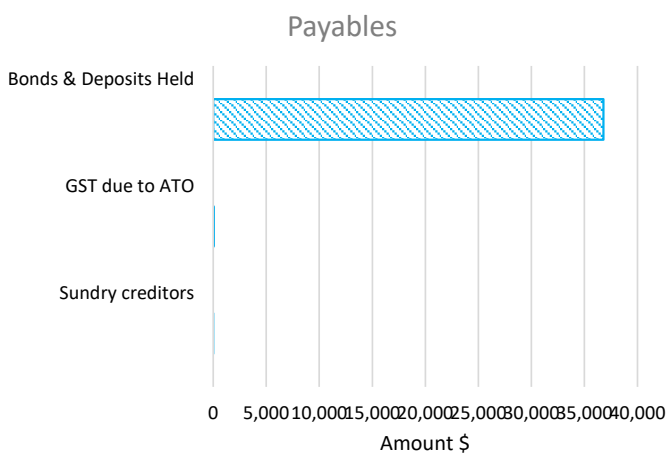
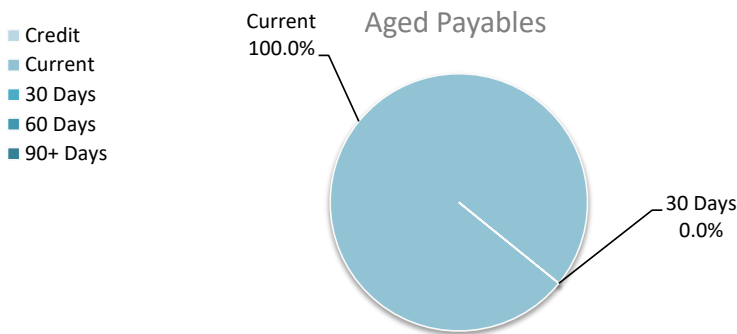
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	36,802	0	0	0	36,802
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors			0	0	0	(235)
GST due to ATO		5	0	0	0	5
Bonds & Deposits Held		36,797		0	0	36,797
Payroll Creditors		0	0	0	0	0
Total payables general outstanding						36,567

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.



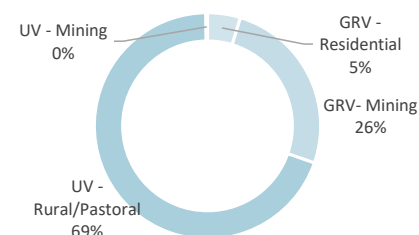
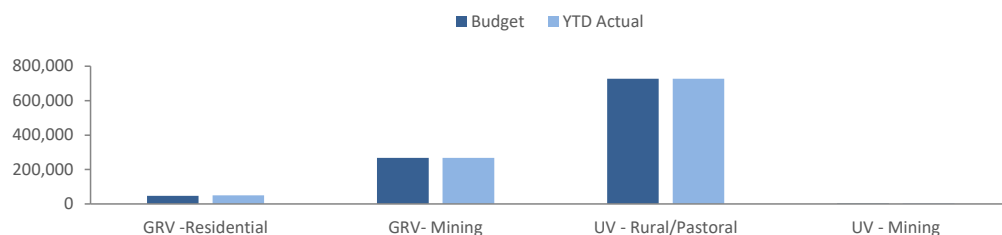
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

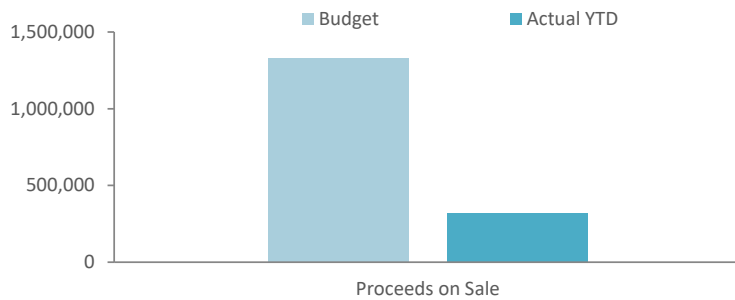
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV -Residential	0.07222	51	650,115	46,950	0	0	46,950	46,950	2,301	0	49,251
GRV- Mining	0.20536	2	1,305,800	268,159	0	0	268,159	268,159	0	0	268,159
Unimproved value											
UV - Rural/Pastoral	0.01626	122	44,721,943	727,000	34	0	727,034	727,034	0	0	727,034
UV - Mining	0.01626	5	140,028	2,276	0	0	2,276	2,276	219	0	2,495
Sub-Total		180	46,817,886	1,044,385	34	0	1,044,419	1,044,419	2,520	0	1,046,939
Minimum payment	Minimum \$										
Gross rental value											
GRV -Residential	355	15	23,507	5,325	0	0	5,325	5,325	0	0	5,325
Unimproved value											
UV - Rural/Pastoral	355	17	107,757	6,035	0	0	6,035	6,035	0	0	6,035
UV - Mining	200	11	26,707	2,200	0	0	2,200	2,200	0	0	2,200
Sub-total		43	157,971	13,560	0	0	13,560	13,560	0	0	13,560
Amount from general rates							1,057,979				1,060,499
Ex-gratia rates							4,650				6,404
Total general rates							1,062,629				1,066,903

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.



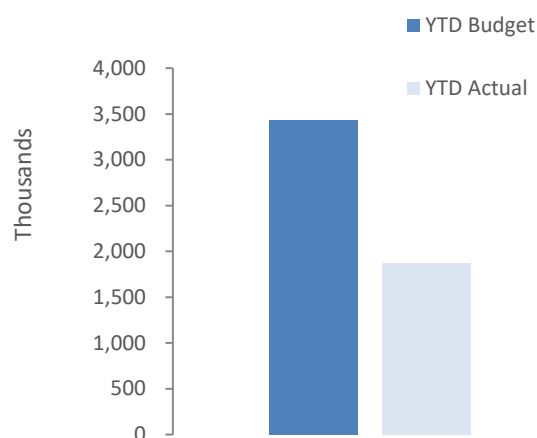
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
	Plant and equipment								
	Transport								
A530	Toyota Prado - WT111	60,000	68,000	8,000	0			0	0
	Toyota Prado - WT111	60,000	68,000	8,000	0			0	0
A475	Canter (P10) WT139	70,000	92,000	22,000	0			0	0
A487	Toyota Hilux Dual Cab - 04WT	48,000	76,000	28,000	0			0	0
A485	Toyota Hilux - WT06	28,000	41,000	13,000	0	13,544	22,251	8,707	0
A132	Multi Tyred Roller	30,000	30,000	0	0	3,214	24,496	21,282	0
A348	Grader	410,000	537,000	127,000	0	144,577	115,454	0	(29,123)
	Mower/Utility Tractor	35,000	35,000	0	0			0	0
A404	DynaPac Roller	80,000	140,000	60,000	0	42,458	78,000	35,542	0
A490	Hamm Roller	80,000	140,000	60,000	0	87,271	81,369	0	(5,902)
	Other property and services								
A535	Toyota LandCruiser - OWT	50,000	52,000	2,000	0			0	0
	Toyota LandCruiser - OWT	50,000	52,000	2,000	0			0	0
		1,001,000	1,331,000	330,000	0	291,064	321,570	65,531	(35,025)



Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	822,000	0	10,000	10,000
Furniture and equipment	97,000	51,000	78,053	27,053
Plant and equipment	1,051,000	449,089	727,579	278,490
Infrastructure - roads	1,420,500	842,596	981,336	138,740
Other infrastructure - Footpaths	45,500	45,500	71,472	25,972
Payments for Capital Acquisitions	3,436,000	1,388,185	1,868,439	480,255
Total Capital Acquisitions	3,436,000	1,388,185	1,868,439	480,255
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	945,600	548,189	482,380	(65,809)
Other (disposals & C/Fwd)	1,331,000	888,000	321,570	(566,430)
Cash backed reserves				
Reserve -Plant	435,000	0	0	0
Reserve -Building	300,000	0	0	0
Reserve -Community Development	60,000	0	0	0
Contribution - operations	364,400	(48,005)	1,064,489	1,112,494
Capital funding total	3,436,000	1,388,185	1,868,439	480,255

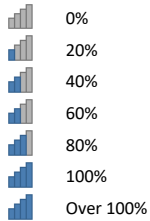
SIGNIFICANT ACCOUNTING POLICIES

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.



Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

		Adopted			Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over	
Land & Building						
	08104	Purchase Land & Building - Ablutions	250,000	0	0	0
	09127	Purchase Land & Building - Staff Housing	460,000	0	10,000	10,000
	12218	Purchase Land & Building - Depot Shed	40,000	0	0	0
	13606	Land & Buildings - Wolfram Street Shed & Façade	60,000	0	0	0
	14514	Land & Buildings - Admin Entrance (Disabled)	12,000	0	0	0
			822,000	0	10,000	10,000
Furniture & Equipment						
	09232	Purchase Furniture & Equipment - Other Housing	12,000	0	3,394	3,394
	11607	Purchase Furniture & Equipment - Complex Solar	15,000	0	0	0
	11608	Purchase Furniture & Equipment - Stadium Solar	15,000	0	0	0
	11609	Purchase Furniture & Equipment - Marquee	13,000	13,000	11,818	(1,182)
	11603	Purchase Furniture & Equipment - Walgoolan Wagon	12,000	8,000	4,101	(3,899)
	13217	Purchase Furniture & Equipment - Caravan Park	30,000	30,000	58,740	28,740
			97,000	51,000	78,053	27,053
Plant & Equipment						
	MOWER	Utility Mower/tractor	35,000	0	0	0
	GRADER	Grader	410,000	373,089	373,089	0
	CANTER	Canter	70,000	0	0	0
	WT06	Dual Cab Ute	48,000	48,000	0	(48,000)
	04WT	Single Cab Ute	28,000	28,000	0	(28,000)
	14213	Works Supervisor Vehicle - CAPITAL	120,000	0	0	0
	MINI	Multi Roller Repairs	30,000	0	0	0
	ROLLER	Multi Roller	160,000	0	354,490	354,490
	14520	CEO Vehicle - CAPITAL	150,000	0	0	0
			1,051,000	449,089	727,579	278,490
Infrastructure - Roads						
	C0083	Baladjie Track Formation & Gravel Sheet	24,000	16,000	0	(16,000)
	C0008	Goldfields Gravel Resheet	46,000	46,000	51,038	5,038
	C0037	Wardell Gravel Resheet	60,000	40,000	205	(39,795)
	C0015	Echo Valley Gravel Resheet	47,000	31,328	0	(31,328)
	C0011	Maxfield Gravel Resheet	67,500	45,000	37,818	(7,182)
	C0030	Maisefield Gravel Resheet	67,000	44,664	47,527	2,863
	DRAIN	Townsite drainage	30,500	20,336	0	(20,336)
	C0035	Webb Gravel Resheet	49,000	32,664	0	(32,664)
	C0064	Elsewhere Gravel Resheet	67,500	0	27,346	27,346
	C0005	Warrachuppin Gravel Resheet	67,000	44,664	0	(44,664)
		TBA	82,500	0	0	0
	RRG84C	Warralakin Road Reconstruction	487,500	305,284	489,207	183,923
	R2R92	Leeman/Begley Intersection	30,500	20,328	30,504	10,176
	R2R04	Sth Walgoolan/Goldfields Intersection	30,500	20,328	32,796	12,468
	R2R25	Rabbit Proof Fence Rd - Gravel Resheet	76,500	51,000	75,795	24,795
	R2R016	Leach Road - Reseal	187,500	125,000	189,100	64,100
			1,420,500	842,596	981,336	138,740
Infrastructure - Other						
	FP0056	Pyrites Street Footpaths & Drainage	15,000	15,000	21,423	6,423
	FP0093	Scheelite Street Footpaths & Drainage	15,000	15,000	29,176	14,176
	FP0061	Wolfram Street Footpaths	15,500	15,500	20,873	5,373
			45,500	45,500	71,472	25,972
			3,436,000	1,388,185	1,868,439	480,255

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserve -Long Service Leave	108,703	1,000	218	0	0	0	0	109,703	108,921
Reserve -Plant	998,757	10,000	2,003	250,000	0	(435,000)	0	823,757	1,000,760
Reserve -Building	840,828	5,000	1,686	65,000	0	(300,000)	0	610,828	842,514
Reserve -Communication/Information T	68,579	500	138	500	0	0	0	69,579	68,717
Reserve -Community Development	573,435	3,000	1,150	3,000	0	(60,000)	0	519,435	574,585
Reserve -Waste Management	121,593	500	244	500	0	0	0	122,593	121,837
Reserve -Swimming Pool Redevelopmer	351,980	2,000	706	2,000	0	0	0	355,980	352,686
Reserve -Roadworks	166,639	500	334	130,000	0	0	0	297,139	166,973
	3,230,514	22,500	6,479	451,000	0	(795,000)	0	2,909,014	3,236,993

KEY INFORMATION

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 28 February 2022
		\$		\$	\$	\$
Other current liabilities						
Provisions						
Provision for annual leave		129,526	0	0	0	129,526
Provision for long service leave		77,825	0	0	0	77,825
Total Provisions		207,351	0	0	0	207,351
Total other current liabilities		207,351	0	0	0	207,351
Amounts shown above include GST (where applicable)						

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.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue
	1 July 2021		(As revenue)	28 Feb 2022	28 Feb 2022			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Grants Commission Grant Received - General	0	0	0	0	0	397,804	397,804	409,872
Grants Commission Grant Received- Roads	0	0	0	0	0	235,213	235,213	202,202
Law, order, public safety								
FESA Grant - Operating Bush Fire Brigade	0	0	0	0	0	24,000	18,000	15,236
Ramelius Resources MOU Emergency Services	0	0	0	0	0	13,500	10,125	6,818
Income Relating to Fire Prevention	0	0	0	0	0	0	0	835
Recreation and culture								
Income Ramelius MOU Social Contribution 33%	0	0	0	0	0	14,000	13,000	12,898
Income Ramelius MOU WPA Contribution 67%	0	0	0	0	0	28,000	28,000	26,187
Swimming Pool Redevelopment Income	0	0	0	0	0	75,000	15,000	0
Bowling Green Redevelopment - Income	0	0	0	0	0	0	0	0
Ramelius Common Management - Income	0	0	0	0	0	10,000	10,000	10,000
Transport								
Grant - MRWA Direct	0	0	0	0	0	126,500	126,500	134,219
Economic services								
Govt. Grant Funding NRM Rural Service	0	0	0	0	0	0	0	19,820
	0	0	0	0	0	924,017	853,642	838,088
Operating contributions								
Housing								
Income 55 Wolfram St -Ramelius Resources	0	0	0	0	0	500	328	0
	0	0	0	0	0	500	328	0
TOTALS	0	0	0	0	0	924,517	853,970	838,088

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2021		(As revenue)	28 Feb 2022	28 Feb 2022	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Education and welfare								
Income Relating to Pre-Schools	0	0	0	0	0	90,500	67,875	0
Housing								
Income R4R - 2x2 Housing - CAPITAL	0	0	0	0	0	160,000	0	0
Recreation and culture								
Income Relating to Libraries	0	0	0	0	0	100	64	0
Transport								
Grant - MRWA Specific	0	0	0	0	0	340,000	236,500	265,880
Grant - Roads to Recovery	0	0	0	0	0	325,000	243,750	216,500
Economic services								
Caravan Park - Capital Income	0	0	0	0	0	30,000	0	0
	0	0	0	0	0	945,600	548,189	482,380

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**NOTE 13
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2021	Received	Paid	28 Feb 2022
	\$	\$	\$	\$
LGMA - Receipts	4,672	0	0	4,672
Westonia Historical Society	19,145	2,000	0	21,145
Cemetry Committee	8,405	7,000	0	15,405
	32,222	9,000	0	41,222

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**



**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 \$5,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Housing	(7,480)	(6.03%) ▼				09122 Income 11 Quartz - Belinda no Rent Charged, 09124 Income 37 Diorite St - Vacant
Transport	77,773	61.48% ▲	12216 Grant Roads to Recovery - Quarterly Payment Received			
Economic services	211,560	254.58% ▲		13609 Standpipe Water - Charge Received 13105 Gov. Grant Funding - Dept Primary Industries \$19820 Elachbutting		
Other property and services	492,262	504.15% ▲		14100 Private Works Income - Lendlease Income 145250 Admin Reim. - Insurance Claims Reim. Cyclone Seroja		
Expenditure from operating activities						
Governance	(26,183)	(10.21%) ▼		04104 Member Refreshments - Overspend 04106 Subscriptions - Overspend		
Housing	(25,163)	(22.58%) ▼				09203 Maintenance Lifestyle - Repairs Water Damage Insurance Claim
Community amenities	18,999	23.50% ▲	10799 Depreciation - Not Raised for December /January			
Recreation and culture	14,716	2.59% ▲	11199, 11299 & 11399 Depreciation - Not Raised for December /January			
Transport	114,398	11.15% ▲	12203 Maintenance GRM - Underspend on roadworks 12299 Depreciation - Not Raised for December /January			
Other property and services	(338,649)	801.04%				14102 Private Works - Lendlease Private Works Costs
Investing activities						
Payments for property, plant and equipment and infrastructure	(480,255)	(34.60%) ▼				
Financing activities						
Transfer from reserves	(795,000)	(100.00%) ▼				
KEY INFORMATION	-498,931	-22.17% ▼				

9.1.3 GST RECONCILIATION REPORT – FEBRUARY 2022

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Manager of Corporate Services
File Reference:	F1.4.4 Audit Report
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.3 GST Report
Signature:	Officer  CEO 

Purpose of the Report

- Executive Decision Legislative Requirement

Background

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 28th February 2022 provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

Comment

The GST Reconciliation Report is attached for Councillor consideration.

Statutory Environment

Nil

Policy Implications

Council does not have a policy in regard to Goods and Services Tax.

Strategic Implications

Nil

Financial Implications

The GST reconciliation is presented to Council as a means of indicating Council's current GST liability, which has an impact on Council's cash-flow.

Voting Requirements

- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That the GST Reconciliation totaling (**\$ 9,017.00**) for the period ending 28th February 2021 adopted.

Attachment 9.1.3

Shire of Westonia



GST Reconciliation Report

for period ending
28th February 2022

SHIRE OF WESTONIA
BAS EXTRACT - 28 February 2022



ABN:	87 507 505 958
Business Activity Statement:	Feb-22
Period/Year end:	2021/2022

Name	Jasmine Geier
Position	Manager of Coporate Services
Date	3/03/2022

Month	A B C GST		D	E	F	G	
	On Sales (collected) *1405000	On Purchases (paid) *1304000					Nett GST Payable / (Receivable)
Jul-21	36,238.00	23,671.00	12,567.00	(4,217.00)	17,323.00	0.00	25,673.00
Aug-21	3,196.00	13,356.00	(10,160.00)	(3,025.00)	24,531.00		11,346.00
Sep-21	4,904.00	10,883.00	(5,979.00)	(2,005.00)	15,627.00	5,547.00	13,190.00
Oct-21	16,942.00	66,511.00	(49,569.00)	(4,495.00)	18,209.00		(35,855.00)
Nov-21	43,144.00	69,765.00	(26,621.00)	(3,377.00)	17,926.00		(12,072.00)
Dec-21	2,005.00	21,849.00	(19,844.00)	(2,089.00)	16,360.00	5,547.00	(26.00)
Jan-22	1,305.00	10,435.00	(9,130.00)	(3,504.00)	35,819.00		23,185.00
Feb-22	11,952.00	33,127.00	(21,175.00)	(3,939.00)	16,097.00		(9,017.00)
Mar-22			0.00				0.00
Apr-22			0.00				0.00
May-22			0.00				0.00
Jun-22			0.00				0.00
Total	119,686.00	249,597.00	(129,911.00)	(26,651.00)	161,892.00	11,094.00	16,424.00


A - B = C (Net GST)

C + D + E + F = G (Nett (Refund/Payment))

9.1.4 COMPLIANCE AUDIT RETURN 2021

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	ES1.6.1
Disclosure of Interest:	Nil
Attachments:	Nil

Signature:	Officer	CEO
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Purpose of the Report

Executive Decision

Legislative Requirement

Background

In accordance with the Local Government (Audit) Regulations 1996, a local government is required to carry out a compliance audit for the period 1st January to 31st December each year against the requirements included in the Compliance Audit Return (CAR).

The completed CAR is required to be presented to Council for consideration and adoption, signed by the Shire President and CEO and subsequently submitted to the Director General of the Department of Local Government before 31st March.

Comment

The Compliance Audit Return has been a mandatory requirement since the Local Government (Audit) Regulations 1999, were amended and made applicable from 1 January 2000.

All senior staff have been involved in the completion of the Compliance Audit Return, certifying their actions and that of the Council, relating to the return covering the 2021 calendar year.

Staff involved and included in the process included;

- Chief Executive Officer
- Manager Corporate Services
- Works Supervisor

The Return is to be jointly certified by the Shire President and the Chief Executive and subsequently submitted to the Director General of the Department of Local Government before 31st March.

Additionally, staffing levels in small local governments are such that we do not have the quantum or degree of specialisation available to larger local governments. Hence not every question in the CAR has been “fully” researched as to absolute accuracy. The responses are based on some research and memory and made in good faith.

Statutory Environment

Local Government (Audit) Regulations 1996 – Regulations 13, 14 & 15 – Compliance Audit Returns.

Policy Implications

Council does not have a policy in relation to this matter.

Strategic Implications

The Local Government Act 1995 and Local Government (Audit) Regulations 1996 apply.

 **Financial Implications**

Nil.

 **Voting Requirements**

Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council as per the Audit Committee:

1. receives the Compliance Audit Return 2021; and
2. recommends to Council that the Compliance Audit Return 2021 be endorsed and authorise the Shire President and CEO to sign the CAR for dispatch to the Department of Local Government as per the requirements of the Local Government Act 1995.

9.1.5 REGULATION 17 REVIEW

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, MCS
File Reference:	F1.3.3
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.5 Audit Regulation 17
Signature:	Officer  CEO 

Purpose of the Report

The purpose of this report is to present to the Council the results of the CEO's triennial review at the end of 2021 of the appropriateness and effectiveness of the organisation's risk management, internal control and legislative compliance systems and procedures. Various actions arising from the review are also presented.

Executive Decision

Legislative Requirement

Background

Regulation 17 of the *Local Government (Audit) Regulations 1996* require the CEO to conduct a review of systems and procedures relating to legislative compliance, risk management and internal controls on a triennial basis.

The Regulation 17 Audit incorporates the requirement under Regulation 5 (2) (c) of the *Local Government (Financial Management) Regulations 1996* which provides the Chief Executive Officer to: 'Undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once every 3 financial years) and report to the local government the results of those reviews.'

The most recent review conducted in compliance of Regulation 17 of the Audit Regulations was reported to the Audit Committee on 19 June 2014.

Council subsequently resolved at its 17 December 2015 Ordinary Council Meeting to receive the review (OCM-15-12/15).

Comment

Regulation 17 of the Local Government (Audit) Regulations 1996 (**Audit Regs**) requires that every three years, the CEO is to present to the Audit Committee the results of a review of the appropriateness and effectiveness of the organisation's risk management, internal control and legislative compliance systems and procedures.

Consistent with this requirement, a review was completed at the end of 2021 This report presents the results, and actions arising from the review, to the Audit Committee.

Statutory Environment

Local Government Act 1995

Section 5.46. Register of, and records relevant to, delegations to CEO and employees

- (4) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (5) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (6) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Policy Implications

Risk Management Policy has been adopted and outlines the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives

Strategic Implications

A Council's internal control environment includes the following components:

- Structure of the organisation;
- Culture of the organisation;
- Knowledge, skills and experience of employees;
- Processes employed by the organisation to conduct business.

The Chief Executive Officer should play a key role in the establishment and development of an effective internal control environment, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values espoused by the Council.

An effective and transparent internal control environment would focus on the following key areas:

- Integrity and ethical values;
- Management's philosophy and operating style;
- Organisation structure;
- Performance measures;
- Policies and procedures;
- Human resources policy;
- Internal Audit function;
- The Audit Committee.

The role of the audit committee is to govern the integrity of the entity's financial information, systems of internal control, and the legal and ethical conduct of management and employees. The responsibility of the audit committee will differ depending upon the Council's size, scale of operations, and any specific requirements. The key role of internal audit is to provide assistance to the Council's audit committee in discharging its governance responsibilities. It does this by:

- Providing an objective assessment of existing risks and the internal control framework;
- Performing reviews of the compliance framework and specific compliance issues;
- Conducting regular analysis of business processes and associated controls;
- Performing ad hoc reviews for specific areas of concern, including unacceptable levels of risk;

Reviewing the operational performance of the Council and providing recommendations for more effective and efficient use of resources.

Financial Implications

There are no known financial implications for this matter.

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That the Council as per Audit Committee recommendation:

- 1. Receives and reviews the Shire of Westonia Regulation 17 Review Report presented by the Chief Executive Officer under Regulation 17 (3) of the Local Government (Audit) Regulations 1996.**

9.1.6 DELEGATIONS MANUAL REVIEW

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	A2.8.5
Disclosure of Interest:	Nil
Attachments:	9.1.6 Delegation Manual
Signature:	Officer CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Summary

To complete the yearly review of the Delegations Manual.

Background

The review of delegations to the Chief Executive Officer (CEO) made under the Local Government Act 1995 and other Acts, plus delegations made to other officers by Council pursuant to various Acts.

The existing Delegations Register has been attached for your perusal.

The Chief Executive Officer has conducted an extensive review of the current Delegation with the format being adjusted and grouped into relevant sections to make it easier to follow.

The Delegations in place all being direct delegations to the CEO, who in turn delegates a number to other officers.

Comment

As part of the review, all delegations have been thoroughly examined to ensure they are still relevant and the wording of each is appropriate. In considering the review each delegation has been viewed in the context of whether it is a power or a duty of the local government, hence a delegation can occur, or it is an administration function that is part of the CEO or other officer's responsibility and therefore a delegation is not required.

The Delegation Manual received a thorough review the previous year and after reviewing this year the Chief Executive Officer has indicated that there are no significant changes required to the content, excepting the delegations allocated to the title of Works Supervisor being changed to Construction Supervisor. Also, the Finance Officer has been delegated authority to issue purchase orders to the maximum sum of \$ 2,000.

Statutory Environment

Local Government Act 1995

Section 5.18 – provides that a local government is to keep a register of delegations and review the delegations once every financial year (to committees).

Section 5.46(2) – provides that at least once in every financial year delegations are to be reviewed by the delegator (Council).

Local Government (Miscellaneous Provisions) Act 1960

Sections 374, 374A, 374C, 401A, 403, 408 & 409 all deal with various aspects relating to buildings.

Bush Fires Act 1954

Section 17(10) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly its powers and duties under 17 (7-8) – variation of prohibited burning times.

Section 18 (5C) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly the power to vary the restricted burning times.

Clause 11.3 – enables Council to delegate powers and duties to the CEO.

Section 5.42 of the Local Government Act 1995 states that a number of the local government's powers and duties can be delegated to the CEO. Section 5.43 of the Act details the limitations on those delegations. The review has been conducted within those legislative requirements.

Building Act 2011

Section 127 (6A) provides – The CEO of a Local Government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty –

- (a) The CEO's power under this subsection to delegate the exercise of that power or the discharge of that duty; and
- (b) The exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.

An absolute majority of Council is required to adopt the Delegations Register.

Policy Implications

There are no direct implications on any current policies however a number of delegations are linked to Council policies.

Strategic Implications

5.42. Delegation of some powers and duties to CEO

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

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

9.10. Appointment of authorised persons

(1) In this section –

law means any of the following –

- (a) this Act;
- (b) the Caravan Parks and Camping Grounds Act 1995;
- (c) the Cat Act 2011;
- (d) the Cemeteries Act 1986;

- (e) the Control of Vehicles (Off-road Areas) Act 1978;
 - (f) the Dog Act 1976;
 - (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);
 - (h) a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment.
- (2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.
- (3) An appointment under subsection (2) is subject to any specified conditions or limitations.
- (4) The CEO must give to each person appointed under subsection (2) an identity card that —
- (a) on the front of the card, sets out —
 - (i) the name and official insignia of the local government; and
 - (ii) the name of the person; and
 - (iii) a recent photograph of the person; and
 - (b) on the back of the card, specifies each law to which the person’s appointment relates.
- (5) A person appointed under subsection (2) (the authorised person) must —
- (a) carry their identity card at all times when performing functions under a specified law; and
 - (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.
- (6) A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.

[Section 9.10 inserted: No. 16 of 2019 s. 64.]

From a local government perspective, the concept of “delegation” is: to entrust or commit (authority etc.) to another as an agent or deputy.

Consequently, the decision-making power of the delegator (Council) to the delegate (CEO, other officer or committee), is bestowed by a formal Council resolution. The effect of delegating is to streamline the decision-making process as the subject matter does not have to wait for a Council meeting for a decision. The outcome is that the Shire of Westonia is perceived more favourably for making timely decisions.

Financial Implications

The delegations allow for staff to authorise expenditure, raise income, write-off monies, provide staff benefits and also hasten processing times across various areas of operations.

Voting Requirements

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

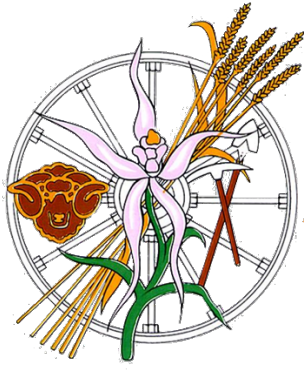
That Council review and adopts the Delegation Manual as presented.

Attachment 9.1.6

Shire of Westonia



Delegations Register Westonia



SHIRE OF
WESTONIA
A vibrant community lifestyle



Delegations Register

LAST REVIEWED MARCH 2022 (COUNCIL RES: 9.1.6 Review)



Notes

1 DECISION TO DELEGATE

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented. In certain circumstances, "acting through" may be a suitable mechanism for achieving that efficiency.

2 GENERAL

A local government may, by absolute majority, delegate authority to exercise any of its statutory functions (except the power to delegate) to Committees or the Chief Executive Officer (CEO). The CEO can delegate the exercise of any of his/her powers or duties (other than the power to delegate) to employees.

Without limiting the effect of sections 58 and 59 of the Interpretation Act 1984, a delegation made under the Local Government Act 1995 has effect for the period of time specified in the delegation or where no period is specified, indefinitely.

A decision to amend or revoke a delegation to a Committee or the CEO by a local government must be made by absolute majority.

All dollar amounts listed in this register are excluding GST.

3 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER

Delegations of authority from Council to the CEO must be in writing and can be general or specific.

The limits on delegations of authority to the CEO are:

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government;
- (e) any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A or 5.100; (these relate to: fees, expenses and allowances for Elected Members);
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

4 DELEGATION BY THE CEO TO EMPLOYEES

Delegations of authority from the CEO to employees:

- (a) must be in writing;
- (b) can be general or specific; and
- (c) are subject to any conditions Council may have imposed.



5 REGISTER OF, AND RECORDS RELEVANT TO DELEGATIONS

The CEO must keep a register of all delegations made to the CEO and employees. The register records the power or duty delegated, the delegate's position, any conditions imposed on the delegation and where the power to delegate is derived from.

The register of delegations must be reviewed at least once every financial year. The review is to be carried out by Governance.

A person who is delegated a power or duty is to keep records of the following in relation to the exercise of the power or discharge of the duty:

- (a) how the power was exercised or duty discharged;
- (b) when the power was exercised or duty discharged; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.



DELEGATION INDEX

Local Government Act 1995

Delegation	Section of	Delegation Title
LGA1	S.3.25 & 3.26	Notice Requiring a Thing to be Done
LGA2	S.3.57	Tenders and Expressions of Interest
LGA3	S.3.58	Disposal of Surplus, Equipment, Materials, Tools, etc.
LGA4	S.6.14	Investment of the Shire's Money
LGA5	S.5.44	Acknowledgement of Unauthorised Structures
LGA6	S.9.10	Appointment of Authorised Persons
LGA7	S.9.49 A	Common Seal
LGA8	S.3.28 – 3.36	Power of Entry
LGA9	S.6.12	Debts – Write – Off, Waiver or Concessions
LGA10	S.3.5	Road Closures
LGA11	S.401A	Works, Unlawful
LGA12	S.5.42	Street Appeal
LGA13	S.6.31 & 6.41	Rates
LGA14	S.5.42	Discount hire of Council Facilities
LGA15	S.5.42	Legal Advice
LGA16	S.5.42	Conference – Seminars, Professionals
LGA17	S.5.42	Contract Variances
LGA18	S.5.42	Insurance
LGA19	S.9.10	Enforcement of Legal Proceedings
LGA20	S.6.49	Agreement of Payment of Debts to Council
LGA21	S.3.39	Impound of Goods
LGA22	S.3.47	Disposing of Confiscated or Uncollected Goods
LGA23	S.5.44	Payment to Employees
LGA24	S.6.56 & 6.60	Recovery of Unpaid Rate or Service Charge

Building Act 2011

Delegation	Section of	Delegation Title
BLD1	20, 21, 22, 58, 65 110 117	Building Matters- Permits, Certificates and Orders
BLD2	100, 101, 102, 103 106	Building Matters - Building Authorisations
BLD3	Part 8	Building Matters- Fines Penalties and Enforcement
BLD4		Building Licenses

Local Government (Financial Management) Regulations 1996

Delegation	Regulation	Delegation Title
FMR 1	12	Creditors, Payment of



Planning and Development Act 2005 & Local Planning Scheme

No. 2

Delegation	Section of	Delegation Title

Strata Titles Act 1985

Delegation	Section of	Delegation Title
STA 1	23	Strata Plans – Certificate of Local Government

Bush Fires Act 1954

Delegation	Section of	Delegation Title
BFA 1	17	Prohibited Burning Times - Amendment
BFA 2	36-40	Local Government Functions Under the Bush Fire Act

Caravan Parks and Camping Grounds Regulations 1997

Delegation	Section of	Delegation Title

Food Act 2008

Delegation	Section of	Delegation Title
FOOD 1	65	Prohibition Orders – Section 65 of the Food Act 2008
FOOD 2	122	Appointment of Authorised Persons Under the Food Act 2008

Public Health Act 2016

Delegation	Section of	Delegation Title
Health 1	312	Appointment of Authorised Persons Under the Health Act 2016
Health 2		Health (Miscellaneous Provisions) Act 1911
Health 3		Health (Asbestos Regulations) Act 1992



Local Laws

Delegation	Delegation Title
LL1	Local Laws

Miscellaneous

Delegation	Policy	Delegation Title
MISC1	CMS 03	Donations
MISC2		Insurance – Public Liability Claims
MISC3	CMS 05	Liquor, Sale and Consumption – Council Property
MISC4		SAT Appeals
MISC5		Applications of Operation of Road Trains
MISC6		Donations of Plant and Equipment
MISC7		Legal Proceedings – Doa Act
MISC8		Authorised Persons, Registration Officers – Doa Act
MISC9		Authorised Persons – Cat Act



Notice Requiring a Thing to be Done

DELEGATION NUMBER	-	LGA 1
LEGISLATIVE POWER	-	Local Government Act 1995, ss. 3.25 & 3.26
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Local Government Act 1995

3.24. Authorising persons under this Subdivision

The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

3.25. Notices requiring certain things to be done by owner or occupier of land

- (1) A local government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that-
- (b) is prescribed in Schedule 3.1, Division 1; or
- (c) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.

3.26 Additional powers when notices given

- (1) This section applies when a notice is given under section 3.25(1).
- (2) If the person who is given the notice ("notice recipient") fails to comply with it the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.
- (3) The local government may recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice.

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under sections 3.25 and 3.26 of the *Local Government Act 1995*.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Accounting records.



Tenders and Expressions of Interest

DELEGATION NUMBER	-	LGA 2
LEGISLATIVE POWER	-	Local Government Act 1995, s. 3.57; Local Government (Functions and General) Regulations 1996, Part 4, Division 2.
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated Expressions of Interest for Goods & Services

Council delegates its authority and power to the Chief Executive Officer to-

1.1 Seek expressions of interest with respect to the supply of the goods or services before entering the tender process, because the CEO believes that there is good reason to make a preliminary selection from amongst prospective tenderers due to-

- (i) the nature of the goods or services; or
- (ii) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,

and the CEO believes it would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services.

2.1 Determine in writing the criteria for the preliminary selection of prospective tenderers, Subject to-

- (i) Compliance with Regulation 21(1) of the Local Government (Functions and General) Regulations 1996;
- (ii) The goods or services being listed in the Shires Adopted Annual Budget;
- (iii) The criteria, once determined, is to be incorporated in the expression of interest documentation.

3.1 Consider any submissions of expression of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services,

Subject to-

- (a) Compliance with Regulation 23(3) of the Local Government (Functions and General) Regulations 1996; and



- (b) Compliance with Regulations 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

Tendering Goods & Services

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Call tenders for works or services prior to entering in to contract with others in respect to supply of goods or services exceeding \$250,000;
- 2.0 Call tenders for the provision of works or services not exceeding a value of \$250,000; and to accept what is to be deemed the most advantageous tender;
- 3.0 Determine in writing the criteria for deciding which tender should be accepted, subject to Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996;

Subject to-

- (iv) Tenders called subject to (1) and (2) above, are to comply with Council's Purchasing Policy.
- (v) The goods or services being listed in the Shires Adopted Annual Budget;
- (vi) The criteria, once determined in (3) above, it is to be incorporated in the tender documentation.

3.57. Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.57 of the *Local Government Act 1995*.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the contract Health/Building Surveyor for the supply of goods and services within the area of responsibility.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No

19. Tenders Register.



Disposal of Surplus Equipment, Materials, Tools, etc.

DELEGATION NUMBER	- LGA 3
LEGISLATIVE POWER	- Local Government Act 1995, s.3.58; Local Government (Functions and General) Regulations 1996, r. 30
DELEGATE	- Chief Executive Officer

Power or Duty of the Local Government which is being delegated

3.57. Disposing of property

(1) In this section –

"**dispose**" includes to sell, lease, or otherwise dispose of, whether absolutely or not;

"property" includes the whole or any part of the interest of a local government in property, but does not include money

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.58 of the Local Government Act 1995 where -

- the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the Local Government (Functions and General) Regulations 1996.
- the surplus items have an estimated value of less than \$2,000

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Preparation of list of item/s for disposal, advertising and recording of purchaser details and disposal price



Investment of Shire's Money

DELEGATION NUMBER	-	LGA 4
LEGISLATIVE POWER	-	Local Government Act 1995, s.6.14
DELEGATE	-	Chief Executive Officer
POLICY REF	-	

Power or Duty of the Local Government which is being delegated

- (1) Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part 3 of the Trustees Act 1992

Subject to-

- 1.0 Compliance with the established and documented internal control procedures to ensure control over the investments; and
- 2.0 Compliance with Regulation 19(2) of the Local Government (Financial Management) Regulations 1996; and
- 3.0 Compliance with Council Policy – Surplus Funds Investments

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 6.14 of the *Local Government Act 1995*

(Reference: *Local Government (Financial Management) Regulation No 19.*)

The Chief Executive Officer is exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Manager of Corporate Services.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Investments file.



Acknowledgement of Unauthorised Structures

DELEGATION NUMBER	-	LGA 5
LEGISLATIVE POWER	-	Local Government Act 1995, s 5.44
DELEGATE	-	Chief Executive Officer
POLICY REF	-	

The Chief Executive Officer is delegated the authority to Health/Building Surveyor to approve unauthorised structures upon receiving all required plans and inspecting the structure.

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Health/Building Surveyor.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. In appropriate property files



Appointment of Authorised Persons

DELEGATION NUMBER	-	LGA 6
LEGISLATIVE POWER	-	Local Government Act 1995, s.9.10
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

- (1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions
- (1) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorized person.

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 9.10 of the *Local Government Act 1995*.

Applies to the appointment of authorised persons or classes of persons under the *Local Government Act 1995*, the *Local Government {Miscellaneous Provisions} Act 1960*, and those local laws which have been made under these Acts.

Note

The Department of Local Government & Regional Development's Guideline No. 17

(*Delegations*, January 2007) states that-

"Section 2 of the *Local Government {Miscellaneous Provisions} Act 1960* effectively incorporates the provisions of that Act into the *Local Government Act 1995*, and therefore the delegation provisions of the *Local Government Act 1995* apply to the *Local Government (Miscellaneous Provisions) Act 1960*.

RECORDING REQUIREMENTS

Section 5.46(3) - *Local Government (Administration) Regulation No 19*. All appointments to be in writing and copies of such are included in the legal file.



Common Seal

DELEGATION NUMBER	-	LGA 7
LEGISLATIVE POWER	-	Section 9.49A (2) of the Local Government Act 1995
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The common seal of a local government is not to be affixed to any document except as authorised by the local government

The Chief Executive Officer is delegated authority to affix the common seal of the Shire of Westonia to any document which requires the affixing of the common seal to be validly executed.

Local Government Act 1995

9.49A. Execution of documents

- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Power of Entry

DELEGATION NUMBER	-	LGA 8
LEGISLATIVE POWER	-	Local Government Act 1995, Part 3, Division 3, Sub Division 3
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Manager of Corporate Services, Construction Supervisor, Health/Building Surveyor & Chief Fire Control Officer.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Where the giving of notice of entry is applicable, and the issue of a warrant is applicable, copies of such notices to be included on the property file.

Where entry is determined to be an emergency, a report is to be prepared at the conclusion of the exercise and submitted to the CEO.



Debts – Write-Off, Waiver or Concessions

DELEGATION NUMBER	-	LGA 9
LEGISLATIVE POWER	-	Section 6.12 of the Local Government Act 1995
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may-
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

*Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection 1 or regulate the exercise of that power.

The Chief Executive Officer is delegated authority to write-off debts and grant concessions in relation to any amount of money, up to an amount of \$50.00

That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Appropriate journal entry and register of write-offs.



Road Closures

DELEGATION NUMBER	-	LGA 10
LEGISLATIVE POWER	-	Local Government Act 1995, s 3.50
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads in accordance with the Road Traffic (Events on Roads) Regulations 1991 and Sections 3.50, 3.50 (a) and 3.51 of the Local Government Act 1995.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Construction Supervisor.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Applications to be in writing and copies of advertisements and application to be included in the appropriate road file.



Works, Unlawful

DELEGATION NUMBER	-	LGA 11
LEGISLATIVE POWER	-	Local Govt (Miscellaneous Provisions) Act 1960
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

- a) The Chief Executive Officer is delegated authority to issue stop work notices pursuant to Section 401a of the Local Government (Miscellaneous Provisions) Act 1960 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.
- b) The Chief Executive Officer is delegated authority to withdraw stop work notices pursuant to Section 401a of the Local Government (Miscellaneous Provisions) Act 1960 where a breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.

RECORDING REQUIREMENTS

Section 401a of the Local Government (Miscellaneous Provisions) Act 1960



Street Appeals

- DELEGATION NUMBER - **LGA 12**
- LEGISLATIVE POWER - Local Govt Act 1995 (Section 5.42)
- DELEGATE - Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to determine all applications for street appeals. The Chief Executive Officer shall have regard to any Council Policy relating to street appeals

RECORDING REQUIREMENTS

Local Govt Act 1995 (Section 5.42)



Rate Book

DELEGATION NUMBER	- LGA 13
LEGISLATIVE POWER	- Local Govt Act 1995 Section 6.39(1) Section 6.41(1) Section 6.50(2) Section 6.40 Section 6.76(4) Section 6.56(1) Section 6.49 Section
DELEGATE	- Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is hereby delegated the performances of the following functions of Council:

1. The discharge of the obligations specified in Section 6.39(1) of the Local Government Act 1995.
2. The service of Notices of Valuation and Rates referred to Section 6.41(1) of the Local Government Act 1995.
3. The time allowed for the payment of the rate before it becomes in arrears, Section 6.50(2) of the Local Government Act 1995.
4. The powers conferred in Section 6.40 of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book, Section 6.76(4) of the Local Government Act 1995.
6. The recovery of rates by complaint or action pursuant to the provisions of Section 6.56(1) of the Local Government Act 1995.
7. Entering into an agreement in accordance with Section 6.49 of the Local Government Act 1995.

Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with Section 6.60(2) of the Local Government Act 1995

RECORDING REQUIREMENTS

Local Govt Act 1995 Section 6.39(1)
Section 6.41(1)
Section 6.50(2)
Section 6.40
Section 6.76(4)
Section 6.56(1)
Section 6.49
Section 6.60(2)



Discounted Hire of Council Facilities

DELEGATION NUMBER	-	LGA 14
LEGISLATIVE POWER	-	Local Govt Act 1995 Section 5.42
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to determine any application from any individual or group for discounted hire of any Council facility except those facilities that have been leased, licensed or otherwise placed under the management of another person or body.

Subject to-

- a) The donation and /or waiver of hire fees request is:
 - a. less than \$200
 - b. for a non-profit group that is located in the Shire of Westonia
 - c. for an event that will be held within the Shire and is a general community benefit
- b) All Donations and Waiver of Hire Fees to be recorded in the Annual Report each year.

In exercising this authority the Chief Executive Officer is to take into consideration Council Policy and the prospects at recovering debt.

RECORDING REQUIREMENTS

Local Govt Act 1995 Section 5.42



Legal Advice

DELEGATION NUMBER	-	LGA 15
LEGISLATIVE POWER	-	Local Govt Act 1995 Section 5.42
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Subject to provision being made in the Budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate Solicitor, such legal advice, assistance and opinion as the Chief Executive Officer deems necessary in the exercise of the management of Local Government.

RECORDING REQUIREMENTS

Local Govt Act 1995 Section 5.42



Conferences – Seminars, Professional

DELEGATION NUMBER	-	LGA 16
LEGISLATIVE POWER	-	Local Govt Act 1995 Section 5.42
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to approve the attendance by staff at conferences and seminars where attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.

RECORDING REQUIREMENTS

Local Govt Act 1995 Section 5.42



Contract Variances

DELEGATION NUMBER	-	LGA 17
LEGISLATIVE POWER	-	Local Govt Act 1995 Section 5.42
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to approve minor variations to contracts entered into by Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by Council.

RECORDING REQUIREMENTS

Local Govt Act 1995 Section 5.42



Insurance

DELEGATION NUMBER	-	LGA 18
LEGISLATIVE POWER	-	Local Govt Act 1995 Section 5.42
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to enter into appropriate contract of insurance.

RECORDING REQUIREMENTS

Local Govt Act 1995 Section 5.42



Enforcement of Legal Proceedings

DELEGATION NUMBER	-	LGA 19
LEGISLATIVE POWER	-	Local Govt Act 1995 Section 9.10
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995

RECORDING REQUIREMENTS

Local Govt Act 1995 Section 9.10

v



Agreements for Payments of Debts to Council

DELEGATION NUMBER	-	LGA 20
LEGISLATIVE POWER	-	Local Govt Act 1995 (Section 6.49)
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to undertake the functions and duties required under Subdivision 4 of Division 3 of Part 3 of the Local Government Act 1995, in respect to-

- | | | |
|-----|---------------|---|
| 1.0 | Section 3.40- | Removal of Vehicle and Impounding of Goods. |
| 2.0 | Section 3.40A | Removal of Abandoned Vehicles. |
| 3.0 | Section 3.46- | Withholding of goods pending payment of costs. |
| 4.0 | Section 3.47- | The disposal of confiscated goods. |
| 5.0 | Section 3.47A | Disposal of sick or injured animals. |
| 6.0 | Section 3.48- | Recovery of costs incurred in the impounding exercise |

Subject to-

- (a) Compliance with the requirements of Regulations 29 and 29A of the Local Government (Functions and General) Regulations 1996.

3.39. Power to remove and impound

(1) An employee authorised by a local government for the purpose may remove and impound any goods that are involved in a contravention that can lead to impounding.

29. Contraventions that may lead to impounding of goods

(1) A contravention of a regulation or local law made under the Act can lead to the impounding of goods involved in the contravention if —

- (a) *it occurs in a public place; and*
 (b) *either —*
 (i) *the presence of the goods —*
 (I) *presents a hazard to public safety; or*
 (II) *obstructs the lawful use of any place; or*
 (ii) *where the regulation or local law prohibits or regulates the placement of the goods, the goods are located in a place contrary to that regulation or local law.*

(1a) A contravention of a regulation or local law made under the Act can lead to the impounding of goods that are animals (if they are involved in the contravention) whether or not the contravention takes place in a private or a public place.

29A. Abandoned vehicle wrecks, value etc. prescribed for
For the purposes of the definition of abandoned vehicle wreck in section 3.40A(5)(c) of the Act —

- (a) *the prescribed value is "\$200"; and (b) the prescribed manner in which that value is to be calculated is that the value is to be based on the local private sale value of a vehicle of the same, or a similar, model, year and condition.*



RECORDING REQUIREMENTS

Local Govt Act 1995 (Section 6.49)



Impounding of Goods

DELEGATION NUMBER	-	LGA 21
LEGISLATIVE POWER	-	Local Govt Act 1995 (Section 3.39)
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to authorise any employee to remove and impound any goods that are involved in a contravention that can lead to impounding.

RECORDING REQUIREMENTS

Local Govt Act 1995 (Section 3.39)



Disposing of Confiscated or Uncollected Goods

DELEGATION NUMBER	-	LGA 22
LEGISLATIVE POWER	-	Local Govt Act 1995 (Section 3.47)
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to dispose of any goods that have been impounded.

RECORDING REQUIREMENTS

Local Govt Act 1995 (Section 3.47)



Payment to Employees

DELEGATION NUMBER	-	LGA 23
LEGISLATIVE POWER	-	Local Govt Act 1995
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to make payments to Council employees for telephone rental and calls, relocation expenses, professional development, education expenses and/or other expenses as per employment contracts and Council policies.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Manager Corporate Services and Finance Officer.

RECORDING REQUIREMENTS

Local Govt Act 1995



Recovery of Unpaid Rate or Service Charge

DELEGATION NUMBER	-	LGA 24
LEGISLATIVE POWER	-	Local Govt Act 1995, Sec 6.56 (1), 6.60 (2)
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to determine if -

1.0 Court action should be taken to recover an unpaid rate or service charge that is due and payable,

Subject to-

(a) Recovery action having been taken in accordance with Council's Rates and Charges Recovery Policy.

2.0 Notice should be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.

6.56. Rates or service charges recoverable in court

(1) *If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.*

(2) *Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.*

6.60. Local government may require lessee to pay rent

(1) *In this section —*

lease includes an agreement whether made orally or in writing for the leasing or subleasing of land and includes a licence or arrangement for the use of land; lessor and lessee mean the parties to a lease and their respective successors in title.

(2) *If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.*

(3) *The local government is to give to the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.*

(4) *The local government may recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.*

(5) *Where an amount is paid under this section to the local government —*

(a) *the payment discharges the payer from any liability to any person to pay that amount as rent; and*

(b) *where as between a lessor and lessee the lessor is liable to pay the rate or service charge, the amount paid may be set off by the lessee against the rent payable to the lessor; and*



(c) if the amount exceeds the rent due, or if there is no rent due, the amount may be set off by the lessee against accruing rent, or the balance recovered from the lessor in a court of competent jurisdiction.

(6) To the extent that an agreement purports to preclude a lessee from setting off or recovering payments made to a local government under this section, the agreement is of no effect.

RECORDING REQUIREMENTS

Local Govt Act 1995



Building Matters – Permits, Certificates, and Orders

DELEGATION NUMBER	-	BLD 1
LEGISLATIVE POWER	-	Powers of authorised employees/officers to perform the duties and functions of the <i>Building Act 2011</i> pertaining to buildings and associated incidental structures.
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated:

Section 20 – Granting of Building Permits
Section 21 - Granting of Demolition Permits
Section 22- Refusal of Permits
Section 58 - Granting and Refusing Occupancy Permits and Building Approval Certificates
Section 65 - Consider extending the period of duration of an Occupancy permit or Building Approval Certificate
Section 110 - Issue Building Orders
Section 117 - Revoke Building Orders

Pursuant to the Building Act 2011, section 127- Delegation:

- a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- A delegation of a local government's powers or duties may only be to a person employed by the local government under Local Government Act 1995, section 5.36.
- The delegation must be in writing executed by or on behalf of the local government.
- A person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.



5.45. Other matters relevant to delegations under this Division

- (2) Nothing in this Division is to be read as preventing -
- a) A local government from performing any of its functions by acting through a person other than the CEO; or
 - b) a CEO from performing any of his or her functions by acting through another person the Concept of “Acting Through”

In addition to covering delegations, the Local Government Act 1995 introduces the concept of “acting through”. Section 5.45 of the Act states that in relation to delegations, nothing prevents a “local government from performing any of its functions by acting through a person other than the CEO” or “a CEO from performing any of his or her functions by acting through another person”. The Act does not specifically define the meaning of the term “acting through”. However, the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Appropriate notations on Building License.



Building Matters – Building Authorisations

DELEGATION NUMBER	-	BLD 2
LEGISLATIVE POWER	-	Powers of authorised employees/officers to perform the duties and functions of the <i>Building Act 2011</i> pertaining to buildings and associated incidental structures
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Section 100 - Entry powers

Section 101- Powers after entry for compliance purposes
Section 102- Obtaining information and documents
Section 103 - Use of force and assistance

Section 106 - Application for warrant to enter a place

Pursuant to the Building Act 2011, Division 2 section 96 - Authorised persons.

- a local government may, by instrument in writing, designate a person employed by the local government under the *Local Government Act 1995* section 5.36, as an authorised person for the purpose of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.

s100 - Entry powers

- For compliance purposes an authorised person may at any reasonable time enter and remain on the places as prescribed in (1) of this section.
- The authorised person **is not** entitled to enter a part of a place in use as a residence except-
 - a) With the consent of an adult occupier; or
 - b) Under the authority of an entry warrant; or
 - c) To take action under section 118(2) in relation to an emergency building order.

s101 - Powers after entry for compliance purposes

- An authorised person who enters a place under section 100(1) or under the authority of an entry warrant may, for compliance purposes, do any of the things listed in (1) of this section
- In taking action 118(2) in respect of a building order that requires a person to cause a building or incidental structure to be evacuated, an authorised person may direct any person to leave the building or incidental structure.
- If an authorised person takes anything away from the place, the authorised person must give the occupier of the place a receipt for the thing.

s102 - Obtaining information and documents

- An authorised person, for compliance purposes, may do any of the things listed in paragraphs (1), (2), and (3) of this section

s103 - Use of force and assistance

- An authorised person may use assistance and force that is reasonably necessary in the circumstances when exercising a power under the Act but cannot use force against a person



- If the use of reasonable force is likely to cause significant damage to property, an authorised person is not entitled to use force unless under specific circumstances as detailed in this section
- An authorised person may request a police officer or other person to assist the authorised person in exercising powers under this Act
 - In addition to the powers of a police officer, a police officer-
 - a) Has all the functions and powers of an authorised person under this Act; and
 - b) May use reasonable force to remove from a building or incidental structure a person who fails to leave when directed to do so under section 101(2)

While a person is assisting an authorised person at the request of the authorised person and in accordance with this Act the person
 Has the same powers; and
 Is subject to the same responsibilities;
 and Has the same protection from liability,
 as in like circumstances would be conferred or imposed on the authorised person

s106 - Entry warrant to enter place

An authorised person may apply to a JP for an entry warrant authorising the entry for a compliance purpose

An authorised person may apply for an entry warrant even if, under this Act, the authorised person may enter the place without an entry warrant

The application must be made in accordance with the *Criminal Investigations Act 2006* section 13 and section 13(8) of that Act applies in relation to the entry warrant
 An application for a warrant must include the details as listed in (4) of this section.

5.45. Other matters relevant to delegations under this Division

Nothing in this Division is to be read as preventing -

A local government from performing any of its functions by acting through a person other than the CEO; or

a CEO from performing any of his or her functions by acting through another person

The Concept of “Acting Through”

In addition to covering delegations, the Local Government Act 1995 introduces the concept of “acting through”. Section 5.45 of the Act states that in relation to delegations, nothing prevents a “local government from performing any of its functions by acting through a person other than the CEO” or “a CEO from performing any of his or her functions by acting through another person”. The Act does not specifically define the meaning of the term “acting through”. However, the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.



For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Written notice.



Building Matters – Fines, Penalties and Enforcement

DELEGATION NUMBER	- BLD 3
LEGISLATIVE POWER	- Part 8- Enforcement, of the Building Act 2011 powers of authorised employees/officers in respect to compliance matters pertaining to buildings and associated incidental structures
DELEGATE	- Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Pursuant to the Building Act 2011, Division 2 Section 96 – Authorised persons.

a local government may, by instrument in writing, designate a person employed by the local government under the *Local Government Act 1995* section 5.36, as an authorised person for the purpose of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government

That in accordance with section 96.3 of the Building Act 2011, the Chief Executive Officer be authorised to prepare, sign, and serve notices in relation to fines, penalties and enforcement with respect to the following attached sections of the Act.

5.45. Other matters relevant to delegations under this Division

- (4) Nothing in this Division is to be read as preventing -
 - e) A local government from performing any of its functions by acting through a person other than the CEO; or
 - f) a CEO from performing any of his or her functions by acting through another person

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Appropriate notations on Building License.



Building Licenses

DELEGATION NUMBER	- BLD 4
LEGISLATIVE POWER	- Powers of authorised employees/officers to perform the duties and functions of the <i>Building Act 2011</i> pertaining to buildings and associated incidental structures
DELEGATE	- Chief Executive Officer

That pursuant to Building Act 2011 the Executive Manager Development Services is delegated authority to approve or refuse to approve plans and specifications, but where a plan and specification so submitted conforms to:

- a) all Local Laws and Regulations in force in the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and
- b) all Local Laws and schemes in force in the district or part of the district in respect of town and regional planning matters, and the Council's predetermined policy in respect of town and regional planning matters,

The Executive Manager Development Services shall not refuse to approve that plan or those specifications without first obtaining the consent of the Council.

Furthermore, the issuing of a building licence under Section 374(1) of the Local Government (Miscellaneous Provisions) Act 1960 may be subject to such conditions as the Executive Manager Development Services considers necessary.

All licences issued under this delegated authority shall, in addition to any conditions imposed by the Executive Manager Development Services, contain and be subject to the following conditions:

1. The building licence is valid for a maximum period of twenty-four (24) months.
2. The licence is void if the work covered by it is not substantially commenced within 12 months of the date of issue.
3. Whenever required to do so by the Executive Manager Development Services the holder of the licence shall produce the approved plans, drawings and specifications for inspection.

NOTE: This delegation does not apply to applications for residential buildings with a floor area of 60m² or less. Such applications are to be referred to Council for determination.



The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)
Regulation No 19. Building Licenses



Development Proposals - Advertising

- DELEGATION NUMBER** - **BLD 5**
- LEGISLATIVE POWER** -
- DELEGATE** - **Chief Executive Officer**

The Chief Executive Officer is delegated authority to advertise development application for public comment where the Scheme requires such advertising and when the CEO considers such applications should have public comment prior to consideration by Council. The person appointed as Environmental and Building Surveyors for the Shire of Westonia is to make available from Council's file information regarding the development application so as the public is in a position to make a proper assessment. The Chief Executive Officer is to report on the item, and submissions received, at the next appropriate committee meeting following closure of the advertising period.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/Health Officer

RECORDING REQUIREMENTS



Treatment of Sewage & Disposal of Liquid Waste

DELEGATION NUMBER	-	BLD 6
LEGISLATIVE POWER	-	
DELEGATE	-	Chief Executive Officer

Pursuant to the provisions of Section 26 of the Health Act 1911 the Persons appointed as Environmental and Building Surveyors for the Shire of Westonia is hereby appointed and authorised to exercise and discharge powers and functions conferred on local government for the purpose of Regulations 4 of the Health (Treatment of Sewage & Disposal of Liquid Waste) Regulations 1974.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Building Surveyor/ Health Officer

RECORDING REQUIREMENTS



Creditors, Payment of

DELEGATION NUMBER	- FMR 1
LEGISLATIVE POWER	- Local Government (Financial Management) Regulations 1996, r. 5, 11, 12, 13 LGA 1995 6.7 (2), 6.8, 6.10, 3.1
DELEGATE	- Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to-

1. Sign and issue purchase orders to incur liabilities from the Municipal Fund or the Trust Fund on behalf of the Shire,

Subject to-

- (a) Compliance with Council Purchasing Policy & Council Signing of Cheques Policy; and
 - (b) Purchase orders only being issued for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency.
2. Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund,

Subject to-

- (a) The payment(s) only being for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the President in an emergency; and
- (b) Compliance with the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996.

The following Officers are authorised to sign orders on behalf of the Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.

Chief Executive Officer	\$2,000,000
Works Supervisor	\$2, 000
Manager of Corporate Services	\$20,000
Finance Officer	\$ 2,000



11. Payments, procedures for making etc.

(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —

(a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and (b) petty cash systems.

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the Local Government (Financial Management) Regulations 1996, in regard to the making of payments from the municipal and trust funds

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Manager of Corporate Services, Construction Supervisor and Finance Officer.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. List of accounts recorded in monthly

Council meeting minutes.



Strata Titles

DELEGATION NUMBER	-	STA 1
LEGISLATIVE POWER	-	Strata Titles Act 1985, s.23
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

(4) A local government may, either generally or as otherwise provided by the instrument of delegation, by writing under the seal of the local government, delegate to an employee of the local government any of the functions conferred on local governments under this Act, other than the functions so conferred by subsection (3) and section 24.

Under section 23(4) of the *Strata Titles Act 1985*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under the *Strata Titles Act 1985*.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Prohibited Burning Times - Amendment

DELEGATION NUMBER	-	BFA 1
LEGISLATIVE POWER	-	Bush Fires Act 1954, s. 17
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being

delegated Section 17

7) (a) Subject to paragraph (b), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by -

- (i) shortening, extending, suspending or reimposing a period of prohibited burning times;
- or
- (ii) imposing a further period of prohibited burning times.

Under section 17(10) of the Bush Fires Act 1954, the Shire President, Chief Executive Officer and Chief Bush Fire Control Officer are delegated to exercise the powers or discharge the duties of the Council under section 17(7) of the Bush Fires Act 1954

Bush Fires Act 1954

17(10) A local government may by resolution delegate to its mayor or president and its Chief Bush Fire Control Officer jointly its powers and duties under subsections (7) and (8)

RECORDING REQUIREMENTS



Local Government Functions Under the Bush Fires Act

DELEGATION NUMBER	- BFA 2
LEGISLATIVE POWER	- Bush Fires Act 1954, Part IV — Control and extinguishment of bush fires Division 1 — Local governments
DELEGATE	- Chief Bush Fire Control Officer and Chief Executive Officer (jointly) OR CEO?

Power or Duty of the Local Government which is being delegated

Section 36. – Local government may expend moneys in connection with control and extinguishment of bush fires

Section 37 – Local Government to ensure certain persons

Section 38 – Local government may appoint bush fire control officers

Section 38A – FES Commissioner may designate person employed in Department as Chief Bush Fire Control Officer

Section 39 – Special powers of bush fire control officers
Section 39A.- Duties of bush fire authorities on outbreak of fire

Section 40 – Local governments may join in appointing and employing bush fire control officers

Pursuant to section 48 of the Bush Fires Act 1954, the Chief Executive Officer and Chief Bush Fire Control Officer are delegated authority to exercise the powers or discharge the duties of the Council under section 36, 37, 38, 38A, 39, 39A, 40 of the Bush Fires Act 1954, ONLY IN AN EMERGENCY SITUATION

48. Delegation by local governments

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1)-
 - a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to sub



- delegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business
-

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.

Authorisation to be in writing and details to be included in officer's personnel file.



Local Government Functions Under the Bush Fires Act

DELEGATION NUMBER	-	BFA 3
LEGISLATIVE POWER	-	Bush Fires Act 1954 (Section 59)
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to initiate legal proceedings under the Bush Fires Act 1954.

RECORDING REQUIREMENTS

Bush Fires Act 1954 (Section 59)



Prohibition Orders – Section 65 of the Food Act 2008

DELEGATION NUMBER	-	FOOD 1
LEGISLATIVE POWER	-	Food Act 2008, section 65
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

65. Prohibition order

(1) If the CEO or another enforcement agency believes on reasonable grounds-

(a) that any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and

(b) that-

(i) the proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or

(ii) the issue of the order is necessary to prevent or mitigate a serious danger to public health,

the CEO or other enforcement agency may serve a prohibition order on the proprietor of the food business in accordance with this Part.

Council delegates the power to issue prohibition orders for the purposes of section 65 of the Food Act 2008 to the Chief Executive Officer and the Health/Building Surveyor in accordance with section 118(2) of the Food Act 2008.

118. Functions of enforcement agencies and delegation

(2) A function conferred or imposed on an enforcement agency may be delegated -

(b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations -

subject to subsections 3 and 4, in accordance with there regulations

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Appointment of Authorised Persons Under the Food Act 2008

DELEGATION NUMBER	-	FOOD 2
LEGISLATIVE POWER	-	Food Act 2008, section 122
DELEGATE	-	Health/Building Surveyor

Power or Duty of the Local Government which is being delegated

Council delegates authority to and appoints -

- 1.0 Health/Building Surveyor, as a Designated Officer for the purposes of sections 126(3), (6) and (7) of the *Food Act 2008* and the *Food Regulations 2009*.
- 2.0 Health/Building Surveyor (Environmental Health Officer), as Designated Officer for the purposes of sections 126(2) of the *Food Act 2008* and the *Food Regulations 2009*, and
- 3.0 Health/Building Surveyor (Environmental Health Officer), as Authorised Officers for the purposes of sections 38 and 62, 65, 66 and 67 of the *Food Act 2008* and *Food Regulations 2009*, for all food premise types.

38. Powers of authorised officers

62. Grounds for serving improvement notice Prohibition order

Certificate of clearance to be given in certain circumstance

Request for re-inspection

122. Appointment of authorised officers

An enforcement agency may appoint a person to be an authorised officer for the purposes of this Act if

the enforcement agency, having regard to any guidelines issued by the CEO under subsection (2), considers the person has appropriate qualifications and experience to perform the functions of an authorised officer; or
the person holds office as an environmental health officer under the Health Act 1911.

126. Infringement notices

(1) In this section —

designated officer means an authorised officer designated by an enforcement agency under subsection (13) to be a designated officer;

prescribed means prescribed by the regulations.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19



Public Health Act 2016

DELEGATION NUMBER	-	HEALTH 1
LEGISLATIVE POWER	-	Public Health Act 2016, Health (Miscellaneous Provisions) Act
DELEGATE	-	Health/Building Surveyor

Power or Duty of the Local Government which is being delegated

As per Section 312 of the Public Health Act 2016, the Health/Building Surveyor is designated as an Authorised Officer

312. Environmental health officers to be authorised officers for certain purposes

(1) If, immediately before this section comes into operation, a person holds an appointment as an environmental health officer under the Health Act, then, on this section coming into operation, the person is to be taken —

- (a) to have been designated as an authorised officer under section 24(1) by the local government that appointed the person as an environmental health officer; and
- (b) to have been so designated for the purposes of —
 - i. Parts 8, 9, 14 and 16; and
 - ii. the Health Act sections 145(1), 157(2), 173 (paragraph (a) of the definition of authorised person), 181, 183, 184(1), 257, 262(3), 265(1), 267(1)(c), 268(a), 277(1)(b) and (3), 280(2), 349(1), 351(1), (2) and (5), 352(1) and (2), 358(2) and 375; and
 - iii. the Dog Act 1976; and
 - iv. the Tobacco Products Control Act 2006; and
 - v. the Food Act 2008; and
 - vi. the Cat Act 2011.

RECORDING REQUIREMENTS

Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911.



Health (Miscellaneous Provisions) Act 1911

DELEGATION NUMBER	-	HEALTH 2
LEGISLATIVE POWER	-	Health (Miscellaneous Provisions) Act 1911
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority, powers and functions under-

1.1 The *Health (Miscellaneous Provisions) Act 1911* (as amended) to the Chief Executive Officer and Health/Building Surveyor (Environmental Health Officer), relating to:

- (i) Part IV - Division 2, Division 4 and Division 7;
- (ii) Part V – Divisions 1, 2 and 3;
- (iii) Part VI; and
- (iv) Part VII –

Division 1
Subject to
the
conditions
of-

- (a) With respect to Part IV – Divisions 2, 4 and 7, authority is limited to the approval of applications under Section 107; the forming of opinions; the issuing of notices, requisitions, directions and orders, subject to prior consultation with and agreement of the Council; the carrying out or causing to be carried out, works in default of duly served notices, but does not include the undertaking or contracting of works, the provision of sanitary conveniences or receptacles, the making of charges for works or the supply of pans or receptacles for refuse.
- (b) With respect to Part V – Division 1 and 2, authority is limited to the forming of opinions and issuing of notices and directions subject to prior consultation with and agreement of the Council, but does not include the carrying out of works in default of duly served notices.
- (c) With respect to Part VII Division 1, authority extends to the issuing of requisitions and, in the case of default, the causing of requisite work to be done, subject to prior discussion with and agreement of the Council.
- (v) *The Health (Miscellaneous Provisions) Act 1911* and the Regulations, Local-Laws and orders made thereunder relating



to issue such notices as are deemed necessary for breaches of the Act,

Subject to the conditions of-

(a) Any non-compliance with any notice will be referred to the Council before proceeding with legal action.

2.0 Section 107 of the *Health (Miscellaneous Provisions) Act 1911* (as amended) to Health / Building Surveyor (Environmental Health Officer), relating to the approval of applications for effluent disposal systems.

3.0 The *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* to Peter Clarke, Chief Executive Officer, and Health / Building Surveyor (Environmental Health Officer).

RECORDING REQUIREMENTS

Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911.



Health (Asbestos Regulations) Act 1992

DELEGATION NUMBER	-	HEALTH 3
LEGISLATIVE POWER	-	1. Health (Asbestos Regulations) Act 1992,
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Health/Building Surveyor as an Authorised Officer to issue infringements.

Council delegates its authority and power to the Chief Executive Officer as an Approved Officer to withdraw infringements.

Health (Asbestos) Regulations

1992 15D. Infringement

Notices

(5) A local government may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the Criminal Procedure Act 2004 Part 2.

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RECORDING REQUIREMENTS

Health (Asbestos Regulations) Act 1992.



Local Laws

DELEGATION NUMBER	-	LL 1
LEGISLATIVE POWER	-	Shire of Westonia Local Laws
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under those local laws of the Shire of Westonia which have been made under the *Local Government Act 1995*.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration)

Regulation No 19. Details of advertising to be included in relevant file



Donations

DELEGATION NUMBER	-	MISC 1
LEGISLATIVE POWER	-	Local Government Act 1995
(Section 5.42) DELEGATE	-	Chief Executive Officer
POLICY REF	-	CMS-03

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated authority to approve requests for donation of monies up to the value of \$100.00 in accordance with Policy CMS-03 Amended:

Periodical reports on donations made and applications refused are to be included within Councillors' information file/Status Report.

Any request refused by the CEO is to be submitted to Council for determination. An annual amount will be set aside in the budget allocation.

That the Chief Executive Officer provide Council with a quarterly report of the use of this delegation

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Liquor, Sale and Consumption – Council Property

DELEGATION NUMBER	-	MISC 3
LEGISLATIVE POWER	-	Local Government Act 1995
(Section 5.42) DELEGATE	-	Chief Executive Officer
POLICY REF	-	X

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer is delegated the authority to approve applications for the consumption of alcohol on Council property including parks, reserves, ovals and within shire facilities.

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No

19. Relevant correspondence kept on appropriate files.



SAT Appeals

DELEGATION NUMBER	-	MISC 4
LEGISLATIVE POWER	-	State Administrative Tribunal
Act 2004 DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to respond to appeals to the State Administrative Tribunal, including the preparation of statements by respondents, liaison with the Office of the Tribunal and representation of the Council at review hearings.

Subject to the following Conditions:

1. Advice of appeals (applications for review) and the determination by the Tribunal to be reported to Council.
2. The exercise of these powers on the discharge of these duties, is subject to the Officers and/or Employees exercising the delegation: keeping a written record of, and recording within an appropriate Database, details of how the delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty; and compliance with relevant any Shire Policies

RECORDING REQUIREMENTS

Section 5.46(3) - Local Government (Administration) Regulation No 19.



Application of Operation of Road Trains

DELEGATION NUMBER	-	MISC 5
LEGISLATIVE POWER	-	
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

The Chief Executive Officer has delegated authority to approve the use of local roads, deemed as suitable by the Works Supervisor, for the operation of road trains as per Councils policy.

Any roads, other than those approved by Main Roads in consultation with Council, which will be related to direct farm access will be dealt with on their merits, and will include conditions related to farm access and low usage.

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Construction Supervisor.

RECORDING REQUIREMENTS



Donations of Plant and Equipment

DELEGATION NUMBER	-	MISC 6
LEGISLATIVE POWER	-	
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to authorise the use of Councils plant and equipment, at no charge, for community based projects subject to Council Policy.

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Construction Supervisor.

RECORDING REQUIREMENTS



Legal Proceedings – Dog Act

DELEGATION NUMBER	-	MISC 7
LEGISLATIVE POWER	-	Dog Act 1976 (Section 44)
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

That Council delegate authority to the Chief Executive Officer to initiate legal proceedings under the Dog Act 1976.

RECORDING REQUIREMENTS

Dog Act 1976 (Section 44)



Authorised Persons, Registration Officers – Dog Act

DELEGATION NUMBER	-	MISC 8
LEGISLATIVE POWER	-	Dog Act 1976 (Section 11, 12, 29)
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to appoint persons as Registration Officers and Authorised Officers under the Dog Act 1976,

Subject to -

1.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

10AA. Delegation of local government powers and duties

(1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.

11. Staff and services

(1) For the purposes of this Act a local government may establish and maintain one or more dog management facilities and may appoint, under and subject to the provisions of the Local Government Act 1995, fit and proper persons to administer those facilities and otherwise to carry out the objects of this Act.

29. Power to seize dogs

(1) A local government shall, in writing, appoint persons to exercise on behalf of the local government the powers conferred on an authorised person by this Act.

(2)

44. Enforcement proceedings

(3) Any proceedings under this Act, whether civil or penal, may be taken —
(a) by any police officer, in the name of the Crown; or
(b) by any employee of a local government authorised in that behalf by the local government, in the name of the local government; or



(c) by any person aggrieved.

RECORDING REQUIREMENTS

Dog Act 1976 (Section 11, 12, 29)



Authorised Persons – Cat Act

DELEGATION NUMBER	-	MISC 9
LEGISLATIVE POWER	-	Cat Act 2011 (Section 45, 48)
DELEGATE	-	Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Council delegates its authority and power to the Chief Executive Officer to appoint persons as Authorised Persons under the Cat Act 2011,

Subject to -

- 1.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

44. Delegation by local government

(1) The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

45. Delegation by CEO of local government

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.

48. Authorised persons

(1) A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act.

RECORDING REQUIREMENTS

Cat Act 2011 (Section 45, 48)



SECTION 2

DELEGATIONS FROM CEO TO OTHER EMPLOYEES


No	Title	Delegated to -
LGA 1	Notice Requiring a Thing to be Done	
LGA 2	Tenders and Expressions of Interest	Works Supervisor, Building Surveyor/ Health Officer,
LGA 3	Disposal of Surplus, Equipment, Materials, Tools etc	
LGA 4	Investment of the Shire's Money	Manager of Corporate Services
LGA 5	Acknowledgement of Unauthorised	Building Surveyor/ Health Officer
LGA 6	Appointment of Authorised Persons	
LGA 7	Common Seal	
LGA 8	Power of Entry	Manager of Corporate Services, Works Supervisor, Building Surveyor/ Health Officer, Chief Bush Fire Control
LGA 9	Debts Write Off, Waiver or Concessions	
LGA 10	Road Closures	Construction Supervisor
LGA 22	Payment to Employees	Manager Corporate Services, Finance
BLD 1	Building Matters – Permits, Certificates and Orders	Building Surveyor/ Health Officer
BLD 2	Building Matters – Building Authorisations	Building Surveyor/ Health Officer
BLD 3	Building Matters – Fines, Penalties and Enforcement	Building Surveyor/ Health Officer
BLD 4	Building Licenses	Building Surveyor/ Health Officer
BLD 5	Development Proposals - Advertising	Building Surveyor/ Health Officer
BLD 6	Treatment of Sewage & Disposal of Liquid	Building Surveyor/ Health Officer
FMR 1	Creditors, Payment of	Manager of Corporate Services, Finance
PLN 1		
STA 1	Strata Plans – Certificate of Local	
BFA 1	Prohibited Burning Times – Amendment	



BFA 2	Local Government Functions Under the Bush Fire Act	
CPR 1	Caravan Parks and Camping	
FOOD 1	Prohibition Orders – Section 65 of the Food Act 2008	Building Surveyor/ Health Officer
FOOD 2	Appointment of Authorised Persons Under the Food Act 2008	Building Surveyor/ Health Officer
LL 1	Local Laws	
MISC 1	Donations	
MISC 2	Insurance – Public Liability Claims	
MISC 3	Liquor, Sale and Consumption – Council	
MISC 4	SAT Appeals	
MISC 5	Application of Operation of Road Trains	Construction Supervisor
MISC 6	Donations of Plant and Equipment	Construction Supervisor

9.1.7 BUDGET REVIEW 2021/2022

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	F1.3.3
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.4 Budget Review Documents
Signature:	Officer CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Background

Local Governments are required to conduct a Budget Review in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996. These Regulations state:

1. *“Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
2. *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
3. *A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

4. *Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.”*

A Budget Review for the period ending 28th February 2022 has been completed and is presented for Council’s consideration.

Comment

In adopting the 2021/2022 Budget, Council, as required, adopted a level of material variances for reporting purposes. The level of material variance reporting set by Council is \$10,000 and 15%. Staff have used this variance in their analysis.

The nature of the review is to predict estimates of material variations likely to occur as at 30 June 2022.

Statutory Environment

Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 section 6.4

Policy Implications

Nil

Strategic Implications

Nil



Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That the Council as per Audit committee recommendation:

1. Receive the 2021/2022 Budget Review for the period ending 28th February 2022 and adopt the recommended Budget figures as presented.
2. Forward the review to the Department of Local Government as per the requirements of the act.

9.1.8 GRANTS COMMISSION HEARING

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	F1.10.1
Disclosure of Interest:	Nil
Attachments:	Nil
Signature:	Officer CEO



Purpose of the Report

- Executive Decision Legislative Requirement

This report seeks Council's agreement to participate in a videoconference with the Grants Commission Hearing scheduled for Thursday 31st March at 9am.

Background

The WA Local Government Grants Commission would like to arrange an online meeting with Council for the purpose of a public hearing in accordance with section 11(2)(c) of the *Local Government (Financial Assistance) Act 1995* (Commonwealth Act). The proposed hearing has been scheduled to commence at **9.00am on Thursday 31 March 2022** and will run for approximately two hours.

The Commission will be represented at the online meeting by the Commissioners and staff as noted below:

- Hon Fred Riebeling (Chairperson)
- Mr Luke Stevens (Deputy Chairperson)
- Mr Colin Cameron (Metropolitan Member)
- Dr Wendy Giles (Country Urban Member)
- Ms Melinda Prinsloo (Country Rural Member)
- Ms Chloe Papasergio (Senior Strategy and Research Officer)

Comment

The WA Local Government Grants Commission (the Commission) visits all WA local governments to discuss the methodology used in calculating each individual local government's Financial Assistance Grants.

You may be aware that the Commission would normally undertake these visits in person, as part of their regular visiting program schedule. However, due to the impact of COVID-19, it is considered prudent to hold the hearings online, for the foreseeable future.

Statutory Environment

Local Government (Financial Assistance) Act 1995 (Commonwealth Act)

Policy Implications

Council does not have a policy in relation to this matter

Strategic Implications

Nil.

Financial Implications

The Financial Assistance Grant provided annually is a significant component of Council's budget.



Voting Requirements



Simple Majority



Absolute Majority


OFFICER RECOMMENDATIONS

That Council participate in a videoconference with the Grants Commission Hearing scheduled for Thursday 31st March at 9am.

9.2 COMMUNITY AND REGULATORY SERVICE

9.2.1 DIORITE STREET RECREATIONAL PRECINCT MASTERPLAN – PHASE 1

Responsible Officer:	Bill Price, CEO	
Author:	Bill Price, CEO	
File Reference:	RC5.1.4	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report



Executive Decision



Legislative Requirement

This report seeks Council approval to engage Donovan Payne Architects to undertake Engineering and Architectural Services for Stage 1 Swimming Pool Kiosk Building so that the project can proceed to Tender/Construction stage prior to next pool season

Background

Council engaged Kim Donovan from Donovan Payne Architects to undertake a Master planning exercise of the Diorite Street Recreational Precinct which would modernise the facilities and surrounds for the future. After several working meetings the final draft was presented for adoption. Council also took the opportunity to stage the project into 3 phases in consideration of the scale of the overall project.

Comment

If Council wish for the Phase 1 projects to proceed the Architectural and Engineering Designs require completion so that the formal tender process can be initiated. To comply with Council purchasing policy 2 x written quotations were obtained for the provision of contract documentation and the managing of the tender process.

1. Donovan Payne Architects have provided a quotation for the following

Phase 1 – Concept development - \$ 9,000

Phase 2 – Design Development – detailed architectural design, BCA compliance and engineering input as the basis of the Contract Documentation. - \$ 22,000

Phase 3 – Contract Documentation – preparation of full working drawings and specifications for tender including preparation and assessment and recommendations to Council. \$ 37,000.

Phase 4 – Construction Phase – Contractor appointment inspections, contractor claim certification to practical completion. \$ 21,000.

2. Hoffman Architecture

Phase 1 – Concept development - \$ 13,250

Phase 2 – Design Development – detailed architectural design, BCA compliance and engineering input as the basis of the Contract Documentation. - \$ 24,500

Phase 3 – Contract Documentation – preparation of full working drawings and specifications for tender including preparation and assessment and recommendations to Council. \$ 39,000.

Phase 4 – Construction Phase – Contractor appointment inspections, contractor claim certification to practical completion. \$ 23,000.

Statutory Environment

Nil



Policy Implications

Council Purchasing Policy 6.3 requires that two written quotes be obtained for purchases over \$ 35,000.



Strategic Implications

Nil



Financial Implications

Funding from the LRCIP Round 3 grant allocation has been allocated to this project.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council engage Donovan Payne Architects to undertake Concept & Design Development and Contract Documentation for the cost of \$ 68,000 plus GST, so that Stage 1 Swimming Pool Kiosk Building can proceed to tender.

In accordance with Section 5.65 of the Local Government Act 1995 the following disclosures of Closely Association Person and Impartiality interest are to be made. Cr Geier.

9.2.2 MERREDIN & DISTRICTS JUNIOR FOOTBALL ASSOCIATION (COLTS)

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	
Disclosure of Interest:	Cr Geier has a son playing in the Colts competition.
Attachments:	Nil
Signature:	Officer CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Summary

A request has been made from the Merredin & Districts Football Association (Colts) for use of the Westonia Community Bus at “cost price” for six (6) games this season.

Background

The Merredin & Districts Junior Football Association (Colts) have made a formal request for the use of the Westonia Community Bus to travel to six (6) away games in the towns of Northam, Toodyay and York. Their request comes on the back of an offer made in previous seasons from Council to use the Westonia Community Bus free of charge on the proviso that fuel costs were covered by a third party (namely Liberty Fuels).

Comment

Up to 6 kids located in and around the Westonia district as well as several “Burracoppin Football Club” kids would be catching the bus on these occasions.

The main reason for requiring the bus is due to the large amount of disadvantage kids in the Merredin & surrounding area from broken homes etc that may not be able to play football without such transport. There is also a large portion of the families still involved with either local senior football (Burracoppin & Nukarni) or local netball, Hockey (senior & junior) who need a parent to follow either sport.

The MDJFA (Colts) are currently actively pursuing a sponsor (Liberty Fuels) for the fuel side of the project to help keep the overall cost to nil.

Daimon Geier and Brett Lane as parents of junior footballers have offered to drive the bus.

The MDJFA (Colts) would not utilise this bus or any other if it was required to pay a rate per kilometre and another alternative would need to be sourced.

If Council were to approve the request, the MDJFA (Colts) would promote the Shire of Westonia as a major sponsor of the association.

Statutory Environment

Nil



Policy Implications

Delegation MISC 1 – Donations allows the CEO to approve requests for donation of monies up to the value of \$100.00



Strategic Implications

Nil.



Financial Implications

Council would not be receiving the fee for the bus hire @ .88c/km and would still be liable for maintenance costs such as tyres & servicing.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council approves the request of the Merredin & Districts Junior Football Association (Colts) for the use of the Westonia Community Bus to travel to six (6) away games in the towns of Northam, Toodyay and York at no charge other than fuel.

9.2.3 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	L3.1.1
Disclosure of Interest:	Nil
Attachments:	Attachment 9.2.3 LEMA Westonia Yilgarn Draft
Signature:	Officer CEO



Purpose of the Report

- Executive Decision Legislative Requirement

This report seeks Council's endorsement of the Local Emergency Management Arrangements (LEMA) between the Shire of Yilgarn and the Shire of Westonia

Background

In 2021, the Shire of Westonia in consultation with the Shire of Yilgarn and State Emergency Services Committee (SEMC), worked towards finalising the Arrangements between the two Shires.

The aim of the LEMA is to ensure that there is a written understanding between agencies and stakeholders involved in managing emergencies within the Local Government to ensure the community is prepared to deal with emergencies should they arise. Endorsement of the LEMA is required to formalise these arrangements.

The Draft LEMA was presented to the LEMC on 25th November 2021 and the committee recommended endorsement of the LEMA.

Comment

Following LEMC recommendations, the Council must now consider and endorse the LEMA

Statutory Environment

Emergency Management Act 2005.

Policy Implications

Council does not have a policy in relation to this matter

Strategic Implications

Nil

Financial Implications

Nil

Voting Requirements

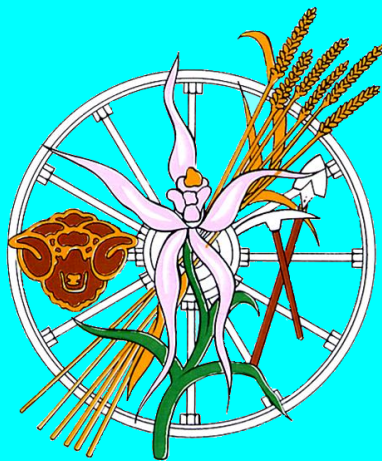
- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That Council endorse the Shire of Westonia and Yilgarn Local Emergency Management Arrangements as presented.

Attachment 9.2.3

Shire of Westonia



Local Emergency Management Agreements

Shire of Westonia & Yilgarn



Local Emergency Management Arrangements

The aim of the Shire of Westonia & Yilgarn Local Emergency Management Arrangements (LEMA) is to ensure there is a written understanding between agencies and stakeholders involved in managing emergencies within the Local Government to ensure the community is prepared to deal with emergencies should they arise.

Document Control			
Document ID		Version	
LEMC Endorsement date		Last Review	
Current Review		Next Review Date	
Prepared by			
Documents maintained by			

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AUTHORITY

These arrangements have been produced and issued in compliance with s(41)(1) and (2) of the [Emergency Management Act 2005](#) ('the Act'), endorsed by the Shire of Westonia & Yilgarn Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

These arrangements have been developed by personnel within the Shire of Westonia & Yilgarn and by the Local Emergency Management Committee. Consultation is constantly sought from the wider community.

These arrangements should be read in conjunction with the Emergency Management Act 2005 and the State Emergency Management Plans (WESTPLAN), State Hazard Plans (SHP), State Emergency Management Policy Statements and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:

Chairperson, LEMC

Date

President Shire of Westonia
Resolution Number:

Date

President Shire of Yilgarn
Resolution Number:

Date

Document Review

Date

AMENDMENT HISTORY

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

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

The Chairperson

Local Emergency Management Committee Shire *Westonia & Yilgarn*

PO Box 86, Southern Cross WA 6426

Or email to: yilgarn@yilgarn.wa.gov.au

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

- [State Emergency Management Policy](#)
- [State Emergency Management Plan](#)
- [State Emergency Management Procedure](#)
- [State Emergency Management Guidelines](#)
- [State Emergency Management Glossary](#)

DISTRIBUTION LIST

Organisation	Electronic or Hard Copy	No Copies
Shire of Westonia & Yilgarn		
<i>Chief Executive Officer's</i>	E	1
<i>Shire Offices</i>	H	1
<i>Shire of Westonia Website</i>	E	1
<i>Shire of Yilgarn Website</i>	E	1
Emergency Management Committees		
<i>Chairperson LEMC</i>	E	1
<i>Committee Members</i>	E	1
<i>State Emergency Management Committee</i>	E	1
West Australian Police (WAPOL)		
<i>OIC Police Southern Cross</i>	E	1
Local Emergency Services		
<i>Chief Bush Fire Control Officer</i>	E	1
<i>Wheatbelt District Emergency Management Committee</i>	E	1
<i>Health Service Manager – Southern Cross Hospital</i>	E	1
<i>VFRS Southern Cross</i>	E	1
<i>St John Ambulance Sub Centres</i>	E	1
Other External Agencies and neighbours		
<i>Department of Communities - DESO</i>	E	1
<i>DFCA – Parks & Wildlife (Merredin Ooffice)</i>	E	1
<i>DAFWA Merredin Office</i>	E	1
<i>Western Power – Merredin Office</i>	E	1
<i>Water Corporation – Merredin Office</i>	E	1

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Shire of Westonia & Yilgarn



SECTION ONE

INTRODUCTION

1.0 Glossary of Terms

Australasian Inter-Service Incident Management System (AIIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under Section 6(2) of the *Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Comprehensive Approach: The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

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

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

Controlling Agency: An agency nominated to control the response activities to a specified type of emergency.

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

District Emergency Management Committee: A committee established under Section 31(1) of the *Emergency Management Act 2005*

Emergency: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services.

Emergency Management: The management of the adverse effects of an emergency including

- A. prevention: the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
- B. Preparedness: preparation for response to an emergency
- C. Response: the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.

D. Recovery: the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency: A hazard management agency (HMA), a combat agency or a support organisation.

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

Hazard Management Agency (HMA): A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of that State.

Incident: the occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

Incident Support Group: A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator: The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Committee: A committee established under Section 38 of the *Emergency Management Act 2005*.

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

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Public Authority: An agency as defined in the *Public Sector Management Act 1994*;

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- A local government or regional local government;
- The Police Force of Western Australia;
- A member or officer of a body referred to in one of the above; or
- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition

Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Response: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Risk: A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

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

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Management Committee: A committee established under Section 13 of the *Emergency Management Act 2005*.

Vulnerability:

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

Welfare: The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

1.1 General Acronyms used in these Arrangements:

BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordination
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA HEALTH	Department of Health
WAPOL	WA Police Force

1.2 Disclaimer

The Shire of *Westonia & Yilgarn* makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of *Westonia & Yilgarn* hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of *Westonia & Yilgarn* be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

1.3 Document Availability:

A copy of this document is available on the Shire of *Westonia & Yilgarn* website: www.yilgarn.wa.gov.au
www.westonia.wa.gov.au

A print copy of this document (public version) will be made available to the public at the Shire of *Westonia & Yilgarn* administration building at:

- 23 Antares Street, Southern Cross: &
- 41 Wolfram Street, Westonia.

An electronic copy of this document (confidential version) is available to all Local Emergency Management Committee members.

1.4 Aim:

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5 Purpose:

To set out;

- The Shire of *Westonia & Yilgarn* policies for emergency management
- The roles and responsibilities for public authorities and other persons involved in emergency management
- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons
- Description of emergencies likely to occur within the Shire of *Westonia & Yilgarn*
- Strategies and priorities for emergency management in the district
- Other matters about emergency management in the Shire of *Westonia & Yilgarn* that the Shire of *Westonia & Yilgarn* considers appropriate

1.6 Scope:

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs individual plans.

- This document applies to the local government district of the Shire of *Westonia & Yilgarn*
- This document covers areas where the Shire of *Westonia & Yilgarn* provides support to HMAs in the event of an incident.
- This document details the Shire of *Westonia & Yilgarn* capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of *Westonia & Yilgarn* responsibilities in relation to recovery management.

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

1.7 Area Covered:

The Shire of Westonia is located approximately 316 kilometers east of Perth. The shire population consists of approximately 277 people spread across an area of 3,268 square kilometres and includes the towns of Walgoolan, Carrabin, Warralakin and the main centre Westonia.

The Shire of Yilgarn is located approximately 370 kilometers East of Perth. It encompasses an area of 30,720 square km in area, has a population of approximately 1,600 and includes the localities of Southern Cross, Bodallin, Bullfinch, Ghooli, Koolyanobbing, Marvel Loch, Moorine Rock and Yellowdine.

1.8 Exercising, Reviewing and Reporting:

Exercising:

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to enable people to practice working together. The different types of exercises include Discussion, Field, Table Top and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Shire of *Westonia & Yilgarn* Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

In alignment with section 4.7 of the State Emergency Management Plan, an exercise report should be developed as soon as practical at the completion of the exercise and sent to the Wheatbelt DEMC executive officer for tabling at the next meeting.

Reviewing:

An entire review of the emergency management arrangements should be undertaken

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination.
- Every five years and;
- Whenever the local government considers it appropriate.

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting:

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the preparedness Capability Survey as directed each year by the SEMC.

1.9 Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	<p>The responsibilities of the Shire of <i>Westonia & Yilgarn</i> are defined in s.36 of the <i>Emergency Management Act 2005</i></p> <p>It is a function of a local government – subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and to manage recovery following an emergency affecting the community in its district; and to perform other functions given to the local government under this Act</p>
Local Emergency Coordinator	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>a) The Local Emergency Coordinator for a local government district has the following functions –</p> <p>b) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;</p> <p>c) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district;</p> <p>d) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator</p>
Local Recovery Coordinator	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p>
Local Government Welfare Liaison Officer	<p>During an evacuation assist Dept. Communities by providing advice information and resources</p> <p>(a) open and establish a welfare centre at the nominated facility until the arrival of DC;</p> <p>(b) establish the registration process of evacuees until the arrival of DC;</p> <p>(c) provide advice, information and resources in support of the facility; and</p> <p>(d) assist with maintenance requirements for the facility.</p>

Local Government Liaison Officer (to ISG/IMT)	During a major emergency the liaison officer attended ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	<ul style="list-style-type: none"> - Ensure planning and preparation for emergencies is undertaken - Implement procedures that assist the community and emergency services deal with incidents - Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role - Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. - Liaise with the incident controller (provide liaison officer) - Participate in the IMT/ISG and provide local support - Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

1.10 LEMC Roles and Responsibilities

The Shire of Westonia & Yilgarn has established a Local Emergency Management Committee (LEMC) as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Shire of *Westonia & Yilgarn* LEMC meets quarterly, (*example*) generally on the third Tuesday of every February, April, August and October.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.

LEMC Executive Officer	<p>Provide executive support to the LEMC by: Facilitating the provision of secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Maintain committee membership contact register <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> • Annual Report • Annual Business Plan • Maintain Local Emergency Management Arrangements; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> • Participate as a member of sub-committees and working groups as required
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1.11 LEMC Membership

The LEMC was established by the local government to develop, overview, plan and test the Local Emergency Management Arrangements, convening every three months. The committee includes representatives of agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements. Members of the Shire’s LEMC include representatives from DFES, Shire of *Westonia & Yilgarn* councillors and staff, WA Police, WA Department of Health, and the Department of Communities as well as business and community representatives. The LEMC also facilitates training and exercises for emergency management.

For current LEMC membership names and contacts please see [LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS](#) Section – this is only available to LEMC members and Emergency Management professionals.

1.12 Agency Roles and Responsibilities

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

Agency Roles	Description of Responsibilities:
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Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery the Controlling Agency will ensure effective transition to recovery
Hazard Management Agency	<p>A HMA is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed"</p> <p>A HMA's function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan for that hazard • Ensure effective transition to recovery by Local Government
Combat Agency	<p>A combat agency as prescribed under Subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p>

1.13 Related Documents and Arrangements

Local Emergency Management Policies:

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify "the local government policies for emergency management". The Shire of *Westonia & Yilgarn* has

the following emergency management policies in place:

Policy Name	Policy Objective
Shire of Yilgarn 1.6 Media Policy	To provide a framework for Councillors, staff, delegates and advisers to: <ul style="list-style-type: none"> • Ensure all communication with the media is consistent, balanced, well- informed, timely, professional and appropriate. • Clearly indicate Council's authorised spokespersons. • Improve communication with customers and enhance Council's public image. • Limit the possibility of miscommunication and to maximise the effectiveness of staff by ensuring comments to the media relating to Council are made only through authorised people.
Shire of Yilgarn 2.1 Use Of Council Equipment	That Council plant and equipment which can be used for firefighting purposes be made available for firefighting and protective burning as required, subject to consultation with Council's senior management staff and the Chief Bush Fire Control Officer or a person acting in this position.
Shire of Yilgarn 2.2 Harvest and Vehicle Movement Bans	That the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer, be authorised to impose a Total Movement Ban including the movement of vehicles in paddocks
Shire of Yilgarn 2.4 Bush Fire Advisory Committee Policy	To set guidelines for the operation of the Shire of Yilgarn Bush Fire Advisory Committee.

Existing Plans and Arrangements:

Document	Owner	Location	Date of Plan
Southern Cross Hospital Continuity Plan	Dept Health	Southern Cross Hospital	
Crash (air, plan, road)	WAPOL	Local Police Station	
Land Search	WAPOL	Local Police Station	
Terrorism	WAPOL	Local Police Station	

Local Welfare Plan – Northam district	Dept. Communities	Shire of Westonia & Yilgarn	
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Local Agreements, Understanding and Commitments

The Shire of *Westonia & Yilgarn* is continuing to work towards provision of Mutual Aid during Emergencies and Post Incident Recovery.

<i>Business</i>	<i>Type</i>	<i>Summary of Agreement</i>	<i>Special Considerations</i>
WEROC Bruce Rock, Merredin, Kellerberrin, Westonia & Yilgarn Shires	Member Councils	Memorandum of Understanding to outline assistance provided by member groups during an emergency and during the recovery process.	N/A

1.14 Community Consultation

These arrangements have been developed by the Shire of *Westonia & Yilgarn* in consultation with the Shire of *Westonia & Yilgarn* Local Emergency Management Committee.

- Community representatives are encouraged to become members of the LEMC
- The LEMC seeks community leaders to assist with consultations.
- Through utilisation of the Shire Facebook and website pages

The Shire of *Westonia & Yilgarn* LEMC makes every effort to increase community awareness of emergency management.

- Whispir SMS and Email notifications;
- Notifications and information in locally distributed publications;
- Website information;
- Items tabled in Council reports.

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Shire of Westonia & Yilgarn



SECTION TWO

COORDINATION OF EMERGENCIES

AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities and processes. In Australia, AIIMS is the nationally recognised system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS:

Unity of Command	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
Span of Control	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
Functional Management	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
Management by Objectives	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
Flexibility	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIIMS:

Control	Management of all activities required to resolve the incident.
Planning	Development of objectives, strategies and plans for the resolution of the incident.
Intelligence	Collecting and analysing information or data, which is distributed as intelligence to support decision making and planning.
Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
Operations	Tasking and application of resources.

Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
Logistics	Acquisition and provision of human and physical resources, facilities, services and materials.
Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

2.0 Coordination of Emergency Operations.

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Westonia & Yilgarn are committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

The Local government liaison officer will attend the IMT and ISG as required to provide the link between operations and the local government.

2.1 Incident Management Team (IMT)

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

2.2 Incident Support Group (ISG)

The role of an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement in the incident and who provide support to the Controlling Agency.

2.3 Triggers for AN ISG

An ISG is triggered when the incident is a "Level 2" or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
Level One	Usually resolved through local or initial response resources	Provide support to resolve the incident at the local level
Level Two	Require deployment of resources beyond initial response, functional sections established due to complexity	Provide support to resolve the incident at a local level, provide a Local Government Liaison Officer to the ISG. Make facilities available to the HMA as evacuation centres.

Level Three	Complexity may require divisions for effective management to be established, usually involves delegation of all functions	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and /or OASG. Make facilities available to the HMA as evacuation centres.
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2.4 Membership of an ISG

The recovery coordinator should be a member of the ISG from the outset to ensure consistency of information flow, situational awareness and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the incident.

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

2.5 Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will depend of the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

2.6 Location of Incident Control Centres

<i>Location</i>	<i>Address</i>
Shire of Yilgarn Administration Centre	23 Antares Street, Southern Cross
Shire of Westonia Administration Centre	41 Wolfram Street, Westonia

2.7 Locations of ISG Meetings

Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following locations can be used for ISG meetings:

<i>Location</i>	<i>Address</i>
Shire of Yilgarn Works Depot Office	24-28 Arcturus Street, Southern Cross
Westonia Recreation Complex	Cement Street, Westonia

For a list of contacts in order to open these locations for ISG meetings, please refer to [INCIDENT SUPPORT GROUPS MEETING LOCATIONS AND CONTACTS](#) in the Contacts and Resources Section.

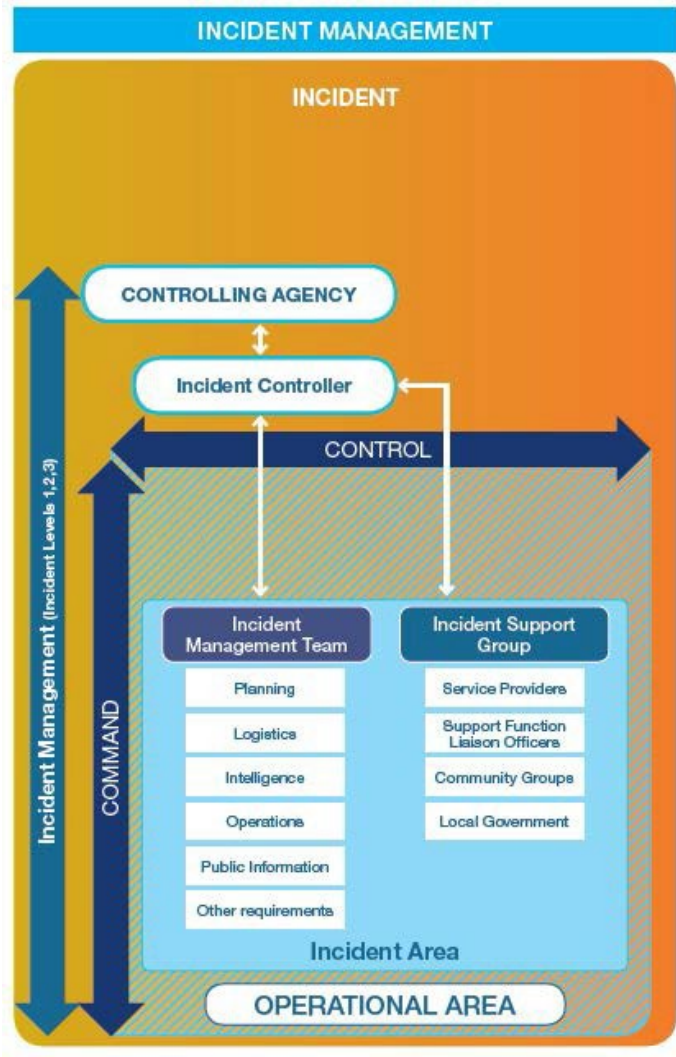


Figure 1: A diagram illustrating Incident Management

2.8 Financial Arrangements

The Shire of *Westonia & Yilgarn* is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the Shire of *Westonia & Yilgarn* occurs to ensure the desired level of support is achieved.

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Shire of Westonia & Yilgarn



SECTION THREE

RISK

3.0 Risk Management

Risk Management is a vital part of the emergency management process. It is vital that we understand the hazards and risks likely to impact the Shire of Westonia & Yilgarn.

The Shire of Westonia & Yilgarn LEMC has taken into account that there are a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

3.1 Special Considerations

- Heightened bushfire risk during harvest (November to January)
- Reduced bushfire volunteer numbers post harvest (December to February)
- Tourist influx during school holidays and wildflower seasons;
- Remote tourist locations;
- Reduced mobile coverage outside of townsites;
- Events
 - Southern Cross Agricultural Show – Early September
 - Yilgarn Motoring Enthusiasts Car and Bike Show – Late September

3.2 Critical Infrastructure:

The following assets/infrastructure are located within the Shire of *Westonia & Yilgarn* have been classified as critical infrastructure: (*consider essential services that if affected will have impacts on your community*)

Infrastructure	Owner	Address
TV/Radio/ Internet Tower	Shire of Yilgarn	Wimmera Hill Southern Cross
Radio Repeater Station	Shire of Yilgarn	Burbidge Street, Marvel Loch
Sewage Pump Stations Southern Cross	Shire of Yilgarn	Arcturus St (North end), Archenar St (Near Oval), Caravan Park
Sewage Pump Stations Marvel loch	Shire of Yilgarn	Lenneberg St, (upon entry to townsite), Overington St, end of bitumen
Great Eastern Highway	Main Roads	Kalgoorlie Office, Boulder Depot
Goldfields Water pipeline Pumping stations?	Water Corporation	Kalgoorlie Office
Mines	Several Throughout the Shire	
Schools	Westonia Primary School	
Schools	Moorine Rock Primary St Joseph's School Southern Cross District High	Moorine South Road Altair Street Antares Street
Hospital	Southern Cross Hospital	Great Eastern Highway, Southern Cross
Airfield Southern Cross	Southern Cross Airfield	Great Eastern Highway, Southern Cross

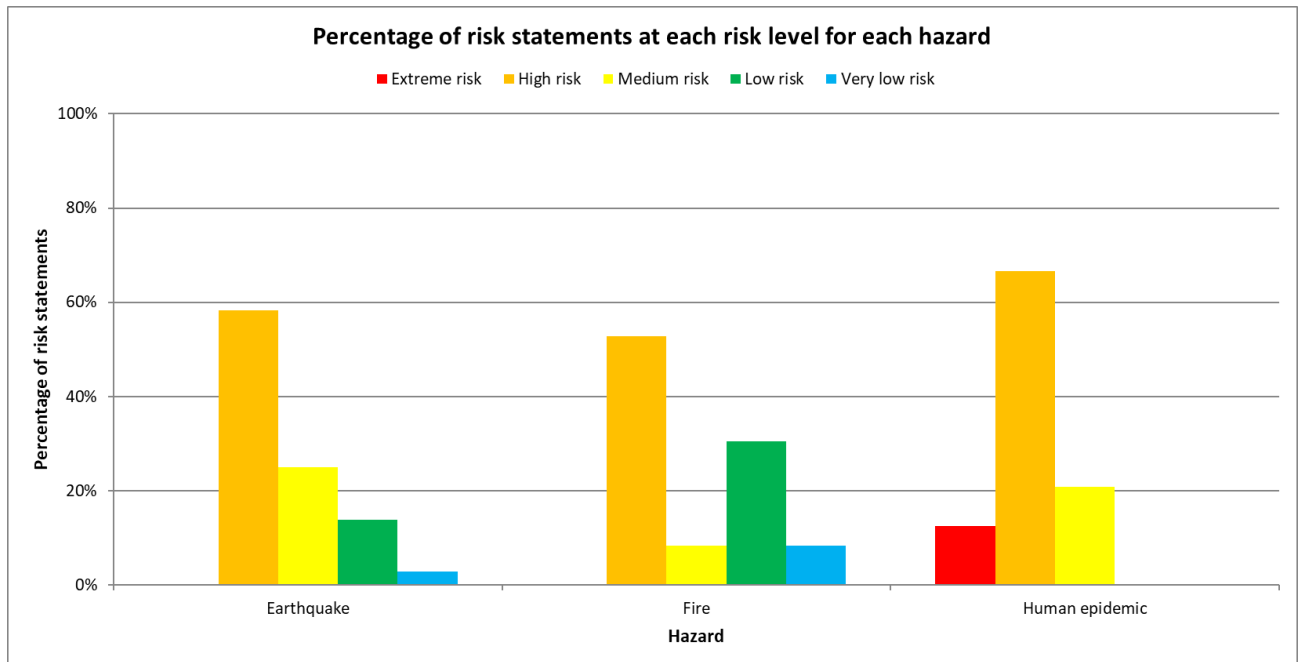
Airstrip Westonia	Westonia Airstrip	Carrabin-Westonia Road
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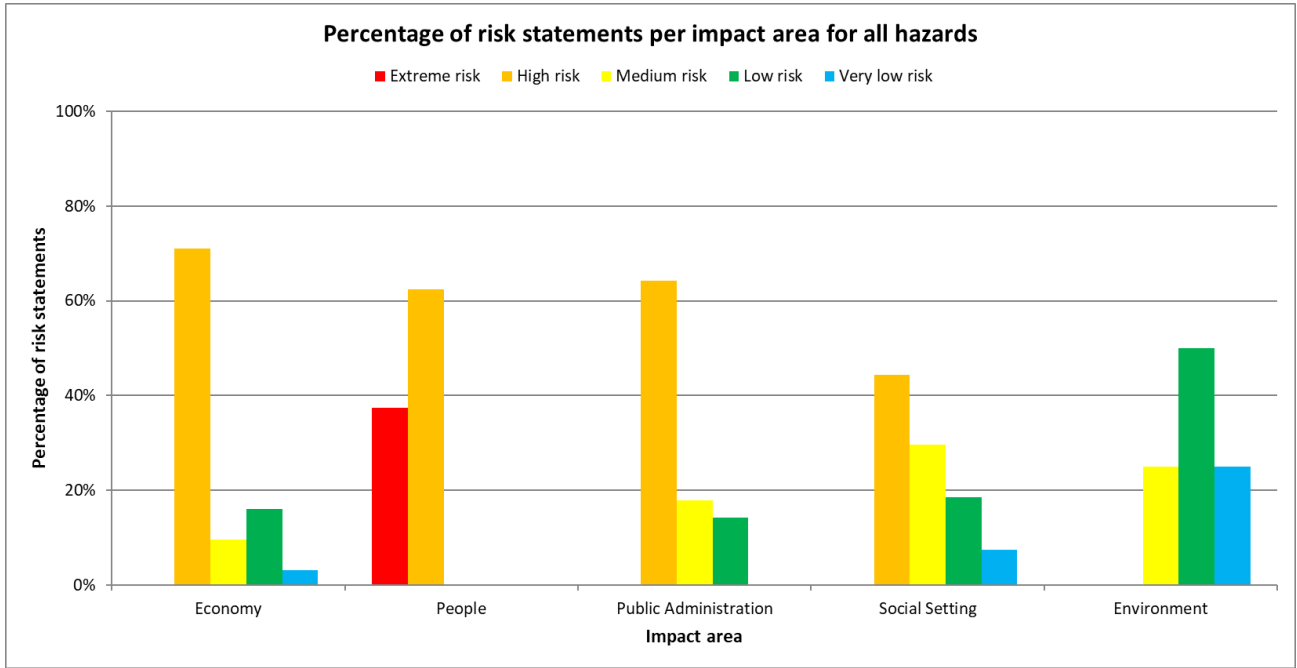
3.3 Risk Register:

The Shire of *Westonia & Yilgarn* LEMC has undertaken extensive risk assessment work to better understand our local capability and capacity.

In the course of this work, three hazards were identified as the most likely to occur in the region and credible, worst-case scenarios were developed for all of them. The LEMC then workshopped the scenarios against multiple impact statements and developed a risk register which assigned each impact statement scenario a risk level, rating from Extreme to Very Low. The findings of the project are summarised below.

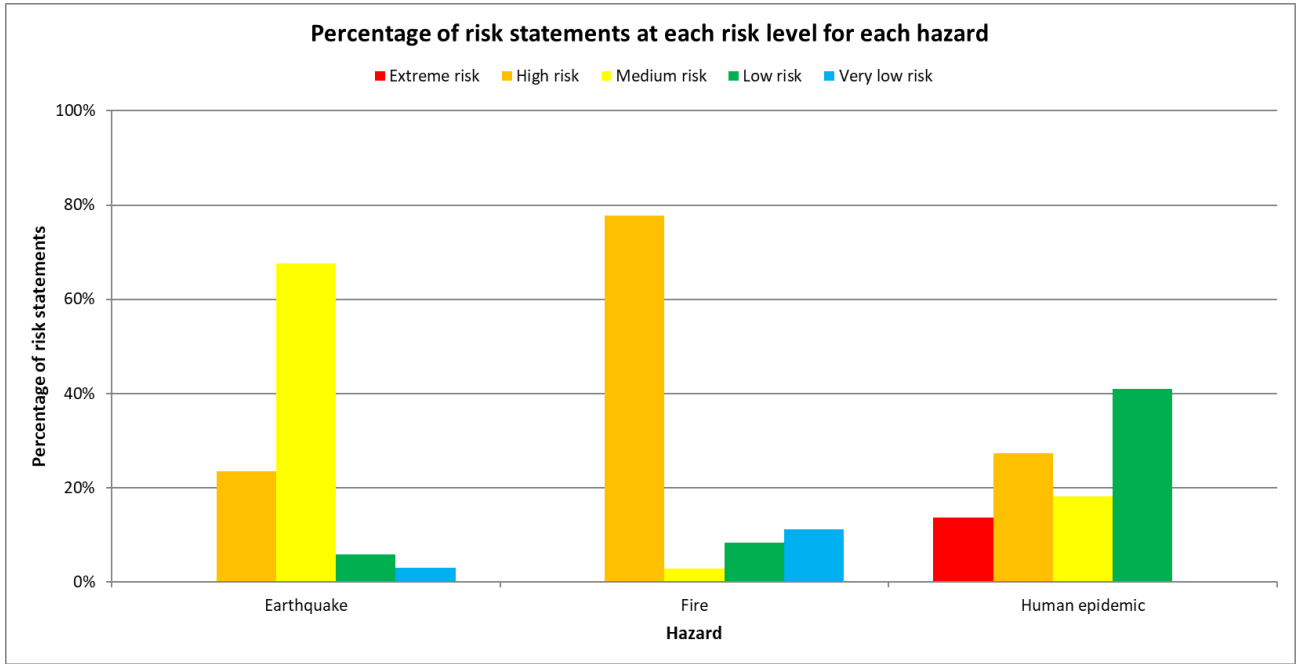
SHIRE OF YILGARN

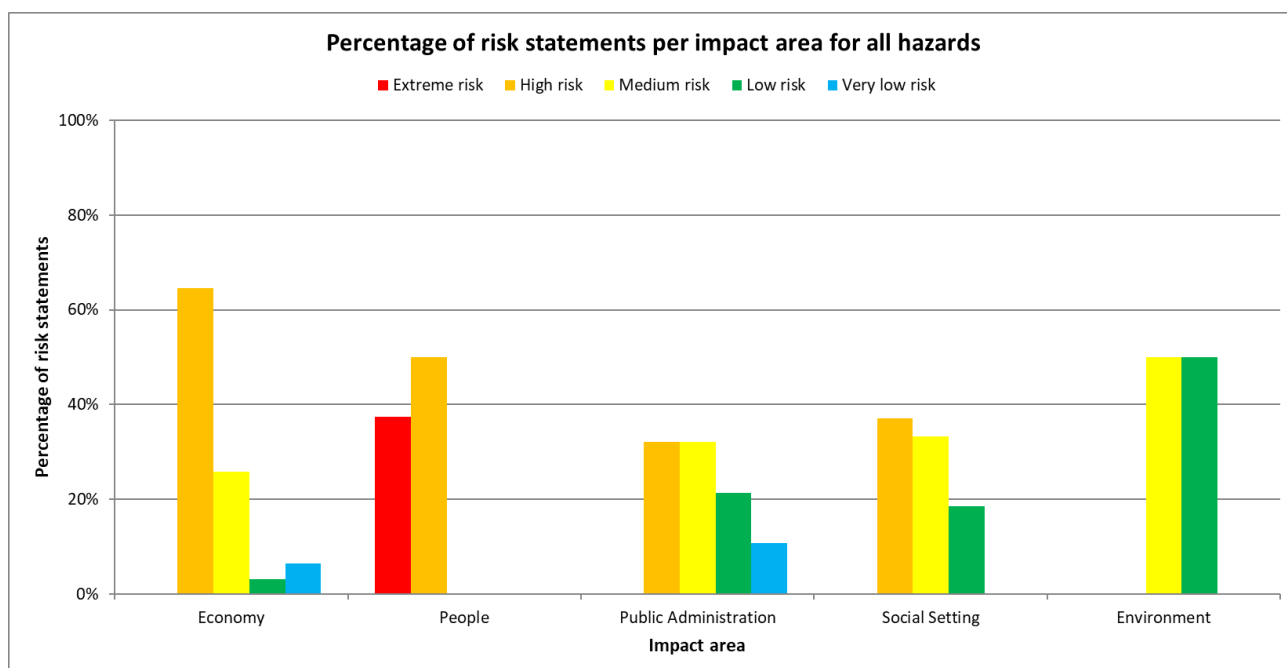




The full risk register is available at the Shire of *Yilgarn* for further detailed information.

SHIRE OF WESTONIA





The full risk register is available at the Shire of *Westonia* for further detailed information.

3.4 Emergencies likely to occur / Hazards Register

The following hazards were identified as the most likely to occur in the Shire. Below is a register of the identified hazards.

Hazard	HMA	Controlling agency	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local plan
<i>Fire (Local Govt Land)</i>	DFES	LG	VBFB – Southern Cross	LGA staff	Fire 2019	Response plan?
<i>Fire (Structure in Gazetted town boundary)</i>	DFES	DFES	VFRS – Southern Cross	LGA Staff, Police, SJA	Fire 2019	SOPs
<i>Electricity Supply Disruption</i>	Public Utilities Office	Public Utilities Office	Western Power	Western Power		
<i>Pandemic</i>	Dept of Health	Dept of Health	Health Services	Southern Cross Hospital	Human Epidemic 2016	SOPs

<i>Road Crash</i>	WA Police Force	WA Police Force	VFRS – Southern Cross	Police, SJA, Hospital, LG Staff	Crash Emergency 2018	SOPs
<i>Storm?</i>	DFES	LG/DFES	VBFRS Southern Cross	LGA Staff, Police, SJA	DFES Storm Plan 2019	SOP's
<i>Hazmat?</i>	DFES	WA Police DFES	VBFRS Southern Cross	LGA Staff, Police, SJA	State Hazard Plan	SOP's

Shire of Yilgarn

Shire of Westonia

Hazard	HMA	Controlling agency	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local plan
<i>Fire (Local Govt Land)</i>	<i>DFES</i>	<i>LG</i>	<i>VBFB - Merredin</i>	<i>LGA staff</i>	<i>Fire 2019</i>	<i>Response plan?</i>
<i>Fire (Structure in Gazetted town boundary)</i>	<i>DFES</i>	<i>DFES</i>	<i>VFRS - Merredin</i>	<i>LGA Staff, Police, SJA</i>	<i>Fire 2019</i>	<i>SOPs</i>
<i>Electricity Supply Disruption</i>	<i>Public Utilities Office</i>	<i>Public Utilities Office</i>	<i>Western Power</i>	<i>Western Power</i>		
<i>Pandemic</i>	<i>Dept of Health</i>	<i>Dept of Health</i>	<i>Health Services</i>	<i>Merredin Hospital</i>	<i>Human Epidemic 2016</i>	<i>SOPs</i>
<i>Road Crash</i>	<i>WA Police Force</i>	<i>WA Police Force</i>	<i>VFRS</i>	<i>Police, SJA, Hospital, LG Staff</i>	<i>Crash Emergency 2018</i>	<i>SOPs</i>
<i>Storm?</i>	<i>DFES</i>	<i>LG/DFES</i>	<i>VFRS Westonia</i>	<i>LGA Staff, Police, SJA</i>	<i>DFES Storm Plan 2019</i>	<i>SOP's</i>
<i>Hazmat?</i>	<i>DFES</i>	<i>WA Police DFES</i>	<i>VFRS Westonia</i>	<i>LGA Staff, Police, SJA</i>	<i>State Hazard Plan</i>	<i>SOP's</i>

Shire of Westonia & Yilgarn



SECTION FOUR

EVACUATION

Evacuation

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Westonia & Yilgarn and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Westonia & Yilgarn and the Department of Communities.

4.0 Types of Evacuations

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.

A **controlled evacuation** is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).

A **recommended evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property, but it is not believed to be imminent or significant.

A **directed evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life is imminent.

4.1 The Five stages of Evacuation



Things to Consider: Legislative powers, risk management, resource requirements. Reasons to/not to evacuate must be recorded.

Stage Two: Warning – Telling people of the need to go

Part of the LEMC's planning process is to identify available communication methods for public information.

Stage Three: Withdrawal – Getting people out

Self-evacuation, recommended evacuation or directed evacuation?

Controlling Agency should, as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security and/or traffic management contractors.

Stage Four: Shelter – Where people can go and providing support

Where a Controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.

Stage Five: Return – Allowing people back and supporting their return

In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local level.

A relevant person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be executed in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

4.2 Evacuation (WELFARE) Centres

Please refer to section Five Welfare for a full list of evacuation centres.

4.3 Evacuation to other Local Government Areas

The Shire of Westonia & Yilgarn and its LEMC have planned for the instance in which evacuation to all local welfare centres is impossible. Partnering agreements with surrounding Shires has yet to be developed.

Shire of Merredin 50kms and 109kms respectively travelling East along Great Eastern Highway

Alternative Route: Gabbin/ Trayning Road (joins Koorda Bullfinch Road)

FACILITY	CAPACITY	ADDRESS	CONTACT
Merredin Regional	500	Bates Street, Merredin	Centre Manager 9041 3033

4.4 Special Needs Groups

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available [VULNERABLE PEOPLE CONTACT GROUPS](#) in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

4.5 Evacuation of Animals

Assistance animals are welcomed at all welfare centres. For a list of evacuation locations for pets, please refer to the ANIMAL WELFARE within the Contacts and Resources section.

4.6 Maps

Detailed maps showing key routes, location of evacuation centres and other required information are located at the Shire Administration Office.

Shire of Westonia & Yilgarn



SECTION FIVE

WELFARE

5.0 Local Emergency Management Plan for the Provision of Welfare Support

The Department of Communities has the role of managing welfare. The Shire of Westonia & Yilgarn falls under the Merredin district of the Department of Communities. They have developed a Local Emergency Management Plan for the Provision of Welfare Support, which aims to prescribe the arrangements for the provision of welfare support services during emergencies. The plan is available from the Shire of Westonia & Yilgarn and/or the Department of Communities. The plan contains private contact details of key personnel and is not for public distribution.

5.1 Local Welfare Coordinator

The Local Welfare Coordinator for the Shire of Westonia & Yilgarn is the Team Leader from the Northam Department of Communities Office. Their contact details can be found in the Contacts and Resources section.

5.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Westonia & Yilgarn appointed Local Welfare Liaison officer is the Shire of Yilgarn Executive Manager Regulatory Services.

5.3 Register find Reunite

Where a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This allows friends and relatives to locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

5.4 Animal Welfare

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already trying situations.

The Shire and LEMC has yet to develop an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency.

5.5 Welfare Centre

The Local Government may choose to manage a Welfare Centre however the Department of Communities has a team available for this purpose. It is the responsibility of the Hazard Management Agency, in consultation with the Local Emergency Coordinator, to request assistance with the Department of Communities. In the event Department of Communities assume control of one or more evacuation centres, the Shire of Westonia & Yilgarn will have representation at the centre to provide support to the Department.

EVACUATION/WELFARE CENTRES

EVACUATION/WELFARE CENTRES	CONTACT	MOBILE CONTACT	ALTERNATIVE MOBILE
Southern Cross Sporting Complex and Oval	Shire of Yilgarn EMRS	0407 491 027	0427 775 325
Southern Cross Seniors Centre	Shire of Yilgarn EMRS	0407 491 027	0427 775 325
Westonia Recreation Complex	Works Supervisor	9046 7063	(08) 9046 7020

Functional areas of Welfare Coordination include;

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance
- Opening and Coordination of Welfare Evacuation Centres

The Department of Communities (Communities) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as Communities are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the Dept of Communities should be contacted immediately and advised of the decision to stand up the evacuation centre.

Local government staff or LEMC members may be asked to open a Welfare Centre and manage it until Department

of Communities staff arrive. A Guide and Checklist has been provided by the Department of Communities to assist with process.

The LG staff or LEMC members will provide a handover to Communities staff on their arrival at the Evacuation Centre. Communities may require assistance with coordinating of tasks, such as provision of food etc.

The Shire of Westonia & Yilgarn is yet to reach agreements with food provision services in town for the after-hours supply of food and drinks in the event of an emergency.

5.6 Shire Emergency Activation Kits

Two emergency activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre. The kits are located at the following venue

- Shire of Westonia & Yilgarn Administration Office

A copy of this LEMA and the activation kits in both hardcopy and electronic copy (USB) are also in the activation kits.

Shire of Westonia & Yilgarn



SECTION SIX

RECOVERY PLAN

The Shire of Westonia & Yilgarn Recovery Plan

YILGARN

Recovery Coordinator: Shire of Yilgarn Executive Manager Regulatory Services
Mobile Number: 0407 491 027
Deputy Recovery Coordinator: Shire of Yilgarn Chief Executive Officer
Mobile Number: 0427 775 325

Endorsed at LEMC: *Date*
Endorsed at Council: *Date and resolution number*

WESTONIA

Recovery Coordinator: Shire of Westonia Works Supervisor
Mobile Number: 9046 7063
Deputy Recovery Coordinator: Shire of Westonia Chief Executive Officer
Mobile Number: 9046 7063

Endorsed at LEMC: *Date*
Endorsed at Council: *Date and resolution number*

6.0 Introduction

Recovery

The Shire of Westonia & Yilgarn Local Recovery Plan has been prepared by the Shire of Westonia & Yilgarn Local Emergency Management Committee to reflect the capacity of the Shire and to address the Shire's legislative responsibility under Section 36(b) and Section 41(4) of the Emergency Management Act 2005 and the Emergency Management Regulations 2006.

This recovery plan forms part of the Shire of Westonia & Yilgarn's Local Emergency Management Arrangements (LEMA).

Authority

The local recovery plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] and State Emergency Management Policy Chapter 6, Westplan Recovery Coordination.

Objectives:

The objectives of this plan are to:

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

Scope:

The scope of this recovery plan is limited to the boundaries of the Shire of Westonia & Yilgarn. It details general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

6.1 Roles and Responsibilities

Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management arrangements for the local government.

The Shire of Westonia & Yilgarn has appointed officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Westonia & Yilgarn may appoint more than one person to the position of LRC by appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

The Shire of Yilgarn Local Recovery Coordinator is the Executive Manager Regulatory Services and the Deputy Local Recovery Coordinator is the Chief Executive Officer.

The Shire of Westonia Local Recovery Coordinator is the Works Supervisor and the Deputy Local Recovery Coordinator is the Chief Executive Officer.

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;

- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

The above can be read in conjunction with the Aide Memoire – Local Recovery Coordinator local level recovery arrangements provided by the State Emergency Management Committee. - [APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR](#)

Local Recovery Coordination Group (LRCG)

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and

- allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery by:
- Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
- Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

Management Handbook 2 "Community Recovery" for details on the principles, and methodologies for effective recovery management which may assist the local recovery coordination group.

6.2 Controlling Agency Hazard Management Agency

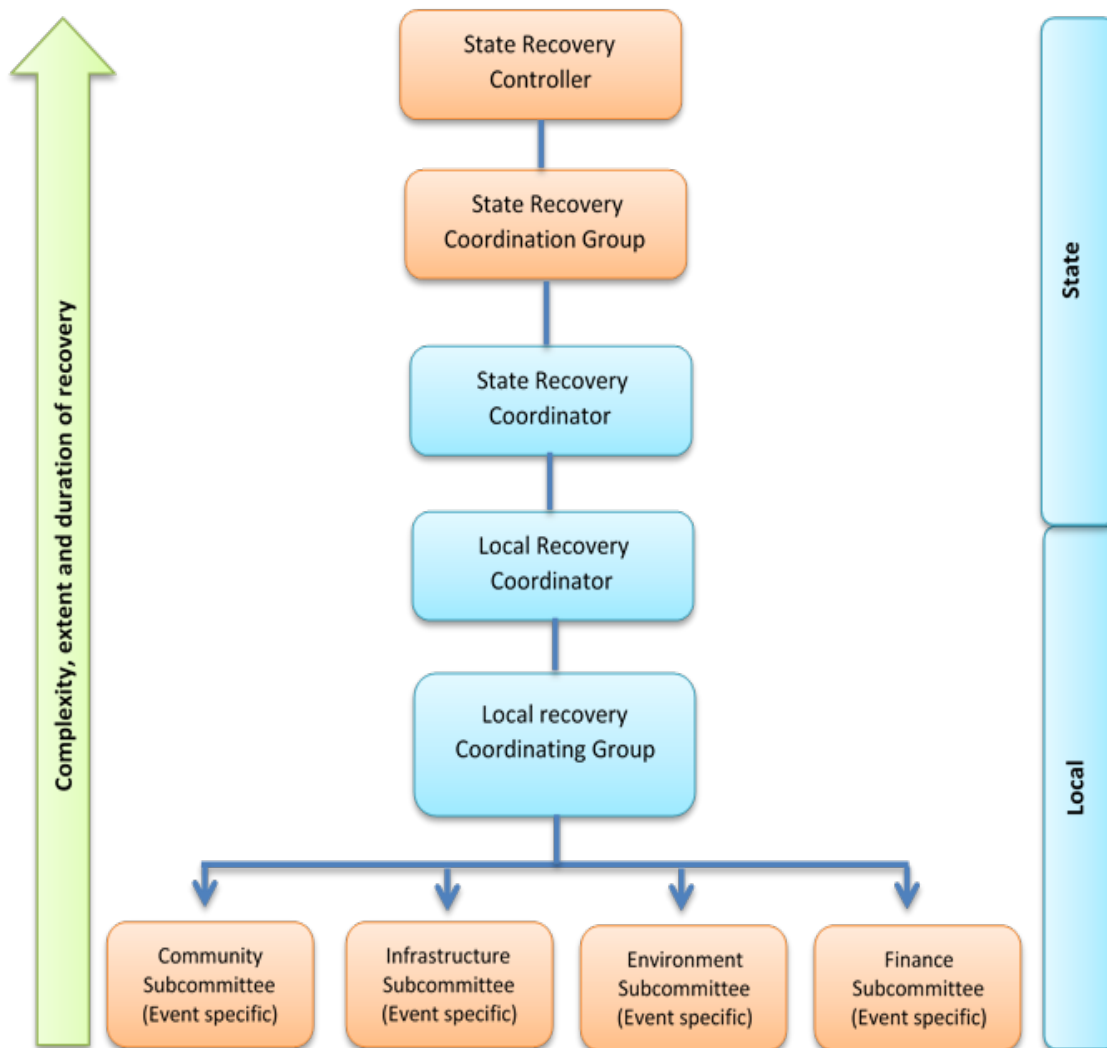
The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

6.3 State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

6.4 Recovery Structure State and Local



6.5 Commencement of Recovery

Local Recovery Coordinator:

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery. The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish a Local Recovery Committee, and any sub committees as required.

The Controlling Agency:

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, it will;

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the state recovery coordinator.
- Provide risk management advice to the affected community.
- Complete an Impact Statement document.

Local Recovery Coordination Group:

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

(Function – recovery planning, activation of plan, support Local recovery coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff)

Position	Primary	Alternate
Chair	<i>President</i>	<i>Deputy President</i>
Local Recovery coordinator	<i>EMRS - Yilgarn</i>	<i>Works Supervisor - Westonia</i>
Deputy Recovery coordinator	<i>CEO</i>	<i>CEO</i>
Administrative support	<i>As appointed</i>	<i>As appointed</i>
Communications officer	<i>As appointed</i>	<i>As appointed</i>

Any other LG officers as required ie financial /officer/Manager of Works	<i>As appointed</i>	<i>As appointed</i>
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Co-opted members:

(Function – these members would be co-opted as required to provide agency specific or expert advice and resources to assist the recovery process.)

Hazard Management Agency or controlling Agency	
Essential services	
Welfare agencies	
Financial services	
Dept of Health	
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	
Dept of Biodiversity Conservation and Attractions	
WA Police	
St John Ambulance	
Community Groups or representatives.	
CALD group representatives	
Non-Government Organisations	

Subcommittees:

(Function – sub committees may be formed to assist the recovery process by considering specific priority areas)

Core priority areas that may require the formation of a subcommittee include;

- Economic / Finance Subcommittee
- Infrastructure Subcommittee
- Personal / Community Subcommittee
- Environmental Subcommittee

Please refer to [APPENDIX 6A: SUB COMMITTEES – OBJECTIVES](#) for objectives and Terms of Reference for these four subcommittees should they need to be activated quickly.

6.6 Priorities for Recovery:

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of Westonia & Yilgarn aligns its priorities for recovery to the National Principles for Disaster Recovery.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader content and recognising complexity is foundational.

Understand the CONTEXT	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise COMPLEXIT	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use COMMUNITY-LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build CAPACITY	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

The complete National Principles for Disaster recovery can be found at <https://knoweldge.aider.org.au/resources/national-principles-disster-recvoery>

6.6 Assessment and Operational Recovery Planning:

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Statement data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Appendix 6 B: Operational Recovery Plan template](#)

6.7 Resources

Recovery Resources:

The Local Recovery Coordinator for the Shire of Shire of Westonia & Yilgarn is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency/Hazard Management Agency and Support Organisations.

The Shire of Westonia & Yilgarn resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Westonia & Yilgarn should an emergency occur.

The following table identifies suitable Local Recovery Coordination Centres in the Local Government area.

Centre Name	Address	Capacity and available resources	Contacts.
Shire of Yilgarn Administration Centre	Antares Street, Sothorn Cross	Network connections, backup power	EMRS 0407 491 027
Shire of Yilgarn Works Depot Office	Arcturus Street, Southern Cross	Network Connection, backup power	EMI 0409 791 135
Shire of Westonia – Administration Centre	Wolfram Street, Westonia		CEO 9046 7063
Westonia Recreation Complex	Cement Street, Westonia		CEO 9046 7063

6.8 Financial Arrangements:

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

Through the Disaster Recovery Funding Arrangements – WA (DFRA-WA), the State Government provides a range of relief measures to assist communities in recovering from an eligible natural event. The Shire of Westonia & Yilgarn will make claims for recovery activities where they are deemed eligible under DFRA.

More information regarding DRFA is available from the State Emergency Management Committee web page - link - <https://www.dfes.wa.gov.au/recovery/Pages/default.aspx>

DFES, as the State Administrator, may activate DRFA-WA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

6.9 Financial Preparation:

The Shire of Westonia & Yilgarn will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements- WA (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA.

Managing Donations:

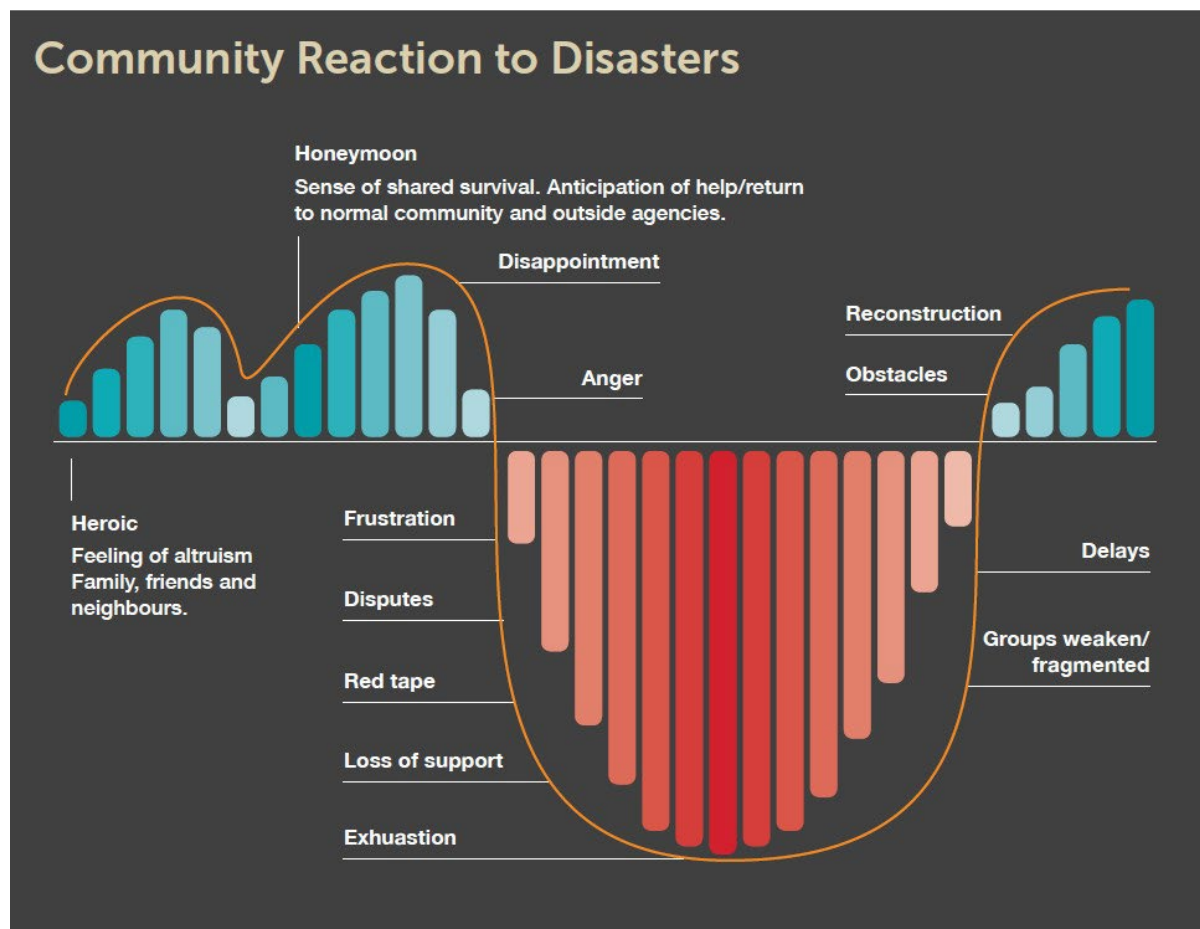
Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure 1 – Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

6.10 Community Reactions

It is important to understand the common reactions that individuals and the affected community as a whole, move through, when they are touched by an emergency.

Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage



It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

6.11 Actions and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a list of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive but meant as a prompt to initiate discussion and planning.

Activities:

- One Stop Shop
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/ Planning schemes

Strategies:

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

- Provide regular updates on –
- current state & extent of the disaster,
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets and or/ Community Newsletters

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.

- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

APPENDIX 6A: Sub Committees– Objectives

Committee	Objectives
Community (or Social) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event • To facilitate understanding on the needs of the impacted community in relation to community wellbeing • To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing • To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	<ul style="list-style-type: none"> • Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.
Finance (or Economic) Subcommittee	<p>To make recommendations to the Lord Mayor’s Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.</p> <ul style="list-style-type: none"> • The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: <ul style="list-style-type: none"> ○ ensure the principles of equity, fairness, simplicity and transparency apply ○ ensure the procedures developed are straightforward and not onerous to individuals seeking assistance ○ recognise the extent of loss suffered by individuals • complement other forms of relief and assistance provided by government and the private sector; recognise immediate, short, medium and longer term needs of affected individuals • ensure the privacy of individuals is protected at all times. • Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Local Recovery Coordinator Aide Memoire

Local governments are to nominate a suitably skilled Local Recovery Coordinator in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary Local Recovery Coordinator is unavailable during an event.

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group (LRCG).

FUNCTIONS

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the [Impact Statement](#) prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;

- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;

- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#); State Recovery Cadre; [Disaster Recovery Funding Arrangements Western Australia](#); environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- [Lord Mayor's Distress Relief Fund](#) (City of Perth).

LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals	

and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage: (Refer Comprehensive Impact Assessment)

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (DFRA-WA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

6.13 Recovery Report

STATE RECOVERY COORDINATING COMMITTEE RECOVERY REPORT – (Emergency Situation)

Agency / Organisation:.....Report No:

To: Chairman, SRCC/State Recovery Coordinator

Situation Update should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.

Proposed Activities: Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

Special Assistance:

Requirements: Includes support from other agencies, SRCC intervention with priorities.

Financial Issues: May include support from SRCC for additional funding from Treasury.

Recommendations:

Signature

Title

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Shire of Westonia & Yilgarn



SECTION SEVEN

COMMUNICATIONS PLAN

7.0 Introduction

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

When communicating with an affected community, special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. A list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the [VULNERABLE PEOPLE CONTACT GROUPS](#) within the Contacts and Resources section.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporate on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflict messages being given to the public.

All Council (Local Government) medial contact must be directed to the Shire President or Chief Executive Officer.

7.1 Communication Policy

Management of communication in a crisis is critical. This section has been created to guide the Shire of Westonia & Yilgarn in approaching crisis communication in a way that is structured, well- coordinated and effective.

During a crisis, this response will be led by the Local Response Coordinator (LRC) with assistance from Key members of the Local Recovery Coordination Committee (LRCC). In the management of media relations, the Local Recovery Coordination (LRCC) must seek direction from the Hazard Management Agency and the Shire of Westonia & Yilgarn CEO and/or Shire President.

7.2 Communication Principals

In an emergency, communication with stakeholders must adhere to the following principals

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and progress
- Simplicity - ensuring communication is easily understood and consistent
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Accountability - accepting responsibility if appropriate and reasonable.

7.3 Stakeholder Communication

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the Local Recovery Coordination (LRCC) in collaboration with the President and CEO of the Shire of Westonia & Yilgarn.

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination (LRCC) response objectives and with the Shire of Westonia & Yilgarn's communications policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

7.4 Communicating in the Prevention Stage:

Prevention is defined as “the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency”.

The Shire of Westonia & Yilgarn employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order distributed to the public every year, requiring firebreaks to be installed and properties to be clear of fire-hazardous materials by 15 September. *Example only.*

7.5 Communicating in the Preparedness Stage:

Preparedness is defined as “the preparation for response to an emergency”.

Through increasing community preparedness, Emergency Management Agencies can educate stakeholders, networks and communities on potential emergency risks, impacts, and personal responsibility, therefore promoting community resilience. By doing so an EMA can;

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas;
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

7.6 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. Such information should include the following information:

- Where to go
- The safest route to take
- What to take (Medications etc)

This section highlights local communication strategies.

Local Systems

- Notice Boards
 - Shire of Westonia & Yilgarn Notice Board
 - Community Newsletter
 - Variable Message Boards.
 - Information would also be public displayed at any evacuation centres that were opened as a result of the emergency.
- Shire of Westonia & Yilgarn Facebook
- Shire Website www.westonia.wa.gov.au www.yilgarn.wa.gov.au
- Telstra SMS and email Service

State Systems

During a major emergency you can also find information on;

- DFES's recorded information line
- Emergency broadcast on your local Radio Station frequency
- TV and radio news bulletins, print and online newspapers
- A staffed communication information line may be set up
- A TV crawler displaying messages at the bottom of the screen may be used.
- Standard Emergency Warning Signal (SEWS):
SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

In Western Australia, the broadcast of SEWS is authorised by the Department of Fire and Emergency Services, or the Regional Director of the Bureau of Meteorology for flood and weather events.

DFES Public Info line

Website www.dfes.wa.gov.au and www.emergency.wa.gov.au

Telephone 13 3337 (13DFES) (For emergency information only) – OR

1300 657 209 (recorded information line).

ABC Radio

ABC Mid West & Wheatbelt: (08) 9923 4111

Triple M 1098 Central Wheatbelt

Telephone: (08) 9041 3333

State Alert System

1300 253 787

Emergency WA Website

<https://www.emergency.wa.gov.au/#>

State Alert

StateAlert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice – Landline and mobile, and/or
- Text – mobile telephone, email and RRS feed.

StateAlert is also available for use by external HMAs for situations where lives may be in danger. All requests for StateAlert messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency and that the proposed release of StateAlert is classed as a 'Life threatening' incident.

7.6 Communicating in the Response Stage:

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community, or part of it, should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion, or order, to community members.

7.7 Communicating in the Recovery Stage:

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals, and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;

- What we are doing; and
- What we want you to do

Status Update

The status update is the first information assessment about what is happening, which provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form, which are used to inform key talking points for use by the Shire of Westonia & Yilgarn.

Talking Points

The talking points are developed from information contained within the status updates.

The talking points provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings etc.

Social Media Applications

Social media can be used effectively as an engagement tool with the community in the event of an emergency and recovery. *The Shire is committed to regular use; monitoring and reliable updating.*

Media Release

Media releases can provide a vital way of providing instant information that can be picked up by the local newspaper or radio station. The designated local government spokesperson must be used in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

Community Meetings

Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and engage in meaningful dialogue. Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

Notice Boards

A central notice board at a key location in the community can be used to provide information in recovery. This may be a location already being used or one that is decided that is best placed for the emergency and recovery effort.

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.
- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

A media conference can be utilised if there is public and media interest after the emergency and can be used to get specific messages across the media, general public and the community.

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.
- The announcement will need to be prepared, the spokesperson chosen and briefed, and the time of the conference chosen to suit relevant media deadline

Community Newsletter

A community newsletter that is printed or emailed is a simple and easy method of communication in recovery.

Newspaper Article

A newspaper article may be picked up by the newspaper from the media release that has been issued, the local government may be given a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

Recovery Communications Plan

A recovery communications plan details the local governments' strategy on communication and consultation with the affected community in recovery.

A copy of a basic communications plan template can be found at *Appendix 7A*

Managing the Media

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. The Local Response Coordinator (LRC) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed
- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders
- The Local Response Coordinator (LRC) must confirm all incident-related facts
- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include:

- Shire of Westonia & Yilgarn – CEO
- Shire President
- Incident relevant elected representative

They must have the updated facts and be both available and prepared to manage media relations. It is crucial that all employees are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors.

General Enquiries

Frontline employees from outside the Local Recovery Coordination Committee (LRCC) must be prepared to receive enquiries from a range of stakeholders. The Shire of Westonia & Yilgarn's Communication advisor will ensure that they are provided with a script based on the key messages and a copy of the prepared Q&As and must brief them on the communication policies. Other than approved spokespeople, no employee is authorised to make comment to any stakeholder beyond the scope of the script and these documents.

- No employee or spokesperson is to give "off the record" or "in confidence" information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or Local Recovery Coordination Committee (LRCC) Chair.

SHIRE OF Westonia & Yilgarn
RECOVERY COMMUNICATION PLAN
Recovery Vision for the affected Community.

Vision

Mission

Mission of the recovery communications plan.

Why?	
Who?	
What?	
When?	
Where?	
How?	

BACKGROUND

Brief detailed description of the emergency events.

COMMUNICATION OBJECTIVES

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and bywhen?

Target Audience

Descriptions	
Actions	
Who	
By When	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	
Method	
Who	

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

Who has responsibility and how often will they be distributed and/or updated?

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method	
Monitor and Evaluate	
Frequency	

Communications Budget

How much money has been allocated to be spend on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method	
Amount Allocated	
Amount Spend/Date	

Communications Plan Review

Who is responsible for monitoring the complete recovery communications plan, what date was it reviewed and what were the major changes that were made?

By Whom	
Date	
Major Changes	

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Shire of Westonia & Yilgarn



SECTION EIGHT

CONTACTS AND RESOURCES REGISTER

Please note that this section of the LEMA is private and confidential. The information contained within this section will only be made available to emergency management personnel and is not available for viewing by the public.

Administration Office and Depot

Shire of Westonia & Yilgarn	
Shire of Yilgarn Administration Building	Shire of Westonia Administration Building
Antares Street, Southern Cross	Wolfram Street, Westonia
Po Box 86 Southern Cross WA 6426	PO Box 11 , Westonia WA 6423
Ph: 08 9049 1001	Po: 08 9046 7063
Email: yilgam@yilgam.wa.gov.au	Email shire@westonia.wa.gov.au
Website: www.yilgam.wa.gov.au	Website: www.westonia.wa.gov.au

YILGARN

Shire Councillors

Role	Name	Phone
Shire President	Wayne Della Bosca	0427 957 206
Deputy Shire President	Bryan Close	0409 825 317
Councillor	Gary Guerini	0429 010 147
Councillor	Phil Nolan	0417 497 588
Councillor	Jodie Cobden	0448 890 433
Councillor	Linda Rose	0437 530 848
Councillor	Vacant	

Shire Staff

Role	Name	B/H Phone	A/H Phone	
Chief Executive Officer	Nic Warren	9049 1001	0427 775 325	
Executive Manager Corporate Services	Cameron Watson	9049 1001	0428 775 325	
Executive Manager Infrastructure	Glen Brigg	9049 1001	0409 791 135	
Executive Manager Regulatory Services	Shane Chambers	9049 1001	0407 491 027	

Emergency Management Role

Role	Name	B/H Phone	A/H Phone	
Recovery Coordinator	Shane Chambers	9049 1001	0407 491 027	
Assistant Recovery Coordinator	Nic Warren	9049 1001	0427 775 325	

WESTONIA

Shire Councillors

Role	Name	Contact
Shire President	Karin Day	9044 7014
Deputy Shire President	Drake Crees	0428447034
Councillor	Bill Huxtable	9046 7162
Councillor	Renae Corsini	9046 7171
Councillor	Daimon Geier	0407258523
Councillor	Ross Della Bosca	9046 7180

Shire Staff

Role	Name	B/H Phone	A/H Phone
Chief Executive Officer	TBC	90467063	
Works Supervisor	Bill Price	90467063	
Manager of Corporate Services	Jasmine Geier	90467063	

Shire Contractors

Role	Name	Location	Phone
Waste Disposal	Avon Waste	Northam	
Electrician	Shac Electrical	Southern Cross	0438 088 728
Hire of Plant & Machinery			
Transport equipment Fabrication			
Grain Exporter			
Heavy Haulage			
Tree Lopping	Daves Tree Service	Merredin	0439 816 593
Refrigeration Repairs			
Cafe			
Fuel Supplier			
Builder			
Builder			
MAYDAY			
Electrician			
Cartage			
Pest Control			
Earthmoving Equipment Hire			
Cleaning			
Builder			

Plumbing			
Carpet Cleaning			
Diesel Mechanic - parts			
Builder			
Hotel Meals Accommodation			
Ag Machine and Vehicle Repairs			
Hotel Meals Accommodation			
Mechanic			
Hardware			
IT			
Groceries			
Excavation Contractors			
Liquid Waste Removal			
Machining, Fabrication			
Café, Catering			
Groceries and Hardware			

8.0 Local Emergency Management Committee Contacts

Organisation	Position	Name	Address	Phone	Email
Shire of Yilgarn	President LEMC Chair	Cr Wayne Della Bosca	23 Antares Street, Southern Cross	0427 957 206	
Shire of Westonia	President	Cr Karin Day		9044 7014	
Shire of Westonia	Deputy President	Cr Drake Crees		0428 447 034	

Shire of Yilgarn	CEO	Nic Warren	23 Antares Street, Southern Cross	9049 1001 0427 775 325	ceo@yilgarn.wa.gov.au
Shire of Westonia	CEO	TBC		0428 467 063	ceo@westonia.wa.gov.au
Shire of Yilgarn	LEMC Exec Officer / Local Welfare Liaison Officer/ Local Recovery Coordinator / Mngr. Regulatory Services	Shane Chambers	23 Antares Street, Southern Cross	0407 491 027 9049 1001	emrs@yilgarn.wa.gov.au
Shire of Yilgarn	Executive Manager Infrastructure	Glen Brigg	23 Antares Street, Southern Cross	0409 791 135 9049 1001	works@yilgarn.wa.gov.au
Shire of Westonia	Works Manager	Bill Price		0427 467 082	works@westonia.wa.gov.au
DFES Fire	Area Officer				
DFES EM	District EM Advisor	Yvette Grigg	79 Newcastle Street, Northam	9690 2313 0488 907 187	yvette.grigg@dfes.wa.gov.au
Barto Gold				9081 1300	
St Joseph's Primary School			Altair Street, Southern Cross	9049 1046	

Moorine Primary School			Great Eastern Hwy, Moorine Rock	9049 1176	
Southern Cross District High School			Antares Street, Southern Cross	9049 1067	
Dept of Communities	District Emergency Services Officer	Jo Spadaccini		0429 102 614	

8.1 Shire Plant and Equipment

No	Description	Contact	Alt Contact
	Grader – John Deere 770	EMI 0409 791 135	CEO 0427 775 325
	Grader – John Deere 670	EMI 0409 791 135	CEO 0427 775 325
	Roller - Vib Steel - Cat	EMI 0409 791 135	CEO 0427 775 325
	Roller – Multi Tyre	EMI 0409 791 135	CEO 0427 775 325
	Loader - CAT 950H	EMI 0409 791 135	CEO 0427 775 325
	Loader - CAT 924HIT	EMI 0409 791 135	CEO 0427 775 325
	Backhoe - John Deere	EMI 0409 791 135	CEO 0427 775 325
	Tractor – John Deere	EMI 0409 791 135	CEO 0427 775 325
	Prime Mover - Iveco	EMI 0409 791 135	CEO 0427 775 325
	Semi-trailer tipper - Durra Quip	EMI 0409 791 135	CEO 0427 775 325
	Float	EMI 0409 791 135	CEO 0427 775 325
	Truck - 8 Wheel - Mitsubishi	EMI 0409 791 135	CEO 0427 775 325
	Community Bus	EMI 0409 791 135	CEO 0427 775 325
	Slasher/Mower - Toro SP	EMI 0409 791 135	CEO 0427 775 325
	Skid Steere Loader – CAT	EMI 0409 791 135	CEO 0427 775 325
	Truck - 4 x 4 - Isuzu	EMI 0409 791 135	CEO 0427 775 325
	Truck Dual Cab 4 x 2 - Mitsubishi	EMI 0409 791 135	CEO 0427 775 325
	Light Tip Truck - Mitsubishi	EMI 0409 791 135	CEO 0427 775 325
	Flat Deck Truck - Mitsubishi	EMI 0409 791 135	CEO 0427 775 325

8.2 Local Resources – Services and Supplies

Trades and Services, Catering and accommodation.

Service – Name	Contact	Location	Hours

8.3 Emergency Services

WESTERN AUSTRALIAN POLICE FORCE

<i>Name</i>	<i>Position</i>	<i>Phone</i>
SX Police Station		08 9081 2100

*In an emergency situation, please always call 000.

SOUTHERN CROSS VOLUNTEER FIRE AND EMERGENCY SERVICES

<i>Position</i>	<i>Name</i>	<i>Contact</i>
CBFCO	Ron Burro	9049 1253

SOUTHERN CROSS VOLUNTEER FIRE AND RESCUE

Emergency Phone: 000

<i>Position</i>	<i>Name</i>	<i>Contact</i>
Captain	Tony Dal Busco	0427 491 297

8.4 Support Organisations

State Government Departments, Utilities and Services

Service – Name	Name and Position		Contact
Main Roads Northam			(08) 9622 4777
Main Roads Kalgoorlie			13 81 38
Water Corporation Merredin			13 13 75
Western Power Merredin			13 10 87

8.5 Vulnerable People Contacts Groups

Name	Description	Address	Contact 1	Contact 2	Ave No People
Southern Cross Hospital	In Patients and aged care facilities	Coolgardie Rd, Southern Cross	9081 2222		16
Homes for the Aged	Independent aged care dwellings	59-69 Antares St, Southern Cross	N/A		Up to 24
Reed Child Care	Child care Facilities, children under 4yrs	43 Spica St, Southern Cross	9049 1554		
Moorine Rock Primary School	Primary School	Great Eastern Hwy, Moorine Rock	08 90489 800		30
Southern Cross District Highschool	High School	Antares Street, Southern Cross	08 9048 9000	0437 805 012 (sms only)	160
St Joseph's Catholic Primary School	Primary School	Altair Street, Southern Cross	08 9049 2100		60

9.2.4 CSRFF GRANT APPLICATIONS – DIORITE STREET RECREATION PRECINCT

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	F1.10.2
Disclosure of Interest:	Nil
Attachments:	Nil
Signature:	Officer CEO



Purpose of the Report

Executive Decision

Legislative Requirement

This report seeks Council's endorsement of the application submitted to the Department of Sport & Recreations CSRFF program.

Background

The purpose of the program is to provide financial assistance to community groups and local governments to develop basic infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well utilised facilities.

Through CSRFF, the Western Australian Government will invest \$12.5 million in the 2022–2023 financial year towards the development of quality physical environments in which people can enjoy sport and recreation. The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million.

There are three categories of grants under the program which include

1. Small Grants program for projects under \$ 300,000
2. Annual Grants program for projects between \$300,000 - \$ 500,000.
3. Forward Planning Grant for projects over \$ 500,000 - \$ 2m.

Grant applications for the Small Grants need to be submitted by 31st March 2022.

Comment

An onsite meeting with Samantha Cornthwaite A/Regional Manager, Wheatbelt Department of Sport & Recreation and club/Council representatives was conducted on Friday 11th March to discuss what options the Council had for submitting applications to assist in the redevelopment of the bowling greens and Kiosk Toilet facilities at the swimming pool.

A meeting was also held on the same day with Mark Frazer Evergreen who are the installers of the preferred synthetic surface on the Bowling Green to firm up the quotation for the project. The quotation has amounted to ?

It is recommended that Council submit a small grant application to assist in the construction of the 6 rink bowling green for the amount of \$?

Statutory Environment

Local Government Act 1995.

Policy Implications

Council does not have a policy in relation to this matter



Strategic Implications

Diorite Street Recreational Precinct revitalisation project.



Financial Implications

Grant funding to assist capital projects to be included in the 2022/23 financial year budget.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council endorse the application submitted to the Department of Sport & Receptions CSRFF program as presented.

9.2.5 DISABILITY ACCESS & INCLUSION PLAN

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Manager of Corporate Services
File Reference:	A2.8.4 Policy and Procedure
Disclosure of Interest:	Nil
Attachments:	Attachment 9.2.5 Disability Inclusion Plan
Signature:	Officer CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Background

Pursuant to the provisions of the Disability Services Act 2004 local government is required to review the Disability Access and Inclusion Plan.

Comment

In accordance with the Disability Services Act every Disability Access and Inclusion Plan (DAIP) is to be reviewed every 5 years. The Shire of Westonia DAIP is due to be reviewed in 2021 as the current Plan was adopted in 2017.

A notice was published on our website & Facebook Page on 14th February 2022 advertising / participate in an online survey that the DAIP was to be reviewed and invited interested people to take part in the review process.

The current DAIP has been attached for Councillors to view. The draft DAIP has now been reviewed by Management and will then be recommended for adoption for advertising purposes as required by the legislation.

The process requires the DAIP be advertised for a period of time and calls for submissions to be made. In addition, the DAIP should be provided to interest groups such as Senior groups and local medical providers. The DAIP also requires input from the Disability Services Commission.

The reviewed DAIP needs to be adopted by Council prior to it being forwarded to the Disability Services Commission.

Statutory Environment

It is a requirement of the 2004 Regulations that at a minimum the plan is advertised in a newspaper circulating within the region for a period of not less than 4 weeks (14th April 2022).

Advertising may include website access and direct contact with other organisations.

For the purpose of this exercise, it is suggested that the following process be followed:

1. a notice is placed in the monthly newsletter for circulation (Westonian)
2. a copy of the plan is placed on Council's website; and
3. a copy is supplied to the local Senior Citizens group for comment;

At the completion of the advertising period the DAIP will be presented to Council for consideration and adoption.

Policy Implications

Nil

Strategic Implications

Nil



Financial Implications

A full review and update of the plan was completed internally requiring no external consultation fees, providing a saving to Council. Advertising cost of approximately \$300 is expected.



Voting Requirements



Simple Majority



Absolute Majority

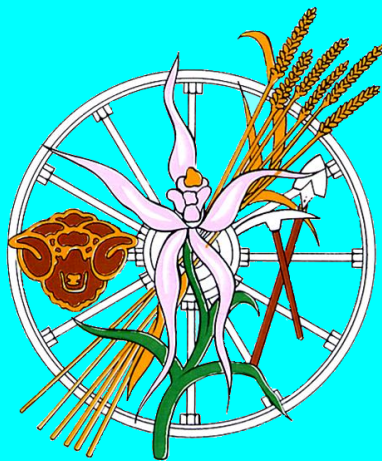
OFFICER RECOMMENDATIONS

That Council reviews the Disability Access and Inclusion Plan for the Shire of Westonia and advertises as per below prior to formal adoption at the April meeting:

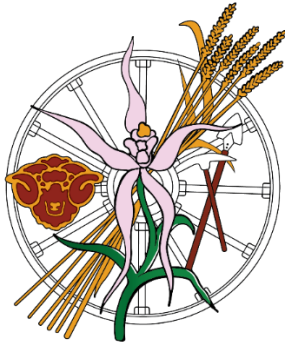
1. a notice is placed in the monthly newsletter for circulation (Westonian)
2. a copy of the plan is placed on Council's website; and
3. a copy is supplied to the local Senior Citizens group for comment;

Attachment 9.2.5

Shire of Westonia



Disability Access and Inclusion Plan



SHIRE OF
WESTONIA
A vibrant community lifestyle



DISABILITY ACCESS AND INCLUSION PLAN (DAIP)

2022-2027

This plan is available in alternative formats such electronic, hard copy in both standard and large print, by email and on the Shire of Westonia website.



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Acknowledgements

The Shire of Westonia acknowledges the traditional custodians of this land, the Kalaamaya people of the Noongar nation.

- We acknowledge the traditional custodians of the land on which the Shire is located and where we conduct our business. We pay our respects to ancestors and Elders, past, present and future.



1. ACCESSIBLE INFORMATION

This document provides details about how the Shire of Westonia will improve access to its facilities and inclusion to its services for people with disability in accordance with the outcome areas as stated in the Western Australian Disability Services Act 1993 (amended 2004).

The Shire of Westonia can provide this document in an alternative format on request. Alternative formats could include:

- in an electronic format;
- in hard copy format in both standard and large print;
- in an audio format on cassette or compact disc; and
- by email and on the Shires 's website.

For an alternative format of the document please contact the Shire of Westonia on:

- Phone:** 9046 7063
- Fax:** 9046 7001
- In Person:** 41 Wolfram Street, Westonia
- Email:** admin@westonia.wa.gov.au
- Website:** www.westonia.wa.gov.au



2. INTRODUCTION

The Disability Access and Inclusion Plan (DAIP) is a requirement of the *Western Australian Disability Services Act 1993 (the Act)*. The plan must be developed in consultation with the community and consider the effectiveness of past strategies arising from the previous Disability Access and Inclusion Plan.

16.4%

of Western
Australians identify
themselves as
having some
form of
disability

The Shire of Westonia is committed to creating an accessible and inclusive community for everyone. The aim of this Disability Access and Inclusion Plan is to help the Shire with the coordination of planning and activities to ensure all community members have equal access to:

1. Services and events
2. Facilities and buildings
3. Information
4. Customer service
5. Complaints mechanism
6. Consultation process
7. Employment opportunities at the Shire

2.1 Definition of disability

Disability as defined in the Act means a disability which:

(a) is attributable to an intellectual, psychiatric, cognitive, neurological, sensory

or physical impairment or a combination of those impairments;

(b) is permanent or likely to be permanent;

(c) may or may not be of a chronic or episodic nature;

(d) and results in a –

- (i) substantially reduced capacity of the person for communication, social interaction, learning or mobility; and
- (ii) need for continuing support services.

Additional legislation and definitions of disability/impairment underpinning the requirement by public authorities to provide access and inclusion for people with disability include:

- *Western Australian Equal Opportunity Act 1984*
- *Commonwealth Human Rights and Equal Opportunity Act 1992*
- *Commonwealth Disability Discrimination Act 1992*
- *Commonwealth Disability Access to Premises Standards 2010*
- *National Disability Insurance Scheme Act 2013*

2.2 Access

Access in this context refers to an individual's physical ability to get to, into, and around facilities and services. Access is created by removing structural barriers and including mechanisms to enable structural access.

2.2 Inclusion

Inclusion in this context refers to an individual's ability to participate as fully as possible in programs and services provided by organisations in an integrated and holistic manner that does not ostracise, embarrass or humiliate an individual.

2.3 Discrimination

Discrimination is defined as treating people with a disability less favorably than people without a disability would be treated under the same circumstances.



Wolfram Street 1910

3. BACKGROUND

3.1 Westonia in Brief “Where the Wheatbelt meets the Goldfields.”

The Shire of Westonia is a small rural community located near the eastern border of the Central Wheatbelt Region. The Shire takes its name from the main townsite named Westonia, which was named after Alfred David Weston, a sandalwood cutter who also prospected and discovered gold near the Boodalin Soak in 1910. Westonia townsite is located 10 kilometres north of the Great Eastern Highway and the Carrabin Roadhouse/Service Station, and is 316 kilometres east of Perth.

Westonia is a long narrow Shire of 3,268 square metres in area. The population of the Shire is 330 people with approximately 80 people residing in the Westonia townsite nestled amid 4,000 hectares of salmon gum, morrell and gimlet woodland, dotted with granite outcrops, as well as remnants of the town's gold mining past.

Westonia came into existence with the discovery in 1910 of gold in the area, by a sandalwood cutter named Alfred Weston (May 17, 1876 - September 26, 1924). Initially the area was known as *Weston's Reward* and later as *Westons*.

Alfred David Weston, a sandalwood cutter and part time prospector, the town owes its origin to gold mining. Gold mining is still an important industry in the area, although the shire's primary industry is now wheat and sheep farming. All its streets are named after minerals and the town has preserved a streetscape facade that reflects its Edwardian origins. By 1915 there were two major mines in the area, and the population was in excess of 500. By 1917 the area, by then known as *Westonia*, had a population of more than 2,000. In 1919, low gold prices forced the closure of the mines, and many people left the area.

Westonia was gazetted as a town in February 1926. In 1935 one of the mines reopened, but closed again in 1948, only to be reopened in 1985. The mine then closed once again in 1991. In mid-2009, it was announced that mining would once again commence at Westonia's Edna May Gold Mine, owned and mined by Evolution Mining, with the first gold pour made in May 2010, coinciding with the centenary of the discovery of gold in the district. The mine is still in operation today by Ramelius Resources.

Walking through Westonia is a leap back in time. Established during the gold rush era, the town has restored and rebuilt its fine buildings to create a streetscape straight out of the pioneering era. From the original bank, cafe and green grocer store to the bright red doors on Westonia's fire station, wander through town and imagine life here during the mining boom of the early 1900s.

Hit the four kilometre Woodlands and Wildflowers Heritage Trail to explore the native bushland, taking in Westonia Common woodland and historic points of interest. Or drive a little way out of town to Boodalin Soak or Sandford Rocks - both are picturesque spots providing the opportunity to explore woodlands, granite outcrops, refreshing pools and diverse native flora.

While small, the Westonia townsite has a pleasant and welcoming feel to it. The residential area is growing as people identify with the town and decide to live here rather than in a large city. The weather is generally good, although the farming community would like to see more rain each year during the winter/spring period. Each winter/early spring there will be a number of frosts over night, and in February/March there will a number of days with maximum temperatures above 35°C. A lack of built-up areas, along with clear skies, affords people excellent views of the heavenly objects.

When it's time for refreshments and a rest from exploring this unique outback town and landscape, you'll find everything you need in Westonia, including motel and caravan park accommodation.

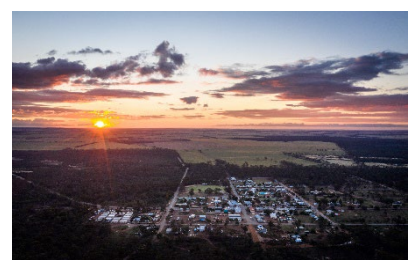
History is important to the community. To preserve the past, the Shire has re-developed the frontages of many of the buildings in the main street to look like they did in the early 1900's. The new Shire Administration Office building houses the Shire Administration Office, the public library, and offices for the local Natural Resource Management Officer and the visiting doctor, also has a frontage that reflects the same historical period.

3.2 The Shire of Westonia's Role

The Shire of Westonia is responsible for a wide range of functions, facilities and services.

Examples of these include but are not limited to:

<p style="text-align: center;">SERVICES TO COMMUNITY</p> <ul style="list-style-type: none"> • Provision and maintenance of recreation areas, playgrounds, parks, gardens, reserves, footpaths and facilities for sporting and community groups. • Management of recreation centres and swimming pools and associated program. • Management of events; halls; libraries and information services, recreation facilities, and the provision of youth facilities. • Services for children, young people and families. • Services for seniors and people with disability. • Community Grants 	<p style="text-align: center;">CUSTOMER SERVICE</p> <ul style="list-style-type: none"> • Provision of general information • Lodging complaints • Payment of rates notices • Dog and cat registrations • Community Engagement
<p style="text-align: center;">REGULATORY SERVICES</p> <ul style="list-style-type: none"> • Planning of roads, subdivisions and planning approvals. • Building approval for construction, additions or alterations to buildings. • Environmental health services and ranger services, including animal control • Event and food applications 	<p style="text-align: center;">SERVICES TO PROPERTY</p> <ul style="list-style-type: none"> • Construction and maintenance of roads, footpaths and Shire owned facilities. • Land drainage and development. • Waste collection and disposal. • Litter control and street cleaning. • Public landscaping. • Numbering of buildings and lots. • Street lighting. • Bush fire control.
	<p style="text-align: center;">PROCESSES OF GOVERNMENT</p> <ul style="list-style-type: none"> • Forum and Ordinary Meetings. • Council Committee meetings. • Election of Council members.



The development and implementation of this Plan aligns with the Shire of Westonia Strategic Community Plan 2021-31, particularly the Objective: Shire of Westonia will ensure residents feel safe and confident in their ability to travel and socialise within their community.

Outcomes identified in this Plan will be integrated into a number of the Shire’s Strategic Plans such as (but not limited to) the Strategic Community Plan, Corporate Business Plan and Asset Management Plan.



3.3 People with disability in the Shire of Westonia

According to the Australian Bureau of Statistic, 2019 survey of disability, ageing and carers estimated that 4.4 Million Australians or 17.7% of the population had a disability that effects their lives to some degree. The residential population of the Shire of Westonia is approximately 311. If the 17.7% percent of Australian living with disability is extrapolated onto the Shire of Westonia population, it can be assumed that 53 people within the Shire are living with disability.

These statistics are based upon self-reporting and a subjective assessment of the individuals own needs. Additionally, there are a large number of people in the community who have disability but do not require assistance with their daily activities and are therefore not captured in the census data.

People with disability have the same rights as others to participate in all aspects of community life

3.4 Progress

The Shire has reported on its progress towards meeting the outcomes of its DAIP in its Annual Report, in accordance with the revised requirements. Since the adoption of the 2017-2021 DAIP, the Shire has implemented a number of initiatives to improve access. The following is a sample of the Shire’s progress and achievements under the relevant DAIP outcome headings in improving access for people with disability.

4. Implementing the Disability Access & Inclusion Plan

DAIP Outcomes (as per the Disability Services Act, 1993) include:



Outcome 1: Service and events

People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.



Outcome 2: Building and facilities

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.



Outcome 3: Information

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.



Outcome 4: Customer Service

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.



Outcome 5: Complaint mechanisms

People with disability have the same opportunities as other people to make complaints to a public authority.



Outcome 6: Consultation processes

People with disability have the same opportunities as other people to participate in public consultation by a public authority.



Outcome 7: Employment

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.




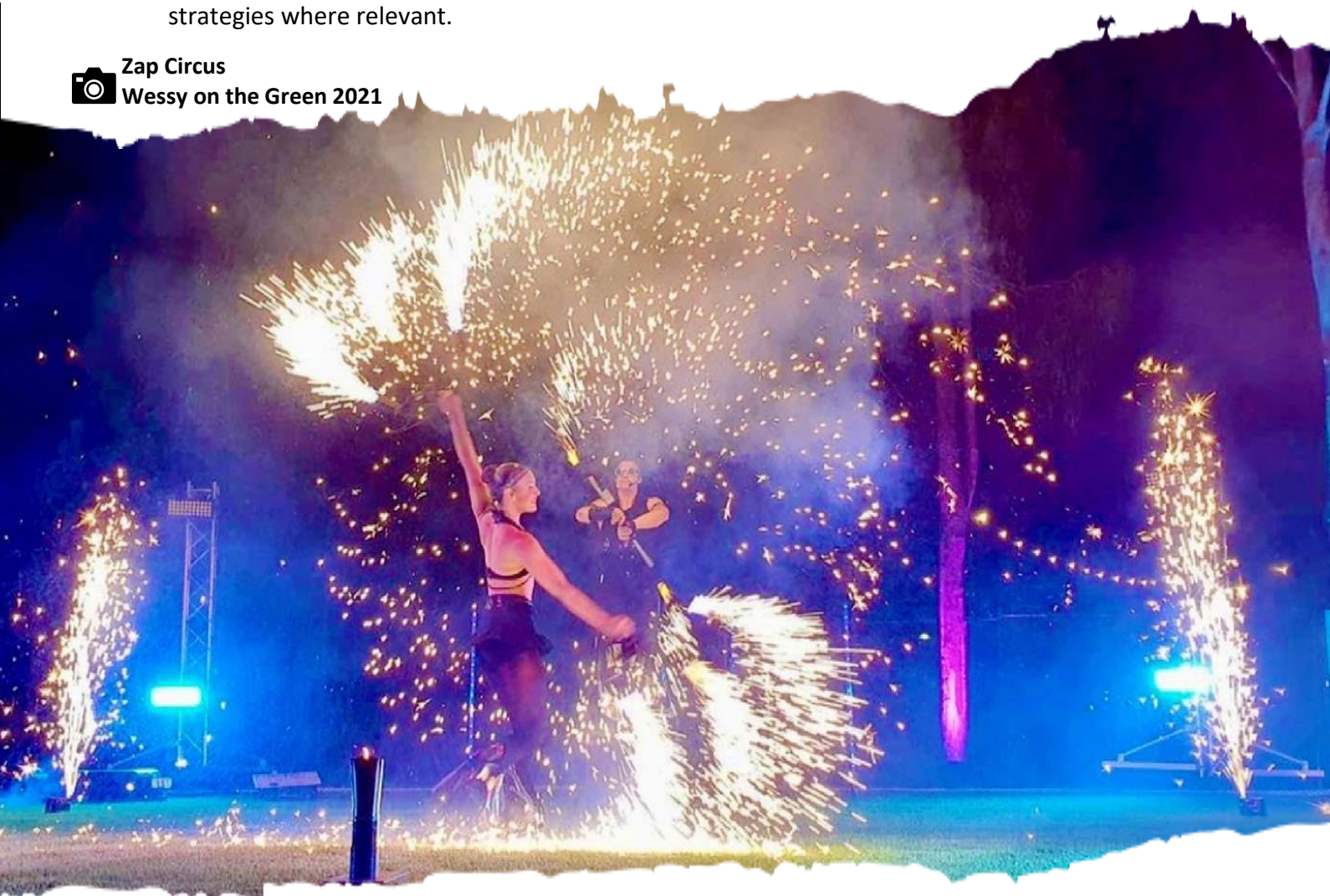
Outcome 1: Services and events



People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

- Council will endeavor to be adaptable in responding to the barriers experienced by people with various disability, including people with physical, sensory, cognitive and psychiatric disability.
- Ensure policies and procedures relating to access and inclusion are integrated within the practices of the organisation
- Ensure staff, agents and contractors are aware of the relevant requirements for providing access and inclusion to services and events and have access to relevant resources to support this.
- Indicate on promotional materials if an event is accessible for wheelchairs and mobility devices, and if special assistance is available to attendees upon request.
- Increase awareness of specialised services, such as the Social Inclusion Program, which offer additional services to disadvantaged people, including people with disability.
- Incorporate the objectives of the DAIP into strategic planning and other relevant plans and strategies where relevant.

 Zap Circus
Wessy on the Green 2021



80% of the Westonia Community attend Wessy on the Green



20% of attendees were 15 years and under



Outcome 2: Building and facilities



People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

- Council will undertake to incorporate the priorities regarding access for people with disability, identified during the consultations, into its submission for its capital works improvement program. Modifications will commence as funds are made available.
- Council will undertake to liaise with developers to increase their awareness of the access requirements of people with disability.
- Continue to implement processes to ensure safety and accessibility are maintained whilst works are in progress
- Ensure that all facilities and infrastructure complies with minimum access standards as required by Australian Standards on Access and Mobility (ie: AS 1428 suite) and are physically accessible and safe: particularly pedestrian facilities such as footpaths, bus stops, parks, reserves, gardens etc.
- Ensure that all future regional and district playground renewal projects have at least one piece of equipment in each playground that is accessible and inclusive for all people, including children with a disability.
- Investigate opportunities for employees to attend training on the correct installation of warning and directional Tactile Ground Surface Indicators.
- Consider opportunities to educate community on shared path rules.



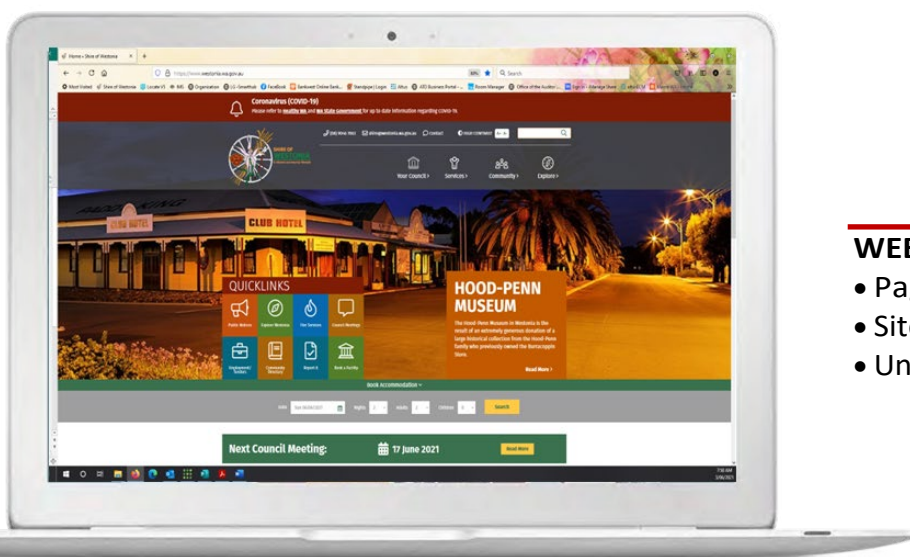
80% of the Westonia Community **DO NOT** have issues with Parking facilities at Shire buildings such as the Swimming Pool, Old Miners Hall, Shire Office, and Library

Outcome 3: Information



People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

- Council will produce all of its information on Council facilities, functions and services using clear and concise language. The advice provided electronically can be enlarged by font amendments and on request at the administration
- We have recently designed a new Shire of Westonia website. The new website has a clearer layout and will make it easier for residents to use. It now has the option to provide feedback through the website so people don't need to attend the office.
- Ensure that upgrades to the website are in a format suitable for people with disability and readable with screen-readers and other assistive technology
- Improve staff ability to write in Plain English so that materials are more accessible to people with cognitive difficulties



WEBSITE

- Page views: 12,052
- Site Sessions: 10,395
- Unique Visitors: 9,178



FACEBOOK

- Reach: 159,220
- Engagement: 79,178
- Followers: 741



INSTAGRAM

- Reach: 76,090
- Impressions: 57,178
- Likes: 1,762

Outcome 4: Customer Service



People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

- Council will undertake to ensure that staff is aware of the key access needs of residents with disability and people with disability who visit the local government area in relation to the provisions of all services.
- Improve staff knowledge of skills available to them within the current staff.
- Review, and if necessary, develop policies and procedures for improving service accessibility to people with disability to ensure that they receive the same level of service as others.
- Ensure professional development and support is available for staff providing services to people with disability

Include Disability Awareness training as part of induction

Outcome 5: Complaint mechanisms



People with disability have the same opportunities as other people to make complaints to a public authority.

- Ensure people with disability are provided an opportunity to comment on facilities, services and events.
- Ensure existing staff who have direct contact with the public (reception/front counter) complete training.
- Develop and implement an Access and Inclusion feedback form
- Ensure computerised grievance procedures which cater for the needs of the whole community, including people with disability, continue to be implemented. Options for making complaints include; in person, by letter, fax, email, via the website, customer service request

Outcome 6: Consultation processes



People with disability have the same opportunities as other people to participate in public consultation by a public authority.

- No new activities commenced. The Shire continues to ensure everyone has the opportunity to participate in public consultation. Our surveys are provided both in hard copy and digital formats. When holding community meetings for consultation, these are always held in a disabled friendly location.



People with disability receive the same level and quality of service from our Shire personnel, as other people

Outcome 7: Employment



People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

- The Shire continues to ensure all employment advertisements and packages are available in a range of print and electronic formats.



5. DISABILITY ACCESS AND INCLUSION PLAN POLICY STATEMENT

The Shire of Westonia is committed to ensuring that the community is accessible and inclusive for people with disability, their families, and carers.

The Shire of Westonia also interprets an accessible and inclusive community as one in which all Council functions, facilities, and services (both in-house and contracted) are as open, available and accessible to people with disability as for other people in the community.

6. DEVELOPMENT OF THE DISABILITY ACCESS AND INCLUSION PLAN 2022-2027

6.1 Responsibility for Planning Process

The development of the Shire of Westonia Disability Access and Inclusion Plan was undertaken by staff from across the organisation, taking into consideration changes in structure, technology and expectations.

The final version of the DAIP will be endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

6.2 Community Consultation

In 2022, the Shire reviewed its Disability Access and Inclusion Plan with the assistance from the community to draft a new plan to further guide improvements to access and inclusion and meet the requirements of the Disability Services Act 1993.

The consultation process included:

- 6.2.1 A review of the Shire's current DAIP;
- 6.2.2 Consultation with the community and Shire staff members via a community survey and at targeted engagement sessions;
- 6.2.3 The review of the current DAIP was workshopped at the Shires Managers and Executives Committee and Council Meeting; and
- 6.2.4 Examination of other Councils documents.

6.3 Findings from the consultation

The consultation process provided feedback from the community on access and inclusion within the Shire of Westonia.

Access Barriers

- the front counter at the Shire administration building requires a section to be lowered to improve access to staff rather than speaking to them from the side of the service counter;
- removing un-even footpaths along the main street;
- ensuring that the sloped access from footpath to road surface has a minimal or no trip lip;
- identify car parking spaces for people with disability to use outside public facilities;
- unisex toilets for people with disability have not been provided yet at the public swimming pool facility;
- a unisex ablution facility suitable for people with disability has not been provided at the Westonia Caravan Park;
- provide signage to facilities for people with disability in Braille as well as normal visual symbols;

- no purpose built aged accommodation units have been constructed as yet to help assist older members of the community to continue to live in Westonia; and
- the Council website requires improvements to best meet the needs of people with disability and/or language issues by providing links with other service providers.

The Shire of Westonia’s priority in this plan is to address the community feedback above that we received from the Community Survey.

Survey Highlights

- 6.3.1 18.18% of survey respondents indicated that their disability affects the way they access Shire services;
- 6.3.2 80% of people use parking facilities at Shire buildings such as the Swimming Pool, Town Hall, Shire Office, and Library;
- 6.3.3 80% of respondents use the Shire website; and
- 6.3.4 Although respondents indicated that they were able to easily lodge complaints and provide feedback to the Shire, respondents also indicated that they had mixed experiences when interacting with Shire staff. On the whole most interactions were positive but additional action could be taken to improve customer service interactions.



6.4 Communicating the plan to staff, elected members and people with disability

On completion, a copy of the Disability Access and Inclusion Plan was distributed to other members of the Shire administration staff for comment.

Council advertised the DAIP in its local newsletter advising that copies can be obtained from the Shire administration office.

Copies of the DAIP will be made available via the Shire’s website, as well as in alternative formats. As DAIPs are amended, both Shire staff and the community will be advised of the availability of updated plans.

6.5 Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire. The *Disability Services Act (1993)* requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

7. DISABILITY ACCESS AND INCLUSION PLAN REPORTING

The Department of Communities sets out the minimum reporting requirements for public authorities in relation to DAIPs.

The Shire of Westonia will report on the implementation of its DAIP through its annual report and on the prescribed progress report template to the Department of Communities each year, outlining:

- Its progress towards the desired outcomes of its DAIP;
- The progress of its agents and contractors towards meeting the seven desired outcomes; and
- The strategies it used to inform its agents and contractors of its DAIP.

8. QUESTIONS

Any questions relating to this plan can be addressed to the Manager of Corporate Services at Shire of Westonia by calling 08 90467063 or emailing admin@westonia.wa.gov.au.

DISABILITY ACCESS AND INCLUSION PLAN(DAIP) IMPLEMENTATION PLAN 2022-2027

These strategies and actions have been developed following consultation with community stakeholders to increase access and inclusion in the Shire, across the seven legislated areas.



10. APPENDIX 1 – IMPLEMENTATION PLAN 2022 – 2027

Outcome 1: Services and events

People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority



ITEM	STRATEGY	RESP. Off.	2021/22	2022/23	2022/24	2022/25	2025/26	STATUS	PROGRESS
1.1	Ensure that people with disability are consulted on their need for services and the accessibility of current services.	CEO	✓	✓	✓	✓	✓		
1.2	Monitor Shire services to ensure equitable access and inclusion	EHO	✓	✓	✓	✓	✓		
1.3	Ensure that events, whether provided or funded, are accessible to people with disability.	CEO	✓	✓	✓	✓	✓		

Outcome 2: Building and facilities

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority



ITEM	STRATEGY	RESP. Off.	2021/22	2022/23	2022/24	2022/25	2025/26	STATUS	PROGRESS
2.1	Ensure that all buildings and facilities meet the Australian Standards for access and any demonstrated additional needs.	EHO	✓	✓					
2.2	Ensure that all redevelopment works provide access to people with disability, where practicable.	EHO	✓	✓	✓	✓	✓		
2.3	Remove un-even footpath surfaces along the main street.	MW	✓	✓	✓	✓	✓		
2.4	Ensure that the sloped access from footpath to road surface has a minimal or no trip lip	MW	✓	✓	✓	✓	✓		

Outcome 3: information

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.



ITEM	STRATEGY	RESP. Off.	2021/22	2022/23	2022/24	2022/25	2025/26	STATUS	PROGRESS
3.1	Ensure that the community is aware that information is available in alternative formats on request.	CEO	✓	✓	✓	✓	✓		
3.2	Increase awareness about the Shire's website and Facebook page to improve communications and methods of accessing Shire information for people with a disability.	CEO	✓						
3.3	Ensure that Councils website meets contemporary good practice	EHO	✓	✓	✓	✓	✓		
3.4	Provide documentation regarding services, facilities & customer feedback in an appropriate format using clear concise language..	EHO	✓	✓	✓	✓	✓		

Outcome 4: Customer Service

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.



ITEM	STRATEGY	RESP. Off.	2021/22	2022/23	2022/24	2022/25	2025/26	STATUS	PROGRESS
4.1	Ensure that Council Members and employees are aware of access needs and can provide appropriate services.	CEO	✓						
4.2	People with disability to be informed that alternative arrangements for the removal of rubbish can be made upon request.	CEO	✓	✓	✓	✓	✓		
4.3	People with mobility problems to be informed that prior arrangement can be made with Council for transport from Westonia to near by essential services	CEO	✓	✓	✓	✓	✓		

Outcome 5: Complaint mechanisms

People with disability have the same opportunities as other people to make complaints to a public authority.



ITEM	STRATEGY	RESP. Off.	2021/22	2022/23	2022/24	2022/25	2025/26	STATUS	PROGRESS
5.1	Ensure that grievance mechanisms are accessible for people with disability and are acted upon	EHO	✓	✓	✓	✓	✓		
5.2	Improve staff knowledge so they can facilitate the receipt of complaints from people with a disability	EHO	✓	✓	✓	✓	✓		

Outcome 6: Consultation processes

People with disability have the same opportunities as other people to participate in public consultation by a public authority.



ITEM	STRATEGY	RESP. Off.	2021/22	2022/23	2022/24	2022/25	2025/26	STATUS	PROGRESS
6.1	Ensure that people with disability are actively consulted about the DAIP and any other relevant planning processes.	EHO	✓	✓	✓	✓	✓		
6.2	Ensure that people with disability are aware of, and can access, other established consultative processes.	CEO	✓	✓	✓	✓	✓		

Outcome 7: Employment

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.




ITEM	STRATEGY	RESP. Off.	2021/22	2022/23	2022/24	2022/25	2025/26	STATUS	PROGRESS
7.1	Promote Workforce Diversity	EHO	✓	✓	✓	✓	✓		
7.2	Increase employment, volunteering and workplace opportunities across Council for people with disabilities	CEO	✓	✓	✓	✓	✓		
7.3	Ensure workplaces are suitable for those with a disability	EHO	✓	✓	✓	✓	✓		

9.3 WORKS AND SERVICE

9.3.1 TRANSPLUS – RAV 7 APPLICATION

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	T6.1.1
Disclosure of Interest:	Nil
Attachments:	Nil

Signature:	Officer	CEO
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Purpose of the Report

Executive Decision

Legislative Requirement

This report seeks Council direction on whether to grant a RAV Category 7 Heavy Vehicle combination concession to Transplus on the Walgoolan South Road.

Background

Council currently has a request from Transplus to operate a RAV Category 7 Heavy Vehicle combination on the Walgoolan South Road in the Shire of Westonia:

As it currently stands, Walgoolan South Road is a RAV Network 4 with conditions.

Comment

Council no longer has a staff member qualified to do the RAV assessments. Main Roads heavy vehicles have their own assessor to inspect the road should Council support the application.

Having spoken to Derek at Transplus he is seeking the concession for Harvest traffic which need to access the Great Eastern Highway from land holdings to the South, rather than the existing clay lime operation.

It is recommended that as other operators utilise RAV 7 configuration vehicles on this route that it be extended to Transplus operations for grain harvest operations only with conditions.

Statutory Environment

Nil

Policy Implications

Nil

Strategic Implications

Nil

Financial Implications

Nil.

Voting Requirements

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

That Council grant Transplus RAV Network 7 access on the Walgoolan South Road with the following conditions:

- 1) RAV Network 7 Access to be operated under current low volume conditions, Type A and a speed limit of 60km/h.
- 2) Permit is for Harvest grain freight only and is not permitted for the clay lime operation.

9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

11. DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on 21st April 2022 commencing at 3.30pm

12. MEETING CLOSURE

There being no further business the President, Cr Day declared the meeting closed at pm