



AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia
Thursday 16th March 2023
Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 16th March 2023 the Council Chambers, Wolfram Street, Westonia.

Lunch 1:00pm

Discussion Period – 1.30pm – 2.30 pm

Audit Committee Meeting 2:30pm – 3pm

Afternoon Tea – 3.00 pm –3.30 pm

Council Meeting – 3.30 pm

A handwritten signature in black ink, appearing to read 'Bill Price', is positioned above a horizontal line.

BILL PRICE

CHIEF EXECUTIVE OFFICER

13 March 2023



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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.

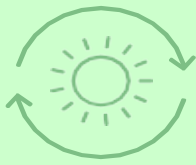
OUR VISION

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.

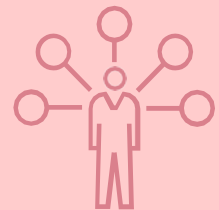
Our community has the opportunity to be active, socialised and connected.

- 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 Crees welcomed Councillors and staff and declared the meeting open at 3.30pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr RM Crees	<i>Shire President</i>
Cr RA Della Bosca	<i>Deputy Shire President</i>
Cr WJ Huxtable	
CR RS Corsini	
Cr KM Day	
Cr DL Geier	

Staff:

Mr.AW Price	<i>Chief Executive Officer</i>
Mrs JL Geier	<i>Deputy Chief Executive Officer</i>

Members of the Public:

Apologies:

Approved Leave of Absence:

3. PUBLIC QUESTION TIME (3.35PM – 3.50PM)

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 21st February 2023 be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the NEWTRAVEL general meeting held on the 23rd February 2023 at the Koorda Shire Chambers be accepted.

That the minutes of the Great Eastern Country Zone meeting held on the 13th February 2023 at Shire of Kellerberrin Recreation and Leisure Centre be accepted.

That the minutes of the Local Emergency Management Committee meeting held on the 23rd February 2023 in Southern Cross be accepted.

That the minutes of the WEROC Inc. meeting held on the 22nd February 2023 at the Shire of Kellerberrin Council Chambers be accepted.



MINUTES – GENERAL MEETING

General Meeting to be held on Thursday 23rd February 2023, at Koorda Shire Council Chambers

Opening 10.04am

Invited Attendees:

NEWTRAVEL MEMBER

Koorda CRC
 Shire of Dowerin
 Shire of Koorda
 Shire of Mt Marshall
 Shire of Trayning
 Shire of Westonia
 Shire of Wyalkatchem
 Beacon CRC

MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)
 Rebecca McCall (CEO)
 Cr Tanya Gibson (Deputy Delegate)
 Leanne Parola (CEO)
 Stacey Geier
 Cr Bill Huxtable
 Stephanie Elvidge

ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)
 Charli West
 Phoebe Sachse
 Lani Hale
 Cr Christy Petchell
 Nancy Dease

Apologies:

Bencubbin CRC
 Nungarin CRC
 Shire of Dowerin
 Shire of Koorda
 Shire of Mt Marshall
 Shire of Mukinbudin
 Shire of Nungarin
 Benny Truck N Auto

Rebecca McCall (CEO)
 Lana Foote (DCEO)
 Cr Megan Beagly
 Cr Sandra Ventris
 Cr Kerry Dayman

Sharon Kett (Bencubbin CRC)
 Emily Alberti
 Darren Simmons
 Cr Pippa DeLacy
 Dannelle Foley

1. Previous Minutes

1.1 Confirmation

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Mukinbudin on 27 October 2022 be confirmed as a true and correct record of proceedings.

Moved: Leanne Parola

Seconded: Stephanie Elvidge

CARRIED

1.2 Business arising from previous minutes - Nil

ACTIONS	UPDATE
•	

2. Correspondence

2.1 Correspondence In

2.1.1 Various Emails inward.

2.2 Correspondence Out

2.2.1 Various Emails outward.

RESOLUTION:

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

Moved: Tanya Gibson Seconded: Stacey Geier CARRIED

2.3 Business arising from Correspondence

Nil

3. Financial Report

Cheque Acc Opening Balance 1 October 2022			\$16,382.76
INCOME			
Memberships	Shire of Mukinbudin	\$8,733.00	
	Shire of Mt Marshall	\$8,733.00	
	Shire of Koorda	\$8,733.00	
	Shire of Dowerin	\$8,733.00	
	Shire of Nungarin	\$8,733.00	
	Shire of Trayning	\$8,733.00	
	Shire of Westonia	\$7,233.00	
	Shire of Wyalkatchem	\$8,733.00	
Other Income	Shire of Toodyay	\$833.00	
	Australia's Golden Outback	\$12,000.00	
	Shire of Goomalling	\$10,833.00	
	Total Income	\$92,030.00	
EXPENSES			
Projects	Storytowns – Final Payment for Podcasts	\$16,500.00	
Marketing	Australia's Golden Outback – Internet Marketing	\$400.00	
	Australia's Golden Outback – Planner Adverts	\$2,194.50	
	Nungarin Museum RAC Advert Contribution	\$550.00	
Tourism Officer	Vernon Contracting – Tourism Officer, September 2022	\$4,235.00	
	Alyce Ventris – Social Media Assistance, August & September	\$550.00	
	Vernon Contracting – Tourism Officer, October 2022	\$4,077.73	
	Vernon Contracting – Tourism Officer, November 2022	\$4061.22	
	Vernon Contracting – Tourism Officer, December 2022	\$4,015.00	
Website	Network 24	\$87.12	
	Mukinbudin Mail & Merchandise – Postage September	\$28.55	
	Mukinbudin Mail & Merchandise – Postage October	\$16.65	
	Mukinbudin Café – Catering (July Committee Meeting)	\$60.00	
	Total Expenditure	\$36,775.77	
Cheque Acc Closing Balance 31 January 2023			\$71,636.99
<i>Other Income</i>	<i>Shire of Merredin</i>	<i>\$833.00</i>	
<i>Outstanding Payments</i>	<i>Shire of Merredin – Annual Postage</i>	<i>\$194.90</i>	
	<i>Alyce Ventris – Social Media Assistance, October, November & December</i>	<i>\$825.00</i>	
	<i>Executive Media – Autumn 2023 Caravanning Australia advert.</i>	<i>\$950.00</i>	
	<i>Simon Phillips Photo</i>	<i>\$60.00</i>	
Ending Financial Position on 7 February 2023			\$66,480.09

Signage Funds Remaining

Total Signage Funds Remaining	\$1,641.10
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RESOLUTION:

That the NEWTRAVEL financial report is accepted as presented.

Moved: Cr Christie Petchell Seconded: Tanya Gibson CARRIED

4.0 NEWTRAVEL Tourism Officer (0.4FTE) August 2022 – January 2023 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"> Commenced implementation of 2022-23 Marketing Plan
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"> 2022 Summer in the Wheatbelt Way Campaign prepared and implemented. Commenced AstroTourism - Wheatbelt Way -Milky Way Marketing campaign. Planning for 2023 Perth Caravan & Camping Show. Make booking for 2023 promotions and advertising campaigns.
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> Distributed as required. 2023 Guidebook update edits and at printers.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	
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"> Updated weekly as required.
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> 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"> Curtin University – 2023 project work planning underway. Discussions with WBN, NEWROC and WDC about Tourism Development across the Wheatbelt. Presented tourism update to December NEWROC meeting.
b. Communicate with members.	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> Bi-Monthly E-news to NEWTRAVEL stakeholders sent. Quarterly newsletter subscribers sent.

	Provide information and updates as identified.	•
5. Maintenance and Monitoring		
a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> • Compiled the July - October 2022 Visitor Statistics • Quarterly Marketing Report produced
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	•
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	<ul style="list-style-type: none"> • Storytowns Podcast Project podcasts completed and marketing planning for Feb 2023.
	Other	<ul style="list-style-type: none"> • Participated in Agritourism online workshop for AGO region.

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 for the period November – February 2023 by **Friday 10 March 2023** it would be greatly appreciated.*

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 2022-2023 Marketing Overview can be viewed [here](#).

Linda presented a full report on NEWTRAVEL's Social Media analytics and marketing activities which can be viewed [here](#).

6.0 General Business

6.1 NEWTRAVEL/NEWROC Local Events Support Coordinator

BACKGROUND:

The current NEWTRAVEL Strategic Plan has a goal of:

3.2 Visitor experiences are enhanced.

b) Develop local government, operator business and marketing capability and capacity within our area

c) Facilitate product and experience development opportunities to enhance visitor experiences in our region.

With a measurement to evidence this being that an Events position is funded.

COMMENT:

I presented to NEWROC at their December 2022 Council Meeting and have developed a draft NEWROC Event Management Coordinator Outline which can be viewed [here](#).

I have been liaising with Caroline Robinson to explore opportunities on how this position could be funded.

RECOMMENDATION:

NEWTRAVEL provide feedback on draft outline and seek input on views of the potential to fund and have this position established in the region.

Key points from discussion:

- Our events in the Wheatbelt Way are important to both locals and tourism.
- The key point of the role was not to take on running local community events, but to be a central support point that provides clear advice, processes, systems and information that is needed to run events under today's expectations of successful event management.
- Some member Local Government do provide some support through CDO roles, but not to the extent outlined for this role.
- How do we explore opportunities between NEWTRAVEL, NEWROC & Town Team movement.
- Is there potential for a membership/subscription/fe0e for services arrangement that groups such as the Ag Society's and community groups to sign up to and access such support.
- Explore any opportunities for funding through Lotterywest.
- Provide feedback through the current CBH Community Workshops about their Grassroots Grant funding.

6.2 NEWTRAVEL 2022 – 2023 Marketing Plan

BACKGROUND:

NEWTRAVEL annual develop and endorse a marketing plan for promoting the Wheatbelt Way region and its members.

COMMENT:

The NEWTRAVEL marketing year is from 1 October – 30 September.

The endorsed 2022-2023 Marketing Plan is [here](#).

1. Seeking input from NEWTRAVEL members on:
 - Annual Photo Competition Theme suggestions
 - Content Creation/Influencer Suggestions, have developed a guide on [Working with Wheatbelt Way – Instagram Reels](#).
2. Perth Caravan and Camping Show -Volunteers wanted.

2023 Perth C & C Show Wednesday 22 – Sunday 26 March - Claremont Showgrounds, Perth.					
Wheatbelt Stand 217 - Jim Webster Tourism Pavilion					
Date/Day	Total Hours Required	Start time	Finish Time	Name	Region
21-Mar	Show Setup				
Tuesday					
22-Mar	Shift 1 - 8hrs	9:00am	5:00pm	Linda Vernon	NEWTRAVEL
Wednesday	Shift 2 - 4hrs	9.00am	1.00pm		
	Shift 3 - 4hrs	1.00pm	5.00pm		
23-Mar	Shift 1 - 8hrs	9:00am	5:00pm	Linda Vernon	NEWTRAVEL
Thursday	Shift 2 - 4hrs	9.00am	1.00pm		
	Shift 3 - 4hrs	1.00pm	5.00pm	Jill Hayes	Quairading CRC
24-Mar	Shift 1 - 8hrs	9:00am	5:00pm	Linda Vernon	NEWTRAVEL
Friday	Shift 2 - 4hrs	9.00am	1.00pm		
	Shift 3 - 4hrs	1.00pm	5.00pm		
25-Mar	Shift 1 - 8hrs	9:00am	5:00pm	Carina Mc Donald	CWVC
Saturday	Shift 2 - 4hrs	9.00am	1.00pm	Rebecca McCall	NEWTRAVEL
	Shift 3 - 4hrs	1.00pm	5.00pm		
26-Mar	Shift 1 - 8hrs	9:00am	5:00pm	Carina Mc Donald	CWVC
Sunday	Shift 2 - 4hrs	9.00am	1.00pm		
	Shift 3 - 4hrs	1.00pm	5.00pm		

RECOMMENDATION:

Feedback required.

6.3 Trail Planning Grants Program

BACKGROUND:

Current funding round is open and closes 27 February 2023. Min amount is \$5,000 and Max is \$25,000.00.

Funding may be attributed to:

- Consultant fees.
- Presenter fees associated with delivery of training and workshops and Aboriginal cultural engagement activities.
- Venue and equipment hire (not owned or occupied by applicant).
- Interstate and Intrastate travel and accommodation costs related to the development of the trail plan, up to 20% of the total project budget (for example, consultant travel to regional locations from Perth).
- Transport costs (for example, car hire for site assessment).
- Advertising, publicity, promotion, marketing, printing and publishing costs.
- Provision of interpreting and translating services.

Projects must be delivered from 1 June 2023 and conclude by 31 December 2024.

COMMENT:

Linda will present to the meeting a grant proposal looking at engaging a consultant and working with Curtin University for the planning of bushwalking trails across the Wheatbelt Way for NEWTRAVEL to consider.

RECOMMENDATION:

NEWTRAVEL feedback sought.

OUTCOME:

NEWTRAVEL supportive of Trails Grant submission.

Linda to contact Rebecca Watson tomorrow to discuss possibility to provide a quote for consultancy services.

6.4 Destination Development Plan

BACKGROUND:

Goal 2.1 of the NEWTRAVEL Strategic Plan is to work with AGO to encourage dispersal around our region. It has an action of developing a destination development plan for the Wheatbelt Way road trip.

COMMENT:

Tourism WA in consultation with AGO is developing a destination development plan for the AGO region. The plan will set out a roadmap for locations across the State to identify the demand, supply and capability needs for tourism in each region. The plans are designed to support the growth of the State's tourism industry over the next ten years.

There is a need to have a more local Wheatbelt Way destination development plan. There is a need to identify issues, opportunities, priorities and actions for the Wheatbelt Way to continue to meet resident and visitor needs and expectations. This will then inform where we invest to create, manage and improve visitor experiences and products and services as well as assisting us in communicating and grow awareness and demand for the Wheatbelt Way and its associated products and services.

RECOMMENDATION:

Feedback session completed with the below activity can be viewed [here](#).

MOROV What can we do more of?	LESSOV What can we do less of?
RIDOV What do we need to get rid of?	TOSSIN What we aren't doing, but want to be?

How do we do a stocktake and identify the Gaps and Opportunities?

Decided to discuss this at the July NEWTRAVEL meeting, hopefully after reviewing the AGO Wheatbelt Destination Development Plan.

Current EV WA Government Grants?

Through NEWROC each NEWTRAVEL member Council can be supported in submitting a funding application to the current WA Govt. EV Grants, where up to 50% of the cost of installing an EV charging point in each community. If supported by each Local Government.

If NEWTRAVEL member Councils are successful in receiving the 50% subsidy EV Grants, it was still felt that there was a need for an overarching masterplan for EV charging stations in the Wheatbelt Way – if not the Wheatbelt.

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. If a full written report or information has been provided it can be found as a link as indicated on town name below.

Wyalkatchem

- Last year established the Wylie Business Group and they have been discussing local business closures, operating hours etc. also investigating what a cooperative business structure looks like and have invited the Quairading Coop to come and present to them.
- Wyalkatchem Butcher has closed, Café has limited hours and is serving coffee only, Roadhouse is opening later and offering pizzas to assist with food options available in the community.
- Wyalkatchem Rodeo is on the 26th August 2023.
- New CDO position Ionie Hall is starting at the Shire of Wyalkatchem on Monday.

Dowerin

- The Dowerin SSA is consistently booked with worker accommodation.
- The December Dowerin SSA visiting family/local deal for reduced accommodation prices was well received.
- Tin Dog Walk Trail signage upgrades are ready for installation.
- Information Bay upgrade planned which will also improve the connectivity between the Tin Dog Creek Walk Trail and the Mainstreet.
- Dowerin Pub has been closed since December. The Dowerin Sports Club is currently opening 5 days a week and offering meals to fill this gap.
- Many Caravan clubs visited in 2022, one caravan club reported back that their stay saw \$6,000 spent in the community.

Mt Marshall – Beacon

- New shop managers starting in March.
- Trevor the Caravan Park Caretaker is great asset to the running of the Beacon Caravan Park
- Hoping that the caravan park upgrades of a new cabin, camp kitchen and power upgrades to be completed by June 2023.
- Streetscaping activities to be completed plus a new park at the Beacon Complex.

Mt Marshall – Bencubbin

- Introduced Phoebe Sachse as the new CDO with a focus on Tourism and Events
- Shire is focusing on partnering with community groups to deliver events and activities.
- Caretaker at both Beacon and Bencubbin Caravan Park has taken the pressure of the Shire admin in managing.
- Bencubbin Caravan Park will get 1 new cabin.

- Reviewing and updating the voucher system at present.
- Mt Marshall Show is 18th March
- Mt Marshall Shire Centenary Event is 22-23 September.
- 2 community gardens are being planned.

Westonia

- January has been the busiest January for the Caravan Park
- Hood Penn Museum is still the big draw card of why people are visiting Westonia. (ABC TV news story on the museum aired on Boxing Day).
- 22 April Wessy on the Green Music Festival – 7 bands, food vans and kids’ entertainment.
- Will be building a permanent stage (amphitheatre).
- Movies in the Hall will commence in March
- Art Murals are planned for the main street and will be completed throughout this year.
- A rood will be installed over the Westonia Bowling Green.
- Westonia Progress Association will be establishing a 24hr card fuel facility and intends for it to be open by the end of March – all profits from this enterprise will go back into community projects.
- Westonia Gallery Café is open Thursday – Sunday
- Co-op is open Monday to Friday 8.30am – 5.30pm

Koorda

- Koorda Drive In starts this Saturday
- Koorda Recreation Ground will undergo upgrades in 2023 – this may see the Koorda Show being cancelled.
- Koorda Hotel is closed on Sundays and Mondays.
- Koorda Townscape Plan has actions that will begin implementation to streetscapes.
- Koorda Town Team will begin planning activities.
- Caravan Park has had some bookings, but the Yalambi Units have had good bookings over the summer.
- CBH will build their accommodation and new office complex across from the Koorda Drive-In.

Trayning

- Frankies Diner is permanently closed.
- Dinners no longer available at the Sports Club
- Trayning Hotel is closed on a Sunday.
- Caravan Park ablutions are closed due to building issues – using Swimming Pool toilets.
- New basketball/tennis courts are planned for 2023
- 9 September will be the TTPA event.
- Town Team Kunnunoppin will be community led.
- KTY Innovation Forum will be held once a quarter to seek community engagement & ideas.

7.0 Other Business

[Australian Regional Tourism Local Government Professional Development Program](#)

Opportunity for member Local Governments to apply and upskill staff members – must express interest to register by the 3rd March 2023.

Kim Storer formally thanked and acknowledged the contribution that Rebecca Watson has made to NEWTRAVEL over the last 10 + years and wished her all the best for her future, with the announcement that she will be moving on from the Shire of Mt Marshall in June 2023. Rebecca responded and spoke about her highlight was seeing the collaboration that saw the successful implementation of the Wheatbelt Way.

8.0 Next Meeting

Thursday 27th July 2023 in Dowerin, 10.30am.

2023 Other Meeting Dates and Locations for 2023:

Thursday 26th October 2023 in Wyalkatchem

9.0 Meeting Close: 12.29pm



Working with Wheatbelt Way: Instagram Reels



We would love your help in getting creative on our social media to show off the Wheatbelt Way region.

Video Format required:

- Length: 90 seconds maximum.
- Format: MP4, .mov.
- Ratio: 9:16 or 1080 pixels x 1920 pixels or vertically full screen. (same [Instagram story size](#)).
- In-feed ratio: 4:5 or 1080 X 1350 pixels or portrait.
- In-feed crop: crop the top 15%, and the bottom 15% off your Reels video.

Our target market:

Our current existing core visitor types to the Wheatbelt Way are:

- Caravan and Camping Visitors
- Visiting Family and Friends Visitors
- Working Visitors (are here to earn money for a period of time)

We want to attract and target this year's marketing to:

Dedicated Discover's 30-65years, couples, working and living in WA, double income, no dependant kids, wanting a unique authentic experience with locals in friendly communities.

Families – 24 to 45 year old couples with children who are wanting a low cost, low technology, back to nature based, old fashioned road trip holiday experience.

Grey Nomads - Interstate & International Tourists who have a strong desire to get away from the well known and well trodden destinations.

All these people are looking for opportunities to create memories (and photos) that stand out from any other. And we want them to come to the Wheatbelt in 2023 to do it.

2023 Wheatbelt Way Marketing Themes:

Month	Key Themes and Marketing Ideas
January	<ul style="list-style-type: none">• Wheatbelt Way pools• Summer landscapes• Planning your 2022 Wheatbelt Way road trip
February	<ul style="list-style-type: none">• Wheatbelt Weekends Campaign• Road Trip Country is Wheatbelt Way
March	<ul style="list-style-type: none">• Easter & April School Holidays.• Camping and Wheatbelt Family Focus• Story Towns – Authentic Wheatbelt Stories Podcast Launch!
April	<ul style="list-style-type: none">• Farming and Seeding• The Night Sky• Links to the Ningaloo/Exmouth Solar Eclipse
May	<ul style="list-style-type: none">• Road Trips in the Wheatbelt• An Open Road Adventure and Winter Wheatbelt Landscapes.• Engage with Wheatbelt locals and inspire people to take a road trip to the Wheatbelt
June	<ul style="list-style-type: none">• Road Trip Country is Wheatbelt Way• Road Trip Tip TUESDAYS• Caravan Parks & Accommodation
July	<ul style="list-style-type: none">• Camping and School Holidays• Start Photo Comp – Nature and family theme
August	<ul style="list-style-type: none">• Granite Rocks• Wildflowers• Weekend Road Trips in the Wheatbelt
September	<ul style="list-style-type: none">• Wildflower
October	<ul style="list-style-type: none">• Wheatbelt Weekend Road Trips• History• Museums
November	<ul style="list-style-type: none">• Harvest• Farming• Road Trip Adventures
December	<ul style="list-style-type: none">• 30 days of ?

Tourism WA for 2023 is Walking on a Dream!

Tourism WA are promoting WA under the new brand “[Walking on A Dream](#)”. They are encouraging the WA community to share the new brand films via social media. [Visit the 'Walking On A Dream' video playlist here to view and share the videos.](#) As you will see there is currently none for the Wheatbelt and we would love it if you have any inspiration to help us in this space with creating content.

Underpinning this they have 5 key theme pillars of Our Story: The Spirit of Adventure:

1. TIME - Western Australia is ancient tracks, new journeys.
2. SIMPLE LUXURIES - Western Australia is barefoot luxury.
3. SPACE - Western Australia is otherworldly phenomena.
4. FREEDOM - Western Australia is majestic landscapes and big sky country.
5. CONNECTION - Western Australian is full of characters.

The Wheatbelt Way Story

An Open Road Adventure!

Prepare yourself for a journey of discovery. Open roads stretch through wide open country, where far horizons reveal hidden surprises. Self-drive trails lead to spectacular granite outcrops with infinite views and unique ecosystems to explore. Look to the dark night skies for a boundless canopy of jewelled stars. Be amazed at the variety of winter orchids and spring wildflowers that light up the roadsides alongside grain crops turning from green to golden hues.

Aboriginal and farming history is captured in museums and interpretive trails. Military and railway memorabilia abounds, local sculptures, art deco buildings and a historical retro drive in cinema, it's one big collection of curiosities. Each country community offers its own quirky party piece. The people are unpretentious and intriguing. Designed for lovers of the open road who carry with them the most important of travel essentials; an open mind.

Repurposing existing Wheatbelt Way content

You are welcome to view and utilise content from our existing Wheatbelt Way Media Library as well as using your own. You can access this to view only via the Dropbox link [here](#). If you would like to use any on the content, please just get in touch to gain editing privileges.

Assistance

We are very happy to brainstorm ideas for reels with you. But note, we are not that good at this that is why we are looking for help from other Wheatbelt people who want to help us promote the Wheatbelt Way region and be entertaining, inspiring or even experimental on our socials to make sure we are keeping up with the current trends!

Payment for content services:

We are very happy to discuss with you a payment for your content creation services. Our initial expectations are:

- First reel is provided free of charge to demonstrate your skill and understanding of the Wheatbelt Way and our marketing direction.
- We would then agree on a price per reel for each reel made thereafter for the first month (base price guide would be \$25/reel up to a maximum of 4 reels per month).
- Beyond month one we would have a discussion and agreement formed on the number of reels (or other content) per month you would like to produce going forward.

Reel Tech Support!

Sorry, we really are not very good in this space, but recommend watching these Youtube tutorials if you need some assistance, they may have the answer!

<https://www.youtube.com/watch?v=vCD7jgljY-s>
<https://www.youtube.com/watch?v=Bly0iAL9ONE&t=41s>
<https://www.youtube.com/watch?v=b5rpPsZyQA4>

Any Questions?

Linda Vernon
Tourism Officer, Wheatbelt Way
M: 0428 831 074
E: linda@wheatbeltway.com.au



Great Eastern Country Zone

MINUTES

Monday, 13 February 2023

Shire of Kellerberrin

Recreation & Leisure Centre
110 Massingham Street
Kellerberrin

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1. Opening and Welcome

The Chair declared the meeting open at 9:30am.

1.1 Acknowledgement of Country

The Great Eastern Country Zone of WALGA acknowledges the Traditional Custodians of this land, and pays our respects to their Elders past, present and future.

1.3 Announcements

Nil.

2. Attendance

Shire of Bruce Rock	President Cr Stephen Strange Deputy President Cr Anthony Crooks
Shire of Cunderdin	Deputy President Cr Tony Smith
Shire of Dowerin	President Cr Robert Trepp Cr Darrel Hudson Ms Rebecca McCall, Chief Executive Officer, non-voting
Shire of Kellerberrin	Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer, non-voting
Shire of Kondinin	Mr David Burton, Chief Executive Officer, non-voting
Shire of Mount Marshall	President Cr Tony Sachse (Chair) Mr Ben Mckay, Chief Executive Officer, non-voting
Shire of Narembeen	President Cr Kellie Mortimore Mr Paul Sheedy, Chief Executive Officer, non-voting
Shire of Nungarin	Deputy President Cr Gary Coumbe Mr Leonard Long, Chief Executive Officer, non-voting
Shire of Tammin	President Cr Glenice Batchelor Ms Joanne Soderlund, Chief Executive Officer, non-voting
Shire of Trayning	President Cr Melanie Brown Deputy President Cr Geoff Waters Ms Leanne Parola, Chief Executive Officer, non-voting
Shire of Wyalkatchem	President Cr Quentin Davies (Deputy Chair) Mr Peter Klein, Chief Executive Officer, non-voting
Shire of Yilgarn	Deputy President Cr Bryan Close Mr Nic Warren, Chief Executive Officer, non-voting

Guests

Department of Local Government, Sport, & Cultural Industries Tom Fleming, Principal Policy Officer, Child Safeguarding Implementation Unit
Kait McNamara, Director, Child Safeguarding Implementation Unit

NBN Jennifer Thomas, Country Engagement Manager

Main Roads WA Suvrat Patel, A/Network Manager

Water Corporation Rebecca Bowler, Manager, Customer & Stakeholder

Regional Development Australia WA Mandy Walker, Director Regional Development

Members of Parliament Hon Steve Martin MLC, Member for the Agricultural Region

WALGA James McGovern, Manager Governance & Procurement
Vikki Barlow, Senior Policy Advisor Community

3. Apologies

Shire of Bruce Rock Mr Darren Mollenoyux, Chief Executive Officer, non-voting

Shire of Cunderdin President Cr Alison Harris
Mr Stuart Hobleby, Chief Executive Officer, non-voting

Shire of Kellerberrin President Cr Scott O' Neill

Shire of Kondinin President Cr Kent Mouritz
Deputy President Cr Beverley Gangell

Shire of Koorda President Cr Jannah Stratford
Deputy President Cr Buster Cooper
Mr Darren Simmons, Chief Executive Officer, non-voting

Shire of Merredin President Cr Mark McKenzie
Cr Donna Crook
Ms Lisa Clack, Chief Executive Officer, non-voting

Shire of Mount Marshall Deputy President Cr Nick Gillett

Shire of Mukinbudin President Cr Gary Shadbolt
Deputy President Cr Romina Nicoletti
Mr Dirk Sellenger, Chief Executive Officer, non-voting

Shire of Narembeen Deputy President Cr Scott Stirrat

Shire of Nungarin President Cr Pippa de Lacy

Shire of Tammin Deputy President Cr Tanya Nicholls

Shire of Westonia	President Cr Mark Crees Deputy President Cr Ross Della Bosca Mr Bill Price, Chief Executive Officer, non-voting
Shire of Wyalkatchem	Deputy President Cr Owen Garner
Shire of Yilgarn	President Cr Wayne Della Bosca
Department of Local Government, Sport, & Cultural Industries	Samantha Cornthwaite, Regional Manager Wheatbelt
Wheatbelt Development Commission	Susan Hall, A/Chief Executive Officer Renee Manning, A/Director Regional Development
Main Roads	Mohammed Siddiqui, Regional Manager, Wheatbelt
Water Corporation	Michael Roberts, Regional Manager, Goldfields & Agricultural Region
National Emergency Management Agency	Annette Balmer, Recovery Support Officer
Members of Parliament	Hon Mia Davies MLA, Member for Central Wheatbelt Hon Martin Aldridge MLC, Member for Agricultural Region Hon Colin de Grussa MLC, Member for Agricultural Region Hon Shelley Payne MLC, Member for Agricultural Region Rick Wilson MP, Federal Member for O'Connor Hon Peter Rundle MLA, Member for Roe Hon Darren West MLC, Member for Agricultural Region Hon Sandra Carr MLC, Member for Agricultural Region
WALGA	Janine Neugebauer, Governance & Organisational Services Officer Cliff Simpson, Regional Road Safety Advisor

4. **Declarations of Interest**

Nil.

6. **Guest Speakers / Deputations**

6.1 **Jennifer Thomas Country Engagement Manager NBN**

NBN, Country Engagement Manager, Jennifer Thomas presented to the Zone on the 2022/23 Emergency Management Preparedness Campaign.

Noted.

7. Members of Parliament

Any Members of State and Federal Government, in attendance will be invited to provide a brief update on matters relevant to the Zone.

Hon Steve Martin MLC, Member for the Agricultural Region provided an update.

Noted.

8. Agency Reports

8.1 Department of Local Government, Sport, and Cultural Industries (DLGSC)

Tom Fleming, Policy Officer, and Kait McNamara, Director, Child Safeguarding Implementation Unit presented to the Zone on the status of the Child Safe Awareness Policy template for local government.

The presentation outlined the Unit's role in supporting local government to implement the child safe reforms. This item will be listed for the May State Council Agenda.

Noted.

8.2 Wheatbelt Development Commission (WDC)

Susan Hall, A/Chief Executive Officer, is an apology. The WDC, February 2023 report was attached to the agenda.

Noted.

8.3 Regional Development Australia Wheatbelt (RDAW)

Mandy Walker, Director Regional Development, provided an update to the Zone.

Noted.

8.4 Main Roads Western Australia

Suvrat Patel, A/Network Manager, provided an update to the Zone.

Noted.

8.5 Water Corporation

Rebecca Bowler, Customer & Stakeholder Manager, provided an update to the Zone.

Noted.

9. Minutes

9.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday, 28 November 2022

The Minutes of the Great Eastern Country Zone meeting held on Monday, 28 November 2022 have previously been circulated to Member Councils.

RESOLVED

Moved: Shire of Tammin
Seconded: Shire of Wyalkatchem

That the minutes of the Great Eastern Country Zone meeting held on Monday, 28 November 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED

9.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday, 28 November 2022

9.3 Minutes of the Great Eastern Country Executive Committee Meeting held on Thursday, 2 February 2023

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on Thursday, 2 February 2023 were attached to the agenda.

RESOLVED

Moved: Shire of Bruce Rock
Seconded: Shire of Narembeen

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on Thursday, 2 February 2023 be endorsed.

CARRIED

10. Zone Business

10.1 Zone Conference – 28 February 2023

Planning for the Great Eastern Country Zone Conference to be held in Merredin on Tuesday 28 February 2023 is now complete with the list of presenters detailed in the Programme below. We are fortunate to secure a presentation by the Hon Jackie Jarvis, Minister for Agriculture and Food; Forestry; Small Business, and by DFES Commissioner Darren Klemm, who committed to attend the Conference at a time of significant emergency activity responding to the Kimberley floods.

WALGA has communicated directly with Zone Elected Members, CEOs, and senior executives with a placeholder invitation in January. This is a free event and early registration advice would be greatly appreciated.

The Zone Executive looks forward to a strong commitment to this Conference, in support of the many presenters who are committing their time to attend and present on the theme of Regional Collaboration.

PROGRAMME

8.45 – 9.15am	Registration and Welcome
9.15am	Conference Opening - Cr Tony Sachse, Great Eastern Country Zone Chair - Cr Karen Chappel, WALGA President
9.35am	Welcome to Country
9.45am	Hon Jackie Jarvis MLC, Minister for Agriculture and Food; Forestry; Small Business
10.30 - 11am	<i>Morning Tea</i>
11.00am	Commissioner Darren Klemm, Department of Fire and Emergency Services
11.45am	Keynote Speaker Danielle Green, General Manager, Dowerin Machinery Field Days
12.30 – 1.30pm	<i>Lunch</i>
1.30pm	Susan Hall, A/CEO, Wheatbelt Development Commission
2.00pm	Mandy Walker, RDA Wheatbelt
2.30pm	Terry Waldron, Chair, Central East Aged Care Alliance Inc

3.00pm	John Nuttall, Technical Officer, Wheatbelt Secondary Freight Network
3.30 – 3.45pm	<i>Afternoon Break</i>
3.45pm	Afternoon Presenters Panel Session and Q and A 'Strategic Opportunities for Future Regional Collaboration'
4.15pm	Conference Close - Cr Tony Sachse
4.30pm	<i>Networking Sundowner</i>

Noted.

11. Zone Reports

11.1 Zone President Report

Zone President Tony Sachse

Hopefully everyone has been able to have some sort of break as we head through 2023. Our calendars are filling up with meetings, workshops, training, and community functions. The executive has met prior to today's meeting to plan things going forward.

WALGA staff have been integral in helping bring together the upcoming Wheatbelt Conference in Merredin on Tuesday 28th February 2023. Thanks very much to everyone involved. The Hon Jackie Jarvis MLC, Minister for Agriculture and Food, Forestry, and Small Business is attending which is great news. Also attending is WALGA President Karen Chappel plus a great line up of speakers. The theme is regional collaboration so it's all about working together to get the best result for all our communities and the region generally. Hopefully councilors' that may not ordinarily attend conferences in the city will also attend. Being local content, it be very relevant and informative, not to mention all the networking opportunities.

There are lots of issues that we need to address and work through. No doubt the October 2023 Local Government Elections will be here before we know it. In the meantime, we will continue to work together with WALGA and all the Agencies for all our Local Governments and their constituents.

Finally, can I say thanks very much to James McGovern and Janine Neugebauer for their continued help and support.

RESOLVED

Moved: Shire of Trayning
Seconded: Shire of Mt Marshall

That the Zone President's Report be received.

CARRIED

11.2 Local Government Agricultural Freight Group (LGAFG)

President Tony Sachse

The LGAFG meeting last met on 13th July 2022. The next meeting is scheduled for early 2023. There is nothing else to report.

Noted.

11.3 Wheatbelt District Emergency Management Committee (DEMC)

President Tony Sachse will provide a report to the Zone.

The last Wheatbelt DEMC met in Northam on 20th October 2022. The unconfirmed minutes of this meeting have already been distributed. The next meeting is on 29th March 2023.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now only meeting as needed. A meeting occurred on 12th, 13th and 14th December 2022 relating to the Cervantes fire in the Shire of Dandaragan. Another meeting was held on 31st January 2023 relating to the Avon Valley bushfire.

The Wheatbelt Human Services Managers Forum met on 6th December 2022. The minutes of the meeting and supporting documentation including the WHSMF FDV Working Party Community Awareness Program and the Wheatbelt Men's Respite Centre were attached. To the agenda.

Another meeting was held on 7th February 2023 the minutes of which are not yet available.

RESOLVED

Moved: Shire of Mt Marshall
Seconded: Shire of Wyalkatchem

That the Great Eastern District Emergency Management Committee Report be received.

CARRIED

11.4 Regional Health Advocacy Group

This item and a report will be prepared for the April 2023 meeting.

Noted.

11.5 WALGA RoadWise

Cliff Simpson, Regional Road Safety Advisor was an apology.

Noted.

12. Western Australian Local Government Association (WALGA) Business

12.1 2023 Local Government Honours Program

The annual Local Government Honours Program affords significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Local Government officers to their respective Councils, the WA Local Government sector, and the wider community.

Nominations for the 2023 Honours Program are open now.

There are six awards in the 2023 Program:

1. Local Government Medal
2. Life Membership
3. Eminent Service Award
4. Merit Award
5. Local Government Distinguished Officer Award
6. Young Achievers Award

Nominations will close at **5:00pm on Friday, 9 June** and the awards will be presented as part of the WALGA Annual General Meeting held on Monday, 18 September. For more information or to submit a nomination, visit the WALGA website or contact Kathy Robertson, Executive Officer Governance, on 9213 2036 or via email at honours@walga.asn.au.

Noted.

12.2 State Councillor Report

Cr Stephen Strange

RESOLVED

Moved: Shire of Bruce Rock
Seconded: Shire of Nungarin

That the State Councillor Report be received.

CARRIED

12.3 WALGA Status Report

By James McGovern, Executive Officer

There were no matters to present in the Status Report for February 2023.

Noted.

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

12.4.1 State Council Agenda Items – (1 March 2023)

Background

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: [State Council Agenda 1 March 2023](#)

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

7.1 Proposed Advocacy Position on Constitutional Recognition of Aboriginal and Torres Strait Islanders

Executive Summary

- The Australian Government will hold a referendum in the second half of 2023 on amending the Constitution to enshrine an Aboriginal and Torres Strait Islander Voice to Parliament (the Voice) as part of its commitment to implement the Uluru Statement from the Heart.
- At its December 2022 meeting State Council resolved that WALGA prepare an advocacy position in support of constitutional recognition to be circulated to WALGA Zones for their next meeting for consideration and feedback.
- WALGA has prepared the attached Information Paper for WALGA Zones and State Council to facilitate discussion on the proposed WALGA Advocacy Position.

WALGA Recommendation

That the following Advocacy Position be endorsed: WALGA supports constitutional recognition of Aboriginal and Torres Strait Islander People through the enshrining of a Voice to Parliament.

Great Eastern Country Zone Recommendation

RESOLVED

Moved: Shire of Bruce Rock
 Seconded: Shire of Tammin

That the Great Eastern Country Zone does not believe that WALGA should be actively participating in the National Referendum on a Voice to Parliament.

CARRIED

7.2 Community Disaster Resilience Strategy Submission

Executive Summary

- The State Emergency Management Committee (SEMC) has released the draft Western Australian Community Disaster Resilience Strategy (CDRS) for public consultation, until 3 March 2023.
- The Strategy intends to provide the guidance to support all Western Australians to increase their disaster resilience.
- The Strategy builds on a CDRS Discussion Paper. WALGA previously provided input on the discussion paper, and Local Government Consultation was also undertaken by SEMC
- WALGA has prepared a draft Submission that is supportive of the CDRS

WALGA Recommendation

That the submission on the draft Western Australian Community Disaster Resilience Strategy be endorsed.

7.3 Child Safeguarding Advocacy Position

Executive Summary

- Since 2018 WALGA has consulted extensively with Local Government in relation to the response to the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) including the National Redress Scheme, Reportable Conduct and Child Safety Officers.
- WALGA has developed a Child Safeguarding Advocacy Position which will be used to guide policy development, advocacy, and capacity building activities for Local Government within the State framework.
- The new Advocacy Position has been developed based on submissions previously endorsed by State Council and extensive consultation with Local Government and is supported by the Local Government Child Safety Communities of Practice network and the Community Industry Reference Group (CIRG).

WALGA Recommendation

That the Child Safeguarding Advocacy Position as follows be endorsed:

Child Safeguarding

1. *Local Government supports:*
 - a. *the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse 2017, in particular Recommendation 6.12 which can be achieved by Local Government implementing and embedding child safeguarding across its functions with support from Governments at the national, state and territory levels; and*

- b. *the ten National Principles for Child Safe Organisations (Australian Humans Rights Commission).*
 2. *The State Government through an Independent Oversight Body should provide financial, resourcing and capacity building support to Local Governments to implement and embed child safeguarding across its functions, through the provision of:*
 - a. *supporting materials such as template policies, procedures, and guidelines;*
 - b. *consistent key messaging and resources to promote and share in venues and facilities and online;*
 - c. *examples of best practice, including case studies;*
 - d. *self-assessment tools to assist Local Government;*
 - e. *ongoing training and skills development for Local Government staff, including online training options;*
 - f. *funding for the delivery of the child safeguarding function within smaller, less well resourced (Band 3 and Band 4) Local Governments; and*
 - g. *expert officers within each region to provide support and guidance to Local Government on child safeguarding.*
 3. *The Local Government sector supports Local Government participation in the State's National Redress Scheme, with full financial coverage by the State.*

7.4 Submission on Draft Guideline Minimising Noise Impact from Outdoor Community Basketball Facilities

Executive Summary

- The Department of Water and Environmental Regulation released the *Draft Guideline: Minimising noise impact from outdoor community basketball facilities* on 23 December 2022 for a 10 week consultation period.
- The Draft Guideline includes options for how noise, from new community basketball facilities can be mitigated. This includes separation distances between the facility and residents in different circumstances, engineering, and facility management controls.
- A draft Submission was circulated to Local Government for feedback and the final Submission has been updated based on the information provided.
- The WALGA Submission provides feedback on the costs and practicality of the various interventions suggested.

WALGA Recommendation

That the submission on the Draft Guideline: Minimising noise impact from outdoor community basketball facilities be endorsed.

7.5 Main Roads Draft Roadside Advertising Policy and Application Guidelines

Executive Summary

- Main Roads is seeking feedback on their Draft Roadside Advertising Policy and Application Guidelines.
- This policy could be used to significantly curtail the deployment of roadside advertising devices, which are currently used by Local Governments as a source of public realm amenity, support funding bus shelter improvements and are a source of revenue for Local Government in some cases.
- As drafted, these guidelines would apply to most of the public road network, including Local Government roads, and signs on private property that are visible from the road. The draft guidelines would cover advertiser-funded bus shelters and information or decorative banners.
- There is no demonstrated road safety problem resulting from roadside advertising devices, as currently deployed in Western Australia. Road safety is the stated rationale for developing this policy.
- WALGA has prepared a submission to Main Roads on the guidelines, requesting:

- Greater delegation of authority in assessing small format static signs and small format digital signs.
- Guaranteed processing times for classes of signs for which Main Roads retains the assessment function. This includes requesting a schedule of approval time frames, and a “deemed approved” clause in the event of these timeframes not being met.

WALGA Recommendation

That the submission to Main Roads on its Draft Roadside Advertising Policy and Application Guidelines be endorsed.

Policy Team Reports

8.1 Environment and Waste Policy Team Report

1. Matters for State Council Decision

The Submission on the Department of Water and Environmental Regulation draft Guideline *Minimising noise impact from outdoor community basketball facilities* was considered and endorsed for State Council decision at the March 2023 meeting (see [Agenda item 7.4](#)).

2. Matters for State Council Noting

The following updates were noted by the Policy Team:

New Urban Forest promotional videos – available on the WALGA website [here](#).

Varroa mite and backyard beekeepers – WALGA continues to engage with DPIRD on this issue.

In relation to Foot and Mouth Disease (FMD) and Lumpy Skin Disease (LSD):

- Release of a [National LSD Action Plan](#);
- A Northern Australian Coordination Network has been [established](#) and funded to assist in managing the threat of LSD and FMD;
- The Western Australian taskforce continues to meet, this group includes DPIRD, industry groups, livestock agents and processors; and
- The National FMD Biosecurity Response Zone extended to 30 June 2023 to ensure Australia’s strong protections against FMD remain in place.

WALGA Recommendation

That the matters considered by the Environment and Waste Policy Team be noted.

8.2 Governance and Organisational Services Policy Team Report

The Governance and Organisational Services Policy Team includes the following subject areas:

- *Employee Relations*
- *Governance*
- *Strategy and Association Governance*
- *Training*
- *Regional Capacity Building / Local Government Reform*

The Governance and Organisational Services (GOS) Policy Team have not had a meeting since the last State Council meeting in December 2022.

A meeting of the GOS Policy Team is scheduled for Friday, 3 February.

A Report providing an update on matters considered at that meeting will be included in the next State Council Agenda.

WALGA Recommendation

That the Governance and Organisational Services Policy Team Report be noted.

8.3 Infrastructure Policy Team Report

The Infrastructure Policy Team includes the following subject areas:

- Roads and paths
- Road safety
- Transport
- Freight
- Utilities (including telecommunications and underground power)

This Report provides an update on matters considered, since the last State Council meeting, by the Infrastructure Policy Team at its meetings held on 7 December 2022 and 11 January 2023.

1. Matters for State Council Decision

Nil.

2. Matters for State Council Noting

2.1 Policy Team meeting on 7 December 2022

At the meeting on 7 December, the Infrastructure Policy Team considered matters related to:

Road Traffic Issues

This matter was deferred for consideration after the development and endorsement of a clear Local Government advocacy position on speed management.

Car Parking and Traffic Congestion Around Schools

The Policy Team requested WALGA use its role at the Safe Active Travel to School Working Group to advocate for desired outcomes and to provide advice back to the Local Government sector.

Proposal for Regional Road Maintenance Contracts with Main Roads

The Policy Team requested WALGA explore, in discussion with Main Roads WA, opportunities and interest in contracting Local Governments to undertake maintenance and minor works on the State road network.

Northern Australian Beef Roads Program

The Policy Team requested that WALGA engage with the Goldfields-Esperance Regional Road Group regarding the matter of Northern Australian Beef Roads Program.

2.2 Policy Team meeting on 11 January 2023

Western Power Access Arrangement 5

At the meeting on 11 January, the Infrastructure Policy Team endorsed the draft submission, consistent with the policy positions endorsed by State Council in April 2022, concerning Western Power Access Arrangement 5 (2022 – 2027) for lodgement with the Economic Regulation Authority.

WALGA Recommendation

That the matters considered by the Infrastructure Policy Team be noted.

8.4 People and Place Policy Team Report

1. Matters for State Council Decision

The Aboriginal Cultural Heritage Act Stage 3 Co-Design Submission was considered and endorsed for State Council decision by Flying Minute (see [Agenda item 9.5](#)).

The following items were considered and endorsed for State Council decision at the March 2023 meeting:

A submission on the draft Western Australian Disaster Resilience Strategy (see [Agenda item 7.2](#)); and
An updated Child Safeguarding Advocacy Position (see [Agenda item 7.3](#)).

2. Matters for State Council Noting

The following noting items were considered:

The consultation response to the Draft Position Statement: Child Care Premises prior to submission to the DPLH (see [Agenda item 9.6](#)); and
The Local Development Plan Background Paper (see [Agenda item 9.3](#)).

WALGA Recommendation

That the matters considered by the People and Place Policy Team be noted.

Matters for Noting/Information

- 9.1 Animal welfare in Emergencies Grant Program Overview
- 9.2 Emergency Management Update
- 9.3 Local Development Plan Background Paper
- 9.4 2023-24 WALGA Federal Budget Submission
- 9.5 WALGA Submission on Phase Three of the Aboriginal Cultural Heritage Act 2021 Co-Design Process
- 9.6 Child Care Premises Position Statement: Consultation Response
- 9.7 Report Municipal Waste Advisory Council (MWAC)

RESOLVED

Moved: Shire of Tammin
Seconded: Shire of Dowerin

That the Great Eastern Country Zone

- 1. **Supports Matters for Decision, items 7.2 to 7.5 and 8.1 to 8.4 as listed above in the March 2023 State Council Agenda.**
- 2. **Notes all Matters for Noting and Organisational Reports as listed in the March 2023 State Council Agenda.**

CARRIED

12.5 WALGA President's Report

The WALGA President's Report was attached to the agenda.

RESOLVED

Moved: Shire of Bruce Rock
Seconded: Shire of Trayning

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

CARRIED

13. Emerging Issues

13.1 Review of Audit Process by the Office of Auditor General

Shire of Yilgarn

The Zone raised the issue of a lack of confidence in the auditing process managed by the Office of the Auditor General and request that WALGA lead a comprehensive review of the auditing process.

RESOLVED

Moved: Shire of Tammin
Seconded: Shire of Cunderdin

That the Great Eastern Country Zone supports a comprehensive review, prioritised and led by WALGA, of the audit process managed by the Office of the Auditor General.

CARRIED

14. Date, Time, and Place of Next Meetings

The next Great Eastern Country Zone meeting will be held on Monday, 17 April 2023 commencing at 9.30am. This meeting will be hosted by the Shire of Merredin.

15. Closure

There being no further business the Chair declared the meeting closed at 12:37pm.

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 23rd February 2023 at 7 pm

Herein are the minutes of the meeting of the Westonia/Yilgarn Local Emergency Management Committee held on Thursday, 23rd February 2023.

1 Declaration of Opening

The Chair, Cr Della Bosca Declared the meeting open at 7:13 pm.

2 Record of Attendance & Apologies

2.1 Attendance

In Person

Cr Wayne Della Bosca – Shire of Yilgarn - Chair

Cr Bryan Close – Shire of Yilgarn, St Johns – Chair

Nic Warren – Shire of Yilgarn

Blake Ashurst – WAPOL Southern Cross

Louise Davidson – Southern Cross District High School

David Hamersley – St Josephs Primary School

Via Zoom

Jo Spadaccini – Department of Communities

Scott Rastall – St Johns

Bill Price – Shire of Westonia

2.2 Apologies

Katrina Tedge – Moorine Rock Primary School

Cr Damon Geier – Shire of Westonia

Costa Papadopoulos – Barto Gold

3 Confirmation of Previous Minutes

Moved B Close / Seconded J Spadaccini

That the minutes of the Local Emergency management Committee meeting held on Thursday, 24th November 2022 are a true and correct record of.

4 Business Arising from Previous Meeting

Nil

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 23rd February 2023 at 7 pm

5 Reports

- 5.1 Local Emergency Coordinator – WAPOL
B Ashurst
- Dealing with mainly traffic crashes, fatigue is a main influencer of crashes, however luckily no fatal crashes of late;
 - Undertaking a number of road traffic activities.
- 5.2 DEMA
No DEMA representatives, however report tabled as follows:
- 2022 Emergency Management Capability Report
 - LEMC - Emergency Management Health Check 30 January 2023
 - Wheatbelt District Advisor Report February March 2023
- 5.3 Southern Cross District Hospital
- Nil.
- 5.4 DFES Area Officer
- Nil
- 5.5 St. John Ambulance Representative
S Rastall
- Starting training new members;
 - Undertaken overhaul of vehicle contents;
 - Open day 1st April, 3:30pm at Southern Cross Substation, to encourage new members;
 - Advised he was moving on, with new person being recruited.
- B Close
- Advised St Johns were planning to put additional defibrillators at Constellation Park and Cemetery.
- 5.6 Southern Cross General Practice
- Nil
- 5.7 Shire of Westonia
B Price
- Nothing to report, all is well.
- 5.8 Shire of Yilgarn
N Warren
- Advised there was issue with recent fire at Yellowdine, with DBCA not following proper communication protocol with obtaining approval for equipment.

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 23rd February 2023 at 7 pm

- 5.9 Mining Companies
- Nil
- 5.10 School Principals
- Louise Davidson – SXDHS
- Focus on quality teaching and learning and community engagement;
 - Focus on staffing and putting teachers in front of students, with limited SIDE (School of Isolated and Distance Education) subjects.
 - 55 students enrolled
 - Many new staff.
- D Hamersley – St Josephs PS
- 41 kids enrolled
 - Thing going along smoothly.
- 5.11 Covid - 19 Recovery Coordinator
- Nil
- 5.12 Department of Communities
- Jo Spadaccini
- Heavily invested in Kimberly flood response;
 - o 105 people working on floods;
 - o Majority of people moved back to country from Perth, lots of small planes and helicopters used to transport to communities;
 - o DoC have responsibility for 750 properties throughout the flood area.
 - Bushfire activations:
 - o 8 evac centres set up recently, with 2 locally, at Cervantites and Toodyay.
 - Tabled the Wheatbelt - Merredin - Local Emergency Welfare Plan – October 2022, sought committee endorsement:

*Moved J Spadaccini / Seconded B price
That the Wheatbelt - Merredin - Local Emergency Welfare Plan – October 2022 be endorsed.*

Carried

6 General Business

Nil

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 23rd February 2023 at 7 pm

7 Next Meeting

Scheduled to be on Thursday 25th May 2023 although this may be varied dependant on circumstances.

8 Closure of Meeting

The chair closed the meeting at 7:32pm.

9 Attachments

1. Minutes for LEMC 24 November 2022
2. 2022 Emergency Management Capability Report
3. LEMC - Emergency Management Health Check 30 January 2023
4. Wheatbelt District Advisor Report February March 2023
5. Wheatbelt - Merredin - Local Emergency Welfare Plan – October 2022

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th NOVEMBER 2022 at 7 pm

Herein are the minutes of the meeting of the Westonia/Yilgarn Local Emergency Management Committee held on **Thursday, 24th November 2022**,

1 Declaration of Opening

The Chair opened the meeting at 7 pm

2 Record of Attendance & Apologies

2.1 Attendance

In Person

Cr Bryan Close – Shire of Yilgarn, St Johns – Chair
Nic Warren – Shire of Yilgarn
Adam Simmons – WAPOL Southern Cross
Mel Allen – St Joseph’s Catholic Primary School
Aleksandra Mutavdzic – Moorine Rock Primary School

Via Zoom

Andrew Barrie – Southern Cross District Hospital
Jo Spadaccini – Department of Communities

2.2 Apologies

Cr Wayne Della Bosca – Shire of Yilgarn
Jo Drayton – Holyoake
Bill Price – Shire of Westonia
Cr Damon Geier – Shire of Westonia
Karen Tabner – Southern Cross District High School
Steph Smylie – Southern Cross General Practice
Blake Ashurst – WAPOL Southern Cross
Jeremy Willis – DFES
Ron Burro – Yilgarn Volunteer Bush Fire Brigade
Tony Dal Busco – Yilgarn Volunteer Fire Rescue
Scott Rastall – St Johns

3 Confirmation of Previous Minutes

3.1 Confirmation of Minutes

Moved: M Allen, Seconded J Spadaccini

That the minutes for the Local Emergency Management Committee meeting held on the 24 March 2022 are true and correct.

Carried

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th NOVEMBER 2022 at 7 pm

4 Business Arising from Previous Meeting

Nil

5 Reports

- 5.1 Local Emergency Coordinator – WAPOL – Adam Simmons
- Generally slow and steady at the moment;
 - A few issues with stolen mine plant and vehicles;
 - Drugs on the road is an issue, is a focus of local police with drug and alcohol screening on the highway;
 - Few road crashes, wished to thanks St Johns for their assistance;
 - Staffing is on the radar, with 1 member down, 1 on light duties, and 1 due for transfer, however still covering. Vacancies are currently being advertised but difficult to attract.
- 5.2 Southern Cross District Hospital – Andrew Barrie
- Reducing COVID protocols, masks only in clinical areas, encouraging mask use elsewhere.
 - Vaccine requirement removed but still encouraged;
 - 3 FTE down and some on leave for Christmas period, though with agency staff and locals there will be sufficient coverage;
 - Treating COVID now as business as usual;
 - Good interactions with RFDS
 - Raised issue of back up options for when aerodrome is closed for bad weather or maintenance;
- 5.3 DFES Area Officer
- Nil
- 5.4 St. John Ambulance Representative – Bryan Close
- Lots of jobs on at the moment;
 - Volunteers are doing a great job and stepping up when needed;
 - No major incidents;
 - Installing defibs throughout the Yilgarn area, discussing locations with Shire;
 - Westonia volunteers assisting.
- 5.5 Southern Cross General Practice
- Report tabled as attached.
- 5.6 Shire of Westonia
- Nil

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th NOVEMBER 2022 at 7 pm

- 5.7 Shire of Yilgarn
- Returning to normal operations regarding Covid, but still keeping sneeze screens and sanitiser available.
 - Vaccine mandates removed;
 - Prepared in the event of further restrictions;
 - As Chief Bush Fire Control Officer not present, on his behalf, there is a real concern regarding fire risk throughout the district, due to high volume and late rainfall and protective burns not being as effective due to late drying, there is a high fuel load. Community need to be vigilant.
- 5.8 Mining Companies
- Nil
- 5.9 School Principals
- Mel Allen – St Josephs
- Will have some staffing changes next year;
 - Bush fire plan to be finalised in next few weeks.
- Aleksandra Mutavdzic – Moorine Rock Primary School
- Had 4 principles this year, currently no principal for next year;
 - 2 staff leaving at end of year
 - Currently recruiting;
 - Covid, back to normal, though staff still have covid leave available;
 - Encouraging mask wearing but not required;
 - Bush Fire Plan submitted.
- 5.10 Covid - 19 Recovery Coordinator
- Nil
- 5.11 Department of Communities
- Report tabled as attachment
- 5.12 DFES -DEMA
- Nil

6 General Business

6.1 Exercise

- N Warren raised discussions held with A Barrie regarding holding an exercise. A Barrie advised he was happy to run with it and start planning, such that a proposal could be tabled at the February LEMC meeting.

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th NOVEMBER 2022 at 7 pm

7 Next Meeting

Scheduled to be on Thursday 23rd February 2022 although this may be varied dependant on circumstances.

8 Closure of Meeting

The Chair closed the meeting at 7:20pm.

9 Attachments

- Southern Cross General Practice written report
- Department of Communities written report.

Westonia Yilgarn LEMC Meeting – Southern Cross General Practice Report, Thursday 24/11/2022

At the GP it is pretty much business as usual as it has been throughout the pandemic. We have complied, and adjusted accordingly, to all COVID-19 legislations as the government has rolled them out. Masks were still required for all healthcare settings where care is delivered face-to-face until recently. Legislation that has supported WA's COVID-19 emergency response has ended as of Friday 4th November 2022. This means that government powers relating to public health measures – such as mandatory mask wearing in certain settings, proof of vaccination, mandatory vaccination, and visitor restrictions – has ended. Individual healthcare facilities can adopt their own infection control processes that can be managed by in-house policies and practices, in the same way as other respiratory illnesses are managed. As such, SXGP will continue to enforce masks for all face-to-face appointments until the community is notified otherwise. We find this a necessary precaution considering we are a small GP with just the one doctor and nurse, and the only GP for at least an hour's travel. We provide masks to patrons who do not have access to any.

We had a good uptake of influenza vaccinations this season, in part due to the government providing free vaccines, and assisted by hospital visitation requirements.

Due to a decline in the number of pop-up clinics in town, and an increased number of inquiries - predominantly from our immunocompromised populace who are eligible for 4th and 5th doses – the GP has ordered another round of Pfizer. We are holding clinics on Tuesday and Thursday for the first two weeks of December to provide this service.

I do not have exact numbers of community vaccinations at this point, but can provide on request if required.

The GP has successfully hired an additional receptionist, Lily Rowe, who was a quick study and is already confidently working solo days. The community has responded well to Lily, with several patrons remembering her from her time at the Pharmacy. She fits well into our GP family.

All at the GP would like to kindly thank The Shire of Yilgarn for the generator for our building. We no longer have to worry about needing to close the GP during clinic hours due to the inability to access our systems, or the possible loss of vaccine stock during extended power outages. We are deeply grateful and appreciate the addition very much.

Thank you 😊



District Emergency Services Officer – Wheatbelt Update: October 2022 (update)

Jo Spadaccini will be on extended leave from 17th August 2022 (hopefully returning in November). Jo Reimers will be acting in the role and can be contacted on **0432 831 196** or via email joanne.reimers@communitieswa.gov.au

In the event of an emergency please call the All Hazards - State On-Call Coordinator on **0418 943 853**. Meetings, exercise details or information request can be emailed to emergencyservices@communities.wa.gov.au.

Name Change

Our Directorate has been changed from the Emergency Services Unit to Emergency Relief and Support. Our responsibilities and contact details remain the same.

Living with COVID

As we move into the 'Living With COVID' space and adjust our responses in line with the changing directions, I would like to thank the Local Governments in the Wheatbelt for their support in assisting with the provision of welfare support to their communities. Including picking up orders from the local store and delivering them as I have not been able to deliver them myself.

From 14 October 2022, the COVID mandatory isolation requirements will be removed. This change was agreed to at a National Cabinet meeting and more information will be made available prior to this date.

From 4 November 2022, Department of Communities are no longer involved with 13 COVID [13 26843].

Emergency Welfare Support Training and Exercises

Planning for the provision of training for Local Government as well as support agencies and groups is underway. The type and method of training is being revised to ensure it can be presented within COVID protocols while remaining effective.

If you would like to have Evac Centres training provided to you staff or would like Communities participation in an exercise or training, please have no hesitation in contacting us.

Please email joanne.reimers@communities.wa.gov.au and joanne.spadaccini@communitites.wa.gov.au.

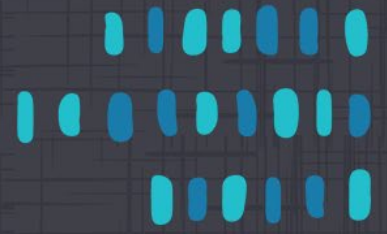
Changes to LG and community contacts

A copy of your relevant district LEWP will be send out to your LG contacts this month requesting that you verify you contact details, the details of you evacuation centres and any other contact information in you shire. The details that require your review will be highlighted in yellow. If you could please ensure these are reviewed and responded to at your earliest possible convenience.

If there are any changes to the contact numbers or details from those listed on the LEWP, could you please advise any changes to joanne.reimers@communities.wa.gov.au

LG Activation Tubs

Communities will be following up with each LG in October 2022, to ensure everyone has their activation / good to go tubs ready in the event of an activation as confirming numbers of current LG staff who have completed Evacuation Centre training.



Evacuation Centre Audits

Over the next 6 to 12 months, we will be completing audits on evacuation centres that are listed in the LEWP. We will try to plan them to coincide with the LEMCs or they may occur as part of a regional trip. Once we have dates, I will be in touch to confirm dates and times.

If you would like any further information, please call my mobile 0429 102 614 / 0432 831 196 or email joanne.reimers@communities.wa.gov.au.

Jo Reimers
A/ District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit

Unconfirmed



Government of **Western Australia**
State Emergency Management Committee

Our Ref: D23182
Enquiries: semc.capability@dfes.wa.gov.au
Telephone: (08) 9395 9933

**2022 EMERGENCY MANAGEMENT CAPABILITY SUMMARY –
SHIRE OF YILGARN**

Dear Mr Warren,

I hope that you are safe and well.

The State Emergency Management Committee (SEMC) is pleased to provide you with an individual summary of your local government's emergency management (EM) capability. The summary is based on your local government's responses to the Annual and Preparedness Report Capability Survey in 2022, which in turn is based on the SEMC's Emergency Management Capability Framework.

The emergency management capability summary provides an overview of your local government's capability in 2022, focusing on where it reports high capability and which aspects may need more attention. The summary also provides information on how your local government's reported capability has changed between 2021 and 2022, and how it compares to the average capability of other similar local governments.

Please note that this summary is not a public release document – it is provided for your local government's own internal use. The summary may be useful for a variety of purposes, such as facilitating EM planning, informing EM exercises in line with the State Exercise Framework requirements, supporting internal business cases, highlighting areas of success, and informing Local Emergency Management Arrangements (LEMA). I encourage you to discuss your results with your local District Emergency Management Advisor (DEMA), who has access to your local government's survey data for both 2021 and 2022.

We appreciate your local government's valuable contribution in completing the Annual and Preparedness Report Capability Survey each year. Please note that there is no requirement to reply or respond to the DFES State Capability Team or your DEMA in relation to your summary. However, if you have any questions or require further information, please do not hesitate to contact the DFES State Capability Team on semc.capability@dfes.wa.gov.au.

Yours sincerely

Dr Ron F Edwards
CHAIR
STATE EMERGENCY MANAGEMENT COMMITTEE
24 JANUARY 2023



Government of Western Australia
State Emergency Management Committee



2022
SURVEY

EMERGENCY MANAGEMENT CAPABILITY SUMMARY

Prepared for Shire of Yilgarn

Prepared for

The State Capability Project, undertaken by the Department of Fire and Emergency Services (DFES) State Capability Team on behalf of the State Emergency Management Committee (SEMC), is an initiative of the State Government of Western Australia and is jointly funded under the Commonwealth Government's National Partnership Agreement on Natural Disaster Resilience.



An Australian Government Initiative

Disclaimer

The information contained in this document is provided by the SEMC and the DFES State Capability Team voluntarily as a public service. The results presented are based on responses provided to the Annual and Preparedness Report Capability Survey. The SEMC and the DFES State Capability Team expressly disclaim liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect, arising from such act or omission.

Front cover image courtesy of

Dr Neville Ellis

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Department of Fire and Emergency Services

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Executive summary

This document provides a summary of the emergency management (EM) capability for the Shire of Yilgarn.

It is based on responses to the Annual and Preparedness Report Capability Survey in 2021 and 2022. Capability is measured in line with the State Emergency Management Committee (SEMC) Emergency Management Capability Framework. It is described using the 23 capability topics relevant for local governments (LGs).

This summary highlights the Shire's highest and lowest EM capabilities. It also provides information on how the Shire's capabilities have changed between 2021 and 2022, and how the Shire compares with other Small agricultural LGs. Further detail behind each of the highlighted capabilities is contained within the accompanying Supplement.

The DFES State Capability Team anticipates that this summary will assist the Shire in identifying areas for improvement, and will help to guide its strategies, priorities and actions. This capability summary is provided to the Shire for its own use.

Capability strengths

In 2022 the Shire's highest capabilities were:

Finance and Administration



Evacuation/Welfare Centres



Agency Interoperability

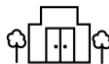


From 2021 to 2022, the Shire's greatest capability improvements were in:

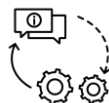
Public Information Quality



Evacuation/Welfare Centres



Agency Interoperability



In 2022, when compared with similar LGs, the Shire had notably greater capability in:

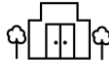
Public Information Quality



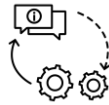
Finance and Administration



Evacuation/Welfare Centres



Agency Interoperability



Capabilities for attention

In 2022 the Shire's lowest capabilities were:

Evacuations



Situational Assessment



Natural Buffers



From 2021 to 2022, the Shire's largest capability reductions were in:

Sustained Recovery



Recovery Skills



Recovery Resources



Natural Buffers



Evacuations



EM Personnel



Business Continuity Plans



Unconfirmed

In 2022, when compared with similar LGs, the Shire had notably lower capability in:

Situational Assessment



Sector Information Sharing



Natural Buffers



Evacuations



Business Continuity Plans



Unc confirmed

1. Introduction

This emergency management (EM) capability summary for the Shire of Yilgarn provides:

- an overview of the Shire's EM capability in 2022, with a focus on the highest and lowest EM capabilities;
- how the Shire's EM capability has changed between 2021 and 2022, with a focus on the largest changes, and;
- how the Shire compares with other local governments (LGs), with a focus on the greatest differences.

The Shire has been classed as a Small agricultural LG. Further information regarding this classification can be found in section 1.3 and Appendix 2.

This summary is accompanied by a separate supplement, which provides a more detailed account of the questions and responses that underly the capability topic results.

1.1 The survey and the SEMC Emergency Management Capability Framework

This capability summary is based on self-reported responses to the Annual and Preparedness Report Capability Survey in 2021 and 2022. The DFES State Capability Team conducts this survey on behalf of the State Emergency Management Committee (SEMC). The survey questions measure capability in line with the SEMC Emergency Management Capability Framework. In 2022, the survey was completed by 152 organisations in WA, including 123 local governments. Accurate self-reporting of capability is important as it allows LGs to identify their capability strengths and gaps, and to show that improvements are being made over time.

The SEMC Emergency Management Capability Framework describes the State's collective ability and capacity to prevent, plan for, respond to and recover from large-scale emergencies. In this framework, capability is divided into seven overarching capability areas, as depicted in the figure below. These are underpinned by 33 core capabilities. Each core capability is further defined by one or more achievement objectives.

A full copy of the framework is available from <https://semc.wa.gov.au/capability-and-preparedness/capability-framework>



Figure 1: Graphical representation of the SEMC Emergency Management Capability Framework

1.2 LG capability topics

To assess the EM capability of LGs, relevant survey questions were grouped together to create the following 23 capability topics. In general, these topics align with the core capabilities of the State Capability Framework.

A full definition for each capability topic is provided in Appendix 1.

Capability areas and corresponding LG capability topics

Capability Area	LG Capability Topic	Icon
Analysis and Continuous Improvement	Risk Assessment	
	Horizon Scanning	
	Lessons Management	
Community Involvement	Sector Information Sharing	
	Public Information Tools	
	Public Information Quality	
Planning and Mitigation	Natural Buffers	
	Infrastructure Protection	
	Essential Services Protection	
	Business Continuity Plans	
Resources	EM Personnel	
	Finance and Administration	
	Equipment and Infrastructure	
Emergency Response	Situational Assessment	
	Evacuations	
	Evacuation/Welfare Centres	
	Agency Interoperability	
Impact Management and Recovery	Community Welfare	
	Impact Assessment	
	Recovery Resources	
	Recovery Skills	
	Sustained Recovery	
	Recovery Plans	

1.3 Interpreting the results

Capability topic scores

For each capability topic, a score has been calculated based on the LG's responses to the relevant survey questions. Scores range from 0% to 100%. For each capability topic discussed in this report, the report supplement provides the relevant questions and responses that make up its score.

Self-reported data

As this summary is based on self-reported data, the results should not be read as providing definite conclusions. The results may also be influenced by inconsistencies in the way the survey questions have been answered in different years, potentially implying the Shire's capability is higher or lower than it actually is. Reducing these inconsistencies in future years will ensure a more accurate reflection of the Shire's capabilities.

Nonetheless, the summary provides a useful starting point for the Shire in identifying its strengths and areas that may need improvement.

Comparison with similar LGs

Section 4 of this document compares the Shire's capability with the averaged capability of similar LGs. The classification of similar LGs is based on population numbers, population density and degree of remoteness, in line with the Australian Classification of Local Governments (refer to footnote).

The Shire has been classified as a **Small agricultural LG**. LGs within this class are defined as LGs with a population up to 2,000, a population density of less than 30 persons per square kilometre and less than 90% of the population is urban.

A map showing the classification of each Western Australian LG is shown in Appendix 2. The following LGs have been classified as **Small agricultural LG**, and their distribution is displayed in the map below:

- | | | |
|------------------------|------------------|-------------------|
| – Beverley | – Goomalling | – Pingelly |
| – Boddington | – Jerramungup | – Quairading |
| – Boyup Brook | – Kellerberrin | – Ravensthorpe |
| – Brookton | – Kent | – Tammin |
| – Broomehill-Tambellup | – Kojonup | – Three Springs |
| – Bruce Rock | – Kondinin | – Trayning |
| – Carnamah | – Koorda | – Victoria Plains |
| – Chapman Valley | – Kulin | – Wagin |
| – Coorow | – Lake Grace | – Wandering |
| – Corrigin | – Mingenew | – West Arthur |
| – Cranbrook | – Morawa | – Westonia |
| – Cuballing | – Mount Marshall | – Wickepin |
| – Cunderdin | – Mukinbudin | – Williams |
| – Dalwallinu | – Nannup | – Wongan-Ballidu |
| – Dowerin | – Narembreen | – Woodanilling |
| – Dumbleyung | – Nungarin | – Wyalkatchem |
| – Gnowangerup | – Perenjori | – Yilgarn |

These classifications are based on a combination of LG classes from the Australian Classification of Local Governments (ACLG), using the 2020/21 classifications as provided by the WA Dept. of Local Government, Sport and Cultural Interests (DLGSC).

Distribution of Small agricultural LG

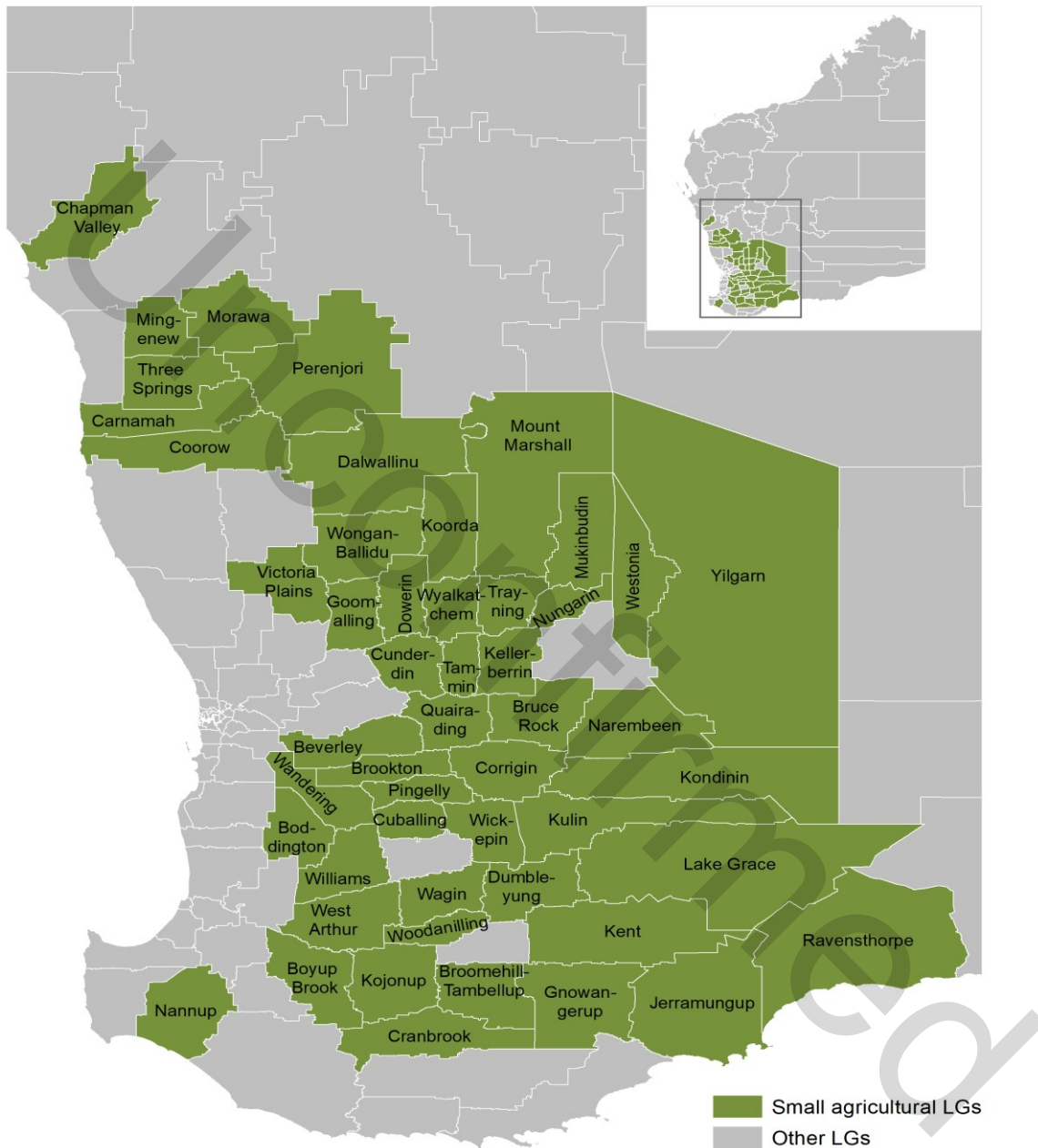


Figure 2: Map showing the distribution of Western Australian LGs classed as Small agricultural LG, based on the Australian Classification of Local Governments (see section 1.3)

2. The Shire of Yilgarn's emergency management capability in 2022

An overview of the Shire's EM capability in 2022 is provided below. The closer the result is to 100%, the stronger the Shire's capability is for that topic. The topics are presented in order of highest capability at the top, to the lowest at the bottom.

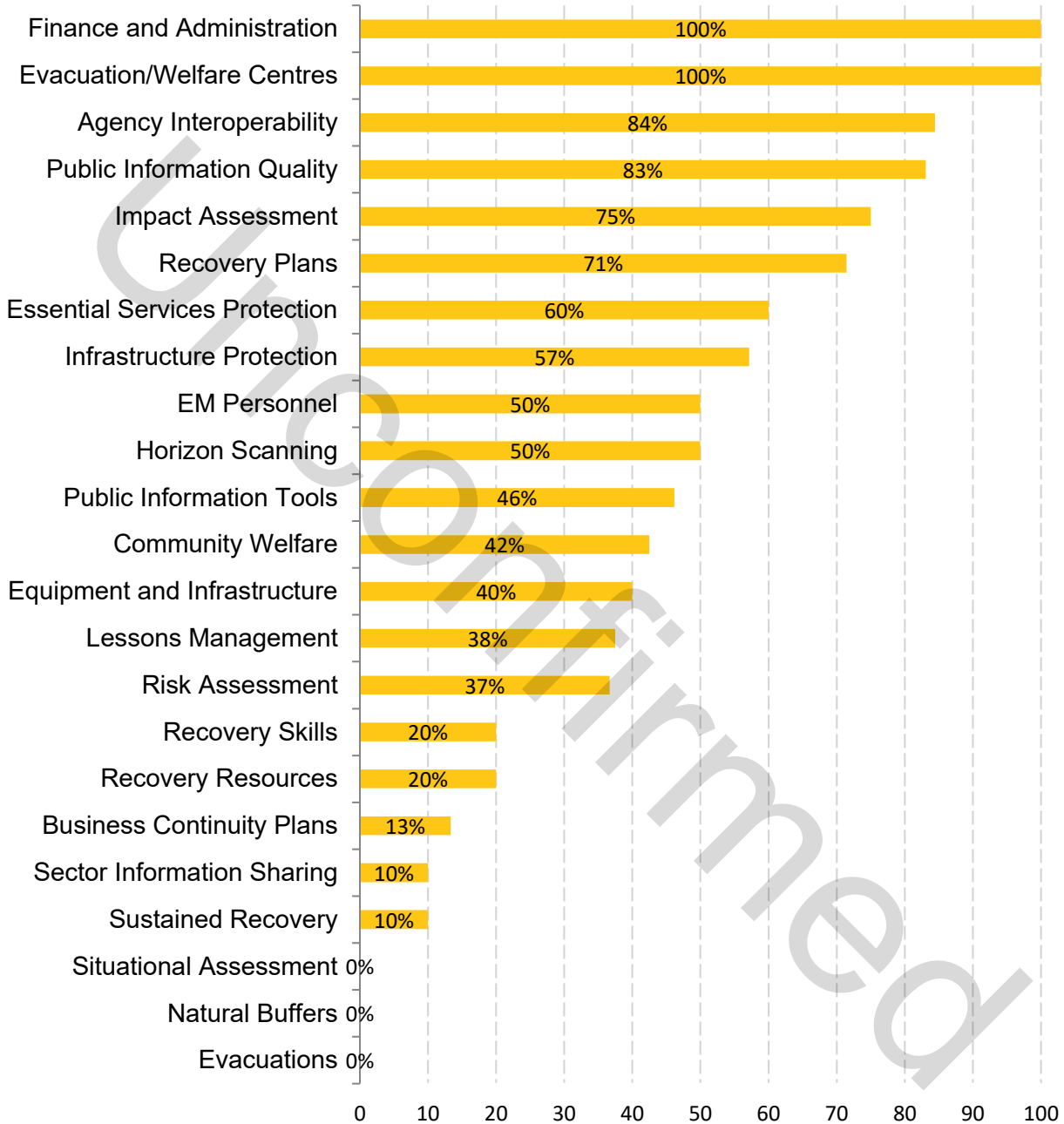





Figure 3: Shire of Yilgarn's capability topic scores for 2022




2.1 The Shire's highest capabilities in 2022

In 2022 the Shire's highest capabilities were:

Finance and Administration		In 2022 the Shire's capability score for Finance and Administration was 100%.
Evacuation/Welfare Centres		In 2022 the Shire's capability score for Evacuation/Welfare Centres was 100%.
Agency Interoperability		In 2022 the Shire's capability score for Agency Interoperability was 84%.

2.2 The Shire's lowest capabilities in 2022

In 2022 the Shire's lowest capabilities were:

Evacuations		In 2022 the Shire's capability score for Evacuations was 0%.
Situational Assessment		In 2022 the Shire's capability score for Situational Assessment was 0%.
Natural Buffers		In 2022 the Shire's capability score for Natural Buffers was 0%.

3. Capability comparison for the Shire of Yilgarn: 2021 to 2022

A comparison of the Shire's reported capability in 2021 and 2022 is provided below.

The yellow bars represent the 2022 data, with the capability topics presented in order from highest to lowest. Improvements in capability from 2021 to 2022 are indicated by green arrows (dark green arrows = greatest improvements), and reported reductions by red arrows (dark red arrows = greatest reductions). The information represented in this graph is also provided as a table in Appendix 3.

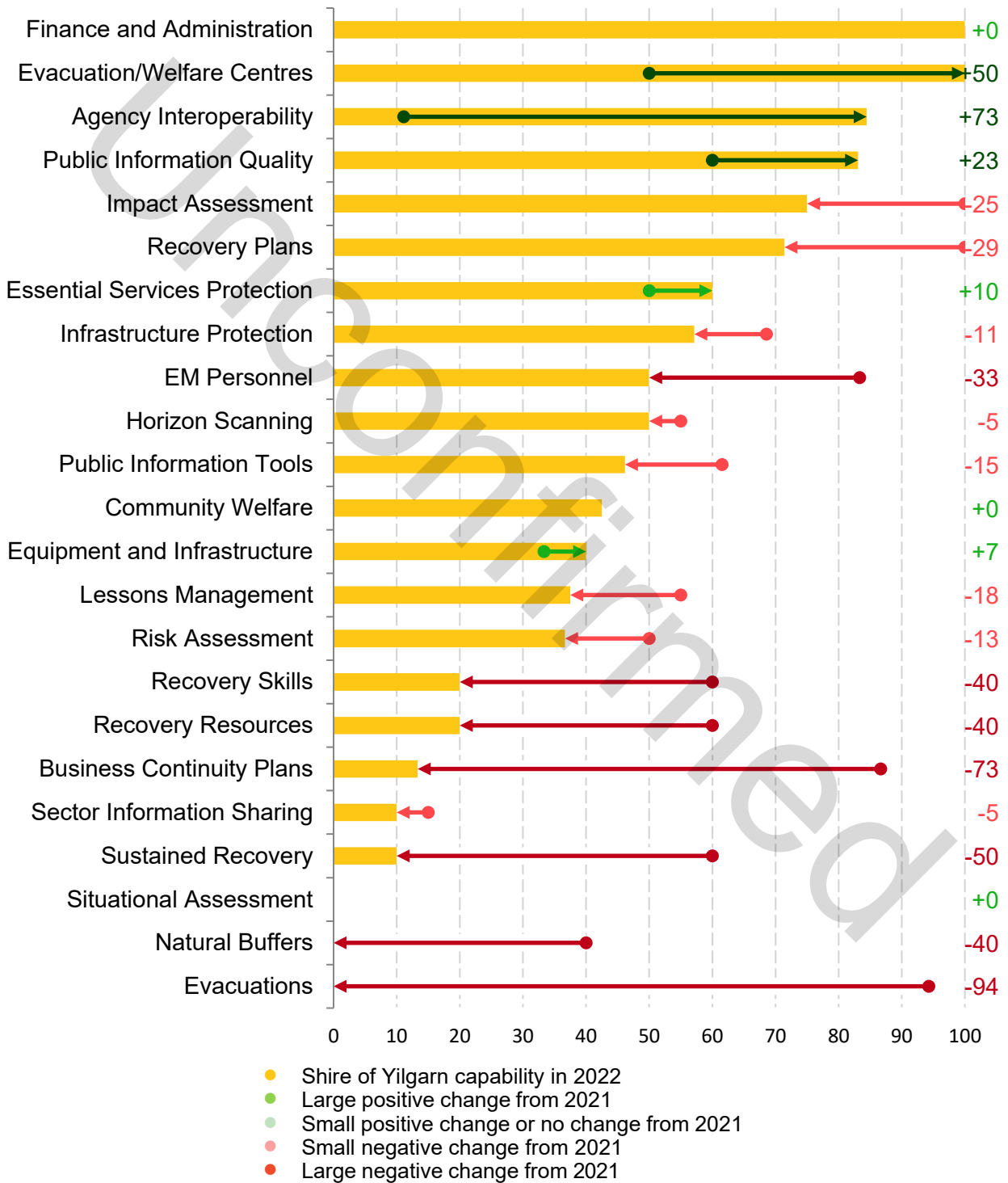


Figure 4: Capability comparison for Shire of Yilgarn: 2021 to 2022

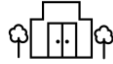
3.1 Capabilities where the Shire scored 100% in 2021 and 2022

The Shire scored 100% for this capability in both 2021 and 2022:

Finance and Administration



Evacuation/Welfare Centres



3.2 The Shire's greatest capability improvements

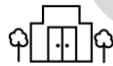
From 2021 to 2022, the Shire's greatest capability improvements were in:

Public Information Quality



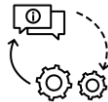
In 2022 the Shire's capability score for Public Information Quality was 83%.

Evacuation/Welfare Centres



In 2022 the Shire's capability score for Evacuation/Welfare Centres was 100%.





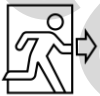


Agency Interoperability



In 2022 the Shire's capability score for Agency Interoperability was 84%.

3.3 The Shire's largest capability reductions

From 2021 to 2022, the Shire's largest capability reductions were in:

Sustained Recovery		In 2022 the Shire's capability score for Sustained Recovery was 10%.
Recovery Skills		In 2022 the Shire's capability score for Recovery Skills was 20%.
Recovery Resources		In 2022 the Shire's capability score for Recovery Resources was 20%.
Natural Buffers		In 2022 the Shire's capability score for Natural Buffers was 0%.
Evacuations		In 2022 the Shire's capability score for Evacuations was 0%.
EM Personnel		In 2022 the Shire's capability score for EM Personnel was 50%.
Business Continuity Plans		In 2022 the Shire's capability score for Business Continuity Plans was 13%.

4. Capability comparison between the Shire of Yilgarn and similar LGs in 2022

The Shire has been classified as a Small agricultural LG. A 2022 comparison between the Shire's capability and the averaged capability of the other Small agricultural LG is provided below.

The Shire's capability is represented by the yellow bars. The averaged capability of the other Small agricultural LG is indicated by the black dots.

The coloured numbers to the right indicate the difference between the Shire's capability and the averaged capability of similar LGs. Dark green has been used where the Shire has notably more capability, and dark red where the Shire has notably less. The information represented in this graph is also provided as a table in Appendix 4.

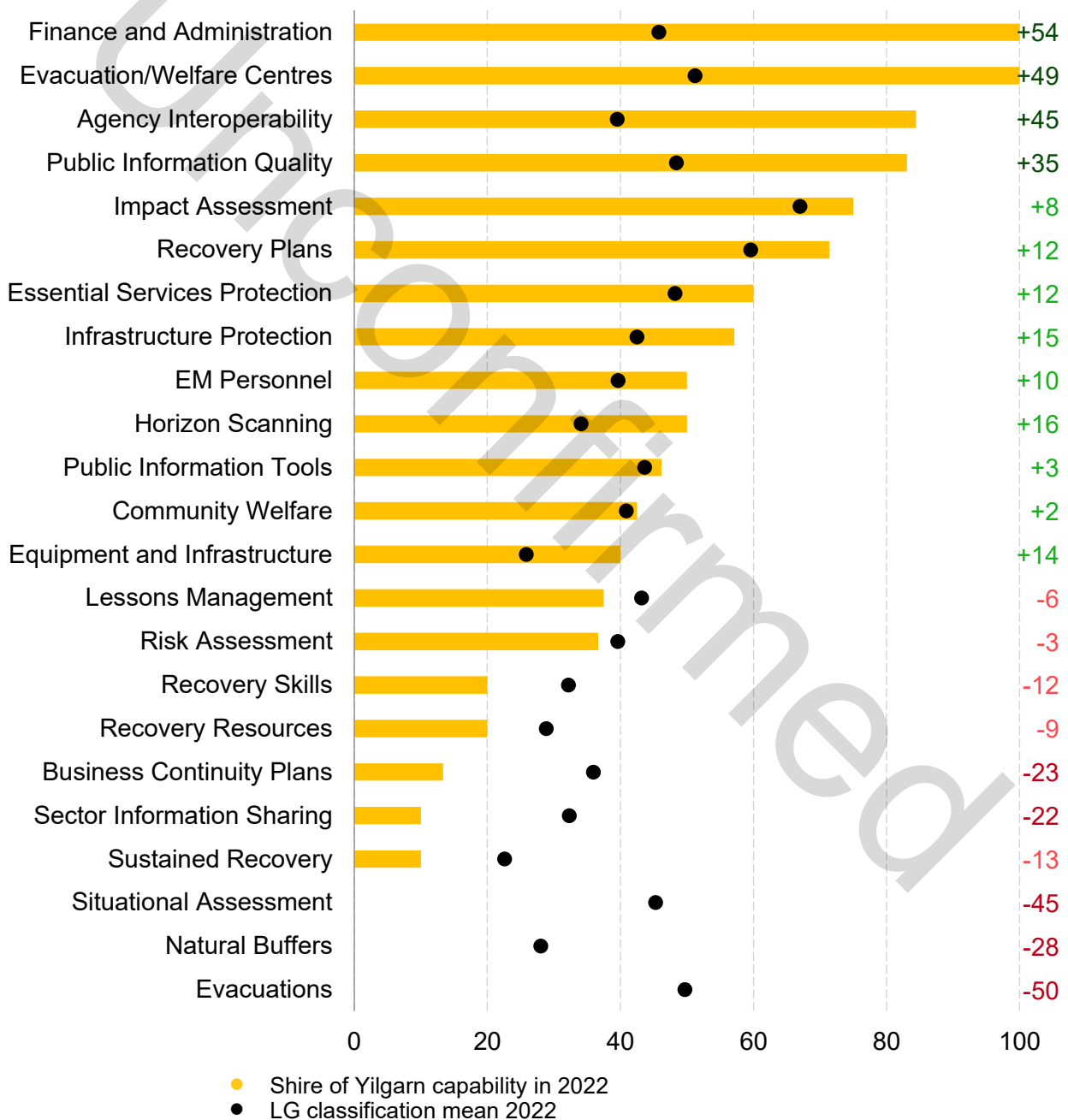


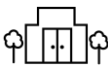



Figure 5: Capability comparison between the Shire of Yilgarn and similar LGs in 2022






4.1 Capabilities where the Shire was notably higher than similar LGs

In 2022, the Shire had notably higher capability than the average of other Small agricultural LG for:

Public Information Quality		In 2022 the Shire's capability score for Public Information Quality was 83%.
Finance and Administration		In 2022 the Shire's capability score for Finance and Administration was 100%.
Evacuation/Welfare Centres		In 2022 the Shire's capability score for Evacuation/Welfare Centres was 100%.
Agency Interoperability		In 2022 the Shire's capability score for Agency Interoperability was 84%.

4.2 Capabilities where the Shire was notably lower than similar LGs

In 2022, the Shire had notably lower capability than the average of other Small agricultural LG for:

Situational Assessment		In 2022 the Shire's capability score for Situational Assessment was 0%.
Sector Information Sharing		In 2022 the Shire's capability score for Sector Information Sharing was 10%.
Natural Buffers		In 2022 the Shire's capability score for Natural Buffers was 0%.
Evacuations		In 2022 the Shire's capability score for Evacuations was 0%.
Business Continuity Plans		In 2022 the Shire's capability score for Business Continuity Plans was 13%.

Appendix 1: LG capability topic descriptions

Framework Capability Area	LG Capability Topic	Capability Topic Description
Analysis and Continuous Improvement	Risk Assessment	<p>The Risk Assessment capability topic is based on:</p> <ul style="list-style-type: none"> • the level of skills the LG has to conduct EM risk assessments • the extent the LG uses the risk assessment findings (e.g., to improve processes or implement treatments) • the status of the LG's risk register (i.e. not yet started, in progress, complete)
	Horizon Scanning	<p>The Horizon Scanning capability topic is based on:</p> <ul style="list-style-type: none"> • the extent the LG keeps informed of best practice through reviewing recent hazard information • the extent the LG monitors events occurring within the state, interstate and internationally
	Lessons Management	<p>The Lessons Management capability topic is based on:</p> <ul style="list-style-type: none"> • the extent the LG evaluates its performance following an incident, emergency or exercise • the extent the LG assesses and/or amends its plans, processes or procedures based on recent hazard information, incidents, emergency response, recovery and exercises • whether the LG has processes in place to review and monitor the outcomes of the amendments made

Framework Capability Area	LG Capability Topic	Capability Topic Description
Community Involvement	Sector Information Sharing	<p>The Sector Information Sharing capability topic is based on:</p> <ul style="list-style-type: none"> the extent the LG shares information about individual risks, vulnerable elements and treatment options with state government agencies, other local governments, business/industry and communities
	Public Information Tools	<p>The Public Information Tools capability topic is based on:</p> <ul style="list-style-type: none"> whether the LG uses the following types of media to provide emergency/hazard information to the public during the prevention, preparedness and recovery phases: <ul style="list-style-type: none"> - traditional media (radio, television, newspapers, SMS/text messaging, bulk email, websites) - social media (Facebook, Twitter, Instagram, YouTube) - local media (newsletters, pamphlets/brochures, public talks/meetings)
	Public Information Quality	<p>The Public Information Quality capability topic is based on:</p> <ul style="list-style-type: none"> the extent the LG has communications personnel available whether the LG has procedures in place to ensure that emergency/hazard information is coordinated, timely, reliable, actionable, clear, consistent and accessible the extent the LG's emergency/hazard information caters for: <ul style="list-style-type: none"> - culturally and linguistically diverse groups - people with a disability/special needs - people with lower skills in literacy and numeracy - the elderly - tourists

Framework Capability Area	LG Capability Topic	Capability Topic Description
Planning and Mitigation	Natural Buffers	<p>The Natural Buffers capability topic is based on:</p> <ul style="list-style-type: none"> the extent the LG ensures that natural buffers* which may aid in community protection are identified, protected, maintained and/or enhanced and monitored <p>* Examples of natural buffers include mangroves or wetlands to mitigate flooding, vegetation to protect against slope instability or heatwave, and dune systems to mitigate coastal erosion.</p>
	Infrastructure Protection	<p>The Infrastructure Protection capability topic is based on:</p> <ul style="list-style-type: none"> whether the LG identifies the likely impact hazards may have on critical infrastructure and important community assets the extent the LG has plans in place to protect: <ul style="list-style-type: none"> critical infrastructure important community assets residential property assets supporting livelihood cultural places
	Essential Services Protection	<p>The Essential Services Protection capability topic is based on:</p> <ul style="list-style-type: none"> whether the LG has plans in place to protect the continuity of its own power, telecommunications, water, sewerage, fuel, food distribution, shelter/accommodation and local government services whether the LG has plans in place to protect its community's road networks and local government services
	Business Continuity Plans	<p>The Business Continuity Plans capability topic is based on:</p> <ul style="list-style-type: none"> whether the LG's business continuity plan considers EM hazard specific risks and fatigue management strategies the extent the LG considers its business continuity plan to be effective

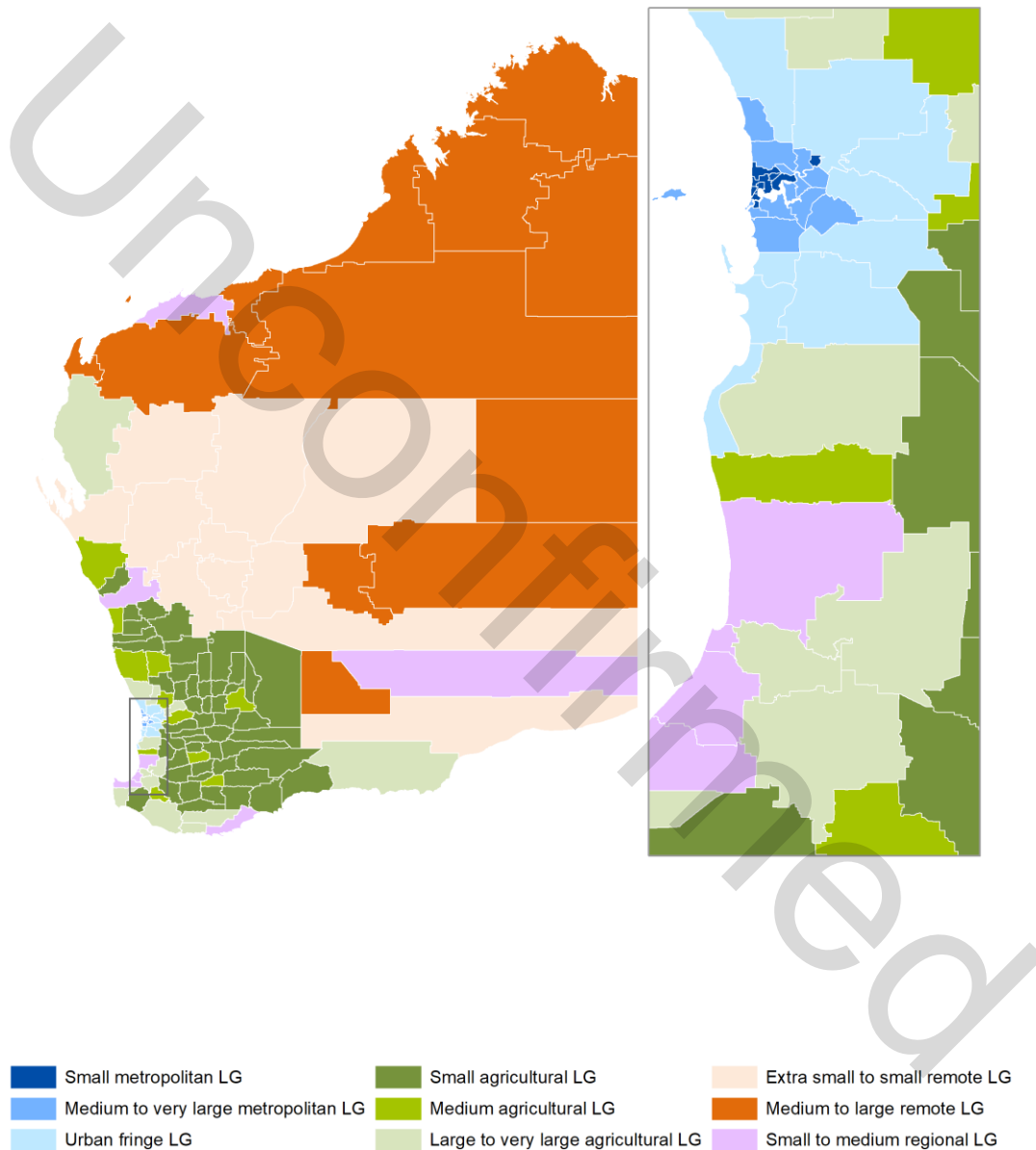
Framework Capability Area	LG Capability Topic	Capability Topic Description
Resources	EM Personnel	<p>The EM Personnel capability topic is based on:</p> <ul style="list-style-type: none"> the extent the LG's EM personnel (for response, recovery, prevention/mitigation) are trained, capable, supported and sufficient in numbers
	Finance and Administration	<p>The Finance and Administration capability topic is based on:</p> <ul style="list-style-type: none"> whether the LG can track expenditure for particular emergencies (e.g. individual cost codes) whether funding (for proactive measures and mitigation, emergency response and recovery) is considered available, sufficient and accessible
	Equipment and Infrastructure	<p>The Equipment and Infrastructure capability topic is based on:</p> <ul style="list-style-type: none"> whether the LG can manage multiple concurrent emergencies with existing infrastructure and equipment the extent the LG has plans in place for equipment to address: <ul style="list-style-type: none"> - mobilisation - pre-deployment - peak surges - redundancies for outages

Framework Capability Area	LG Capability Topic	Capability Topic Description
Emergency Response	Situational Assessment	<p>The Situational Assessment capability topic is based on:</p> <ul style="list-style-type: none"> • whether situational assessments developed by the LG during emergencies determine: <ul style="list-style-type: none"> - the nature and extent of the hazard - vulnerable elements - the resources required • the extent the LG considers the situational assessments it develops during emergencies to be effective
	Evacuations	<p>The Evacuations capability topic is based on:</p> <ul style="list-style-type: none"> • whether the LG has the ability, plans and sufficient resources to coordinate/support directed (compulsory) evacuations and recommended (voluntary) evacuations • the extent that pre-emergency evacuation planning is included in the LG's Local Emergency Management Arrangements (LEMA)
	Evacuation/Welfare Centres	<p>The Evacuation/Welfare Centres capability topic is based on:</p> <ul style="list-style-type: none"> • whether the LG's evacuation/welfare centres can maintain the provision of food, potable water, shelter and power
	Agency Interoperability	<p>The Agency Interoperability capability topic is based on:</p> <ul style="list-style-type: none"> • whether the LG has a memorandum of understanding (MOU) with other local governments for assistance during large-scale emergencies • whether the LG has established protocols/structures for emergencies that define the interrelationships between stakeholders • the extent that coordination structures during an emergency are considered: <ul style="list-style-type: none"> - effective - interoperable with other agencies - functional - manageable/serviceable - consider recovery implications • the extent the LG's communication systems during an emergency are considered effective and interoperable with other agencies

Framework Capability Area	LG Capability Topic	Capability Topic Description
Impact Management and Recovery	Community Welfare	<p>The Community Welfare capability topic is based on:</p> <ul style="list-style-type: none"> • the extent the LG has strategies in place for the timely re-establishment of community activities (e.g., cultural and community events, schools) following an emergency • whether the LG provides community services that are timely, available and sufficient • the extent the LG has plans in place to manage: <ul style="list-style-type: none"> - directly impacted persons - family and friends of impacted persons - short term and ongoing mental health/wellbeing support
	Impact Assessment	<p>The Impact Assessment capability topic is based on:</p> <ul style="list-style-type: none"> • whether the LG can contribute to a comprehensive impact assessment • whether the LG uses the findings from a comprehensive impact assessment to inform: <ul style="list-style-type: none"> - recovery coordination - EM planning - prevention/mitigation priorities
	Recovery Resources	<p>The Recovery Resources capability topic is based on:</p> <ul style="list-style-type: none"> • the extent the LG has the resources to support the reconstruction/restoration of built, social, economic and natural environments
	Recovery Skills	<p>The Recovery Skills capability topic is based on:</p> <ul style="list-style-type: none"> • the extent the LG has the skills to support the reconstruction/restoration of built, social, economic and natural environments
	Sustained Recovery	<p>The Sustained Recovery capability topic is based on:</p> <ul style="list-style-type: none"> • the extent the LG has sufficient resources to sustain a recovery response for 3, 6, 12 and 18 or more months
	Recovery Plans	<p>The Recovery Plans capability topic is based on:</p> <ul style="list-style-type: none"> • whether the LG's recovery plan includes inputs from: <ul style="list-style-type: none"> - hazard management agencies (HMAs) - combat agencies/supporting organisations - essential service providers (ESPs) - other local governments - non-government organisations (NGOs) - business/industry - communities

Appendix 2: Distribution of Western Australian LGs by classification

The below map shows the distribution of Western Australian LGs by their classification (refer to footnote).



These classifications are based on a combination of LG classes from the Australian Classification of Local Governments (ACLG), using the 2020/21 classifications as provided by the WA Dept. of Local Government, Sport and Cultural Interests (DLGSC).

Appendix 3: Capability comparison for the Shire of Yilgarn: 2021 to 2022

The below table contains the Shire's scores for each capability topic in 2021 and 2022, and the difference between the two years.

Capability topics	Shire of Yilgarn 2021	Shire of Yilgarn 2022	Difference
Finance and Administration	100%	100%	0
Evacuation/Welfare Centres	50%	100%	50
Agency Interoperability	11%	84%	73
Public Information Quality	60%	83%	23
Impact Assessment	100%	75%	-25
Recovery Plans	100%	71%	-29
Essential Services Protection	50%	60%	10
Infrastructure Protection	69%	57%	-11
Horizon Scanning	55%	50%	-5
EM Personnel	83%	50%	-33
Public Information Tools	62%	46%	-15
Community Welfare	42%	42%	0
Equipment and Infrastructure	33%	40%	7
Lessons Management	55%	38%	-18
Risk Assessment	50%	37%	-13
Recovery Skills	60%	20%	-40
Recovery Resources	60%	20%	-40
Business Continuity Plans	87%	13%	-73
Sustained Recovery	60%	10%	-50
Sector Information Sharing	15%	10%	-5
Situational Assessment	0%	0%	0
Natural Buffers	40%	0%	-40
Evacuations	94%	0%	-94

Note: Scores are rounded to the nearest 1%

Appendix 4: Capability comparison between the Shire of Yilgarn and similar LGs in 2022

The below table compares the Shire's capability scores in 2022 with the averaged capability scores for Small agricultural LG in the same year.

Capability topics	Shire of Yilgarn 2022	Similar LG average 2022	Difference
Finance and Administration	100%	46%	54
Evacuation/Welfare Centres	100%	51%	49
Agency Interoperability	84%	39%	45
Public Information Quality	83%	48%	35
Impact Assessment	75%	67%	8
Recovery Plans	71%	60%	12
Essential Services Protection	60%	48%	12
Infrastructure Protection	57%	42%	15
Horizon Scanning	50%	34%	16
EM Personnel	50%	40%	10
Public Information Tools	46%	44%	3
Community Welfare	42%	41%	2
Equipment and Infrastructure	40%	26%	14
Lessons Management	38%	43%	-6
Risk Assessment	37%	40%	-3
Recovery Skills	20%	32%	-12
Recovery Resources	20%	29%	-9
Business Continuity Plans	13%	36%	-23
Sustained Recovery	10%	23%	-13
Sector Information Sharing	10%	32%	-22
Situational Assessment	0%	45%	-45
Natural Buffers	0%	28%	-28
Evacuations	0%	50%	-50

Note: Scores are rounded to the nearest 1%



Government of Western Australia
State Emergency Management Committee



2022
SURVEY

**EM CAPABILITY SUMMARY
SUPPLEMENT**

Prepared for Shire of Yilgarn

Prepared for

The State Capability Project, undertaken by the Department of Fire and Emergency Services (DFES) State Capability Team on behalf of the State Emergency Management Committee (SEMC), is an initiative of the State Government of Western Australia and is jointly funded under the Commonwealth Government's National Partnership Agreement on Natural Disaster Resilience.



An Australian Government Initiative

Disclaimer

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Introduction

This supplement is intended to extend on the material provided in the Shire's summary report (). It is structured to have a table for each capability topic discussed in the survey, exemplified below:

Question (1)	The Shire's response (2)	LG response overview (3)
Q20_A_ Does your business continuity plan consider - EM hazard specific risks	yes	yes 50% no 35% unsure 15%
Q20_A_ Does your business continuity plan consider - Strategies for fatigue management	no	no 45% yes 35% unsure 20%

(1) The question column is simply the text of the question as it appeared in the survey, with the corresponding question code.

(2) The Shire's response is the answer provided in the 2022 Annual and Preparedness Survey. Answers may have been reformatted or abbreviated to fit in the table. The cell is left blank if the Shire did not provide a response.

(3) The third column is a breakdown for responses from local governments within the same classification in Western Australia. Response categories are abbreviations of original responses, with the per cent of local governments selecting the response in the survey. As some responses are not mandatory, the number of respondents to each question may vary. Numbers are rounded to the nearest whole.

The information presented is intended for discussion purposes and should not be interpreted as any kind of performance metric.

Topic tables begin on the next page, and are constructed from the questions that make up the capability topic scores. They represent a slice of the information provided by local governments during the survey. Topics are presented alphabetically with no focus on comparisons to previous years or classification/regional groups.

The Shire is classified as a Small agricultural LG. Refer to Summary Report section 1.3 for more information about the Local Government classifications.

Agency Interoperability

Question	The Shire's response	LG response overview
Q26_ Does your organisation have a memorandum of understanding (MOU) with other local governments that can be called upon to assist during large-scale emergencies?	yes	yes 52% no 48%
Q37_ Does your organisation have protocols and structures established for emergencies that: - Define the interrelationships between stakeholders	yes	yes 79% no 21%
Q44_ During an emergency, to what extent are the coordination structures (including Incident Support Group (ISG), Operational Area Support Group (OASG), State Emergency Coordination Group (SECG), Local Recovery Coordination Group (LRCG), State Recovery Coordination Group (SRCG)): - Effective	substantial	unsure 32% some 30% substantial 27% limited 7% very limited 5%
Q44_ During an emergency, to what extent are the coordination structures (including Incident Support Group (ISG), Operational Area Support Group (OASG), State Emergency Coordination Group (SECG), Local Recovery Coordination Group (LRCG), State Recovery Coordination Group (SRCG)): - Interoperable with other agencies	substantial	substantial 32% some 32% unsure 23% very limited 7% limited 7%

<p>Q44_ During an emergency, to what extent are the coordination structures (including Incident Support Group (ISG), Operational Area Support Group (OASG), State Emergency Coordination Group (SECG), Local Recovery Coordination Group (LRCG), State Recovery Coordination Group (SRCG)): - Functional</p>	<p>substantial</p>	<p>unsure 32% substantial 30% some 27% very limited 7% limited 5%</p>
<p>Q44_ During an emergency, to what extent are the coordination structures (including Incident Support Group (ISG), Operational Area Support Group (OASG), State Emergency Coordination Group (SECG), Local Recovery Coordination Group (LRCG), State Recovery Coordination Group (SRCG)): - Manageable/serviceable</p>	<p>substantial</p>	<p>unsure 32% some 30% substantial 25% limited 7% very limited 7%</p>
<p>Q44_ During an emergency, to what extent are the coordination structures (including Incident Support Group (ISG), Operational Area Support Group (OASG), State Emergency Coordination Group (SECG), Local Recovery Coordination Group (LRCG), State Recovery Coordination Group (SRCG)): - Consider recovery implications</p>	<p>substantial</p>	<p>substantial 30% unsure 27% some 18% limited 14% very limited 11%</p>
<p>Q45_ During an emergency, to what extent are the communication systems (radios, phones, Incident Management System etc.) of your organisation: - Effective</p>	<p>substantial</p>	<p>limited 32% some 30% substantial 16% unsure 11% very limited 9% none 2%</p>
<p>Q45_ During an emergency, to what extent are the communication systems (radios, phones, Incident Management System etc.) of your organisation: - Interoperable with other agencies</p>	<p>substantial</p>	<p>some 30% limited 30% unsure 16% very limited 16% substantial 5% none 2%</p>

Business Continuity Plans

Question	The Shire's response	LG response overview
Q20_A_ Does your business continuity plan consider - EM hazard specific risks	unsure	yes 66% no 20% unsure 14%
Q20_A_ Does your business continuity plan consider - Strategies for fatigue management	unsure	yes 54% no 37% unsure 6% n/a 3%
Q20_B_ How effective is your organisation's business continuity plan:	some work completed but requires further work to develop, test, verify and/or embed in the organisation	formalised - mostly embedded 28% informal 28% some work 25% doubts about viability 11% unsure 6% formalised - embedded 3%

Community Welfare

Question	The Shire's response	LG response overview
Q23_ Does your organisation have strategies for the timely re-establishment of community activities (e.g. cultural and community events, schools) following an emergency?	some work completed but requires further work to develop, test, verify and/or embed in the organisation	some work 25% no strategies 23% untested 23% unsure 9% strategies - mostly embedded 9% doubts about viability 7% strategies - embedded 2% n/a 2%
Q50_A_4_ Are the community services that your organisation provides: - Available	yes	yes 97% no 3%
Q50_A_4_ Are the community services that your organisation provides: - Timely	yes	yes 90% no 10%
Q50_A_4_ Are the community services that your organisation provides: - Sufficient	yes	yes 72% no 28%
Q51_ To what extent does your organisation have plans in place to manage: - Directly impacted persons	no plans in place	informal 34% some work 20% doubts about viability 18% formalised - mostly embedded 11% no plans 11% n/a 2% unsure 2%
Q51_ To what extent does your organisation have plans in place to manage: - Family and friends of impacted persons	no plans in place	no plans 25% informal 23% some work 20% doubts about viability 16% formalised - mostly embedded 11% n/a 2% unsure 2%

<p>Q51_ To what extent does your organisation have plans in place to manage: - Short term mental health/wellbeing support</p>	<p>no plans in place</p>	<p>no plans 27% doubts about viability 23% informal 18% some work 16% formalised - mostly embedded 11% n/a 2% unsure 2%</p>
<p>Q51_ To what extent does your organisation have plans in place to manage: - Ongoing mental health/wellbeing support</p>	<p>no plans in place</p>	<p>no plans 30% doubts about viability 20% some work 20% informal 14% formalised - mostly embedded 11% n/a 2% unsure 2%</p>

Unconfirmed

EM Personnel

Question	The Shire's response	LG response overview
Q24_5_ To what extent are the emergency management personnel in your organisation trained: - Response personnel	some training	some 36% substantial 19% limited 19% very limited 19% no training 2% comprehensive 2% unsure 2%
Q24_5_ To what extent are the emergency management personnel in your organisation trained: - Recovery personnel	very limited training	limited 27% some 27% very limited 24% substantial 12% no training 5% unsure 5%
Q24_5_ To what extent are the emergency management personnel in your organisation trained: - Prevention/Mitigation personnel	some training	some 28% substantial 21% very limited 19% limited 16% no training 9% unsure 7%
Q24_6_ To what extent are the emergency management personnel in your organisation capable: - Response personnel	some capability	some 40% substantial 31% very limited 19% limited 5% comprehensive 2% unsure 2%
Q24_6_ To what extent are the emergency management personnel in your organisation capable: - Recovery personnel	limited capability	limited 27% some 24% substantial 22% very limited 20% unsure 5% no 2%
Q24_6_ To what extent are the emergency management personnel in your organisation capable: - Prevention/Mitigation personnel	some capability	substantial 29% very limited 26% some 24% limited 12% no 5% unsure 5%

<p>Q24_7_ To what extent are the emergency management personnel in your organisation supported (e.g. commitment at the executive level): - Response personnel</p>	<p>some support</p>	<p>substantial 40% some 28% very limited 9% limited 9% comprehensive 9% n/a 2% unsure 2%</p>
<p>Q24_7_ To what extent are the emergency management personnel in your organisation supported (e.g. commitment at the executive level): - Recovery personnel</p>	<p>some support</p>	<p>some 31% substantial 26% limited 12% very limited 10% no support 10% comprehensive 7% n/a 2% unsure 2%</p>
<p>Q24_7_ To what extent are the emergency management personnel in your organisation supported (e.g. commitment at the executive level): - Prevention/Mitigation personnel</p>	<p>some support</p>	<p>substantial 37% very limited 21% some 19% limited 7% comprehensive 7% unsure 5% n/a 2% no support 2%</p>
<p>Q24_8_ To what extent does your organisation have sufficient numbers of emergency management personnel: - Response personnel</p>	<p>limited personnel</p>	<p>some 26% very limited 23% limited 23% substantial 21% no personnel 5% unsure 2%</p>
<p>Q24_8_ To what extent does your organisation have sufficient numbers of emergency management personnel: - Recovery personnel</p>	<p>limited personnel</p>	<p>very limited 44% limited 26% some 14% no personnel 7% substantial 7% unsure 2%</p>
<p>Q24_8_ To what extent does your organisation have sufficient numbers of emergency management personnel: - Prevention/Mitigation personnel</p>	<p>limited personnel</p>	<p>very limited 36% some 27% limited 23% no personnel 9% unsure 2% substantial 2%</p>

Equipment and Infrastructure

Question	The Shire's response	LG response overview
Q34_2_ Can your organisation manage multiple concurrent emergencies (moderate consequences or higher) with existing infrastructure*?	no	no 68% yes 32%
Q35_2_ Can your organisation manage multiple concurrent emergencies (moderate consequences or higher) with existing equipment?	no	no 91% yes 9%
Q36_ Does your organisation have plans for equipment in place to address: - Mobilisation	informal and/or untested plans in place, but with a high degree of confidence they will be effective, or, formal and/or tested plans but with further work identified as needed	informal 30% no plans 20% some work 18% formalised - mostly embedded 18% unsure 7% doubts about viability 7%
Q36_ Does your organisation have plans for equipment in place to address: - Pre-Deployment	informal and/or untested plans in place, but with a high degree of confidence they will be effective, or, formal and/or tested plans but with further work identified as needed	no plans 32% informal 32% some work 16% formalised - mostly embedded 11% unsure 7% doubts about viability 2%
Q36_ Does your organisation have plans for equipment in place to address: - Peak surges	informal and/or untested plans in place, but with a high degree of confidence they will be effective, or, formal and/or tested plans but with further work identified as needed	no plans 36% informal 27% some work 11% doubts about viability 9% formalised - mostly embedded 9% unsure 7%
Q36_ Does your organisation have plans for equipment in place to address: - Redundancies for outages	informal and/or untested plans in place, but with a high degree of confidence they will be effective, or, formal and/or tested plans but with further work identified as needed	no plans 32% informal 32% some work 18% unsure 9% doubts about viability 7% formalised - mostly embedded 2%

Unconfirmed

Essential Services Protection

Question	The Shire's response	LG response overview
Q17_ Does your organisation have plans to protect the continuity of: - For your organisation - Power (e.g. contingency of power systems)	yes	yes 77% no 23%
Q17_ Does your organisation have plans to protect the continuity of: - For your organisation - Telecommunications	yes	yes 61% no 39%
Q17_ Does your organisation have plans to protect the continuity of: - For your organisation - Water (e.g. potable water provisions)	no	no 58% yes 37% unsure 5%
Q17_ Does your organisation have plans to protect the continuity of: - For your organisation - Sewerage (e.g. toilets/portaloos)	yes	no 42% yes 40% unsure 9% n/a 9%
Q17_ Does your organisation have plans to protect the continuity of: - For your organisation - Fuel	no	no 47% yes 44% unsure 9%
Q17_ Does your organisation have plans to protect the continuity of: - For your organisation - Food distribution	unsure	no 50% yes 33% unsure 10% n/a 7%
Q17_ Does your organisation have plans to protect the continuity of: - For your organisation - Shelter/accommodation	no	yes 69% no 29% unsure 2%
Q17_ Does your organisation have plans to protect the continuity of: - For your organisation - Local Government Services	yes	yes 89% unsure 7% no 5%

Q17_ Does your organisation have plans to protect the continuity of: - For your community - Road networks (e.g. alternative routes identified)	yes	yes 72% no 15% unsure 10% n/a 2%
Q17_ Does your organisation have plans to protect the continuity of: - For your community - Local Government Services	yes	yes 78% no 15% unsure 7%

Unconfirmed

Evacuation/Welfare Centres

Question	The Shire's response	LG response overview
Q41_A_ Do these evacuation/welfare centres have redundancies to maintain the provision of essential services such as: - Food	yes	yes 49% no 37% unsure 14%
Q41_A_ Do these evacuation/welfare centres have redundancies to maintain the provision of essential services such as: - Potable water	yes	yes 53% no 37% unsure 9%
Q41_A_ Do these evacuation/welfare centres have redundancies to maintain the provision of essential services such as: - Shelter	yes	yes 79% no 21%
Q41_A_ Do these evacuation/welfare centres have redundancies to maintain the provision of essential services such as: - Power	yes	yes 65% no 30% unsure 5%

Evacuations

Question	The Shire's response	LG response overview
Q39_A_ Does your organisation have the ability to coordinate/support: - Directed evacuations (compulsory)	empty	yes 72% no 28%
Q39_A_ Does your organisation have the ability to coordinate/support: - Recommended evacuations (voluntary)	empty	yes 79% no 21%
Q39_B_ Does your organisation have plans to coordinate/support: - Directed evacuations (compulsory)	empty	yes 76% no 24%
Q39_B_ Does your organisation have plans to coordinate/support: - Recommended evacuations (voluntary)	empty	yes 82% no 18%
Q39_C_ Does your organisation have sufficient resources to coordinate/support: - Directed evacuations (compulsory)	empty	no 55% yes 45%
Q39_C_ Does your organisation have sufficient resources to coordinate/support: - Recommended evacuations (voluntary)	empty	yes 62% no 38%
Q40_ Has your organisation included pre-emergency evacuation planning in your local emergency management arrangements (LEMA)?	no plans in place	informal 27% formalised - mostly embedded 23% some work 20% no plans 16% doubts about viability 9% unsure 2% formalised - embedded 2%

Finance and Administration

Question	The Shire's response	LG response overview
Q29_ Does your organisation have the ability to track expenditure for particular emergencies (e.g. individual cost codes)?	yes	yes 89% no 11%
Q30_ Is funding for proactive measures and mitigation: - Available	yes	yes 77% no 20% n/a 2%
Q30_ Is funding for proactive measures and mitigation: - Sufficient	yes	no 61% yes 25% n/a 14%
Q30_ Is funding for proactive measures and mitigation: - Accessible	yes	yes 57% no 34% n/a 9%
Q31_ Is funding for response activities for an emergency that requires a significant and coordinated response: - Available	yes	yes 84% no 16%
Q31_ Is funding for response activities for an emergency that requires a significant and coordinated response: - Sufficient	yes	no 65% yes 30% n/a 5%
Q31_ Is funding for response activities for an emergency that requires a significant and coordinated response: - Accessible	yes	yes 66% no 30% n/a 5%
Q32_ Is funding for recovery activities for an emergency that requires a significant and coordinated response: - Available	yes	yes 70% no 30%
Q32_ Is funding for recovery activities for an emergency that requires a significant and coordinated response: - Sufficient	yes	no 67% yes 21% n/a 12%

Q32_ Is funding for recovery activities for an emergency that requires a significant and coordinated response: - Accessible	yes	no 45% yes 43% n/a 11%
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Unconfirmed

Horizon Scanning

Question	The Shire's response	LG response overview
Q06_2_ To what extent does your organisation keep informed of best practice through review of recent hazard information (such as research, articles or reports) that may affect your area?	limited review	some 32% very limited 25% limited 20% substantial 14% no review 7% unsure 2%
Q07_ To what extent does your organisation monitor incidents and/or events that may be relevant to your organisation/region occurring: - Intrastate	some monitoring	some 40% substantial 26% very limited 14% limited 12% comprehensive 5% no 2% unsure 2%
Q07_ To what extent does your organisation monitor incidents and/or events that may be relevant to your organisation/region occurring: - Interstate	some monitoring	some 33% limited 33% very limited 17% no 10% substantial 5% unsure 2%
Q07_ To what extent does your organisation monitor incidents and/or events that may be relevant to your organisation/region occurring: - International	limited monitoring	very limited 33% no 30% limited 19% some 12% substantial 5% unsure 2%

Impact Assessment

Question	The Shire's response	LG response overview
Q53_ Does your organisation have the ability to contribute to a comprehensive impact assessment?	no	yes 75% no 25%
Q53_A_ Are the findings of a comprehensive impact assessment used to inform: - Recovery coordination	yes	yes 85% no 15%
Q53_A_ Are the findings of a comprehensive impact assessment used to inform: - EM planning	yes	yes 83% no 17%
Q53_A_ Are the findings of a comprehensive impact assessment used to inform: - Prevention/Mitigation priorities	yes	yes 80% no 20%

Infrastructure Protection

Question	The Shire's response	LG response overview
Q15_2_ Does your organisation identify the likely impact that hazards might have on: - Critical infrastructure	yes	yes 88% no 9% unsure 2%
Q15_2_ Does your organisation identify the likely impact that hazards might have on: - Important community assets	yes	yes 89% no 9% unsure 2%
Q16_2_ Does your organisation have plans in place to protect: - Critical infrastructure	some work completed but requires further work to develop, test, verify and/or embed in the organisation	informal 32% some work 25% no plans 16% formalised - mostly embedded 16% doubts about viability 7% unsure 2% formalised - embedded 2%
Q16_2_ Does your organisation have plans in place to protect: - Important community assets	some work completed but requires further work to develop, test, verify and/or embed in the organisation	informal 34% some work 23% no plans 16% formalised - mostly embedded 16% doubts about viability 7% unsure 2% formalised - embedded 2%
Q16_2_ Does your organisation have plans in place to protect: - Residential property	some work completed but requires further work to develop, test, verify and/or embed in the organisation	informal 34% no plans 23% some work 23% doubts about viability 9% formalised - mostly embedded 9% unsure 2%
Q16_2_ Does your organisation have plans in place to protect: - Assets supporting livelihood	some work completed but requires further work to develop, test, verify and/or embed in the organisation	informal 30% no plans 27% some work 25% formalised - mostly embedded 11% doubts about viability 5% unsure 2%

Q22_ Does your organisation have strategies for the protection of cultural places (e.g. heritage sites, memorials, churches, sporting facilities, etc.)?	some work completed but requires further work to develop, test, verify and/or embed in the organisation	no strategies 39% untested 30% strategies - mostly embedded 11% some work 9% unsure 9% doubts about viability 2%
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Unconfirmed

Lessons Management

Question	The Shire's response	LG response overview
Q08_ To what extent does your organisation evaluate its performance following an incident, emergency or exercise?	limited evaluation	some 37% substantial 28% limited 26% no evaluation 5% very limited 5%
Q09_ To what extent does your organisation assess and/or amend its plans, processes or procedures based upon the findings of: - Recent hazard information (e.g. research, journal articles, reports)	empty	some 33% very limited 26% no amendment 19% substantial 9% limited 9% unsure 5%
Q09_ To what extent does your organisation assess and/or amend its plans, processes or procedures based upon the findings of: - Incident	empty	some 44% substantial 28% limited 14% very limited 7% no amendment 5% unsure 2%
Q09_ To what extent does your organisation assess and/or amend its plans, processes or procedures based upon the findings of: - Emergency response	some assessment/amendment	some 39% substantial 32% limited 14% very limited 9% no amendment 5% unsure 2%
Q09_ To what extent does your organisation assess and/or amend its plans, processes or procedures based upon the findings of: - Emergency recovery	empty	some 28% substantial 19% limited 19% unsure 14% n/a 9% very limited 7% no amendment 5%
Q09_ To what extent does your organisation assess and/or amend its plans, processes or procedures based upon the findings of: - Exercise	empty	some 42% substantial 21% limited 16% no amendment 7% very limited 7% unsure 5% n/a 2%

Q09_1_ Are the following processes in place to track the outcomes of amendments made to plans, processes or procedures? - Review	yes	yes 70% no 18% unsure 11%
Q09_1_ Are the following processes in place to track the outcomes of amendments made to plans, processes or procedures? - Monitor effectiveness	yes	yes 47% no 30% unsure 23%

Unconfirmed

Natural Buffers

Question	The Shire's response	LG response overview
Q14_A_ To what extent does your organisation ensure that natural buffers* that may aid community protection are: - Identified	unsure	limited 20% some 20% none 16% very limited 16% substantial 14% unsure 11% comprehensive 2%
Q14_A_ To what extent does your organisation ensure that natural buffers* that may aid community protection are: - Protected	unsure	some 23% none 16% limited 16% very limited 16% unsure 16% substantial 12%
Q14_A_ To what extent does your organisation ensure that natural buffers* that may aid community protection are: - Maintained and/or enhanced	unsure	some 28% limited 19% very limited 19% none 16% unsure 12% substantial 7%
Q14_A_ To what extent does your organisation ensure that natural buffers* that may aid community protection are: - Monitored	unsure	some 26% limited 23% none 19% very limited 12% unsure 12% substantial 9%

Public Information Quality

Question	The Shire's response	LG response overview
Q10_A_ To what extent does your organisation have communications personnel available:	limited personnel	very limited 43% some 32% limited 14% substantial 7% no personnel 5%
Q10_C_2_ Are procedures in place to ensure that the emergency and/or hazard information provided is: - Coordinated with other agencies	yes	yes 80% no 11% unsure 9%
Q10_C_2_ Are procedures in place to ensure that the emergency and/or hazard information provided is: - Timely	yes	yes 84% no 14% unsure 2%
Q10_C_2_ Are procedures in place to ensure that the emergency and/or hazard information provided is: - Reliable	yes	yes 82% no 14% unsure 5%
Q10_C_2_ Are procedures in place to ensure that the emergency and/or hazard information provided is: - Actionable	yes	yes 72% no 14% unsure 14%
Q10_E_ Are there procedures in place to ensure that your organisation's emergency and/or hazard information is: - Clear	yes	yes 72% no 19% unsure 9%
Q10_E_ Are there procedures in place to ensure that your organisation's emergency and/or hazard information is: - Consistent	yes	yes 71% no 20% unsure 10%
Q10_E_ Are there procedures in place to ensure that your organisation's emergency and/or hazard information is: - Accessible	yes	yes 74% no 19% unsure 7%

Q10_F_ To what extent does your organisation's emergency and/or hazard information cater for: - Culturally and linguistically diverse groups	some	none 34% limited 27% very limited 25% some 11% unsure 2%
Q10_F_ To what extent does your organisation's emergency and/or hazard information cater for: - People with a disability/ special needs	some	very limited 27% some 25% none 18% limited 18% most 7% unsure 5%
Q10_F_ To what extent does your organisation's emergency and/or hazard information cater for: - People with lower skills in literacy and numeracy	some	very limited 27% limited 23% some 23% none 20% most 2% unsure 2% all 2%
Q10_F_ To what extent does your organisation's emergency and/or hazard information cater for: - The elderly	most	some 34% most 20% limited 20% very limited 16% none 5% unsure 2% all 2%
Q10_F_ To what extent does your organisation's emergency and/or hazard information cater for: - Tourists	most	some 32% limited 18% very limited 18% none 16% most 9% unsure 5% all 2%

Public Information Tools

Question	The Shire's response	LG response overview
Q10_B_2_ How does your organisation provide emergency and/or hazard information to the public - Traditional Media - Radio	empty	yes 56% no 44%
Q10_B_2_ How does your organisation provide emergency and/or hazard information to the public - Traditional Media - Television	empty	no 97% yes 3%
Q10_B_2_ How does your organisation provide emergency and/or hazard information to the public - Traditional Media - Newspapers	empty	no 62% yes 38%
Q10_B_2_ How does your organisation provide emergency and/or hazard information to the public - Traditional Media - SMS/Text messaging	yes	yes 95% no 5%
Q10_B_2_ How does your organisation provide emergency and/or hazard information to the public - Traditional Media - Bulk email	yes	no 50% yes 50%
Q10_B_2_ How does your organisation provide emergency and/or hazard information to the public - Traditional Media - Websites	yes	yes 98% no 2%
Q10_B_4_ How does your organisation provide emergency and/or hazard information to the public - Social Media - Facebook	yes	yes 98% no 2%
Q10_B_4_ How does your organisation provide emergency and/or hazard information to the public - Social Media - Twitter	empty	no 95% yes 5%

Q10_B_4_ How does your organisation provide emergency and/or hazard information to the public - Social Media - Instagram	empty	no 87% yes 13%
Q10_B_4_ How does your organisation provide emergency and/or hazard information to the public - Social Media - YouTube	empty	no 100%
Q10_B_5_ How does your organisation provide emergency and/or hazard information to the public - Local Media - Newsletters	yes	yes 93% no 7%
Q10_B_5_ How does your organisation provide emergency and/or hazard information to the public - Local Media - Pamphlets/brochures	empty	yes 78% no 22%
Q10_B_5_ How does your organisation provide emergency and/or hazard information to the public - Local Media - Public talks/meetings	yes	yes 62% no 38%

Recovery Plans

Question	The Shire's response	LG response overview
Q54_D_ Does your organisation's recovery plan include input from: - HMAs	empty	yes 80% no 15% n/a 5%
Q54_D_ Does your organisation's recovery plan include input from: - Combat Agencies/Supporting Organisations	no	yes 80% no 18% n/a 2%
Q54_D_ Does your organisation's recovery plan include input from: - Essential Service Providers	yes	yes 88% no 12%
Q54_D_ Does your organisation's recovery plan include input from: - Other Local Governments	yes	yes 71% no 29%
Q54_D_ Does your organisation's recovery plan include input from: - NGOs	yes	yes 56% no 29% n/a 15%
Q54_D_ Does your organisation's recovery plan include input from: - Business/Industry	yes	yes 80% no 20%
Q54_D_ Does your organisation's recovery plan include input from: - Communities	yes	yes 86% no 14%

Recovery Resources

Question	The Shire's response	LG response overview
Q54_A_ Does your organisation have the resources to support reconstruction/restoration in these environments: - Built	very limited resources	very limited 34% some 27% limited 20% substantial 7% no resources 7% unsure 5%
Q54_A_ Does your organisation have the resources to support reconstruction/restoration in these environments: - Social	very limited resources	very limited 36% some 34% limited 18% substantial 5% unsure 5% no resources 2%
Q54_A_ Does your organisation have the resources to support reconstruction/restoration in these environments: - Economic	very limited resources	very limited 39% some 25% limited 18% no resources 9% substantial 5% unsure 5%
Q54_A_ Does your organisation have the resources to support reconstruction/restoration in these environments: - Natural	very limited resources	very limited 34% limited 25% some 18% no resources 14% substantial 5% unsure 5%

Recovery Skills

Question	The Shire's response	LG response overview
Q54_B_ Does your organisation have the skills to support reconstruction/restoration in these environments: - Built	very limited skills	limited 30% very limited 27% some 27% substantial 9% no skills 5% unsure 2%
Q54_B_ Does your organisation have the skills to support reconstruction/restoration in these environments: - Social	very limited skills	limited 33% some 30% very limited 19% no skills 9% substantial 7% unsure 2%
Q54_B_ Does your organisation have the skills to support reconstruction/restoration in these environments: - Economic	very limited skills	limited 39% some 27% very limited 18% no skills 9% substantial 5% unsure 2%
Q54_B_ Does your organisation have the skills to support reconstruction/restoration in these environments: - Natural	very limited skills	very limited 34% limited 25% some 23% no skills 9% substantial 5% unsure 5%

Risk Assessment

Question	The Shire's response	LG response overview
Q01_ To what extent does your organisation have the skills to conduct emergency management risk assessments (ISO 31000/NERAG/Western Australia Emergency Risk Management Guide compliant)?	limited skills	some 39% limited 32% very limited 20% no skills 5% substantial 5%
Q03_ To what extent are the findings of these risk assessments used (e.g. to improve your processes or implement treatments)?	very limited use	some 28% very limited 16% limited 16% substantial 16% unsure 14% not 7% comprehensive 2%
Q04_ What is the status of your risk register for your local government area?	in progress	in progress 32% complete 27% complete - iso compliant 22% not yet commenced 17% other 2%

Sector Information Sharing

Question	The Shire's response	LG response overview
Q05_1_2_ Does your organisation share information about the individual risks with these stakeholders: - State government agencies	limited sharing	some 49% limited 14% substantial 12% unsure 12% very limited 7% no sharing 5% comprehensive 2%
Q05_1_2_ Does your organisation share information about the individual risks with these stakeholders: - Other Local governments	limited sharing	some 44% substantial 16% limited 16% no sharing 12% unsure 7% very limited 5%
Q05_1_2_ Does your organisation share information about the individual risks with these stakeholders: - Business/Industry	empty	some 34% limited 20% no sharing 17% very limited 17% unsure 10% substantial 2%
Q05_1_2_ Does your organisation share information about the individual risks with these stakeholders: - Communities	empty	some 38% very limited 21% substantial 14% limited 14% no sharing 7% unsure 5%
Q05_2_2_ Does your organisation share information about vulnerable elements* with these stakeholders: - State government agencies	very limited sharing	some 39% very limited 18% limited 14% substantial 11% unsure 11% no sharing 7%
Q05_2_2_ Does your organisation share information about vulnerable elements* with these stakeholders: - Other Local governments	very limited sharing	some 35% limited 21% very limited 16% no sharing 9% substantial 9% unsure 9%

Q05_2_2_ Does your organisation share information about vulnerable elements* with these stakeholders: - Business/Industry	empty	some 30% very limited 23% unsure 16% no sharing 14% limited 14% substantial 2%
Q05_2_2_ Does your organisation share information about vulnerable elements* with these stakeholders: - Communities	empty	some 40% very limited 26% limited 12% substantial 9% no sharing 7% unsure 7%
Q05_3_2_ Does your organisation share information about treatment options with these stakeholders: - State government agencies	unsure	some 36% very limited 14% substantial 14% unsure 14% limited 14% no sharing 9%
Q05_3_2_ Does your organisation share information about treatment options with these stakeholders: - Other Local governments	unsure	some 45% very limited 14% unsure 14% no sharing 11% limited 9% substantial 7%
Q05_3_2_ Does your organisation share information about treatment options with these stakeholders: - Business/Industry	empty	some 33% no sharing 19% limited 19% very limited 16% unsure 9% substantial 5%
Q05_3_2_ Does your organisation share information about treatment options with these stakeholders: - Communities	empty	some 35% limited 16% very limited 14% no sharing 12% unsure 12% substantial 12%

Situational Assessment

Question	The Shire's response	LG response overview
Q38_A_ Does this situational awareness/assessment determine the: - Nature and potential extent of hazard	empty	yes 100%
Q38_A_ Does this situational awareness/assessment determine the: - Vulnerable elements	empty	yes 89% no 11%
Q38_A_ Does this situational awareness/assessment determine the: - Resources that are required	empty	yes 100%
Q38_B_ To what extent is your organisation's situational awareness/assessment effective?	empty	some 46% substantial 36% limited 14% very limited 4%

Sustained Recovery

Question	The Shire's response	LG response overview
Q54_C To what extent does your organisation have sufficient resources to sustain a recovery response for: - 3 months	very limited resources	some 36% limited 30% very limited 27% substantial 5% unsure 2%
Q54_C To what extent does your organisation have sufficient resources to sustain a recovery response for: - 6 months	very limited resources	very limited 42% some 23% limited 19% no resources 12% unsure 5%
Q54_C To what extent does your organisation have sufficient resources to sustain a recovery response for: - 12 months	no resources	very limited 33% no resources 33% limited 19% some 12% unsure 5%
Q54_C To what extent does your organisation have sufficient resources to sustain a recovery response for: - 18 months or more	no resources	no resources 37% very limited 35% some 12% limited 12% unsure 5%

Unconfirmed

LOCAL EMERGENCY MANAGEMENT COMMITTEE – HEALTH CHECK

	Key achievements	2022-2023	2023-2024	2024-2025
<p><i>Consider the questions in the tables below to identify any gaps and provide ideas for future LEMC agenda items.</i></p> <p>Planning to ensure preparedness</p>				
1.	Does your Local Government (LEMC) have a current set of SEMC endorsed Local Emergency Management Arrangements (LEMA)?	Complete		
2.	Are contact list and resource details kept current? (Contact details to be updated quarterly, resources at least annually)	In progress		
3.	Does the LEMA contain a local recovery plan?	Not started		
4.	Are the LEMC and the local government (LG) staff aware of who the local recovery coordinator is?			
5.	Has a group of internal LG staff been identified to assist the local recovery coordinator?			
6.	Has the local recovery coordinator and/or support staff as identified received recovery training?			
7.	Have any specific pre-event evacuation plans been considered for any communities at risk, i.e., those with limited access/egress or in high-risk areas?	Not applicable		

LOCAL EMERGENCY MANAGEMENT COMMITTEE HEALTH CHECK

8.	Are efforts made to inform LEMC members and the community of where the possible evacuation centres and/or muster points are?			
9.	Have vulnerable groups within the community been identified in case they require extra care or specific messaging etc. before during and after an emergency?			
10.	Has animal welfare been considered during welfare planning? Has consideration been given to a specific animal welfare plan?			
11.	Do MOUs or agreements for mutual aid exist across LG boundaries and/or with different agencies, community organisations or business partners for resource sharing?			
12.	Has any communication planning been carried out? (With special consideration for power outages and any identified contingencies).			

LOCAL EMERGENCY MANAGEMENT COMMITTEE HEALTH CHECK

	Key achievements	2021-2022	2022-2023	2023-2024
The LEMC is focussed on building resilience				
1.	<p>Do your LEMC members fully understand their role?</p> <ul style="list-style-type: none"> Do you have a “Terms of Reference” and/or an induction package to assist with understanding? 			
2.	<p>Does your LEMC have appropriate membership?</p> <ul style="list-style-type: none"> It should be representative of the local community, the risk profile and demographics Consider the following inclusions; emergency services, state agencies, community leaders, representatives of vulnerable groups, mental as well as physical health services, youth representatives and industry/business groups. 			
3.	<p>Does your LEMC exercise annually?</p> <ul style="list-style-type: none"> Outcomes of these exercises should be reported back to the LEMC for review and actioning 			
4.	<p>Does your LEMC meet regularly?</p> <ul style="list-style-type: none"> Schedules set in place early Times and venues suitable for members. 			
5.	<p>Is it administered professionally with a full agenda?</p> <ul style="list-style-type: none"> Reflective of current issues, outcomes from seasonal or incident reviews and exercises. Inclusive of issues pertaining to resilience building, ie ensuring the community is prepared for and can recovery from an emergency, not just respond to one. 			
6.	<p>Is your LEMC aware of current funding opportunities?</p> <ul style="list-style-type: none"> Consider working with neighbours or other partners to develop joint funding applications that may benefit your region. 			

LOCAL EMERGENCY MANAGEMENT COMMITTEE HEALTH CHECK

7.	Has your LEMC undertaken or begun the risk management process? <ul style="list-style-type: none"> • Consider raising community awareness of these risks. • The LEMC could discuss and document their current capabilities against these risks. 			
8.	Does your LEMC engage with neighbours to share knowledge and resources?			
Key achievements		2021-2022	2022-2023	2023-2024
Operational awareness and coordination				
1.	Do your LEMC members understand the roles and responsibilities of a Local Emergency Coordinator (LEC) during a major event?			
2.	Do both the LG and LEMC understand their roles and responsibilities in an Incident Support Group (ISG)?			
3.	Is the LG aware of the importance of maintaining situational awareness from the beginning of the event by attending the IMT as an observer and/or the ISG? <ul style="list-style-type: none"> • Consider nomination of a LG/agency liaison officer 			
4.	Are the LG and LEMC aware of the contents of the Local Welfare Plan and understand any roles and responsibilities they may have? <ul style="list-style-type: none"> • Local Welfare Liaison officer 			
Recovery – Impact Statement, Transition, and preparedness.				
1.	Are the LG and LEMC members aware of the requirements of the Impact Statement and how the transition from response to recovery occurs?			
2.	Are the LG and LEMC members familiar with the recovery plan and aware of their roles in the Local Recovery Coordination Group (LRCG)?			
3.	Are the above requirements in Planning, Operations and Recovery exercised?			

Wheatbelt District Advisor Report February March 2023

LEMA Review

The work on compiling your feedback and developing the new LEMA improvement plan is continuing. The LEMA improvement plan is expected to be finalised by June 2023.

Just a reminder, this in no way affects the legislated requirement for you to review your plan every 5 years, so meanwhile, please ensure your plan is current. If you have any questions please don't hesitate to give me a call.

SEMC Website

A reminder that the SEMC website has changed locations. It has been brought under the WA government banner and is now available under the **WA.gov.au** website at this link:
<https://www.wa.gov.au/organisation/state-emergency-management-committee>

Western Australian EM Capability Framework (revised) and Local Government EM Capability summary reports.

DFES State Capability Team has undertaken a comprehensive review of the SEMC's Emergency Management Capability Framework. The purpose of the review is to ensure that the framework is consistent with evolving EM best practice and stakeholder needs.

The revised framework is currently out for consultation, closing on Friday 3 March 2023. You can download the draft framework and submit any feedback at this link;

<https://dfes.mysocialpinpoint.com.au/capabilityframework>

LG Capability Summary reports

The summary report of your EM capabilities as reported last year in the Capability Survey was recently sent to all Local Governments. It may be useful to the LEMC in the following ways;

- Informing EM exercising (choosing a capability to exercise)
- Informing LEMA
- Informing LEMC business plans or agendas.
- Informing potential risk treatment options
- Supporting business cases and/or funding applications
- Highlighting areas of success.

New LEMC Handbook and useful tools

The DEMAs across the state have just finished developing a contemporary LEMC handbook to assist local governments in the management of their LEMCs and to assist them as they work to meet their legislative requirements. The guide has a few templates at the back which may also be useful, agenda templates and a Terms of Reference template.

The Handbook is currently out for consultation, you can download the draft document and submit your feedback here;

<https://dfes.mysocialpinpoint.com.au/localemergencymanagementcommitteehandbook>

Keeping LEMC agendas fresh and effective with a focus on resilience, capability, and risk reduction.

A LEMC Health checklist has been developed to assist LGs and LEMC members assess how their LEMC is progressing. (*Please refer to the LEMC Health check list as attached*). The intention is to work on this over a number of years, using a traffic light system to track your progress. Any of the gaps identified would make great discussion or action items for your LEMCs and will assist to build meaningful LEMC agendas.

Some key things you could consider immediately, discuss or even workshop at your LEMC are listed below;

- Have you taken the time to seriously consider your membership? Is it reflective of your community? (Suggestions include emergency services, state agencies, community groups/leaders, representatives of vulnerable groups, welfare/social service groups/non-government organisations, industry and business, essential service providers.)
- To build further resilience to prepare, respond and recovery from emergency events, have you considered developing partnerships for mutual aid or assistance with stakeholders in your area? Examples include neighbouring LGs, agencies, community organisations or industry and business.
- Consider assessing your capability summary report and identifying capability gaps. Discuss with your LEMC and encourage their input to determine if there are any areas of critical vulnerabilities. Encourage their input to advise of any emerging risks that they may know of.
- Do your LEMC members understand your risk profile? Besides bushfires what other hazards and possible impacts should LEMC members be aware of? Review your risk register or list of emergencies likely to occur.

Emergency Management Grants Programme for the next few years

Year	2023-24		2024-25	
Program	NDRR	AWARE	NDRR	AWARE
Round Open	24 April 2023	16 August 2023	25 April 2024	16 August 2024
Round Close	29 May 2023	20 September 2023	29 May 2024	20 September 2024
Assessment	3 July 2023	24 October 2023	3 July 2024	25 October 2024
Anticipated announcement	September 2023	January 2024	September 2024	January 2025

National Disaster Risk Reduction Package.

This is a Commonwealth funding package that has been made available through the National Emergency Management Agency (NEMA). The funding is for nationally significant initiatives that reduce systemic disaster risk at the national level. To be eligible it must have significant national and cross jurisdictional effect, impact and influence. So it is unlikely to suit your needs, but just to keep you informed in case you come across it.

If you have any queries in regard to any of our grant programmes please send through an email to our grants team on semc.grants@dfes.wa.gov.au or call Glen Daniel on 0477 344 822

Calendar of Events – next 6 months

Date	Event	Location	Comment
15 March 2023	NEWROC EM day & Exercise “Our capability and resilience in a Changing climate.”	Venue tbc.	Not confirmed
28 March 2023	WEROC EM day & Exercise “Our capability and resilience in a changing climate”	Kellerberrin Recreation Centre	Confirmed #Note includes Narembreen.
29 March 2023	Wheatbelt DEMC	DFES office Northam	
May/June	North-western Wheatbelt LGs EM day & exercise “Our capability and resilience in a changing climate”	Tba	Proposed , not yet organised. #Note: Includes the Shires of Dandaragan, Moora, Dalwallinu, Wongan/Ballidu, Victoria Plains, Gingin and Chittering
21 June 2023	Wheatbelt DEMC	DFES office Northam	

Note: It is intended that the EM days be flexible enough to allow for other LGs outside that area to join if that date/location suits them better.

Yvette Grigg
District Emergency Management Advisor
Wheatbelt/Goldfields Esperance

30th January 2023



Government of Western Australia
Department of Communities



Local Emergency Welfare Plan

MERREDIN DISTRICT

Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt
Marshall, Mukinbuddin, Narembene, Nungarin, Trayning,
Westonia, Wyalkatchem and Yilgarn

(Updated Version October 2022)

Prepared by

Department of Communities - Emergency Services

Tabled at the

LOCAL EMERGENCY MANAGEMENT COMMITTEE on (Refer next page)



This Plan can be activated for hazards defined under the WA State
Emergency Management Arrangements eg State Hazard Plan - Heatwave,
State Hazard Plan – Fire, State Hazard Plan – Crash Emergency, State
Hazard Plan - HAZMAT.

To activate this Plan call the Department of Communities's

All Hours

EMERGENCY RELIEF AND SUPPORT ON CALL OFFICER on

0418 943 835

Local Emergency Welfare Plan - Merredin District

Contact details

To make comment on this plan please contact –

Jo Spadaccini –
Wheatbelt District Emergency Services Officer
Department of Communities
joanne.spadaccini@communities.wa.gov.au

0429 102 614

Amendment List

AMENDMENT NO.	DATE	DETAILS	AMENDED BY NAME
	December 2019	Complete Review and Reissue.	Jo Spadaccini
1	Update Sept 2020	Update	Gabrielle
2	June 2021	Update	Jo Spadaccini
3	December 2022	Update	Jo Reimers
4			
5			
6			

Provided to the LOCAL EMERGENCY MANAGEMENT COMMITTEES in the:

Shire of Bruce Rock on 19 January 2023
Shire of Kellerberrin on 19 January 2023
Shire of Koorda on 19 January 2023
Shire of Merredin on 19 January 2023
Shire of Mt Marshall on 19 January 2023
Shire of Mukinbuddin on 19 January 2023
Shire of Narembeen on 19 January 2023
Shire of Nungarin on 19 January 2023
Shire of Trayning on 19 January 2023
Shire of Westonia on 19 January 2023
Shire of Wyalkatchem on 19 January 2023
Shire of Yilgarn on 19 January 2023

Local Emergency Welfare Plan - Merredin District

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Local Emergency Welfare Plan - Merredin District

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Unconfirmed

1. Introduction

1.1 Outline

The Local Emergency Welfare Plan is to be read in conjunction with the State Emergency Welfare Plan, both prepared by the Department of Communities (Communities).

The State and Local Emergency Welfare Plans are support plans which document the strategic management and coordination of welfare services in emergencies, as part of the Western Australian State Emergency Management (EM) Arrangements.

The scope of this local plan includes:

- Communities responsibilities for the planning, response and recovery stages for the management and coordination of welfare services, including resources, within the identified geographical boundaries;
- agreed responsibilities of emergency management partnering agencies, coordinated by Communities to provide welfare services during emergencies.

1.2 Exercise and review period

This plan is to be exercised at least annually, and will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

1.3 Welfare services definition

The provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency. To assist in coordinating the provision of welfare services, six (6) functional areas have been identified:

- **emergency accommodation including welfare centres** – see Appendix 5
- **emergency catering** – see Appendix 7
- **emergency clothing and personal requisites** – see Appendix 8
- **personal support services** – see Appendix 9
- **registration and reunification** – see Appendix 6
- **financial assistance** - in Western Australia there are a number of financial assistance programs that may be put in place following a major emergency. Communities has the provision of some financial assistance being available for assessed immediate needs. This is determined at the time of the emergency using the principle of needs on a case-by-case basis for affected persons, as approved by Communities State Welfare Coordinator/ Communities Emergency Services Coordinator.

2. Preparedness and Operation of this Plan

2.1 Organisational responsibilities

The development and maintenance of this plan is allocated to the Communities District Emergency Services Officer, in consultation with members of the Emergency Welfare Coordination Group (EWCG), if there is one, and the Local Emergency Management Committee (LEMC). A contact list of the organisations that constitute the EWCG is provided in Appendix 3 and their agreed organisational responsibilities are provided in Appendix 4.

2.2 Special considerations

Local Governments (LGs) plan for special considerations as per the State EM Policy 4.6.1 –

EM planning must consider where special arrangements will be required. For example, any groups within the community whose circumstances may create barriers to obtaining information, understanding instructions, or reacting to an emergency. This includes but is not limited to:

- children and youth;
- older people;
- people with disability;
- those who are medically reliant;
- Aboriginal and Torres Strait Islanders;
- individuals from culturally and linguistically diverse (CaLD) backgrounds;
- isolated individuals and communities; and
- transient individuals and communities.

In addition, EM planning must consider special arrangements for animals as per the State Emergency Welfare Plan 2.3.6 -

Animals in welfare centres

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, “Hearing” Dogs and Disability Aid Dogs. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in Local Emergency Management Arrangements. Also see Appendix 5 Emergency Accommodation, point 5.4 Children, organisations, educational and care facilities.

Communities prioritises its response in line with its operational capacity, and relies on those agencies or organisations which provide support to these groups having suitable plans and response capabilities in place, prior to an emergency to cater for these groups’ needs.

2.3 Resources – Preparedness and Operational

Communities has primary responsibility for managing and coordinating welfare services resources. This plan is based on the utilisation of resources existing within a community and to supplement those resources when required at the State level. In some emergencies interstate/national resources may be required. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator/Emergency Services Coordinator. Communities is responsible for appointing Welfare Coordinators as follows:

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Communities State Welfare Coordinator (SWC)	The title “State Welfare Coordinator” used throughout this plan is the Communities representative appointed by the Communities Director General (DG). This role is delegated to the Director Emergency Services. Responsibilities include: (a) Coordination of all emergency welfare support services at the State level;

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>(b) Represent the DG on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required;</p> <p>(c) Act as the DG's representative on the following:</p> <ul style="list-style-type: none"> • SEMC Response and Capability Subcommittee; • SEMC Recovery Subcommittee; • SEMC Community Engagement Subcommittee; • Other State and national level committees as appropriate. <p>(d) Chairing the State Welfare Emergency Committee (SWEC);</p> <p>(e) Coordination of all partnering agencies within the State Welfare Coordination Centre.</p>
<p>Communities Emergency Services Coordinator (ESC)</p>	<p>This role may be delegated by Communities Emergency Services (ES) Director to the rostered Communities ES On Call Officer during activation and operations to carry out Communities emergency management functions. The ESC is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency. The ESC is authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements. Responsibilities include:</p> <p>(a) Establish the State Welfare Coordination Centre and manage centre functions during operation;</p> <p>(b) Activate responses to emergency situations, authorise emergency expenditure and utilise resources to meet those responses;</p> <p>(c) Assist the State Welfare Coordinator with their functions as required;</p> <p>(d) Manage emergency welfare services functions as required;</p> <p>(e) Provide support to country staff/offices involved in emergencies;</p> <p>(f) Represent Communities on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required.</p>
<p>Communities District Welfare Representatives</p>	<p>(a) Represent Communities on District Emergency Management Committees (DEMCs) to address emergency welfare support matters (Communities District Director or proxy);</p> <p>(b) Ensure the arrangements of this plan are clearly understood at the district level;</p> <p>(c) Clarify Communities policy on emergency welfare matters where required;</p> <p>(d) Refer matters of a contentious nature to Communities Emergency Services for resolution;</p>

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<ul style="list-style-type: none"> (e) Ensure development, testing and maintenance of Local Emergency Welfare Plans for the district in which the Local Government (LG) areas fall; (f) Appointing Local Welfare Coordinators for each Local Emergency Management Committee (LEMC); (g) Represent Communities on Operational Area Support Groups (OASGs) as required.
District Emergency Services Officer (DESO)	<ul style="list-style-type: none"> a) As a local emergency management resource, develop local arrangements, procedures and resources eg EM Kits; b) Develop, test and maintain the Local Emergency Welfare Plans for the district in which the LG areas fall; c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions and exercises annually; d) Liaise and establish networks and partnerships with agencies; e) Assist with activations if available; f) Assist and support the District Welfare representatives and Local Welfare Coordinators to carry out their roles.
Communities Local Welfare Coordinators (LWC)	<p>Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within an LG area/s.</p> <p>A Communities LWC responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish and manage the activities of the local Emergency Welfare Coordination Groups (EWCG), where determined appropriate by the District Director; (b) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees; (c) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services; (d) Represent Communities on the Incident Support Group (ISG) when required.
Communities Welfare Centre Coordinator (WCC)	<p>In some circumstances Welfare Centre Coordinators (WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate welfare services to the evacuees in the welfare centre. (b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC; (c) Remaining at the centre to manage the centre operations.

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Local Government Welfare Support	<p>a) When an emergency event takes place within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial welfare response to evacuating community members. This is primarily due to their close proximity to the emergency event and their ability to quickly identify and open a pre-determined welfare centre. If the activation request is from the HMA the LG should contact Communities to inform and consult with them of the activation to open a welfare centre. The role of the LG in these early stages would be to ensure that evacuees have a safe location to relocate to, and that they can be provided with basic needs and services until such time as Communities can arrive to take on the coordination role of the welfare centre. Basic needs and services may include refreshments, registration, basic information, and personal support. On arrival of Communities, the LG would then provide a handover to the designated Communities Welfare Coordinator and take on the LG Welfare Liaison Officer role as a support to Communities.</p> <p>b) In some circumstances the emergency event may not escalate to a significant level, and the LG may determine that they are able to continue to operate the welfare centre without the need for deployment of Communities staff. If this situation arises the LG must seek approval from Communities to retain the coordination role and have this decision documented formally.</p> <p>c) In some circumstances it may not be possible for Communities to attend the welfare centre due to geographical distances, road conditions, conflicting events, or other unforeseen circumstances. In these cases the LG may be asked to continue to provide the coordination role for the welfare centre, with support and advice being available from Communities via telephone or other means. In these situations Communities would approve in advance any required expenditures in relation to operating the welfare centre, and would meet these costs if required.</p> <p>If LGs elect to undertake their own welfare arrangements without Communities consultation, LGs are responsible for their own costs.</p>

2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Welfare Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to provide appropriate welfare services under this plan, and in accordance with their roles and responsibilities.

2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

- (1) As per State Emergency Management Policy 5.3.4 'A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA, and may also support Combat Agencies and other Support Organisations upon request'.
- (2) The State Welfare Coordinator/Emergency Services Coordinator based on information provided internally and/or externally, may identify the need to activate this support plan.

Regardless of who first identifies the need, the HMA/Controlling Agency and Communities State Welfare Coordinator (SWC), Emergency Services Coordinator (ESC) or Local Welfare Coordinator shall confer and agree that this plan should be activated; discuss the safe location of welfare centres and welfare services required. If activated at the local level the Local Welfare Coordinator will advise Communities SWC/ESC.

Once this decision is made the State or Local Welfare Coordinator shall assess the immediate welfare services required and activate Communities and partnering agencies if required and available. See Appendix 1 Communities Standard Operating Procedures for activation procedures.

Communities, representing partnering agencies, should be included as a member of the ISG and OASG, if formed, and will appoint an appropriate Communities representative accordingly.

2.6 Plan Activation Stages

The plan will normally be activated in stages. In an impact event for which there is no warning period, these stages may be condensed with stages being activated concurrently.

Activation Stage number	Activation Stage name and actions
<p>Stage 1</p>	<p>Alert: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided from within Communities. (a) Partnering agencies are alerted by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies alert their own personnel; (c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided; (d) Key personnel are briefed on action to be taken; (e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.</p>
<p>Stage 2</p>	<p>Activation: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided internally and/or externally. (a) On behalf of the HMA/Controlling agency, and in consultation with the welfare centre owners, the Local Welfare</p>

Activation Stage number	Activation Stage name and actions
	<p>Coordinator organises for the designated welfare centre to be opened if required. The safest and most appropriate centre needs to be agreed on by the HMA, LG and Communities;</p> <p>(b) Required partnering agencies are activated by the SWC/ESC or Local Welfare Coordinator and proceed to the welfare centre;</p> <p>(c) Welfare services are provided under the coordination of the Local Welfare Coordinator with partnering agencies assisting as required;</p> <p>(d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Local Welfare Coordinator and partnering agencies;</p> <p>(e) Welfare services requirements are continuously monitored and reviewed by the Local Welfare Coordinator and adjusted accordingly.</p> <p>(f) If required, requests for additional resource support at the local level should be made by the Local Welfare Coordinator to the SWC/ESC.</p>
Stage 3	<p>Stand Down: HMA/Controlling Agency to officially notify Communities to Stand Down; or SWC/ESC or Local Welfare Coordinator to request of HMA/Controlling Agency to Stand Down if they assess welfare services no longer required.</p> <p>(a) Partnering agencies are informed of the Stand Down by the SWC/ESC or Local Welfare Coordinator;</p> <p>(b) Partnering agencies stand down in accordance with relevant procedures for their agency;</p> <p>(c) Partnering agencies are to advise the SWC/ESC or Local Welfare Coordinator when stand down has been completed;</p> <p>(d) Communities to officially hand back the welfare centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as a welfare centre;</p> <p>(e) The SWC/ESC or Local Welfare Coordinator advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible;</p> <p>(f) Post operation reports to be written by Communities – see 2.9.</p>

2.7 Public Information Management

The HMA/Controlling Agency is responsible for the provision and management of media and public information during emergencies, and all non-welfare matters will be referred to them. Communities and partnering agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility, and with approval from the Communities SWC/ESC.

If the **Register.Find.Reunite. system** is activated, Communities SWC/ESC will give approval for Australian Red Cross to provide R.F.R. information to the HMA/Controlling Agency, or the State Emergency Public Information Coordinator (SEPIC).

2.8 Exchange of Information

During a state of emergency or emergency situation, emergency management agencies can share personal information relating to persons affected by the emergency, State EM Plan 5.2.5. Communities Local Welfare Coordinator is to contact Communities SWC/ESC to seek approval before there is any exchange of information.

2.9 Debriefs and Post Operation Reports

The Local Welfare Coordinator conducts a debrief of participating staff and agencies as soon as practical after all agencies are stood down. This is to identify lessons learnt through the activation for continuous improvement of any future activations. Following this, the Local Welfare Coordinator, or appointed Communities officer, writes the Post Operation Report.

3 Recovery

3.1 Recovery Definition

The Emergency Management Act 2005 (s. 3) defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

As per the State Emergency Management Plan and the State Emergency Welfare Plan, it is the responsibility during recovery for the Department of Communities to coordinate the welfare components of recovery in line with the services outlined in this Plan for people affected by an emergency.

3.2 Emergency relief and assistance in recovery

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion, State EM Policy 6.9.

Communities, as a support organisation, is not responsible for the coordination or collection of monetary donations or donated goods or services; restocking perishables or transporting people to/from homes and communities.

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

Through the **Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA)**, the State Government provides a range of relief measures to assist communities recover from an eligible natural event

Department of Communities may provide some financial assistance in recovery for individuals and families if DRFA-WA is activated. This assistance is to alleviate the personal hardship or distress arising as a direct result of an eligible natural disaster, and is assessed on a case by case basis by Communities SWC/ESC. Some categories are subject to income and/or assets testing.

Other financial assistance that may be available after an emergency are:-

- **Services Australia – Centrelink, Medicare and Child Support** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group.
- If activated by the Australian Government, Centrelink can administer –**
 - **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
 - **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster.
- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

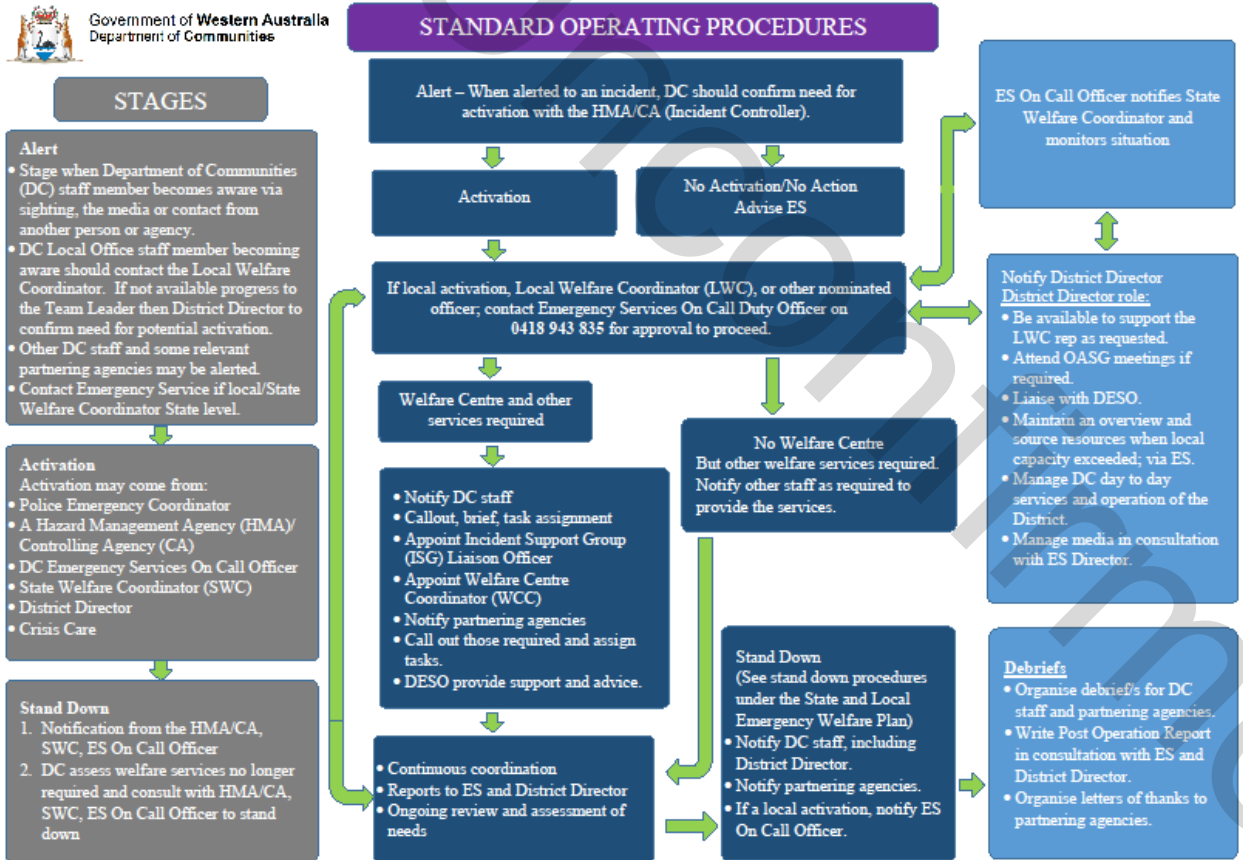
3.4 Cessation of recovery

Communities cessation of welfare services in recovery will be dependent on community needs, access to existing community services and individuals’ and communities’ resilience. Accordingly Communities cessation may vary from other recovery services.

3.5 Review of recovery activities

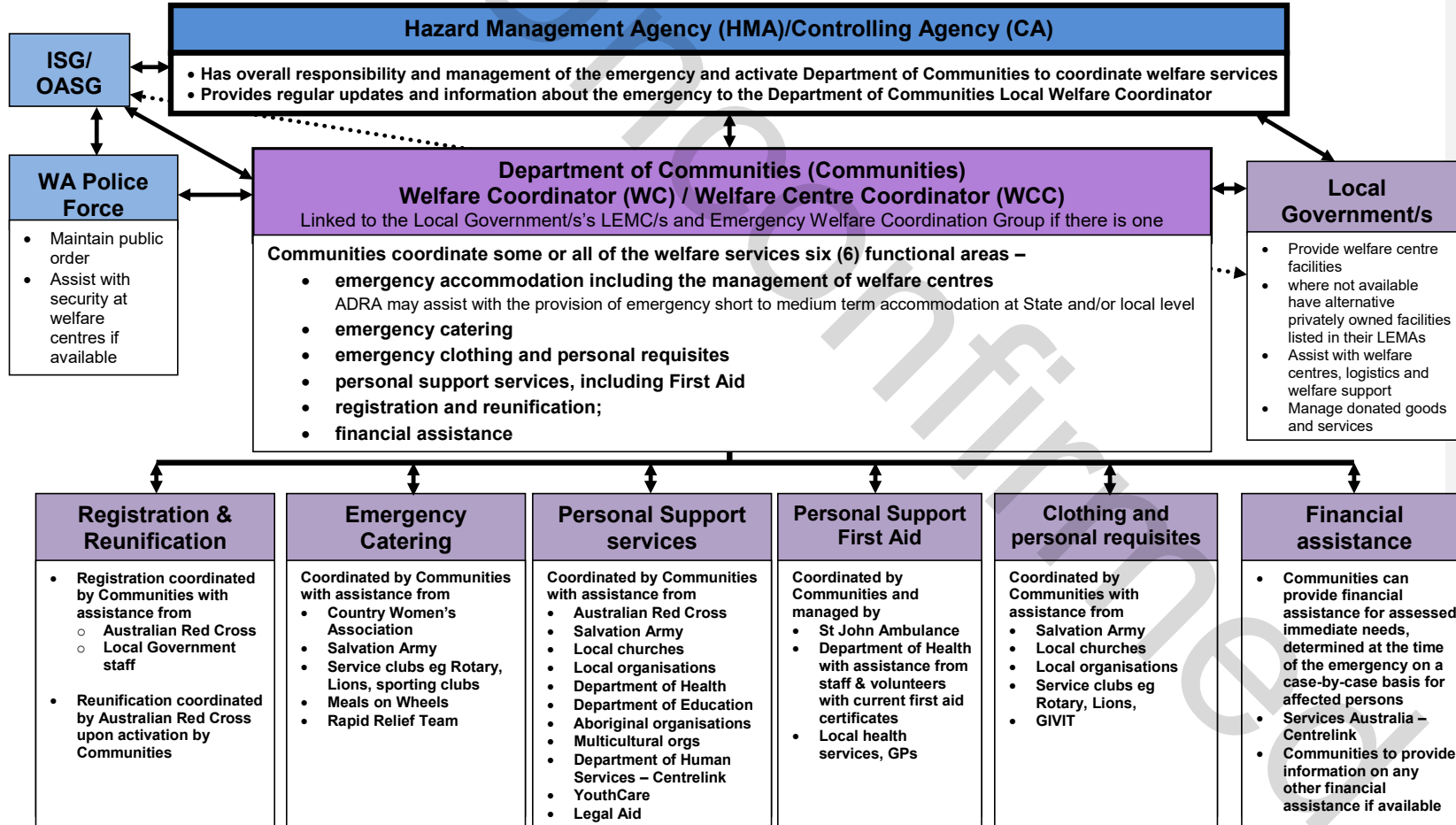
Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

Appendix 1 – Department of Communities Standard Operating Procedures



Appendix 2 – Local Emergency Welfare Coordination

Please see Appendix 4 – Organisational Responsibilities for details of each partnering agency's responsibilities.



Local Emergency Welfare Plan - Merredin District

Appendix 3 –Emergency Welfare Coordination Group/Partnering Agencies

- In some locations where there are enough local partnering agencies, Communities will establish an Emergency Welfare Coordination Group.
- This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare services. Their agreed organisational responsibilities are provided in Appendix 4.
- All partnering agencies staff and volunteers assisting Communities in accordance with this plan are required to comply with Communities policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.
- In multi-agency responses Team Leaders for each functional area may be appointed, i.e. Registration Team Leader, Emergency Catering Team Leader.

Department of Communities (Communities) Functions include: Overall Coordination * Accommodation * Financial Assistance * Counseling Personal Support * Personal Requisites * Registration		
FOR EMERGENCY ACTIVATION 24/7 Operations Duty On Call Officer 0418 943 835		
Name/Position	Work Contact	After Hours Contact
1st Contact Jo Spadaccini	Joanne.spadaccini@communities.wa.gov.au 0429 102 614	0418 943 835
2nd Contact Julie McKenzie Wheatbelt District Director RED – Wheatbelt Jamie Strickland Child Protection Team Leader On-Call Roster	6277 4141 (mobile available to DC staff) Julie.Mckenzie@communities.wa.gov.au Mobile: 0438 923 605 See Crisis Care Roster – GS/WB DESO and ESU oncall will have	ERS On Call Officer 0418 943 835
3rd Contact ERS On Call Officer	emergencyservices@communities.wa.gov.au	0418 943 835
Shire of Bruce Rock Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Darren Mollenoyux - CEO	9061 1377 ceo@brucerock.wa.gov.au	0428 611 377
2nd Contact Alan O'Toole - Deputy CEO	9061 1377 dceo@brucerock.wa.gov.au	0408 383 530
Shire of Kellerberrin Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Raymond Griffith - CEO	9045 4006 ceo@kellerberrin.wa.gov.au	08 9045 5389 0417 927 637
2nd Contact	9045 4006 dceo@kellerberrin.wa.gov.au	0429 454 806

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Lenin Pervine – Deputy CEO		
Shire of Koorda		
Functions include:		
Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Darren Simmons - CEO	9684 1219 CEO@koorda.wa.gov.au	0429 941 219
2nd Contact Lana Foote – DCEO	9684 1219 dceo@koorda.wa.gov.au	0449 258 673
2nd Contact Darren West – Work Supervisor	9684 1219 works@koorda.wa.gov.au	0427 841 275
Shire of Merredin		
Function Include		
Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Peter Zenni - Executive Manager Development Services	9041 1611 emds@merredin.wa.gov.au	0417 962 384
2nd Contact Andrina Prnich - DCEO	9041 1611 dceo@merredin.wa.gov.au	0419 241 600
Shire of Mt Marshall		
Function Include		
Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact John Nuttall - CEO	9685 1202 ceo@mtmarshall.wa.gov.au	0427 851 202
2nd Contact Rebecca Watson - CDO	9685 1202 cdo@mtmarshall.wa.gov.au	0427 095 608
Shire of Mukinbudin		
Function Include		
Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Dirk Sellenger – CEO	9047 2100 ceo@mukinbudin.wa.gov.au	0428 471 102
2nd Contact Allan Ramsay – Environmental Health Officer	9047 2100 eho@mukinbudin.wa.gov.au	0419 952 043
Shire of Narembeen		
Function Include		
Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Chris Jackson – CEO Executive	9064 7308 ceo@narembeen.wa.gov.au	0428 647 312
2nd Contact Arthur Cousins	9064 7308 worksmgr@narembeen.wa.gov.au	0429 647 330
Shire of Nungarin		
Function Include		
Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Adam Majid - CEO	9046 5006 ceo@nungarin.wa.gov.au	0427 465 006

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2nd Contact Lorraine Seward – Office Manager	9046 5006 admin@nungarin.wa.gov.au	0488 792 471
Shire of Trayning Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Leanne Parola - CEO	9683 1001 ceo@trayning.wa.gov.au	0428 831 035
2nd Contact Stephan Thompson	works@trayning.wa.gov.au	0428 831 036
3rd Contact Belinda Taylor	Local Welfare Coordinator ea@trayning.wa.gov.au	08 9683 1001
Shire of Westonia Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Jamie Criddle - CEO	9046 7063 shire@westonia.wa.gov.au	0427 467 063
2nd Contact Jasmine Geier - Ranger	9046 7063 shire@westonia.wa.gov.au	0427 070 775
Shire of Wyalkatchem Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Peter Klein – Acting CEO	9681 1166 ceo@wyalkatchem.wa.gov.au	0429 960 000 0427 811 166
2nd Contact Keith Mills	9681 1166 works@wyalkatchem.wa.gov.au	0427 431 075
Shire of Yilgarn Function Include Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
1st Contact Peter Clarke	9049 1001 ceo@yilgarn.wa.gov.au	0427 775 325
2nd Contact Nic Warren – Executive Manager Regulatory Services	9049 1001 emrs@yilgarn.wa.gov.au	0407 491 027
3rd Contact Robert Bosenberg – EM Infrastructure	9049 1001 works@yilgarn.wa.gov.au	0409 791 135
Department of Communities – Housing Functions Include: Personal Support Services * Provide strategic advice for emergency accommodation		
First Contact Area Manager – Sally Trunfio	Sally.trunfio@communities.wa.gov.au	08 90813801 0427 086 976
Second Contact Sue Hubeck	Sue.Hubeck@communities.wa.gov.au	08 90813800 TBA
Department of Fire and Emergency Services Functions include:		
DFES Regional Office Goldfields Midlands	79 Newcastle St, Northam	9690 2300 24/7 Duty Phone
DFES Community Liaison Unit - CLU	Team Leader CLU@dfes.wa.gov.au	0408 296 320

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Department of Health Function Include Personal Support		
First contact Disaster Preparedness & Management Unit - can organise a doctor at a welfare centre and/or write out prescriptions	Health On Call Duty Officer (OCDO) 08 9328 0553 Duty Officer 24/7	Emergencies 000 / 112 / 106
Wheatbelt Mental Health Service Merredin	9041 5200	
Community Health Services Merredin	9041 0444	
Wheatbelt Aboriginal Health Service	9690 2888	
Adventist Development and Relief Agency Functions include: * Assist with the welfare functional area of Emergency Accommodation (short to medium term)		
State Office	Suzanna Cuplovic	93987222
Narrembeen /Hyden	Diane Major	90617034
Country Women's Association Function Include Catering * Personal Support * Emergency Clothing/Personal Requisites		
Burracoppin Narelle Millington Christine Johnston	90453050 The.millingtons@bigpond.com	0407774191
Kellerberrin Joan Thorncroft	90454653 billjoanthorncroft1@bigpod.com	0427523848
Koorda Merle Henning Janet Brooks	9684 3024 merimala@activ8.net.au	0427 841 087
Nukarni (Shire of Merredin) Tina Thomas	nanbe@reachnet.com	0427 458 257
Nungarin Eileen O'Connell Caroline Pittam	9046 5107 te.oconnell@bigpond.com 9046 5473 Johncaroline.pittam@bigpond.com	0427 465 107
Southern Cross Carol Trur and Carla Della Bosca	9049 1272 myplace1947@bigpond.com 9049 1293	0427 491 272
Rapid Relief Team (RRT) Functions include: Catering		
RRT WA Team Leader Alex Sharpe	Alex.sharpe@rrtglobal.org	0447 920 644
Red Cross Functions include: Registration of evacuees * Manage Inquiry * Personal support (2 nd and 3 rd contact used for day to day business, EWCG meetings etc - NOT for emergency responses. For emergency responses refer to First Contact		
Name/Position	Work Contact	After Hours Contact
		Emergency 24/7 Duty Ph 0408 930 811

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Emergency Control Centre - 24/7 Duty Phone		
1st Contact Jennifer Pidgeon Emergency Services Manager	jpidgeon@redcross.org.au 0409749 345	Emergency 24/7 Duty Ph 0408 930 811
2nd Contact Harry Deluxe ES Workforce & Operations Coordinator	hdeluxe@redcross.org.au 0437 989 602	Emergency 24/7 Duty Ph 0408 930 811
Salvation Army Functions include: Catering * Emergency Clothing/Personal requisites * Personal support		
1st Contact Ben Day – Director of EM Services	(08) 9209 1142 On Call 24/7 Ben.Day@aus.salvationarmy.org.au	0407 611 466 or 0427 986 435
Services Australia – Centrelink, Centrelink, Medicare and Child Support Function Include Financial Assistance * Personal Support		
1st Contact Service Centre Manager Corrin Chard	9621 9000 cscm.northam.w@servicesaustralia.gov.au	0421 506 247
Service Clubs (e.g. Lions, Rotary, Zonta) Function Include Catering * Personal Support * Practical Assistance in setting up welfare centre, managing parking of vehicles		
Lions Club of Bencubbin & Districts (Inc) Hugh Morgan (President)	0429 142 308 benlionsclub@westnet.com.au PO Box 31. Bencubbin 6477	0429 142 308
Bruce Rock Mens Shed	Barry Turner	9061 1312
Lions Club of Kellerberrin Ray Edwards Kevin Smith	PO Box 114 Kellerberrin 6410	0418 912 763 9045 4349 0439 429 531
Merredin Lions Club Doug Geier	PO Box 256 Merredin 9044 1054	0428 441 054
Wyalkatchem Hockey, netball, Golf, Bowls, tennis, Rotary and other local clubs would render assistance	0488 053 992	0488 053 992
Narembeen P&C	Linda Cornish	0428 635 030
Narembeen Lions Greg Rutherford Glenis Rutherford	rutherfordg2@bigond.com 9064 7325 0428 951 885	0429 463 851 9064 7325
Narembeen Men's Shed	Dr Peter Lines	9064 7145
St. John Ambulance Functions Include: First Aid * Personal Support Services		
St. John Ambulance – Call Communities Emergency Services – 0418 943 835 to approve cost before contacting SJA		
First contact Communication Centre – Perth	9334 1234 9334 1226	Emergencies 000 / 112 / 106
Department Numbers Email accounts are not monitored 24 hrs. Life Threatening Emergencies State Operations Centre Event Health Services (Welfare & Standby First Aid) eventservices@stjohnambulance.com.au		000 (24hrs) 9334 1226 (24hrs) 9334 1311 (24hrs)

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Emergency Management Unit (Planning and Exercises) emergencymanagementunit@stjohnambulance.com.au		9373 3820 (BH)
Media and Communications (Media) mediarelations@stjohnambulance.com.au		0410 341 329 (24hrs)
Merredin Ambulance Station Career Paramedic 0700 to 1900 28 Mitchell St, Merredin	Merredin.Paramedics@stjohnwa.com.au	0498 355 878
Community Paramedic Kellerberrin, Merredin, Mt Marshall (Bencubbin and Beacon), Mukinbudin, Nungarin, Trayning (Kununoppin) Westonia, Yilgam (Tammin)	Scott Rastall scott.rastall@stjohnambulance.com.au cp.easternwbt@stjohnwa.com.au	0418 378 948
Community Paramedic Koorda, Wyalkatchem, (Dowerin, Dalwallinu, (Kalannie) Wongan-Ballidu, Victoria Plains (New Norcia))	Maxi MacDonald Maxi.macdonald@stjohnambulance.com.au cp.northeastwbt@stjohnwa.com.au	0438 059 257
Community Paramedic Bruce Rock, Narembeen (Corrigin, Kondinin (Hyden), Kulin)	Tanya Dickson cp.eastcentralwbt@stjohnwa.com.au	0438 045 691
SJA Wheatbelt Regional Office Northam Craig Spencer – Regional Manager Matthew Guile – Assistant Regional Manager	29 Tamplin St, Northam	9621 1613
	craig.spencer@stjohnambulance.com.au	0429475704
	Matthew.guile@stjohnambulance.com.au	0420 312 049
Regional Sub Centre Coordinator – North Hayley Moore	Rsc.northwheatbelt@stjohnambulance.com.au	9621 4117 0408 028 455
Regional Sub Centre Coordinator – East Matthew Guile	Rsc.eastwheatbelt@stjohnambulance.com.au	0448 278 570
Volunteering WA		
Jen Wyness	9482 4315 State Office	0422 941 483
Western Australian Police (can ring 131 444 but quicker to ring local Station numbers below) Function Include Maintain public order at Evacuation centres as required		
Wheatbelt District Office	Superintendent – Rob Scantlebury Assistant District Officer – Inspector Mark Twamley Assistant District Officer – Inspector TBA	9622 4240 Business Hours
Northam Police Station CAD desk	9622 4281	24hrs
1st Contact Officer in Charge – Bencubbin 282 Monger St, Bencubbin	9685 0200 0436 853 643 Bencubbin.Police.Station@police.wa.gov.au	Emergency Calls 000/112/ 106
1st Contact Officer in Charge - Bruce Rock	9007 9140	Emergency Calls 000/112/ 106

0422 941 483	
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14 Johnson St, Bruce Rock	Bruce.Rock.Police.Station@police.wa.gov.au	
1st Contact Officer in Charge – Kellerberrin 56 Massingham St, Kellerberrin	9045 6000 Kellerberrin.Police.Station@police.wa.gov.au	Emergency Calls 000/112/ 106
1st Contact Officer In Charge – Koorda 36 Haig St, Koorda	9684 2444 Koorda.Police.Station@police.wa.gov.au	Emergency Calls 000/112/ 106
1st Contact Officer in Charge – Merredin 22 Mitchell St, Merredin	9041 1322 9030 0175 Merredin.Police.Station@police.wa.gov.au	Emergency Calls 000/112/ 106
1st Contact Officer in Charge – Mukinbudin 48 Maddock St, Mukinbudin	9047 2200 Mukinbudin.Police.Station@police.wa.gov.au	Emergency Calls 000/112/ 106
1st Contact Officer in Charge – Narembeen 7 Longhurst St, Narembeen	9045 6050 Narembeen.Police.Station@police.wa.gov.au	Emergency Calls 000/112/ 106
1st Contact Officer in Charge - Southern Cross 75 Canopus St, Southern Cross	9081 2100 Southern.Cross.Police.Station@police.wa.gov.au	Emergency Calls 000/112/ 106
1st Contact Officer in Charge – Wyalkatchem 21 Gamble St, Wyalkatchem	9692 1800 Wyalkatchem.Police.Station@police.wa.gov.au	Emergency Calls 000/112/ 106

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Appendix 4 – Organisational Responsibilities

- Partnering agencies that may be engaged by Department of Communities (Communities) to assist in fulfilling their welfare obligations as part of the Local Emergency Welfare Plan.
- Communities as an emergency management support organisation coordinates emergency welfare services when activated via this plan – the Local Emergency Welfare Plan.
- To coordinate emergency welfare services requires the support of a number of statutory, private and voluntary organisations, known as partnering agencies. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective agencies at the State level via the State Welfare Emergency Committee and Communities.
- At the local level, these responsibilities may be varied to suit the capabilities and availability of welfare organisations. The responsibilities are negotiated between Communities and the agency at the local level and are reflected in this Appendix.
- The allocated responsibilities do not restrict one agency from assisting another, regardless of its primary role.
- Should a partnering agency not be able to manage its primary responsibilities, support with those responsibilities may be requested from the Local Welfare Coordinator. Ultimately, Communities is responsible for these functions where no partnering agency assistance is available.

Agency / Organisation Name	Normal role if engaged
Department of Communities (Communities) – Lead Welfare Agency	(1) Coordinate all functional areas of an emergency welfare response during emergencies; (2) Appoint the Local Welfare Coordinators to support each Local Government (LG) area; (3) Provide staff and operate the Welfare Centres if required; (4) Coordinate all welfare resources utilised under this plan; (5) Coordinate the welfare functional areas of: (a) Emergency Accommodation; (b) Emergency Catering; (c) Emergency Clothing and Personal Requisites; (d) Personal Support Services; (e) Registration and Reunification; (f) Financial Assistance; (6) Provide representatives to various emergency management committees and coordination groups as required.
Department of Communities - Disability Services	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of welfare services to people with disabilities; (4) Assist with other welfare functional areas where agreed.
Department of Communities - Housing	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other welfare functional areas where agreed.
ADRA – Adventist Development and Relief Agency	(1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of emergency short to medium term accommodation;

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Agency / Organisation Name	Normal role if engaged
	<ul style="list-style-type: none"> (3) Provide regular updates to Communities, including a list of all emergency accommodation organised for evacuees; (4) Assist with other welfare functional areas where agreed.
Australian Red Cross	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with Registration at Welfare Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
Country Women's Association	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Emergency Catering at Welfare Centres; (3) Assist with the provision of Personal Support Services; (4) Assist with the provision of Emergency Clothing and Personal Requisites; (5) Assist with other welfare functional areas where agreed.
Department of Education	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required ; (2) Provide access to facilities for Emergency Accommodation where available; (3) Provide access to facilities for Emergency Catering where available; (4) Provide access to staff to assist with Personal Support Services, including School Psychology Service where agreed and available; (5) Assist with other welfare functional areas where agreed.
Department of Fire and Emergency Services (DFES) Community Liaison Unit	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Engage "face to face" two way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information, and support the facilitation of public meetings and other community based communications.
Department of Health	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Welfare Centres; (5) Assist with other welfare functional areas where agreed and available
Department of Local Government, Sport & Cultural Industries, including Office of Multicultural Interests Division	<p><i>Negotiate at the local level how the Department of Local Government, Sport and Cultural Industries could assist;</i></p> <ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; (3) Assist with other welfare functional areas where agreed.
GIVIT – online donation	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer as required to be a reference source regarding donated goods, if available in the area.

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Agency / Organisation Name	Normal role if engaged
management system	
Legal Aid Western Australia	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other welfare functional areas where agreed.
Local Churches/ Church Ministers Fellowship	<ol style="list-style-type: none"> (1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other welfare functional areas where agreed.
Local Government Welfare Support	<p><i>Negotiate at the local level with individual Local Governments any additional responsibilities eg Ranger Services.</i></p> <ol style="list-style-type: none"> (1) Provide a Local Government (LG) Welfare Liaison Officer as required; (2) Assist with the welfare functional area of Emergency Accommodation by utilising LG facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (4) Assist with other welfare functional areas where agreed.
Salvation Army	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Welfare Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
Services Australia – Centrelink, Medicare and Child Support	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with Services Australia guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other welfare functional areas where agreed.
St John Ambulance	<p>Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106.</p> <ol style="list-style-type: none"> (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Welfare Centres, where required and available; (3) Assist with other welfare functional areas where agreed.
Wheatbelt Volunteering WA	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment; (3) Assist with other welfare functional areas where agreed.
WA Police Force	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other welfare functional areas where agreed and available
YouthCare	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required;

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Agency / Organisation Name	Normal role if engaged
	(2) Assist with the provision of Personal Support Services at Welfare Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other welfare functional areas where agreed

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Appendix 5 – Emergency Accommodation

The provision of temporary shelter for persons rendered homeless by an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, is coordinated and assessed by Communities.

Please note - in the event of an evacuation, people may make their own accommodation arrangements eg stay with family or friends locally (if this is safe) or in another town.

Points of clarification:

5.1 Establishment of welfare centres

As per State EM Policy -

- (a) 5.7.3 - The Controlling Agency is responsible for the management of evacuation during an incident, and this continues during an emergency response.
- (b) 5.7.4 - Local governments, HMAs, relevant EMAs (i.e. Support Organisations and Controlling Agencies), in consultation with relevant Local Emergency Management Committees (LEMCs), must identify and advise of refuge site and welfare centres including evacuation centres appropriate for the hazard. The welfare centres should be documented in the LEMA, and are also recorded on the State Welfare Centre Database which HMAs and Controlling Agencies have access to.
- (c) 5.9.5.5 - LEMCs must ensure that LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by EMAs or note where there are no facilities.

Therefore the establishment and management of welfare centres by Communities is on behalf of the HMA or Controlling Agency, in consultation with welfare centre owners. This could be LGs or private facility owners. Welfare centres are established as emergency facilities from which Communities coordinate accommodation, food, clothing, financial assistance, registration, personal support and other welfare services until alternative arrangements can be made.

5.2 Welfare centres definition

In Western Australia welfare centres are a facility that may provide for evacuation, reception, accommodation and relief and recovery (commonly referred to as a 'one-stop-shop') for an impacted community. Welfare centres may continue the extended provision of services into the recovery phase where LGs take responsibility as the lead agency in recovery. For the purposes of this plan all such facilities are classified as Welfare Centres.

5.3 Safety considerations

To ensure the safety of evacuees and welfare centre staff and volunteers, Communities will not establish welfare centres –

- in Bushfire Emergency Warning areas, and will only establish welfare centres in Bushfire Watch and Act areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so;
- if there is not safe access routes to the welfare centres;
- if there are structural concerns about the facility, and/or health concerns eg no running water, no drinking water, non-functioning sewage system, gas or chemical leaks in the area.

5.4 Children, organisations, educational and care facilities

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –

Children and vulnerable people in Evacuation Centres

Unaccompanied children, without direct parental or responsible adult supervision, should be evacuated into the care of the Department of Communities at the evacuation centre.

The preferred option for agencies, organisations or educational and care facilities such as women's refuges, men's hostels, group homes, is for them to have arrangements in place to either evacuate to a similar facility or shelter in place if safe.

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If it is necessary to evacuate to a welfare centre, supervisory staff or members with responsibility for the care, supervision or provision of services to children and their clients must remain at the centre and continue to supervise and provide services until such time as alternative arrangements are made. This may include children being returned to parents or other responsible adult approved by that agency, organisation or educational and care facility.

Agencies, organisations and educational and care facilities at evacuation centres should liaise with the welfare coordinator at these centres for further advice and assistance in relation to unaccompanied children.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in Local Emergency Management Arrangements, State EM Plan 4.6.1 Special Considerations.

5.5 Animals in welfare centres

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs. Some LGs may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

5.6 Responsibility for the welfare centre premises

Communities will take responsibility for the premises utilised as welfare centres from the time of their operations until their closure. Communities shall exercise reasonable care in the conduct of its activities, and agree to replace or reimburse for supplies used in the operation of welfare centres.

As Communities operate welfare centres on behalf of the relevant HMA/Controlling Agency, in the event of any claim for unusual damage incurred as a result of the use of a facility as a welfare centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim. The owner/s of the facilities agrees to utilise their building insurance in the event of damage resulting from the actual disaster event to the structure of the building.

Communities will utilise contract cleaners or pay for the use of the facilities' cleaners to restore the facilities directly utilised as welfare centres back to serviceable condition, if requested.

5.7 School evacuations

If a school needs to evacuate upon receiving advice/instructions from the Incident Controller or HMA, they should try to evacuate to another school as a first option, or self-manage in a Communities designated welfare centre. Schools can evacuate to the community welfare centre with the schools' students under the duty of care and responsibility of the evacuated school.

Schools should use resources within the school such as gym mats, blankets if they have them, any food in school canteens etc. However if these resources are not available and Communities have spare items, these items will be shared with the school. If schools and Communities do not have these resources available, Communities will share any information on sourcing items as listed in the Local Emergency Welfare Plan.

5.8 State Welfare Centres

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, welfare staff and volunteers. In these circumstances LGs or private facility owners may be asked for use of their facility as a 'State Welfare Centre' to assist affected members of other LG areas.

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At these times it would be the expectation that the State Welfare Centre would operate in a similar manner with the same procedures as if operating as a Local Welfare Centre as outlined in this plan.

See over for the list of Pre-determined Welfare Centres.

Unconfirmed

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Appendix 5A - List of Pre-Determined Welfare Centres

Welfare Centres are pre-determined by Communities in partnership with the Local Government's LEMCs. The LEMCs are to ensure Local Emergency Management Arrangements (LEMA) identify such facilities and existing infrastructure that are available for use by Emergency Management Agencies (including Communities) within their respective boundaries. In the event of a lack of facilities the LEMC are to note this in the LEMA's and advise the HMA/Controlling Agency to make alternative arrangements.

NAME- Primary or Secondary	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m ² / 4m ²	LONGI- TUDE LATITUDE	NOTES
WELFARE CENTRES IN THE SHIRE OF BRUCE ROCK						
Primary Bruce Rock Recreation Centre	Dunstall St, near Osborne St, Bruce Rock	Bruce Rock Shire 9061 1377/CEO 0428 611 377/ Deputy CEO 0408 383 530/Rec Centr Mgr 0427 911 080	800 / 500 sleeping Long term Has air con	427 / 213 Shire advised	118.144376 -31.871882	Maximum total occupancy not to exceed 1,200 persons for whole of sites listed above based on available toilets
Secondary Bruce Rock Town Hall	56 Johnson St, near Swan St, Bruce Rock	Bruce Rock Shire 9061 1377/CEO 0428 611 377/ Deputy CEO 0408 383 530	200 / 50 sleeping Short term Has air con	400 / 25	118.148432 -31.878988	Not Available till further notice, will advise when becomes available
Secondary Bruce Rock District High School	37 Dunstall St, Bruce Rock	School 9061 1237 Jake Petterwood Principal 0428 611 146 Janine Dayman Deputy 0428 611 290	200 / 150 sleeping Short term Has air con	100 / 75	118.146546 -31.873109	TBC with School if building required
WELFARE CENTRES IN THE SHIRE OF KELLERBERRIN						
Primary Kellerberrin Regional Recreation & Leisure Facility	Lot 260 Connelly St, near Price St Kellerberrin	Kellerberrin Shire 9045 4006 / Shire CEO 0417 927 637 9045 4103 / Dawn Harvey Manager AH 0488 067 359	300/100 Long term Has air con	Bar 157 / 40 Cuolahan/ Cottle Room 72/ 19 Creche 30/8 Tote 18/5 Shire Advised	117.7153287 -31.6282984	
Secondary Kellerberrin Memorial Hall	110 Massingham St, nr Ripper St Kellerberrin	Kellerberrin Shire 9045 4006/Shire CEO 0417 927 637	200/70 Short term Air Con	156 / 39 Shire Advised	117.722213 -31.633830	
Secondary Doodlakine Community Hall	89 Spring St Doodlakine	Doodlakine Store 90458215 / Raymond Griffiths 0417 927 637	144 / 48 Short term Has air con	Main Hall 85 / 21 Side Hall 27/6 Bar Area 32/8 Shire	117.875887 -31.608373	

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Local Emergency Welfare Plan - Merredin District

NAME- Primary or Secondary	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m ² / 4m ² Advised	LONGI- TUDE LATITUDE	NOTES
WELFARE CENTRES IN THE SHIRE OF KOORDA						
Primary Koorda Recreation Centre	Scott & Allenby St intersection Koorda	Koorda Shire 9684 1219	225 / 100 Short term Has air con	135 / 60 Shire Advised	117.4858053 -30.8223463	No Gen Set Point for external power
Secondary Koorda Memorial Hall	Allenby & Birdwood St intersection Koorda	Koorda Shire 9684 1219	257 No Night Short term Has air con	150 / 0 Shire Advised	117.4822408 - 30.8268855	No Showers
WELFARE CENTRES IN THE SHIRE OF MERREDIN						
Primary Merredin Regional Community & Leisure Centre	Bates St near Princess St Merredin	Merredin Shire 9041 1611, Ctr Mgr 9041 3033, CEO 0427 413 450, Executive Mgr Engineering Services 0429 683645 Ctr Mgr (not for activation) 0466512322	500/300 Only 3 compliant emergency exits in the building	500 /300 Capacities remain the same due to exits. Shire advised		Only 3 compliant emergenc y exits in the building,
Secondary Merredin College	Woolgar Avenue, near Caw St, Merredin	College 9041 0900 9041 7250 AH Lizz Moody 0427 411 801	72 beds Short term no air con	TBC	118.283689 -31.487875	Residenti al school Availabilit y to be confirmed at time if required.
WELFARE CENTRES IN THE SHIRE OF MT MARSHALL						
Primary Bencubbin Recreation	153 Dampier St Bencubbin	John Nuttall – CEO 0427 851 202 Rebecca Watson – CDO 0427 095 608	400/133 Short term Has air con and heating in the function area	Function Area – 150 Netball Court Area- 150 Gym- 15 Ladies Change Room-10 Visitors Change Room – 20 Home Change Room – 15 Sleeping	117.859504 -30.812813	No genset point for external power

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Local Emergency Welfare Plan - Merredin District

NAME- Primary or Secondary	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m ² / 4m ²	LONGI- TUDE LATITUDE	NOTES
				100		
Primary Beacon Recreation Centre	674 Lucas St, Beacon	John Nuttall – CEO 0427 851202, Rebecca Watson – CDO 0427 095 608, Chris Kirby 0427 866 056	Short term Air con in the foyer only	Foyer/Squ ash Court Area – 45 Gym – 15 Ladies Change Room – 16 Visitors Change Room – 17 Home Change Room – 20 Sleeping 28	117.864053 -30.450764	No genset point for external power
WELFARE CENTRES IN THE SHIRE OF MUKINBUDIN						
Primary Mukinbudin Recreation Facility	Lot 54 Cruikshank St, Mukinbudin	Shire CEO Dirk Sellenger 9047 2100 0428 471 102 Shire Mgr of Finance 90472100/0458 471 541	800 \ 250 Short term Partial air con	400 / 200	118.204973 -30.919744	
WELFARE CENTRES IN THE SHIRE OF NAREMBEEN						
Primary Narembeen Recreation Centre	Lot 27984 Currell St Narembeen	Shire 90647308/ Chris Jackson 0428 647 312	447 / 150 Short term Has air con	223 / 111 Shire Advised	118.396225 -32.061155	
Primary Narembeen Town Hall	Lot 19 Cnr Longhurst St & Latham Rd Narembeen	Shire 90647308/ Chris Jackson 0428 647 312	250 / 80 (will need organise showers to sleep)	125 / 62 (will need organise showers to sleep)	118.395034 -32.066238	No Shower Short term No air con
WELFARE CENTRES IN THE SHIRE OF NUNGARIN						
Primary Nungarin Recreation Centre	Lot 201 Danberrin Rd Nungarin	Shire 9046 5006 Centre 9046 5100	250/80 Short term Has air con	125 / 62	118.090153 -31.193383	
WELFARE CENTRES IN THE SHIRE OF TRAYNING						
Primary Trayning Sports	Lot 88 Bencubbin- Kellerberrin	Colin Smeeton (Pres) 9683 1054 or Bruce Hill Sec)	100/33 Short term	50 / 25	117.792572 -31.111853	

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Local Emergency Welfare Plan - Merredin District

NAME- Primary or Secondary	ADDRESS	CONTACT	CAPACITY STATUS	COVID Capacity 2m ² / 4m ²	LONGI- TUDE LATITUDE	NOTES
Club	Rd Trayning	9683 1169	Has air con			
WELFARE CENTRES IN THE SHIRE OF WESTONIA						
Primary Westonia Community Complex	Cement St Westonia	Shire 9046 7063	400/90 Short term Partial air con	200 / 50	118.695412 -31.302608	
WELFARE CENTRES IN THE SHIRE OF WYALKATCHEM						
Primary Wyalkatchem Recreation Centre Sports Ground	Lot 504 Hands Dr Wyalkatchem	Shire 9681 1166 CEO 0429 960 000	355/120 Short term Has air con	177 / 88 Shire Advised Tents/ Marquee can be set up on the oval	117.377163 -31.180942	Parking for Mobile / Caravan External power nodes in carpark
Primary Wyalkatchem Town Hall	Lot 45/46 (35&39) Wilson St Wyalkatchem	Shire 9681 1166 CEO 0429 960 000	200/67 Short term No air con	100 / 50 Shire Advised	117.3825- 31.179386	Mobile Parking
Secondary Wyalkatchem Airport Terminal Building	Tammin Wyalkatchem Rd, off Nungarin- Wyalkatchem Rd.	Shire 9681 1166 CEO 0429 960 000	100/33 Short term Has air con	50 / 25 Shire Advised	117.387371 -31.201239	Parking for Caravan No External power available
WELFARE CENTRES IN THE SHIRE OF YILGARN						
Primary Southern Community Centre	Antares St Southern Cross Next to Shire Office	Nic 9049 1001/ 0407 491 027, Peter CEO 90491001 / 0427 775 325	350/200 Short term Has air con	175 / 87	119.328057 -31.231041	
Secondary Southern Cross Senior Citizens	Cnr Spica & Antares St Southern Cross	Nic 9049 1001/ 0407 491 027, Peter CEO 9049 1001 / 0427 775 325	200/60 Short term Has air con	100 / 50	119.328834 -31.23116	
Secondary Sporting Complex & Oval	Cnr Spica & Antares St Southern Cross. Behind Shire	Nic 9049 1001/ 0407 491 027, Peter CEO 90491001 / 0427 775 325	300/150 Long term Has air con	150 / 75	119.328507 -31.22961	

See Appendices 15,16 and 17 for:

- Welfare Centre Safety Inspection Report
- Welfare Centre Condition Report
- Welfare Centre Handover Report

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Local Emergency Welfare Plan - Merredin District

Appendix 5B – Alternative Temporary Accommodation Services

In the event of an evacuation, people may make their own accommodation arrangements eg stay with family or friends locally (if this is safe) or in another town.

If a small number of people were required to evacuate, or there are extenuating circumstances for some individuals and families, Communities Emergency Services would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial facilities. **Note: accommodation providers requiring payment need to have ABNs** – providers cannot receive payment without one.

Contact the Emergency Services On Call Duty Officer to seek approval for use of commercial accommodation – 0418 943 835.

In a larger emergency Communities Emergency Services may need assistance in organising accommodation for evacuees and ADRA can assist with this in designated areas. If additional help is required, please contact the **Emergency Services On Call Duty Officer – 0418 943 835** and the Officer will activate ADRA if appropriate.

Name	Address	Contact Details	After Hours Contact
SHIRE OF BRUCE ROCK			
Bruce Rock Motel	Johnson St, Bruce Rock Kevin & O Arnold	9061 1174	0412 396 080
Ardath Hotel	Bruce Rock Corrigin Rd Brad Sedgwick	9065 1046	0427 036 035
Bruce Rock Chalets	CNr Buther and Swan St Nina McGellin Nina.mcgellin@hotmail.com		0459 490 053
Bruce Rock Hotel	Johnson St, Bruce Rock	9061 1218	
Bruce Rock Caravan Park & Backpackers	Dunstall St, near Farrell St, Bruce Rock	Shire 9061 1377/CEO 0428 611 377	Deputy CEO 0408 383 530
POSA Flat	Contact Shire	Shire 9061 1377	CEO 0428 611 377
SHIRE OF KELLERBERRIN			
United Fuel Motel	Great Eastern Highway, Kellerberrin	(08) 9045 5248	Open 24/7
Kellerberrin Motor Hotel	Massingham St, Kellerberrin	9045 5000	Bruno – 0412 805 776 (call after 1500)
The Prev – dormitory style rooms	George St, Kellerberrin	9045 5195 0427 063 638	pauline@theprev.com.au
Judi's Place – shared and single rooms	George St, Kellerberrin (Black Ant Gallery -)	9045 5639	Judi – 0400 2958 86 Sean – 0458 860 952
Kellerberrin Caravan Park	Lot 404 George St, Kellerberrin WA 6410		0428 138 474

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SHIRE OF KOORDA			
Koorda Hotel	29 Railway St, Koorda	9684 1226	?
Yalabee – units	28-30 Greenham St, Koorda	Shire Office 9684 1219	A/H contact Council CEO Darren Simmons 0429 941 219
Koorda Farm Trees B&B	Chris		0429 694 043 Temporarily closed as of 09/2020 but may open again soon
Koorda Caravan Park	Scott St, Koorda	9684 1219	Pwd sites – no Chalets
SHIRE OF MERREDIN			
Merredin Motel & Gumtree Restaurant	30-34 Gamenya Avenue, Merredin	9041 1886	Number will divert to on call person A/H
Merredin Oasis Hotel	8 Grt Eastern Highway Merredin	9041 1133	Number will divert to on call person A/H
Merredin Plaza	149 Grt Eastern Highway	9041 1755	Number will divert to on call person A/H
Merredin Tourist Park	Cnr Great Eastern Hwy & Oats St, Merredin	9041 1535	
Muntadgin Hotel (Munty Pub)	Crossland St, Muntadgin (meals and take away)	9062 5047	Hotel is just on the weekends
Merredin Bed & Breakfast	30 Bates St, Merredin	9041 4358	A/H - 0417 221 909
Abby's Bed & Breakfast	30 Mitchell St, Merredin	9041 3499	0437 703 588
Merredin Olympic Hotel	5 Gt Eastern Hwy, Merredin	9041 1588	0417 170 059
SHIRE OF MT MARSHALL			
Bencubbin Caravan Park	Kellerberrin Rd, Bencubbin	9685 1202	0427 851 202 John Nuttall
Beacon Caravan Pk	Lucas St, Beacon	0488 025 853	0427 851 202 John Nuttall
SHIRE OF MUKINBUDIN			
Mukinbudin Hotel Phil & Caroline Smith	21 – 25 Shadbolt St, Mukinbudin	9047 1133	
Mukinbudin Caravan Park	25 Cruickshank Rd, Mukinbudin	9047 1103	0429 471 103
Rose Cottage –Contact	19 Maddock Street, Mukinbudin	Tara and Liz Chambers 0427 390 079	
Watson's Way Country Stay	984 Beringbooding Road, Mukinbudin Scott and Hayley Watson	9047 0008	0429 470 022
SHIRE OF NAREMBEEN			
Narembeen Hotel	2 Churchill St, Narembeen	9064 7272	0429 647 137
Narembeen Motel	18 Thomas St, Narembeen -	0428 647 090	
Narembeen Carvn Pk	Currall St, Narembeen	9064 7308	0428 647 312
Santa Leuca B&B	Wogarl West Road Narembeen	Steve Fry	0428 647 419

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SHIRE OF NUNGARIN			
The Woolshed Hotel	58 Railway Ave, Nungarin	9046 5084	
McCorry's Old Hotel	Old Hotel Rd, Nungarin	9046 5187	0467 322 545
SHIRE OF TRAYNING			
Trayning Hotel/Motel	Railway St, Trayning	9683 1005	
SHIRE OF WESTONIA			
Westonia Tavern	Lot 1 Wolfram St, Westonia	9046 7012	0409 706 588
Carrabin Hotel, Motel & Roadhouse	Great Eastern Highway, Carrabin	9046 7162	
SHIRE OF WYALKATCHEM			
Wyalkatchem Hotel/Motel	35 Railway Terrace, Wyalkatchem	9681 1210	
Barracks Accommodation (basic-no a/c)	73 Grace St cnr Butlin St. Suburb, Wyalkatchem	0447 495 153	
SHIRE OF YILGARN			
Southern Cross Motel	768 Canopus St, Southern Cross	9049 1144	
Club Hotel	21 Antares St, Southern Cross	9049 1202	
Sandalwood Motor Lodge @ Caravan Park	Great Eastern Highway, Southern Cross (Opposite Hospital)	9049 1212	
Railway Tavern	Sirius St, Southern Cross	9049 1030	
Southern Cross Accommodation Village	22 Spica St, Southern Cross	9049 1416	
Palace Hotel	Great Eastern Highway, Southern Cross	9049 1555	

Local Emergency Welfare Plan - Merredin District

Appendix 6 – Welfare function of Registration and Reunification

- This functional area enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally.
- To facilitate the accounting of persons affected by such incidents, Communities may use the registration and reunification Register.Find.Reunite. system or other options as appropriate. The Register.Find.Reunite. system has been developed at the State and national level. In Western Australia this system is activated by Communities and managed by the Australian Red Cross on behalf of Communities.
- The system provides for the registration and reunification of affected persons using standardised forms. Stocks of these forms are held by Communities offices, the Australian Red Cross State Inquiry Centre and its local teams and some LGs to be readily available for immediate use at welfare centres.
- In addition, impacted individuals may choose to register themselves online using the Register.Find.Reunite. system once it has been activated.

See over for Communities Standard Operating Procedures for the welfare function of Registration and Reunification.

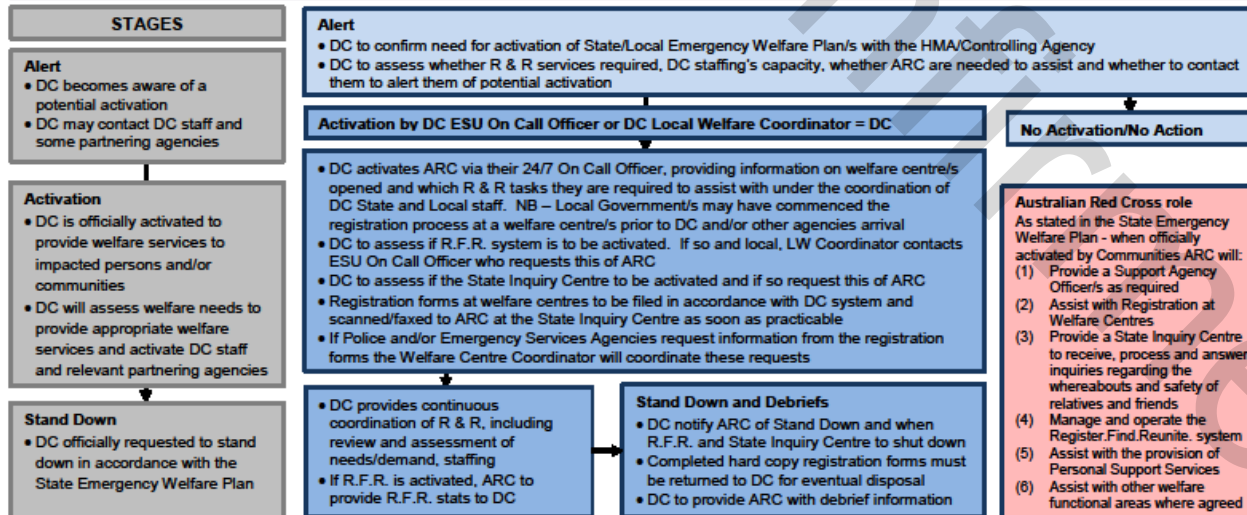
Communities Standard Operating Procedures for the welfare function of Registration and Reunification



Department of Communities Emergency Services - Standard Operating Procedures for the welfare function of Registration and Reunification Dec 2017

Registration and Reunification (R & R) is one of the 6 welfare functional areas Department of Communities (DC) is responsible for under the WA Emergency Management Act 2005 and State Emergency Management Arrangements. Welfare arrangements are detailed in the State Emergency Welfare Plan and Local Emergency Welfare Plans. Registration and reunification enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally. To facilitate the accounting of persons affected by such incidents, DC may use the registration and reunification Register.Find.Reunite. (R.F.R.) system or other options as appropriate. R.F.R. has been developed at the State and national level. In Western Australia this system is activated by DC as the commissioning agency and managed by the Australian Red Cross (ARC) as a partnering agency, on behalf of DC. ARC operates the State Inquiry Centre when authorised by the DC State Welfare Coordinator.

Registration and Reunification Standard Operating Procedures – State and Local Levels





Appendix 7 – Emergency Catering Services

Communities will coordinate the establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged during an event. Dependent on the catering requirements, Communities may engage a variety of service providers to provide this service, such as voluntary groups, fast food outlets or hospital, hotel, motel or public catering services. Communities cannot accept other prepared food e.g. sandwiches, cakes, sausage rolls, unless the person/organisation has a Food Handling Certificate issued by the LG.

Responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the HMA/Controlling Agency.

A resource list of catering agencies and other options is included below, with consideration of catering for large numbers of evacuees and/or protracted emergency events.

Also see CWA Contacts in Appendix 2 of this Plan

Name	Address	Contact Details	After Hours Contact
SHIRE OF BRUCE ROCK			
Bruce Rock Deli Meats and More	36 Johnson St, Bruce Rock	9061 1115	
Brunch Takeaway	60 Johnson St, Bruce Rock thetakeaway@bigpond.com Cathy Cumming	9061 1925	0488 104 195 Not open Mondays
Bruce Rock Roadhouse	20 Johnson St, Bruce Rock	9061 1174	0412 396 080
Bruce Rock Cafe	48 Johnson St, Bruce Rock Kim McKenzie brucerockcafe@outlook.com	0475 701 545	0419 961 358 Catering and prepared frozen meals
Bruce Rock Meals on Wheels	Bruce Rock Hospital Tracy Hubbard Tracey.hubbard@health.wa.gov.au	9061 0222	0408 611 073
Bruce Rock Catholic Ladies	Jan Killminster	9061 1091	0427 913 611
Bruce Rock Hotel	Johnson St, Bruce Rock	9061 1218	0428 611 401
SHIRE OF KELLERBERRIN			
United Fuel Motel	Great Eastern Highway, Kellerberrin	TBA	
Kellerberrin Motor Hotel	Massingham St, Kellerberrin	9045 5000	Opening hours are between 1400-2100
Kellerberrin & Districts Club	260 Connelly St, Kellerberrin	9045 4103	
Kellerberrin Quality Meats	78 Massingham St, Kellerberrin	9045 4014	Opening hours are between 0600 – 1700
Kellerberrin Abattoir & Butchery	Mather Rd, Kellerberrin	9045 4256	0419 190 920
Kellerberrin Bakery	72 Massingham St, Kellerberrin		0417 912 771



			Opening hours are between 0730 – 1330 (Tues–Fri) 0730-1300 (Sat) 0730-1130(Sun) Closed Mon
IGA	62 Massingham St, Kellerberrin	9045 4105	0800-1800 (M-F) 0800-1300 (Sat) 1000-1300 (Sun)
Succulent Foods	100 Massingham St, Kellerberrin	9045 5350	0600-1530 (m-f) 0630-1230 (Sat) Closed Sun
Passenger Platform	Kellerberrin		0427 051 514
Doodlakine Garden Cafe	817 Doodlakine Kununoppin Rd, Doodlakine	9045 8247 Number disconnected	Local Café opened by appointment only.
SHIRE OF KOORDA			
Butcher Koorda Meat Supply	34 Allenby Street St, Koorda Graham Stott	9684 1223	0428 883 391 0900-1700 (M-F)
Koorda Hotel	Railway St, Koorda	9684 1226	
Koorda IGA	Allenby St, Koorda Christine May	9684 1322	0409 296 527 0730-1730 (M-F) 0730-1230 (Sat) 0800-1000 (Sun)
SHIRE OF MERREDIN			
Café 56	56a Barrack St, Merredin	9041 5000	0630-1430 (M-F) 0730-1430 (S-S)
Merredin French Hot Bread – 7 days	Barrack St, Merredin	9041 3709	0600-1730 (M-F) 0600-1730 (Sat) closed (Sun)
Chicken Treat	Cnr Great Eastern Hwy & Woolgar Ave, Merredin	9041 1530	Open every day 1100-2000
Eagle Boys Pizza	19 Bates St, Merredin	9041 1674	Open 1130-2100 every day
Subway	80 Barrack St, Merredin	9041 4607	Open 0800-2000 every day
BP Travel Stop	Great Eastern Hwy, Merredin	9041 1620	Open 24 hours
Puma Merredin Roadhouse	Lot 12 Todd St, Merredin WA 6415	(08) 9041 1982	0500-2000(M-T) 0500-2100 (Fri)



			0600-2100 (WE)
Gull Roadhouse	169 Great Eastern Highway, Merredin	9041 1982	
Northside Tavern	58 Bates St, Merredin	9041 1635	1100-0000 (everyday)
Merredin Motel & Gumtree Restaurant	30-34 Gamenya Avenue, Merredin	9041 1886	Number will divert to on call person A/H
Merredin Olympic Hotel	5 Gt Eastern Hwy, Merredin	9041 1588	0417 170 059
All-ways Foods	East Barrack St, Merredin	9041 1424	0800-1600(M-T) 0800-1400 (Fri) Closed Weekends
Eastway Food Supplies	74 Duff St, Merredin	9041 1662	Open 24/7
Muntadgin Hotel (Munty Pub)	Crossland St, Muntadgin (meals and take away)	9062 5047 0427 881 952	
SHIRE OF MT MARSHALL			
KC's Café – Kim and Cindy Sawyer	Shop 4, 45 Monger St, Bencubbin	9685 1165	0427 421 052 Closed Monday 0630-1400 (T, W,T) 0630-1400, 1700-2000 (Friday) 0700-1300 (Saturday) 0700-1100 (Sunday)
Bencubbin Sports Club	6 Brown Street, Bencubbin	9676 4600	0408 003 042
Beacon Country Club	Shemeld Street, Beacon	9686 1030	1700-2100 (Monday) 1700-2300 (T,W,T) 1700-2400 (Friday) 1200-1400, 1700-2400 (Saturday) 1200-1400, 1700-2100 (Sunday)
SHIRE OF MUKINBUDIN			
Mukinbudin Hotel	25 Shadbolt St, Mukinbudin	9047 1133	
Mukinbudin Cafe	7 Shadbolt St, Mukinbudin	9047 1122	0700-2000 (M-F)
SHIRE OF NAREMBEEN			
Narembeen Club Inc	2 Thomas St, Narembeen	9064 7265	Opening times can vary
Narembeen Hotel	2 Churchill St, Narembeen	9064 7272	



Narembeen Roadhouse	Corner Currall & Latham Sts, Narembeen	9064 7315	0530-1930 everyday
Quality Meats Narembeen	25 Churchill St, Narembeen	9064 7393	
Narembeen Meals on Wheels	Narembeen Hospital Wendy Hooper	9064 6222	
SHIRE OF NUNGARIN			
Nungarin General Store	Railway Pde, Nungarin	9046 5070	
Woolshed Hotel	58 Railway Ave, Nungarin	9046 5084	
SHIRE OF TRAYNING			
Trayning Hotel/Motel	Railway St, Trayning	9683 1005	Reception officially is from 1400 but the boss is contactable before then
SHIRE OF WESTONIA			
Westonia Tavern & Motel	Lot 1 Wolfram St, Westonia	9046 7012	0409 706 588
Carrabin Hotel, Motel & Roadhouse	Great Eastern Highway, Carrabin	9046 7162	Open 24/7
Westonia General Store	Wolfram St, Westonia	9046 7222	0900-1830 (Mon) 0900-1700 (Tues) 0900-1830 (Wed) 0900-1700 (Thu/Fri) 0900-1200 (Sat)
Cater Care?	TBA forming arrangement		TBA
SHIRE OF WYALKATCHEM			
Wyalkatchem Roadhouse	Hands Drive & Mitchell St, Wyalkatchem	9681 1310	0630-1800 everyday
Wyalkatchem Hotel/Motel	35 Railway Terrace, Wyalkatchem	9681 1210	
IGA Express	20 Railway Terrace, Wyalkatchem	9681 1261	0800 -1730 (M-F) 0800 - 1200 (Sat) Closed Sun
Wyllie News and Lotteries	31 Railway Terrace, Wyalkatchem	6102 3784	Fred and Dawn
SHIRE OF YILGARN			
Southern Cross Coffee Lounge and Deli	10 Antares, Southern Cross	9049 1434	0800-1600 (M-S) Closed Sun
Southern Cross Motel	768 Canopus St, Southern Cross	9049 1144	http://southerncrossmotel.net.au/facilities.htm



Southern Cross Stationary and Snack Store	18 Antares Street, Southern Cross	90491223	Open 0900-1530
Club Hotel	21 Antares St, Southern Cross	9049 1202	Open 1000-2000 Sat/Sun
Railway Tavern	Sirius St, Southern Cross	9049 1030	https://publocation.com.au/pubs/wa/southern-cross/railway-tavern
Bodallin Service Station	57 Corboy St, Bodallin	9047 5055	Number disconnected
Yellowdine Roadhouse	Yellowdine	9024 2001	0600-2100 everyday
Meals on Wheels via Southern Cross District Hospital	Great Eastern Highway Southern Cross	9081 2222	9081 2222
BP Roadhouse	Great Eastern Highway, Southern Cross	9049 1162	Open 24/7
Caltex Roadhouse	Great Eastern Highway, Southern Cross	9049 1168	Open 24/7
Marvel Loch Hotel	53-55 Lenneberg Street, Marvel Loch	9040 1973	

Catering agencies for large and/or protracted emergencies

NB – there are no agencies available locally

WATER

SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water support for ISG, OASG and IMT, other support or info during operational situations	1300 483 514	1300 483 514
Neverfail Springwater Ltd	Bottled and bulk spring water - Patrick Davis, WA Reg Manager Stefan Thomas, State Mgr Brian Kennedy, WA Prod Mgr		0411 407 120 0408 285 005 0401 100 282



Appendix 8 – Emergency Clothing and Personal Requisites

Communities coordinates the provision of essential clothing and personal requisites, to persons affected by an emergency. This function includes the provision of basic necessities such as toiletry packs, blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.

Where possible, new clothing, or financial assistance for the purchase of new clothing, should be provided to eligible persons as soon as practicable. The use of 'recycled' clothing is a last resort.

A resource list of emergency clothing and personal requisites suppliers and options is included below. This lists organisations and retail outlets who agree to participate in these arrangements, and ensures that acceptable procedural matters have been established.

SUPERMARKETS/GENERAL STORES

Name	Address	Contact Details	After Hours Contact
SHIRE OF BRUCE ROCK			
Bruce rock Shire Store	Johnson St, Bruce Rock Groceries	9061 1377	
Shackleton Store	47 Jermyn St, Shackleton – 33 kms west of Bruce Rock coljoniker@hotmail.com	9064 1082	
SHIRE OF KELLERBERRIN			
Farmers Co-op (IGA Store)	62 Massingham St, Kellerberrin	9045 4105	0800-1800 (M-F) 0800-1300 (Sat) 1000 – 1300 (Sun)
Doodlakine Store	Station St, Doodlakine	9045 8215	0730-1700 (M-F) 0730-1200 (Sat) Closed Sunday
SHIRE OF KOORDA			
Koorda IGA	28 Allenby St, Koorda	9684 1322	0730-1730 (M-F) 0730 - 1230 (Sat) 0800-1000 (Sun)
SHIRE OF MERREDIN			
Merredin SUPA IGA	96 Barrack Street, Merredin	9041 4700	
SHIRE OF MT MARSHALL			
Bencubbin Shop	67 Monger Street, Bencubbin		0419 240 178 0900-1730 (M-F) 0900-1200 (Saturday)
Beacon Co-Op	Corner of Shemeld & Lucas Street, Beacon	9686 1057	0830-1700 (M-F)



Name	Address	Contact Details	After Hours Contact
			0830-1200 (Saturday)
SHIRE OF MUKINBUDIN			
IGA Supermarket Mukinbudin	27 Shadbolt St, Mukinbudin	9047 1153	
SHIRE OF NAREMBEEN			
IGA Narembreen	14 Churchill St, Narembreen	9064 7223	
Narembreen News & Post/convn store	1 Churchill St, Narembreen	9064 7304	
SHIRE OF NUNGARIN			
Nungarin General Store	Railway Pde, Nungarin	9046 5070	
SHIRE OF TRAYNING			
Yelbeni General Store	In the Yelbeni Hall, Yelbeni	9682 5012	
SHIRE OF WESTONIA			
Westonia General Store	Wolfram St, Westonia	9046 7222	
Carrabin Hotel, Motel & Roadhouse	Great Eastern Highway, Carrabin	9046 7162	
SHIRE OF WYALKATCHEM			
IGA Express	20 Railway Tce, Wyalkatchem	9681 1261	
SHIRE OF YILGARN			
Foodworks	Antares Street, Southern Cross	9049 1074	
Moorine Rock Store	Mc Innes Rd, Moorine Rock 4	9049 1008	

FUEL

SHIRE OF BRUCE ROCK			
Bruce Rock Roadhouse	20 Johnson St, Bruce Rock	9061 1174	0412 396 080 Diesel Only
BP Bruce Rock	1 Johnson St, Bruce Rock	9061 1178	24/7 Card Only
SHIRE OF KELLERBERRIN			
United Fuel	Cnr Great Eastern Highway and Chambers St, Kellerberrin	6336 7773	24/7
Great Southern Fuel Supplies - BP (card only)	Lot 309 Tiller Drive Kellerberrin	9063 2014	24/7
	Unmanned	9881 1962	
Liberty	150 Massingham St, Kellerberrin	9045 4007	
Doodlakine Store	Station St, Doodlakine	9045 8215	
SHIRE OF KOORDA			
Great Southern Fuels	Railway St, Koorda	9684 1286	Card access 24 hours
SHIRE OF MERREDIN			



Name	Address	Contact Details	After Hours Contact
BP Travel Stop	Great Eastern Hwy, Merredin	9041 1620	24 hours
Caltex Merredin	George & Barrack St, Merredin	9041 1164	Card access 24 hours
Gull Roadhouse	169 Great Eastern Highway, Merredin	9041 1982	
Andersons Fuel (BP)	Barrack St, Merredin	9041 2292	
Liberty Fuel	McKenzie Crescent, Merredin	9041 4753	0427 368 758
SHIRE OF MT MARSHALL			
Great Southern Fuels	Padbury St, Bencubbin	96851219	Card access 24 hours
Great Southern Fuels	Lucas St, Beacon	96861092	Card access 24 hours
Caltex	2 Koorda Bullfinch Road, Bencubbin		Card access 24 hours
SHIRE OF MUCKINBUDIN			
Geraghty's Engineering	Shadbolt St, Self-serve - Strugnell St, Mukinbudin	9047 1031	
Great Southern Fuels – 24 hr. – BP	Strugnell Street Mukinbudin		Cards and EFTPOS Cards,
Muka Tyre Mart	Bent St, Mukinbudin	9047 1236	
SHIRE OF NAREMBEEN			
Narembeen Roadhouse	Corner Currall & Latham Sts, Narembeen	9064 7315	
SHIRE OF NUNGARIN			
Great Southern Fuel Nungarin	34 Railway Ave, Nungarin	9881 1962	24hr Card Access
SHIRE OF TRAYNING			
Great Southern Fuels	Sutherland St, Trayning	9683 1003	
SHIRE OF WESTONIA			
Carrabin Hotel, Motel & Roadhouse (Westonia Shire)	Great Eastern Highway, Carrabin	9046 7162	
SHIRE OF WYALKATCHEM			
Wyalkatchem Roadhouse	Hands Drive & Mitchell St, Wyalkatchem	9681 1310	
SHIRE OF YILGARN			
Bodallin Service Station	57 Corboy St, Bodallin	9047 5055	
Dunnings Fuel/Caltex Sthern Cross	1 Great Eastern Highway, Southern Cross	9049 1168	
BP Southern Cross	Great Eastern Hwy & Spice St, Southern Cross	9049 1162	
Yellowdine Roadhouse	Yellowdine	9024 2001	



Name	Address	Contact Details	After Hours Contact
MATTRESSES, BEDDING, CLOTHING ETC			
DC Emergency Services Unit	Mattresses from stores in Perth. Allow 5-6 hours	ON CALL PHONE	0418 943 835
SHIRE OF BRUCE ROCK			
Bruce Rock Shire	50 Mattresses in storage at the Rec Ctr		9061 1377 0428 611 377
Bruce Rock Op Shop	Johnson St, Bruce Rock	9061 1593	
SHIRE OF KELLERBERRIN			
Anglican Op Shop	98 Massingham St, Kellerberrin		
SHIRE OF MERREDIN			
Comfortstyle – Newton’s Home Furnishings	74 Barrack St, Merredin	9041 4400	
SHIRE OF MT MARSHALL			
KC Sales – Kim & Cindy Sawyer	Shop 3, Sandalwood Shops, 45 Monger St, Bencubbin	9685 1165	0427 421 052
SHIRE OF NAREMBEEN			
Dorcas Clothing	Narembeen		0429 335 646
SHIRE OF WYALKATCHEM			
Central Secondhand	27 Railway Tce, Wyalkatchem	9681 1541	
Community Mart	Railway Tce, Wyalkatchem	9681 1036	0429 080 200
HARDWARE STORES			
SHIRE OF BRUCE ROCK			
McCall Motors	6Bruce St motors@wn.com.au mccall	9061 1020	0428 611 020
BK Ag Supplies	37 Dunstall St, Bruce Rock	9061 1256	0488 610 075
Landmark	Swan St, Bruce Rock	9061 1333	0419 008 327
Elders	57 Johnson St, Bruce Rock	9061 1177	0488 106 076
SHIRE OF KELLERBERRIN			
DKT Rural Agencies / MAKIT	2 Scaddan St, Kellerberrin	9045 4221	0417 907 244
Thrifty-Link Farmways	50 Massingham St, Kellerberrin	9045 4102	0429 454 102
AJ & TR Cox-hire of portable toilets	Kellerberrin	9045 4586	0427 344 951
SHIRE OF KOORDA			
Koorda Elders Wayne Maher	1314 Railway St, Koorda	9684 1004	
SHIRE OF MERREDIN			
Two Dogs Hdware	112 Barrack St, Merredin	9041 1078	
Ridgey Didge Produce & Hardware	26 Golf Rd, Merredin	9041 5338	
Merredin Rural Supplies	East Barrack St, Merredin	9041 5574	



Name	Address	Contact Details	After Hours Contact
Wheatbelt Country Supplies	East Barrack St, Merredin	9041 1988	
SHIRE OF MT MARSHALL			
Bencubbin Ag Supplies	Padbury St, Bencubbin	9685 1219	0427 472 868 Steve
Ninghan Spraying & Services	Lucas Street, Beacon	96 861 092	0487 861 063 Brandon
SHIRE OF MUKINBUDIN			
ThriftyLink/Sippe's	11 Shadbolt St, Mukinbudin	9047 1221	
SHIRE OF NAREMBEEN			
Narembeen Hardware Ag Supplies	Churchill St, Narembeen	9064 7302	0429 647 173
Elders	Churchill St, Narembeen	9064 6500	0429 165 395
Landmark	Wilfred St, Narembeen		0408 096 553
SHIRE OF NUNGARIN			
Nungarin General Store	Railway Ave, Nungarin	9046 5070	
SHIRE OF TRAYNING			
Trayning Post Shop (hardware)	Cnr Coronation & Mary Sts, Trayning	Ph/Fax 9683 1130	9683 1023/ 0427 831 130
Yelbeni General Store	In the Yelbeni Hall, Yelbeni	9682 5012	
SHIRE OF WYALKATCHEM			
Elders Wyalkatchem	50 Wilson St, Wyalkatchem	9681 1070	
Landmark Wyalkatchem	1 Honour Ave, Wyalkatchem	9681 1133	



Appendix 9 – Personal Support Services

Communities will coordinate and provide personal support services, and where necessary, will work with other specialist agencies to ensure affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption. These include specialised counselling and psychological services and other appropriate services.

Personal Support Services can include practical assistance, emotional support, information, referral to other services, advocacy, advice, counselling and psychological services.

Information and advisory services may include other relief measures not necessarily provided by Communities, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.

A list of relevant agencies and services is included below.

Advocacy and Counselling Services

Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
Dept of Human Services – Centrelink Northam	Service Centre Manager Service Centre Support Manager	96219000 0429 086 157	0459 243 201 0429 086 157
Wheatbelt Mental Health Service	Dept of Health Merredin	9041 5200	
Community Health Services Merredin	Dept of Health Merredin	9041 0444	
Wheatbelt Aboriginal Health Service		9690 2888	
Rural Link	Dept of Health Statewide Services	1800 552 002 1800 720 101 - TTY	
School Psychologists Dept of Education	Wheatbelt Regional Education Office - PO Box 394 Northam 6401	9622 0200	
Wheatbelt AgCare	First Ave, Nungarin	9046 5091	
AG Care Narembeen		9063 2037	
Wheatbelt Ag Care Koorda	Di Morgan		0488 964 255
Beyondblue Support Service	24 hour telephone service Chat online (3pm - 12am) - https://www.youthbeyondblue.com	1300 22 4636	
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline - https://www.lifeline.org.au/get-help/online-services/crisis-chat	13 11 14	
Samaritans Crisis	24 hour telephone service	135 247	



Line	Anonymous Crisis Support		
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved. Online chat and video counselling – https://www.suicidecallbackservice.org.au/need-to-talk/	1300 659 467	

Telephone Help Services

Beyondblue Support Service	24 hour telephone service Chat online (3pm – 12am) – https://www.youthbeyondblue.com	1300 22 4636
HealthDirect		1800 022 222
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline – https://www.lifeline.org.au/get-help/online-services/crisis-chat	13 11 14
Mensline	www.Mensline.org.au	1300 789 978
Mental Health Emergency Response Line	www.mentalhealth.wa.gov.au	1300 555 788
Rural Link Dept of Health Statewide Services	Availability 4.30pm – 8:30am Monday to Friday and 24 hours Saturday, Sunday and public holidays. During business hours connected to local community mental health clinic	1800 552 002 1800 720 101 - TTY
Samaritans Crisis Line Anonymous Crisis Support	24 hour telephone service	135 247 9381 555
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved Online chat and video counselling – https://www.suicidecallbackservice.org.au/need-to-talk/	1300 659 467

Chaplains – YouthCARE (the Area Chaplain is current as of 08/2020 but he said that Youth Care has a special [Pastrol Critical Incident Response Team](#) which could be used in a crisis. For more info ring head office 9376 5000 or 0407 413 855)

Lance	Matthew	Area Chaplain	mattewl@youthcare.org.au	0428 802 258
Diver	Michelle	Cunderdin	michelled@youthcare.org.au	Kellerberrin DHS
Marais	Sal	Nanganeen	salm@youthcare.org.au	Bruce Rock DHS Merredin College
McKane	Bronwyn	Merredin	bronwynm@youthcare.org.au	Merredin College



Nixon	Allison	Mukinbudin	allisonn@youthcare.org.au	Mukinbudin DHS
Phan	Lam-Vy	Wongan Hills	lamvyp@youthcare.org.au	Wyalkatchem DHS, Trayning PS, Calingiri PS

Medical Treatment

HealthDirect		1800 022 222
Poisons Information Centre	24hr advice on all exposures to poisons, medicines, plants, bites/stings	13 1126
Royal Flying Doctor Service (RFDS)	Medical Emergency Calls (24 hours) Satellite phone calls Admin	1800 625 800 9417 6389 9417 6300
St John Ambulance	Emergency Calls Refer page 21/22 for Community Paramedic contacts	000
Wheatbelt GP Network	25 Holtfreter Ave, (PO Box 781) Northam WA	9621 4400

Hospitals, General Practice and Nursing Posts

SHIRE OF BRUCE ROCK			
Bruce Rock Memorial Hospital	35 Dunstall St, Bruce Rock	9061 0222	
Bruce Rock Medical Centre	Butcher St, Bruce Rock	9061 1166	
SHIRE OF KELLERBERRIN			
Kellerberrin Memorial Hospital	51/63 Gregory St, Kellerberrin	9045 6222	
Dr Andrew Van Ballegooyen	13 Moore St, Kellerberrin (next to hospital)	9045 4301	
SHIRE OF KOORDA			
Hospital – Refer Wyalkatchem-Koorda Hospital			
Koorda Medical Centre	Allenby St, Koorda	96 841 742 on Weds, other days 96 811 140	Reg Nurse in attendance Tue, Wed & Thu 10am-2pm Dr on Wed
SHIRE OF MERREDIN			
Merredin Hospital	Kitchener Road, Merredin	9081 3222	
Karis Medical Group	33 Bates St, Merredin	9041 3126 9041 5347	
Merredin Medical Centre	91 Todd St, Merredin	9041 2900	
SHIRE OF MT MARSHALL			
Beacon Silver Chain	Lindsay St, Beacon WA 6472	96861020	



Bencubbin Silver Chain	Monger St, Bencubbin WA	96851229	
Kununoppin Medical Practice	24 Hughes St, Kununoppin WA	9683 0204 (Dr Adewale Olatunji)	Nearest Dr
SHIRE OF MUKINBUDIN			
Mukinbudin Nursing Post	Cnr Ferguson and Maddock St, Mukinbudin	9047 1123 Mon - Thu	
SHIRE OF NAREMBEEN			
Narembeen Memorial Hospital	Ada Street, Narembeen	9064 6222	
Narembeen Medical Centre Dr Peter Lines	Unit 5/19 Churchill St, Narembeen	9064 7145	A/H: Hospital 9064 6222
SHIRE OF NUNGARIN			
Refer Merredin or Kununoppin Hospitals			
SHIRE OF TRAYNING			
Kununoppin Hospital	Leake Street, Kununoppin	9683 0222 4 Days a week	
Kununoppin Medical Practice	24 Hughes St, Kununoppin WA	9683 0204 (Dr Brain Walker)	
SHIRE OF WESTONIA			
Refer Merredin or Southern Cross Hospitals			
SHIRE OF WYALKATCHEM			
Wyalkatchem-Koorda and Districts Hospital	Honour Avenue, Wyalkatchem	9692 1222	
Wyalkatchem Medical Centre	Honour Ave Wyalkatchem	9681 1140	
SHIRE OF YILGARN			
Southern Cross Hospital	Coolgardie Road, Southern Cross	9081 2222	
Southern Cross Family Practice/Yilgarn Medical Centre	Achernar St, Southern Cross	9049 1147	

Chemists/Pharmacists

Bruce Rock Pharmacy	46 Johnson Street, Bruce Rock	9061 1025	
Kellerberrin Pharmacy & Gift Shop	92 Massingham St	9045 4306	Freecall - 1800 654 306
Savings Plus Chemist	102 Barrack St, Merredin	9041 1311	



Narembeen Pharmacy	19 Churchill St, Narembeen	9064 7373	0411 371 770
Southern Cross Pharmacy	11 Antares St, Southern Cross	9049 1056	
St Mark Pharmacy	Lot 16/ Railway Tce, Wyalkatchem	9681 1547	
Wongan Hills Pharmacy	39 – 41 Fenton Place Wongan Hills	96711157	Services Locations without a Chemist
Kununoppin Medical Practice Pharmacy	34 Hughes St. Kununoppin	96830204	Services Locations without a Chemist

Medical Supplies and Equipment including Wheelchairs

Shire of			
Shire of			

Residential Care Facilities

SHIRE OF KELLERBERRIN			
Baptistcare Dryandra	45 Leake St, Kellerberrin	9045 4400	
SHIRE OF MERREDIN			
Berringa Lodge	84 Haig Rd, Merredin	9081 3222	

Special Needs Interest Groups

Translation, Interpretive and Hearing (AUSLAN) Services

<p>Translating and Interpreting Service (TIS National) 24/7 Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information. Costs are a guide only as they may change –</p> <ul style="list-style-type: none"> • Immediate phone interpreting including ATIS phone interpreting: 131 450 - 15mins @ \$34.22 - 4.1.18 • Pre booked Service – 1300 655 081 - 30mins @ \$82.89 – 4.1.18 <p>Text Emergency Calls TTY – Dial 106</p>
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Child Care Services

SHIRE OF BRUCE ROCK			
Bruce Rock Day	3 Bean Rd, Bruce Rock	9061 1195	



Care Centre			
SHIRE OF MERREDIN			
Merredin and Districts Childcare and Playgroup	61 Kitchener Rd, Merredin	9041 1934	
SHIRE OF MT MARSHALL			
Littles Bees of Bencubbin – Sturt Pea House	75 Monger Street, Bencubbin	0473 118 182	0427 095 608
Little Bees of Beacon – Beacon Community Hall	Lot 25 Rowlands Street, Beacon	0427 851 376	0427 095 608

Community Resource Centres

Bruce Rock CRC	40/42 Johnson St, Bruce Rock	9061 1687
Kellerberrin CRC	94/96 Massingham St, Kellerberrin	9045 4991
Koorda CRC	41/43 Railway St, Koorda	9684 1081
Merredin CRC	110 Barrack St, Merredin	9041 1041
Mt Marshall (Beacon CRC)	11 Rowlands St, Beacon	9686 1064
Mt Marshall(Bencubbin CRC)	283 Monger St, Bencubbin	9685 1007
Mukinbudin CRC	8 White St, Mukinbudin	9047 2150
Narembeen CRC	2/19 Churchill St, Narembeen	9064 7055
Nungarin CRC	28 Railway Ave, Nungarin	9046 5400
Westonia CRC	33 Wolfram St, Westonia	9046 7077
Wyalkatchem CRC	5700 Railway Tce, Wyalkatchem	9681 1500
Yilgarn (Southern Cross CRC)	Canopus St, Southern Cross	9049 1688

Taxi Services – HMAs/Controlling Agency are responsible for transporting evacuees to and from Welfare Centres

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Appendix 10 – Key Contact Lists

Organisation	Name	Work contact	After hours contact
Department of Communities - Merredin	Team Leader - Local Welfare Coordinator	6277 3881	Department of Communities after hours emergency contact 0418 943 835
District Director	Julie McKenzie	6277 4141	
District Emergency Services Officer	Jo Spadaccini	0429102614	
Aboriginal Practice Leader	Lorna Yarran	6277 4141	
Communities Emergency Services	Matt McNally – Director	0466 810 446	
Communities ES On Call Phone – all hours	Emergency Services	0418 943 835	
Department of Communities	Crisis Care	9223 1111	
Media Relations/Corporate Communications	Manager	0418 918 299	0418 918 299
Local Government/s	Refer Appendix 3		
Local Police Force	Refer Appendix 3		Emergency Calls 000 / 112 / 106
DFES Regional Office Goldfields Midlands	79 Newcastle St, Northam	9690 2300	9690 2300 24/7 Duty Ph

Lifelines

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
Life threatening emergency	Emergencies 000 / 112 / 106
DFES Public Information Line	13 DFES (13 3337) www.dfes.wa.gov.au/Pages/default.aspx
Emergency WA website for emergency warnings	https://www.emergency.wa.gov.au/
Bureau of Meteorology website	http://www.bom.gov.au/index.php
WA Tropical Cyclone Information	1300 659 210
WA Land Weather and Flood Warnings	1300 659 213
WA Coastal Marine Warnings	1300 659 223
Australian Tsunami Threat Information (1300 TSUNAMI)	1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 www.mainroads.wa.gov.au
Alinta Gas	13 13 58
ATCO Gas Australia	Faults (public no) – 13 13 52 Head Office 6163 5000
National Broadband Network (NBN)	No phone number listed on the NBN website https://www.nbnco.com.au/



	https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html
DBP Dampier Bunbury Pipeline	Faults – 1800 019 919 Head Office – 942 3800
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Optus	131 344
Public Transport Authority	Emergency (public no) – 9220 9999 Head Office – 136 213
SES – Public assistance Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	132 500
Telstra	Faults – 13 20 00 Head Office – 13 22 03
Water Corporation Inter-agency Emergency Management Coordinator – Alf Fordham - 9420 3964 / 0472 869 491 Alf.Fordham@watercorporation.com.au 629 Newcastle St, LEEDERVILLE WA 6007 PO Box 100, LEEDERVILLE WA 6902 Out of hours operational issues - 1300 483 514 OC_Statewide_OPS_Mgr@watercorporation.com.au Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	Public assistance – General – 9420 2420 Faults (public no) -13 13 75 if urgent Translation and Interpreter Service - <ul style="list-style-type: none"> • 13 13 85 - account enquiries • 13 13 75 - faults, emergencies and security • 13 13 95 - building services Hearing or speech impaired – 13 36 77



Appendix 11 – Sanitary, Waste Disposal, Hire Services:

Local Government	Waste disposal, sanitary and disposal management		
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	1300 483 514	1300 483 514
Merredin Hire Services	22 Railway Ave, Merredin	9041 3325	
Coates Hire	Hire portable toilets, ablution blocks, generators	13 15 52	
Merredin Cleaning Services	Carpet & upholstery, general and vacating cleaning, office & premise cleaning	Rob Broomhall 9041 5452	0428 144 495
Koorda Rec Ground Septic Pumping	Nearest contractor is in Merredin – Palmer Plumbing Service	Ralph Palmer 0438787393	0438787393
Sita-Medi Collect	All clinical waste, Perth	9356 5737	
SUEZ medical and clinical waste specialist division	1-7 Felspar Street, Welshpool	13 13 35	

CLEANING SERVICES

Merredin Cleaning Services	Carpet & upholstery, general and vacating cleaning, office & premise cleaning	Rob Broomhall 9041 5452	0428 144 495
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Appendix 12 – Security Companies:

If security assistance is needed at a welfare centre and the WA Police Force were not available a security company/guard and patrol services could be contacted.

Name	Address	Contact Details Day & After Hours



Appendix 13 – Activation Kits:

Merredin Communities Office	
Front Right Hand Room, left side wall on lowers shelves	
7 Tubs:	
Tub 1	Admin and paperwork
Tub 2	Admin and paperwork
Tub 3	Personal requisites – Small first aid kit, kitchen supplies, toiletries
Tub 4	Personal requisites – Bathroom, soap, towels, toothpaste
Tub 5	Personal requisites – Toiletries, power boards
Tub 6	Baby items
Tub 7	Cords, chargers and radios
No bedding at this stage.	
Additional Items	15 Litre Drink Dispenser
	Kids Back Pack
	Stripy bag (Vests)
	Laptop Bag
	Trolley
	Green Metal Evacuation Centre Sign (?)
	Bollards and Stands
PPE	
Full list available on SharePoint	
http://dcpworkspace.ad.ccd.wa.gov.au/Workspaces/cbs/esu/Lists/Kit%20and%20trailer%20location/AllItems.aspx	

Appendix 14 – Distribution List:

This plan has been distributed electronically to:

Department of Communities

- Northam District Office
 - plus 4 hard copies – located in the *DC Merredin Office* .
 - Local Welfare Plan – red file
 - Local Welfare Centre Coordinator Pack
 - Guide and Checklist for Local Welfare Coordinators File x 2
- Emergency Services Unit Staff
- Wheatbelt District Emergency Services Officer
 - plus a hard copy stored in DESO vehicle

Local Emergency Management Committee

- The Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Narembeen, Nungarin, Trayning, Westonia, Wyalkatchem and Yilgarn Local Emergency Management Committees (Edited version for any copies the public have access to – Appendices not included as contain personal names and phone numbers. This is for people’s confidentiality and particularly Department of Communities staff)



Appendix 15 - Welfare Centre Safety Inspection

Facility Name & Address

Name:		Address:	
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In the event that this facility is required for use as welfare centre, this checklist (often completed in conjunction with the facility condition report) must be completed jointly between Department of Communities (DC or Communities) and the facility site representative directly prior to Communities taking control of the facility and again prior to handing the facility back. Identified hazards should be reported, removed/barricaded or handled/resolved as soon as possible.

Areas to check at a minimum	
1. Facility access <input type="checkbox"/> <ul style="list-style-type: none"> How many entrances/exits to the centre are there? Are any entrances/exits a hazard for children/people with special needs? Do any entrances/exits need to be blocked off or better sign posted? Are any of them fire exits? Is the car park able to be accessed? Is suitable access for people with disabilities available e.g. ramps/rails etc. Stage/side halls – are these safe for children? 	
2. Slips, trips and fall from height hazards <input type="checkbox"/> <ul style="list-style-type: none"> Floors, stairs and ramps - are these free from obstructions that may cause a person to trip or fall – do any need to be barricaded? Drains, plumbing and wet areas – are these leaking causing a slip hazard – check under sinks, dishwasher. Are floor surfaces free from uneven surfaces/potholes/other hazards? Are stair/steps barricaded from children? Are heavy/frequently used items stored away from top shelves and/or steps/safety ladders available if needing to reach heights (to be secured away at all other times)? 	
3. Drowning hazards - Is there a drowning hazard e.g. swimming pool/spa etc? If so have these been barricaded? <input type="checkbox"/>	
4. Electrical hazards <input type="checkbox"/> <ul style="list-style-type: none"> Is the switchboard free of any obstructions and switchboard components are clearly marked? Are plugs, sockets, extension leads, power boards and/or electrical installations in good condition and protected (e.g. covered from damage and not overloaded)? Are flexible cords and extension cords being used in a safe manner (e.g. not lying across walkways and no use of multiple extension cords) Heaters – are these a hazard that needs to be barricaded? Kitchen – is this barricaded from children? Urns/Kettles – have these been barricaded from children? Other electrical equipment / hazards? 	
5. Hazardous substances <input type="checkbox"/> <ul style="list-style-type: none"> Are all potentially dangerous hazardous substances e.g. and chemicals including cleaning products etc locked away? 	
6. Other <input type="checkbox"/> <ul style="list-style-type: none"> Please include an outline of other areas checked for hazards/risks. 	

Please include details of all identified hazards / risks on the following page.



Identified hazard / risk	Resolved/ Barricaded?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
10.	Yes <input type="checkbox"/> No <input type="checkbox"/>

** Please use a separate sheet if more hazards are required to be reported.

Safety Inspection completed by: _____

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		



Appendix 16 – Welfare Centre Condition Report

Facility Name & Address

Name:		Address:	
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In the event that this facility is required for use as welfare centre, this report (often in conjunction with the facility safety inspection) must be completed jointly between Department of Communities (DC or Communities) and the facility site representative directly prior to Communities taking control of the facility and again prior to handing the facility back.

Identified damage or excessive wear and tear to the facility or equipment must be recorded. It is highly recommended that photos and/or video of the full facility (or at a minimum the parts of the facility that may be used) are taken so that the facility condition is accurately recorded. Photos/video often assists in confirming at a later date existing facility/equipment damage (that may have been missed in a visual inspection).

Identified damage or wear and tear	Photo/video taken?	Safety Issue?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

** Please use a separate sheet if more damage / wear and tear is required to be reported.

Condition report completed by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



Appendix 17 – Welfare Centre Handover Report

Facility Name & Address

Report Date/Time: _____

Name:	Address:
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Facility Coordinators

Local Government Welfare Coordinator:	
DC Local Welfare Coordinator:	

Facility Handover Info

In the event that this facility is required for use as welfare centre, this handover / hand back report seeks to collate information useful to the party taking over/back 'control' of the facility. It should be completed jointly between Department of Communities and the facility site representative (or for local emergencies the Local Government representative). The information provided streamlines the process of handing over management of the centre, particularly in regards to knowing the current issues, staffing, agencies and evacuees utilising the centre

Areas to consider as a minimum	
1. Has a Safety Inspection and Condition Report been completed? Are there any concerns	<input type="checkbox"/>

2. How many Evacuees have been registered? Where are the Registration Forms? Have they been faxed?	<input type="checkbox"/>

3. Has hospitality been provided? Have any Meals been organised for the Evacuees? Have any meals or food has already been served?	<input type="checkbox"/>

4. Have you assigned any Liaison Officers to work in the centre? How Long? Have you arranged any rosters for on-going support?	<input type="checkbox"/>

5. Are other community members/groups going to be utilising the centre whilst it is open as a Welfare Evacuation Centre and will disturb its current purpose? Has the community been made aware of this centre being used as a Welfare Evacuation Centre? Have alternative plans been made for activities?

6. Are there any other concerns or issues that have arisen since the opening of the centre or any that you foresee being an issue whilst the centre is open as a Welfare Evacuation Centre?

7. Other Notes?

** Please use another Form to hand the Facility back from the Department of Communities to the Local Government

Handover report completed/acknowledged by: _____ Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



WEROC Inc. Board Meeting MINUTES

Wednesday 22 February 2023

Shire of Kellerberrin Council Chambers
110 Massingham Street, Kellerberrin

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 in the Kellerberrin Shire Council Chambers on Wednesday 22 February 2023.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Ms. Emily Ryan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 9.46am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms. Emily Ryan (Chair)

Ms. Lisa Clack

Mr. Tony Crooks

Mr. Wayne Della Bosca

Mr. Raymond Griffiths

Mr. Mark McKenzie (Deputy Chair)

Mr. Darren Mollenoyux

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

Ms. Joanne Soderlund

Mr. Nic Warren, proxy and voting delegate for Mr. Bryan Close

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Mr. Bryan Close

Ms. Glenice Batchelor

Mr. Bill Price

Mr. Mark Crees

2.3 Guests

Mr. Stuart Hobley, Chief Executive Officer, Shire of Cunderdin (left the meeting at 10.05am and did not return)

Mr Daniel Hay-Hendry, Manager Projects & Assets, Shire of Merredin (left the meeting at 10.20am and did not return)

Ms. Chloe Townsend, A/Deputy Chief Executive Officer, Shire of Merredin (left the meeting at 10.20am and did not return)

Mr. Lindon Mellor, Executive Manager Engineering Services, Shire of Merredin (left the meeting at 10.20am and did not return)

3. DECLARATIONS OF INTEREST

Nil

4. PRESENTATIONS

4.1 Mr. Jimmy Murphy & Ms. Alyce Ventris, Town Team Movement, 11.30am

At the WEROC Inc. Board Meeting held on 27 June 2022, Ms. Alyce Ventris, Town Team Builder for the Wheatbelt, presented a proposal for WEROC to partner with Town Teams in the same way that NEWROC have. There is not a set partnership arrangement, but it could look something along the lines of: - WEROC make an annual financial contribution of \$15,000 from 1 July 2023, and in return for this WEROC will have one day per week from the Town Team Builder dedicated to working with WEROC communities and one “do-over” event per annum.

The Board discussed the proposal and determined that:

- While Town Teams have great potential as a catalyst for community led projects, if they do not have the appropriate structure or a clear vision, the teams will have limited impact; and
- Any potential partnership between Town Teams and WEROC should be contingent on RAC continuing their funding beyond 2023

It was resolved that WEROC would revisit a potential partnership with Town Teams in early 2023.

Mr. Jimmy Murphy, Co-Founder of the Town Team Movement and Ms. Ventris have been invited to provide an update on Town Team projects and initiatives and to again discuss the potential for a partnership with WEROC.

Comments from the meeting:

The presentation from Town Teams was scheduled for 11.30am. Due to the early meeting closure, Mr. Murphy and Ms. Ventris did not present to the Board. The Executive Officer and Mr. Raymond Griffiths met with Mr. Murphy and Ms. Ventris separately. A copy of the presentation from Town Teams will be circulated to the Board via email.

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Monday 21 November 2022

Minutes of the WEROC Inc. Board Meeting held in Bruce Rock on Monday 21 November 2022 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held in Bruce Rock on Monday 21 November 2022 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Tony Crooks

Seconded: Ms. Lisa Clack

That the Minutes of the WEROC Inc. Meeting held in Bruce Rock on Monday 21 November 2022 be confirmed as a true and correct record.

CARRIED

5.2 Business Arising – Status Report as of 10 February 2023

Attachment 1: WEROC Strategic Plan (Revised 2022)

Attachment 2: WEROC Inc. Letter to Director Ron Shepherd

Attachment 3: Letter to WEROC Inc. from Director Ron Shepherd

Actions Arising from the WEROC Inc. Board Meeting held on 21 November 2022.

Agenda Item	Action(s)	Status
5.3 Business arising	Contact Wheatbelt NRM to get an update on their proposal for a regional corella management coordinator.	The Executive Officer sent an email to Wheatbelt NRM on 24 November requesting an update on the corella management initiative. A response was received on 1 December advising that they would provide an update as soon as possible. On 9 February 2023, Dr. Karl O’Callaghan, CEO of Wheatbelt NRM contacted the Executive Officer via phone and provided a verbal update on this proposal. Dr. O’Callaghan advised that discussions with CBH regarding their contribution are still ongoing but likely to be confirmed in the near term. The proposal is supported by the Avon Regional Organisation of Councils (AROC), but NEWROC have declined involvement.
7.1 Regional Preferred Provider Panels	Contact the Wheatbelt Business Network (WBN) with a request that they educate local businesses on the concept and benefits of preferred supplier panels.	The Executive Officer emailed WBN CEO, Mr. Rik Soderlund on 7 December 2022 advising that the WEROC Shires had canvassed local businesses to ascertain their interest in the preferred supplier panel concept and that there had been limited interest. It was requested that the WBN go out and talk to local businesses about preferred supplier panels and generate interest before WEROC consider this proposal again. A follow up email was sent on 8 February 2023.
7.2 Wheatbelt Workforce & Housing Discussion Paper	Write to Mr. James McGovern, Executive Officer of the Great Eastern Country Zone (GECZ), and request that GROH and worker housing be placed on the agenda for the GECZ conference taking place in early 2023.	The Executive Officer contacted Mr. James McGovern via email on 21 November 2022 with a request for housing (specifically GROH and worker housing) to be put forward as a potential topic of discussion at the 2023 GECZ conference. Mr. McGovern replied on 24 November: <i>“Thanks for the email and the proposal for the Conference program, it would be a worthy matter for consideration and does align with the</i>

		<p><i>strategic priorities adopted by the Zone Executive.</i></p> <p><i>The Conference will be discussed at the Zone meeting on Monday and the Executive will consider feedback before determining the final program”.</i></p>
7.3 WEROC Strategic Waste Management Plan	The Shire of Merredin will present a formal position and alternative funding models for the proposed Regional Waste Coordinator position at the next meeting of the WEROC Board.	Ms. Lisa Clack, CEO, Shire of Merredin has prepared a position paper. Please refer to Agenda item 7.4 for further detail.
7.4 WEROC Strategic Plan	Amend Action 1.3 so that it includes drought management programs as well as the Regional Climate Alliance Program.	The Plan has been updated and is provided as Attachment 1. The revised Plan has been uploaded to the WEROC website.
7.5 Marketing and Promotion of the Golden Pipeline Heritage Trail	Contact the National Trust Western Australia to query if there is an opportunity for a partnership with WEROC to revitalize the Golden Pipeline Heritage Trail.	The Executive Officer has been in contact with the National Trust Western Australia. Please refer to Agenda item 7.1 for further detail.
8.1 State Barrier Fence	Write to the Director of Invasive Species at the Department of Primary Industries and Regional Development regarding the recently announced change to wild dog control measures along the State Barrier Fence.	<p>In consultation with the Eastern Wheatbelt Biosecurity Group, Executive officer, Lisa O’Neill, a letter to the Director of Invasive Species and Environment Biosecurity (Ron Shepherd) was drafted and sent on 15 December 2022. A copy of this letter is provided as Attachment 2. A response was received on 31 January 2023 and is provided as Attachment 3.</p> <p>Subsequent to receiving the response the Executive Officer contacted Ms. O’Neill to ask if there are any further actions that can be taken in support of their concerns and was advised that there is unlikely to be any further progress on the concessions already made. Ms. O’Neill thanked WEROC for their support.</p>

Recommendation:

That the status reports as of 10 February 2023 be received.

Comments from the meeting:

- There is still interest in being involved in the Wheatbelt NRM’s Corella Management project. The Executive Officer will continue to monitor progress and provide updates as any new information comes to light.

- Members determined that at this stage the preferred supplier panel proposal from the Wheatbelt Business Network will be laid on the table. If at some future stage there is appetite to proceed, the matter will be reinvestigated.

RESOLUTION: **Moved:** Mr. Raymond Griffiths **Seconded:** Mr. Mark McKenzie

That the status reports as of 10 February 2023 be received.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 31 January 2023

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 February 2023

Attachments: Nil

Voting Requirement: Simple Majority

At the WEROC Inc. Board Meeting held on 2 May 2022 the budget for the financial year commencing 1 July 2022 and ending 30 June 2023 was adopted. The approved Budget for 2022-23 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 refunds for Q4 BAS 2021-22 and Q2 BAS 2022-23
Note 4	Executive Officer services for the months of June to December 2022
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 2021-22 financial year
Note 8	Payments to ASK Waste Management for the WEROC Strategic Waste Management Plan, the Customer Service Institute of Australia for the customer service excellence workshops and the Shire of Merredin for the Central Wheatbelt Visitor Centre mail out service
Note 9	Payment to PWD for .au domain name registration, 12-month hosting fee and compulsory 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	GST paid
Note 12	Payment to the Australian Tax Office for Q1 BAS 2022-23

WEROC Inc.

ABN 28 416 957 824

1 July 2022 to 30 June 2023

		Budget 2022/2023	Actual to 31/01/2023	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	\$7,927.78	\$4,436.00	3
Total Receipts		\$87,127.78	\$83,636.00	
EXPENSES				
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$34,501.50	\$15,462.26	4
1661.02	Executive Officer Travel and Accommodation	\$1,560.00	\$525.63	5
1661.03	WEROC Executive Officer Recruitment	\$0.00	\$0.00	
1687	WEROC Financial Services Accounting	\$1,000.00	\$409.08	6
1687.03	WEROC Financial Services Audit	\$1,000.00	\$931.00	7
1585	WEROC Consultant Expenses	\$60,000.00	\$11,469.55	8
1850	WEROC Management of WEROC App & Website	\$360.00	\$680.00	9
1801	WEROC Meeting Expenses	\$500.00	\$0.00	
1851	WEROC Insurance	\$6,000.00	\$5,938.52	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	\$10,722.15	\$3,237.34	11
	ATO Payments	\$3,668.70	\$5,399.00	12
Total Payments		\$121,612.35	\$44,052.38	
Net Position		-\$34,484.57	\$39,583.62	
OPENING CASH 1 July		\$168,194.70	\$164,322.88	
CASH BALANCE		\$133,710.13	\$203,906.50	

Recommendation:

That the WEROC Inc. financial report for the period 1 November 2022 to 31 January 2023, be received.

RESOLUTION:

Moved: Mr. Wayne Della Bosca

Seconded: Mr. Raymond Griffiths

That the WEROC Inc. financial report for the period 1 November 2022 to 31 January 2023, be received.

CARRIED

6.2 Income & Expenditure

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose.
Date: 1 February 2023
Attachments: Nil
Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 November 2022 to 31 January 2023 is provided below.

Date	Description	Credit	Debit	Running Balance
Opening Balance		\$210,469.91		
04 Nov 2022	Payment: PWD Australia		\$462.00	\$210,007.91
04 Nov 2022	Payment: 150 Square Pty Ltd		\$2,978.70	\$207,029.21
30 Nov 2022	Payment: Premium Publishers		\$674.66	\$206,354.55
06 Dec 2022	Payment: PWD Australia		\$225.50	\$206,129.05
08 Dec 2022	Payment: 150 Square Pty Ltd		\$3,203.50	\$202,925.55
13 Jan 2023	Payment: Shire of Merredin		\$416.05	\$202,509.50
25 Jan 2023	ATO	\$1,397.00		\$203,906.50
Total Westpac Community Solution One		\$1,397.00	\$7,960.41	\$203,906.50
Closing Balance		\$203,906.50		

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 November 2022 to 31 January 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2022 to 31 January 2023 totalling \$7,960.41 be approved.

RESOLUTION: **Moved:** Ms. Joanne Soderlund **Seconded:** Mr. Tony Crooks

That the WEROC Inc. summary of income and expenditure for the period 1 November 2022 to 31 January 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2022 to 31 January 2023 totalling \$7,960.41 be approved.

CARRIED

7. MATTERS FOR DECISION

7.1 Golden Pipeline Heritage Trail

Disclosure of Interest: No interest to disclose.
Date: 1 February 2023
Attachments: Attachment 4: Report Consultation Summary on Golden Pipeline
Consultation: NA
Financial Implications: NA

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board meeting held on 21 November 2022, the future promotion and marketing of the Golden Pipeline Heritage Trail was discussed, and it was resolved that WEROC Inc. would continue to support the promotion of the trail. It was also recommended that an approach be made to the National Trust of Western Australia to see if there is an opportunity for a partnership with WEROC to revitalize the Golden Pipeline Heritage Trail (GPHT).

The Executive Officer wrote to the National Trust Western Australia requesting an opportunity to meet with them and discuss any future plans they have for the GPHT and to explore the potential to work with WEROC to see the closed sites receive the attention they require to once again become a safe point of interest for visitors. The following response was received from Mr. Julian Donaldson, Chief Executive Officer, National Trust WA:

Dear Rebekah

Thank you for your note.

I recently wrote to all shire CEOs along the Golden Pipeline advising that the MOU, which is now well out of date, would not be renewed – but that we were happy to collaborate in the promotion of the GPHT as best we can. So, your note is timely!

The discovery of asbestos contamination at some of the sites has really constrained promotion, and like you, we can't wait for clearance so we can all invite visitors back.

You may also be aware that WaterCorp have recently called for submissions for a new interpretation plan for the pipeline as part of the project to sink large stretches of the line below ground.

We work closely with WaterCorp and have shared your request for information with them and received the following:

The primary constraint to accessing the pumping stations is the contamination present in the soil and buildings, along with some structural issues.

I'll check with our contaminated sites team and see what information we can share with the Trust and WEROC.

As part of the scope for the interpretation strategy, the successful consultant will need to produce a community engagement plan.

I imagine we would consult all of the LGA's along the pipeline, but hadn't thought of using WEROC, so will definitely keep this in mind.

As soon as we have a response, I'll let you know.

Executive Officer Comment:

Subsequent to the correspondence with the National Trust, the Executive Officer conducted some desktop research to find out more about the Water Corporations Golden Pipeline renewal project. A brief overview of the project is provided below:

- In January 2022, the Water Corporation received approval to remove and repurpose above ground sections of the Golden Pipeline as it is gradually replaced with new underground pipeline over the next 50 to 70 years.
- The replacement of a section of pipeline in Tammin was completed in 2022 and the Water Corporation will soon start a section in Merredin.

- As part of this project the Water Corporation intends to develop an interpretation strategy that will enable the safe operation of the pipeline while also ensuring that sections of the above ground pipeline are retained for heritage, tourism and operational purposes.
- Initial consultation on this project was undertaken in 2018. Feedback from this consultation (refer to the summary report provided as Attachment 4) was used to inform the final project proposal which was released for public comment in September 2021.
- The Water Corporation will undertake further consultation with community, local government and other stakeholders to inform the interpretation strategy. This consultation was expected to start in late 2022.

The Executive Officer has contacted the Senior Planner responsible for this project and requested that WEROC be kept informed of this project as it progresses.

Recommendation:

That the information be noted.

Comments from the meeting:

- Mr. Nic Warren queried whether the Golden Pipeline renewal project would include remediation of contaminated sites or only involved preservation of the pipeline. The Executive Officer will contact the Water Corporation to seek clarification on this.

RESOLUTION:

Moved: Ms. Tanya Nicholls

Seconded: Mr. Wayne Della Bosca

That the information be noted.

CARRIED

7.2 Wheatbelt Medical Student Immersion Program

Disclosure of Interest: No interest to disclose.

Date: 1 February 2023

Attachments: *Attachment 5: 23.01.23 Meeting Notes*
Attachment 6: WMSIP Letter of Agreement 2023
Attachment 7: WMSIP Media Release February 2023

Consultation: NA

Financial Implications: NA

Voting Requirement: Simple Majority

Background:

The 2023 Wheatbelt Medical Student Immersion Program is taking place from Tuesday 14 to Friday 17 March. Approximately 220 students from the University of Notre Dame and Curtin will participate in this years program. Students will be hosted in one of 12 Wheatbelt towns - Bruce Rock, Corrigin, Cunderdin, Dalwallinu, Kellerberrin, Kondinin, Merredin, Moora, Narrogin, Westonia, Wongan Hills and Southern Cross. Rural Health West are continuing to work directly with each Shire to finalise an itinerary of activities for the students. Only Notre Dame students will be visiting the WEROC Shires.

Since mid-January, the Executive Officer has been participating in weekly planning group meetings with the University of Notre Dame, Rural Health West and the Rural Clinical School to finalise the arrangements for the visit. The Executive Officer will also provide on-ground support during the visit in March either in Kellerberrin or Merredin (yet to be confirmed).

Executive Officer Comment:

within the Central Wheatbelt Visitors Centre and agreed that WEROC would keep him apprised of any developments.

Recommendation:

That the Board consider and discuss the Shire of Merredin proposal.

Comments from the meeting:

- Mr. Darren Mollenoyux requested that the item be laid on the table until the next meeting due to insufficient time to consider the proposal.
- Ms. Chloe Townsend provided a brief overview of the proposal including the recommendation that WEROC proceed with Option 3, which is to initiate a discussion with NEWTravel regarding the potential to add WEROC Shires (and possibly the Shire of Cunderdin) to the established Wheatbelt Way brand.
- Mr. Darren Mollenoyux questioned what the alternative recommendation would be if NEWTravel do not have the capacity for WEROC to join. Ms. Townsend advised that, if Option 3 was to be progressed NEWTravel could potentially employ an additional resource to accommodate the extra workload, however if this is not possible, Option 2 would be their next recommendation.
- The Executive Officer queried why Option 5 was not recommended. Ms. Townsend advised that this approach would be resource intensive and have a longer-term outlook. The other options could be considered as incremental steps in the build up to Option 5.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Joanne Soderlund

That:

- 1) Discussions and decisions relating to this matter be held over until the next meeting; and
- 2) The Executive Officer contact Australia's Golden Outback and request a costed proposal for a locally based destination development officer.

CARRIED

7.4 WEROC Regional Waste Coordinator

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 February 2023

Attachments: *Attachment 9: WEROC Waste Management Option Paper*

Consultation: Mr. Daniel Hay-Hendry

Financial Implications: To be determined.

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board meeting held in Tammin on 5 September 2022, the final draft Strategic Waste Management Plan (SWMP) was presented for discussion. Mr. Giles Perryman, Director ASK Waste Management, who joined the meeting via videoconference, emphasised the importance of waste data collection and recommended that this should be a high priority for WEROC Shires. Mr. Perryman also strongly recommended that the Shire's consider co-funding a regional waste coordinator. The Board resolved to refer the matter to the WEROC CEO Committee for further consideration.

At the WEROC CEO Committee meeting on Thursday 13 October 2022, the recommendation regarding a regional waste coordinator was generally supported. It was however, requested that a position description that clearly defined the scope of the role and a possible funding model be presented for consideration before moving forward.

Attachments: Nil

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Mr. Jimmy Murphy and Ms. Alyce Ventris it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by Mr. Murphy and Ms. Ventris be considered, and the matter discussed.

As noted under Agenda item 4.1, Mr. Murphy and Ms. Ventris did not present to the Board. A copy of the presentation from Town Teams will be circulated to the Board via email and further discussion will be taken out of session.

8. EMERGING ISSUES

NIL

9. OTHER MATTERS (FOR NOTING)

9.1 Public Health Act 2016

Attachment 10: Message from the Chief Health Officer

Attachment 11: Timeline for implementation of the Public Health Act

Action 5.2 of the WEROC Strategic Plan is to develop a regional Public Health Plan that links to local Public Health Plans. This action has been ongoing since the WEROC Board Meeting held on 30 April 2020, where it was resolved that the Executive Officer would monitor progress toward the implementation of Stage 5 of the Public Health Act 2016 and at the commencement of Stage 5:

- 1) WEROC Inc. will progress with the development of an overarching Health Plan that can be used as a proforma for the Member Councils to develop their individual Public Health Plans; and
- 2) The Executive Officer will seek quotations for the development of a WEROC Public Health Plan.

Dr Andrew Robertson, Chief Health Officer, Health Department of WA, issued a communique on the progress of stage 4 and stage 5 of the Public Health Act 2016 on 6 December 2022. This communique, which is provided as Attachment 9, advises that the new regulations for both stage 4 and stage 5 are not expected to commence within the next 2 years.

Whilst it is not a requirement for Local Public Health plans to be developed until stage 5 comes into effect, many Local Governments are already producing them, and WA Health encourage this approach. Given the delay in implementation of stage 5, the Board may like to consider whether earlier action is warranted.

Comments from the meeting:

- Mr. Darren Mollenoyux advised that the Shire of Bruce Rock have almost completed their Public Health Plan. No other Shires have commenced at this stage.
- There is no appetite to progress this action until Stage 5 commences.

9.2 Wheatbelt Health Profile 2022

Attachment 12: Wheatbelt Health Profile 2022

The WA Country Health Service has released the [2022 Health Profiles](#). The reports provide an overview of the population, geography, health risk factors and health activity of each of its Health Districts and identify some of the key health issues and needs of its population. The profiles aim to provide a guide to inform health

service review, planning and evaluation and help address disadvantage and inequity in rural and remote healthcare.

9.3 Eastern Wheatbelt Ranger Program

Mr. Michael Hayden, Managing Director, Maarli Services, advised via email on Monday 23 January 2023 that Maarli Services was successful in its application to deliver the Eastern Wheatbelt Ranger Program over a two-year period. This will enable Maarli Services to have a small team of employees dedicated to maintaining the cultural and environmental land assets across the region. Mr. Hayden advised that he is looking to establish partnerships with each of the Local Governments that provided letters of support (including the Shires of Merredin, Bruce Rock, Kellerberrin, Westonia and Yilgarn) and hoped to explore regional collaboration opportunities.

Mr. Hayden was invited to attend this meeting but was not available. Mr. Hayden will be invited to the next WEROC meeting to discuss potential partnership opportunities.

Comments from the meeting:

- Mr. Darren Mollenoyux advised that the Shire of Bruce Rock would prefer to approach any discussions with Mr. Hayden as a group. Other Members concurred.
- The Executive Officer will contact Mr. Hayden and request that instead of approaching Councils individually, he discuss any partnership opportunities with WEROC as a group.

10. FUTURE MEETINGS

At the last meeting of the WEROC Inc. Board the Executive Officer requested that a proposed schedule of meetings for 2023 be circulated and approved via email once the Great Eastern Country Zone meeting schedule had been confirmed.

In early December 2022, the Executive Officer circulated several options for consideration and it was determined that the schedule of meetings for 2023 would be as follows:

Date	Time	Host Council
Wednesday 22 February 2023	9.30am	Kellerberrin
Wednesday 26 April 2023	9.30am	Yilgarn
Wednesday 28 June 2023	9.30am	Tammin
Wednesday 30 August 2023	9.30am	Merredin
Wednesday 29 November 2023	9.30am	Westonia

The next meeting will be held in Southern Cross on Wednesday 26 April 2023.

Comments from the meeting:

- Ms. Glenice Batchelor through Ms. Tanya Nicholls requested that Ms. Susan Hall, Acting Chief Executive Officer of the Wheatbelt Development Commission, be invited to the next meeting.

11. CLOSURE

There being no further business the Chair closed the meeting at 10.49am.

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

President, Cr Crees advised having attended the following meetings:

Deputy President, Cr Della Bosca advised having attended the following meetings:

Councillor Day advised having attended the following meetings:

Councillor Geier advised having attended the following meetings:

Councillor Huxtable advised having attended the following meetings:

Councillor Corsini advised having attended the following meetings:

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 **16th March 2023**.

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 **16th March 2023**.

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 **16th March 2023**.

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, Deputy Chief Executive Officer
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 2023 The credit card statements currently show: -

CEO February 2023 \$6,298.02 associated with the purchase of PS - Road sweeper - 2 x brooms, Insolvency Checks (HACC Application) - J. Geier, H. Lockyer & E. Menz, Insolvency Checks (HACC Application) - E. Menz, Insolvency Checks (HACC Application) - J. Geier, Australian National Police Clearance (for application to provide aged care) - Heather Lockyer, Australian National Police Clearance (for application to provide aged care) - Laura Black, Australian National Police Clearance (for application to provide aged care) - Emilie Menz, Australian National Police Clearance (for application to provide aged care) - Jasmine Geier, King Single Plain Dyed Sheet Set x24, King Single Quilt x8, King Single Quilt cover set x8. Shipping, 04104 - refreshments - 2 x cartons beer and UDL, 3x 8pcs Wheel stopper packs, 16x Bath Towels 12x Bath mats, Windows 10/11 Pro for Workstations, Cloud Anti Spam Recurring, P14 - Landcruiser - Diesel Purchase, Standard Lottery Permit Application - Wessy on the Green Raffle, Occasional Liquor Licence - WOTG 2023, Managed Endpoint - Server Recurring, 04104 - Refreshments - Various drinks Chambers bar, Survey Monkey Annual Subscription, 3 x 300GB Internet Activ8me speed Pack, 1047021 Microsoft 365 Basic Recurring, Office 365 Exchange Online Plan &1038283 Microsoft 365 Business std Recurring

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 2022/2023 Annual Budget.

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That February 2023 accounts submitted to today's meeting on Municipal vouchers numbered from 4035 to 4037, and D/Debits from EFT6037 to EFT6084 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$303,800.53 be passed for payment.

List of Accounts Due & Submitted to Council February 2022/2023

Chq/EFT	Date	Name	Description	Amount	Bank	Type
871	01/02/2023	WESTNET - WESTNET INTERNET PROVIDER FEE	WESTNET INTERNET PROVIDER FEE	-66.00	1	FEE
871	03/02/2023	FEE - BANK FEES	BANK FEES	-166.78	1	FEE
B/S	09/02/2023	Deputy Commissioner of Taxation	BAS January 2023	-15480.00	1	CSH
4035	10/02/2023	Synergy	Power for Street Light	-718.35	1	CSH
EFT6037	10/02/2023	Le & M FARINA	Gravel	-3300.00	1	CSH
EFT6038	10/02/2023	Avon Waste	Waste Removal	-1628.56	1	CSH
EFT6039	10/02/2023	Landgate	Schedule R2023/01	-88.70	1	CSH
EFT6040	10/02/2023	Merredin Telephone Service	Security Mtce	-426.25	1	CSH
EFT6041	10/02/2023	AVN Northam Pty Ltd trading as Merredin Toyota	Service WT111	-878.16	1	CSH
EFT6042	10/02/2023	Copier Support	Photocopier/printer copies	-626.02	1	CSH
EFT6043	10/02/2023	Toll Transport Pty Ltd		-123.20	1	CSH
EFT6044	10/02/2023	Ron Bateman & Co	Celdec Pad Mobile Air Con	-488.74	1	CSH
EFT6045	10/02/2023	BOC Limited	Container Service	-58.71	1	CSH
EFT6046	10/02/2023	Hutton and Northey Sales	Spray Nozzles	-169.79	1	CSH
EFT6047	10/02/2023	Westonia Tavern	Senior Christmas Luncheon	-3344.00	1	CSH
EFT6048	10/02/2023	Daimler Trucks Perth	Service Parts	-1399.13	1	CSH
EFT6049	10/02/2023	Great Southern Fuel Supplies	January Fuel - 02WT	-309.77	1	CSH
EFT6050	10/02/2023	Westonia Community Cooperative Limited	January Purchases	-1194.08	1	CSH
EFT6051	10/02/2023	Moore Australia (WA) Pty Ltd	Budget Workshop 2023	-1848.00	1	CSH
EFT6052	10/02/2023	Mech Tech Diesel Services Pty Ltd	Parts & Repairs	-1939.92	1	CSH
EFT6053	10/02/2023	Australia Post	Postage - January	-54.41	1	CSH
EFT6054	10/02/2023	Merredin Auto Electrics & Air Conditioning	2Way Aerial	-44.00	1	CSH
EFT6055	10/02/2023	Wattleup Tractors	Freight	-89.17	1	CSH
EFT6056	10/02/2023	Fuel Distributors Of Western Australia Pty Ltd	Fuel Card Purchase - 0WT	-142.03	1	CSH
EFT6057	10/02/2023	Avon Concrete	Deposit for Bodarockin Rd Culverts	-52800.00	1	CSH
EFT6058	10/02/2023	Out West Mechanical	Parts & Repairs Various Vehicles	-3044.25	1	CSH
EFT6059	10/02/2023	Tammi De Rooy Art & Design	Concept Development	-300.00	1	CSH
EFT6060	10/02/2023	Coramba Mechanical	Hydraulic Parts	-175.82	1	CSH
DD3652.1	12/02/2023	Aware Super - Accumulation	Payroll deductions	-5356.57	1	CSH
DD3652.2	12/02/2023	C-Bus	Superannuation contributions	-1082.56	1	CSH
DD3652.3	12/02/2023	BT Panorama Super	Payroll deductions	-226.65	1	CSH

DD3652.4	12/02/2023	MLC Masterkey	Superannuation contributions	-246.68	1	CSH
DD3652.5	12/02/2023	Rest Industry Super	Superannuation contributions	-91.88	1	CSH
DD3652.6	12/02/2023	AUSTRALIANSUPER	Superannuation contributions	-442.01	1	CSH
DD3652.7	12/02/2023	MLC Navigator Retirement Plan	Superannuation contributions	-137.59	1	CSH
DD3674.1	12/02/2023	Aware Super - Accumulation	Superannuation contributions	-124.95	1	CSH
DD3648.1	13/02/2023	Bankwest Corporate Mastercard	Fuel Purchased OWT	-2361.42	1	CSH
DD3655.1	14/02/2023	TELSTRA CORPORATION LIMITED	Phones & services	-2134.89	1	CSH
EFT6061	14/02/2023	Services Australia Child Support	Payroll deductions	-96.16	1	CSH
EFT6063	14/02/2023	WA Property Lawyers	Settlement - Airstrip Land	-17740.70	1	CSH
PAYROLL	14/02/2023	Payroll	Payroll Liability	-38696.24	1	CSH
4036	15/02/2023	Cash	Petty Cash Recoup 15/02/23	-465.95	1	CSH
DD3666.1	20/02/2023	Triple M Radio Southern Cross Austereo Pty Ltd	MMM Advertising for Wessy on the Green 2023	-946.00	1	CSH
871	24/02/2023	2VNET - 2VNET MONTHLY MAINTENANCE FEE	2VNET MONTHLY MAINTENANCE FEE	-578.95	1	FEE
DD3671.1	26/02/2023	Aware Super - Accumulation	Payroll deductions	-5330.92	1	CSH
DD3671.2	26/02/2023	C-Bus	Superannuation contributions	-1082.56	1	CSH
DD3671.3	26/02/2023	BT Panorama Super	Payroll deductions	-175.32	1	CSH
DD3671.4	26/02/2023	MLC Masterkey	Superannuation contributions	-257.68	1	CSH
DD3671.5	26/02/2023	Rest Industry Super	Superannuation contributions	-59.51	1	CSH
DD3671.6	26/02/2023	AUSTRALIANSUPER	Superannuation contributions	-442.01	1	CSH
DD3671.7	26/02/2023	MLC Navigator Retirement Plan	Superannuation contributions	-145.78	1	CSH
PAYROLL	27/02/2023	Payroll	Payroll Liability	-36051.77	1	CSH
4037	27/02/2023	Water Corporation	Water Use & Service Charge	-47620.47	1	CSH
EFT6064	27/02/2023	JASMINE L GEIER	Mobile Reimbursement	-500.00	1	CSH
EFT6065	27/02/2023	Ron Bateman & Co	Depot Mtce	-138.60	1	CSH
EFT6066	27/02/2023	Liberty Oil rural Pty Ltd	Diesel & ULP	-23803.00	1	CSH
EFT6067	27/02/2023	Workwear Group	Uniform - Chantelle	-71.96	1	CSH
EFT6068	27/02/2023	Extra Mile Writing	Community consultation Coordination	-844.71	1	CSH
EFT6069	27/02/2023	Wren Oil	Oil Recycling	-16.50	1	CSH
EFT6070	27/02/2023	Daimler Trucks Perth	WT120 - Lamp Valance	-769.95	1	CSH
EFT6071	27/02/2023	Karis Medical Group	Truck driver Medical	-192.50	1	CSH
EFT6072	27/02/2023	Wheatbelt Steel Supplies	Gal Pipe	-222.26	1	CSH
EFT6073	27/02/2023	Ancor Electrical	Complex Mains connection box Mtce	-6589.46	1	CSH
EFT6074	27/02/2023	Australian College Of Training	Cert 111 in business - C Pedrotti	-162.25	1	CSH
EFT6075	27/02/2023	Merredin Crane Hire	Crane Hire	-1452.00	1	CSH

EFT6076	27/02/2023	Combined Tyres Pty Ltd	Tyres P15	-1641.20	1	CSH
EFT6077	27/02/2023	DS Agencies Pty Ltd	Park Bench Seating	-4290.00	1	CSH
EFT6078	27/02/2023	Accredit Building Surveying & Construction Services Pty Ltd	BA03 - Shed - 26 Scheelite	-770.00	1	CSH
EFT6079	27/02/2023	(A)POD Pty Ltd t/a Donovan Payne Architects	Contract Documentation	-4070.00	1	CSH
EFT6080	27/02/2023	Moma Solar	Solar Mini Street Light	-2334.09	1	CSH
EFT6081	27/02/2023	WA Contract Ranger Services P/L	Ranger Services	-418.00	1	CSH
EFT6082	27/02/2023	Erin Pope	Ez & J'nita Duo	-250.00	1	CSH
EFT6083	27/02/2023	Dynamic Gift International Pty Ltd	Wessy On The Green Wristbands	-305.80	1	CSH
EFT6084	27/02/2023	Services Australia Child Support	Payroll deductions	-96.16	1	CSH
871	28/02/2023	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-2063.03	1	FEE



-303800.53

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 4035 to 4037, and D/Debits from EFT6037 to EFT6084 Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$303,800.53 submitted to each member of the Council on Thursday 16th March 2023, 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 2023

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Deputy Chief Executive Officer
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 2023 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 2022/2023 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 2023 and note any material variances greater than \$10,000 or 15%.

SHIRE OF WESTONIA

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 28 February 2023

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

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**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,039,095	2,039,095	1,781,691	(257,404)	(12.62%)	
Revenue from operating activities							
Rates		1,111,900	1,111,900	1,112,041	141	0.01%	
Operating grants, subsidies and contributions		1,522,350	535,527	1,261,120	725,593	135.49%	▲
Fees and charges		1,046,050	631,483	725,159	93,676	14.83%	
Interest earnings		15,900	15,300	44,665	29,365	191.93%	▲
Other revenue		352,500	171,385	103,832	(67,553)	(39.42%)	▼
Profit on disposal of assets		156,007	28,700	28,737	37	0.13%	
		4,204,707	2,494,295	3,275,554	781,259	31.32%	
Expenditure from operating activities							
Employee costs		(1,198,050)	(614,146)	(676,853)	(62,707)	(10.21%)	
Materials and contracts		(794,764)	(520,248)	(624,187)	(103,939)	(19.98%)	▼
Utility charges		(529,250)	(433,888)	(421,489)	12,399	2.86%	
Depreciation on non-current assets		(1,716,000)	(1,212,180)	(1,240,099)	(27,919)	(2.30%)	
Insurance expenses		(170,700)	(128,222)	(137,018)	(8,796)	(6.86%)	
Other expenditure		(46,600)	(19,914)	(102,614)	(82,700)	(415.29%)	▼
Loss on disposal of assets		0	0	(1,037)	(1,037)	0.00%	
		(4,455,364)	(2,928,598)	(3,203,297)	(274,699)	9.38%	
Non-cash amounts excluded from operating activities	1(a)	1,559,993	1,183,480	1,212,399	28,919	2.44%	
Amount attributable to operating activities		1,309,336	749,177	1,284,656	535,479	71.48%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		705,650	367,064	371,044	3,980	1.08%	
Proceeds from disposal of assets		445,000	445,000	227,000	(218,000)	(48.99%)	▼
Payments for property, plant and equipment and infrastructure		(3,698,340)	(1,459,432)	(1,514,871)	(55,439)	(3.80%)	
Amount attributable to investing activities		(2,547,690)	(647,368)	(916,827)	(269,459)	41.62%	
Financing Activities							
Transfer from reserves		90,000	90,000	0	(90,000)	(100.00%)	▼
Transfer to reserves		(551,250)	(551,250)	(39,398)	511,852	92.85%	▲
Amount attributable to financing activities		(461,250)	(461,250)	(39,398)	421,852	(91.46%)	
Closing funding surplus / (deficit)	1(c)	339,491	1,679,654	2,110,122	430,468	(25.63%)	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget 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.

(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		(156,007)	(28,700)	(28,737)
Add: Loss on asset disposals	4	0	0	1,037
Add: Depreciation on assets		1,716,000	1,212,180	1,240,099
Total non-cash items excluded from operating activities		1,559,993	1,183,480	1,212,399

(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.

	Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 28 February 2023
Adjustments to net current assets			
Less: Reserves - restricted cash	(3,742,157)	(3,742,157)	(3,781,555)
Add: Provisions employee related provisions		235,422	235,422
Total adjustments to net current assets	(3,742,157)	(3,506,735)	(3,546,133)

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

Current assets				
Cash and cash equivalents	2		5,442,456	5,572,084
Rates receivables			14,768	88,713
Receivables			313,364	183,943
Other current assets			19,458	19,308
Less: Current liabilities				
Payables			(266,198)	63,355
Provisions			(235,422)	(235,422)
Less: Total adjustments to net current assets	1(b)		(3,506,735)	(3,546,133)
Closing funding surplus / (deficit)		0	1,781,691	2,145,849

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
PETTY CASH and FLOATS	Cash and cash equivalents	870		870			NIL	On Hand
MUNICIPAL BANK ACCOUNT	Cash and cash equivalents	1,789,656		1,789,656		BankWest	Variable	Cheque Acc.
RESERVE FUND	Cash and cash equivalents	0	3,781,558	3,781,558		BankWest	Variable	Term Deposit
TRUST FUND CASH AT BANK	Cash and cash equivalents	0		0	46,522	BankWest	Variable	Cheque Acc.
Total		1,790,526	3,781,558	5,572,084	46,522			
Comprising								
Cash and cash equivalents		1,790,526	3,781,558	5,572,084	46,522			
		1,790,526	3,781,558	5,572,084	46,522			

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. 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.

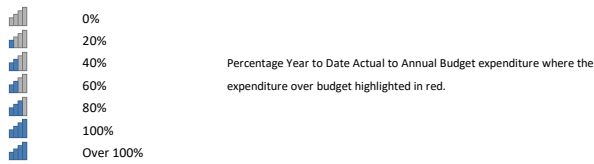
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

Corporate MasterCard	Transaction Summary	Total Amount	Institution	Interest Rate	Period End Date
		\$			
Card # **** *693					
Price, Arthur W	PS - Road sweeper - 2 x brooms	626.33	Bankwest	17.99%	31-Dec-22
	Insolvency Checks (HACC Application) - J. Geier, H. Lockyer & E. Menz	15.00			
	Insolvency Checks (HACC Application) - E. Menz	15.00			
	Insolvency Checks (HACC Application) - J. Geier	15.00			
	Australian National Police Clearance (for application to provide aged care) - Heather Lockyer	48.90			
	Australian National Police Clearance (for application to provide aged care) - Laura Black	48.90			
	Australian National Police Clearance (for application to provide aged care) - Emilie Menz	48.90			
	Australian National Police Clearance (for application to provide aged care) - Jasmine Geier	48.90			
	King Single Plain Dyed Shet x24, King Single Quilt x8, King Single Quilt cover set x8. Shippir	2289.95			
	04104 - refreshments - 2 x cartons beer and UDL	173.00			
	3x 8pcs Wheel stopper packs	97.02			
	16x Bath Towels 12x Bath mats	420.00			
	Windows 10/11 Pro for Workstations	525.00			
	Cloud Anti Spam Recurring	50.00			
	P14 - Landcruiser - Diesel Purchase	166.05			
	Office 365 Exchange Online Plan	36.30			
	1047021 Microsoft 365 Basic Recurring	86.59			
	Survey Monkey Annual Subscription	192.00			
	3 x 300GB Internet Activ8me speed Pack	434.15			
	04104 - Refreshments - Various drinks Chambers bar	298.00			
	1038283 Microsoft 365 Business std Recurring	227.04			
	Managed Endpoint - Server Recurring	264.99			
	Occasional Liquor Licence - WOTG 2023	119.50			
	Standard Lottery Permit Application - Wessy on the Green Raffle	51.50			
		6298.02			

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	990,000	559,520	626,575	67,055
Furniture and equipment	197,000	53,492	42,504	(10,988)
Plant and equipment	677,000	160,000	162,740	2,740
Infrastructure - roads	1,764,340	646,420	644,650	(1,770)
Infrastructure - footpaths	70,000	40,000	38,402	(1,598)
Payments for Capital Acquisitions	3,698,340	1,459,432	1,514,871	55,439
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	705,650	367,064	0	(367,064)
Other (disposals & C/Fwd)	445,000	445,000	227,000	(218,000)
Cash backed reserves				
Reserve -Plant	(90,000)		0	0
Contribution - operations	2,637,690	647,368	1,287,871	640,503
Capital funding total	3,698,340	1,459,432	1,514,871	55,439

Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the e

Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings				
08104 L&B- Rooms at School	50,000	50,000	136,137	86,137
11204 L&B -Kiosk/Abllution Redevelop	90,000	79,000	78,043	(957)
11303 L & B - Bowling Green Stadium	525,000	405,520	406,351	831
11309 Bowling Green Redevelopment	255,000	5,000	6,045	1,045
12218 Depot Shed - CAPITAL	40,000	0	0	-
13216 Old Club Hotel Museum Project	30,000	20,000	0	(20,000)
	990,000	559,520	626,575	67,055
Furniture & Equipment				
07702 F&E - Other Health	10,000	10,000	14,098	4,098
08203 Purchase Furniture & Equipmer	10,000	6,664	0	(6,664)
09232 F& E - Other Housing	5,000	3,328	0	(3,328)
11103 F&E -Chair of Stadium	20,000	20,000	19,497	(503)
11205 F&Et - Swimming Pools	50,000	0	0	-
11503 F&E - Libraries	2,000	1,500	419	(1,081)
11603 F&E - Walgoolan Wagon	10,000	5,000	2,179	(2,821)
13606 L&B - Wolfram Street Shed & F:	60,000	4,000	3,691	(309)
14514 F&E Administration	30,000	3,000	2,620	(380)
	197,000	53,492	42,504	(10,988)
Plant & Equipment				
12302 Purchase Plant & Equipment - F	125,000	75,000	76,956	1,956
12305 Side Tipper & Dolly - CAPITAL	330,000	0	0	-
14213 Construction Supervisor Vehicle	122,000	0	0	-
14520 CEO Vehicle - CAPITAL	100,000	85,000	85,783	783
	677,000	160,000	162,740	2,740
Infrastructure-roads				
12101 Roads Construction Council	868,500	240,000	239,851	(149)
C0006	20,000	13,328	4,850	(8,478)
C0010	33,500	22,328	8,430	(13,898)
C0011	96,000	64,000	0	(64,000)
C0012	43,500	29,000	15,017	(13,983)
C0014	0	0	407	407
C0015	83,500	55,664	0	(55,664)
C0021	71,500	47,664	46,855	(809)
C0025	95,000	63,328	36,924	(26,404)
C0025N	152,500	101,664	0	(101,664)
C0032	110,500	73,664	53,770	(19,894)
C0035	0	0	3,300	3,300
C0052	81,500	54,328	51,480	(2,848)
C0069	58,000	38,664	0	(38,664)
C0092	23,000	15,328	18,818	3,490
12103 MRWA Project Construction	570,840	311,420	312,207	787
RRG84C	570,840	380,560	312,207	(68,353)
12104 Roads to Recovery Constructio	325,000	95,000	92,591	(2,409)
R2R005	0	0	41,040	41,040
R2R04	67,000	44,664	23,135	(21,529)
R2R05	0	0	28,416	28,416
R2R16	258,000	172,000	0	(172,000)
	1,764,340	646,420	644,650	(1,770)
Infrastructure-footpaths				
12108 Footpath Construction	70,000	40,000	38,402	(1,598)
FP0061	70,000	46,664	38,402	(8,262)
	70,000	40,000	38,402	(1,598)
	3,698,340	1,459,432	1,514,871	267,022

Reserve accounts

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation									
Reserve -Long Service Leave	109,095	1,000	1,149	0	0	0	0	110,095	110,244
Reserve -Plant	1,002,357	20,000	10,553	0	0	(90,000)	0	932,357	1,012,910
Reserve -Building	1,093,858	5,000	11,517	260,000	0	0	0	1,358,858	1,105,375
Reserve -Communication/Information T	68,826	250	722	0	0	0	0	69,076	69,548
Reserve -Community Development	575,502	1,500	6,059	0	0	0	0	577,002	581,561
Reserve -Waste Management	122,031	500	1,285	0	0	0	0	122,531	123,316
Reserve -Swimming Pool Redevelopme	403,248	8,000	4,246	50,000	0	0	0	461,248	407,494
Reserve -Roadworks	367,240	5,000	3,867	200,000	0	0	0	572,240	371,107
	3,742,157	41,250	39,398	510,000	0	(90,000)	0	4,203,407	3,781,555

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	Sales of 42 Jasper	45,200	85,000	39,776	0	86,034	85,000	0	(1,034)
	Plant and equipment								
	Transport								
	GTE Sidetippers	32,156	90,000	57,844	0	0	0	0	0
	Toyota Prado	68,485	70,000	1,515	0	0	0	0	0
	Canter	21,852	40,000	18,148	0	20,947	40,000	19,053	0
	Other property and services								
	Toyota LandCruiser - OWT	93,858	120,000	26,142	0	92,316	102,000	9,684	0
	Toyota Rav 4 - 02WT	27,418	40,000	12,582	0	0	0	0	0
		288,969	445,000	156,007	0	199,297	227,000	28,737	(1,034)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

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)	2,039,095	2,039,095	1,781,691	(257,404)	(12.62%)	▼
Revenue from operating activities							
Governance		1,150	760	0	(760)	(100.00%)	
General purpose funding - general rates	6	1,490,150	1,413,210	1,443,271	30,061	2.13%	
Law, order and public safety		49,400	40,717	42,040	1,323	3.25%	
Health		53,300	45,525	86,166	40,641	89.27%	
Education and welfare		52,000	43,750	91,879	48,129	110.01%	▲
Housing		309,500	131,626	117,405	(14,221)	(10.80%)	▼
Community amenities		12,000	11,656	11,041	(615)	(5.28%)	
Recreation and culture		949,700	53,612	597,225	543,613	1013.98%	
Transport		212,607	155,064	166,285	11,221	7.24%	▲
Economic services		600,700	315,019	349,753	34,734	11.03%	
Other property and services		474,200	283,356	370,489	87,133	30.75%	▲
		4,204,707	2,494,295	3,275,554	781,259		
Expenditure from operating activities							
Governance		(315,300)	(212,876)	(205,915)	6,961	3.27%	
General purpose funding		(41,500)	(22,684)	(19,412)	3,272	14.43%	
Law, order and public safety		(77,600)	(53,228)	(71,798)	(18,570)	(34.89%)	▼
Health		(130,900)	(54,362)	(50,416)	3,946	7.26%	
Education and welfare		(46,000)	(28,000)	(39,278)	(11,278)	(40.28%)	▼
Housing		(181,100)	(141,900)	(140,120)	1,780	1.25%	
Community amenities		(103,950)	(67,724)	(62,087)	5,637	8.32%	▲
Recreation and culture		(834,850)	(571,346)	(539,284)	32,062	5.61%	▲
Transport		(1,683,000)	(1,015,126)	(1,041,883)	(26,757)	(2.64%)	
Economic services		(1,035,100)	(599,827)	(606,178)	(6,351)	(1.06%)	
Other property and services		(6,064)	(161,525)	(426,926)	(265,401)	(164.31%)	▼
		(4,455,364)	(2,928,598)	(3,203,297)	(274,699)		
Non-cash amounts excluded from operating activities	1(a)	1,559,993	1,183,480	1,212,399	28,919	2.44%	
Amount attributable to operating activities		1,309,336	749,177	1,284,656	535,479		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12	705,650	367,064	371,044	3,980	1.08%	
Proceeds from disposal of assets	7	445,000	445,000	227,000	(218,000)	(48.99%)	▼
Payments for property, plant and equipment and infrastructure	8	(3,698,340)	(1,459,432)	(1,514,871)	(55,439)	(3.80%)	
		(2,547,690)	(647,368)	(916,827)	(269,459)		
Amount attributable to investing activities		(2,547,690)	(647,368)	(916,827)	(269,459)		
Financing Activities							
Transfer from reserves	9	90,000	90,000	0	(90,000)	(100.00%)	▼
Transfer to reserves	9	(551,250)	(551,250)	(39,398)	511,852	92.85%	▲
		(461,250)	(461,250)	(39,398)	421,852		
Amount attributable to financing activities		(461,250)	(461,250)	(39,398)	421,852		
Closing funding surplus / (deficit)	1(c)	339,491	1,679,654	2,110,122	430,468	25.63%	▲

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 2022-23 year is \$10,000 or 15.00% whichever is the greater.

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**NOTE 6
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 2022-23 year is \$10,000 or 15.00% whichever is the greater.

	Timing Variance
	Material Variance

Schedule 03 General Purpose Funding

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Rates Income								
Operating Expense								
03	03100	ABC Costs- Rate Revenue	32,000	18,669	16,406	(2,263)	(12)%	
03	03101	Rate Notice Stationery expense	500	215	81	(134)	(63)%	
03	03102	Rates Recovery - Legal Expenses	1,500	0	0	0		
03	03103	Valuation Expenses and Title Searches Exp	4,000	1,300	404	(896)	(69)%	
03	03107	Rates Written-off	500	0	5	5		
			38,500	20,184	16,896	(3,288)		
Operating Income								
03	03104	General Rates Levied	(1,107,200)	(1,107,200)	(1,107,205)	(5)	0%	
03	03105	Ex-Gratia Rates Received	(4,700)	(4,700)	(4,836)	(136)	3%	
03	03106	Penalty Interest Raised on Rates	(2,800)	(2,800)	(3,794)	(994)	35%	
03	03109	Instalment Interest Received	(2,000)	(1,400)	(1,470)	(70)	5%	
03	03110	Rates Administration Fee Received	(1,000)	(600)	(624)	(24)	4%	
03	03112	Other Revenue	(500)	(500)	(1,040)	(540)	108%	
			(1,118,200)	(1,117,200)	(1,118,969)	(1,769)		
Other General Purpose Funding								
Operating Expense								
03	03210	Bank Fees Expense	3,000	2,500	2,516	16	1%	
			3,000	2,500	2,516	16		
Operating Income								
03	03201	Grants Commission Grant Received - Gen	(257,600)	(193,200)	(193,192)	8	(0)%	
03	03202	Grants Commission Grant Received- Road	(103,000)	(91,710)	(91,710)	0	0%	
03	03204	Interest Received	(11,100)	(11,100)	(39,400)	(28,300)	255%	Reserve Interest Received
03	03205	Other General Purpose funding received	(250)	0	(0)	(0)		
			(371,950)	(296,010)	(324,302)	(28,292)		
TOTAL OPERATING EXPENDITURE			41,500	22,684	19,412	(3,272)		
TOTAL OPERATING INCOME			(1,490,150)	(1,413,210)	(1,443,271)	(30,061)		

Schedule 04 Governance

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Members Of Council								
Operating Expense								
04	04100	Members Travelling Expenses paid	1,000	664	601	(63)	(9)%	
04	04101	Members Conference Expenses	15,000	7,300	7,310	10	0%	
04	04102	Council Election Expenses	500	0	0	0		
04	04103	President's Allowance paid	5,600	2,500	2,545	45	2%	
04	04104	Members Refreshments & Receptions Exp	16,000	10,664	11,007	343	3%	
04	04105	Members - Insurance	23,000	17,250	14,320	(2,930)	(17)%	
04	04106	Members - Subscriptions	70,250	65,496	58,477	(7,019)	(11)%	
04	04107	Members - Donation & Gifts	3,000	400	408	8	2%	
04	04108	Members Telephone Subsidy Paid	1,200	0	0	0		
04	04109	Members Sitting Fees Paid	21,500	10,750	10,767	17	0%	
04	04110	Consultant Fees Expense	45,000	15,000	15,000	0	0%	
04	04111	Training Expenses of Members	3,000	0	0	0		
04	04112	Maintenance - Council Chambers	3,200	1,792	1,634	(158)	(9)%	
04	04113	ABC Costs- Relating to Members	79,500	79,500	82,030	2,530	3%	
04	04114	Audit Fees expense	23,000	0	0	0		
04	04118	Advertising	2,000	1,328	1,282	(46)	(3)%	
04	04120	Public Relations/ Promotions	2,500	200	536	336	168%	
04	04199	Depreciation - Members of Council	50	32	0	(32)	(100)%	
			315,300	212,876	205,915	(6,961)		
Operating Income								
04	04121	Contributions, Reimbursements	(1,000)	(664)	0	664	(100)%	
04	04122	Photocopying	(100)	(64)	0	64	(100)%	
04	04124	Sale of Electoral Rolls	(50)	(32)	0	32	(100)%	
			(1,150)	(760)	0	760		
TOTAL OPERATING EXPENDITURE			315,300	212,876	205,915	(6,961)		
TOTAL OPERATING INCOME			(1,150)	(760)	0	760		

Schedule 05 Law, Order & Public Safety

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Fire Prevention								
Operating Expense								
05	05100	ABC Costs- Fire Prevention	24,000	16,000	15,132	(868)	(5)%	
05	05101	Bush Fire Control Maintenance Plant & Ec	10,000	6,664	5,722	(942)	(14)%	
05	05102	Bush Fire Control Maintenance Land & Bu	1,500	750	167	(583)	(78)%	
05	05103	Bush Fire Control	1,000	1,000	20,124	19,124	1,912%	December Bush Fire Expenses
05	05104	Bush Fire Control Insurance	15,500	15,500	16,554	1,054	7%	
05	05112	Bush Fire Clothing, Training & Accs.	7,200	0	0	0		
05	05113	Utilities Communication & Power	5,000	2,500	3,098	598	24%	
05	05114	Other Goods & Services	1,000	664	0	(664)	(100)%	
05	05199	Depreciation - Fire Prevention	7,400	7,400	8,307	907	12%	
			72,600	50,478	69,105	18,627		
Operating Income								
05	05105	Income Relating to Fire Prevention	0	0	0	0		Bush Fire Recoup \$20000
05	05107	FESA Operating Grant	(31,000)	(26,000)	(26,891)	(891)	3%	
05	05108	Edna May MOU Emergency Services	(13,500)	(10,125)	(10,227)	(102)	1%	
05	05111	FESA ESL Admin Fee	(4,000)	(4,000)	(4,400)	(400)	10%	
			(48,500)	(40,125)	(41,518)	(1,393)		
Capital Expense								
05	5110	Purchase Plant Fire Prevention	0	0	0	0		
			0	0	0	0		
Animal Control								
Operating Expense								
05	05200	Expenses Relating to Animal Control	0	0	531	531		
05	05201	Animal Control - Ranger Expense	5,000	2,750	2,161	(589)	(21)%	
			5,000	2,750	2,693	(57)		
Operating Income								
05	05202	Fines and Penalties - Animal Control	(100)	(64)	0	64	(100)%	
05	05203	Dog Registration Fees	(750)	(496)	(523)	(27)	5%	
05	05301	Income Relating to Other Law	(50)	(32)	0	32	(100)%	
			(900)	(592)	(523)	70		
TOTAL OPERATING EXPENDITURE			77,600	53,228	71,798	18,570		
TOTAL OPERATING INCOME			(49,400)	(40,717)	(42,040)	(1,323)		
TOTAL CAPITAL EXPENDITURE			0	0	0	0		

Schedule 07 Health

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Health-HACC								
Operating Expense								
07	07112	Expenses Relating to Health HACC	0	0	238	238		
			0	0	238	238		
Preventative Services - Administration & Inspections								
Operating Expense								
07	07400	ABC Costs- Preventative Services - Admin	16,000	9,000	8,203	(797)	(9)%	
07	07404	Analytical Expenses	400	400	360	(40)	(10)%	
07	07406	Contract - EHO Expense	6,500	5,000	4,800	(200)	(4)%	
			22,900	14,400	13,363	(1,037)		
Operating Income								
07	07401	Income Relating to Preventative Services	0	0	0	0		
07	07407	Reimbursement	0	0	(691)	(691)		
			0	0	(691)	(691)		
Preventative Services - Pest Control								
Operating Expense								
07	07500	Mosquito Control Preventative Services -	4,800	3,184	1,886	(1,298)	(41)%	
			4,800	3,184	1,886	(1,298)		
Preventative Services -Other								
Operating Expense								
07	07600	Ambulance Services - Other	2,600	100	136	36	36%	
07	07601	Medical Rooms & Dr Expense - Other	9,000	4,000	3,547	(453)	(11)%	
08	08600	ABC Costs- Other Welfare	40,000	8,000	8,203	203	3%	
			51,600	12,100	11,886	(214)		
Operating Income								
07	7602	Reimbursement WA County Health Servic	(3,300)	(525)	(571)	(46)	9%	
			(3,300)	(525)	(571)	(46)		
Other Health								
Operating Expense								
07	07700	Nurse Practitioner Clinic	50,000	23,478	21,685	(1,793)	(8)%	Nurse Practioner Clinic \$20000
07	07799	Depreciation - Health	1,600	1,200	1,358	158	13%	
			51,600	24,678	23,044	(1,634)		
Operating Income								
07	07701	WAPHA /Other Funding	(30,000)	(30,000)	(68,750)	(38,750)	129%	6M extra Funding Agreement
07	07703	User Pay Fee Nurse Practitioner Services	(20,000)	(15,000)	(16,154)	(1,154)	8%	
			(50,000)	(45,000)	(84,904)	(39,904)		
Capital Expense								
07	07702	Purchase Furniture & Equipment - Other I	10,000	10,000	14,098	4,098	41%	
			10,000	10,000	14,098	4,098		
		TOTAL OPERATING EXPENDITURE	130,900	54,362	50,416	(3,946)		
		TOTAL OPERATING INCOME	(53,300)	(45,525)	(86,166)	(40,641)		
		TOTAL CAPITAL EXPENDITURE	10,000.00	10,000.00	14,098.40	4,098.40		

Schedule 08 Education & Welfare

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Pre-Schools								
Operating Expense								
08	08100	Expenses Relating to Schools	16,000	500	514	14	3%	
08	08101	Westonia Primary School	12,800	12,800	24,946	12,146	95%	Additional Utility charges due to Lease
08	08199	Depreciation - School	9,200	9,200	10,762	1,562	17%	
			38,000	22,500	36,222	13,722		
Operating Income								
08	08103	Income Relating to Schools	(34,000)	(27,000)	(27,361)	(361)	1%	
08	08105	Reimbursements	(13,000)	(13,000)	(28,155)	(15,155)	117%	Unit Accommodation Charges
			(47,000)	(40,000)	(55,515)	(15,515)		
Capital Expense								
08	08104	Purchase Land & Buildings- Rooms at Sch	50,000	50,000	136,137	86,137	172%	Ancor & Brownley Plumbing Accounts Should have been Sundry creditors for 21/22FY
			50,000	50,000	136,137	86,137		
Other Education								
Capital Expense								
08	08203	Purchase Furniture & Equipment	10,000	6,664	0	(6,664)	(100)%	
			10,000	6,664	0	(6,664)		
Aged & Disabled - Senior Citizens								
Operating Expense								
08	08401	Seniors Activities	7,500	5,000	2,555	(2,445)	(49)%	
08	08402	Wheatbelt Agcare	500	500	500	0	0%	
			8,000	5,500	3,055	(2,445)		
Operating Income								
08	08403	Income Relating to Aged & Disabled - Sen	(5,000)	(3,750)	(36,364)	(32,614)	870%	Closure of CRC Monies Received
			(5,000)	(3,750)	(36,364)	(32,614)		
TOTAL OPERATING EXPENDITURE			46,000	28,000	39,278	11,278		
TOTAL OPERATING INCOME			(52,000)	(43,750)	(91,879)	(48,129)		
TOTAL CAPITAL EXPENDITURE			60,000	56,664	136,137	79,473		

Schedule 09 Housing

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Staff Housing								
Operating Expense								
09	09100	Staff Housing - ABC Costs	24,000	8,000	8,363	363	5%	
09	09101	Maintenance 20 Diorite St -Rental	4,850	3,216	3,314	98	3%	
09	09102	Maintenance 11 Quartz St - CDO/Plant Op	18,800	3,840	3,029	(811)	(21)%	
09	09103	Maintenance 42 Jasper St -Plant Operator	3,000	3,000	17,189	14,189	473%	New Fencing Purchased
09	09104	Maintenance 37 Diorite St - Swimming P	4,500	1,484	1,269	(215)	(14)%	
09	09105	Maintenance 7 Quartz St - Plant Operator	4,500	3,492	3,295	(197)	(6)%	
09	09107	Staff House Costs Allocated to Works	(55,000)	(15,000)	(15,286)	(286)	2%	
09	09108	Depreciation - Staff Housing	27,400	27,400	36,086	8,686	32%	
09	09109	Maintenance 13 Pyrite Street -Plant Oper	5,450	2,116	2,101	(15)	(1)%	
09	09201	Maintenance 4 Quartz St - Senior Finance	7,300	7,264	8,920	1,656	23%	
09	09211	Maintenance 301 Pyrite Street - CEO	12,300	2,358	2,237	(121)	(5)%	
			57,100	47,170	70,517	23,347		
Operating Income								
09	09121	Income 20 Diorite St -Rental	(10,000)	(7,500)	(8,000)	(500)	7%	
09	09122	Income 11 Quartz St - CDO/Plant Operato	(2,100)	(1,050)	(810)	240	(23)%	
09	09123	Income 42 Jasper St -Plant Operator	(2,100)	(1,400)	(1,120)	280	(20)%	
09	09124	Income 37 Diorite St - Swimming Pool M	(2,100)	(1,400)	(1,440)	(40)	3%	
09	09125	Income 7 Quartz St - Plant Operator	(2,100)	(1,400)	(1,440)	(40)	3%	
09	09129	Reimbursements	(3,000)	0	(127)	(127)		
09	09130	Income 13 Pyrite Street -Plant Operator	(2,100)	(1,400)	(1,200)	200	(14)%	
09	09220	Income 4 Quartz St - Senior Finance	(2,100)	(1,400)	(1,440)	(40)	3%	
			(25,600)	(15,550)	(15,577)	(27)		
Other Housing								
Operating Expense								
09	09200	Other Housing - ABC Costs	24,000	16,000	16,000	0	0%	
09	09202	Maintenance 55 Wolfram St -Ramelius Re	800	800	1,393	593	74%	
09	09203	Maintenance - Lifestyle	19,500	11,894	10,212	(1,682)	(14)%	
09	09206	Maintenance Quartz Street Age Units	12,150	8,032	4,191	(3,841)	(48)%	
09	09208	Maintenance - 17 Pyrite Street JV Units	10,350	6,840	4,016	(2,824)	(41)%	
09	09212	Rental Lifestyle Village - Westonia Progre	18,100	12,064	4,524	(7,540)	(63)%	
09	09236	Depreciation Other Housing	39,100	39,100	41,734	2,634	7%	
			124,000	94,730	82,069	(12,661)		
Other Housing								
Operating Income								
09	09221	Income 55 Wolfram St -Ramelius Resourc	(20,000)	(14,953)	(14,214)	739	(5)%	
09	09222	Income - Lifestyle	(86,500)	(64,640)	(64,782)	(142)	0%	
09	09227	Income 17Pyrite St - JV Units	(11,000)	(8,235)	(9,010)	(775)	9%	
09	09231	Income - Ramelius Resources Lease Camp	(24,000)	(18,000)	(18,132)	(132)	1%	
09	09238	Income -Age Units Quartz Street	(17,600)	(10,248)	(8,500)	1,748	(17)%	
09	09298	Profit on Sale of Asset	(39,800)	0	0	0		
			(198,900)	(116,076)	(114,638)	1,438		
Capital Expense								
09	09127	Purchase - Staff Housing - Houses	0	0	0	0		
09	09232	Purchase Furniture & Equipment - Other I	5,000	3,328	0	(3,328)	(100)%	
			5,000	3,328	0	(3,328)		
Capital Income								
09	09237	Income -Sale of 42 Jasper St, Westonia - C	(85,000)	0	0	0		
			(85,000)	0	0	0		
		TOTAL OPERATING EXPENDITURE	181,100	141,900	152,586	10,686		
		TOTAL OPERATING INCOME	(224,500)	(131,626)	(127,655)	3,971		
		TOTAL CAPITAL INCOME	(85,000)	0	0	0		
		TOTAL CAPITAL EXPENDITURE	5,000	3,328	0	(3,328)		

Schedule 10 Community Amenities

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Sanitation - Household Refuse								
Operating Expense								
10	10100	ABC Costs- Household Refuse	24,000	14,000	12,304	(1,696)	(12)%	
10	10103	Domestic Refuse Collection	13,000	8,664	7,942	(722)	(8)%	
10	10105	Refuse Collection Public Bins	10,000	6,656	6,598	(58)	(1)%	
10	10106	Refuse Maintenance	22,000	14,648	11,870	(2,778)	(19)%	
10	10107	Waste Oil Recycling	500	328	0	(328)	(100)%	
10	10108	Drum-Muster	500	328	0	(328)	(100)%	
			70,000	44,624	38,715	(5,909)		
Operating Income								
10	10120	Income Relating to Sanitation - Household	(11,000)	(11,000)	(10,814)	186	(2)%	
10	10122	Drum-Muster	(500)	(328)	0	328	(100)%	
			(11,500)	(11,328)	(10,814)	514		
Other Community Amenities								
Operating Expense								
10	10704	Maintenance - Public Conveniences	6,500	4,320	4,914	594	14%	
10	10706	Maintenance - Grave Digging	8,000	5,820	5,609	(211)	(4)%	
10	10799	Depreciation - Community Services	19,450	12,960	12,849	(111)	(1)%	
			33,950	23,100	23,372	272		
Operating Income								
10	10701	Income Relating to Other Community Am	0	0	(227)	(227)		
10	10708	Cemetery Fees	(500)	(328)	0	328	(100)%	
			(500)	(328)	(227)	101		
TOTAL OPERATING EXPENDITURE			103,950	67,724	62,087	(5,637)		
TOTAL OPERATING INCOME			(12,000)	(11,656)	(11,041)	615		

Schedule 11 Recreation & Culture

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Public Halls & Civic Centres								
Operating Expense								
11	11100	ABC Costs- Public Halls & Civic Centres	79,500	62,000	61,522	(478)	(1)%	
11	11104	Maintenance - Public Halls	19,750	13,144	15,668	2,524	19%	
11	11105	Maintenance - Complex/ Gym	43,000	28,648	29,990	1,342	5%	
11	11106	Maintenance - Wanderers Stadium	20,200	13,448	11,331	(2,117)	(16)%	
11	11107	MOU Westonia Progress Payment	28,000	18,664	12,834	(5,830)	(31)%	
11	11199	Depreciation - Public Halls	69,500	46,328	44,862	(1,466)	(3)%	
			259,950	182,232	176,207	(6,025)		
Operating Income								
11	11110	Income Relating to Public Halls & Civic Ce	(200)	(128)	(48,282)	(48,154)	37,620%	Closure of CRC Monies Received
11	11111	Income Edna May MOU 33%	(17,500)	(17,500)	(18,531)	(1,031)	6%	
11	11112	Income Charges Stadium	(700)	(464)	0	464	(100)%	
11	11114	Income Edna May MOU WPA 67%	(28,000)	(28,000)	(37,623)	(9,623)	34%	
			(46,400)	(46,092)	(104,436)	(58,344)		
Capital Expense								
11	11103	Purchase Furniture & Equipment -Chair of	20,000	20,000	19,497	(503)	(3)%	
			20,000	20,000	19,497	(503)		
Swimming Pool								
Operating Expense								
11	11207	Maintenance Westonia Swimming Pool	31,000	25,640	23,246	(2,394)	(9)%	
11	11208	Chlorine Expenses	2,000	1,400	837	(563)	(40)%	
11	11209	Management Contract Charges	68,000	45,328	49,802	4,474	10%	
11	11210	Water Charges	7,000	3,498	2,489	(1,009)	(29)%	
11	11299	Depreciaton - Swimming Pool	62,700	41,792	40,948	(844)	(2)%	
			170,700	117,658	117,321	(337)		
Capital Expense								
11	11204	Purchase Land & Buildings -Kiosk/Ablutioi	90,000	79,000	78,043	(957)	(1)%	
11	11205	Purchase Furniture & Equipment - Swimrr	50,000	0	0	0		
			140,000	79,000	78,043	(957)		
Other Recreation & Sport								
Operating Expense								
11	11307	Maintenance - Playground, Tennis & Bow	251,500	175,973	175,255	(718)	(0)%	
11	11308	Maintenance - Recreation Oval	42,500	20,348	20,541	193	1%	
11	11399	Depreciation - Other Rec & Sport	43,900	29,264	23,703	(5,561)	(19)%	
			337,900	225,585	219,498	(6,087)		
Operating Income								
11	11302	Marquee Hire Charges	(1,000)	(664)	0	664	(100)%	
			(1,000)	(664)	0	664		
Capital Income								
11	11301	CSRFF - Fund	(85,000)	0	0	0		Unsuccessful CRFSF funding -8500
11	11310	Bowling Green Redevelopment - LRCIP To	(722,000)	(492,000)	(492,589)	(589)	0%	
11	11311	Income-Wanderers Bowling Club	(85,000)	0	0	0		Income from Bowling Club \$12500
			(892,000)	(492,000)	(492,589)	(589)		
Capital Expense								
11	11303	Purchase Land & Buildings - Bowling Gree	525,000	405,520	406,351	831	0%	
11	11304	Purchase Furniture & Equipment - Other I	0	0	0	0		
11	11309	Bowling Green Redevelopment - CAPITAL	255,000	5,000	6,045	1,045	21%	
			780,000	410,520	412,396	1,876		
Television and Rebroadcasting								
Operating Expense								
11	11401	Maintenance - Television and Rebroadcas	1,000	1,000	925	(75)	(7)%	
11	11499	Depreciation - TV & Radio	4,200	3,200	3,601	401	13%	
			5,200	4,200	4,527	327		
Capital Expense								
11	11404	Purchase Furniture & Equipment - Televis	0	0	0	0		
			0	0	0	0		

Schedule 11 Recreation & Culture

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Other Recreation & Sport								
Operating Expense								
11	11504	Library Salaries	17,000	12,578	13,245	667	5%	
11	11505	Library Expenses	3,500	2,037	1,625	(412)	(20)%	
			20,500	14,615	14,870	255		
Operating Income								
11	11501	Income Relating to Libraries	(100)	(64)	0	64	(100)%	
11	11502	Fines & Penalties Charged	(100)	(64)	0	64	(100)%	
			(200)	(128)	0	128		
Capital Expense								
11	11503	Purchase Furniture & Equipment - Librari	2,000	1,500	419	(1,081)	(72)%	
			2,000	1,500	419	(1,081)		
Other Culture								
Operating Expense								
11	11605	Nature Reserve Management	40,000	26,664	6,860	(19,804)	(74)%	Timing
11	11606	Maintenance Walgoolan Gazebo	600	392	0	(392)	(100)%	
			40,600	27,056	6,860	(20,196)		
Operating Income								
11	11602	Income Charges History Books	(200)	(128)	(200)	(72)	56%	
11	11604	Ramelius Common Management - Incom	(10,000)	(6,664)	0	6,664	(100)%	
			(10,200)	(6,792)	(200)	6,592		
Capital Expense								
11	11603	Purchase Furniture & Equipment - Walgoolan	10,000	5,000	2,179	(2,821)	(56.4)%	
			10,000	5,000	2,179	(2,821)		
		TOTAL OPERATING EXPENDITURE	834,850	571,346	539,284	(32,062)		
		TOTAL OPERATING INCOME	(56,800)	(53,012)	(104,636)	(51,624)		
		TOTAL CAPITAL INCOME	(892,000)	(492,000)	(492,589)	(589)		
		TOTAL CAPITAL EXPENDITURE	952,000	516,020	512,534	(3,486)		

Schedule 12 Transport

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Streets Roads Bridges & Depot Construction								
Capital Expense								
12	12101	Roads Construction Council	868,500	240,000	239,851	(149)	(0)%	
12	12103	MRWA Project Construction	570,840	311,420	312,207	787	0%	
12	12104	Roads to Recovery Construction	325,000	95,000	92,591	(2,409)	(3)%	
12	12108	Footpath Construction	70,000	40,000	38,402	(1,598)	(4)%	
			1,834,340	686,420	683,052	(3,368)		
Streets Roads Bridges & Depot Maintenance								
Operating Expense								
12	12202	Power - Street Lighting	7,000	4,664	4,019	(645)	(14)%	
12	12203	Maintenance - GRM	635,000	314,992	307,393	(7,599)	(2)%	
12	12204	Maintenance - Depot	19,500	19,500	34,372	14,872	76%	
12	12205	Maintenance - Footpaths	500	328	255	(73)	(22)%	
12	12206	Traffic Signs Maintenance	12,000	9,650	9,886	236	2%	
12	12208	Townsite Beautification	0	0	272	272		
12	12219	RRG Expenses	7,000	7,000	8,276	1,276	18%	
12	12299	Depreciation - Street, Roads, Bridges	987,000	657,992	676,605	18,613	3%	
			1,668,000	1,014,126	1,041,078	26,952		
Operating Income								
12	12211	Grant - MRWA Project	0	0	0	0		
12	12212	Grant - MRWA Direct	(135,000)	(135,000)	(147,231)	(12,231)	9%	Additional Funding Received
12	12213	Grant - MRWA Specific	(380,550)	(300,000)	(304,044)	(4,044)	1%	
12	12216	Grant - Roads to Recovery	(325,000)	(67,000)	(67,000)	0	0%	
			(840,550)	(502,000)	(518,275)	(16,275)		
Capital Expense								
12	12218	Depot Shed - CAPITAL	40,000.00	0.00	0.00	0.00		
			40,000.00	0.00	0.00	0.00		
Road Plant Purchase								
Operating Expense								
12	12359	Loss on Sale of Asset	0	0	0	0		
			0	0	0	0		
Operating Income								
12	12398	Profit on Sale of Asset	(77,507)	(20,000)	(19,053)	947	(5)%	
			(77,507)	(20,000)	(19,053)	947		
Road Plant Purchase								
Capital Expense								
12	12302	Purchase Plant & Equipment - Road Plant	125,000	75,000	76,956	1,956	3%	
12	14213	Construction Supervisor Vehicle - CAPITAL	122,000	0	0	0		
12	12305	Side Tipper & Dolly - CAPITAL	330,000	0	0	0		
			577,000	75,000	76,956	1,956		
Aerodromes								
Operating Expense								
12	12604	Airport Maintenance	15,000	1,000	805	(195)	(19)%	
			15,000	1,000	805	(195)		
Operating Income								
12	12601	Income Relating to Aerodromes	(100)	(64)	0	64	(100)%	\$5000 Grant Income
			(100)	(64)	0	64		
Capital Expense								
12	12605	Airport Land - CAPITAL	0	0	0	0		\$10000 Tank Project
			0	0	0	0		
TOTAL OPERATING EXPENDITURE			1,683,000	1,015,126	1,041,883	26,757		
TOTAL OPERATING INCOME			(918,157)	(522,064)	(537,328)	(15,264)		
TOTAL CAPITAL EXPENDITURE			2,451,340	761,420	760,008	(1,412)		

Schedule 13 Economic Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Rural Services								
Operating Expense								
13	13100	ABC Costs- Rural Services	79,500	47,375	47,355	(20)	(0)%	
13	13119	Project TBA	0	0	0	0		
13	13123	NRM Contract	8,000	0	0	0		
13	13125	Noxious Weed Control	2,000	0	0	0		
13	13126	Wild Dog Contribution	0	0	0	0		
			89,500	47,375	47,355	(20)		
Operating Income								
13	13105	Govt. Grant Funding	0	0	0	0		
			0	0	0	0		
Tourism & Area Promotion								
Operating Expense								
13	13200	Admin Allocations Tourism & Area Promo	48,000	20,000	20,507	507	3%	
13	13210	Area Promotion	12,000	2,000	1,881	(119)	(6)%	
13	13211	SUBS- CW Visitor Centre	4,500	500	459	(41)	(8)%	
13	13212	SUBS- Newtravel	6,400	6,400	6,575	175	3%	
13	13213	Maintenance Caravan Park	37,250	30,250	34,165	3,915	13%	
13	13214	Information Bay- Carrabin	11,050	688	696	8	1%	
13	13215	Old Club Hotel Museum -Maintenance	26,100	17,384	15,496	(1,888)	(11)%	
13	13299	Depreciation - Tourism & Area Promotion	29,000	19,328	21,346	2,018	10%	
			174,300	96,550	101,126	4,576		
Operating Income								
13	13201	Income Relating to Tourism & Area Promc	0	0	0	0		
13	13202	Caravan Site Charges	(35,000)	(30,250)	(30,989)	(739)	2%	
13	13203	Tent Site Charges	(300)	(200)	(109)	91	(45)%	
13	13204	Souvenir Sales	(200)	(200)	(617)	(417)	208%	
13	13221	Income - Old Club Hotel Museum Entry	0	0	(4,864)	(4,864)		
			(35,500)	(30,650)	(36,578)	(5,928)		
Capital Expense								
13	13216	Old Club Hotel Museum Project - CAPITAL	30,000	20,000	0	(20,000)	(100)%	
13	13217	Caravan Park - CAPITAL	0	0	0	0		
			30,000	20,000	0	(20,000)		
Building Control								
Operating Expense								
13	13301	Contract EH Services	8,000	5,328	4,700	(628)	(12)%	
			8,000	5,328	4,700	(628)		
Operating Income								
13	13303	Building Permit Charges	(1,500)	(1,300)	(1,330)	(30)	2%	
13	13304	Demolition Charges	(100)	(100)	(100)	0	0%	
13	13305	Commission BRB	(200)	(128)	0	128	(100)%	
13	13307	Planning Fee	0	0	0	0		
			(1,800)	(1,528)	(1,430)	98		
Community Development (CRC)								
Operating Expense								
13	13400	ABC Costs - Community Development	64,000	0	0	0		
13	13401	Programs / Activities	20,000	1,000	632	(368)	(37)%	
13	13402	Workers Compensation Premiums	10,000	0	0	0		
13	13403	Superannuation	17,000	0	0	0		
13	13404	Salaries	95,000	18,000	17,710	(290)	(2)%	
13	13405	Community Events	20,000	6,000	6,031	31	1%	
13	13406	Grant Generated Expenditure	30,000	0	0	0		
13	13610	Building Maintenance	23,500	12,576	13,032	456	4%	
			279,500	37,576	37,405	(171)		
Operating Income								
13	13410	Grant Funding Opportunities	(50,000)	0	0	0		
13	13412	Income Relating to Westonia CRC Operati	0	0	(20,253)	(20,253)		Closure of CRC Monies Received
13	13413	Events Income	0	0	(10,301)	(10,301)		Sponsorship
13	13411	DPIRD Grants Funding (CRC)	(107,200)	(53,600)	(50,689)	2,911	(5)%	
			(157,200)	(53,600)	(81,243)	(27,643)		
Plant Nursery								
Operating Expense								
13	13502	Nursery Operating Costs	1,800	350	161	(189)	(54)%	
			1,800	350	161	(189)		
Operating Income								
13	13505	Tree Planter Hire	(500)	(328)	0	328	(100)%	
			(500)	(328)	0	328		

Schedule 13 Economic Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Other Economic Services								
Operating Expense								
13	13600	ABC Costs to Other Economic Services	8,000	5,336	6,062	726	14%	
13	13611	Water Supply Standpipes	404,500	360,984	361,913	929	0%	
13	13613	Ramelius ResourceLease - Industrial Shed	0	0	184	184		
13	13614	St Lukes Church	0	0	52	52		
13	13616	Westonia CRC Contributions	0	0	0	0		
13	13699	Depreciation- Other Economic Services	69,500	46,328	47,221	893	2%	
			482,000	412,648	415,432	2,784		
Other Economic Services								
Operating Income								
13	13602	Community Bus Hire Charges	(1,000)	(1,000)	(1,821)	(821)	82%	
13	13603	Ramelius Resource Lease - Industrial Shec	(19,500)	(14,625)	(14,948)	(323)	2%	
13	13604	Police Licensing Commissions	(5,000)	(4,160)	(4,860)	(700)	17%	
13	13609	Standpipe Water Charges - per kL	(380,000)	(209,000)	(208,804)	196	(0)%	
13	13618	Reimbursements General	(200)	(128)	(67)	61	(47)%	
			(405,700)	(228,913)	(230,501)	(1,588)		
Capital Expense								
13	13606	Land & Buildings - Wolfram Street Shed &	60,000	4,000	3,691	(309)	(8)%	
			60,000	4,000	3,691	(309)		
TOTAL OPERATING EXPENDITURE			1,035,100	599,827	606,178	6,351		
TOTAL OPERATING INCOME			(600,700)	(315,019)	(349,753)	(34,734)		
TOTAL CAPITAL EXPENDITURE			90,000	24,000	3,691	(20,309)		



Schedule 14 Other Property & Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Private Works								
Operating Expense								
14	14102	Private Works	25,000	25,000	51,665	26,665	107%	Additional Private Works
			25,000	25,000	51,665	26,665		
Operating Income								
14	14100	Private Works Income	(25,000)	(25,000)	(80,121)	(55,121)	220%	Additional Private Works
			(25,000)	(25,000)	(80,121)	(55,121)		
Public Works Overheads								
Operating Expense								
14	14200	Administration Allocations to PWOH	265,000	176,660	184,372	7,712	4%	
14	14202	Sick Leave Expense	15,000	15,000	20,546	5,546	37%	
14	14203	Annual & Long Service Leave Expense	80,000	80,000	90,120	10,120	13%	
14	14204	Protective Clothing - Outside Staff	3,500	3,500	4,501	1,001	29%	
14	14205	Conference Expenses- Engineering	2,000	1,328	0	(1,328)	(100)%	
14	14206	Medical Examination Costs	1,000	664	175	(489)	(74)%	
14	14207	Public Works Overheads Allocated to Wor	(539,400)	(404,559)	(403,685)	874	(0)%	
14	14208	OSH Expenses	3,500	2,328	337	(1,991)	(86)%	
14	14211	Unallocated Wages	0	0	0	0		
14	14214	Eng. & Technical Support	10,000	6,664	399	(6,265)	(94)%	
14	14215	Staff Training	8,000	5,328	3,823	(1,505)	(28)%	
14	14216	Insurance on Works	17,000	17,000	16,365	(635)	(4)%	
14	14217	Supervision Costs	15,000	15,000	15,435	435	3%	
14	14218	Service Pay	6,400	4,797	3,210	(1,587)	(33)%	
14	14219	Superannuation Cost	75,000	62,500	64,277	1,777	3%	
14	14220	Allowances & Other Costs	30,000	22,772	23,710	938	4%	
14	14221	Fringe Benefits Tax - Works	8,000	5,328	0	(5,328)	(100)%	
			0	14,310	23,585	9,275		
Operating Income								
14	14201	Income Relating to Public Works Overhea	(7,000)	(4,664)	(4,828)	(164)	4%	
			(7,000)	(4,664)	(4,828)	(164)		
Plant Operation Costs								
Operating Expense								
14	14302	Insurance - Plant	17,000	11,328	11,309	(19)	(0)%	
14	14303	Fuel & Oils	230,000	153,336	148,456	(4,880)	(3)%	
14	14304	Tyres and Tubes	20,000	13,328	13,327	(1)	(0)%	
14	14305	Parts & Repairs	110,000	91,660	100,983	9,323	10%	
14	14306	Internal Repair Wages	45,500	30,328	22,141	(8,187)	(27)%	
14	14307	Licences - Plant	8,000	8,000	7,077	(923)	(12)%	
14	14308	Depreciation - Plant	308,000	245,328	246,077	749	0%	
14	14309	Plant Operation Costs Allocated to Works	(713,636)	(324,380)	(323,815)	565	(0)%	
14	14310	Blades & Tynes	10,000	500	314	(186)	(37)%	
14	14311	Consumable Items	20,000	2,000	2,416	416	21%	
14	14312	Expendable Tools	10,000	500	681	181	36%	
			64,864	231,928	228,965	(2,963)		
Stock Fuels & Oils								
Operating Expense								
14	14402	Purchase of Stock Materials	0	0	44,674	44,674		
			0	0	44,674	44,674		
Operating Income								
14	14404	Diesel Fuel Rebate	(35,000)	(23,328)	(19,380)	3,948	(17)%	
14	14405	Sale of Stock	(500)	(328)	0	328	(100)%	
14	14406	Sale of Fuel and Scrap	(2,000)	(2,000)	(29,343)	(27,343)	1,367%	Sale of Fuel and Scrap
			(37,500)	(25,656)	(48,723)	(23,067)		
Administration								
Operating Expense								
14	14500	Expenses relating to Administration	522,000	312,000	290,416	(21,584)	(7)%	Timing
14	14501	Administration Office Maintenance	64,200	42,784	47,937	5,153	12%	
14	14502	Workers Compensation Premiums- Admir	24,000	24,000	26,016	2,016	8%	
14	14503	Office Equipment Maintenance - Admin	8,500	5,664	4,829	(835)	(15)%	
14	14504	Telecommunications - Admin	0	0	530	530		
14	14505	Travel & Accommodation - Admin	2,000	1,328	1,004	(324)	(24)%	

Schedule 14 Other Property & Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Administration								
Operating Expense - Continued								
14	14506	Legal Expenses Administration	5,000	3,328	1,212	(2,116)	(64)%	
14	14507	Training Expenses - Admin	7,500	5,000	1,756	(3,244)	(65)%	
14	14508	Printing & Stationery - Admin	10,000	6,664	4,080	(2,584)	(39)%	
14	14509	Fringe Benefits Tax - Admin	12,000	0	0	0		
14	14510	Conference Expenses - Admin	4,000	4,000	6,494	2,494	62%	
14	14511	Staff Uniform - Admin	3,000	2,000	395	(1,605)	(80)%	
14	14515	Administration Costs Allocated to Progar	(823,500)	(549,000)	(426,150)	122,850	(22)%	Timing
14	14517	Postage & Freight	1,500	1,000	727	(273)	(27)%	
14	14521	IT/Accounting Programs	35,000	5,000	6,072	1,072	21%	
14	14522	Advertising	3,000	2,000	2,044	44	2%	
14	14559	Admin Loss on Sale	0	0	86,037	86,037		
14	14599	Depreciation - Admin	38,000	25,328	24,640	(688)	(3)%	
			(83,800)	(108,904)	78,037	186,941		
Operating Income								
14	14525	Admin - Reimbursement	(1,000)	(1,000)	(3,400)	(2,400)	240%	
14	14512	Admin Re-Allocations	0	0	(8,000)	(8,000)		
14	14598	Profit on Sale of Asset - Admin	(38,700)	(8,700)	(9,684)	(984)	11%	
			(39,700)	(9,700)	(21,084)	(11,384)		
Capital Expense								
14	14514	Purchase Furniture & Equipment Adminis	30,000	3,000	2,620	(380)	(13)%	
14	14520	CEO Vehicle - CAPITAL	100,000	85,000	85,783	783	1%	
			130,000	88,000	88,403	403		
Operating Expense								
14	14602	Gross Salaries & Wages	1,250,000	848,851	849,255	404	0%	
14	14603	Less Sal & Wages Alloc to Works	(1,250,000)	(849,659)	(849,255)	404	(0)%	
			0	(808)	0	808		
Unclassified								
Operating Income								
14	14701	Income Relating to Unclassified	(5,000)	(5,000)	(10,000)	(5,000)	100%	
14	14705	Marda Upgrade and Haulage Operation A	(200,000)	(133,336)	(128,460)	4,876	(4)%	
			(205,000)	(138,336)	(138,460)	352,011		
Unclassified								
Capital Expense								
14	14704	Land Development	30,000	20,000	25,887	5,887	29%	
			30,000	20,000	25,887	5,887		
Capital Income								
14	14799	Proceeds on Sale of Assets	(160,000)	(80,000)	(77,273)	2,727	(3)%	
			(160,000)	(80,000)	(77,273)	2,727		
		TOTAL OPERATING EXPENDITURE	6,064	161,526	426,926	265,400		
		TOTAL OPERATING INCOME	(314,200)	(203,356)	(293,216)	262,276		
		TOTAL CAPITAL EXPENDITURE	160,000	108,000	114,291	6,291		
		TOTAL CAPITAL INCOME	(160,000)	(80,000)	(77,273)	2,727		

9.1.3 GST RECONCILIATION REPORT – FEBRUARY 2023

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Deputy Chief Executive Officer
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 February 2023 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 totalling \$15,808.00 for the period ending February 2023 adopted.

SHIRE OF WESTONIA
BAS EXTRACT - 28 February 2023



ABN:	87 507 505 958
Business Activity Statement:	Feb-23
Period/Year end:	2022/2023

	Date	Position	Name
Prep by	9/03/2023	SFO	Heather Lockyer
Rev by	9/03/2023	DCEO	Jasmine Geier

Month	A	B	C	D	E	F	G
	GST						
	On Sales (collected) <i>*1405000</i>	On Purchases (paid) <i>*1304000</i>	Nett GST Payable / (Receivable)	Fuel Tax Credit <i>*1144040.170</i>	PAYG <i>*1406010</i>	FBT Instalment <i>*1142210 & 1145090</i>	Nett Payment /(Refund)
Jul-22	10,304.00	25,115.00	(14,811.00)	(2,306.00)	29,436.00	0.00	12,319.00
Aug-22	19,665.00	39,325.00	(19,660.00)	(2,625.00)	18,625.00	0.00	(3,660.00)
Sep-22	53,787.00	14,375.00	39,412.00	(2,684.00)	18,776.00	0.00	55,504.00
Oct-22	11,014.00	38,865.00	(27,851.00)	(2,354.00)	19,127.00	0.00	(11,078.00)
Nov-22	6,946.00	25,549.00	(18,603.00)	(2,648.00)	18,750.00	0.00	(2,501.00)
Dec-22	29,329.00	23,998.00	5,331.00	(1,438.00)	21,572.00	0.00	25,465.00
Jan-23	19,461.00	31,155.00	(11,694.00)	(1,533.00)	28,707.00	0.00	15,480.00
Feb-23	9,197.00	11,547.00	(2,350.00)	(3,792.00)	21,950.00	0.00	15,808.00
Mar-23			0.00				0.00
Apr-23			0.00				0.00
May-23			0.00				0.00
Jun-23			0.00				0.00
Total	159,703.00	209,929.00	(50,226.00)	(19,380.00)	176,943.00	0.00	107,337.00


A - B = C (Net GST)

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

9.1.4 COMPLIANCE AUDIT RETURN 2022

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

The purpose of this report is for Council to adopt the 2022 Annual Compliance Audit Return as presented.

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.

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 2022 calendar year.

Staff involved in the process included.

- Chief Executive Officer
- Deputy CEO

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.

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 2022; and
2. recommends to Council that the Compliance Audit Return 2022 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.

Compliance Audit Return

Start ✓	Details ✓	Commercial Enterprises ✓	Delegation ✓	
Disclosure of Interest ✓	Disposal of Property ✓	Elections ✓	Finance ✓	
Integrated Planning and Reporting ✓	Employees ✓	Conduct ✓	Other ✓	Tenders ✓
Documents ✓	Review	Finalise		

Print Draft

Details

Local Government

Westonia, Shire of

Year of Return

2022

Status

Draft

Created By

Bill Price

Commercial Enterprises by Local Governments

1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022? *

Add comments

N/A

—

2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2022? *

Add comments

N/A

—

3. Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022? *

Add comments

N/A

—

4. Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022? *

Add comments

N/A

—

5. During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority? *

Add comments

N/A

Delegation of Power/Duty

1. Were all delegations to committees resolved by absolute majority? *

Add comments

Yes

2. Were all delegations to committees in writing? *

Add comments

Yes

3. Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? *

Add comments

Yes

—

4. Were all delegations to committees recorded in a register of delegations? *

Add comments

Yes

—

5. Has council reviewed delegations to its committees in the 2021/2022 financial year? *

Add comments

Yes

—

6. Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995? *

Add comments

Yes

—

7. Were all delegations to the CEO resolved by an absolute majority? *

Add comments

Yes

—

8. Were all delegations to the CEO in writing? *

Add comments

Yes

—

9. Were all delegations by the CEO to any employee in writing? *

Add comments

Yes

—

10. Were all decisions by the Council to amend or revoke a delegation made by absolute majority? *

Add comments

N/A

—

11. Has the CEO kept a register of all delegations made under Division 4 of the Local Government Act 1995 to the CEO and to employees? *

Add comments

Yes

—

12. Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year? *

Add comments

Yes

—

13. Did all persons exercising a delegated power or duty under the Local Government Act 1995 keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996 regulation 19? *

Add comments

Yes

—

Disclosure of Interest

1. Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter? *

Add comments

Yes

—

2. Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting? *

Add comments

Yes

—

3. Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made? *

Add comments

Yes

—

4. Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day? *

Add comments

Yes

—

5. Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022? *

Add comments

Yes

—

6. On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return? *

Add comments

Yes

—

7. Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995? *

Add comments

Yes

—

8. Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28? *

Add comments

Yes

9. When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person? *

Add comments

Yes

10. Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return? *

Add comments

Yes

11. Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? *

Add comments

Yes

—

12. Did the CEO publish an up-to-date version of the gift register on the local government's website? *

Add comments

Yes

—

13. When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people? *

Add comments

Yes

14. Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure? *

Add comments

Yes

15. Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report? *

Add comments

Yes

16. Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? *

Add comments

N/A

—

17. Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered? *

Add comments

N/A

—

18. Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)? *

Add comments

Yes

—

19. Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995? *

Add comments

No

—

20. Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website? *

Add comments

Yes

—

21. Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? *

Add comments

Yes

—

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website? *

Yes

Disposal of Property

1. Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)? *

Add comments

Yes

2. Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property? *

Add comments

Yes

Elections

1. Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997? *

Add comments

N/A

—

2. Did the CEO remove any disclosure of gifts forms relating to unsuccessful candidates, or successful candidates that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? *

Add comments

N/A

—

3. Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997? *

Add comments

N/A

Finance

1. Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995? *

Add comments

Yes

2. Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority? *

Add comments

Yes

—

3. Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022? *

Add comments

No

Please enter comments *

Appointed Auditors have been slow in issuing final audit report.

4. Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? *

Add comments

N/A

Please enter comments *

No Final Audit Report.

5. Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? *

N/A

Please enter comments *

No Final Audit Report.

Add comments

6. Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website? *

N/A

FIN-AR-Publish14DaysComments *

No Final Audit Report.

Add comments

7. Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit? *

Add comments

N/A

Please enter comments *

No Final Audit Report.

Integrated Planning and Reporting

1. Has the local government adopted by absolute majority a strategic community plan? *

Add comments

N/A

—

2. Has the local government adopted by absolute majority a corporate business plan? *

Add comments

N/A

3. Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)? *

Add comments

N/A

Local Government Employees

1. Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A? *

Add comments

Yes

—

2. Was all information provided in applications for the position of CEO true and accurate? *

Add comments

Yes

—

3. Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995? *

Add comments

Yes

—

4. Did the CEO inform council of each proposal to employ or dismiss senior employee? *

Add comments

N/A

—

5. Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so? *

Add comments

N/A

—

Official Conduct

1. Has the local government designated an employee to be its complaints officer? *

Add comments

Yes

—

2. Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995? *

Add comments

Yes

—

3. Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995? *

Add comments

Yes

—

4. Has the CEO published an up-to-date version of the register of the complaints on the local government's official website? *

Add comments

N/A

—

Other

1. Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022?

Add comments

No

Please enter comments *

Review to be undertaken in year 2023.

2. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022?

Add comments

Yes

Please provide the date of council's resolution to accept the report.

*

17/03/2022

—

3. Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?

Add comments

Yes

—

4. Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Add comments

Yes

—

5. Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Add comments

Yes

—

6. Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Add comments

Yes

7. Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?

Add comments

Yes

8. By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?

Add comments

Yes

9. When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?

Add comments

Yes

—

Tenders for Providing Goods and Services

1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? *

Add comments

Yes

—

2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations? *

Yes

—

Add comments

3. When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)? *

Yes

—

Add comments

4. Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract? *

Add comments

N/A

—

5. If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation? *

Add comments

N/A

—

6. Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16? *

Add comments

Yes

7. Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? *

Add comments

Yes

8. Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? *

Add comments

N/A

9. Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept? *

Add comments

Yes

—

10. Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted? *

Add comments

Yes

—

11. Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22? *

Add comments

Yes

12. Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? *

Add comments

N/A

13. Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer? *

Add comments

Yes

14. Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24? *

Add comments

Yes

—

15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE? *

Add comments

N/A

—

16. If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation? *

Add comments

N/A

17. Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? *

Add comments

N/A

18. Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG? *

Add comments

N/A

19. Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? *

Add comments

N/A

20. Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept? *

Add comments

N/A

21. Did the CEO send each applicant written notice advising them of the outcome of their application? *

Add comments

N/A

—

22. Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F? *

Add comments

N/A

—

Documents

There are no notes to display.


Close

Previous

Continue

9.1.5 BUDGET REVIEW 2022/2023

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

The purpose of this report is for Council to consider and adopt the reviewed 2022/23 budget.

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:

- “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.*
 - 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.*
 - 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.*
- 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 2023 has been completed and is presented for Council’s consideration.

Comment

In adopting the 2022/2023 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 2022/2023 Budget Review for the period ending 28th February 2023 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.**

SHIRE OF WESTONIA

BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 28 FEBRUARY 2023

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

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Note 5 Budget Amendments	13

SHIRE OF WESTONIA
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 28 FEBRUARY 2023

	Budget v Actual		Predicted			
	Adopted Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
Note	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	4.5.2	2,039,095	1,781,691	0	0	2,039,095
Revenue from operating activities (excluding rates)						
Specified area rates	4.1.1	4,697	4,837	0	0	4,697
Operating grants, subsidies and contributions	4.1.2	1,522,350	1,261,120	152,129	0	1,674,479
Fees and charges	4.1.3	1,046,050	725,159	90,121	0	1,136,171
Interest earnings	4.1.6	15,900	44,665	66,900	0	82,800
Other revenue	4.1.7	352,500	103,832	37,644	0	390,144
Profit on asset disposals	4.1.8	156,007	28,737	0	0	156,007
		3,097,504	2,168,350	346,794	0	3,444,298
Expenditure from operating activities						
Employee costs	4.2.1	(1,198,050)	(676,853)	(6,665)	40,000	(1,164,715)
Materials and contracts	4.2.2	(794,764)	(624,187)	(34,000)	0	(828,764)
Utility charges	4.2.3	(529,250)	(421,489)	(12,000)	0	(541,250)
Depreciation on non-current assets	4.2.4	(1,716,000)	(1,240,099)	0	0	(1,716,000)
Insurance expenses	4.2.6	(170,700)	(137,018)	0	0	(170,700)
Other expenditure	4.2.7	(46,600)	(102,614)	0	0	(46,600)
Loss on asset disposals	4.2.8	0	(1,037)	0	0	0
		(4,455,364)	(3,203,297)	(52,665)	40,000	(4,468,029)
Non-cash amounts excluded from operating activities		1,559,993	1,212,399	0	0	1,559,993
Amount attributable to operating activities		2,241,228	1,959,143	294,129	40,000	2,575,357
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	4.3.1	705,650	371,044	(45,000)	0	660,650
Purchase land and buildings	4.4.2	0	0	(96,000)	0	(96,000)
Purchase plant and equipment	4.4.3	(3,698,340)	(1,514,871)	0	0	(3,698,340)
Proceeds from disposal of assets	4.3.2	445,000	227,000	0	0	445,000
		(2,547,690)	(916,827)	(141,000)	0	(2,688,690)
Non-cash amounts excluded from investing activities		0	0	0	0	0
Amount attributable to investing activities		(2,547,690)	(916,827)	(141,000)	0	(2,688,690)
FINANCING ACTIVITIES						
Transfers to cash backed reserves (restricted assets)	4.5.10	(551,250)	(39,398)	0	0	(551,250)
Transfers from cash backed reserves (restricted assets)	4.5.11	90,000	0	0	0	90,000
Amount attributable to financing activities		(461,250)	(39,398)	0	0	(461,250)
Budget deficiency before general rates		(767,712)	1,002,918	153,129	40,000	(574,583)
Estimated amount to be raised from general rates	4.5.1	1,107,203	1,107,204			1,107,203
Closing funding surplus/(deficit)	3 (c)	339,491	2,110,122	153,129	40,000	532,620

1. BASIS OF PREPARATION

The budget review comprises financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Local Government (Financial Management) Regulations 1996 prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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 of Westonia to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for rate setting information, the budget review 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.

Financial reporting disclosures in relation to assets and liabilities required by the Australian Accounting Standards have not been made unless considered important for the understanding of the budget review or required by legislation.

The local government reporting entity

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

All monies held in the Trust Fund are excluded from the financial statements.

Rounding off figures

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

2022-23 actual balances

Balances shown in this budget review report as YTD Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget review relate to the original budget estimate for the relevant item of disclosure.

Judgements, estimates and assumptions

The preparation of the annual budget review in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

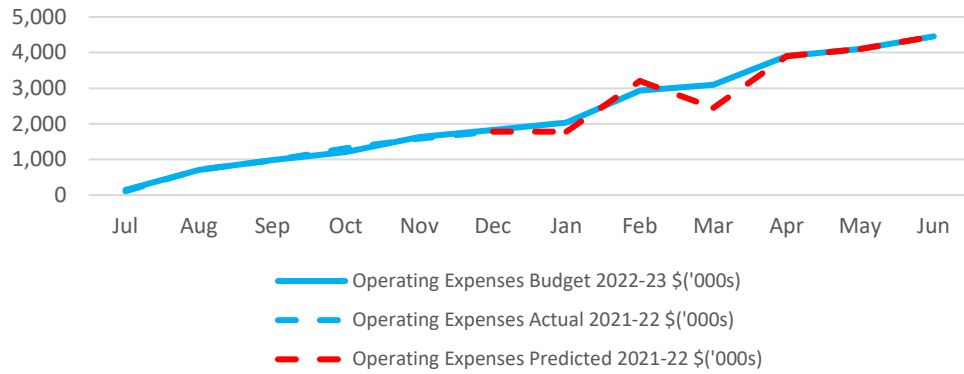
The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

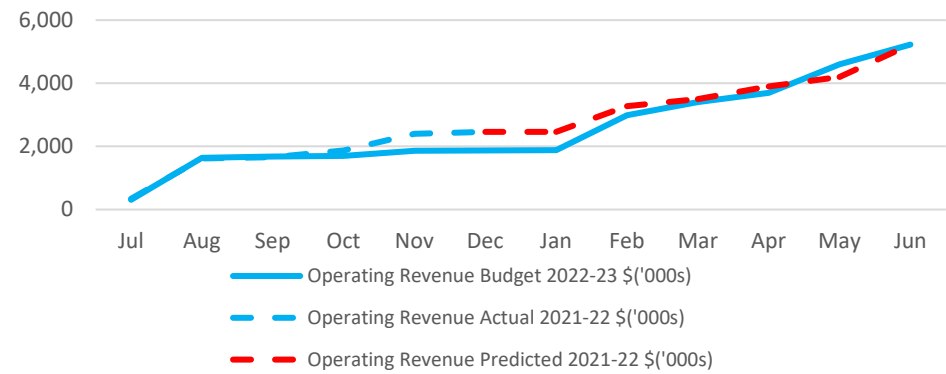
- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets

2. SUMMARY GRAPHS - BUDGET REVIEW

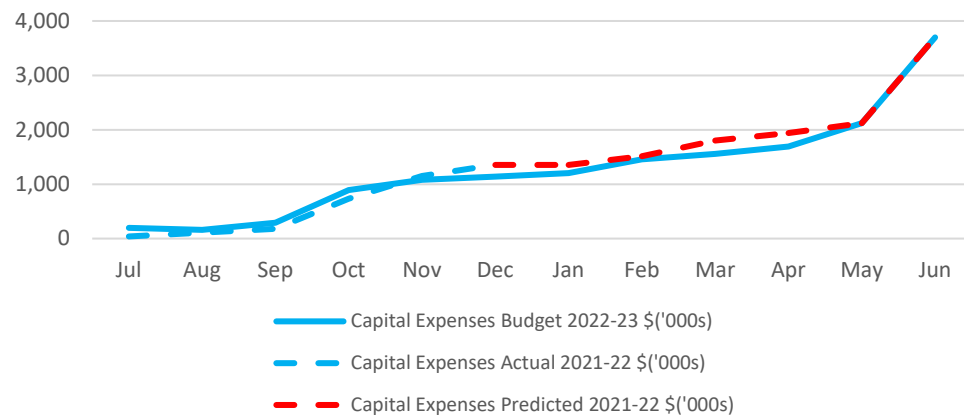
Operating Expenses



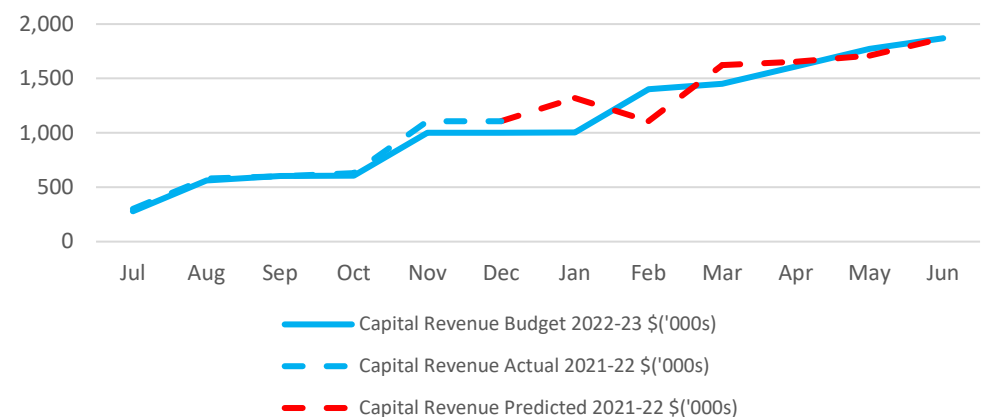
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

3 NET CURRENT FUNDING POSITION

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(a) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	Actual - Used for Budget 30 June 2022	Audited Actual 30 June 2022	Actual 28 February 2023
Adjustments to operating activities			\$
Less: Profit on asset disposals	(156,007)	(145,394)	(28,737)
Add: Loss on asset disposals	0	35,025	1,037
Add: Depreciation on non-current assets	1,716,000	1,720,686	1,240,099
Non-cash amounts excluded from operating activities	1,559,993	1,610,317	1,212,399

(b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

Adjustments to net current assets

Less: Restricted cash	(3,742,157)	(3,742,157)	(3,781,555)
Add: Provisions - employee	235,422	235,422	235,422
Total adjustments to net current assets	(3,506,735)	(3,506,735)	(3,546,133)

(c) Composition of estimated net current assets

Current assets

Cash unrestricted	5,442,456	5,442,456	5,572,084
Receivables - rates and rubbish	14,768	14,768	88,713
Receivables - other	313,364	281,842	183,943
Other current assets	19,458	19,458	19,308
	5,790,046	5,758,524	5,864,049

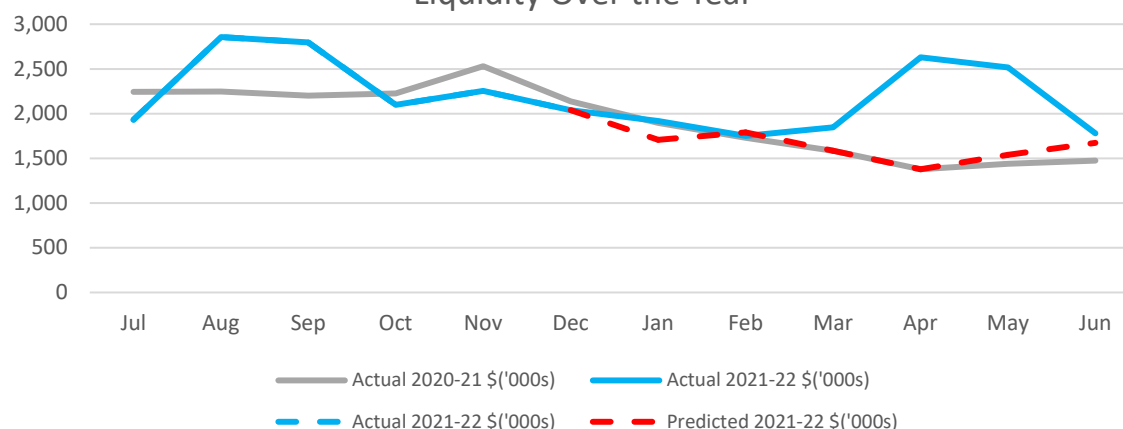
Less: current liabilities

Payables	266,198	265,165	63,355
Provisions	(235,422)	(235,422)	(235,422)
	30,776	29,743	(172,067)

Net current assets

	5,820,822	5,788,267	5,691,982
Less: Total adjustments to net current assets	(3,506,735)	(3,506,735)	(3,546,133)
Closing funding surplus / (deficit)	2,314,087	2,281,532	2,145,849

Liquidity Over the Year



3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments 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 shown as short term borrowings in current liabilities.

FINANCIAL ASSETS AT AMORTISED COST

The Shire of Westonia 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.

TRADE AND OTHER RECEIVABLES

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.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of Westonia applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

INVENTORIES

General

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.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Westonia's operational cycle. In the case of liabilities where the Shire of Westonia does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire of Westonia's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Westonia prior to the end of the financial year that are unpaid and arise when the Shire of Westonia 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.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of Westonia recognises revenue for the prepaid rates that have not been refunded.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Westonia'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 of Westonia's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Westonia's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Westonia has a 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.

CONTRACT LIABILITIES

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

SHIRE OF WESTONIA
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 SPECIFIED AREA RATES	0	0
4.1.2 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS		
6M Extra Funding from WAPHA	30,000	0
Closure of CRC Monies Received	104,898	0
Additional Main Roads Funding Received	12,231	0
Airport Grant Tank Funding	5,000	
4.1.3 FEES AND CHARGES		
Income Charges form Westonia School	15,000	0
Private Works received	55,121	0
Bushfire Recoup	20,000	
4.1.4 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	0	0
4.1.5 SERVICE CHARGES	0	0
4.1.6 INTEREST EARNINGS		
Reserve Interest Received	66,900	0
4.1.7 OTHER REVENUE		
Sale of Fuel and Scrap	27,343	0
Sponsorship WOTG	10,301	
4.1.8 PROFIT ON ASSET DISPOSAL	0	0
Predicted Variances Carried Forward	346,794	0

SHIRE OF WESTONIA
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	346,794	0
4.2 OPERATING EXPENSES		
4.2.1 EMPLOYEE COSTS		
Nurse Practioner Clinic	20,000	
NRM Contract	0	40,000
Additional Private Works	(26,665)	0
4.2.2 MATERIAL AND CONTRACTS		
Bush Fire Expenses	(20,000)	0
42 Jasper Street Fence Purchased before Sale	(14,000)	0
4.2.3 UTILITY CHARGES		
Increase Utilities at School Due to Rented Accommodation	(12,000)	0
4.2.4 DEPRECIATION (NON CURRENT ASSETS)	0	0
4.2.5 INTEREST EXPENSES	0	0
4.2.6 INSURANCE EXPENSES	0	0
4.2.7 OTHER EXPENDITURE	0	0
4.2.8 LOSS ON ASSET DISPOSAL	0	0
Predicted Variances Carried Forward	294,129	40,000

SHIRE OF WESTONIA
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	294,129	40,000
4.3 CAPITAL REVENUE		
4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Unsuccessful CRFSF funding	(85,000)	0
Income from Bowling Club	40,000	0
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS	0	0
4.3.3 PROCEEDS FROM NEW DEBENTURES	0	0
4.3.4 PROCEEDS FROM SALE OF INVESTMENT	0	0
4.3.5 PROCEEDS FROM ADVANCES	0	0
4.3.6 SELF-SUPPORTING LOAN PRINCIPAL	0	0
4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)	0	0
Predicted Variances Carried Forward	249,129	40,000

SHIRE OF WESTONIA
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	249,129	40,000
4.4 CAPITAL EXPENSES		
4.4.1 LAND HELD FOR RESALE		
4.4.2 LAND AND BUILDINGS		
Ancor & Brownley Plumbing Accounts Should have been Sundry creditors for 21/22FY	(86,000)	
Airport Project	(10,000)	
4.4.3 PLANT AND EQUIPMENT		
4.4.4 FURNITURE AND EQUIPMENT		
4.4.5 INFRASTRUCTURE ASSETS - ROADS		
4.4.6 INFRASTRUCTURE ASSETS - OTHER		
4.4.7 PURCHASES OF INVESTMENT		
4.4.8 REPAYMENT OF DEBENTURES		
4.4.9 ADVANCES TO COMMUNITY GROUPS		
Predicted Variances Carried Forward	153,129	40,000

SHIRE OF WESTONIA
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance

	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	153,129	40,000

4.5 OTHER ITEMS

4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)

4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

4.5.1 RATE REVENUE

4.5.2 OPENING FUNDING SURPLUS(DEFICIT)

4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)

Total Predicted Variances as per Annual Budget Review

153,129	40,000
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SHIRE OF WESTONIA
 NOTES TO THE BUDGET REVIEW REPORT
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

5. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	\$	
	Budget Adoption		Opening Surplus(Deficit)				0	
07701	WAPHA 6M extra Funding Agreement	08/02-23	Operating Revenue	0	30,000	0	30,000	
11110	Closure of CRC Monies Received	07/12-22	Operating Revenue	0	104,898	0	134,898	
	Amended Budget Cash Position as per Council Resolution			0	134,898	0	134,898	

Schedule 03
General Purpose Funding
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Rates Income								
Operating Expense								
03	General Purpose Funding	03100	ABC Costs- Rate Revenue	32,000.00	18,669.00	16,406.00	(2,263.00)	(12.1)%
03	General Purpose Funding	03101	Rate Notice Stationery expense	500.00	215.00	80.60	(134.40)	(62.5)%
03	General Purpose Funding	03102	Rates Recoverey - Legal Expenses	1,500.00	0.00	0.00	0.00	
03	General Purpose Funding	03103	Valuation Expenses and Title Searches Expense	4,000.00	1,300.00	403.73	(896.27)	(68.9)%
03	General Purpose Funding	03107	Rates Written-off	500.00	0.00	5.42	5.42	
				<u>38,500.00</u>	<u>20,184.00</u>	<u>16,895.75</u>	<u>(3,288.25)</u>	<u>(16.3)%</u>
Operating Income								
03	General Purpose Funding	03104	General Rates Levied	(1,107,200.00)	(1,107,200.00)	(1,107,204.67)	(4.67)	0.0%
03	General Purpose Funding	03105	Ex-Gratia Rates Received	(4,700.00)	(4,700.00)	(4,835.84)	(135.84)	2.9%
03	General Purpose Funding	03106	Penalty Interest Raised on Rates	(2,800.00)	(2,800.00)	(3,793.98)	(993.98)	35.5%
03	General Purpose Funding	03109	Instalment Interest Received	(2,000.00)	(1,400.00)	(1,470.47)	(70.47)	5.0%
03	General Purpose Funding	03110	Rates Administration Fee Received	(1,000.00)	(600.00)	(624.00)	(24.00)	4.0%
03	General Purpose Funding	03112	Other Revenue	(500.00)	(500.00)	(1,040.00)	(540.00)	108.0%
				<u>(1,118,200.00)</u>	<u>(1,117,200.00)</u>	<u>(1,118,968.96)</u>	<u>(1,768.96)</u>	<u>0.2%</u>
Other General Purpose Funding								
Operating Expense								
03	General Purpose Funding	03210	Bank Fees Expense	3,000.00	2,500.00	2,515.97	15.97	0.6%
				<u>3,000.00</u>	<u>2,500.00</u>	<u>2,515.97</u>	<u>15.97</u>	<u>0.6%</u>
Operating Income								
03	General Purpose Funding	03201	Grants Commission Grant Received - General	(257,600.00)	(193,200.00)	(193,191.75)	8.25	(0.0)%
03	General Purpose Funding	03202	Grants Commission Grant Received- Roads	(103,000.00)	(91,710.00)	(91,710.00)	0.00	0.0%
03	General Purpose Funding	03204	Interest Received	(11,100.00)	(11,100.00)	(39,400.31)	(28,300.31)	255.0%
03	General Purpose Funding	03205	Other General Purpose funding received	(250.00)	0.00	(0.02)	(0.02)	
				<u>(371,950.00)</u>	<u>(296,010.00)</u>	<u>(324,302.08)</u>	<u>(28,292.08)</u>	<u>9.6%</u>
			TOTAL OPERATING EXPENDITURE	41,500.00	22,684.00	19,411.72	(3,272.28)	(14.4)%
			TOTAL OPERATING INCOME	(1,490,150.00)	(1,413,210.00)	(1,443,271.04)	(30,061.04)	2.1%

Schedule 04
Governance
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Members Of Council								
Operating Expense								
04	Governance	04100	Members Travelling Expenses paid	1,000.00	664.00	601.40	(62.60)	(9.4)%
04	Governance	04101	Members Conference Expenses	15,000.00	7,300.00	7,309.50	9.50	0.1%
04	Governance	04102	Council Election Expenses	500.00	0.00	0.00	0.00	
04	Governance	04103	President's Allowance paid	5,600.00	2,500.00	2,544.50	44.50	1.8%
04	Governance	04104	Members Refreshments & Receptions Expense	16,000.00	10,664.00	11,006.54	342.54	3.2%
04	Governance	04105	Members - Insurance	23,000.00	17,250.00	14,319.71	(2,930.29)	(17.0)%
04	Governance	04106	Members - Subscriptions	70,250.00	65,496.00	58,476.51	(7,019.49)	(10.7)%
04	Governance	04107	Members - Donation & Gifts	3,000.00	400.00	408.17	8.17	2.0%
04	Governance	04108	Members Telephone Subsidy Paid	1,200.00	0.00	0.00	0.00	
04	Governance	04109	Members Sitting Fees Paid	21,500.00	10,750.00	10,767.00	17.00	0.2%
04	Governance	04110	Consultant Fees Expense	45,000.00	15,000.00	15,000.00	0.00	0.0%
04	Governance	04111	Training Expenses of Members	3,000.00	0.00	0.00	0.00	
04	Governance	04112	Maintenance - Council Chambers	3,200.00	1,792.00	1,633.54	(158.46)	(8.8)%
04	Governance	04113	ABC Costs- Relating to Members	79,500.00	79,500.00	82,029.98	2,529.98	3.2%
04	Governance	04114	Audit Fees expense	23,000.00	0.00	0.00	0.00	
04	Governance	04118	Advertising	2,000.00	1,328.00	1,281.56	(46.44)	(3.5)%
04	Governance	04120	Public Relations/ Promotions	2,500.00	200.00	536.25	336.25	168.1%
04	Governance	04199	Depreciation - Members of Council	50.00	32.00	0.00	(32.00)	(100.0)%
				315,300.00	212,876.00	205,914.66	(6,961.34)	(3.3)%
Operating Income								
04	Governance	04121	Contributions, Reimbursements	(1,000.00)	(664.00)	0.00	664.00	(100.0)%
04	Governance	04122	Photocopying	(100.00)	(64.00)	0.00	64.00	(100.0)%
04	Governance	04124	Sale of Electoral Rolls	(50.00)	(32.00)	0.00	32.00	(100.0)%
				(1,150.00)	(760.00)	0.00	760.00	(100.0)%
TOTAL OPERATING EXPENDITURE				315,300.00	212,876.00	205,914.66	(6,961.34)	(3.3)%
TOTAL OPERATING INCOME				(1,150.00)	(760.00)	0.00	760.00	(100.0)%

Schedule 05
Law, Order & Public Safety
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Fire Pervention								
Operating Expense								
05	Law, Order & Public Safety	05100	ABC Costs- Fire Prevention	24,000.00	16,000.00	15,132.22	(867.78)	(5.4)%
05	Law, Order & Public Safety	05101	Bush Fire Control Maintenance Plant & Equipment	10,000.00	6,664.00	5,722.40	(941.60)	(14.1)%
05	Law, Order & Public Safety	05102	Bush Fire Control Maintenance Land & Building	1,500.00	750.00	167.28	(582.72)	(77.7)%
05	Law, Order & Public Safety	05103	Bush Fire Control	1,000.00	1,000.00	20,123.93	19,123.93	1,912.4%
05	Law, Order & Public Safety	05104	Bush Fire Control Insurance	15,500.00	15,500.00	16,554.25	1,054.25	6.8%
05	Law, Order & Public Safety	05112	Bush Fire Clothing, Training & Accs.	7,200.00	0.00	0.00	0.00	
05	Law, Order & Public Safety	05113	Utilities Communication & Power	5,000.00	2,500.00	3,097.90	597.90	23.9%
05	Law, Order & Public Safety	05114	Other Goods & Services	1,000.00	664.00	0.00	(664.00)	(100.0)%
05	Law, Order & Public Safety	05199	Depreciation - Fire Prevention	7,400.00	7,400.00	8,307.01	907.01	12.3%
				72,600.00	50,478.00	69,104.99	18,626.99	36.9%
Operating Income								
05	Law, Order & Public Safety	05105	Income Relating to Fire Prevention	0.00	0.00	0.00	0.00	
05	Law, Order & Public Safety	05107	FESA Operating Grant	(31,000.00)	(26,000.00)	(26,890.50)	(890.50)	3.4%
05	Law, Order & Public Safety	05108	Edna May MOU Emergency Services	(13,500.00)	(10,125.00)	(10,227.27)	(102.27)	1.0%
05	Law, Order & Public Safety	05111	FESA ESL Admin Fee	(4,000.00)	(4,000.00)	(4,400.00)	(400.00)	10.0%
				(48,500.00)	(40,125.00)	(41,517.77)	(1,392.77)	3.5%
Capital Expense								
05	Law, Order & Public Safety	05110	Purchase Plant Fire Prevention	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	
Animal Control								
Operating Expense								
05	Law, Order & Public Safety	05200	Animal Control - Ranger Expense	0.00	0.00	531.38	531.38	
05	Law, Order & Public Safety	05201	Animal Control - Ranger Expense	5,000.00	2,750.00	2,161.25	(588.75)	(21.4)%
				5,000.00	2,750.00	2,692.63	(57.37)	(2.1)%

Schedule 05
Law, Order & Public Safety
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Operating Income								
05	Law, Order & Public Safety	05202	Fines and Penalties - Animal Control	(100.00)	(64.00)	0.00	64.00	(100.0)%
05	Law, Order & Public Safety	05203	Dog Registration Fees	(750.00)	(496.00)	(522.50)	(26.50)	5.3%
05	Law, Order & Public Safety	05301	Income Relating to Other Law	(50.00)	(32.00)	0.00	32.00	(100.0)%
				(900.00)	(592.00)	(522.50)	69.50	(11.7)%
			TOTAL OPERATING EXPENDITURE	77,600.00	53,228.00	71,797.62	18,569.62	34.9%
			TOTAL OPERATING INCOME	(49,400.00)	(40,717.00)	(42,040.27)	(1,323.27)	3.2%
			TOTAL CAPITAL EXPENDITURE	0.00	0.00	0.00	0.00	

Schedule 07
Health
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Health-HACC								
Operating Expense								
07	Health	07112	Expenses Relating to Health HACC	0.00	0.00	237.80	237.80	
				0.00	0.00	237.80	237.80	
Preventative Services - Administration & Inspections								
Operating Expense								
07	Health	07400	ABC Costs- Preventative Services - Administration & Insp	16,000.00	9,000.00	8,202.99	(797.01)	(8.9)%
07	Health	07404	Analytical Expenses	400.00	400.00	360.00	(40.00)	(10.0)%
07	Health	07406	Contract - EHO Expense	6,500.00	5,000.00	4,800.00	(200.00)	(4.0)%
				22,900.00	14,400.00	13,362.99	(1,037.01)	(7.2)%
Operating Income								
07	Health	07401	Income Relating to Preventative Services - Administration	0.00	0.00	0.00	0.00	
07	Health	07407	Reimbursement	0.00	0.00	(690.91)	(690.91)	
				0.00	0.00	(690.91)	(690.91)	
Preventative Services - Pest Control								
Operating Expense								
07	Health	07500	Mosquito Control Preventative Services - Pest Control	4,800.00	3,184.00	1,886.35	(1,297.65)	(40.8)%
				4,800.00	3,184.00	1,886.35	(1,297.65)	(40.8)%
Preventative Services -Other								
Operating Expense								
07	Health	07600	Ambulance Services - Other	2,600.00	100.00	135.96	35.96	36.0%
07	Health	07601	Medical Rooms & Dr Expense - Other	9,000.00	4,000.00	3,546.62	(453.38)	(11.3)%
07	Health	08600	ABC Costs- Other Welfare	40,000.00	8,000.00	8,202.99	202.99	2.5%
				51,600.00	12,100.00	11,885.57	(214.43)	(1.8)%
Operating Income								
07	Health	07602	Reimbursement WA County Health Service	(3,300.00)	(525.00)	(570.90)	(45.90)	8.7%
				(3,300.00)	(525.00)	(570.90)	(45.90)	8.7%
Other Health								
Operating Expense								
07	Health	07700	Nurse Practitioner Clinic	50,000.00	23,478.00	21,685.40	(1,792.60)	(7.6)%
07	Health	07799	Depreciation - Health	1,600.00	1,200.00	1,358.13	158.13	13.2%
				51,600.00	24,678.00	23,043.53	(1,634.47)	(6.6)%

Schedule 07
Health
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Operating Income								
07	Health	07701	WAPHA /Other Funding	(30,000.00)	(30,000.00)	(68,750.00)	(38,750.00)	129.2%
07	Health	07703	User Pay Fee Nurse Practitioner Services	(20,000.00)	(15,000.00)	(16,154.25)	(1,154.25)	7.7%
				(50,000.00)	(45,000.00)	(84,904.25)	(39,904.25)	88.7%
Capital Expense								
07	Health	07702	Purchase Furniture & Equipment - Other Health	10,000.00	10,000.00	14,098.40	4,098.40	41.0%
				10,000.00	10,000.00	14,098.40	4,098.40	41.0%
			TOTAL OPERATING EXPENDITURE	130,900.00	54,362.00	50,416.24	(3,945.76)	(7.3)%
			TOTAL OPERATING INCOME	(53,300.00)	(45,525.00)	(86,166.06)	(40,641.06)	89.3%
			TOTAL CAPITAL EXPENDITURE	10,000.00	10,000.00	14,098.40	4,098.40	41.0%

Schedule 08
Education & Welfare
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Pre-Schools								
Operating Expense								
08	Education & Welfare	08100	Expenses Relating to Schools	16,000.00	500.00	514.00	14.00	2.8%
08	Education & Welfare	08101	Westonia Primary School	12,800.00	12,800.00	24,945.82	12,145.82	94.9%
08	Education & Welfare	08199	Depreciation - School	9,200.00	9,200.00	10,762.46	1,562.46	17.0%
				38,000.00	22,500.00	36,222.28	13,722.28	61.0%
Capital Expense								
08	Education & Welfare	08104	Purchase Land & Buildings- Rooms at School	50,000.00	50,000.00	136,136.71	86,136.71	172.3%
08	Education & Welfare	08203	Purchase Furniture & Equipment	10,000.00	6,664.00	0.00	(6,664.00)	(100.0)%
				60,000.00	56,664.00	136,136.71	79,472.71	140.3%
Operating Income								
08	Education & Welfare	08105	Reimbursements	(13,000.00)	(13,000.00)	(28,154.71)	(15,154.71)	116.6%
08	Education & Welfare	08103	Income Relating to Schools	(34,000.00)	(27,000.00)	(27,360.63)	(360.63)	1.3%
				(47,000.00)	(40,000.00)	(55,515.34)	(15,515.34)	38.8%
Aged & Disabled - Senior Citizens								
Operating Expense								
08	Education & Welfare	08401	Seniors Activities	7,500.00	5,000.00	2,555.45	(2,444.55)	(48.9)%
08	Education & Welfare	08402	Wheatbelt Agcare	500.00	500.00	500.00	0.00	0.0%
08	Education & Welfare	08600	ABC Costs- Other Welfare	40,000.00	8,000.00	8,202.99	202.99	2.5%
				48,000.00	13,500.00	11,258.44	(2,241.56)	(16.6)%
Operating Income								
08	Education & Welfare	08403	Income Relating to Aged & Disabled - Senior Citizens	(5,000.00)	(3,750.00)	(36,363.64)	(32,613.64)	869.7%
				(5,000.00)	(3,750.00)	(36,363.64)	(32,613.64)	869.7%
			TOTAL OPERATING EXPENDITURE	86,000.00	36,000.00	47,480.72	11,480.72	31.9%
			TOTAL CAPITAL EXPENDITURE	60,000.00	56,664.00	136,136.71	79,472.71	140.3%
			TOTAL CAPITAL INCOME	(52,000.00)	(43,750.00)	(91,878.98)	(48,128.98)	110.0%

Schedule 09
Housing
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Staff Housing								
Operating Expense								
09	Housing	09100	Staff Housing - ABC Costs	24,000.00	8,000.00	8,362.99	362.99	4.5%
09	Housing	09101	Maintenance 20 Diorite St -Rental	4,850.00	3,216.00	3,313.65	97.65	3.0%
09	Housing	09102	Maintenance 11 Quartz St - CDO/Plant Operator	18,800.00	3,840.00	3,028.80	(811.20)	(21.1)%
09	Housing	09103	Maintenance 42 Jasper St -Plant Operator	3,000.00	3,000.00	17,189.35	14,189.35	473.0%
09	Housing	09104	Maintenance 37 Diorite St - Swimming Pool Manager	4,500.00	1,484.00	1,269.31	(214.69)	(14.5)%
09	Housing	09105	Maintenance 7 Quartz St - Plant Operator	4,500.00	3,492.00	3,295.26	(196.74)	(5.6)%
09	Housing	09107	Staff House Costs Allocated to Works	(55,000.00)	(15,000.00)	(15,286.37)	(286.37)	1.9%
09	Housing	09108	Depreciation - Staff Housing	27,400.00	27,400.00	36,086.18	8,686.18	31.7%
09	Housing	09109	Maintenance 13 Pyrite Street -Plant Operator	5,450.00	2,116.00	2,100.86	(15.14)	(0.7)%
09	Housing	09201	Maintenance 4 Quartz St - Senior Finance	7,300.00	7,264.00	8,919.74	1,655.74	22.8%
09	Housing	09211	Maintenance 301 Pyrite Street - CEO	12,300.00	2,358.00	2,237.31	(120.69)	(5.1)%
				57,100.00	47,170.00	70,517.08	23,347.08	49.5%
Operating Income								
09	Housing	09121	Income 20 Diorite St -Rental	(10,000.00)	(7,500.00)	(8,000.00)	(500.00)	6.7%
09	Housing	09122	Income 11 Quartz St - CDO/Plant Operator	(2,100.00)	(1,050.00)	(810.00)	240.00	(22.9)%
09	Housing	09123	Income 42 Jasper St -Plant Operator	(2,100.00)	(1,400.00)	(1,120.00)	280.00	(20.0)%
09	Housing	09124	Income 37 Diorite St - Swimming Pool Manager	(2,100.00)	(1,400.00)	(1,440.00)	(40.00)	2.9%
09	Housing	09125	Income 7 Quartz St - Plant Operator	(2,100.00)	(1,400.00)	(1,440.00)	(40.00)	2.9%
09	Housing	09129	Reimbursementtrs	(3,000.00)	0.00	(127.27)	(127.27)	
09	Housing	09130	Income 13 Pyrite Street -Plant Operator	(2,100.00)	(1,400.00)	(1,200.00)	200.00	(14.3)%
09	Housing	09220	Income 4 Quartz St - Senior Finance	(2,100.00)	(1,400.00)	(1,440.00)	(40.00)	2.9%
				(25,600.00)	(15,550.00)	(15,577.27)	(27.27)	0.2%
Other Housing								
Operating Expense								
09	Housing	09200	Other Housing - ABC Costs	24,000.00	16,000.00	16,000.00	0.00	0.0%
09	Housing	09202	Maintenance 55 Wolfram St -Ramelius Resources	800.00	800.00	1,392.73	592.73	74.1%
09	Housing	09203	Maintenance - Lifestyle	19,500.00	11,894.00	10,212.08	(1,681.92)	(14.1)%
09	Housing	09206	Maintenance Quartz Street Age Units	12,150.00	8,032.00	4,190.88	(3,841.12)	(47.8)%

Schedule 09
Housing
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
09	Housing	09208	Maintenance - 17 Pyrite Street JV Units	10,350.00	6,840.00	4,015.77	(2,824.23)	(41.3)%
09	Housing	09212	Rental Lifestyle Village - Westonia Progress	18,100.00	12,064.00	4,524.00	(7,540.00)	(62.5)%
09	Housing	09236	Depreciation Other Housing	39,100.00	39,100.00	41,733.66	2,633.66	6.7%
				124,000.00	94,730.00	82,069.12	(12,660.88)	(13.4)%
Other Housing								
Operating Income								
09	Housing	09221	Income 55 Wolfram St -Ramelius Resources	(20,000.00)	(14,953.00)	(14,214.00)	739.00	(4.9)%
09	Housing	09222	Income - Lifestyle	(86,500.00)	(64,640.00)	(64,782.00)	(142.00)	0.2%
09	Housing	09227	Income 17Pyrite St - JV Units	(11,000.00)	(8,235.00)	(9,010.00)	(775.00)	9.4%
09	Housing	09231	Income - Ramelius Resources Lease Camp/Carport	(24,000.00)	(18,000.00)	(18,132.00)	(132.00)	0.7%
09	Housing	09238	Income -Age Units Quartz Street	(17,600.00)	(10,248.00)	(8,500.00)	1,748.00	(17.1)%
09	Housing	09298	Profit on Sale of Asset	(39,800.00)	0.00	0.00	0.00	
				(198,900.00)	(116,076.00)	(114,638.00)	1,438.00	(1.2)%
Capital Expense								
09	Housing	09127	Purchase - Staff Housing - Houses	0.00	0.00	0.00	0.00	
09	Housing	09232	Purchase Furniture & Equipment - Other Housing	5,000.00	3,328.00	0.00	(3,328.00)	(100.0)%
				5,000.00	3,328.00	0.00	(3,328.00)	(100.0)%
Capital Income								
09	Housing	09237	Income -Sale of 42 Jasper St, Westonia - CAPITAL	(85,000.00)	0.00	0.00	0.00	
				(85,000.00)	0.00	0.00	0.00	
TOTAL OPERATING EXPENDITURE				181,100.00	141,900.00	152,586.20	10,686.20	7.5%
TOTAL OPERATING INCOME				(224,500.00)	(131,626.00)	(127,655.27)	3,970.73	(3.0)%
TOTAL CAPITAL INCOME				(85,000.00)	0.00	0.00	0.00	
TOTAL CAPITAL EXPENDITURE				5,000.00	3,328.00	0.00	(3,328.00)	(100.0)%

Schedule 10
Community Amenities
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Sanitation - Household Refuse								
Operating Expense								
10	Community Amenities	10100	ABC Costs- Household Refuse	24,000.00	14,000.00	12,304.47	(1,695.53)	(12.1)%
10	Community Amenities	10103	Domestic Refuse Collection	13,000.00	8,664.00	7,942.38	(721.62)	(8.3)%
10	Community Amenities	10104	Recycling Station	0.00	0.00	0.00	0.00	
10	Community Amenities	10105	Refuse Collection Public Bins	10,000.00	6,656.00	6,598.03	(57.97)	(0.9)%
10	Community Amenities	10106	Refuse Maintenance	22,000.00	14,648.00	11,870.32	(2,777.68)	(19.0)%
10	Community Amenities	10107	Waste Oil Recycling	500.00	328.00	0.00	(328.00)	(100.0)%
10	Community Amenities	10108	Drum-Muster	500.00	328.00	0.00	(328.00)	(100.0)%
				70,000.00	44,624.00	38,715.20	(5,908.80)	(13.2)%
Operating Income								
10	Community Amenities	10120	Income Relating to Sanitation - Household Refuse	(11,000.00)	(11,000.00)	(10,813.52)	186.48	(1.7)%
10	Community Amenities	10122	Drum-Muster	(500.00)	(328.00)	0.00	328.00	(100.0)%
				(11,500.00)	(11,328.00)	(10,813.52)	514.48	(4.5)%
Other Community Amenities								
Operating Expense								
10	Community Amenities	10704	Maintenance - Public Conveniences	6,500.00	4,320.00	4,914.35	594.35	13.8%
10	Community Amenities	10706	Maintenance - Grave Digging	8,000.00	5,820.00	5,609.02	(210.98)	(3.6)%
10	Community Amenities	10799	Depreciation - Community Services	19,450.00	12,960.00	12,848.89	(111.11)	(0.9)%
				33,950.00	23,100.00	23,372.26	272.26	1.2%
Operating Income								
10	Community Amenities	10701	Income Relating to Other Community Amenities	0.00	0.00	(227.27)	(227.27)	
10	Community Amenities	10708	Cemetery Fees	(500.00)	(328.00)	0.00	328.00	(100.0)%
				(500.00)	(328.00)	(227.27)	100.73	(30.7)%
			TOTAL OPERATING EXPENDITURE	103,950.00	67,724.00	62,087.46	(5,636.54)	(8.3)%
			TOTAL OPERATING INCOME	(12,000.00)	(11,656.00)	(11,040.79)	615.21	(5.3)%

Schedule 11
Recreation & Culture
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Public Halls & Civic Centres								
Operating Expense								
11	Recreation & Culture	11100	ABC Costs- Public Halls & Civic Centres	79,500.00	62,000.00	61,522.48	(477.52)	(0.8)%
11	Recreation & Culture	11104	Maintenance - Public Halls	19,750.00	13,144.00	15,667.78	2,523.78	19.2%
11	Recreation & Culture	11105	Maintenance - Complex/ Gym	43,000.00	28,648.00	29,990.39	1,342.39	4.7%
11	Recreation & Culture	11106	Maintenance - Wanderers Stadium	20,200.00	13,448.00	11,331.15	(2,116.85)	(15.7)%
11	Recreation & Culture	11107	MOU Westonia Progress Payment	28,000.00	18,664.00	12,833.78	(5,830.22)	(31.2)%
11	Recreation & Culture	11199	Depreciation - Public Halls	69,500.00	46,328.00	44,861.91	(1,466.09)	(3.2)%
				259,950.00	182,232.00	176,207.49	(6,024.51)	(3.3)%
Operating Income								
11	Recreation & Culture	11110	Income Relating to Public Halls & Civic Centres	(200.00)	(128.00)	(48,281.82)	(48,153.82)	37,620.2%
11	Recreation & Culture	11111	Income Edna May MOU 33%	(17,500.00)	(17,500.00)	(18,530.93)	(1,030.93)	5.9%
11	Recreation & Culture	11112	Income Charges Stadium	(700.00)	(464.00)	0.00	464.00	(100.0)%
11	Recreation & Culture	11114	Income Edna May MOU WPA 67%	(28,000.00)	(28,000.00)	(37,623.43)	(9,623.43)	34.4%
				(46,400.00)	(46,092.00)	(104,436.18)	(58,344.18)	126.6%
Capital Expense								
11	Recreation & Culture	11103	Purchase Furniture & Equipment -Chair of Stadium	20,000.00	20,000.00	19,497.08	(502.92)	(2.5)%
				20,000.00	20,000.00	19,497.08	(502.92)	(2.5)%
Swimming Pool								
Operating Expense								
11	Recreation & Culture	11207	Maintenance Westonia Swimming Pool	31,000.00	25,640.00	23,245.69	(2,394.31)	(9.3)%
11	Recreation & Culture	11208	Chlorine Expenses	2,000.00	1,400.00	836.64	(563.36)	(40.2)%
11	Recreation & Culture	11209	Management Contract Charges	68,000.00	45,328.00	49,802.42	4,474.42	9.9%
11	Recreation & Culture	11210	Water Charges	7,000.00	3,498.00	2,489.00	(1,009.00)	(28.8)%
11	Recreation & Culture	11299	Depreciaton - Swimming Pool	62,700.00	41,792.00	40,947.65	(844.35)	(2.0)%
				170,700.00	117,658.00	117,321.40	(336.60)	(0.3)%

Schedule 11
Recreation & Culture
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Capital Expense								
11	Recreation & Culture	11204	Purchase Land & Buildings -Kiosk/Ablution Redevelopmer	90,000.00	79,000.00	78,043.00	(957.00)	(1.2)%
11	Recreation & Culture	11205	Purchase Furniture & Equipment - Swimming Pools	50,000.00	0.00	0.00	0.00	
				140,000.00	79,000.00	78,043.00	(957.00)	(1.2)%
Other Recreation & Sport								
Operating Expense								
11	Recreation & Culture	11307	Maintenance - Playground, Tennis & Bowls	251,500.00	175,973.00	175,254.54	(718.46)	(0.4)%
11	Recreation & Culture	11308	Maintenance - Recreation Oval	42,500.00	20,348.00	20,540.85	192.85	0.9%
11	Recreation & Culture	11399	Depreciation - Other Rec & Sport	43,900.00	29,264.00	23,702.95	(5,561.05)	(19.0)%
				337,900.00	225,585.00	219,498.34	(6,086.66)	(2.7)%
Operating Income								
11	Recreation & Culture	11302	Marquee Hire Charges	(1,000.00)	(664.00)	0.00	664.00	(100.0)%
				(1,000.00)	(664.00)	0.00	664.00	(100.0)%
Capital Income								
11	Recreation & Culture	11301	CSRFF - Fund	(85,000.00)	0.00	0.00	0.00	
11	Recreation & Culture	11310	Bowling Green Redevelopment - LRCIP Top Up	(722,000.00)	0.00	(492,589.09)	(492,589.09)	
11	Recreation & Culture	11311	Income-Wanderers Bowling Club	(85,000.00)	0.00	0.00	0.00	
				(892,000.00)	0.00	(492,589.09)	(492,589.09)	
Capital Expense								
11	Recreation & Culture	11303	Purchase Land & Buildings - Bowling Green Stadium	525,000.00	405,520.00	406,351.00	831.00	0.2%
11	Recreation & Culture	11304	Purchase Furniture & Equipment - Other Recreation & Sp	0.00	0.00	0.00	0.00	
11	Recreation & Culture	11309	Bowling Green Redevelopment - CAPITAL	255,000.00	5,000.00	6,044.54	1,044.54	20.9%
				780,000.00	410,520.00	412,395.54	1,875.54	0.5%
Television and Rebroadcasting								
Operating Expense								
11	Recreation & Culture	11401	Maintenance - Television and Rebroadcasting	1,000.00	1,000.00	925.11	(74.89)	(7.5)%
11	Recreation & Culture	11499	Depreciation - TV & Radio	4,200.00	3,200.00	3,601.43	401.43	12.5%
				5,200.00	4,200.00	4,526.54	326.54	7.8%
Capital Expense								
11	Recreation & Culture	11404	Purchase Furniture & Equipment - Television and Rebroac	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	

Schedule 11
Recreation & Culture
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Other Recreation & Sport								
Operating Expense								
11	Recreation & Culture	11504	Library Salaries	17,000.00	12,578.00	13,245.26	667.26	5.3%
11	Recreation & Culture	11505	Library Expenses	3,500.00	2,037.00	1,625.21	(411.79)	(20.2)%
				20,500.00	14,615.00	14,870.47	255.47	1.7%
Operating Income								
11	Recreation & Culture	11501	Income Relating to Libraries	(100.00)	(64.00)	0.00	64.00	(100.0)%
11	Recreation & Culture	11502	Fines & Penalties Charged	(100.00)	(64.00)	0.00	64.00	(100.0)%
				(200.00)	(128.00)	0.00	128.00	(100.0)%
Capital Expense								
11	Recreation & Culture	11503	Purchase Furniture & Equipment - Libraries	2,000.00	1,500.00	419.09	(1,080.91)	(72.1)%
				2,000.00	1,500.00	419.09	(1,080.91)	(72.1)%
Other Culture								
Operating Expense								
11	Recreation & Culture	11605	Nature Reserve Management	40,000.00	26,664.00	6,859.99	(19,804.01)	(74.3)%
11	Recreation & Culture	11606	Maintenance Walgoolan Gazebo	600.00	392.00	0.00	(392.00)	(100.0)%
				40,600.00	27,056.00	6,859.99	(20,196.01)	(74.6)%
Operating Income								
11	Recreation & Culture	11602	Income Charges History Books	(200.00)	(128.00)	(200.00)	(72.00)	56.3%
11	Recreation & Culture	11604	Ramelius Common Management - Income	(10,000.00)	(6,664.00)	0.00	6,664.00	(100.0)%
				(10,200.00)	(6,792.00)	(200.00)	6,592.00	(97.1)%
Capital Expense								
11	Recreation & Culture	11603	Purchase Furniture & Equipment - Walgoolan Wagon	10,000.00	5,000.00	2,178.96	(2,821.04)	(56.4)%
				10,000.00	5,000.00	2,178.96	(2,821.04)	(56.4)%
			TOTAL OPERATING EXPENDITURE	834,850.00	571,346.00	539,284.23	(32,061.77)	(5.6)%
			TOTAL OPERATING INCOME	#REF!	#REF!	#REF!	#REF!	#REF!
			TOTAL CAPITAL INCOME	(892,000.00)	0.00	(492,589.09)	(492,589.09)	
			TOTAL CAPITAL EXPENDITURE	952,000.00	516,020.00	512,533.67	(3,486.33)	(0.7)%

Schedule 12
Transport
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Streets Roads Bridges & Depot Construction								
Capital Expense								
12	Transport	12101	Roads Construction Council	868,500.00	240,000.00	239,850.97	(149.03)	(0.1)%
12	Transport	12103	MRWA Project Construction	570,840.00	311,420.00	312,207.38	787.38	0.3%
12	Transport	12104	Roads to Recovery Construction	325,000.00	95,000.00	92,591.27	(2,408.73)	(2.5)%
12	Transport	12108	Footpath Construction	70,000.00	40,000.00	38,401.93	(1,598.07)	(4.0)%
				1,834,340.00	686,420.00	683,051.55	(3,368.45)	(0.5)%
Streets Roads Bridges & Depot Maintenance								
Operating Expense								
12	Transport	12202	Power - Street Lighting	7,000.00	4,664.00	4,019.48	(644.52)	(13.8)%
12	Transport	12203	Maintenance - GRM	635,000.00	314,992.00	307,393.05	(7,598.95)	(2.4)%
12	Transport	12204	Maintenance - Depot	19,500.00	19,500.00	34,371.52	14,871.52	76.3%
12	Transport	12205	Maintenance - Footpaths	500.00	328.00	255.02	(72.98)	(22.3)%
12	Transport	12206	Traffic Signs Maintenance	12,000.00	9,650.00	9,886.13	236.13	2.4%
12	Transport	12208	Townsite Beautification	0.00	0.00	271.94	271.94	
12	Transport	12219	RRG Expenses	7,000.00	7,000.00	8,276.00	1,276.00	18.2%
12	Transport	12299	Depreciation - Street, Roads, Bridges	987,000.00	657,992.00	676,604.65	18,612.65	2.8%
				1,668,000.00	1,014,126.00	1,041,077.79	26,951.79	2.7%
Operating Income								
12	Transport	12211	Grant - MRWA Project	0.00	0.00	0.00	0.00	
12	Transport	12212	Grant - MRWA Direct	(135,000.00)	(135,000.00)	(147,231.00)	(12,231.00)	9.1%
12	Transport	12213	Grant - MRWA Specific	(380,550.00)	(300,000.00)	(304,044.00)	(4,044.00)	1.3%
12	Transport	12216	Grant - Roads to Recovery	(325,000.00)	(67,000.00)	(67,000.00)	0.00	0.0%
				(840,550.00)	(502,000.00)	(518,275.00)	(16,275.00)	3.2%
Capital Expense								
12	Transport	12218	Depot Shed - CAPITAL	40,000.00	0.00	0.00	0.00	
				40,000.00	0.00	0.00	0.00	
Road Plant Purchase								
Operating Expense								
12	Transport	12359	Loss on Sale of Asset	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	

Schedule 12
Transport
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Operating Income								
12	Transport	12398	Profit on Sale of Asset	(77,507.00)	(20,000.00)	(19,053.18)	946.82	(4.7)%
				(77,507.00)	(20,000.00)	(19,053.18)	946.82	(4.7)%
Road Plant Purchase								
Capital Expense								
12	Transport	12302	Purchase Plant & Equipment - Road Plant Purchases	125,000.00	75,000.00	76,956.49	1,956.49	2.6%
12	Transport	14213	Construction Supervisor Vehicle - CAPITAL	122,000.00	0.00	0.00	0.00	
12	Transport	12305	Side Tipper & Dolly - CAPITAL	330,000.00	0.00	0.00	0.00	
				577,000.00	75,000.00	76,956.49	1,956.49	2.6%
Aerodromes								
Operating Expense								
12	Transport	12604	Airport Maintenance	15,000.00	1,000.00	805.17	(194.83)	(19.5)%
				15,000.00	1,000.00	805.17	(194.83)	(19.5)%
Operating Income								
12	Transport	12601	Income Relating to Aerodromes	(100.00)	(64.00)	0.00	64.00	(100.0)%
				(100.00)	(64.00)	0.00	64.00	(100.0)%
Capital Expense								
12	Transport	12605	Airport Land - CAPITAL	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	
			TOTAL OPERATING EXPENDITURE	1,683,000.00	1,015,126.00	1,041,882.96	26,756.96	2.6%
			TOTAL OPERATING INCOME	(918,157.00)	(522,064.00)	(537,328.18)	(15,264.18)	2.9%
			TOTAL CAPITAL EXPENDITURE	2,451,340.00	761,420.00	760,008.04	(1,411.96)	(0.2)%

Schedule 13
Economic Services
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Rural Services								
Operating Expense								
13	Economic Services	13100	ABC Costs- Rural Services	79,500.00	47,375.00	47,354.91	(20.09)	(0.0)%
13	Economic Services	13119	Project TBA	0.00	0.00	0.00	0.00	
13	Economic Services	13123	NRM Contract	8,000.00	0.00	0.00	0.00	
13	Economic Services	13125	Noxious Weed Control	2,000.00	0.00	0.00	0.00	
13	Economic Services	13126	Wild Dog Contribution	0.00	0.00	0.00	0.00	
				89,500.00	47,375.00	47,354.91	(20.09)	(0.0)%
Operating Income								
13	Economic Services	13105	Govt. Grant Funding	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	
Tourism & Area Promotion								
Operating Expense								
13	Economic Services	13200	Admin Allocations Tourism & Area Promotion	48,000.00	20,000.00	20,507.49	507.49	2.5%
13	Economic Services	13210	Area Promotion	12,000.00	2,000.00	1,881.05	(118.95)	(5.9)%
13	Economic Services	13211	SUBS- CW Visitor Centre	4,500.00	500.00	459.09	(40.91)	(8.2)%
13	Economic Services	13212	SUBS- Newtravel	6,400.00	6,400.00	6,575.45	175.45	2.7%
13	Economic Services	13213	Maintenance Caravan Park	37,250.00	30,250.00	34,164.77	3,914.77	12.9%
13	Economic Services	13214	Information Bay- Carrabin	11,050.00	688.00	695.84	7.84	1.1%
13	Economic Services	13215	Old Club Hotel Museum -Maintenance	26,100.00	17,384.00	15,495.80	(1,888.20)	(10.9)%
13	Economic Services	13299	Depreciation - Tourism & Area Promotion	29,000.00	19,328.00	21,346.29	2,018.29	10.4%
				174,300.00	96,550.00	101,125.78	4,575.78	4.7%
Operating Income								
13	Economic Services	13201	Income Relating to Tourism & Area Promotion	0.00	0.00	0.00	0.00	
13	Economic Services	13202	Caravan Site Charges	(35,000.00)	(30,250.00)	(30,988.57)	(738.57)	2.4%
13	Economic Services	13203	Tent Site Charges	(300.00)	(200.00)	(109.11)	90.89	(45.4)%
13	Economic Services	13204	Souvenir Sales	(200.00)	(200.00)	(616.86)	(416.86)	208.4%
13	Economic Services	13221	Income - Old Club Hotel Museum Entry	0.00	0.00	(4,863.82)	(4,863.82)	
				(35,500.00)	(30,650.00)	(36,578.36)	(5,928.36)	19.3%

Schedule 13
Economic Services
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Capital Expense								
13	Economic Services	13216	Old Club Hotel Museum Project - CAPITAL	30,000.00	20,000.00	0.00	(20,000.00)	(100.0)%
13	Economic Services	13217	Caravan Park - CAPITAL	0.00	0.00	0.00	0.00	
				30,000.00	20,000.00	0.00	(20,000.00)	(100.0)%
Building Control								
Operating Expense								
13	Economic Services	13301	Contract EH Services	8,000.00	5,328.00	4,700.00	(628.00)	(11.8)%
				8,000.00	5,328.00	4,700.00	(628.00)	(11.8)%
Operating Income								
13	Economic Services	13303	Building Permit Charges	(1,500.00)	(1,300.00)	(1,330.23)	(30.23)	2.3%
13	Economic Services	13304	Demolition Charges	(100.00)	(100.00)	(100.00)	0.00	0.0%
13	Economic Services	13305	Commission BRB	(200.00)	(128.00)	0.00	128.00	(100.0)%
13	Economic Services	13307	Planning Fee	0.00	0.00	0.00	0.00	
				(1,800.00)	(1,528.00)	(1,430.23)	97.77	(6.4)%
Community Development (CRC)								
Operating Expense								
13	Economic Services	13400	ABC Costs - Community Development	64,000.00	0.00	0.00	0.00	
13	Economic Services	13401	Programs / Activities	20,000.00	1,000.00	631.73	(368.27)	(36.8)%
13	Economic Services	13402	Workers Compensation Premiums	10,000.00	0.00	0.00	0.00	
13	Economic Services	13403	Superannuation	17,000.00	0.00	0.00	0.00	
13	Economic Services	13404	Salaries	95,000.00	18,000.00	17,710.00	(290.00)	(1.6)%
13	Economic Services	13405	Community Events	20,000.00	6,000.00	6,030.65	30.65	0.5%
13	Economic Services	13406	Grant Generated Expenditure	30,000.00	0.00	0.00	0.00	
13	Economic Services	13610	Building Maintenance	23,500.00	12,576.00	13,032.25	456.25	3.6%
				279,500.00	37,576.00	37,404.63	(171.37)	(0.5)%
Operating Income								
13	Economic Services	13410	Grant Funding Opportunities	(50,000.00)	0.00	0.00	0.00	
13	Economic Services	13412	Income Relating to Westonia CRC Operations	0.00	0.00	(20,252.86)	(20,252.86)	
13	Economic Services	13413	Events Income	0.00	0.00	(10,301.28)	(10,301.28)	
13	Economic Services	13411	DPIRD Grants Funding (CRC)	(107,200.00)	(53,600.00)	(50,689.00)	2,911.00	(5.4)%
				(157,200.00)	(53,600.00)	(81,243.14)	(27,643.14)	51.6%

Schedule 13
Economic Services
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Plant Nursery								
Operating Expense								
13	Economic Services	13502	Nursery Operating Costs	1,800.00	350.00	160.90	(189.10)	(54.0)%
				1,800.00	350.00	160.90	(189.10)	(54.0)%
Operating Income								
13	Economic Services	13505	Tree Planter Hire	(500.00)	(328.00)	0.00	328.00	(100.0)%
				(500.00)	(328.00)	0.00	328.00	(100.0)%
Other Economic Services								
Operating Expense								
13	Economic Services	13600	ABC Costs to Other Economic Services	8,000.00	5,336.00	6,062.12	726.12	13.6%
13	Economic Services	13611	Water Supply Standpipes	404,500.00	360,984.00	361,913.34	929.34	0.3%
13	Economic Services	13613	Ramelius ResourceLease - Industrial Shed	0.00	0.00	183.64	183.64	
13	Economic Services	13614	St Lukes Church	0.00	0.00	52.06	52.06	
13	Economic Services	13616	Westonia CRC Contributions	0.00	0.00	0.00	0.00	
13	Economic Services	13699	Depreciation- Other Economic Services	69,500.00	46,328.00	47,221.00	893.00	1.9%
				482,000.00	412,648.00	415,432.16	2,784.16	0.7%
Other Economic Services								
Operating Income								
13	Economic Services	13602	Community Bus Hire Charges	(1,000.00)	(1,000.00)	(1,821.10)	(821.10)	82.1%
13	Economic Services	13603	Ramelius Resource Lease - Industrial Shed	(19,500.00)	(14,625.00)	(14,948.13)	(323.13)	2.2%
13	Economic Services	13604	Police Licensing Commissions	(5,000.00)	(4,160.00)	(4,860.07)	(700.07)	16.8%
13	Economic Services	13618	Reimbursements General	(200.00)	(128.00)	(67.24)	60.76	(47.5)%
13	Economic Services	13609	Standpipe Water Charges - per kL	(380,000.00)	(209,000.00)	(208,804.30)	195.70	(0.1)%
				(405,700.00)	(228,913.00)	(230,500.84)	(1,587.84)	0.7%
Capital Expense								
13	Economic Services	13606	Land & Buildings - Wolfram Street Shed & Façade	60,000.00	4,000.00	3,690.80	(309.20)	(7.7)%
				60,000.00	4,000.00	3,690.80	(309.20)	(7.7)%
TOTAL OPERATING EXPENDITURE				1,035,100.00	599,827.00	606,178.38	6,351.38	1.1%
TOTAL OPERATING INCOME				(600,700.00)	(315,019.00)	(349,752.57)	(34,733.57)	11.0%
TOTAL CAPITAL EXPENDITURE				90,000.00	24,000.00	3,690.80	(20,309.20)	(84.6)%

Schedule 14
Other Property & Services
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Private Works								
Operating Expense								
14	Other Property & Services	14102	Private Works	25,000.00	25,000.00	51,664.79	26,664.79	106.7%
				<u>25,000.00</u>	<u>25,000.00</u>	<u>51,664.79</u>	<u>26,664.79</u>	<u>106.7%</u>
Operating Income								
14	Other Property & Services	14100	Private Works Income	(25,000.00)	(25,000.00)	(80,120.58)	(55,120.58)	220.5%
				<u>(25,000.00)</u>	<u>(25,000.00)</u>	<u>(80,120.58)</u>	<u>(55,120.58)</u>	<u>220.5%</u>
Public Works Overheads								
Operating Expense								
14	Other Property & Services	14200	Administration Allocations to PWOH	265,000.00	176,660.00	184,372.41	7,712.41	4.4%
14	Other Property & Services	14202	Sick Leave Expense	15,000.00	15,000.00	20,545.64	5,545.64	37.0%
14	Other Property & Services	14203	Annual & Long Service Leave Expense	80,000.00	80,000.00	90,120.15	10,120.15	12.7%
14	Other Property & Services	14204	Protective Clothing - Outside Staff	3,500.00	3,500.00	4,500.92	1,000.92	28.6%
14	Other Property & Services	14205	Conference Expenses- Engineering	2,000.00	1,328.00	0.00	(1,328.00)	(100.0)%
14	Other Property & Services	14206	Medical Examination Costs	1,000.00	664.00	175.00	(489.00)	(73.6)%
14	Other Property & Services	14207	Public Works Overheads Allocated to Works	(539,400.00)	(404,559.00)	(403,684.53)	874.47	(0.2)%
14	Other Property & Services	14208	OSH Expenses	3,500.00	2,328.00	336.75	(1,991.25)	(85.5)%
14	Other Property & Services	14211	Unallocated Wages	0.00	0.00	0.00	0.00	
14	Other Property & Services	14214	Eng. & Technical Support	10,000.00	6,664.00	399.00	(6,265.00)	(94.0)%
14	Other Property & Services	14215	Staff Training	8,000.00	5,328.00	3,823.03	(1,504.97)	(28.2)%
14	Other Property & Services	14216	Insurance on Works	17,000.00	17,000.00	16,365.07	(634.93)	(3.7)%
14	Other Property & Services	14217	Supervision Costs	15,000.00	15,000.00	15,435.13	435.13	2.9%
14	Other Property & Services	14218	Service Pay	6,400.00	4,797.00	3,210.01	(1,586.99)	(33.1)%
14	Other Property & Services	14219	Superannuation Cost	75,000.00	62,500.00	64,277.21	1,777.21	2.8%
14	Other Property & Services	14220	Allowances & Other Costs	30,000.00	22,772.00	23,709.57	937.57	4.1%
14	Other Property & Services	14221	Fringe Benefits Tax - Works	8,000.00	5,328.00	0.00	(5,328.00)	(100.0)%
				<u>0.00</u>	<u>14,310.00</u>	<u>23,585.36</u>	<u>9,275.36</u>	<u>64.8%</u>
Operating Income								
14	Other Property & Services	14201	Income Relating to Public Works Overheads	(7,000.00)	(4,664.00)	(4,828.18)	(164.18)	3.5%
				<u>(7,000.00)</u>	<u>(4,664.00)</u>	<u>(4,828.18)</u>	<u>(164.18)</u>	<u>3.5%</u>

Schedule 14
Other Property & Services
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Plant Operation Costs								
Operating Expense								
14	Other Property & Services	14302	Insurance - Plant	17,000.00	11,328.00	11,308.93	(19.07)	(0.2)%
14	Other Property & Services	14303	Fuel & Oils	230,000.00	153,336.00	148,455.83	(4,880.17)	(3.2)%
14	Other Property & Services	14304	Tyres and Tubes	20,000.00	13,328.00	13,326.91	(1.09)	(0.0)%
14	Other Property & Services	14305	Parts & Repairs	110,000.00	91,660.00	100,982.82	9,322.82	10.2%
14	Other Property & Services	14306	Internal Repair Wages	45,500.00	30,328.00	22,141.03	(8,186.97)	(27.0)%
14	Other Property & Services	14307	Licences - Plant	8,000.00	8,000.00	7,076.59	(923.41)	(11.5)%
14	Other Property & Services	14308	Depreciation - Plant	308,000.00	245,328.00	246,076.67	748.67	0.3%
14	Other Property & Services	14309	Plant Operation Costs Allocated to Works	(713,636.00)	(324,380.00)	(323,815.43)	564.57	(0.2)%
14	Other Property & Services	14310	Blades & Tynes	10,000.00	500.00	314.21	(185.79)	(37.2)%
14	Other Property & Services	14311	Consumable Items	20,000.00	2,000.00	2,416.25	416.25	20.8%
14	Other Property & Services	14312	Expendable Tools	10,000.00	500.00	680.91	180.91	36.2%
				64,864.00	231,928.00	228,964.72	(2,963.28)	(1.3)%
Stock Fuels & Oils								
Operating Expense								
14	Other Property & Services	14402	Purchase of Stock Materials	0.00	0.00	44,674.01	44,674.01	
				0.00	0.00	44,674.01	44,674.01	
Operating Income								
14	Other Property & Services	14404	Diesel Fuel Rebate	(35,000.00)	(23,328.00)	(19,380.00)	3,948.00	(16.9)%
14	Other Property & Services	14405	Sale of Stock	(500.00)	(328.00)	0.00	328.00	(100.0)%
14	Other Property & Services	14406	Sale of Fuel and Scrap	(2,000.00)	(2,000.00)	(29,342.78)	(27,342.78)	1,367.1%
				(37,500.00)	(25,656.00)	(48,722.78)	(23,066.78)	89.9%
Administration								
Operating Expense								
14	Other Property & Services	14500	Expenses relating to Administration	522,000.00	312,000.00	290,415.67	(21,584.33)	(6.9)%
14	Other Property & Services	14501	Administration Office Maintenance	64,200.00	42,784.00	47,936.70	5,152.70	12.0%
14	Other Property & Services	14502	Workers Compensation Premiums- Administration	24,000.00	24,000.00	26,015.67	2,015.67	8.4%
14	Other Property & Services	14503	Office Equipment Maintenance - Admin	8,500.00	5,664.00	4,828.64	(835.36)	(14.7)%
14	Other Property & Services	14504	Telecommunications - Admin	0.00	0.00	530.00	530.00	
14	Other Property & Services	14505	Travel & Accommodation - Admin	2,000.00	1,328.00	1,003.73	(324.27)	(24.4)%

Schedule 14
Other Property & Services
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Administration								
Operating Expense - Continued								
14	Other Property & Services	14506	Legal Expenses Administration	5,000.00	3,328.00	1,212.49	(2,115.51)	(63.6)%
14	Other Property & Services	14507	Training Expenses - Admin	7,500.00	5,000.00	1,755.64	(3,244.36)	(64.9)%
14	Other Property & Services	14508	Printing & Stationery - Admin	10,000.00	6,664.00	4,079.70	(2,584.30)	(38.8)%
14	Other Property & Services	14509	Fringe Benefits Tax - Admin	12,000.00	0.00	0.00	0.00	
14	Other Property & Services	14510	Conference Expenses - Admin	4,000.00	4,000.00	6,494.08	2,494.08	62.4%
14	Other Property & Services	14511	Staff Uniform - Admin	3,000.00	2,000.00	394.84	(1,605.16)	(80.3)%
14	Other Property & Services	14515	Administration Costs Allocated to Programs	(823,500.00)	(549,000.00)	(426,149.78)	122,850.22	(22.4)%
14	Other Property & Services	14517	Postage & Freight	1,500.00	1,000.00	726.86	(273.14)	(27.3)%
14	Other Property & Services	14521	IT/Accounting Programs	35,000.00	5,000.00	6,072.00	1,072.00	21.4%
14	Other Property & Services	14522	Advertising	3,000.00	2,000.00	2,043.60	43.60	2.2%
14	Other Property & Services	14559	Admin Loss on Sale	0.00	0.00	86,037.42	86,037.42	
14	Other Property & Services	14599	Depreciation - Admin	38,000.00	25,328.00	24,640.16	(687.84)	(2.7)%
				(83,800.00)	(108,904.00)	78,037.42	186,941.42	(171.7)%
Operating Income								
14	Other Property & Services	14525	Admin - Reimbursement	(1,000.00)	(1,000.00)	(3,400.09)	(2,400.09)	240.0%
14	Other Property & Services	14512	Admin Re-Allocations	0.00	0.00	(8,000.00)	(8,000.00)	
14	Other Property & Services	14598	Profit on Sale of Asset - Admin	(38,700.00)	(8,700.00)	(9,683.93)	(983.93)	11.3%
				(39,700.00)	(9,700.00)	(21,084.02)	(11,384.02)	117.4%
Operating Expense								
14	Other Property & Services	14602	Gross Salaries & Wages	1,250,000.00	848,850.00	849,254.87	404.87	0.0%
14	Other Property & Services	14603	Less Sal & Wages Alloc to Works	(1,250,000.00)	(849,659.00)	(849,254.87)	404.13	(0.0)%
				0.00	(809.00)	0.00	809.00	(100.0)%
Capital Expense								
14	Other Property & Services	14514	Purchase Furniture & Equipment Administration	30,000.00	3,000.00	2,620.00	(380.00)	(12.7)%
14	Other Property & Services	14520	CEO Vehicle - CAPITAL	100,000.00	85,000.00	85,783.05	783.05	0.9%
				130,000.00	88,000.00	88,403.05	403.05	0.5%

Schedule 14
Other Property & Services
Financial Statement For The Period Ending 28/02/2023

Prog	Programme Description	COA	Description	Original Budget	YTD Budget	YTD Actual	YTD Variation \$	YTD Budget %
Unclassified								
Operating Income								
14	Other Property & Services	14701	Income Relating to Unclassified	(5,000.00)	(5,000.00)	(10,000.00)	(5,000.00)	100.0%
14	Other Property & Services	14705	Marda Upgrade and Haulage Operation Agreement	(200,000.00)	(133,336.00)	(128,460.21)	4,875.79	(3.7)%
				(205,000.00)	(138,336.00)	(138,460.21)	352,013.37	0.1%
Unclassified								
Capital Expense								
14	Other Property & Services	14704	Land Development	30,000.00	20,000.00	25,887.45	5,887.45	29.4%
				30,000.00	20,000.00	25,887.45	5,887.45	29.4%
Capital Income								
14	Other Property & Services	14799	Proceeds on Sale of Assets	(160,000.00)	(80,000.00)	(77,272.73)	2,727.27	(3.4)%
				(160,000.00)	(80,000.00)	(77,272.73)	2,727.27	(3.4)%
			TOTAL OPERATING EXPENDITURE	6,064.00	161,525.00	426,926.30	265,401.30	164.3%
			TOTAL OPERATING INCOME	(314,200.00)	(203,356.00)	(293,215.77)	262,277.81	44.2%
			TOTAL CAPITAL INCOME	(160,000.00)	(80,000.00)	(77,272.73)	2,727.27	(3.4)%
			TOTAL CAPITAL EXPENDITURE	160,000.00	108,000.00	114,290.50	6,290.50	5.8%

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
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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 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 favorably 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.



Shire of Westonia
Delegations of Authority Register
(including Council appointed authorised
persons & officers)

REVIEW

Reviewed by	Date approved	References
Council	17 Mar 2022	COUNCIL RES: 9.1.6 Review

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INTRODUCTION

Introduction

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision-making and is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

The Council (and the Chief Executive Officer in the case of most sub delegations) delegate matters where the relevant employees have the appropriate skills and expertise to implement the delegation or sub delegation within the Shire's decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority is subject to complying with relevant policies of the Shire, which are referenced within each Instrument.

An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation, or actually making the relevant decision on a particular issue.

Definitions

The terms used throughout this register are defined below:

Delegate the person (named by position title or office) or entity 'appointed' by the delegator, to act in place of the delegator for the purpose of exercising an express power or duty.

Delegation the process, prescribed in legislation, for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the Delegate).

Delegator the person (named by position title or office) or entity in which the written law vests an Express Power or Duty whom delegates that Express Power or Duty.

Express Power or Duty a power or duty written (expressly) in legislation.

Express Power to Delegate a power (procedure) written (expressly) in legislation that enables the devolution of an Express Power or Duty from a Delegator to a Delegate.

Head of Power the legislation, which contains an express power to delegate and/or an express power or duty.

Instrument of Delegation the written form of a delegation. Legislation requires delegation be provided in writing. The instrument of delegation communicates the delegation from the Delegator to the Delegate.

Sub-delegate the person (named by position or title or office) or entity to which a Delegate has sub-delegated a power or duty, which has been delegated to that Delegate by the Delegator.

Local Government Act 1995

The majority of delegations and sub delegations described in this Register originate under the *Local Government Act 1995*, which permits a local government (by absolute majority decision under Section 5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in Section 5.43. The delegation powers under the *Local Government Act 1995* relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

The *Local Government Act 1995* allows the Chief Executive Officer to delegate any of the powers delegated to the Office of Chief Executive Officer to another employee (Section 5.44(1)), in writing (Section 5.44(2)) and may include conditions (Section 5.44(4)).

Review of Delegations

The *Local Government Act 1995* requires that a review of the Delegations Register occurs at least once every financial year. Delegations under other Acts may have different requirements. Where there is no statutory requirement for review, the provisions of the

Local Government Act 1995 shall be applied to ensure uniformity. The review will include the Chief Executive Officer reviewing all sub-delegations and authorisations.

Standard Conditions of Delegations

In accordance with Section 5.71 of the *Local Government Act 1995* and the Shire of Westonia's Code of Conduct, if an employee has been delegated a power or duty relating to a matter in which the employee has an interest, that employee must not exercise the power or discharge the duty and must, in the case of the CEO, disclose to the Shire President the nature of the interest, and in the case of any other employee, must disclose to the CEO the nature of the interest. The *Local Government Act 1995* contains severe penalties for failure to comply.

In accordance with Sections 5.75 and 5.76 of the *Local Government Act 1995*, the delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The *Local Government Act 1995* contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

Any delegation exercised shall comply with any laws and regulations in force, and the requirements of any Shire of Westonia Local Laws, Council Policies and resolutions of Council.

In accordance with Section 5.46(3) of the *Local Government Act 1995*, 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. Regulation 19 of the *Local Government (Administration) Regulations 1996* requires the person to whom the power or duty has been delegated to keep a written record of:

1. how the person exercised the power or discharged the duty;
2. when the person exercised the power or discharged the duty; and
3. the person 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 the discharge of the duty.

Record of Actions and Decisions

If a person is exercising a power or duty that has been delegated (including sub delegated), the *Local Government Act 1995* requires that records be kept whenever the delegated authority is utilised (Section 5.46 (3)). Regulation 19 of the *Local Government (Administration) Regulations 1996* prescribes the information required to be recorded:

1. how the person exercised the power or discharged the duty;
2. when the person exercised the power or discharged the duty; and
3. 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 the discharge of the duty.

Officers responsible for a delegated function, power or duty are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required.

Primary and Annual Returns

An employee to whom a duty or power is delegated under the *Local Government Act 1995* is considered a 'designated employee' under Section 5.74(1) of the Act and is required to complete a primary and annual return each year.

Matters which cannot be Delegated

The following are decisions that cannot be delegated by Council to the Chief Executive Officer as per Section 5.43 of the Act:

1. Any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
2. Accepting a tender which exceeds an amount determined by the local government;
3. Appointing an auditor;
4. Acquiring or disposing of any property valued at an amount determined by the local government;
5. Any of the local government's powers under Sections 5.98, 5.98A, 5.99A, 5.99 and 5.100 of the Act;
6. Borrowing money on behalf of the local government;
7. Hearing or determining an objection of a kind referred to in Section 9.5;
8. The power under Section 9.49(4) to authorize a person to sign documents on behalf of the local government;
9. Any power of duty that requires the approval of the Minister or Governor; or
10. Such other duties or powers that may be prescribed by the Act.

Furthermore, the following regulations prescribe powers and duties which cannot be delegated to the CEO:

1. Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under Sections 7.12(a), 7.12A(3)(a) and 7.12A(4) of the Local Government Act 1995 (relating to meetings with auditors);
2. Regulations 18C and 18D (relating to the selection and appointment of CEO's and reviews of their performance); and
3. Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Delegation by the Chief Executive Officer to an Employee

Section 5.44(1) of the *Local Government Act 1995* allows for the Chief Executive Officer to delegate any of the powers to another employee other than the power of delegation. This must be done in writing as per Section 5.44(2). The Act also allows for the Chief Executive Officer to place conditions on any delegations if desired under Section 5.44(4).

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year as per Section 5.46(1) and (2) of the Act. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is exercised as per Section 5.46(3) of the Act. The record is to contain the following information:

1. How the person exercised the power or discharged the duty;
2. When the person exercised the power or discharged the duty; and
3. 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 the discharge of the duty under Regulation 19 of *Local Government (Administration) Regulations 1996*.

Officers responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

A person to whom a power is delegated under the Act is considered to be a "designated employee" under Section 5.74(1) of the Act and is required to complete a primary and annual return each year.

There is no power for a person other than the CEO to delegate a power as stated in Section 5.44(1) of the Act.

Officers must refer to relevant legislation prior to making any decisions under delegated authority.

Acting through another person

The *Local Government Act 1995* recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. Section 5.45(2) of the Act states:

"Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –

- a. *a local government from performing any of its functions by acting through a person other than the Chief Executive Officer;*
- or*
- b. *a Chief Executive Officer from performing any of his or her functions by acting through another person."*

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. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

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.

Using delegation to make decisions

Before using a delegated authority a delegate must familiarise themselves with the legislative framework that informs the decisions they will make under the Delegation.

Care should be taken to understand the legislative process, conditions and limitations relevant to the statutory power or duty. The delegate must also consider and apply policy, procedures or standards that are relevant to the decisions they are empowered to make and also ensure that they comprehensively understand the legal framework that informs their decision making.

Conflicts of Interest

A conflict of interest arises where a personal interest is in conflict with the public interest. Delegates must disclose any conflict of interest, which may require them to be removed from the decision making process. A Delegate may also refer the decision making back to the Delegator where they consider there is a risk or sensitivity which makes it more appropriate for the Delegator to make that decision.

The Shire's Code of Conduct requires that employees immediately disclose interests that could be in conflict, or could be perceived to be in conflict, with the performance of their public duties.

DELEGATIONS

01 Local Government Act 1995

01 Local Government Act 1995

01.1 Council to Committees of Council

Delegation	1.1.1 Audit and Risk Committee
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Function	<ol style="list-style-type: none"> 1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: <ol style="list-style-type: none"> a. examine the report of the Auditor and determine matters that require action to be taken by the shire of Westonia and b. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire of Westonia's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Delegates	Audit and Risk Committee
Conditions	This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.
Express power to subdelegate	Nil. Sub-delegation is prohibited by s.7.1B.
Statutory framework	Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees
Policy	Audit and Risk Committee Terms of Reference
Record keeping	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.
Date adopted	17 March 2022

Adoption references	COUNCIL RES: 9.1.6 Review
Last reviewed	17 March 2022

01.2 Council to CEO

Delegation	1.2.1 Powers of Entry
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	<ol style="list-style-type: none"> 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Chief Bush Fire Control Officer Construction Supervisor Deputy Chief Executive Officer Health & Building Officer
Subdelegate conditions	Conditions on the original delegation also apply to the subdelegation
Statutory framework	Local Government Act 1995: s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review

Last reviewed	17 March 2022
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Delegation	1.2.2 Declare Vehicle is Abandoned Vehicle Wreck
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Construction Supervisor Ranger
Subdelegate conditions	Conditions on the original delegation also apply to the sub delegation
Statutory framework	Local Government Act 1995 : Part 3, Division 3, Subdivision 3
Record keeping	All documentation relating to the disposal of a declared abandoned vehicle wreck is to be recorded in Compliance/Ranger/Abandoned Vehicles.
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	1.2.3 Confiscated or Uncollected Goods
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. The Delegation can only be used where the Delegate's reasonable efforts to identify and contract an owner have failed. c. If the market value is less than \$500, then the uncollected goods/abandoned vehicles are to be disposed of via a Private Treaty.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Local Government Act 1995 : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record keeping	All documentation relating to the disposal of a declared abandoned vehicle wreck is to be recorded in Compliance/Ranger/Abandoned Vehicles.
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	1.2.4 Close Thoroughfares to Vehicles
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51]
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Where the closure is required for the conduct of an event, the requirements of the <i>Road Traffic (Events on Roads) Regulations 1991</i> will be applied.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Construction Supervisor
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation

Statutory framework	Local Government Act 1995: Part 3, Division 3, Subdivision 3 Road Traffic (Events on Roads) Regulations 1991 Local Government (Uniform Local Provisions) Regulations 1996 <i>Activities on Thoroughfares Local Law</i>
Record keeping	Local Government Property Local Law Record Keeping: Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	1.2.5 Obstruction of Footpaths and Thoroughfares
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Construction Supervisor
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation.
Statutory framework	<p>Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 Road Traffic (Events on Roads) Regulations 1991 Activities on Thoroughfares Local Law Local Government Property Local Law</p>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	1.2.6 Performing Particular things on Land which is not Local Government's Property
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.3.27 Particular things local governments can do on land that is not local government property Sch.3.2 Particular things local governments can do on land even though it is not local government property.
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.27 Particular things local governments can do on land that is not local government property Sch.3.2 Particular things local governments can do on land even though it is not local government property.
Function	Authority to carry out things as follows: <ol style="list-style-type: none"> 1. Carry out works for the drainage of land [Sch.3.2(1)]; 2. Do earthworks or other works on land for preventing or reducing flooding [Sch.3.2(2)]; 3. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate [Sch.3.2(3)]; 4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the opinion of the local government, require [Sch.3.2(4)]; 5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare [Sch.3.2(5)]; 6. Place on land signs to indicate the names of public thoroughfares [Sch.3.2(6)]; and 7. Make safe a tree that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations [Sch.3.2(7)].
Delegates	CEO
Conditions	An effort must have been made to notify the owner(s) and seek approval prior to works being carried out
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Construction Supervisor
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996

Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	1.2.7 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.25 Notices requiring certain things to be done by owner or occupier of land Sch.3.1 Powers under notices to owners or occupiers of land Sch.3.2 Particular things local governments can do on land even though it is not local government property <i>Local Government (Uniform Local Provisions) Regulations 1995</i> r.11 Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl. 6
Function	Authority to exercise the powers and duties of the local government in relation to notices requiring certain things to be done by owner or occupier of land and additional powers when notice is given.
Delegates	CEO
Conditions	Must comply with relevant Council Policies.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Construction Supervisor
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	1.2.8 RAV Network Requests
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.53 Control of certain unvested facilities.
Function	Authority to approve or reject applications to use RAV Network 2, 3 & 4 combinations on all local roads considered suitable for use by that combination.
Delegates	CEO
Conditions	<ul style="list-style-type: none"> a. All applications must be made in writing and will be subject to assessment against criteria and conditions stipulated in Council Policy – Restricted Access Vehicle Policy. b. All applications for Network 5 and above are to be presented to Council for determination.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Construction Supervisor
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	Road Traffic Act 1974 MRWA Guidelines
Policy	Council Policy – Restricted Access Vehicle Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	17 March 2022
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Last reviewed	17 March 2022

Delegation	1.2.9 Reserves Under Control of Local Government
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.54(1) Reserves under control of local government
Function	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the Parks and Reserves Act 1895 [s.3.54(1)]
Delegates	CEO
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Construction Supervisor Deputy Chief Executive Officer
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub- delegation b. Must comply with relevant Council Policies
Statutory framework	Local Government Act 1995 : Part 3, Division 3, Subdivision 3 Parks and Reserves Act 1895
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	17 March 2022
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Delegation	1.2.10 Expressions of Interest for Goods and Services
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees.
Statutory framework	Local Government (Functions and General) Regulations 1996 prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit
Policy	Council Policy 6.3 - Purchasing Policy Council Policy 6.2 – Preference to Local Suppliers Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	17 March 2022
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Delegation	1.2.11 Tenders for Goods and Services
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited. r.13 Requirements when local government invites tenders though not required to do so. r.14 Publicly inviting tenders, requirements for.
Function	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11 (2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$150,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$10,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer before entering into a contract [F&Gr.20(1) and (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].

	<p>12. Authority to decline any tender [F&G r.18(5)].</p> <p>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>14. Authority to:</p> <ul style="list-style-type: none"> a. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. b. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A] <p>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
Delegates	CEO
Conditions	<ul style="list-style-type: none"> a. Sole supplier arrangements may only be approved where a record is retained that evidences: <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sources through other suppliers; b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, ii. current supply contract expiry is imminent, iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. c. n accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	<p>Local Government Act 1995 Local Government (Functions and General) Regulations 1996 prescribe applicable statutory procedures. WALGA Subscription Service – Procurement Toolkit Council Council Policy 6.3 - Purchasing Policy Council Policy 6.2 – Preference to Local Suppliers Policy</p>

Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	1.2.12 Application of Regional Price Preference Policy
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of.
Function	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Construction Supervisor Deputy Chief Executive Officer
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation.
Statutory framework	<i>Local Government (Functions & General) Regulations 1996</i>
Policy	Council Policy 6.3 - Purchasing Policy Council Policy 6.2 – Preference to Local Suppliers Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	17 March 2022
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Delegation	1.2.13 Payments from the Municipal or Trust Funds
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	CEO
Conditions	<ul style="list-style-type: none"> a. Authority to make payments is subject to annual budget limitations. b. Procedures are to be systematically documented, retained and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. c. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit & Risk Committee at least once each financial year. [Audit r.17].
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer Senior Finance Officer
Subdelegate conditions	<ul style="list-style-type: none"> 1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be either the CEO, Manager of Corporate Services. 3. The verification of incurring the liability via the purchase order, invoice and evidence of goods/service received must be approved jointly by two Delegates, one of whom must be either the CEO, Manager of Corporate Services. 4. Conditions on the original delegation also apply to the sub- delegation.
Statutory framework	<p>Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual</p>
Policy	Council Policy 6.3– Purchasing Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .

Date adopted	17 March 2022
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Last reviewed	17 March 2022

Delegation	1.2.14 Affixing of the Common Seal
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.9.49A . Execution of documents
Function	The authority to affix the common seal of the Shire to a document that needs the Shire's common seal to be legally effective and that is within one or more of the following categories – <ol style="list-style-type: none"> 1. documents required to satisfy conditions of subdivision and/or development approval; 2. documents required to effect the transfer of land as part of a settlement transaction (sale and purchase); 3. documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire; 4. documents required to effect the grant of leasehold interests in the land either by the Shire to a third party, or by a third party to the Shire; 5. documents required to effect the grant of a licence either by the Shire to a third party, or by a third party to the Shire; 6. documents required to effect the subdivision of land, including the strata titling of land; 7. documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office); and 8. documents that are necessary or appropriate to enable a CEO to carry out his functions under any written law.
Delegates	CEO
Conditions	The document must not be inconsistent with a Council policy or resolution.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Local Government Act 1995 s.9.49A
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
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Delegation	1.2.15 Defer, Grant Discounts, Waive or Write Off Debts
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts.
Function	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Westonia [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Westonia [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Westonia [s.6.12(1)(c)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed \$200 per individual debt. b. A debt relating to a rate or service charge may only be written off where the dollar value does not exceed \$100 per individual debt. c. A discount on venue hire fees as listed in the Schedule of Fees & Charges may only be granted where the dollar amount does not exceed \$200. d. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Westonia, or where the value of the debt makes recovery attempts uneconomical. e. Write off of debts greater than these values must be referred to Council for a decision.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation except that the dollar amount per rates notice cannot exceed \$5 for rates, other charges, and \$2 for ESL.
Statutory framework	<p>Local Government Act 1995 Local Government (Financial Management) Regulations 1996</p> <p>Collection of Rates Debts – refer Delegations:</p> <ul style="list-style-type: none"> - Agreement as to Payment of Rates and Service Charges - Recovery of Rates or Service Charges - Recovery of Rates Debts – Require Lessee to Pay Rent

Record keeping	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Where the write off relates to rates, relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the StrongRoom.</p> <p>In accordance with Regulation 42 of the <i>Local Government (Financial Management) Regulations 1996</i>, the total amount of money written off is to be reported in the Annual Report.</p>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
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Delegation	1.2.16 Power to Invest and Manage Investments
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Function	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy– Investment Policy 6.8. b. A report detailing the investment portfolio’s performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as ‘fit for purpose’ and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer Senior Finance Officer
Subdelegate conditions	<ol style="list-style-type: none"> 1. A decision to invest must be jointly confirmed by two Delegates. 2. Conditions on the original delegation also apply to the sub- delegation
Statutory framework	Local Government Act 1995 <i>Trustees Act 1962 Banking Act 1959</i> Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
Policy	Council Policy – Investment Policy 6.8

Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Last reviewed	17 March 2022

Delegation	1.2.17 Rate Record Amendment
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Function	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation.
Statutory framework	<i>Local Government Act 1995</i> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. <i>Rates & Charges (Rebates & Deferments) Act 1995</i> <i>Valuation of Land Act 1978</i> <i>Fire & Emergency Services Act 1998</i> Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	1.2.18 Agreement as to Payment of Rates and Service Charges
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	CEO
Conditions	Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	Local Government Act 1995 <i>Rates & Charges (Rebates & Deferments) Act 1995</i> <i>Valuation of Land Act 1978</i> <i>Fire & Emergency Services Act 1998</i> Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Policy	Council Policy 6.10 - COVID-19 Hardship Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	1.2.19 Determine Due Date for Rates or Service Charges
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Function	Authority to determine the date on which rates or service charges become due and payable to the Shire of Westonia [s.6.50].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	Local Government Act 1995 <i>Rates & Charges (Rebates & Deferments) Act 1995 Valuation of Land Act 1978</i> <i>Fire & Emergency Services Act 1998</i> Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
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Delegation	1.2.20 Recovery of Rates or Service Charges
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer
Subdelegate conditions	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub- delegation. b. The sub-delegation does not include the authority to lodge and withdraw caveats.
Statutory framework	<u>Local Government Act 1995</u> <i>Rates & Charges (Rebates & Deferments) Act 1995</i> <i>Valuation of Land Act 1978</i> <i>Fire & Emergency Services Act 1998</i> Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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Delegation	1.2.21 Rate Record – Objections
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Function	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	<u>Local Government Act 1995</u> <i>Rates & Charges (Rebates & Deferments) Act 1992 Valuation of Land Act 1978</i> <i>Fire & Emergency Services Act 1998</i> Notes – Decisions under this delegation may be referred for review by the State Administrative Tribunal
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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01.3 CEO to Employees

Delegation	1.3.1 Appoint Authorised Persons
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	<p>1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <ul style="list-style-type: none"> a. <i>Local Government Act 1995</i> and its subsidiary legislation, including <i>Local Government Act Regulations</i>, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and <i>Local Laws</i> made under the <i>Local Government Act</i>. b. <i>Caravan Parks and Camping Grounds Act 1995</i>; c. <i>Cat Act 2011</i>; d. <i>Cemeteries Act 1986</i>; e. <i>Control of Vehicles (Off-road Areas) Act 1978</i>; f. <i>Dog Act 1976</i>; g. <i>Graffiti Vandalism Act 2016</i> – refer s.15; and h. any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>. <p>2. Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i> and section 6(b) of the <i>Criminal Procedure Act 2004</i>.</p>
Delegates	Deputy Chief Executive Officer Ranger Works Supervisor
Conditions	<ul style="list-style-type: none"> a. register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express power to subdelegate	NIL

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	1.3.2 Financial Management Systems and Procedures								
Head of power	01 Local Government Act 1995								
Delegator	CEO								
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees								
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management								
Function	<p>1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the:</p> <ul style="list-style-type: none"> i. Collection of money owed to the Shire of Westonia ii. Safe custody and security of money collected or held by the hire of Westonia; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity. <table style="margin-left: 40px; border: none;"> <tr> <td>Chief Executive Officer</td> <td style="text-align: right;">\$2,000,000</td> </tr> <tr> <td>Works Supervisor</td> <td style="text-align: right;">\$2,000</td> </tr> <tr> <td>Manager of Corporate Services</td> <td style="text-align: right;">\$20,000</td> </tr> <tr> <td>Finance Officer</td> <td style="text-align: right;">\$ 2,000</td> </tr> </table> <ul style="list-style-type: none"> vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements. 	Chief Executive Officer	\$2,000,000	Works Supervisor	\$2,000	Manager of Corporate Services	\$20,000	Finance Officer	\$ 2,000
Chief Executive Officer	\$2,000,000								
Works Supervisor	\$2,000								
Manager of Corporate Services	\$20,000								
Finance Officer	\$ 2,000								
Delegates	Deputy Chief Executive Officer								
Conditions	<ul style="list-style-type: none"> a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17] 								
Express power to subdelegate	Nil								

Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Local Government (Audit) Regulations 1996</i></p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p>
Record keeping	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i></p>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

01.4 Local Law Delegations to the CEO

Delegation	1.4.1 Council to CEO - All Local Laws
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i> All powers under City's local laws: <ul style="list-style-type: none"> • <i>Dogs Local Law</i> • <i>Fencing Local Law</i> • <i>Health Local Law</i> • <i>Local Government Property Local Law</i> • <i>Parking & Parking Facilities Local Law</i> • <i>Meeting Procedures Local Law</i> • <i>Trading in Public Places Local Law</i>
Function	Perform the functions required to administer and enforce the respective provisions in the listed local laws.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Local laws available on the Shire's Website
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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02 Building Act 2011 Delegations

Building Act 2011 Delegations

02.1 Council to CEO/Employees

Delegation	2.1.1 Grant a Building Permit
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Health & Building Officer

Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	<p>Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i></p>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Last reviewed	17 March 2022

Delegation	2.1.2 Demolition Permits
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	CEO
Conditions	The granting of a permit excludes those properties contained in the Shire of Westonia Municipal Heritage Inventory
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Health & Building Officer
Subdelegate conditions	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub- delegation b. The CEO is to be advised of the intention to issue a demolition licence prior to the final licence being issued

Statutory framework	<p><u>Building Act 2011</u> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 1990</i></p>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	2.1.3 Occupancy Permits or Building Approval Certificates
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Health & Building Officer
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	<u>Building Act 2011</u> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 1990</i>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>

Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	2.1.4 Designate Employees as Authorised Persons
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Function	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	<p><i>Building Act 2011:</i> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition</p> <p><i>Building Regulations 2012</i> Authorised Persons Identity Card and Certificate of Authorisation</p>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	2.1.5 Building Orders
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the Building Act 2011.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Health & Building Officer

Subdelegate conditions	<p>Sub-delegation does not include the:</p> <ol style="list-style-type: none"> 1. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]; and 2. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Statutory framework	<p><i>Building Act 2011</i>:</p> <p>Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT</p>
Record keeping	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i></p>
Date adopted	17 March 2022
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Delegation	2.1.6 Inspection and Copies of Building Records
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	<i>Building Act 2011</i> – s.146 Confidentiality Code of Conduct <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Last reviewed	17 March 2022

Delegation	2.1.7 Referrals and Issuing Certificates
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.145A Local Government functions
Function	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Westonia's District [s.145A(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Health & Building Officer
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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03 Bush Fires Act 1954 Delegations

Bush Fires Act 1954 Delegations

03.1 Council to CEO, President and Bush Fire Control Officer

Delegation	3.1.1 Make Request to FES Commissioner – Control of Fire
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Shire of Westonia that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954
Policy	Council Policy – Risk Management Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	3.1.2 Prohibited Burning Times - Vary
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Chief Bush Fire Control Officer Shire President
Conditions	Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954
Policy	Council Policy – Risk Management Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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Delegation	3.1.3 Prohibited Burning Times – Control Activities
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Westonia or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Decisions under s.17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954

Policy	Council Policy – Risk Management Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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Delegation	3.1.4 Restricted Burning Times – Vary and Control Activities
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<p><i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>

Function	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C] 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire of Westonia or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954
Policy	Council Policy – Risk Management Policy

Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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Delegation	3.1.5 Control of Operations Likely to Create Bush Fire Danger
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954
Policy	Council Policy – Risk Management Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	3.1.6 Firebreaks
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Westonia: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)] 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954
Policy	Shire's Annual Fire Break Notice Council Policy – Risk Management Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	3.1.7 Appoint Bush Fire Control Officer/s and Fire Weather Officer
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)] 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Westonia [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954 Shire’s Annual Fire Break Notice
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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Delegation	3.1.8 Prosecution of Offences
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59] 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954: s.65 Proof of certain matters s.66 Proof of ownership or occupancy Bush Fires Regulations 1954
Policy	Council Policy – Risk Management Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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04 Cat Act 2011

Cat Act 2011

04.1 Council to CEO

Delegation	4.1.1 Cat Registrations
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Westonia's District [Regs. Sch. 3 cl.1 (4)].
Delegates	CEO
Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Ranger
Subdelegate conditions	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub- delegation. b. The sub-delegation does not contain the authority to reduce or waive a registration or approval to breed fee

Statutory framework	<p>Cat Act 2011 Cat Regulations 2012: r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the Cat Act 2011</p>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	4.1.2 Cat Control Notices
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Westonia's District [s.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Ranger
Subdelegate conditions	Conditions on the original delegation also apply to the sub- delegation
Statutory framework	Cat Act 2011 Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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05 Dog Act 1974 Delegations

Dog Act 1974 Delegations

05.1 Council to CEO

Delegation	5.1.1 Dog Registrations
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.14 Register of dogs s.16(3) Registration procedure In accordance with 10AA(3) the delegation expressly authorises the CEO to further delegate the powers or duties listed above
Function	The Chief Executive Officer is delegated authority to keep an accurate and up-to-date record of all registered dogs and correct any errors that may be found in the register [s.14]. The administration of the register can be exercised as an acting through arrangement. The following functions are performed under delegation s.16(3) Refuse to register dog A dog may be registered by a person appointed as a 'registration officer' under the instrument of authorisation CEO 2.5. The following functions are performed under authorisation s.16(2a) Register a dog s.16(3A) Cancel a registration of a person banned from owning or keeping a dog under s.46 s.16(3c) Cancel a registration is a dog has died s.16(6) Provide the registration certificate
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties
Subdelegates	Deputy Chief Executive Officer Ranger
Subdelegate conditions	Manager of Corporate Services, and Ranger all powers and duties under s.26 of the <i>Dog Act 1976</i> and Part 3 – cl.4, 5 and 6 of the Shire's Local Law Relating to the Keeping of Dogs to determine applications to keep more than two dogs.
Statutory framework	Dog Act 1976
Record keeping	Registrations are to be recorded in the Shire's registration database.
Date adopted	17 March 2022

Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
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Delegation	5.1.2 Refuse or Cancel Registration
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Westonia's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Statutory framework	<p><u>Dog Act 1976</u> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Dogs Local Law</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</p>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	5.1.3 Recovery of Moneys Due Under this Act
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Function	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	<i>Dog Act 1976</i> Dogs Local Law Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
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Delegation	5.1.4 Declare Dangerous Dog
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Ranger
Subdelegate conditions	Nil
Statutory framework	Dogs Act 1976 Dog Regulations 2013 Dogs Local Law Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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06 Food Act 2008 Delegations

Food Act 2008 Delegations

06.1 Council to CEO

Delegation	6.1.1 Prohibition Orders
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Food Act 2008 Guide to Regulatory Guideline Number 1 : Introduction of Regulatory Auditing in Western Australia Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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Delegation	6.1.2 Food Business Registrations
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Food Act 2008 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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Delegation	6.1.3 Appoint Authorised Officers and Designated Officers
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to undertake the functions of an enforcement agency under this Act. [s.118(1)]. 2. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 3. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 4. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Appointment of Authorised Officers Express Power
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	<i>Food Act 2008</i> s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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07 Graffiti Vandalism Act 2016 Delegations

Graffiti Vandalism Act 2016 Delegations

07.1 Council to CEO

Delegation	7.1.1 Give Notice Requiring Obliteration of Graffiti
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Ranger
Subdelegate conditions	Nil
Statutory framework	Graffiti Vandalism Act 2016 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
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Delegation	7.1.2 Powers of Entry
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Function	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegate conditions	Nil
Statutory framework	Graffiti Vandalism Act 2016
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

08 Public Health Act 2016 Delegations

Public Health Act 2016 Delegations

08.1 Council to CEO

Delegation	8.1.1 Appoint Authorised Officer or Approved Officer
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<p><i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate</p> <p><i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices</p>
Express power or duty delegated	<p><i>Public Health Act 2016:</i> s.24(1) and (3) Designation of authorised officers</p> <p><i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices</p>
Function	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purpose of: <ol style="list-style-type: none"> a. The <i>Public Health Act 2016</i> or other specified Act; b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act; c. Provisions of the <i>Public Health Act 2016</i> or other specified Act, other than the specified provisions of that Act; <p>Including:</p> <ol style="list-style-type: none"> a. An environmental health officer or environmental health officers as a class; or b. A person who is not an environmental health officer or a class of persons who are not environmental health officers; or c. A mixture of the two. [s24(3)] 2. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No 22 of 24 January 2017 - Public Health Act 2016 – Guidelines on the Designation of Authorised Officer. b. A register (list) of authorised officers is to be maintained in accordance with s27. c. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express power to subdelegate	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Statutory framework	Public Health Act 2016 Health (Asbestos) Regulations 1992 Authorisation certificate <i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s245 of the Public Health Act 2016</i> <i>The Criminal Code, Chapter XXVI – refer s252 of the Public Health Act 2016</i> <i>Criminal Procedure Act 2004 – Part 2</i>
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	8.1.2 Enforcement Agency Reports to the Chief Health Officer
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Function	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Westonia [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil - Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

Delegation	8.1.3 Designate Authorised Officers
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Function	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of</p> <ol style="list-style-type: none"> i. The <i>Public Health Act 2016</i> or other specified Act ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<p>Public Health Act 2016</p> <p>s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority <i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i> <i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>

Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>
Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022

09 Planning and Development Act 2005 Delegations

Planning and Development Act 2005 Delegations

09.1 Council to CEO

Delegation	9.1.1 Illegal Development
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Function	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Health & Building Officer
Subdelegate conditions	<ol style="list-style-type: none"> a. A certificate of authority as an authorised officer must be issued [s.30] b. All prosecutions are to be authorised by the Chief Executive Officer
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>

Date adopted	17 March 2022
Adoption references	09/03-22 COUNCIL RES: 9.1.6 Delegations Manual Review
Last reviewed	17 March 2022


AMENDMENTS

There are no amendments to display

9.2 COMMUNITY AND REGULATIONS

9.2.1 NATIVE TITLE APPLICATION – KARRATJIBBEN PEOPLE

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	A1.16.1
Disclosure of Interest:	Nil
Attachments:	Attachment – Copy of Claim
Signature:	Officer CEO



Purpose of the Report

Executive Decision

Legislative Requirement

The purpose of this report is for Council to consider the Karratjibben People Native Title Claim with the intention to register as a respondent party to the application with the Federal Court.

Background

On 18 February 2022, the below mentioned native title determination application was filed in the Federal Court of Australia (the Federal Court).

WAD38/2022 Jason Colbung & Ors on behalf of the Karratjibbin People and State of Western Australia & Ors (Karratjibbin People) (WC2022/001)

The *Native Title Act 1993* (Cth) (the Act) requires the Federal Court to give the application to the Native Title Registrar (the Registrar) to consider for registration. On 11 November 2022, the registration test for the most recent amended application was completed, and the Registrar decided to not accept the application for registration.

Once the registration decision is made, the Registrar is required to notify certain people and organisations of the details of the application. Under s 66(3)(a) of the Act, those people and organisations include:

- any proprietary interest holders in the area covered by the application;
- any registered native title claimants and registered native title bodies corporate in the area covered by the application;
- any relevant representative Aboriginal and Torres Strait Islander bodies;
- the Commonwealth Minister;
- any relevant local government authorities; and
- any person whose interests may be affected by a determination in relation to the application.

The Shire of Westonia has been identified as a local government authority and a proprietary interest holder in the area covered by the above application.

A copy of the public notice is enclosed to provide you with the details of the application. The notice also indicates that under the Act, there can be only one determination of native title for a particular area. If a person with native title rights and interests does not become a party to the application, there may be no other opportunity for the Federal Court, in making its determination, to take into account those native title rights and interests in relation to the area concerned.

The Act requires that the application be notified for a period of three months. The notification day for this application is **22 March 2023**.

If you wish to become a respondent party to this application, you must file a Form 5 (Notice of Intention to become a Party) with the Federal Court **on or before 21 June 2023**, being three months from the notification day.

Comment

Attached is a copy of the submitted claim for Councillor information.
It is recommended that Council register as a respondent party to the claim.

Statutory Environment

The *Native Title Act 1993* (Cth)

Policy Implications

Nil

Strategic Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council register their interest as a respondent party to the Karrajibben Peoples Native Title Claim with the Federal Court of Australia.

Notice of applications for determination of native title in Western Australia



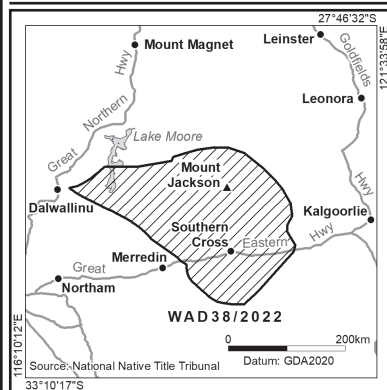
National Native Title Tribunal

Notification day: 22 March 2023

These are applications by native title claim groups which are asking the Federal Court of Australia (Federal Court) to determine that they hold native title in the areas described below.

If you want to become a party to any of these applications, you must file a Form 5 (Notice of Intention to become a Party) with the Federal Court, **on or before 21 June 2023**. Further information regarding how to file a Form 5 is available from www.fedcourt.gov.au. After **21 June 2023**, you will need to seek leave from the Federal Court to become a party.

Under the *Native Title Act 1993* (Cth) there can be only one determination of native title for a particular area. If a person with native title rights and interests does not become a party to any of these applications, there may be no other opportunity for the Federal Court, in making its determinations, to take into account those native title rights and interests in relation to the areas concerned.



Application name: Jason Colbung & Ors on behalf of the Karratjibbin People and State of Western Australia & Ors

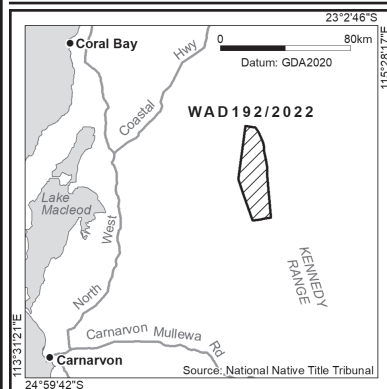
Federal Court File No: WAD38/2022

Date filed: 18 February 2022

Registration test status: The Native Title Registrar has ***not accepted*** this application for registration. Although this application has not been registered, the Federal Court may still refer the application for mediation and/or make a determination in relation to it

Description: The application area covers about 49,607 sq km and is located in the Goldfields region in the area surrounding Mount Jackson and Southern Cross

Relevant LGAs: Shires of Coolgardie, Dalwallinu, Koorda, Menzies, Merredin, Mount Marshall, Mukinbudin, Narembeen, Nungarin, Trayning, Westonia, Wongan-Ballidu and Yilgarn



Application name: Loretta Dodd & Ors on behalf of the Middamia Native Title Claim Group and State of Western Australia

Federal Court File No: WAD192/2022

Date filed: 16 September 2022

Registration test status: The Native Title Registrar has ***accepted*** this application for registration


Description: The application area covers about 734 sq km and is located about 140km north east of Carnarvon and just north of the Kennedy Range

Relevant LGA: Shire of Carnarvon

For assistance and further information about these applications, call Huia McGrath on 08 6317 5442 or visit www.nntt.gov.au.

9.2.2 APPLICATION FOR EXPLORATION LICENCE 77/3061

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	ES1.6.1
Disclosure of Interest:	Nil
Attachments:	Location Map EL 77/3061
Signature:	Officer CEO



Purpose of the Report

Executive Decision Legislative Requirement

This report seeks Council's comment on an Exploration license in the North/East part of the shire.

Background

The Shire has been advised of an application for an Exploration license having been lodged by Austwide Mining Title Management on behalf of Altan Rio Minerals Australia Pty Ltd (E77/3061).

The application relates to a very small portion of land on shire boundary adjacent to Baladjie Reserve. (See Attached)

Comment

Altan Rio Minerals Pty Ltd is a Canadian based company with interests in WA based gold exploration.

Previous exploration approvals have been granted with the following conditions:

- 1) That dust suppression is carried out so that others are not adversely affected.
- 2) That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions.
- 3) Any ground water that escapes onto the ground around the drill site is to be banded so that it does not spread.
- 4) All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner.
- 5) All rubbish is to be disposed of at the local landfill site in the appropriate manner.
- 6) A firefighting unit is to be always available, and drilling is to cease if a total fire and harvest ban is called.
- 7) No drill holes are to extend under any public railway line or any roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading) – refer to Typical Cross Section of Road Formation diagram.
- 8) Safety signs are to be erected in accordance with Australian Standards – to warn both mining staff, contractors, and the public/visitors.
- 9) All drill holes are to be capped as soon as possible/practical after drilling.
- 10) If working within 100m from a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, when working between 7:00 pm. and 7:00 am.

- 11) That the proposed drilling work is advertised in the local newsletter “Westonian” prior to any work commencing to notify the general public of this work; and
- 12) That no drilling is to occur within any Shire Road Surface and gravel pits, and that no drilling operation is to affect any part Baladjie Nature Reserve in any way.

Statutory Environment

The Mining Act prevails in this matter.

Policy Implications

Nil

Strategic Implications

Nil.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council grants approval to Altan Rio Minerals Pty Ltd (E77/3061) to carry out drilling along sections of Council controlled road reserves with these respective Exploration Leases as shown on the attached maps with the following conditions: -

- 1) That dust suppression is carried out so that others are not adversely affected.
- 2) That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company’s mining conditions.
- 3) Any ground water that escapes onto the ground around the drill site is to be banded so that it does not spread.
- 4) All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner.
- 5) All rubbish is to be disposed of at the local landfill site in the appropriate manner.
- 6) A firefighting unit is to be always available, and drilling is to cease if a total fire and harvest ban is called.
- 7) No drill holes are to extend under any public railway line or any roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading) – refer to Typical Cross Section of Road Formation diagram.
- 8) Safety signs are to be erected in accordance with Australian Standards – to warn both mining staff, contractors, and the public/ visitors.
- 9) All drill holes are to be capped as soon as possible/practical after drilling.
- 10) If working within 100m from a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, when working between 7:00 pm. and 7:00 am.
- 11) That the proposed drilling work is advertised in the local newsletter “Westonian” prior to any work commencing to notify the general public of this work; and

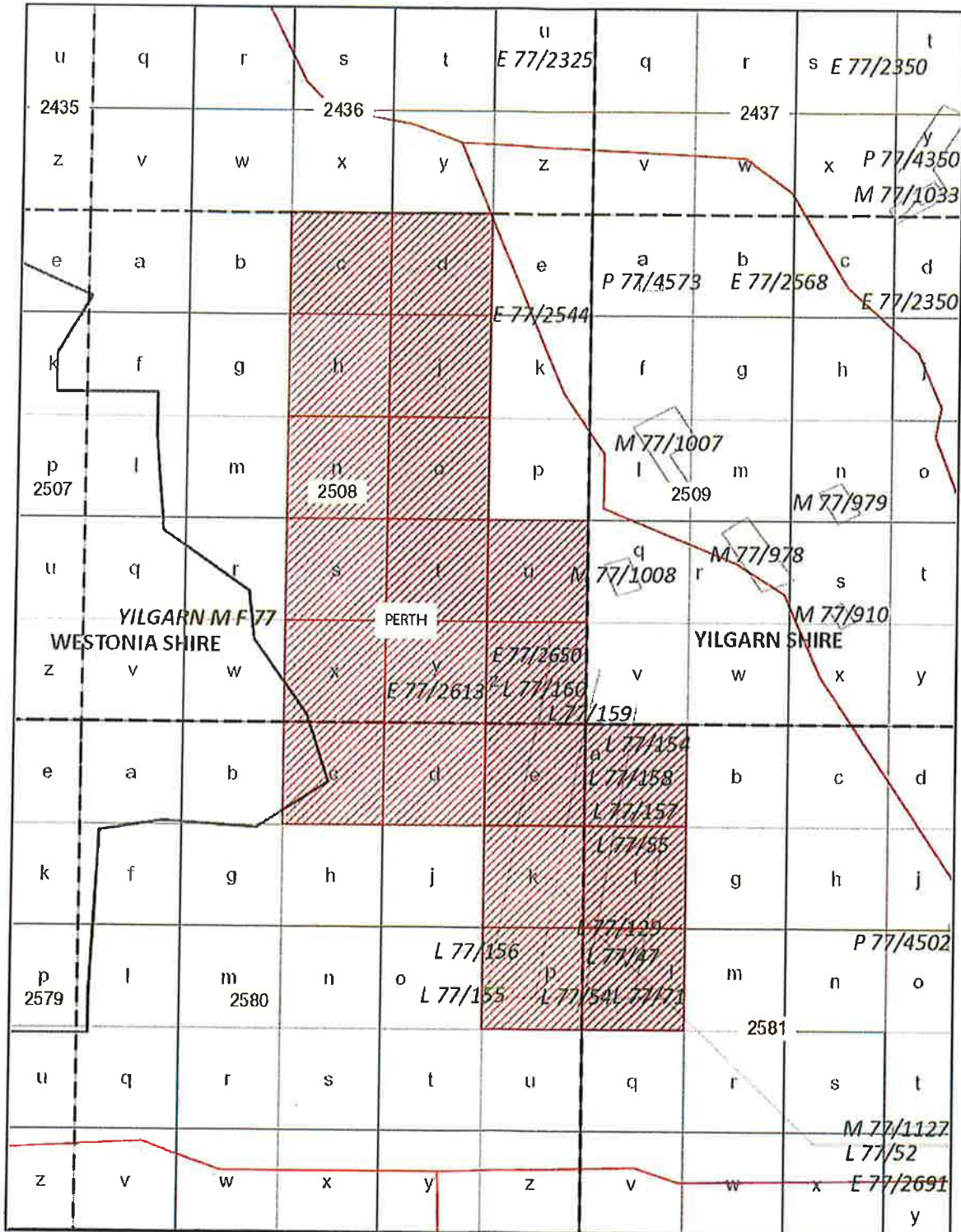
- 12) That no drilling is to occur within any Shire Road Surface and gravel pits, and that no drilling operation is to affect any part Baladjie Nature Reserve in any way.**



Mining Act 1978
Sec. 58; Reg. 64

FORM 21 - ATTACHMENT 2
Plan Name(s) - PERTH

Time Officially Received : 24/02/2023 08:30:00
User Id : ex46608



MAP SHOWING BLOCKS APPLIED FOR IN
EXPLORATION LICENCE NO. 77/3061

□ Graticular Section Applied For


9.3 WORKS AND SERVICE

Nil

9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

9.4.1 REQUEST FOR UCL LAND & ROAD CLOSURE WALGOOLAN TOWNSITE

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	D3.1.3
Disclosure of Interest:	Nil
Attachments:	Walgoolan Townsite Map
Signature:	Officer CEO



Purpose of the Report

Executive Decision

Legislative Requirement

The purpose of this report is for the Council to consider an application received from Steven Cervantes, resident of Walgoolan, who is attempting to purchase some UCL land from the DPLH, which is adjacent to his property.

Background

The Department of Planning, Lands and Heritage (DPLH) is considering a request from Mr Steven Cervantes to acquire:

- Unallocated Crown Land (UCL) - PIN 960975 – Land ID 3107432
- Unallocated Crown Land (UCL) - Lot 56 - PIN 960976 – Land ID 4308042 – on Deposited Plan 163274
- Unallocated Crown Land (UCL) - Lot 57 – PIN 960978 – Land ID 4308043 – on Deposited Plan 163274.

Attached is a townsite map for Councillor information.

Comment

Council permission is being sought from the proponent prior to the DPLH consideration on the following matters.

1. Could you please confirm with the Shire of Westonia that the current zoning of the subject land parcels that you wish to acquire will support the intended use – Stock and Small Farm as the lots are located within a declared town site. Please provide the Department of Planning, Lands and Heritage with the Shire's written response.
2. I also wish to advise you that the land parcel adjoining and south of your freehold Lot 30 comprises part of a dedicated public road reserve – Morgan Street – PIN 11417157, Land ID - 3453078. I have attached a tenure map for your reference that I hope will be helpful. It will be necessary for you to submit a request for road closure to the Shire of Westonia to enable the Shire Council to consider whether it will support the request to close a portion of the adjoining road - Section 58 of the *Land Administration Act 1997 (LAA)*.

Regulation 9 of the *Land Administration Regulations 1998 (LAR)*, requires the Shire to indicate on a graphic or sketch plan how the portion of closed road will be dealt with. Regulation 9 (b) requires a sketch plan showing the location of the road AND the future disposition of the land comprising the road after it has been closed. The graphic can be a diagram with the portion of road sketched in and serifs indicating it is proposed to be amalgamated adjoining UCL PIN 960975, Land ID 3107432 and Lot 30.

Statutory Environment

Section 58 of the *Land Administration Act 1997 (LAA)*.



Policy Implications

Nil



Strategic Implications

Nil



Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

Council direction is sought.



Legend

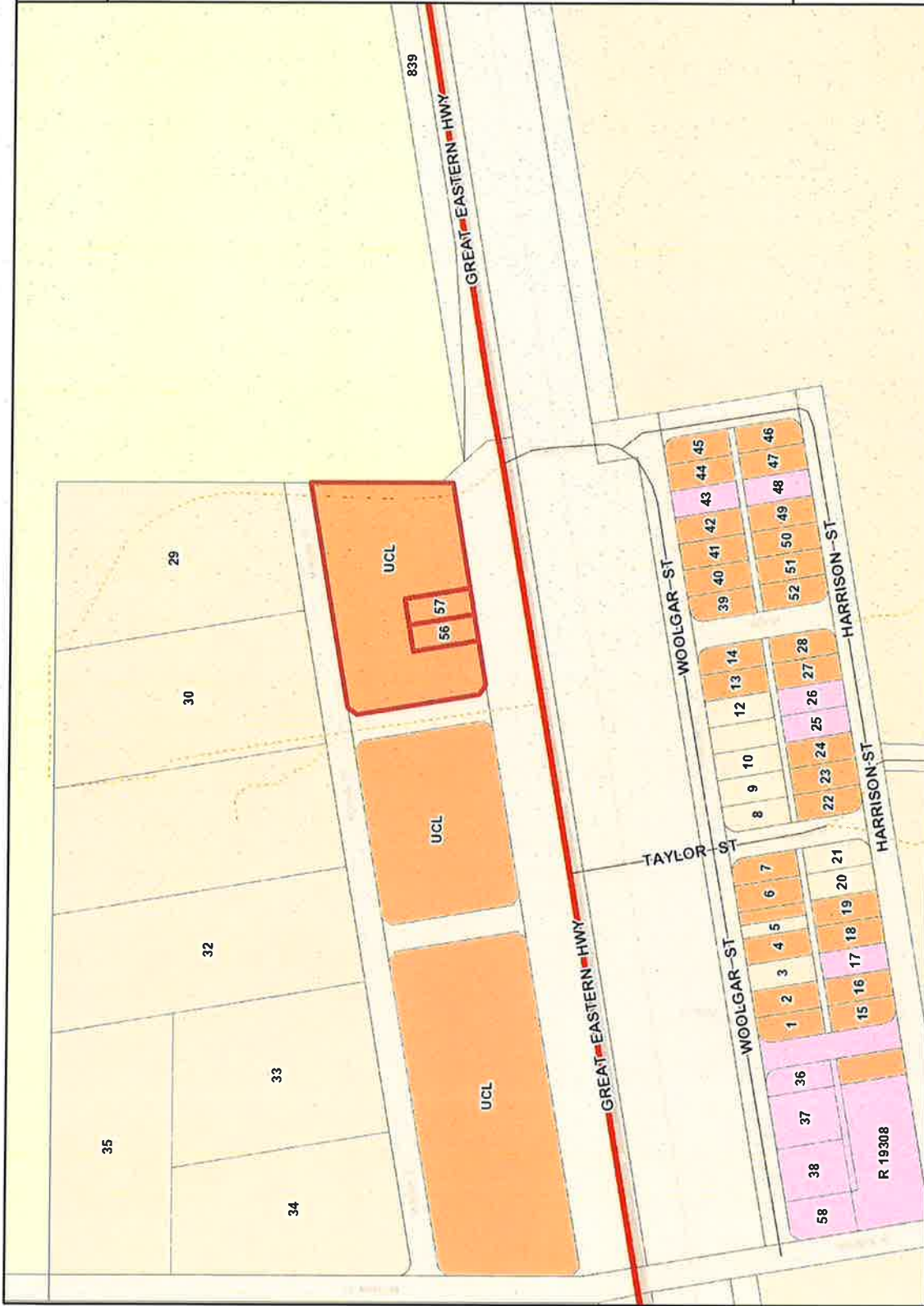
- Cadastral (View 1)
- Roads**
 - National Highway
 - Minor
 - Not Applicable
- Land Tenure Small Scale 256K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
- Land Tenure Small Scale 64K**
 - Let on Survey (Type 1)
 - Public Road
- Land Tenure Small Scale 16K**
 - Crown Allotment (Type 2)
 - Public Road
 - Unallocated Crown Land
 - Reserve
- Land Tenure Small Scale 4K**
 - Crown Allotment (Type 2)
 - Public Road
 - Unallocated Crown Land
 - Reserve

Notes:

* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

* This map is not intended for measurement purposes.
Map was produced using DPLH's InQuery.

Date produced: 27-Jan-2022



UCL PIN 960975, UCL Lot 56 and 57 on Deposited Plan 163274

DPLH BUSINESS USE ONLY

Internal Spatial Viewer



0 0.11 0.22 Kilometres

1:5,000
at A4

Protection: WGS 1984 Web Mercator Auxiliary Sphere

**10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A
DECISION OF THE MEETING**

11. DATE AND TIME OF NEXT MEETING

12. MEETING CLOSURE

There being no further business the President, Cr Crees declared the meeting closed at pm